

Town of Proctor Selectboard Meeting Minutes

Draft

September 12,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:49 p.m.

Board Members Present

Bruce Baccei
Ben Curtis
Judy Frazier,Chair
Tom Hogan
Linda Raymond

Employees Present

Lisa Miser, Recorder
Michael Ramsey, Town Manager

Other Guests Present

Philip Anderson
Ken Brown
Dave Crawford
Courtney Dickerson
Charlotte Firestone
Jim Hill
Doug Todd
Peg Tv

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved August 22,2022 regular minutes and September 2,2022 special meeting minutes, as written.
- Unanimously approved Champlin Associates contract for \$43,465.30.
- Unanimously approved purchase from Southside Sales & Services, \$80,090.99.
- Unanimously agreed at 6:53 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to accept contract bid for the Gorham Bridge Road Water Project. 4-1
- Unanimously agreed at 7:11 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commission.
- Unanimously agreed at 7:16 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$755,059.66.

- Unanimously agreed to contract with Champlain Valley for heating fuel and diesel.
- Unanimously agreed to contract with Aldrich & Elliott for water/wastewater and asset management engineering services.
- Unanimously agreed to contract with Dufresne Group for transportation engineering services.
- Unanimously agreed at 7:49 p.m. to adjourn the August 22,2022 regular Proctor Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

The meeting was held in the Town Office Meeting Room; Zoom Video Conferencing was offered as well.

II. Review and Approve Agenda

Linda Raymond made the motion to approve the agenda.

The motion was seconded by Bruce Baccei, unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the August 22,2022 regular minutes, as written.

The motion was seconded by Tom Hogan, unanimously approved.

Ben Curtis made the motion to approve the September 2,2022 special meeting minutes, as written.

The motion was seconded by Linda Raymond, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

Chittenden Dammers & VAST: Handout of trail provided. The snowmobile organization would like an easement over the Chittenden Forest trails. They will provide a draft easement for the Selectboard and attorney to review.

Dave Crawford w/Champlin: Dave Crawford was present to discuss the water & wastewater system controls. Currently, we have SCADA controls which are limited for growth expansion and supported updates. He is suggesting that we move to MISSION, of which the system already has some components. Upgrades to the current system cost \$40,747.35, moving to the MISSION controls \$43,465.30. The benefit to MISSION is that it is an internet-based system that will continue to be supported, no license required, operators will have remote access, and guarantee connection to cell network. The current SCADA system needs a license, radios need to be replaced and is limited in terms of expansion. The assets are currently in good shape for the system as a whole. The library pump station does need work in the valve pit. Dave Crawford also spoke to the dedication of the Proctor employees, he noted that Proctor was fortunate to have these employees, they are eager to learn.

Tom Hogan made the motion to approve the Champlin Associates contract and move to the MISSION system at a cost of \$43,465.30. The motion was seconded by Bruce Baccei, unanimously approved.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: School started, great to see all the students walking to and from school. Fall Festival Saturday September 24th 11:00- 3:00, new sign at Beaver Pond picnic area.

VII. Highway Commission

New Equipment Purchasing/Bid Solicitation: Handout provided for equipment fund. Two bids were submitted for the Toolcat/Bobcat; 1) Southside Sale & Services - \$80,090.99 2) Champlain Valley Equipment \$83,000.00

Both bids include delivery and accessories from the old machine will fit the new machine. Ben Curtis made the motion to purchase from Southside Sales & Services for \$80,090.99. The motion was seconded by Bruce Baccei, unanimously approved.

Beaver Pond Path Update: Handout provided that shows updated schedule. Preliminary design will come to the Selectboard in October for discussion. All stakeholders will be invited to the meeting.

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:14 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Linda Raymond, unanimously approved.

Operation Monthly Report: See August 22,2022 minutes.

Gorham Bridge Road Water Project Solicitation: One bid was received for this project from Richard Reed & Son \$49,530.00. Bruce Baccei made the motion to accept the bid from Richard Reed & Son for \$49,530.00. The motion was seconded by Linda Raymond, approved by majority.4-1

Credit Supervisor Report: Handout provided of delinquent accounts. Michael Ramsey walked the Selectboard through the handout. From the Top 10 that received shutoff letters, 7 shut-offs 3 shut-offs can't be found. Next meeting the Selectboard will select the Top 10 and discuss accounts that are "yellow" that do not have agreements in place.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:11 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Linda Raymond, unanimously approved.

Operation Monthly Report: See August 22,2022 minutes.

Willow Street Project Updates & Change Order: Minutes from the last construction meeting provided along with the Payout #3. Michael Ramsey expressed some concern about the reimbursement lag time and will keep the Selectboard informed of any issues. The project is moving along smoothly with few interruptions or complaints.

Ben Curtis made the motion at 7:16 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved.

X. Manager's Report

- * Assistant Town Clerk/Treasurer Search: The search is ongoing, reviewing 15-20 new applications.
- * FEMA Roundtable Training for EMDs: Michael Ramsey attended the FEMA training.
- * Pool Director Report: Handout provided with attendance numbers for August.
- * Reallocation of Solar Credits: Michael Ramsey spoke with Green Maple to move credits around, as a cost savings measure. Handout provided with reallocation credits.
- * Updated Online Mapping: GIS maps updated online. Maps can be found at the bottom of the homepage of the website.
- * AOT Audit: Paperwork submitted for road grants.
- * Rink Contracts: Presented for information only. Handout in packet.
- * Irving Lot Maintenance: Michael Ramsey followed up Monday about the lot clean -up. He also inquired as to the status of the contamination of the lot- is the lot saleable.
- * OMYA & Lost Trucks Meeting: Meet with abutting Town Managers and Butch Shaw at OMYA to discuss town concern.
- * Zion Growers Purchase of 52 Main Street: The sale of 52 Main Street to Zion Growers is complete.
- * Florence Road Paving begins September 12th: Paving began Monday.
- * North Street Radar Data: Handout provided with traffic data information.

XI. Additional Items Requiring Action from the Board

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$62,400.98.
- Sheriff's Report: Information only. Handout provided.
- Fuel Bids: Two bids received for heating oil 1) Gecha \$3.97 2) Champlain Valley \$3.80 fixed. One bid received for diesel from Champlain Valley \$4.125 total.
Tom Hogan made the motion to accept the heating oil and diesel bids from Champlain Valley. The motion was seconded by Ben Curtis.
- RFQ Review for General Engineering Services: Bruce Baccei made the motion to use the firm Aldrich& Elliott for water/wastewater and asset management engineering services. The motion was seconded by Ben Curtis, unanimously approved. Ben Curtis made the motion to use the firm Dufresne Group for transportation engineering services. The motion was seconded by Linda Raymond, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

XII. Adjourn

Ben Curtis made the motion to adjourn the September 12,2022 regular Selectboard meeting at 7:49 p.m. The motion was seconded by Tom Hogan, unanimously approved.