

Town of Proctor Selectboard Meeting Minutes

Draft

January 24,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 6:38 p.m.

Board Members Present

Bruce Baccei

Ben Curtis

Judy Frazier,Chair

Linda Raymond

Employees Present

Lisa Miser, Recorder

Michael Ramsey, Town Manager

Carol Ryan, Asst. Town Clerk & Treasurer

Other Guests Present

Phillip Anderson

Brian Cannucci

Megan Cannucci

Charlotte Firestone

Angelo Lynn – The Reporter

Angela Oberg

Robert Oberg

Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved December 13,2021 regular meeting minutes, with correction.
- Unanimously agreed to submit Rink application to MRP, \$47,000.00.
- Unanimously agreed to submit Pool application to MRP, \$7,902.43.
- Unanimously agreed to submit Beaver Pond application to MRP, \$2,432.24.
- Unanimously agreed to submit War Markers for Graves application to MRP, \$1,054.95.
- Unanimously agree to submit Our Yard application to MRP, \$3,000.00.
- Unanimously agreed at 6:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:19 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:22 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.

- Signed orders totaling \$60,352.86.
- Unanimously approved Town Meeting by Zoom 2/28/22 and voting by Australian Ballot 3/1/22.
- Unanimously approved and signed Town of Proctor Warning.
- Unanimously approved FUA for PES 2/17/22.
- Unanimously agreed at 6:38 p.m. to adjourn the January 24,2022 regular Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

This was a Zoom Conferencing meeting, as well as, in person at the Town Office Meeting Room.

A full Selectboard was not seated, all motions passed unanimously unless noted.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda, as presented.

The motion was seconded by Linda Raymond, unanimously approved

III. Review of Minutes

Ben Curtis made the motion to approve the January 10,2022 regular meeting minutes, with a correction. The motion was seconded by Bruce Baccei, unanimously approved.

Correction page 4 under Additional Items; Consideration of Alternative Procedures for Town Meeting – a vote was not taken.

IV. Open Public Comment

No public comment.

V. Guests

Brian & Megan Cannucci -Mortimer Proctor Application: Brian & Megan Cannucci were present to answer any questions for their application submission to MRP for the Rink The application request is for \$47,000.00 for a playground to be installed at the Rink.

Bruce Baccei made the motion to submit the Rink application to MRP for \$47,000.00. The motion was seconded by Linda Raymond, unanimously approved.

Pool MRP Application

Ben Curtis made the motion to submit the Pool application to MRP for \$7,902.43. The motion was seconded by Bruce Baccei, unanimously approved.

Beaver Pond MRP Application

Bruce Baccei made the motion to submit the Beaver Pond application to MRP for \$2,432,24. The motion was seconded by Ben Curtis, unanimously approved.

War Markers for Graves MRP Application

Bruce Baccei made the motion to submit the War Markers for Graves application to MRP for \$1,054.95. The motion was seconded by Ben Curtis, unanimously approved.

Our Yard MRP Application

Ben Curtis made the motion to submit the Our Yard application to MRP for \$3,000.00. 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: Maggie McKearin was hit her 1,000th point at the January 20,22 Varsity Ladies Basketball game. The spring musical is being cast at PHS for the performance of Lucky Stiff on April 8th & 9th.

VII. Highway Department

Operations Report

Activities:

Road check

Check Beaver Pond Dam

Fixed Potholes

Ordered 300 tons of salt to a total of 400 tons received- have about 300 tons in salt shed due to 150 left from last year

4 snow events

3 ice events – one on Christmas Day and the next day

Plowing and salting roads

Maintaining sidewalks, snow blowing and salting

Cutting and splitting firewood

Picking up Christmas trees

Installed Zamboni on JD Tractor for skating rink

Change oil and filter on Cat loader and greased

Change oil and filter on water and waste water truck

Change oil and filter on 5-ton dump truck and greased

Cleaned equipment

Repair flare on GMC plow

Tree down on West St – cleaned up

Ongoing Activities:

Beaver Pond checks

Service vehicles

Training

Fix catch basins on Main St and Cliff St

Working on clearing brush back on road sides

Plowing and salting roads and sidewalks

Overtime:

No over time

Schedule Update for South Street Sidewalk: D & K will be at the 2/14/22 Selectboard meeting to discuss the project. Handout provided.

Bridge Weight Limit Signs for Emergency Vehicles: Information only. Unsure what if any bridges would be impacted in Proctor.

Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Ben Curtis made the motion at 6:13 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:

Activities

Weekly Water pump station check.

Performed all water testing all passed.

Dailies.

Eastside tank alarm clock out – everything okay

Westside tank alarm water on floor due to below zero temps froze drain unthawed drain fixed problem probably

Checking for daily leaks

Plowing out water plant and pump stations after snow storm

Painted fire hydrants on Terrace Hill and Green Square black and put out of service signs per Vermont Water Supply Division

request for low flow will remove and install flushing hydrant summer 2022

Working on O&M Manual and Source Protection Plan

Ongoing/Planned Activities

Curb stops at 49 West St.

Look for curb stops in ROW for next year installs.

Will flow new Fire hydrants on North St after road is paved.

Delinquency Report: Handout provided.

Operations and Maintenance Manual Update: John Corliss and Michael Ramsey will work with D& K to move this update along.

Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:19 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Ben Curtis, unanimously approved.

Operation Monthly Report:

Activities

Perform all monthly WW sampling

Maintenance on Blowers

Check pump stations

Sewer back up on Gibb Street over ban cleared with rods and then jetted

Camera Gibb Street sewer manhole found roots in pipe will repair in spring hiring a contractor to dig due to location of sewer – needs to be done

with Excavator steep bank

Replaced transducer at Library pumpstation

Called Champlin Associates diagnose problem at Library pumpstation found – controller bad replaced with one from Styles Meadow – working ok now

Ordered new panel for Styles Meadow should be installed end of February

Purchaser new flow meter for WWTF for having problems with old meter it was time to update

Ongoing/Planned Activities

Training of new hires

Jetting of problem sewer areas - started

Looking into getting provisional WW licenses for Nick & Rob

Looking for curb stops for delinquent sewer taxes

Delinquent Accounts: See Board of Water Commissioners.

Willow Street Sewer Updates/Stream Alteration Comment Period: Comment period ends Monday 1/24/22. The flow control plan will be a requirement of the Contractor.

Other New and/or Old Business: No other new and/or old business.

Ben Curtis made the motion at 6:22 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Linda Raymond, unanimously approved.

X. Manager's Report

*Town Report: Report is being put together will be sent to printer on Thursday.

*Assistant Assessor Offer Letter: Letter in packet for duties and hiring.

*Local Hazard Mitigation Plan Meeting: Make-up meeting Tuesday 1/25/22.

*Storm Water Master Plan Grant Award: \$37,000.00 from Lake Champlain Basin Program.

*Submitted Reimbursement for CWSRF (\$11,759): Information only.

*Submitted Expenditure & Quarterly Report for LHMP (\$4,028.64): Information only. Town share is being funded by in-kind hours.

*Staining for the Rink Cabin (June 4,2022): Rotary Club will be performing the work.

*Beaver Pond Ice Fishing Event: Letter from committee describing event.

*52 Main Street Redevelopment Update: Zion Group putting together a Redevelopment Plan.

*Town Clerk/Treasurer Office Door Installation: Door complete – excellent company to work with.

*State Emergency Operations Center Activation Report: Providing weekly updates about Covid. Handout provided.

*Local Response & Recovery TTX After Action Review: Michael Ramsey attended the January meeting.

*Website Updates: Traffic Policy and Beaver Pond Policy uploaded to website.

*Meeting with Ed Bove about Economic Analysis Plan: Planning Commission members meeting about creating Business Plan for Proctor.

*RRPC Board of Commissioner Meeting: Michael Ramsey attends the RRPC meetings as the Proctor rep. all agendas and minutes are on the RRPC website.

*Town Meeting: The Town Clerk will be sending out postcards about Town Meeting and voting options to voters.

XI. Discussion and Action from the Board

●Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed the orders totaling, \$60,352.86.

●Sheriff's Report: Handout provided.

•Procedures for 2022 annual meeting (Old Business): Ben Curtis made the motion hold the Town Informational Meeting by Zoom on Monday 2/28/22 and to vote by Australian Ballot on Tuesday 3/1/22.

The motion was seconded by Bruce Baccei, unanimously approved.

Ben Curtis made the motion to approve and sign the Town of Proctor Warning. The motion was seconded by Linda Raymond, unanimously approved.

•Facility Use Agreement for Winter Carnival: Bruce Baccei made the motion to approve the FUA from PES for Thursday February 17,2022. The motion was seconded by Ben Curtis, unanimously approved.

•Mortimer Proctor Application Submittal: See Guests.

•Other New and/or Old Business: No other new and/or business.

•Executive Session: No executive session required.

XII. Adjourn

Ben Curtis made the motion to adjourn the January 24,2022 regular Selectboard meeting at 6:38 p.m. The motion was seconded by Bruce Baccei, unanimously approved.