

# Town of Proctor Selectboard Meeting Minutes

Draft

October 11, 2021

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:12 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, Assistant Town Clerk

## **Other Guests Present**

Charlotte Firestone

John Jozwiak

Anne Rademacher

Keith Whitcomb, Rutland Herald

Peg Tv

## **Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved September 27, 2021 regular meeting minutes, as written.
- Unanimously agreed at 6:08 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:11 p.m. to adjourn the of the Board of Water Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed at 6:15 p.m. convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:16 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$134,577.98.
- Unanimously approved the quit claim deed for parcel #1220.
- Unanimously approved the PDM Grant for LMHP.
- Unanimously agreed to enter executive session at 6:43 p.m. for the purpose of contract discussion.
- Unanimously agreed to exit executive session at 7:10 p.m. ACTION
- Unanimously agreed to issue an RFP for legal services.

•Unanimously agreed at 7:12 p.m. to adjourn the October 11,2021 regular Proctor Selectboard meeting.

### **Action Items**

#### **I. Call to Order - Pledge of Allegiance**

This was held in the Town Office Meeting Room; Zoom Video Conferencing was offered as well. A full selectboard was not seated, all motions passed unanimously by the four members present.

#### **II. Review and Approve Agenda**

Ben Curtis made the motion to approve the agenda, as presented. The motion was seconded by Bruce Baccei, unanimously approved.

#### **III. Review of Minutes**

Bruce Baccei made the motion to approve the September 27,2021 regular meeting minutes, as written. The motion was seconded by Linda Raymond, unanimously approved.

#### **IV. Open Public Comment**

John Jozwiak: John Jozwaik was present to hear answers to the questions he asked the Selectboard at the September 27<sup>th</sup> meeting. John spoke with the Town Manager, and the Town Manager felt that the questions had been addressed. John Jozwaik also stated that a town employee had been rude to him this past week.

#### **V. Guests**

No guests.

#### **VI. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: Proctor Phantoms had a successful Homecoming winning three out of the four games. Jimmy T Memorial Soccer Tournament will be held October 16<sup>th</sup> beginning at 11:00 a.m. The Quarry Valley Bass Fishing Team won the State Championship. The Proctor Players will present Sleepy Hollow, November 13<sup>th</sup> at 6:00 p.m. and November 14<sup>th</sup> at 1:00 p.m.

#### **VII. Board of Water Commissioners**

Bruce Baccei made the motion at 6:08 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Ben Curtis, unanimously approved.

**Operation Monthly Report:** See September 27,2021 minutes.

Old Business: Four hydrants are on the work plan to be replaced. These hydrants do not meet flow requirements; Patch Street, Reynolds Street, Oak Street and Green Square. Michael Ramsey will check on the WWTF hydrant and report back at the next meeting.

Old Business: Delinquent Report's "curb stop" column will be updated by October 31<sup>st</sup>.

Old Business: Fourteen shutoffs are scheduled – this is a daily moving number. Two have agreements and one has VCAAP.

Ben Curtis made the motion at 6:11 p.m. to adjourn the meeting of the Board of Water Commissioners and resume the meeting of the Selectboard. The motion was seconded by Linda Raymond, unanimously approved

### **VIII. Highway Commission**

Old Business: Paving should begin on Park Street and Larson Street this week. Information is on the Town website.

New Business: Grant in Aid Projects- Olympus, Beaver Pond and Ormsbee Ave culverts have taken precedence in the workflow. Post construction inspection at the end of October. All projects are completed.

Linda Raymond inquired about installing a speed limit sign on Beaver Pond Road.

### **IX. Board of Sewage Commissioners**

Bruce Baccei made the motion at 6:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioner. The motion was seconded by Ben Curtis, unanimously approved.

**Operation Monthly Report:** See September 27,2021 minutes.

Delinquent Accounts: See Board of Water Commissioners.

Old Business: SOP for the town is to inspect laterals for liability reasons. No charges are suffered by the business or homeowner.

Bruce Baccei made the motion at 6:16 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Linda Raymond, unanimously approved

### **X. Manager's Report**

\*VOREC Grant Application Update - The Town's application was selected to move forward to submit a full application. There were 104 applicants, 37 were selected to move to Round 2.

- Welcome to Proctor Signs – Handout provided about possible sign options. Information only.
- Willow Pump Station Sewer Project Update – Easement requirement month -Feasibility of borings under RR track end of the month.
- Beaver Pond Multi-Use Path Project Update – Next update April 2022
- South Street Sidewalk Project Update -Handout provided
- Bids for the treasurer's office doors – Sealed bids will be received and opened at the Selectboard meeting.
- RFP for Clean Water & Healthy Ecosystem Project Support Letter – Letter has been sent – Grant submitted by Conservation District.
- Submitted quarterly report for the FEMA PDM19 grant supporting the LHMP
- Budget Season Kick-off – Michael Ramsey will be contacting departments to schedule time to discuss their budgets.
- Snow Season Preparation – No contract price for salt, waiting for the state to send out. Currently 120 ton of salt in the shed.
- 19 Oak Street ROW repair (Citizen complaint update) – Handout provided; issue has been addressed.
- Stop Light out at the intersection of School and Gibbs Street – PW Foreman will replace stop light bulbs.
- Oil Spill on Cain Street -PW crew cleaned up – puddle from vehicle.
- Thanks to Jeremy Carroll with Edward Jones for coming out and helping town employees plan for retirement – Jeremy Carroll spent five hours with town employees addressing questions and finalizing plans.

## **XI. Additional Items Requiring Action from the Board**

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$134,577.98.
  - Review Sheriff's Report: Information only.
  - Community Discussion of ARPA Funds: A handout was provided with a list of ideas.
  - Discuss Grandpas Knob Community Wind Proposal: A handout was provided about the wind proposal. Sam Carlson will be at the October 25<sup>th</sup> Selectboard meeting to present the proposal. Anne Rademacher from Pittsford was present to speak against the wind proposal and to provide a letter from the RRPC that also is against the proposal.
  - Bruce Carrington (Lot 1220) Deed Investigation and Purchase: A deed search was completed and the Town owns parcel #1220, Bruce Carrington would like to purchase for \$1.00. Bruce Baccei made the motion to quick claim deed parcel #1220 to Bruce Carrington for \$1.00 and all legal fees. The motion was seconded by Ben Curtis, unanimously approved.
  - PDM Grant Approval for the (LHMP) Advanced Notice to Proceed and Grant Agreement: Bruce Baccei made the motion to approve the grant agreement. The motion was seconded by Ben Curtis, unanimously approved.
  - Vermont Family Network: Letter submitted as a request to be on the March ballot, as per procedure a petition must be submitted to be placed on the ballot.
  - Other New and/or Old Business: No other new and/or old business.
  - Executive Session: Ben Curtis made the motion at 6:43 p.m. to enter executive session for the purpose of contract discussion. The motion was seconded by Linda Raymond, unanimously approved.  
Ben Curtis made the motion at 7:10 p.m. to exit executive session. The motion was seconded by Bruce Baccei, unanimously approved.
- ACTION:
- Ben Curtis made the motion to issue an RFP for legal services for the Town of Proctor. The motion was seconded by Linda Raymond, unanimously approved.

## **XII. Adjourn**

Ben Curtis made the motion to adjourn the October 11, 2021 regular Selectboard meeting at 7:12 p.m. The motion was seconded by Linda Raymond, unanimously approved.