

Town of Proctor Selectboard Meeting Minutes

Draft

October 24,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 7:34 p.m.

Board Members Present

Bruce Baccei

Ben Curtis

Judy Frazier,Chair

Tom Hogan- Zoom

Linda Raymond

Employees Present

Lisa Miser, Recorder

Michael Ramsey, Town Manager

Other Guests Present

Phillip Anderson

Jenny Austin

Jeff Bachiochi

Charlotte Firestone

Lyle Jepsen

John Jozwiak

Olivia Lyons

Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved October 10,2022 regular meeting minutes.
- Unanimously agreed at 6:32 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:38 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:41 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$226,693.95.
- Unanimously approved allowing Michael Ramsey to set the base opening bid for the tax sale.
- Unanimously agreed to enter executive session at 7:03 pm.
- Unanimously agreed to exit executive session at 7:33 pm. No action.
- Unanimously agreed at 7:34 p.m. to adjourn the October 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.

II. Review and Approve Agenda

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

III. Review of Minutes

Bruce Baccei made the motion to approve the October 10,2022 regular meeting minutes, as presented. The motion was seconded by Linda Raymond, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

Lyle Jepsen from CEDRR: Lyle and Olivia provided an overview of the work CEDRR does for Rutland County. The marketing program is in its 7th year and has seen 200 people move to the Rutland County area. They are requesting that Proctor continues to fund this project and places the request in the budget, \$1.00 per resident, roughly \$1700.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Proctor Free Library hosted a successful book sale. The new sign frame for the welcome sign is fabulous. Proctor High School hosted tryouts for the play, which will be put on in December.

VII. Highway Department

Operations Report: Foreman Report 9/22-10/19

9/22- Cleared off Catch Basins

Used Backhoe to push dirt piles over bank on Florence that were left over from construction

Picked up left over sewer pipe from Zaluzny site

Picked up chlorine, fluoride, and citric acid from Allen Pools

Switched out empty oil drum for full one

Cleaned up around oil containment area

Cleaned out ditch in garage

Fixed and reattached mud flap on F550

9/23- Mowed

Spent day at well with Patch and Rick from A+E troubleshooting well issues

Brought supplies to Rick reed in GBR

Emergency Selectboard meeting about well issues

9/26- Talked with Mike about timecards and policies

GMP hit water line installing new pole. Had to shut down water main to stop leak on South St and repair

Handed out Boil Water notices to 9 houses on South St and one on Holden

Still manually filling West Tank at South St vault

- Checked on Rick Redd at GBR
- Dan did dailies
- 9/27- Brought jetter to GBR to clean out catch basin while Rick Reed had pipe exposed
 - Checked Proctor Pool level – draining in progress
 - Brought supplies to Rick reed on GBR
 - Checked in with Mike about Rick Reed's contract expectations on GBR
 - Filled roadside washout in front of 56 GBR
 - Filling West Tank manually went to well to check tank levels
- 9/28- Potholes
 - Water samples at houses on South St to lift boil water notice
 - TSS samples at WWTF
 - Talked with Rick from A+E about Zaluzny project
 - Rebuilt solenoid in South St vault – still need to replace coil
 - Went to Town Office to sign paperwork
 - Cleaned up paint sprayer and paint buckets – put paint sprayer away
 - Filled F550 with shur pack to fix road to East tank
- 9/29- Fixed washouts on road going to East tank
 - Trimmed overhanging limbs and shrubs on Olympus, Oak and Ormsbee
 - Took South St and GBR water samples and brought to lab
 - Pulled mop head out of Library Pump Station
 - Maintenance on blower motors at WWTF
 - Ran camera down sewer main on Cain St. Keeping eye on it due to slight break in main
 - Checked pump stations
- 9/30- Cleaned and greased F550
 - Fixed roadside washouts with shur pack and top soil on Olympus, Ormsbee and Gibbs – also seeded
 - Cold patch on sidewalk on Ormsbee
 - Potholes and holes in Rink surface (cold patch)
 - Cleaned out chemical injectors at well
 - Maintenance on blowers at WWTF
 - Started to pull apart roadside mower for repairs
- 10/3- Finished fixing roadside mower
 - Mowed Florence Rd & East tank
 - Stacked firewood that was delivered
 - Traced waterline on GBR for John
 - Reset generator alarm on Cain St
 - Located curb stop for Pat McLaughlin
- 10/4- Started to roadside mow- right side of 3-point hitch broke.
 - Will order new part once Celia is back to work – need cc to order online
 - Checked on Rick Reed & John – brought them necessary parts
 - Mowed
 - Stacked wood
 - Talked with garage neighbor about accessing his property for project
 - Replace solenoid in South St vault
- 10/5 – Water dig on Warner Ave
- 10/6- Reprogrammed Radar sign
 - Picked up trash from cemetery

- Shut off water to cemeteries for water
- Set up leaf box and leaf vac on GMC
- Missing discharge chute for leaf vac – made a new one
- Ditched Anderson property within ROW on Ormsbee for catch basin discharge
- Investigated clogged catch basin near triangle
- WW & water calibrations
- 10/7- Cleaned up back room in garage
- Washed zero turn
- Started repairing JD 455 mower
- Went to Rutland for various items for WW/W/Highway
- Upcoming projects chat with Mike
- Checked on Rick reed GBR project
- Resident on 3 Patch St reported running water noise in basement.
- Investigated water main and surrounding area for possible leaks with ROW
- Cleaned out wood stove
- Washed out International & F550
- Filled International tires with air – slow leaks in back tires need to be checked out
- 10/10- Got paint for Proctor sign frame
- Picked up part for JD 455
- Picked up material for outfall project behind the garage
- Cut down trees and brush near outfall project
- Cleared area for materials
- Picked up pallets for stacking wood in shed
- Stacked wood
- 10/11 - Outfall project behind garage
- Assisted A1 pumping out catch basins
- Assisted generator service tech at Taylor Hill
- 10/12 - Added Salt/sand to resident pile
- Pulled pump head at Columbian Ave – issues with Pump 2
- Back flushed pumps at Field, Styles and Columbian Ave
- Cleaned up stone piles behind garage
- Painted Proctor sign frame
- Assisted Champlin
- Changed oil in blower motor at WWTF
- 10/13- Cleaned catch basin grates
- Assisted Pat McLaughlin on GBR (Shut off water)
- Assisted Champlin
- Repaired biolacs in lagoon at WWTF
- Leaf cleanup
- Back flushed pumps at Columbian and Styles
- 10/14- Assisted Champlin
- Continued biolab repair
- Wrote report for algicide application
- Another coat of paint on Proctor sign frame
- Continued leaf cleanup
- 10/17- Picked up tree left by McCullough's on Grove
- Leaf Cleanup

Added algicide to lagoons at WWTF per state
Checked chlorine flow at well
10/18 - Paved Warner dig
Paved dig near hydrant on corner of Reynolds/Grove
Cleaned chlorine injector at well
Ordered biolacs for WWTF
10/19- Trash at Town Office

Beaver Pond Preliminary Plan review w/VHB +Dubois & King: Jeff & Jenny joined via Zoom. Preliminary plan is under review. Pushing to complete work Summer 2023. Michael Ramsey feels good about the ROW work – needs to speak with two property owners.
Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:32 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 Highway Report

Credit Supervisor Report: Handout provided.

Field Street Well House Pump Replacement Updates: The new motor will be installed this week.

Gorham Bridge Water Project Updates: All houses are now connected to the new main line.

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

IX. Board of Sewage Commissioners

Ben Curtis made the motion at 6:38 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bruce Baccei, unanimously approved.

Operation Monthly Report: See Highway Report

Willow Street Project Update: Paving has been completed. Very smooth project.

WWTP ESA Update: Waiting to receive application back from the state.

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

Linda Raymond made the motion at 6:41 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Ben Curtis, unanimously approved.

X. Manager's Report

- *Submitted Reimbursement for Florence Road Repairs: The reimbursement has been submitted.
- *Issued fines for Cain Street: Issuing letter with fines sent to Cain Street property. Following up with RCSD.
- *Attended various local and regional committee meetings: Michael Ramsey attended multiple local and regional meetings.
- *Attended the open house for the Marble Museum: Michael Ramsey attended the Marble Museum event.

- *Executed a Facility Use Agreement for Girl Scout Meetings at the Rink: The FUA has been issued, insurance was provided.
- *Attended the Vermont Better Places Webinar: Michael Ramsey attended and provided a brief overview.
- *VMRS will attend the next meeting: Will be at next meeting under guests.
- *Website content updates: Website updates ongoing.
- *Audit report updates: Handout provided. The town is in a good position.
- *Draft FY24 Budget review next meeting: Presentation at next meeting.
- *Project Management Activities: Activities were discussed under highway/water/ wastewater.
- *Draft Personnel Policy Open for Discussion and Feedback: Seeking any changes/feedback on draft policy.

XI. Discussion and Action from the

- Review of Bills/Expenditures & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$226,693.95.
- Sheriff's Report: Handout provided.
- Tax Sale Bidding Authorization for 81 East Street: Bruce Baccei made the motion to authorize Michael Ramsey to set the base opening bid for the tax sale. The motion was seconded by Ben Curtis, unanimously approved. Resolution was signed by all members present.
- Payment Agreement for Delinquent Water/Sewer of 17 Center Street: Letter provided. Rewrite agreement to pay \$200 per month for 3 months, down payment on 2/1/23 to get monthly payment down to \$200 per month.
- Other New and/or Old Business: Mosquito District assessment going up about \$2,000.00 for next year.

John Jozwiak noted his concerns; about potholes throughout town, the drinking water, not being notified about the pump failure and Field Street gate not being locked.

- Executive Session: Ben Curtis made the motion to enter executive session at 7:03 pm to discuss the town's civil litigation over the assessed value of GMP hydro-power facility.

The motion was seconded by Bruce Baccei, unanimously approved.

Bruce Baccei made the motion to exit executive session at 7:33 pm. The motion was seconded by Ben Curtis, unanimously approved. No Action.

XII. Adjourn

Ben Curtis made the motion to adjourn the October 24, 2022 regular Selectboard meeting at 7:34 p.m. The motion was seconded by Bruce Baccei, unanimously approved.