

Town of Proctor Selectboard Meeting Minutes

Draft

November 13,2023

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:49 p.m.

Board Members Present

Bruce Baccei

Ben Curtis, Chair

Linda Doty

Tom Hogan

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Lisa Miser, Recorder

Other Guests Present

Brian Cannucci

Megan Cannucci

Sgt. Cross

Sheriff Fox

Vicky Perkins

Peg Tv

Action Items

I. Call to Order - Pledge of Allegiance

Ben Curtis called the meeting to order.

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

II. Review and Approve Agenda

Linda Doty made the motion to approve the agenda, with one change; move the budget discussion to the end of the meeting.

The motion was seconded by Albert Wenta, unanimously approved.

III. Review of Minute

Bruce Baccei made the motion to approve the October 23,2023 regular selectboard minutes, as presented.

The motion was seconded by Tom Hogan, unanimously approved

IV. Good News to Share

Fire Department Celebration was a success. Suggestion that the photo on the Town Report be of the Fire Department, along with the dedication.

V. Open Public Comment

Vicky Perkins- Pres PTO Chair was present to discuss a Color Run Fundraiser using town roads. The PTO is in the process of raising money for new playground equipment. The event is scheduled for April 27, 2024 9am- 3pm with primary activities taking place in the park. There will be a 5K and a Kid Dash. A facility use form will be submitted by the principal. A map was provided to the Selectboard- it will be an open course with no roads being closed.

VI. Discussion & Action Items

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$146,048.34.
- MTAP (Municipal Technical Assistance Program preapproved for assessment): Albert Wenta made the motion to participate and have Judy Frazier create a statement of work to be done at the WWTF. The motion was seconded by Linda Doty, unanimously approved.
- Sheriff Department visit: Discussion with Sgt. Cross and Sheriff Fox about questions/clarifications on the Patrol Reports with respect to billing. The Selectboard requested a list of commonly used abbreviations/acronyms on the patrol reports.
- Appointed Committee Handbook: The committee will consist of Judy Frazier, Linda Doty and Lisa Miser. They will provide an updated draft to the Selectboard for review.
- Placement of No Parking sign on North Street from the corner of School Street south: Information only. DPW will install the No Parking signs.
- Committee to discuss short term rentals: The Planning Commission will write the new ordinance for Air BnB/short term rentals.
- Storm Water drainage map for Selectboard Committee Policy and Adoption Application, top 4 projects are; Elementary School, High School, Library and Riverside Cemetery front lawn area: Consensus not to participate in project at this time.
- Budget FY25: Special Budget Meeting Thursday November 16, 2023 at 4:00 pm at the Town Office. Will review pages 1-4.
- Other Business -Skating Rink Contracts: Megan & Brain Cannucci and Andre Greb have signed contracts for the ice-skating season. There were some questions about the ice making process which Brain Cannucci explained. Contracts and duties will be reviewed at the end of the season for accuracy and transparency.

VII. Board of Water Commissioners

Albert Wenta made the motion at 7:09 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, unanimously approved.

- Delinquent Accounts- final shutoffs status: Final shut off residents have paid or have entered into an agreement.
- Other Business: no other business

VIII. Board of Sewer Commissioners

Linda Doty made the motion at 7:10 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewer Commissioner. The motion was seconded by Albert Wenta, unanimously approved.

Other Business: The third class on asset management has been completed.

Tom Hogan made the motion at 7:11 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, unanimously approved

IX. Departmental Reports

- Sheriff: Report provided in packet. Addressed under Sheriff Department visit.
- Town Manager: Judy Frazier provided an overview of her report. Letter will be sent to Zion about their water/sewer/tax delinquencies. Planning Commission is seeking a new member.

X. Other Old/New Business

Dale Christie Town Historian per Tom Hogan.

XI. Adjourn

Linda Doty made the motion to adjourn the November 13, 2023 regular Selectboard meeting at 7:49 p.m. The motion was seconded by Albert Wenta, unanimously approved.