

Town of Proctor Selectboard Meeting Minutes

Draft

November 14,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:31 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
Kevin Blongy
Jeff Duchesne
Charlotte Firestone
Angelo Lyn
Josh Webb
Peg Tv

Agreements/Approvals

- Unanimously approved agenda, with one addition.
- Unanimously approved October 24,2022 regular minutes and November 7,2022 special meeting minutes, as written.
- Unanimously agreed at 6:03 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:09 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commission.
- Unanimously agreed at 6:11 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$339,692.33.
- Unanimously agreed to contract with Cargill for road salt, \$85.50 per ton.
- Unanimously agreed to apply for Step I Clean Water Loan.
- Unanimously agreed to authorize Town Manager to sign ESA following state approval.
- Unanimously agree to allow the PVFD to place a communication town on the East Side tank.

•Unanimously agreed at 7:31 p.m. to adjourn the November 14,2022 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

Ben Curtis made the motion to approve the agenda, with addition; Rutland Emergency Management Committee appointment.

The motion was seconded by Tom Hogan, unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the October 24,2022 regular minutes, as written.

The motion was seconded by Linda Raymond, unanimously approved.

Tom Hogan made the motion to approve the November 7,2022 special meeting minutes, as written.

The motion was seconded by Ben Curtis, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The weather has been amazing for a nice warm fall.

VII. Highway Commission

Beaver Pond Path Update: Landowners will attend the November 28th Selectboard meeting. A second multi path opportunity was brought to the Planning Commission, they will hold a special meeting to decide if they support applying for the scoping grant. If the application is recommended it will be presented to the Selectboard at the November 28th meeting. The estimated cost for the town is \$5,000.00, the funds would come from the Planning Commission budget. West Rutland has agreed to apply for the scoping grant.

South Street Sidewalk Project Update: The project is on schedule, anticipate ROW phase will begin in December.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:03 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 October 24,2022 minutes.

Collection Committee Draft Minutes: The committee is diligently working on policy and procedure for collections. Anticipate this to be in place before Spring when shut-offs will occur for delinquent accounts.

Gorham Bridge Road Water Project Completion: Indoor plumbing at 1 GBR would not allow a connection change, the line is still in the rear of the home. If line maintenance becomes an issue it can be moved to the front.

Field Street Warehouse Pump Repair Update: A+E has gathered the necessary documents and will monitor the station remotely. With the hope the issue can be found and corrected within a few weeks. If this does not occur a formal agreement will need to be entered into with A+E, to determine outcomes and dollar amount.

O&M Manual Update: To complete the O&M manual the town must complete 8B abandonment project and fix the hydrant next to the town garage. All options are being explored for the garage hydrant.

IX. Board of Sewage Commissioners

Tom Hogan made the motion at 6:09 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: See October 24,2022 minutes.

Willow Street Project Completion: Project is complete, contractor removed the silt fence.

ESA WWTP Update: The ESA is currently under review by the state.

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

X. Manager's Report

* Budget Preparation: FY 24 Budget 1st draft to be discussed later.

* Ordinance Enforcement: No clean-up has occurred at 20-22 Cain Street, continue with fines to the property. Irving will be removing the debris from the West Street lot.

* Solar Credit True-Up: No update.

* Local and Regional Committee Meeting Attendance: Michael has attended multiple meetings.

* GMP & Efficiency Vermont Meeting with Meghan Chambers: They are working with Zion Growers to offer incentives and any Proctor business should reach out for assistance. The town will need to get additional bids if they wish to replace the light fixtures on the Marble Bridge. The one quote is approximately \$27,00.00.

* Website Content Updates: Water/Sewer Commissioners page along with Planning Commission page. The library was recognized for its lasting and positive impact on the town.

* Audit Report: In Selectboard packets.

* Project Management Activities: No update.

* Annual Report Preparation with REPRO: No update.

* Draft Personnel Policy Open for Discussion and Feedback: No update.

* General Concerns and Feedback from Community Members: Wall along South Street in disrepair, homeowner on Ormsbee Ave has continuous complaints about stormwater and maintenance of ROW; freight containers around town being used as long-term storage and have not been issued permits, farm animals located within town limits.

* Tax Sale Updates: The town was the only bidder. The property will be put on the market following Selectboard instruction, next October.

XI. Additional Items Requiring Action from the Board

•Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$339,692.33.

•Sheriff's Report: Information only. Handout provided.

•Road Salt Bids: Bruce Baccei made the motion to accept the Cargill bid of \$85.50 per ton for 850 tons, \$72,675.00. The motion was seconded by Linda Raymond, unanimously approved.

•Clean Water Planning Loan Application for WWTP Upgrades: Ben Curtis made the motion to apply for a Step I Clean Water Loan to perform a preliminary engineering study on the condition and needs of the Town's Waste Water Treatment Plant. The motion was seconded by Tom Hogan, unanimously approved. This loan is subsidized, the cost to the town is \$19,800.00.

•Authorize Town Manager to Sign the WWTP upgrades ESA following State Approval: Linda Raymond made the motion to authorize the town manager to sign the Engineering Services Agreement for the Waste Water Treatment Plant upgrades following the state's review and approval. The motion was seconded by Bruce Baccei, unanimously approved.

•General Fund FY24 Review/Fire Department Equipment Request: Ben Curtis made the motion to allow the PVFD to place a communication tower on the East Side water tank. The motion was seconded by Bruce Baccei, unanimously approved. The funds for the project were awarded from the Mortimer Proctor Trust.

Truck Replacement: Replacing Tanker 1 and Engine 2 with one truck blended to do both jobs.

Truck Option 1: \$597,910.00 with a life of 20-25 years. Truck Option 2; \$508,000.00 with a life of 10-15 years.

The PVFD prefer Option 1 due to the chassis and safety features. Replacement Fund has \$450,000.00. The PVFD will reach out to the vendor to see if they will hold the 4number and extend the contract until the November 28th meeting. Numbers do not reflect trade in amounts for Tanker 1 or Engine 2.

The Selectboard reviewed each department for the 1st draft of the FY24 budget.

Discussion highlights:

All employees receiving 3% raise

Insurance has a big jump

Retirement costs increase if the board decided to move to VEMERS

The assistant Town Clerk is 40 hours rather than the advertised 35 hours

Addition \$600 per month to clean the Town Office

Curbside increase of 19%- Michael Ramsey will speak to Casella about increase

Spring Dump Day added \$2500.00

Highway improvements increase of \$10,000.00

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

XII. Adjourn

Ben Curtis made the motion to adjourn the November 14, 2022 regular Selectboard meeting at 7:31 p.m. The motion was seconded by Tom Hogan, unanimously approved.