

Town of Proctor Selectboard Meeting Minutes

Draft

November 22,2021

Zoom Video Conference

Town Office Meeting Room

6:00 – 8:36 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
Carol Ryan, Asst. Town Clerk & Treasurer

Other Guests Present

Phillip Anderson
Steffanie Bourque
Brian Cannucci
Megan Cannucci
Dale Christie
Tom Doty
Charlotte Firestone
Rob Oberg
Josh Webb
Peg TV

Agreements/Approvals

- Unanimously approved agenda, with one change.
- Unanimously approved November 8,2021 regular meeting minutes, as written.
- Unanimously agreed at 6:14 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:20 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:21 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$96,120.30.
- Unanimously approved VOREC grant application moving forward, as proposed.
- Unanimously agreed not to support Grandpa's Knob Community Wind Project.

- Majority agreed to offer Town Clerk door bid to Academy Construction, \$5,750.00.
- Unanimously agreed to enter executive session at 8:09 p.m. for the Town Mangers 3-month review.
- Unanimously agreed to exit executive session at 8:35 p.m. - Action
- Unanimously agreed at 8:36 p.m. to adjourn the November 22,2021 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, with one change; move VOREC discussion to Guests.

The motion was seconded by Tom Hogan, unanimously approved

III. Review of Minutes

Ben Curtis made the motion to approve the November 8,2021 regular meeting minutes, as written. The motion was seconded by Linda Raymond, unanimously approved.

IV. Open Public Comment

Rob Oberg: Rob Oberg was present to speak about the Proctor Pool and his reasons why a pavilion at the pool should be included in the VOREC grant application.

V. Guests

Steffanie Bourque- Emergency Management Planner: Update on the draft Local Hazard Mitigation Plan was provided by Steffanie Bourque. The draft along with the Review Tool was provided to the Selectboard for perusal. This is a Municipal Planning tool and not legally binding between the town and FEMA. Steffanie Bourque explained the process for next steps and adoption. The public comment period will be open from 11/23/21 to 12/13/21. The public is invited to review the LHMP on the Town of Proctor website or to pick up a copy at the Town Office. Comments can be submitted to the Town Manager during the comment period or at the Selectboard meeting on 12/13/21.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Our Yard will hold the Annual Tree Lightening on December 10th at 6:15 then walk to the Proctor Free Library to meet Santa, have cookies & cocoa and make holiday crafts. Ben Curtis thanked the Proctor community for their support of the PHS play Sleepy Hollow. Holiday signs and wreaths on the marble signs will be going up in the next few days.

VII. Highway Department

Operations Report

Activities:

Road check

Check Beaver Pond Dam

Fixed Potholes

Worked with Wilks on grinding and paving Park Street and Larson Street

Paved patch on GBR from water line replacement to 88 GBR

Nick passed CDL

Ordered Salt received 111 tons – pushed up in Salt Shed

Hauled 154.88 tons of road sand out of 200 from Hunter Excavating in Clarendon at \$8.00 a ton

Working on putting truck together for the winter

Finished culvert on Park St

Raised manhole on Larson St and sure packed roundabout

Worked on Fire Hydrant on River Street

Helped Beaver Pond Committee winterize North end of the Pond

Working on street clean up- sweeping up roads- cleaning leaves

Working on edging Park St and Larson St

Clean equipment

Maintenance on vehicles

Ongoing Activities:

Beaver Pond checks

Service vehicles

Training

Fix catch basins on Main St and Cliff St

Overtime:

No over time

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

VIII. Board of Water Commissioners

Linda Raymond made the motion at 6:14 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

Operation Monthly Report:

Activities

Weekly Water pump station checks.

Performed all water testing – all passed.

Dailies

Ordered 2 Fire Hydrants from FW Webb's for River St and Oak St

Replaced Fire Hydrant at River St no change in flow need to replace 4" water main with 8" Main down Reynolds St, River St and Grove St

Oak St also needs a water main replaced from a 4" to an 8" water to get fire flow

Robert and Nick took their Class 3 water exam on 11/5/21 – waiting for results

Sanitary survey 11/9/21 with Heather Collins from Vermont Water Supply – went well

Replaced water service line to 88 GBR

Fixed leak in Filed St pressure reducing vault

Winterized water station

Shut off water at Riverside Cemetery

Traced out water lines on East St and Patch St for future valve replacement on Patch St

Ongoing/Planned Activities

Free Leak Detection scheduled for middle to end of August
Curb stops at 49 West Street
Look for curb stops in ROW for next year's installs
Will flow fire hydrants on North St after road is paved

Delinquent Accounts: No report.

109 Deere Lane – Pittsford Fee Forgiveness: This item was tabled until December 13th meeting, to receive an update and history on this property from John Corliss.

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

IX. Board of Sewage Commissioners

Ben Curtis made the motion at 6:20 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, unanimously approved.

Operation Monthly Report:

Activates

Perform all monthly WW sampling
Sewer plug at 8 North Street -Jetted main sewer and cameraed -Main ok – possible problem in homeowner line in ROW will be fixing 11/22/21
Raised manhole on Larson St
Worked with Kurbricky Construction on repairing manhole in yard at Frank Beyette's quarry on Market St – hit them while using yard for North St Bridge replacement
Winterized WWTF and Pump Stations
Maintenance on Blowers
Check pump stations

Ongoing/Planned Activities

Training of new hires
Repairing airline and diffuser
Jetting of problem sewer areas - started
A-1 to come and clean pump station
Looking into getting provisional WW licenses for Nick & Rob
Looking for curb stops for delinquent sewer taxes

Delinquent Accounts: See Board of Water Commissioners.

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

Linda Raymond made the motion at 6:21 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.

X. Manager's Report

*PACIF Risk Management Report: Some items have been addressed. Updates are being made.

- *Junk Vehicle Complaint (Old Business): Correspondence from RCSD provided, no junk vehicles noted on property.
- *Jacob Dorman Resignation: Letter of resignation provided.
- *Legal Services RFP have been posted: RFP has been posted. Thank you to Alan George for his years of service.
- *Annual Report Printing Quotes: Bid will be open at December meeting.
- *North Street Bridge: Cleanup continues, bridge is open.
- *Grant-In-Aid Project Search for FY22: Working with John Corliss to select projects.
- *Willow Sewer Project Easement Update: Copy of letter sent out provided in packet.
- *RRPC Board of Commissioners Meeting: Michael Ramsey attended his first RRPC meeting.
- *Budget Prep: Michael Ramsey has spent the majority of his time preparing the FY23 draft budget.
- *Fuel Bids Contract: Contract has been signed.
- *Website: Updated to include Winter Parking Ban and not to put leaves in the street.

XI. Discussion and Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed the orders totaling, \$96,120.30.
- Grandpa's Knob Community Wind Project: Tom Hogan made the motion that the Town of Proctor does not support the Grandpa's Knob Community Wind Project. The motion was seconded by Bruce Baccei, unanimously approved.
Judy Frazier will draft a letter to be sent to the project contact.
- Radar Signs: Handout provided with costs. The Selectboard will circle back to this topic after budget discussions.
- Lister's Contract FY22: The Selectboard tabled the contract and will invite Lisa Wright to the December 13th meeting to discuss the proposal.
- Rink Opening (Covid Protocols): The Rink will open to the public, masks must be worn inside, stay home if you are feeling ill.
- General Fund Budget Review: The Budget was reviewed by the Selectboard by department.
 - *Department 30 Legislative & Administrative - \$100,204.10 reduction of \$15,831.90 – Ok by Selectboard
 - *Department 31 Town Clerk & Treasurer -\$130,972.88 reduction of \$1,404.12 – Ok by Selectboard
 - *Department 32 Listers – Will be reviewed at 12/13/21 meeting
 - *Department 33 Elections - \$4,000.00 increase of \$2,000.00 due to Congressional election – Ok by Selectboard
 - *Department 34 Professional Services - \$30,300.00 no change – Ok by Selectboard
 - *Department 35 Municipal Building -\$20,987.85 reduction of \$1,597.15 – Ok by Selectboard
 - *Department 36 Planning & Zoning -\$10,058.88 – increase of \$2,373.88 due to adding Zoning Administrator to labor - Ok by Selectboard
 - *Department 37 General Insurance-\$10,300.50 increase of \$490.50 due to 5% increase built in – Ok by Selectboard
 - *Department 39-1- Transfer Station- \$20.30 no change- Ok by Selectboard
 - *Department 39-2- Curbside - \$161,533.42 increase of \$7,61.42 due to increases built into multi-year contract – Ok by Selectboard

- *Department 40 Highway Department will be reviewed at 12/13/21 meeting
- *Department 45 Fire Department- \$149,977.39 increase of \$5,974.39 due to increase of \$5,000.00 to Equipment Reserve Fund – Ok by Selectboard
- *Department 46 Police - \$84,986.47 reduction of \$412.53 – Ok by Selectboard
- *Department 52 Streetlights -\$28,053.90 increase of \$1,335.90 due to electric increase – Ok by Selectboard
- *Department 71 Swimming Pool - \$44,084.44 increase of \$10,358.44 due to proposal to open 7 days and added staffing costs – Tentative Ok – will review at 12/13/21 meeting
- *Department 7310 Skating Rink - \$17,423.48 reduction of \$56.52- Ok by Selectboard
- *Department 7320 Parks - \$32,068.00 increase of \$2,558.00 due to Mosquito cost – Michael Ramsey will check on cost and report back at 12/13/21 meeting – Ok by Selectboard
- *Department 76 Library - \$67,000.00 no change – Ok by Selectboard
- *Department 93 Taxes & Assessments-\$28736.00 increase of \$1,431.00 (should reduce by \$500.00)– Michael Ramsey will provide an update at the 12/13/21 meeting on membership dues
- *Department 99 Special Appropriations – Waiting for all requests prior to review
- Treasurer/Clerk Office Door Bid: Ben Curtis made the motion to offer the contract to Academy Construction \$5,750.00. The motion was seconded by Bruce Baccei, approved by majority 4-1.
- VOREC Grant Proposal: Tom Hogan made the motion to support the VOREC Committee application proposal. The motion was seconded by Ben Curtis, unanimously approved. The application is due November 29th.
- Sheriff's Report: Handout provided.
- Other New and/or Old Business: Mosquito District – Tom Hogan noted that the district is proposing a name change to Otter Creek Watershed Insect Control. No questions or concerns with the name change.
- Executive Session: Ben Curtis made the motion at 8:09 p.m. to enter executive session for Michael Ramsey's 3-month Performance review, per the contract. The motion was seconded by Tom Hogan, unanimously approved. Ben Curtis made the motion to exit executive session at 8:35 p.m. The motion was seconded by Linda Raymond, unanimously approved. Action: Consensus that Judy Frazier and Michael Ramsey will provide a write up of the Performance Review, upon acceptance and signatures the review will be placed in the Town Managers personal file.

XII. Adjourn

Tom Hogan made the motion to adjourn the November 22,2021 regular Selectboard meeting at 8:36 p.m. The motion was seconded by Bruce Baccei, unanimously approved.