

# Town of Proctor Selectboard Meeting Minutes

Draft

December 11, 2023

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:28 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**

Lyle Jepsen

John Jozwiak

Olivia Lyons

Doug Perkins

Jeff Shuman

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**

Tom Hogan made the motion to approve the agenda, as presented.

The motion was seconded by Albert Wenta, unanimously approved.

### **III. Review of Minute**

Albert Wenta made the motion to approve the November 27, 2023 regular selectboard minutes, as presented.

The motion was seconded by Bruce Baccei, unanimously approved

Linda Doty made the motion to approve the November 30, 2023 special selectboard meeting minutes, as presented.

The motion was seconded by Albert Wenta, unanimously approved.

#### **IV. Good News to Share**

Highway Dept did a great job with the messy storm clearing the streets. Varsity Men won the Bob Abe Tournament.

#### **V. Open Public Comment**

John Jozwaik: John Jozwaik was present to express his concerns about; gate open at WWTF, properties that had fires not cleaned up, high grass at a vacant property and he placed stakes along his property for snow plowing which have been knocked twice.

#### **VI. Discussion & Action Items**

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$107,065.97.
- CEDRR (Chamber & Economic Development of Rutland Region) 2024 Initiative: Lyle Jepsen and Olivia Lyons were present to discuss year 8 of the 10-year plan. A packet was provided to show how they showcase to prospective businesses and individuals, along with data from the prior year. Requesting \$1640 be included in the Proctor budget for CEDRR.
- Otter Creek Watershed Insect Control District 2023 review: Doug Perkins and Jeff Schuman were present to discuss/provide an overview/answer questions about the Mosquito District. Proctor was sprayed 19 times last summer; it was a very wet summer. Mosquito numbers were extremely high last year. Proctor is town number 6 to be a full member of the district. They added a new position to their board of auditors, to look at the efficiency of drivers and overall financial health. There is a permit process through the state for the approval of chemicals that are used by the district.
- Letter to Department of Taxes and State Rep on reappraisal restructuring: Consensus to sign and send the letters to Craig Bolio Commissioner of Taxes and Representative Emilie Kornheiser.
- South Street Side walk Project – Choose Construction Inspection Engineer- choose review committee and schedule ATR review meeting: Review Committee will be Judy Frazier, Tom Hogan and Bruce Baccei. The bid will be going out March 2024 per the timeline. The engineer will be selected from ATR list as they meet the criteria and have been vetted by the state, this is a benefit as no RFP will be required.
- Planning Commission update: Seeking an additional member for the Planning Commission. Overview of December meeting shared by Town Manager; 21 North Street, Tri-Town Trails and Zion Group. Currently, researching BnB's/short term rentals for policy. Suggestion that the Selectboard provide direction/task to the Planning Commission.
- 109 Deere Lane Water Shutoff: Handout provided with background information on the property and original shut off. This is an out-of-town property. Tom Hogan made the motion not to connect 109 Deere Lane to the Proctor water system. The motion was seconded by Bruce Baccei, unanimously approved.

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

Albert Wenta made the motion at 6:53 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.

- VLCT visiting 12/06 to view Reynolds Reservoir: Report has not yet been received.
- Other Business: No other business.

### **VIII. Board of Sewer Commissioners**

Tom Hogan made the motion at 6:55 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Linda Doty, unanimously approved.

- A&E Preliminary Report: Working with A&E on USDA Loan for WWTF upgrades.
- Other Business: No other business.

Bruce Baccei made the motion at 6:57 p.m. to adjourn the Board of Sewer Commissioners and resume the meeting of the Selectboard. The motion was seconded by Albert Wenta, unanimously approved.

### **IX. Departmental Reports**

- Sheriff: Report provided in packet.
- Town Manager: Judy Frazier summarized her report for the Selectboard.

### **X. Budget**

IT amounts have been moved to expensed to each department, to accurately reflect the amount.

Recommend making the budget paving amount \$0, and use up to \$150,000.00 from ARPA to pave.

Increase the Highway Equipment Fund by \$50,000.00 to a total of \$90,000.00.

The updated budget numbers will be provided for the December 26,2023 meeting,

The Selectboard anticipates voting on the proposed budget at the December 26<sup>th</sup> meeting.

### **XI. Old or New Business**

Next Selectboard meeting is December 26,2023 at 6:00 p.m.

### **XII. Adjourn**

Linda Doty made the motion to adjourn the December 11,2023 regular Selectboard meeting at 7:14 p.m. The motion was seconded by Albert Wenta, unanimously approved.