

# Town of Proctor Selectboard Meeting Minutes

Draft

December 13,2021

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:50 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, Assistant Town Clerk

## **Other Guests Present**

Phillip Anderson  
Ben Doyle  
Charlotte Firestone  
Lyle Jepson  
Lawrence Miller  
Bob Stein  
Angela Oberg  
Robert Oberg  
Bob Young  
Vicky Young  
Brandon McFarlane  
Travis Samuels  
Brandon Reporter  
Lisa Wright  
Eric Maher  
Peg Tv

## **Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved November 22,2021 regular meeting minutes, as written.
- Unanimously agreed at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.

- Unanimously agreed to forgive 109 Deere Lane water fees.
- Unanimously agreed at 6:44 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:46 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$701,810.64
- Unanimously agreed to a 2-year contract with REPRO for Town Report printing. \$3,245.00
- Unanimously approved a contract with Lisa Wright as the Proctor Assessor.
- Unanimously agreed to interview an assistant assessor.
- Unanimously agreed to enter executive session at 7:54 p.m. for attorney – client communications.
- Unanimously agreed to exit executive session at 8:45 p.m. Action
- Unanimously agreed to enter into mediation with GMP.
- Unanimously agreed to have Ben Curtis be the town representative at GMP meditation.
- Unanimously agreed at 8:50 p.m. to adjourn the December 13,2021 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, as presented.  
The motion was seconded by Bruce Baccei, unanimously approved.

### **III. Review of Minutes**

Bruce Baccei made the motion to approve the November 22,2021 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

### **IV. Open Public Comment**

Public comment was open to receive any comments on the Draft Local Hazard Mitigation Plan. There were no comments.

### **V. Guests**

Zion Growers- Co-Owners Brandon MacFarlane and Travis Samuels: Brandon MacFarland and Travis Samuels were present to discuss the possibility of Zion Growers purchasing the Marble Museum property. They had toured the property prior to the Selectboard meeting with members of PVT and MM board. PVT had spoken with the Zion Growers about the possibility of expanding their business with a second location in Proctor. They specialize in hemp processing for construction and luxury bedding. The Zion Growers is in the process of purchasing the Ide Mill in St. Johnsbury, they have received tax credits for this \$1.6 million project to renovate the building and employ up to 30 people. They anticipate they will close December 23,2021 on the property, they hope to break ground May 2022. The Museum property would be a multi- year project, space would be allotted for the Marble Museum to continue operations. This will be an ongoing conversation with PVT and Zion Growers, Michael Ramsey will be the town liaison.

Bob Young- Chair of the Marble Museum Board noted that the museum is reinventing itself to a model for the 21<sup>st</sup> century. They hope to open the museum this summer 2022.

Several members of the PVT and Marble Museum Board spoke in support of the Zion Growers proposal and purchase of the property.

#### **VI. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: Proctor Phantom Varsity Men won the Bob Abramson Tournament, outstanding turn out for the Tree Lighting, Cookies & Craft community event, thank you to Our Yard, Judy Taranovich and the Proctor Free Library for hosting the event.

#### **VII. Highway Commission**

Highway Budget Review: Increase salt line to \$7500.00, proposed FY23 budget \$463,616.12.

South Street Sidewalk Project Update: Project is running close to schedule. Drawings reviewed by the committee, Project Manager reviewed and sent back for clarification. There is a five-foot vegetation strip from the road to sidewalk requirement, this might qualify the area as sensitive due to the proximity to Otter Creek. The five- foot requirement is a state requirement when there is no curb.

#### **VIII. Board of Water Commissioners**

Tom Hogan made the motion at 6:35 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.

**Operation Monthly Report:** See November 22,2021 minutes.

109 Deere Lane – Pittsford Fee Forgiveness: Tom Hogan made the motion to forgive the water fee at 109 Deere Lane. (The Town Clerk will provide the dollar amount) The motion was seconded by Ben Curtis, unanimously approved.

John Corliss confirmed the water was off at the curb stop early summer 2018. Disconnected inside the basement cut & capped three months ago.

Water Department Budget Review: The proposed FY23 budget is \$411,119.02 and increase of \$6,332.02.

#### **IX. Board of Sewage Commissioners**

Ben Curtis made the motion at 6:44 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:** See November 22,2021 minutes.

Wastewater Department Budget Review: The proposed FY23 budget is \$340,575.00, no increase.

Emergency Repairs to Styles Meadow Pump Station: Station functional with temporary repairs.

Appears the issue arose from the power outage, blew transformer, working on permanent fix.

Ben Curtis made the motion at 6:46 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**

- Legal Services RFP – Continue to accept proposals – will open at the December 27,2021 meeting
- Willow Sewer Project Update- Project is moving along- applying for a Stream Alteration permit
- Shared Use Path Update- Handout provided. PAH concentrations have been found in 3 test points. More coordination with DEC is required – a Soil Management Plan will be required. A representative will attend the December 27<sup>th</sup> meeting to address questions and discuss a plan forward.
- Budget Prep- Working on the budget
- VOREC Grant Submittal- Handout of grant submission provided. January 10<sup>th</sup> is the notification date from the committee.
- Emergency Operations Due to Power Outage- Firehouse was open as a warming station and provided food to residents as well.
- RCSWD Report from Carrie Covey- Handout provided. The website has a new look, with lots of information. Check it out!
- Attended VLCT Infrastructure Investment and Jobs Act Webinar- Michael Ramsey attended the webinar- over the next 5 years the state is to receive \$1.6 billion for highway funding/grants

#### **XI. Additional Items Requiring Action from the Board**

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$701,810.64.
- Review Sheriff's Report: Information only. Handout provided.
- General Fund Budget Review (Old Business):
  - Clarify Mosquito Costs: Actual cost \$15,450.
  - Listers: Will discuss under Lister Contract.
  - Swimming Pool: Memo provided by Town Manager outlining Pool Operations and Budget. Pool will be open 5 days, with a budget increase of \$3,000.00. Adding an additional lifeguard for larger groups for safety and oversight. A meeting will occur in the spring with the Town Manager, Pool Director, 1 Park & Rec member and Tapestry to discuss logistics. The memo recommends Tapestry 3 days at 12 hours per week.
  - Membership Dues: Dollar amounts are correct the headers for the lines need to be updated due to agencies merging. Should list CDERR and Real Rutland.
  - Updated Property Coverage & Workers Comp & Unemployment: The line item will increase due to the addition of fences and other buildings.
- Town Report Quotes: Three quotes were received for the printing of the Town Report. Discussion took place about not mailing reports to each residence. This was Article 6 at the March 2,2020 Town Meeting and was resoundingly defeated. Reports will be delivered this year. Ben Curtis made the motion to enter into a two-year contract with REPRO for 855 copies \$3,245.00. The motion was seconded by Linda Raymond, unanimously approved. Michael Ramsey will inquire with the Secretary of State if the audit must be included in the town Report.
- Rutland County Solid Waste District (Letter of Support): Information only.
- Listers Contract FY22: Lisa Wright was present to discuss and answer questions about the job of the lister and her contract. She provided an update contract for review. Ben Curtis to approve the contract with Lisa Wright as Proctor Assessor. The motion was seconded by Bruce Baccei,

unanimously approved Linda Raymond made the motion to interview an assistant to work with Lisa Wright. The motion was seconded by Bruce Baccei, unanimously approved.

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

•Executive Session: Ben Curtis made the motion to enter executive session at 7:54 p.m. for attorney – client communications. The motion was seconded by Linda Raymond, unanimously approved.

Ben Curtis made the motion to exit executive session at 8:50 p.m. The motion was seconded by Linda Raymond, unanimously approved.

### **Action**

Linda Raymond made the motion to enter into mediation with GMP concerning the assessed rate of the Hydro-Electric Facility. The motion was seconded by Ben Curtis, unanimously approved.

Linda Raymond made the motion to appoint Ben Curtis as the town's representative to the mediation team. The motion was seconded by Bruce Baccei, unanimously approved.

### **XII. Adjourn**

Ben Curtis made the motion to adjourn the December 13,2021 regular Selectboard meeting at 8:50 p.m. The motion was seconded by Linda Raymond, unanimously approved.