

Town of Proctor Selectboard Meeting Minutes

Draft

December 27,2021

Zoom Video Conference

Town Office Meeting Room

6:00 – 7:27 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
Gene DeLorenzo – The Reporter
Tom Doty
Charlotte Firestone
Steve Follett
Kathryn Milillo
Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved December 13,2021 regular meeting minutes, as written.
- Unanimously agreed at 6:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:19 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:22 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$123,746.41.
- Unanimously approved FY23 General Fund & Highway Budget. \$1,476,142.56
- Consensus to contract with both legal firms, based on need.
- Unanimously agreed to enter executive session at 7:01 p.m.
- Unanimously agreed to exit executive session at 7:26 p.m. – no action

•Unanimously agreed at 7:27 p.m. to adjourn the December 27,2021 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

Bruce Baccei made the motion to approve the agenda, as presented.
The motion was seconded by Linda Raymond, unanimously approved

III. Review of Minutes

Tom Hogan made the motion to approve the December 13,2021 regular meeting minutes, as written. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

Steve Follett – Declaration of Inclusion Proposal: A handout was provided in the Selectboard packet outlining the Declaration of Inclusion. Steve Follett provided an overview of the proposal and requested the town take a position. He would like to see the town accept the proposal, as we know the value of immigrants to the building of the Proctor community. The Vermont population is aging and we need to welcome immigrants to invigorate our economy and society. It is Steve's hope the Selectboard will accept the proposal.

Selectboard tabled the discussion until the January 10th meeting, to allow legal counsel to review. This will be a January 10,2022 agenda item.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The roads have been in good shape. Thank you to Gregor Outslay for the wooden snowman around town.

VII. Highway Department

Operations Report

Activities:

Road check

Check Beaver Pond Dam

Fixed Potholes

Cold patch lawns on Park St to stop erosion

Finished edging Parks St and Larson St

First snow of the season about 8 inches plowed and salted roads – Kyle & John. Short staffed 3 guys on vacation 11/27/21

Snow storm 12/18/21 Sat and 12/19/21 Sun 6-8 inches plowed & salted and did sidewalks

Wind storm 12/6/21 trees down on Park St and South St by distribution vault

Ordered 100 ton of salt 12/6/21

Received salt loads 12/8/21 pushed up in salt shed
Ordered new carbide and cover blades for 5-ton wing and plow
Installed carbide blades on wing 5 ton
Replace exhaust sensor on '09 F-350
Fixed oil leak on toll cat
Fixed sink hole on Main St in sidewalk by hand wall
Tractor trailer truck on GBR 12/22/21 took down powerline down to old Kalybecs store around 3:30 a.m. called GMP live power lines in road
Town wide power outage due to tree falling on power lines in Styles meadow
Clean equipment
Maintenance on vehicles

Ongoing Activities:

Beaver Pond checks
Service vehicles
Training
Fix catch basins on Main St and Cliff St
Working on clearing brush back on road sides
Plowing and salting roads and sidewalks

Overtime:

No over time

Engine Brake Signs (Removal): Michael Ramsey provided a letter from the state noting that the signs are not endorsed by MUTCD and not supported by Vermont State Law. Engine brakes are federally mandated safety equipment and the Town cannot override Federal law. The signs have been removed.

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

VIII. Board of Water Commissioners

Ben Curtis made the motion at 6:15 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:

Activities

Weekly Water pump station check.
Performed all water testing all passed.
Dailies.
Ordered chlorine and fluoride for water plant and picked up at Allen Pools Spa's
Sodium fluoride has doubled in price from \$80 to \$160 per 50lb bag.
Repaired cl2 pump and injection quill.
Had Brookfield Gen service come and repair block heater in on site gen at Cain St pump station.

Ongoing/Planned Activities

Curb stops at 49 West St.
Look for curb stops in ROW for next year installs.

Will flow new Fire hydrants on North St after road is paved.

Delinquent Accounts: Report provided. The town received \$25,792.54 from VCAP funds to cover account delinquencies. Goal to locate curb stop to be ready to go for spring. Selectboard would like a follow-up with how many agreements are still current.

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

IX. Board of Sewage Commissioners

Tom Hogan made the motion at 6:19 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:

Activities

Perform all monthly WW sampling

Repaired sewer at 8 North St in ROW

Power outage Styles Meadow pump station failed called A-1 to pump Styles Meadow for 3 days

Called Champlin Associates to fix pump station – did temporary fix

Sewer back up on Warner Ave

Sewer back up at 9 Grove St. Thanksgiving evening jetted all good possible problem from Warner Ave plug

Sewer back up at 84 Olympus Rd – sewer main plugged- jetted all good

A-1 came and cleaned out pump stations

Checked problem areas on Grove St ROW and High St - ok

Maintenance on Blowers

Check pump stations

Ongoing/Planned Activities

Training of new hires

Jetting of problem sewer areas - started

Looking into getting provisional WW licenses for Nick & Rob

Looking for curb stops for delinquent sewer taxes

Delinquent Accounts: See Board of Water Commissioners.

Willow Sewer Project: Finalizing permits to work along stream. Need three updated easements. Working with Tom Doty, property owner over loss of assets. Tom Doty and Michael Ramsey will continue to work toward a resolution for value of property loss, trees screening from railroad and will report at a future meeting.

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

Linda Raymond made the motion at 6:22 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

*Shared Use Path: Handout provided. Engineers will attend January 10th meeting.

*Town Report:

2021 Audit Enclosure- Handout citing statue provided.

Number of copies required- 832 households – will order 855

Schedule: Handout provided with schedule from REPRO

*Assistant Assessor Interview (week of January 3rd): Michael / Celia and Lisa Wright will be the interview team.

*Ordered Flags for Main Street Park: Replacement flags ordered.

*Local Hazard Mitigation Plan Meeting: A January technical meeting will be held to provide all required information.

*Regional Emergency Management Committee Meeting: Overview of discussion at meeting provided. Difficult to hold meetings as a quorum is not met.

*Beaver Pond Committee Meeting: Minutes provided for meeting. Committee plans to apply to MRP for deck extension.

*Ice Rink Opening (see website for details and hours): Ice was made twice however the weather warmed. Three bus companies from NYC are interested in coming to Proctor to ice skate. Santa was at the rink to meet kids.

XI. Discussion and Action from the Board

•Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed the orders totaling, \$123,746.41.

•Final FY23 Budget Review: Tom Hogan made the motion to accept the FY23 General Fund and Highway Budget for March 2022 Town Meeting, \$1,476,142.56. The motion was seconded by Ben Curtis, unanimously approved.

•Legal Services RFP: Two proposals were received; Webber, Chapman & Kupferer, LTD and Carroll, Boe, Pell & Kite, P.C.. Consensus to contract with both firms as needed based on legal requirements.

•Declaration of Inclusion: See guests.

•Draft Warning for Marijuana Retail: Discussion about what the Town can do legally with respect to the two articles. Michael Ramsey will do further research for the January 10th meeting.

•Article 1: Shall the Town of Proctor authorize cannabis retailers in the Town of Proctor pursuant to 7 V.S.A 863?

•Article 2: Shall the Town of Proctor authorize cannabis integrated licensees in the town of Proctor pursuant to 7 V.S.A. 863?

•Picture Selection for Town Report: Three photos were shared with the Selectboard, they selected the Marble Bridge photograph.

•Facility Use Agreement 4-Wind Nature Program: Conversation about what type of activity in the Park requires a FUA – no consensus as to what that requirement is. Michael Ramsey will touch base with PrES principal for insurance approval.

•Sheriff's Report: Handout provided.

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

•Executive Session: Ben Curtis made the motion at 7:01 p.m. to enter executive session for Confidential attorney client – communications. The motion was seconded by Linda Raymond, unanimously approved.

Tom Hogan made the motion to exit executive session at 7:26 p.m. The motion was seconded by Bruce Baccei, unanimously approved. No action.

XII. Adjourn

Ben Curtis made the motion to adjourn the December 27,2021 regular Selectboard meeting at 7:27 p.m. The motion was seconded by Linda Raymond, unanimously approved.