

# Town of Proctor Selectboard Meeting Minutes

Draft

July 25,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:40 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  
Charlotte Firestone  
Sheriff Fox  
Angelo Lynn  
Paula Sargent  
Butch Shaw  
Peg Tv  
Roger Vanasse

## **Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved July 11,2022 regular minutes and July 19,2022 special minutes as written.
- Unanimously accepted McCullough Brothers tree bid for \$8,000.00.
- Unanimously agreed at 6:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:34 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:37 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$118,089.91.
- Unanimously authorized Town Manager to sign Facility Use Agreements.
- Unanimously approved RFP for Engineering Services.
- Unanimously entered executive session at 7:08 p.m. for personal.

- Unanimously exited executive session at 7:40 p.m. No Action
- Unanimously agreed at 7:40 p.m. to adjourn the July 25,2022 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**

Bruce Baccei made the motion to approve the agenda.  
The motion was seconded by Tom Hogan, unanimously approved.

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

Linda Raymond made the motion to approve the July 11,2022 regular minutes, as written.  
The motion was seconded by Bruce Baccei, unanimously approved.  
Ben Curtis made the motion to approve the July 19,2022 special minutes, as written.  
The motion was seconded by Tom Hogan, unanimously approved.

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

Charlotte Firestone: Charlotte Firestone was present to share information about the ongoing drought conditions. She questioned the need for the weekly/biweekly spraying in town. She noted that there are no bugs at her residence.

#### **V. Guests**

Sheriff Fox/RCSD: Sheriff Fox was present to provide an overview of RCSD services to Proctor. He noted that an arrest was made with respect to the car thefts and they have leveled off. He stressed locking your car and not leaving keys in unlocked vehicles. He stated that speeding complaints should be forwarded to him so he can make informed decisions about patrol placement. Lisa Miser requested RCSD be in town the first day of school, August 31 at dismissal time.

Butch Shaw /Vice Chair- House Committee on Transportation: Butch Shaw was present to introduce himself to the community, with redistricting he would be Proctor's rep. He is the vice-chair of the Transportation Committee and also sits on many joint committees. He met with Michael Ramsey about Proctor's needs and the state budget. He brought the transportation bill and the state budget to Michael Ramsey.

Both guests were invited by the Town Manager to attend the Selectboard meeting.

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

The following groups/organizations were recognized for their outstanding service to the Proctor community: First Concert in the Park was a success; next concert is August 3<sup>rd</sup>.Kudos to the Pool Crew!

Thanks to the DPW crew for quickly removing the downed trees around town from the overnight storm.

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

Milling & Paving to begin August 8<sup>th</sup> (Gibb, Taylor Hill, Bluff & Florence): Public notice information.

Marble Bridge Upgrades: Light bases have been sent out to HQ Powder Coating to be sandblasted and powder coated.

Solicitation for Tree Removal: Three bids were received two written and one verbal. The tree budget is \$8,000.00. Michael Ramsey recommends not doing stump grinding until next year. Tom Hogan made the motion to award the contract to the low bidder McCullough Brothers, \$8,000.00. The motion was seconded by Bruce Baccei, unanimously approved.

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

Ben Curtis made the motion at 6:30 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 June 27,2022 minutes.

Credit Supervisor Report: Delinquencies have decreased \$10,000.00 from last month. There are eight pending VHAP applications, which would pay the town \$19,000.00

Source Protection Plan Update Approval: Included in packet.

Class B Certification Submittal for System Operators: Michael Ramsey wrote letters of recommendation for the two operators. The town will have two licensed W/WW operators.

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

Linda Raymond made the motion at 6:34 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bruce Baccei, unanimously approved.

**Operation Monthly Report:** See June 27,2022 minutes.

Willow Street Project Start: The construction road has been installed. The first construction meeting will be held August 1<sup>st</sup>.

Loan Reimbursement for Willow Street: Paperwork submitted and received \$17,000.00.

Temporary Operator for W/WW Plant: The state allows six months for the town to hire a Chief Operator. Michael Ramsey has been working with the State and Rural Water to assure we are running smoothly and in compliance. Michael believes that he has a temporary Chief Operator to assist with W/WW.

Tom Hogan made the motion at 6:37 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Linda Raymond, unanimously approved

### **X. Manager's Report**

\* Interim Zoning Administrator Duties: Michael Ramsey interviewed a candidate and sent the information on to the Planning Commission for review.

\* Assistant Town Clerk/Treasurer Search: Search is closed, interviews will begin next week. Interviewing five applicants.

\* Pool Report: A report was submitted showing hours per day June 17-26 and July 14-17.

\* Compensation Survey: Michal and Celia working on the submission to the state.

\* End of Fiscal Year Closeout & Audit: The auditor will return in August.

\* Stormwater RFP Review & Matrix Submittal: Contract awarded to Watershed Consulting.

\* Town Hall renovation Upgrades (CDBG Monitoring Report results): Report included in packet, overall, a Satisfactory Performance grade was awarded.

\* Parks & Rec Bottle Drive to fund playground amenities (TBD): Date has not yet been determined.

\* Casella Fuel Surcharges and CPI Annual Increase: The CPI increased 5%, which is \$400.00 and the fuel surcharge is \$ 1600.00. Currently, we pay an additional \$ 2,00.00 per month.

\* Complaints about Swift trucks through town. Omya has been contacted.

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

•Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$118,089.91.

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

•Authorize Town Manager to Sign Facility Use Agreements: Bruce Baccei made the motion to authorize the Town Manager to sign Facility Use Agreements. The motion was seconded by Ben Curtis, unanimously approved.

•Mortimer Proctor Applications: Discussion with several ideas, at this time the town will not be submitting an application.

•RFQ Review for Engineering Services: Ben Curtis made the motion to approve the RFP for Engineering Services. The motion was seconded by Bruce Baccei, unanimously approved.

•Executive Session: Tom Hogan made the motion to enter executive session at 7:08 p.m. for personnel matters . The motion was seconded by Linda Raymond, unanimously approved.

Bruce Baccei made the motion to exit executive session at 7:40 p.m. The motion was seconded by Tom Hogan, unanimously approved. No action.

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

## **XII. Adjourn**

Ben Curtis made the motion to adjourn the July 25,2022 regular Selectboard meeting at 7:40 p.m. The motion was seconded by Bruce Baccei, unanimously approved.