

Town of Proctor Selectboard Meeting Minutes

Draft

August 22,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:35 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
Steven Jupiter
Peg Tv

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved August 8,2022 regular minutes as written.
- Unanimously agreed at 6:14 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to go to bid for the Gorham Bridge Road Water Project. 4-1
- Unanimously agreed at 6:37 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commission.
- Unanimously agreed at 6:44 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$62,400.98.
- Unanimously entered executive session at 7:07 p.m. for personal.
- Unanimously exited executive session at 7:34 p.m. No Action
- Unanimously agreed at 7:35 p.m. to adjourn the August 22,2022 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 Linda Raymond, unanimously approved.

III. Review of Minutes

Ben Curtis made the motion to approve the August 8,2022 regular minutes, as written.

The motion was seconded by Tom Hogan, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Paving on Gibb & Taylor Hill going well. Crosswalks have been painted for the start of school. Next concert August 31st at 7:00 in the park. Movie being shown at the Union Church Sunday at 7:00pm.

VII. Highway Commission

Foreman Report: August 8-August 16,2022

8/8

- Picked up traffic paint from Ace
- Ordered 24 traffic cones
- Finished fixing Beech St dig site
- Checked pump stations

8/9

- Helped Celia bring voting equipment to PHS / helped with setup
- Nick mowed WW plant
- Picked up glass bead for crosswalks from Sherwin Williams
- Went to Poultney Pools to find possible solution for fixing tear in lagoon liner (pool patch +flexell caulk)
- Attempted lagoon liner repair

8/10

- Replaced chlorine residual bottles in South St vault
- Measured manhole depths on GBR for Tommy Grace (bid)
- Talked to Wilk@Gibbs about vault box risers
- Ordered valve box risers
- Looked at catch basin on Park St @ end of homeowner's driveway. Don't think we can do anything to adjust to her needs.
- Continues temp. patch on lagoon liner

- Fixed sinkhole on West St. (dug and filled with shur-pack)
- Picked up valve box risers from Ferguson's
- Picked up voting equipment from PHS
- Setup/maintenance/run paint sprayer (crosswalks)

8/11

- Brought valve box risers to Gibb for Wilks
- Trimmed overhanging limbs and brush on cross St and West St (near Curry)
- Called Champlin Valley Equipment for quote on new Toolcat

8/12

- Measured culvert on Florence Road for Tommy Grace
- Filled gas cans
- Trimmed limbs to improve line of sight for signs on Rt3
- Met with Josh from ANR about culvert behind town garage
- New blades on Zero turn

8/15

- Started crosswalks & stop bars
- Attempted to remove graffiti from terrace hill road

8/16

- Traffic control for Tommy on Florence Road culvert project
- Addition to Foreman Report per Michael (TM): ANR site visit for Grants in aid, ROW final notice sent, Radar sign on South Street waiting on stabilizer for installation. Marble bridge bases are complete and will be reinstalled soon. Seeking masons for Marble Bridge repair work. Culvert and ditch repair on Florence Road are complete. Paving Florence will be in September per Wilk.

New Equipment Purchasing/Bid Solicitation: Soliciting bids for a new Toolcat, only one dealer in area. Cost estimate \$70,000 - \$90,000 before trade in.

South Street Sidewalk Schedule Update: Project ahead of schedule, timeline in packets. Project is scheduled for completion summer 2024.

VIII. Board of Water Commissioners

Tom Hogan 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 Linda Raymond, unanimously approved.

Operation Monthly Report: See June 27,2022 minutes.

*Monthly Samples

Addition to Report per Michael (TM): Complaint received from 61 Park Street about Contract 6 water Project, water leaks in basement. Michael(TM) filling out insurance clam.

Gorham Bridge Road Water Project Solicitation: The first bid was around \$50,000.00 which triggers a closed bid process. Ben Curtis made the motion to go out for bid for this project. The motion was seconded by Bruce Baccei, passed by majority. 4-1

Credit Supervisor Report: Handout provided. The Top 10-dollar accounts will be sent disconnect notices and the remaining will be sent letters for agreements.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:37 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 June 27,2022 minutes.

*Lagoon liner temporary patch

*Talked to plumber about PRV and back flow preventor at lab

Addition to Report per Michael(TM): Champlain came to inspect the software at the plant. The cost to update the SCADA is approximately \$30,000.00. Looking at the MISSIONS platform as a possible cost savings and switching from SCADA.

Willow Street Project Updates: ANR engineer inspected the site and shared remediation requirements for the stream and wetlands with the team. All issues have been corrected.

Ben Curtis made the motion at 6:44 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

* Training for Zoning Administrator: Michael(TM) met with Anthony to discuss administrative responsibilities, bylaws, and permitting process.

* Assistant Town Clerk/Treasurer Search: The search is ongoing, reviewing applications once again.

* Leadership Training Events: Michael(TM) was nominated as an emerging leader at the 2022 Vermont Leadership Summit. This nomination allows Michael to attend the International Manager's Summit in Columbus, Ohio September 17th – 20th at no cost to the town.

* Planning Meeting with Devon Neary & Downtown Parking Report: Spoke about the diagonal parking and walked the Beaver Pond Path.

* 52 Main Street Updates: Zion should be closing on the property by the end of the month.

* Vermont Sweetheart Community Project: Michael(TM) walked Halley up to the Union Church, provided her with a contact at the Church for future planning of her project.

* Pool Season Ending: The pool is officially closed. It was a great summer with a successful pool season. Looking forward to making improvements for next summer.

* Reallocation of Solar Credits: Michael(TM) noticed some of the solar credits were not being used in the most useful way. He sent a letter to Green Maple asking them to reallocate credits to assist in saving money.

XI. Additional Items Requiring Action from the Board

●Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$62,400.98.

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

●Violation of Grounds Maintenance Ordinance: Consensus to sign and mail letter.

●Park & Ride Grant Application: Consensus not to apply for Park & Ride grant.

●Executive Session: Ben Curtis made the motion to enter executive session at 7:07 pm to discuss employment of a public officer 1 VSA 3313(a)(3).

The motion was seconded by Bruce Baccei, unanimously approved.

Linda Raymond made the motion to exit executive session at 7:34 pm. 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 August 22,2022 regular Selectboard meeting at 7:35 p.m. The motion was seconded by Bruce Baccei, unanimously approved.