

Town of Proctor Selectboard Meeting Minutes

Draft

August 8,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 6:48 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
Katie Futterman
Anthony Preston
Peg Tv

Agreements/Approvals

- Unanimously approved agenda, with three additions.
- Unanimously approved July 25,2022 regular minutes as written.
- Unanimously agreed at 6:08 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:09 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously accepted Willow Street Project update and Change Order #1 \$84,500.00.
- Unanimously agreed at 6:12 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$179,187.35.
- Unanimously appointed Anthony Preston Zoning Administrator for a 3-year term.
- Consensus to sign VAST Landowners Form.
- Majority approved proposal for Tom Doty reimbursement.
- Unanimously entered executive session at 6:27 p.m. for personal.
- Unanimously exited executive session at 6:48 p.m. No Action

•Unanimously agreed at 6:48 p.m. to adjourn the August 8,2022 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 with three additions; Vast Landowner Permission Form, Tom Doty land agreement, Executive Session for personal. The motion was seconded by Tom Hogan, unanimously approved.

III. Review of Minutes

Ben Curtis made the motion to approve the July 25,2022 regular minutes, as written. The motion was seconded by Linda Raymond, 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: Mosquito spraying tonight, nice story on the Holden Family on WCAX.

VII. Highway Commission

Milling & Paving to begin August 8th (Gibb, Taylor Hill, Bluff, Florence): Pamphlets handed out to area residents last week. DPW is providing site work by sweeping and mowing the area.

Marble Bridge Upgrades: Light bases will be returned from powder coating in the next two weeks, estimated cost \$600-\$800.

TAC Report: Minutes provided in packet. Michael Ramsey provided an overview of VTRANS framework for transportation equity initiative.

South Street Sidewalk Project Update: This is out of NEPA review and an updated schedule should be provided shortly. Five trees along project that need to be protected.

ROW Maintenance: Letter sent to homeowner about bushes planted in ROW. This will be a SB discussion at next meeting if they have not been relocated. Irving Oil provided a mowing schedule for their lot.

Stationary Radar Sign Installation: A new post has been ordered and Dig Safe has been contacted.

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:08 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.

Class B Certification Submittal for System Operators: Class B Certification applications have been submitted for Nick and Rob.

Gorham Bridge Road Water Project Solicitation: Bids have been issued to three contractors. Information will be available to review at next meeting.

IX. Board of Sewage Commissioners

Ben Curtis made the motion at 6:09 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 Raymond, unanimously approved.

Operation Monthly Report: See June 27,2022 minutes.

Provisional Wastewater License: Rob has been awarded his provisional WW license, similar to a learner's permit. He will be eligible to take the test in December.

Change Order and Pay Apps for Willow Street Sewer: Tom Hogan made the motion to accept the updated project scope of the Willow Street Pump Station Sewer System Improvement Project and approve Change Order #1 \$84,500.00. The motion was seconded by Bruce Baccei, unanimously approved. Change order includes two new manholes.

Bruce Baccei made the motion at 6:12 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved

X. Manager's Report

- * Interim Zoning Admin Duties: No report.
- * Assistant Town Clerk/Treasurer Search: Four candidates have been interviewed, would like to discuss further in executive session.
- * Pool Report: Pool report showing attendance in packet.
- * Compensation Survey: Completed and submitted to VLCT.
- * Leaf Chase 10K Facility Use Agreement: FUA for Leaf Chase in packet along with insurance certificate.
- * Issued RFQ for Engineering Services: Advertisement for RFQ sent to The Reporter and directly to companies.
- * Grandpas Knob Community Wind Project Update: This Project is no longer moving forward.
- * Website updates: Sheriff has his own page on the website. Constantly updating the website.
- * Administrative Training Events: Michael attending a VLCT accounting training.
- * VRWA Letter of Support: Michael wrote a letter of support to VRWA, they have been very helpful these past few weeks.
- * Planning Commission Meeting Report: Lyle Jepson & Tyler Richardson attended the PC meeting and shared economic development activities in the Rutland area. The Planning Commission supports applying for the Park & Ride Grant to install between 10-20 diagonal parking spots along the Main Street Town Green. This would require pushing into the park and moving the current sidewalk. Michael will have an application for the SB to review at the next meeting. This grant does require a local match.
- * 2023 Historic Preservation Grant: Michael will look into applying for the Marble Bridge repairs.

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.

- Elect a voting member for VLCT Annual Meeting: Ben Curtis made the motion to appoint Bruce Baccei the Proctor voting member for the VLCT Annual Conference. The motion was seconded by Tom Hogan, unanimously approved.
- Appoint Zoning Administrator: Ben Curtis made the motion to appoint Anthony Preston as the Town of Proctor's Zoning Administrator for a term of 3 years. The motion was seconded by Bruce Baccei, unanimously approved.
- VAST Landowner Permission Form: Consensus to sign the form.
- Pleasant Street Project – Tom Doty: Judy Frazier recused herself and Ben Curtis chaired this discussion. Michael shared the scope of impact to Tom Doty's project and his estimate for repair. Michael presented his proposal of \$3000 for timber reimbursement and approximately \$6000 for repairs/paving of Tom Doty's entire driveway. Bruce Baccei made the motion to award Tom Doty the \$3000 for timber and approximately \$6000 for the driveway that has been impacted by the project and beyond. The motion was seconded by Tom Hogan, approved by the majority.
- Executive Session: Bruce Baccei made the motion to enter executive session at 6:27 pm for personal. The motion was seconded by Linda Raymond, unanimously approved. Bruce Baccei made the motion to exit executive session at 6:48 pm. The motion was seconded by Linda Raymond, 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 8, 2022 regular Selectboard meeting at 6:48 p.m. The motion was seconded by Tom Hogan, unanimously approved.