

# Town of Proctor Selectboard Meeting Minutes

Draft

September 13,2021

Town Office Meeting Room

Zoom Video Conference

6:02 – 7:05 p.m.

## **Board Members Present**

Bruce Baccei – Zoom joined 6:11

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

Charlotte Firestone

Robert Oberg

Peg Tv

## **Agreements/Approvals**

- Unanimously approved agenda, with one addition.
- Unanimously approved August 23,2021 regular meeting minutes, as written.
- Unanimously agreed at 6:13 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:14 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:14 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$71,717.76.
- Unanimously approved Michael Ramsey as the CSWRF authorized representative.
- Unanimously approved the South Street Sidewalk contract, with Dubois& King.
- Unanimously appointed Bruce Baccei as the VLCT Proctor Town Representative.
- Unanimously agreed to submit the FHSA agreement (Beaver Pond Shared Use Path) to VTrans.
- Unanimously agreed at 7:05 p.m. to adjourn the September 13,2021 regular Proctor Selectboard meeting.

## **Action Items**

### **I. Call to Order - Pledge of Allegiance**

This 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, with one addition; Adoption of Shared Use Path FHWA.

The motion was seconded by Tom Hogan, unanimously approved.

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

Tom Hogan made the motion to approve the August 23,2021 regular meeting minutes, as written. The motion was seconded by Linda Raymond, unanimously approved.

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

Phillip Anderson: Philip Anderson inquired about current information for the Beaver Pond Shared Use Path Project. He also spoke against the kitchen remodel downstairs, finds it to be unnecessary spending and that a security door while needed can be found at a reasonable price. Phillip also welcomed Michael Ramsey as the new Town Manager in Proctor.

### **V. Guests**

No guests.

### **VI. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: Maggie McKearin scored her 100<sup>th</sup> goal on September 11,2021, she has scored 15 goals this season. The Proctor Phantom soccer teams had a great weekend wining all games and tying one. The Town Office floors have been rehabbed and look great! The Back-to-School BBQ was a huge success!

### **VII. Highway Department**

South Street Sidewalk Kick-Off Meeting (TBD/Doodle): Anticipate holding meeting end of September early October.

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

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

Tom Hogan made the motion at 6:13 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Ben Curtis, unanimously approved.

**Operation Monthly Report:** See August 23,2021 minutes.

Delinquent Accounts: Seven shut off notices were sent out last week. Curb stops are being installed this week.

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

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

Ben Curtis made the motion at 6:14 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 Baccej, unanimously approved.

**Operation Monthly Report:** See August 23,2021 minutes.

Delinquent Accounts: See Board of Water Commissioners.

Other New and/or Old Business:

Bruce Baccei made the motion at 6:14 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**

\*Manager Oath (Vt Statues, Title 24, Chapter 37, Paragraph 1234) – Information only.

\*Mortimer Proctor Fund Award (\$12,700.00) – Rink received \$10,000.00 Beaver Pond \$2,700.00

\*Beaver Pond Multiuse Path Project Update – Handout provided with updated numbers.

\*Website Updates – Michael Ramsay and Carol Ryan are making updates to the website.

Residents are encouraged to submit photos to post on the website.

\*Submitted Past Reimbursement's for Willow Street Sewer Project (\$74,335.27)

\*Emergency Management/Mitigation Grant Opportunities – Handout provided for Selectboard review. Will discuss grants at the next Selectboard meeting.

\*Solar Panel Installation (28 Gibbs Street) – Robert Oberg, ZA gave an overview of the solar panels installed, he suggested the Planning Commission work on an Energy Plan which could delineate where panels can be installed in town. The Selectboard directed the Zoning Administrator to pursue the fencing requirement per the Proctor Zoning Regulations.

\*Toured Dam and Power Station with GMP – Board of Civil Authority members toured the dam and plant.

\*Market on West Street Tax Stabilization Termination Notice – Letter sent to the property owners, recapture about \$2,430.85. A lien will be placed on the property.

\*Final Public Hearing for VCDP Access Grant Close-out – Meeting will be held prior to Selectboard meeting on September 27<sup>th</sup>.

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

•Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$71,717.76.

•Review of Animal Ordinance and reportable incident: According to the RCSD there has been a high number of dog reports. There was a dog bite, the individual has not filed a complaint/report with Selectboard.

•Change of Authorization Representative for CSWRF Loan: Ben Curtis made the motion to make Michael Ramsey the Authorized Representative for the CSWRF Loan. The motion was seconded by Tom Hogan, unanimously approved.

•South Street Sidewalk Engineers Contract Approval: Bruce Baccei made the motion to approve the South Street Sidewalk Engineers Contract (Dubois & King) with the change; remove Stan Wilbur as contact on page 10 in two places and insert Michael Ramsey. The motion was seconded by Tom Hogan, unanimously approved.

•Sheriff Department Report: Handout provided.

•Vermont League of Cities and Town Rep: Ben Curtis made the motion to appoint Bruce Baccei as the Proctor Town Rep. The motion was seconded by Tom Hogan, unanimously approved.

•FHWA – Beaver Pond Shared Use Path: Ben Curtis made the motion to submit the agreement to VTrans. The motion was seconded by Bruce Baccei, unanimously approved.

•Other New and/or Old Business: Concerns by Selectboard about no ticket being issued for the dog bite per the RCSD report, as well as, a question about a ticket/fine after a court hearing. Michael Ramsey will follow up with the RCSD.

Linda Raymond discussed the kitchen remodel and the status of bids.

•Executive Session: No executive session required.

## **XII. Adjourn**

Ben Curtis made the motion to adjourn the September 13,2021 regular Selectboard meeting at 7:05 p.m. The motion was seconded by Linda Raymond, unanimously approved.