

Town of Proctor Selectboard Meeting Minutes

Draft

June 13,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:20 p.m.

Board Members Present

Bruce Baccei

Ben Curtis

Judy Frazier, Chair

Tom Hogan

Linda Raymond

Employees Present

John Corliss, DPW Foreman

Lisa Miser, Recorder

Michael Ramsey, Town Manager

Other Guests Present

Philip Anderson

Wayne Elliott

Charlotte Firestone

Angelo Lynn

Peg Tv

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved May 23,2022 regular meeting minutes as written.
- Unanimously agreed at 6:31 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:39 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:49 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$69,930.30.
- Unanimously approved Step III Loan approval for Willow Street Sewer Project.
- Unanimously approved Grants-In-Aid Agreement.
- Unanimously agreed at 7:20 p.m. to adjourn the June 13,2022 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

Ben Curtis made the motion to approve the May 23, 2022 regular minutes, as written.

The motion was seconded by Linda Raymond, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

Wayne Elliott, A+E Engineering: Wayne Elliot joined the meeting via Zoom to share information about sludge removal and linear replacement. Currently only one company in the state is doing this work. The costs have risen significantly due; to fuel prices, one company and limited area for disposal. Looking at roughly one million dollars to complete this project. Federal money will be available in the next five years recommends waiting to qualify for clean water money and using some ARPA funds. The range to clean sludge is every 5-10 years.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Proctor community thanks; Rotary Club for staining the Rink cabin, Proctor DPW for assistance in preparing the Pool for opening, everyone that participated and watched the Memorial Day Parade. The Proctor community is invited to Proctor Gas on June 29th to learn about renewable propane.

VII. Highway Commission

Florence Road Closure and Repairs: Florence Road is still closed. Repairs began today, ditch work under way. Will pave this section when Pittsford paves West Street.

North Street Shoulder Repairs from Storm: Work has begun with repairs, will be putting in a berm to hopefully offset further washouts.

Paving Schedule for Summer 2022: Paving schedule includes Taylor Hill, Bluff and Gibb streets. Will go out for bid and discuss at a future meeting.

TAC Meeting Report: Minutes included in packet.

Bid Solicitation for Marble Bridge repairs: Michael Ramsey will be meeting with Tedesco to assess the Marble Bridge.

H.736/State Transportation Infrastructure and Programs: Information on this record-breaking bill included in packets. Michael Ramsey will meet with Butch Shaw about the possibility of receiving funds for Proctor.

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:31 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 May 23, 2022 minutes.

Gorhan Bridge Water Service Project Quote: McLaughlin quoted \$8,000.00 to complete the project. He was the only bidder. Official bids asked for hourly rates, and not a lump sum figure.

Shutoffs, Notices and Agreements: A new delinquent payment form was shared and will be used going forward. Currently only one delinquent and the curb stop can't be located.

O&M Manual Updates with Dubois & King: Taking all documents and putting in one book, in order to prepare for submission to state.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:39 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: See May 23, 2022 minutes.

Willow Street Sewer Pre-Construction Meeting: Borings will take place in late July, beginning under the railroad. Looking to increase the scope of the project to reach the original budgeted amount. Changes are under engineer review.

Styles Meadow Insurance Claim Finalization: Claim has been finalized, received approximately \$10,000.00.

Ben Curtis made the motion at 6:49 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 Administrator Duties: Michael Ramsey continues the duties of the Zoning Administrator. ZBA hearing scheduled for July 7th.
- * Loan Administration for CIP'S: Ongoing task.
- * LEMP Approval: This has been approved.
- * LHMP Finance Reporting and Grant Closeout: Reporting is complete.
- * Pool Preparation & New Director: Gannon McKearin will be the Director beginning July 5th.
- * Website Content Updates: Website is updated.
- * Ordered Mobile Radar Sign for North Street: RCSD will place on North Street. A fixed radar sign ordered for South Street.
- * Mailed Consumer Confidence Reports: All reports were mailed out to residents.
- * Grandpas Knob Community Wind Project Update: Information on the developer's website, project appears to be moving forward.
- * NEMRC Training on Delinquency Reports: Michael Ramsey completed this training. Goal to have all delinquencies uploaded to handoff to assistant town clerk.
- * VCDP Comments and response for 52/56 Main: Included in packet.
- * Spoke with Listing Agent about Securing Marble Office Building: Building has been secured.
- * Issued Storm Water Master Plan RFP: RFP in packet.
- * Solicitation for Diesel and Heating Oil Bids: Will go out for bid a bit later.
- * Advertisement for Asst. Town Clerk-Treasurer/Asst to the Town Manager: Ad is currently being run in several places.
- * Complaint about 4-wheeler and dirt bikes on Pleasant Street & Beaver Pond: Michael Ramsey has received complaints – residents have not called RCSD. All complaints need to go directly to RCSD.
- * VLCT Assessor Visit: Information only.
- * Grand List Changes: Lisa Wright provided a handout with all changes noted.

XI. Additional Items Requiring Action from the Board

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$69,930.30.
- Review Sheriff's Report: Information only. Handout provided.
- Step III Loan Approval for Willow Street Sanitary Sewer Project: Bruce Baccei made the motion to sign the Vermont Bond Bank Loan RFI-241-3.0 not to exceed \$1,475,000.00. The motion was seconded by Ben Curtis unanimously approved.
- Renewal of Law Enforcement Contract: Michael Ramsey will clarify changes in the contract for the next meeting.
- 2023 Grants-In-Aid Agreement: Ben Curtis made the motion to sign the Grants-In-Aid-Agreement. The motion was seconded by Tom Hogan, unanimously approved.
- Town Health Officer Vacancy: Any interested in filling the Health Officer position should contact Michael Ramsey.
- Other New and/or Old Business: No other new and/or old business.

XII. Adjourn

Ben Curtis made the motion to adjourn the June 13, 2022 regular Selectboard meeting at 7:20 p.m. The motion was seconded by Bruce Baccei, unanimously approved.