

# Town of Proctor Selectboard Meeting Minutes

Draft

June 26,2023

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:55 p.m.

## **Board Members Present**

Bruce Baccei

Ben Curtis

Linda Doty

Judy Frazier,Chair

Tom Hogan

## **Employees Present**

Lisa Miser, Recorder

Michael Ramsey, Town Manager

## **Other Guests Present**

John Jozwiak

Cecil White

Lenora White

Peg Tv

## **Action Items**

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

Judy Frazier called the meeting to order.

The meeting was held in the Town Office Meeting Room; Zoom Video Conferencing was offered as well.

### **II. Review and Approve Agenda**

Tom Hogan made the motion to approve the agenda, as presented.

The motion was seconded by Ben Curtis, unanimously approved.

### **III. Review of Minute**

Bruce Baccei made the motion to approve the June 12,2023 regular selectboard minutes, as presented.

The motion was seconded by Linda Doty, unanimously approved.

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

John Jozwaik wished Michael Ramsey the best of luck with his new position in Killington.

### **V. Discussion & Action Items**

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$78,169.39.
- Public Nuisance Ordinance Amendment: Review committee feedback of amendments: The Selectboard agrees with the changes, it will next move to the attorney for legal review.
- Riverside Cemetery Management and Planning: Consensus to volunteer for volunteers to create a committee to address existing policy and designate work tasks.
- VAST Stream Alteration Permit Approval: Ben Curtis made the motion to approve the stream alteration permit for bridge maintenance inside the Town Forest. The motion was seconded by Bruce Baccei, unanimously approved.
- FY23 Audit Engagement Letter with Sullivan & Powers: Bruce Baccei made the motion to approve the agreement with Sullivan & Powers to perform the FY23 audit. The motion was seconded by Linda Doty, unanimously approved.
- Health Order & Notice of Intent for 2651 West Street: Tom Hogan made the motion to serve the notice of intent to the owner of 2651 West Street Proctor, VT and to include the supporting evidence and statement of procedural right as presented by the Town Health Officer to the Selectboard on the 26<sup>th</sup> day of June 2023. The motion was seconded by Ben Curtis, unanimously approved.
- Mortimer Proctor Grant Application Approval: Tom Hogan made the motion to approve the Mortimer Proctor Grant application for \$22,310.00. The motion was seconded by Ben Curtis, unanimously approved.
- Overgrown Lawns and Junk Car Complaints: Overgrown lawn complaints will follow the ordinance procedure. RCSD will not enforce non-moving violations without the town following the ordinance for the complaints.
- Cain Street Curbside Parking Concerns: Michael Ramsey will check the ordinance to verify no parking along Cain Street and purchase signs.
- Other Business:

## **VI. Board of Water Commissioners**

- Bruce Baccei made the motion at 6:16 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Linda Doty, unanimously approved
  - Delinquent Water Report: A report was provided of delinquent accounts. Those not making a payment in June will have water disconnected in July.
  - Other Business: There are two water leaks on Herb Johnson's property, they have been identified and repairs will be taking place. The state did a walk-through of the well house, awaiting the report.

## **VII. Board of Sewer Commissioners**

Linda Doty made the motion at 6:19 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.

- Other Business: Sludge removal will be covered under the loan per A+E. This opens up the discussion of how to expend the ARRPA funds.

Bruce Baccei made the motion at 6:22 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 Doty, unanimously approved

### **VIII. Departmental Reports**

- Sheriff's Report: Handout provided for review.
- Town Manager: Handout provided. Michael Ramsey highlighted areas of his report.
- DPW Foreman: Handout provided.
- Treasurer: Handout provided.

### **IX. Executive Session**

Executive Session: Ben Curtis made a motion to enter executive session at 6:31 p.m. The motion was seconded by Bruce Baccei, unanimously approved.

Ben Curtis made the motion to find that premature general knowledge regarding a personnel matter would clearly place the public body or person involved at a substantial disadvantage if discussed in public. Motion to enter executive session to evaluate an employee under the provisions of 1 V.S.A.313 (a) (3). The motion was seconded by Bruce Baccei unanimously approved.

Linda Doty made the motion to exit executive session at 7:54 p.m. The motion was seconded by Tom Hogan, unanimously approved.

### **X. Adjourn**

Ben Curtis made the motion to adjourn the June 26, 2023 regular Selectboard meeting at 7:55 p.m. The motion was seconded by Linda Doty, unanimously approved.