

Town of Proctor Selectboard Meeting Minutes

Draft

October 10,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 6:32 p.m.

Board Members Present

Bruce Baccei
Ben Curtis, Vice chair
Tom Hogan
Linda Raymond

Employees Present

Lisa Miser, Recorder
Michael Ramsey, Town Manager

Other Guests Present

Phillip Anderson
Charlotte Firestone
Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved September 26,2022 regular meeting minutes.
- Unanimously agreed at 6:16 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved contract amendment for \$2,125.00.
- Unanimously agreed at 6:19 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:22 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$309,919.79.
- Unanimously approved the town match of \$8,687.30 for Emergency Work on Florence Road.
- Unanimously agreed to authorize RCSD to ticket property on Cain Street.
- Unanimously agreed at 6:32 p.m. to adjourn the October 10,2022 regular Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

This was a Zoom Conferencing meeting, as well as, in person at the Town Office Meeting Room.

A full Selectboard was not seated, all motions passed unanimously unless noted.

II. Review and Approve Agenda

Tom Hogan made the motion to approve the agenda, as presented.
The motion was seconded by Linda Raymond, unanimously approved

III. Review of Minutes

Bruce Baccei made the motion to approve the September 26,2022 regular meeting minutes, as presented. The motion was seconded by Tom Hogan, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

Sheriff Fox: Sheriff Fox was present to address questions of the Selectboard.

Billing- currently billing only for hours used.

Contract – if the town did not contract with RCSD, the state police would respond to calls.

Dispatch- RCSD has their own dispatch. The state wants to get out of local dispatching and is looking to contract with RCSD. They are applying for federal funds and have a committee looking at long-term funding sources.

OMYA/Lost Trucks -OMYA is looking to contract with RCSD for 16 hours per week to help manage lost trucks.

Gas Surcharge – This surcharge has not been assessed on any contracts.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Homecoming was a great event with an excellent attendance – Congratulations to Varsity teams for their wins. The fall foliage around Proctor is stunning.

VII. Highway Department

Operations Report: See September 26, 2022

Change in alignment for TH-2(School St Fork): Handout provided. VTRANS will update map.

Replacement of Proctor Sign frame: Stafford Vo-Tech has completed the frame and it will be put up in the next couple of weeks.

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

VIII. 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 Tom Hogan, unanimously approved.

Operation Monthly Report: See September 26,2022

Field Street Well House Pump Replacement Updates: Parker has ordered the pump, cost estimate \$20,000.

Gorham Bridge Water Project Updates: Bruce Baccei made the motion to approve the amendment to the contract for \$2,125.00. This work is outside the scope of the original contract. The motion was seconded by Linda Raymond, unanimously approved.

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

IX. Board of Sewage Commissioners

Bruce Baccei 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 Linda Raymond, unanimously approved.

Operation Monthly Report: See September 26,2022

Willow Street Project Update: Signed substantial completion paperwork, contingent on paving and punch list.

Clean Water Planning Loan Application for WWTP Upgrades: Still under review by the state. Anticipate loan application by end of October.

Renewal of Discharge Permit: EPA permit quality review, new 5-year plan requires additional testing. This will be reflective in the budget.

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

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 Raymond, unanimously approved.

X. Manager's Report

*Assistant Town Clerk/Treasurer Search: Training for new hire has begun.

*ERAF Report: Handout provided.

*SWMP Updates: Public comment period underway.

*Executed Fuel Contract: Handout provided. Contract for heating fuel and diesel both with Champlain Valley.

*VEMRS & CEDRR will be guests at the October 24th Meeting: Information only.

*Appointment as the regional rep for 2022 THIRA/SPR Process: Will be attending FEMA workshops with Steffanie Bourque.

*VLCT Town Fair: Michael Ramsey attended workshops at the Fair.

*Meeting with Marble Museum about upcoming Open House: Michael Ramsey and Judy Frazier did a walk through with Museum Board members.

*Departmental FY24 Budget Review: Information has ben sent to all department heads.

*Regional Local Commission Meeting Attendance: Michael Ramsey has attended Park & Rec, RRPC and TAC meetings.

*Managers Lunch in Chester Vermont: Michael Ramsey attended the luncheon.

*Website Monitoring and Updates: Ongoing updates.

XI. Discussion and Action from the

●Review of Bills/Expenditures & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$309,919.79.

●Sheriff's Report: Handout provided.

●Town Highway Emergency Fund Reimbursement Approval: Linda Raymond made the motion to pay for the Emergency Work on Florence Road, town match \$8,687.30. The motion was seconded by Tom Hogan, unanimously approved. The amount for the project reduced from the original bid to \$86,870.00.

●Other New and/or Old Business: Cain Street response- Tom Hogan made the motion to authorize RCSD to ticket the property for failure to comply with the prior letter, citing the complaint & ordinance. The motion was seconded by Bruce Baccei, unanimously approved.

XII. Adjourn

Linda Raymond made the motion to adjourn the October 10,2022 regular Selectboard meeting at 6:32 p.m. The motion was seconded by Bruce Baccei, unanimously approved.