

Town of Proctor Selectboard Meeting Minutes

Draft

February 28,2022
Town Office Meeting Room
Zoom Video Conference
6:00 – 6:22 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

Phillip Anderson
Peg Tv

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved February 14,2022 regular meeting minutes, as written.
- Signed orders totaling \$107,158.88.
- Unanimously approved updated Zoning Administrator job description.
- Unanimously agreed at 6:22 p.m. to adjourn the February 28,2022 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 February 14,2021 regular meeting 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: Thanks to the Highway Department, great job on keeping the roads clean and clear.

Congratulations to the Varsity Ladies Basketball team – playing in the Championship Game

X. Manager's Report

- * Mortimer Proctor Presentations: Presentations are Friday
- * Main Street Bridge Repairs: Vtrans made strong temporary repair to the RR bridge.
- * Submitted the Annual Complete Streets Compliance Forms:
- * VOREC Grant Update: Anticipate announcement mid-March of grant awards.
- * Pool Director & Zoning Administrator Advertainment: Jobs have been posted on several sites. Interested stop by and see Michael Ramsey for an application.
- * Willow Street Project Bids: Bids go out today 2/28/22. Not required to post in Rutland Herald. Bid opening March 28,2022.
- * TAC Meeting Review: Michael Ramsey provided an overview of the meeting. Minutes of meeting provided.
- * ARPA Allocation: We have received \$238,000.00 and will receive that allotment again. Michael Ramsey is updating the list and adding cost, will provide at March 28,2022 meeting.
- * VHAP Funding/Delinquencies: The delinquent list is updated and VHAP has helped some residents get caught up on back; taxes, water and sewer bills.
- * Missed Trash Pickup on Williams Street (2/23/2022): Casella had truck problems, picked up trash the following day.

XI. Additional Items Requiring Action from the Board

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$107,158.88.
- Review Sheriff's Report: Information only. Handout provided.
- Zoning Administrator Job Description (Updates after feedback): Updated job description provided. Bruce Baccei made the motion to make the Zoning Administrator PT/10 hours per month plus attending the Planning Commission meeting. The motion was seconded by Ben Curtis, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

XII. Adjourn

Tom Hogan made the motion to adjourn the February 28,2022 regular Selectboard meeting at 6:22 p.m. The motion was seconded by Ben Curtis, unanimously approved.