

**TOWN OF RUTLAND
SELECT BOARD**

MINUTES:
TUESDAY, JULY 12, 2016

Board members present: Josh Terenzini, Mary Ashcroft, John Paul Fagnant, Chris Kiefer-Cioffi, Joe Denardo

Meeting opened at 6:30 P.M. with the Pledge of Allegiance

Errors and Omissions Board Minutes-June 28, 2016

- Mr. Fagnant made a motion to approve orders for the Tuesday, July 12, 2016 meeting and the minutes from the Tuesday, July 5, 2016 special Select Board meeting. Mr. Denardo made a second to the motion. Motion passed unanimously.
- Ms. Ashcroft moved to approve the minutes from the Tuesday, June 28, 2016 regular Select Board meeting. Mr. Fagnant made a second to the motion. Motion passed unanimously.
- Ms. Ashcroft informed the Board that from July 1, 2016 through July 8, 2016 pay period the 2.5% cost of living increase was applied.

Questions from the floor/public comment:

- Mr. Fagnant made a motion to authorize Assistant Town Treasurer Ms. Susan Magee to inform The Vermont League of Cities and Towns (VLCT) and Northeast Dental that Ms. Marie Hyjek is to be put back on the insurance plans immediately. Ms. Ashcroft made a second to the motion. Motion passed unanimously.
- Ms. Korrine Rodrigue who is running for the Rutland County Senate introduced herself to the Board and spoke regarding her reasons for running for the Vermont Senate.

Town Administrator Mr. Joseph Zingale, Jr.

- 1) Mr. Zingale cited the Town's Peddler's Permit and asked the Board to consider a time frame for people going door to door; he told the Board that residents are getting visitors from as early as 7:00 A.M. and as late as 9:00 P.M.
- 2) Mr. Zingale informed the Board that he had spoken with Ms. Maureen Chamberlain who is with Employees Assistance Program (EAS). He told the Board that VLCT recently purchased the services offered by EAS. He said EAS offers various counseling services, which are available to all Town employees.

- 3) Mr. Zingale informed the Board that the Town would need to receive a State permit in order to add a new fire hydrant to the soon to be constructed 8" water line near Shearer Honda. Mr. Zingale suggested the Board hire Enman/Kesselring Engineering to do the permitting work since they have all the data associated with the new water line. Mr. Faignant made a motion to proceed with the application process. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.
- 4) Mr. Zingale updated the Board on the electrical work in the Town Hall attic. After some discussion, Mr. Zingale will get a proposal from Stubbins Electric.
- 5) Mr. Zingale updated the Board on the faulty electrical switches in the Town Hall renovations building and will follow up with the electrician.
- 6) Mr. Zingale presented the Board a diagram regarding the name changes of the Town roads and how to number the houses on said roads for E-911 purposes. Ms. Ashcroft made a motion to rescind the designation of a section of Perkins Road to Fire Clay Lane. Mr. Faignant made a second to the motion. Motion passed unanimously.
- 7) Mr. Zingale informed the Board that Town Attorney Mr. Kevin Brown is on vacation and former Town Attorney Mr. Mark Sperry is working with Town Lister Mr. Howard Burgess to prepare the Holiday Inn tax appeal.

Highway Committee Report:

- Ms. Ashcroft told the Board she and Mr. Denardo had a site visit of the new town garage with Highway Commissioner Mr. Byron Hathaway

Public Hearing: Cold River Road Bike/Pedestrian Path Grant:

- Ms. Ashcroft gave an overview of the proposed language in the grant which is a bicycle/pedestrian path for 720-750 feet of sidewalk to be constructed along the north side of Cold River Road to link the Adele Stanley Apartments to U.S. Route 7 South. Ms. Ashcroft said the Select Board has authorized Ms. Susan Schriebman to prepare a 50/50 match grant from the State, and most of the Town's share can be done by in kind work from the Town's Highway Department.
- Adele Stanley tenant Ms. Sally Lambert addressed the Board and suggested a crosswalk be painted at the Route 7 South intersection to the Green Mountain Plaza. Ms. Schriebman cited a paving project coming up this summer which will include pedestrian signals and crosswalks. Ms. Lambert said she would be thankful when this project is completed.

- Adele Stanley tenant Ms. Sara Naylor addressed the Board and said it would be a great improvement to connect Adele Stanley to Route 7 South as it would be safe and easy to walk to Main Street, and thinks more people will walk rather than drive which is good for people's health.
- Mr. Zingale told the Board that he has spoken with the local and regional managers of U Haul and they are very enthusiastic about the project and will work with the Town in any way they can. Ms. Ashcroft said the F.W. Webb Company will be sending a letter of support.
- Ms. Ashcroft stated the Select Board has been planning the project for over two and a half years.
- Town resident Mr. Jim Snee told the Board that he supports the proposed sidewalk project
- Mr. Faignant called the project a win/win for the residents and the Town, as it helps to meet criteria for further development at the south end of Town for pedestrians.
- Mr. Terenzini asked Ms. Schriebman the time frame the Board is looking at. Ms. Schriebman said the Board would get an answer in September of 2016, the project starting in the spring of 2017.
- Ms. Schriebman suggested a letter of support and a maintenance plan from the Board. Ms. Ashcroft made a motion to send such letter to VTRANS and authorize the Mr. Terenzini to sign on behalf of the Board. Ms. Kiefer-Cioffi made a second to the motion. Motion passes unanimously.
- Mr. Terenzini thanked Ms. Ashcroft for her tenacity for keeping the project at the forefront.
- Mr. Denardo asked if the extension of the water main line from Adele Stanley to Cold River Road could be done simultaneously. Mr. Zingale said the Town would have to get easements from U Haul and Adele Stanley Apartments owners, and will look into contacting them. Mr. Denardo asked if there were grants available to extend water main lines from the State. Mr. Zingale said the Town would most likely have to get a loan.

Town Planning Commission Chair Person Ms. Barbara Noyes Pulling reported:

- 1) Ms. Pulling and Mr. Zingale updated the Board regarding the Thomas subdivision.
- 2) Ms. Pulling and Mr. Zingale discussed the transition regarding Town Administrator Assistant Ms. Patty Carbine taking over Planning Commission duties.

Town Emergency Management Director and Transportation Council Representative Mr. Martin Wasserman reported:

Not present

Rutland Regional Planning Commission (RRPC) representative Mr. Jm Snee reported:

- 1) Mr. Snee presented the Board with documents from the last RRPC regarding their budget as well as their duties.
- 2) Mr. Snee informed the Board on the Clean Water Fund.
- 3) Mr. Snee informed the Board of the Public Service Board's (PSB) Certification Plans. Ms. Ashcroft asked if there is a deadline for certification. Ms. Pulling stated the PSB should have the criteria by the end of 2016. Ms. Ashcroft if the Board adopts the Town Plan within the next month would this apply to the Town Plan. Ms. Pulling said there may have to be an amendment to the Town Plan.

Rutland Town Road Commissioner Byron Hathaway reported:

- 1) Mr. Hathaway told the Board he received an email from Mr. Rod Viens regarding an adjustment of a driveway at the Cold River Road Grow Solar Project. Mr. Ashcroft made a motion to issue a revised permit for the new location, 147 feet to the north. Mr. Denardo made a second to the motion. Motion passed unanimously.
- 2) Mr. Hathaway discussed the Highway Budget surplus with the Board. He said that as a result of Ms. Donna Zeller placing the Highway Garage construction in his general operations budget, he could have from between **\$1,393.00 to \$17,200.00** in surplus funds.

Town Fire Chief Frank Cioffi reported:

- 1) Mr. Cioffi told the Board he has received a letter from the PSB regarding the issue on Seward Road. Mr. Cioffi said the PSB is giving the Solar Company until July 22, 2016 to provide them documentation on what was agreed upon and why it wasn't completed.
- 2) Mr. Terenzini asked Mr. Cioffi about the Fire budget. Mr. Cioffi said he is guessing there is **\$1,500.00** that will be moved into the next fiscal year, but has not seen the final figures.

Rutland Town Police Chief Ed Dumas reported:

- 1) Mr. Dumas presented the June, 2016 monthly report.

- 2) Mr. Dumas suggested that in the future signage should be placed on Post Road and Hawley Lane when only Rutland Town is lighting off fireworks.
- 3) Mr. Dumas presented a quote from Office Systems of Vermont regarding a copier/scanner/fax machine for the Town Police Department. Ms. Ashcroft made a motion to approve the lease of the copier/scanner/fax and the Town Police Department at the price of \$235.00.00 per month and for Chief Dumas to sign the contract. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.
- 4) Mr. Dumas said Major Mr. John Sly hasn't received his reimbursement for his insurance or expense reports that had to be moved to July as the Town Clerk/Treasurer would not provide him with the expense report. The Board will look into it.
- 5) The Chief requested a brief executive session for a personnel matter.

Rutland Town Recreation Director Mike Rowe reported:

- 1) Mr. Rowe announced that the annual senior luncheon at Northwood Park is on Tuesday, July 19th starting at 11:30 A.M.
- 2) Mr. Rowe updated the Board regarding swim meets at the pool on Saturday, July 16 and Saturday, July 30, 2016

Committee Meeting Updates:

Building:

Ms. Ashcroft and Mr. Denardo reported on their Cheney Hill site visit.

Transfer Station:

Mr. Denardo and Mr. Faignant reported on a site visit to the Town Transfer Station with Mr. Dick Lloyd. Mr. Faignant made a motion to increase the hours. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

Restoring Memorial At Town Hall:

Ms. Kiefer-Cioffi told Board members that she had spoken with Mr. Bowker regarding restoration of the names on the memorial in front of Town Hall. She said Mr. Bowker will do some research and come up with a quote.

Restoring Cemetery Next To Town Hall:

Ms. Kiefer-Cioffi will get a check from the Town Clerk to join the Vermont Cemeteries Association.

New Business:

Board to consider adoption of uniform fee schedule for Town records:

Mr. Zingale informed the Board that the Town has not adopted the Secretary of State's Office uniform fee schedule. He said the schedule allows the Town to charge a fee for public information requests that take up a significant amount of time. Mr. Faignant made a motion to adopt the uniform fee schedule as presented. Ms. Ashcroft made a second to the motion. Mr. Faignant amended his motion to adopt the current Secretary of State's uniform fee schedule and as amended in the future. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

Old Business:

Town Plan Adoption:

Ms. Ashcroft presented comments from the Town Plan Hearing on May 31, 2016. The Board will review the comments and will discuss them at the next Select Board meeting.

Packet Items:

- 1) The Board reviewed items contained in the meeting packet.

Ms. Ashcroft made a motion to go into executive session. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously, moving into executive session at 8:29 P.M.

At 9:09 P.M. the Select Board came out of executive session.

Mr. Faignant made a motion to have the Town enter a memoranda of understanding (MOU) with Child First Advocacy Center (CFAC) to contract with the Rutland Town Police Department for Town Police Chief Mr. Ed Dumas to provide police investigative services to CFAC for a grant of \$60,000.00 for the fiscal year of July 1, 2016 and ending June 30, 2016. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

Mr. Faignant made a motion at 9:10 P.M. to adjourn the meeting. Ms. Cioffi made a second to the motion. The motion passed unanimously.

