

**DRAFT
TOWN OF RUTLAND
SELECT BOARD
RUTLAND TOWN MUNICIPAL OFFICE**

**MINUTES:
MONDAY, SEPTEMBER 20, 2016**

Board members present: Josh Terenzini, Mary Ashcroft, John Paul Faignant, Chris Kiefer-Cioffi,

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

Approval of Orders/Errors and Omissions of Meeting Minutes August 12 and August 23, 2016

- Mr. Faignant made a motion to approve the September 6, 2016 minutes. Ms. Ashcroft made a second to the motion and requested a minor addition stating the Town resident who will be using the metal detector at the Town Municipal Building and at the cemetery next door turn over what he finds to the Town. Motion passed unanimously.

Questions from the floor/public comment:

- There were no questions from the floor.

Town Administrator Mr. Joseph Zingale, Jr. reported:

- 1) Mr. Zingale requested permission from the Board to purchase a power back up for the Town's phone system. The Board said it was ok to make the purchase.
- 2) Mr. Zingale updated the Board on the thermostat installation and repairing of the ceiling tiles at the Town Municipal building.
- 3) Mr. Zingale informed the Board that he would be sending a letter to a Town resident who needs to change her E-911 address and has not responded to Mr. Zingale's phone calls.
- 4) Mr. Zingale informed the Board that Town Attorney Mr. Kevin Brown said the Peddler's Ordinance should be amended to include time s to operate. He said he would be presenting the language to the Board at a later date.
- 5) Mr. Zingale informed the Board of various requests to use Town Buildings for events. After some discussion it was decided Mr. Zingale would contact Commercial Contract Cleaning and get an estimate for cleaning the Cheney Hill Community Center.
- 6) Mr. Zingale told the Board that the Town's Carbonite computers back up service dues are due. Ms. Ashcroft made a motion to approve the contract for **\$600.00** for one year. Mr. Faignant made a second to the motion. Motion passed unanimously.

- 7) Mr. Zingale updated the Board on the amplification system for the Select Board room.
- 8) Mr. Zingale informed the Board that Mr. Red Grover has made the final payment associated with the acceptance of Grover Drive.
- 9) Mr. Zingale updated the Board regarding the Cunningham project.

Rutland Town Planning Commission Chair Ms. Barbara Pulling reported:

- 1) Planning Commission member Mr. Alan Biederman addressed the Board regarding the language in the proposed Town Plan pertaining to; Land Use Districts, AGR 40, Clustering and Working Lands.
- 2) Mr. Biederman explained to the Board the reasoning behind creating language that will protect the airspace at the Southern Vermont Regional Airport.
- 3) Mr. Biederman answered questions from the Board regarding the Scenic Resources section in the proposed Town Plan.
- 4) Mr. Biederman cited cases in which the Supreme Court did not enforce language from Town Plans because the language was not specific.
- 5) Mr. Terenzini suggested Board members study the proposed Town Plan and discuss the plan at the next Select Board meeting.

Town Clerk/Treasurer Ms. Kirsten Hathaway reported:

- 1) Ms. Hathaway reported she had spoken with Killington Town Clerk Ms. Lucrecia Wonsor and presented information to the Board regarding a Town credit card.
- 2) The Finance Committee will meet with Ms. Hathaway to review the Town's current credit card policy and will report to the full Board at the next Select Board meeting.
- 3) Ms. Hathaway asked for the Board's permission to change the Town Clerk/Treasurer's office hours to:
 - Monday, Wednesday and Thursday 8:00 A.M-4:30 P.M.,
 - Tuesday 8:00 A.M.-6:00 P.M.
 - Friday 8:00 A.M. to 2:00 P.M.

- 4) Ms. Ashcroft asked Ms. Hathaway to present the year-end figures for each budget after the audit. Ms. Hathaway informed the Board that she will soon begin the Town audit with Mr. Andrew Simonds from A&M Peisch.
- 5) Ms. Hathaway reported the \$100.00 late fee from the Vermont Department of Labor for filing the quarterly taxes late because Ms. Hathaway wasn't able to access former Town Clerk/Treasurer Donna Zeller's emails has been dropped.

Rutland Town Highway Commissioner Mr. Byron Hathaway reported:

- 1) Mr. Hathaway thanked Ms. Ashcroft and her son Gordon Ashcroft-Billings for planting the trees and shrubs at the new Town Highway Garage.

Town Fire Chief Mr. Frank Cioffi reported:

- 1) Mr. Cioffi stated members of the Town Fire Department will be at a training session on Saturday, September 24, 2016 and the Rutland City Fire Department will be covering the Town.
- 2) Mr. Cioffi updated the board on the fire safety issue on Seward Road.
- 3) Mr. Cioffi told the Board an investigation has been started regarding the contaminated water at the McKinley Fire Station.
- 4) Mr. Cioffi stated he will be bringing an estimate to the Board for a new well for the Fire Station on McKinley Avenue.
- 5) Mr. Cioffi updated the Board regarding a sexual harassment course on Wednesday, October 19, 2016 from 6:00 P.M.-8:00 P.M. at the Joseph J. Denardo Fire Station.

Town Representative to the Rutland Regional Planning Commission (RRPC) Mr. Fred Nicholson reported

Not present

Mr. Joseph Zingale Jr. reported:

- 1) Mr. Zingale informed the Board that a vacuum plugged into an outlet in the Police office blew a breaker which caused power to go out in the Police and Administrator's offices. Mr. Terenzini asked Mr. Zingale to speak with the general contractor.

- 2) Mr. Zingale stated Mr. Fuller noticed one of the data wires going into the Rutland Town Police Department is twisted and bent. Mr. Zingale will contact Major John Sly to try to determine which of two contractors is responsible.
- 3) Mr. Zingale informed the Board that the next Transportation Board hearing on the Farrell Road slip Lane is set for Thursday, September 29, 2016 in Rutland at the Regional Planning Commission
- 4) Ms. Ashcroft requested an executive session on the matter.

Rutland Town Police Chief Ed Dumas reported:

- 1) Mr. Dumas presented the Board with a quote for the lights and sirens for his car in the amount of \$4,082.90. Mr. Fagnant made a motion to approve. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.
- 2) Mr. Dumas said the price for the new computer the Board previously approved for the Watchguard System is \$2,084.00.
- 3) Mr. Dumas stated Town resident Ms. Lynette Gallipo has started as Administrative Assist for the Rutland Town Police Department.
- 4) Mr. Dumas said he has the data from the speed cart on Post Road to present to the Police Committee and will distribute the data to the full Board.
- 5) Ms. Kiefer-Cioffi asked if Mr. Dumas had received the contract regarding the use of his vehicle for police business. Mr. Terenzini and Mr. Dumas signed the document.

Town Recreation Director Mr. Mike Rowe reported:

- 1) Mr. Rowe was not present. Ms. Kiefer-Cioffi read his report.
- 2) Ms. Kiefer-Cioffi stated the Halloween party is scheduled for Friday, October 28, 2016 from 6:00 P.M.-8:00 P.M. at the Rutland Town School gym.

Committee Updates:

- Ms. Ashcroft presented to the Board the minutes regarding a site visit at the Cheney Hill Community Center on Friday, September 16, 2016. Ms. Ashcroft made a motion to approve the minutes. Ms. Kiefer-Cioffi made a second to the motion. Motion passed 3-1. Mr. Fagnant abstained from the vote.

Building Committee:

- Ms. Ashcroft presented the Board a five year plan regarding maintenance and improvements to the Town Municipal offices.

Cemetery Association:

- Ms. Ashcroft read a thank you letter to the Vermont Old Cemetery Association (VOCA) for the repairs to the cemetery next to the Town Municipal Office. Ms. Ashcroft made a motion for Ms. Kiefer-Cioffi to sign the letter on behalf of the Board. Mr. Fagnant made a second to the motion. Motion passed unanimously.
- Ms. Kiefer-Cioffi requested the Board make a donation to (VOCA). Ms. Ashcroft made a motion to donate **\$150.00** to the Association for the epoxy used in repairing the head stones. Ms. Kiefer-Cioffi was under the impression the Town would be billed for the epoxy. Ms. Ashcroft withdrew her motion.

Correspondance:

Ms. Ashcroft read a letter to Boy Scout Troops 105, 112, 120 and Gordon Ashcroft-Billings thanking them for the landscaping work they did at Northwood Park on Saturday September 17, 2016. Mr. Fagnant made a motion for the Board to sign. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

New Business:

- Town Tax Collector Mr. Chris Howland presented his report regarding parcels to be put up for tax sale. Mr. Howland stated he is in the process of hiring an attorney to assist him. Mr. Howland said the approximate balance of outstanding property taxes is **\$122,374.44**
- The Board considered a request from the local 4-H to use the Cheney Hill Community Center on a monthly basis. Ms. Ashcroft stated the Building Committee will start the process of creating a policy.

Old Business:

There was no old business.

Correspondance:

- The Board reviewed the “Lights On After School” information on Wednesday, October 26, 2016 at the Tapestry classroom at the Rutland Town School.
- The Board reviewed the Otter Creek one and Two Public Service Board notification. Mr. Terenzini requested Mr. Zingale put the issue on the next agenda for discussion.
- The Board considered Mr. Zingale’s request for a new laser/color copier/scanner/fax for the Town Administrator and the Lister’s offices.
- Mr. Terenzini informed the Board Rutland Herald reporter Mr. Gordon Dritschillo will be the Town’s reporter.
- S.W.A.C.K. Representative and Town Transfer Station Manager Mr. Dick Lloyd informed the Board Saturday, September 24, 2016 the transfer station will be collecting Household Hazardous Waste from 8:00 A.M. to 11:30 A.M.
- Ms. Ashcroft made a motion to enter into executive session to discuss a matter of pending litigation. Ms. Kiefer-Cioffi made a second to the Motion. Board moved into executive session at 8:19 P.M.
- Board came out of executive session at 8:40 P.M. Ms. Ashcroft made a motion to adjourn. Ms. Kiefer-Cioffi made a second to the Motion. Meeting adjourned at 8:40 P.M.

