

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

MINUTES:  
TUESDAY, January 10, 2017

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.

Approval of Orders/Errors and Omissions of Meeting Minutes of December 27, 2016.

- Ms. Ashcroft made a motion to accept the minutes as printed. Mr. Denardo made a second to the motion and pointed out two minor grammatical errors. Motion passed with corrections 4-0-1. Mr. Fagnant abstained from the vote.

Questions from the floor/public comment:

- There were no questions or comments.

Town Administrator Mr. Joseph Zingale, Jr. reported:

- 1) Mr. Zingale cited a letter in the Board's packet from Town Attorney Mr. Kevin Brown responding to the letter from Department of Public Works Commissioner Mr. Jeff Wennberg regarding the Rutland City water system and General Electric. The Board decided to discuss the matter in executive session.
- 2) Mr. Zingale cited the proposal in the Board's packet from Mr. Sean Sargeant regarding an appraisal for the Cheney Hill Community Center. Mr. Fagnant made a motion to receive and file. Ms. Ashcroft made second to the motion. There was no vote.
- 3) Mr. Zingale stated a survey will need to be performed for the Cold River Road sidewalk project with U-Haul, Reynolds and Sons, and Adele Stanley Apartments. Mr. Zingale said per Town Attorney Mr. Kevin Brown the documentation the Town has on these properties are not intended for legal description and is most likely an engineer plan. The Board decided to send the issue to the Highway Committee.
- 4) Mr. Zingale presented quotes from RC Brayshaw and REPO Graphics for the printing of Town Reports. After some discussion Mr. Zingale will contact both companies and ask for quotes with less books being printed. Mr. Terenzini asked Town Clerk/Treasurer Ms. Kirsten Hathaway how many Town Reports need to be mailed out. Ms. Hathaway said there almost 3,000 registered voters in the Town and when Ms. Hathaway started there

were two boxes left over. Ms. Ashcroft asked Mr. Zingale to get quotes in increments of 100 reports.

- 5) Mr. Zingale reported the Town has received the permit for the slip lane on Farrell Road with the condition that all traffic ceases going north. The Board decided for the Highway Committee to discuss the issue.

Town Clerk/Treasurer Ms. Kirsten Hathaway reported:

- 1) Ms. Hathaway informed the Board she will be meeting with Killington Town Clerk Ms. Lucrecia Wonsor to learn the Clerk's responsibilities of Town Meeting Day.
- 2) Ms. Hathaway stated she has placed warnings for the Pre-Town Meeting on Monday, January 23, 2017 at 7:00 P.M. at the Rutland Town School.
- 3) Mr. Terenzini stated the Town is over budget regarding office supplies in the amount of \$5,217.00 as only \$5,000.00 was budgeted. Mr. Terenzini asked if there are other places where funds can be pulled for supplies. Ms. Hathaway said it could be taken out of her salary line, as a lot more was budgeted for the previous Town Clerk/Treasurer. Ms. Hathaway cited examples of situations that arose which took more money than usual.
- 4) Mr. Denardo asked Ms. Hathaway to provide the Board with dates of the Town Report being mailed to the voters and election warnings. Ms. Hathaway said the warnings for the election need to be posted on Thursday, January 26, 2017. Mr. Terenzini suggested the Board have their regular meeting at the school before the Pre-Town Meeting on January 23, 2017 at 5:30 P.M. and reconvene after the Budget presentation, for the vote.
- 5) Ms. Hathaway stated that appropriation petitions are due Thursday, January 19, 2017 and candidate petitions are due January 30, 2017.
- 6) Mr. Terenzini asked Mr. Zingale if there has been any communication regarding an appropriation for Rutland Economic Development Corporation and Rutland Region Chamber of Commerce for a marketing project. Mr. Zingale said they have been informed of the petition deadline and number of signatures.
- 7) Ms. Hathaway informed the Board she has placed the ad for her replacement while on maternity leave in the Rutland Herald and at Indeed.com. Ms. Hathaway and Town Clerk/Treasurer Assistant Ms. Susan McGee will review the applications and forward the candidates to the Personnel Committee for interviews.

Rutland Town Planning Commission Chair Ms. Barbara Pulling reported:

- 1) Ms. Pulling stated the next Planning Commission meeting will be on Thursday, January 19, 2017 at 7:00 P.M. at the Town Municipal Building.
- 2) Ms. Pulling said the meeting will consist of the continuing discussion of the Renewable Energy Planning Project and the State standards that came down in November 2016. Ms. Pulling stated the data and the maps for the planning of the Project will be ready for all towns participating in the pilot plan by April of 2017 and the Rutland Regional Planning Commission will have until the end of July 2017 to work with the towns.
- 3) Mr. Denardo made a request to be placed on the agenda for the next Planning Commission meeting regarding a solar issue.

Rutland Town Highway Commissioner Mr. Byron Hathaway reported:

- 1) Mr. Hathaway was not present but sent a message to Mr. Terenzini that the town of Mendon is planning a culvert replacement project on Town Line Road in the summer of 2017 and the road will be closed for a week.
- 2) Mr. Terenzini also reported on behalf of Mr. Hathaway that the Rutland Town School Board is happy with the proposed upgrades to Post Road and the Rutland Town school parking lot to improve traffic flow and the project is moving forward.

Town Fire Chief Mr. Frank Cioffi reported:

- 1) Mr. Terenzini congratulated Mr. Cioffi on getting re-elected Fire Chief for a second term. Mr. Faignant stated Mr. Cioffi is also the safety and training officer.
- 2) Mr. Terenzini read a letter from Mr. Cioffi regarding Board approval of the following officers that were elected at Rutland Town Fire Department's annual meeting on Monday, January 9, 2017:
  - Frank Cioffi-Fire Chief-3years
  - Mike Carlson-Asst. Chief, Center Rutland Station-1 year
  - Christopher Clark-Asst. Chief, McKinley Avenue Station-1 year
  - Matthew Voity-Captain, Center Rutland Station-1 year
  - Timothy Clark-Captain, McKinley Avenue Station-1 year
  - Billy-Jo Mills-Lieutenant, Center Rutland Station-1 year
  - BJ Hathaway-Lieutenant, McKinley Avenue Station-1 year.

Mr. Faignant made a motion to approve. Ms. Ashcroft made a second to the motion. Motion passed unanimously.

- 3) Mr. Cioffi presented applications of Mr. Brian Sanderson for signatures and Ms. Jenna Elliott for Board approval. Ms. Ashcroft made a motion to approve. Mr. Denardo made a second to the motion. Motion passed unanimously.
- 4) Mr. Cioffi requested an executive session to discuss the repairs on the ventilation system in the Center Rutland Fire Station (HVAC).
- 5) Mr. Cioffi proposed the Board approve Reynolds and Sons as a sole supplier for Town fire hoses. Mr. Fagnant made a motion to designate Reynolds and Sons as a preferred vendor for hose purchases for the Rutland Town Fire Department. Ms. Ashcroft made a second to the motion. Motion passed unanimously.
- 6) Mr. Cioffi stated he hopes to have a bid proposal for overhang roofs on the exit doors of the Center Rutland Fire Station by the next Select Board meeting.
- 7) Mr. Cioffi informed the Board of a recent car fire on the Route 4 bypass. Mr. Cioffi stated the Vermont State Police were called but they would not respond so the Town Fire Department had to shut down the road as it was a safety issue for members of the department.
- 8) The Board and Mr. Cioffi discussed the lock issue at the McKinley Avenue Station that is not working properly. Mr. Denardo made a motion for Mr. Cioffi to do what is necessary to expedite the situation. Mr. Fagnant made a second to the motion. After some discussion motion passed unanimously with a requirement the Fire Department may not exceed **\$2,500.00** for the repair.
- 9) Mr. Denardo asked Mr. Cioffi regarding tank issue with engine three. Mr. Cioffi explained the process of repairing the tank, that it will take a week to be repaired and it is under warranty.

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

- No meeting to report.

Rutland Town Police Chief Mr. Ed Dumas reported:

- 1) Mr. Fagnant stated he has had some conversations with Chief Dumas regarding cutting some areas of the Rutland Town Police budget. Mr. Fagnant presented a list of line items the Chief came up with to the Board for action totaling **\$16,363.00**. Mr. Fagnant made a motion to reduce the Police Department budget according to the line items

identified by \$16,363.00 which would provide a total budget to be raised by taxpayers of \$254,595.00 and a total budget of \$366,595.00. After some discussion Mr. Terenzini asked Mr. Dumas if he would be able to run the department effectively with the budget reduction. Mr. Dumas stated they would get by. Motion passed unanimously.

- 2) Mr. Terenzini requested Mr. Dumas stay for an executive session regarding a personnel matter.

Rutland Town Recreation Director Mr. Mike Rowe reported:

Mr. Rowe had nothing to report.

Committee Updates:

Highway Committee:

Ms. Ashcroft reported the Committee met and discussed the slip lane decision from the Transportation Board and other options the Town may have. Ms. Ashcroft recommended the Board sit on this permit as it is a two year permit and pursue the idea of a service roadway/sidewalk behind the Green Mountain Plaza. Mr. Fagnant made a motion to approve the Committee's recommendation. Mr. Denardo made a second to the motion. Motion passed unanimously. Ms. Ashcroft stated Mr. Hathaway will be putting a proposal together for a scoping study that can be sent out to bid. The Committee will be meeting with business and land owners to alert them of the plans. Mr. Zingale pointed out the slip lane was mandated by Act 250 for the Green Mountain Plaza and if the median is blocked Farrell's can't get into their building.

Building Committee:

Ms. Ashcroft presented a proposed Meeting Room Use Policy for the four places in the Town the Board controls-the two Fire Departments, Cheney Hill Community Center and the Town Municipal Building. Mr. Fagnant made a motion to approve the proposal and have it posted on the web and inside the buildings. Mr. Denardo made a second to the motion. Mr. Cioffi asked the Board to take the McKinley Avenue Fire Station off of the list. Mr. Fagnant amended his motion to delete McKinley Avenue Fire Station from the list. Motion passed unanimously.

- Mr. Terenzini informed the Board there are some mathematical errors on the proposed budget and he will be meeting with Ms. Hathaway to make corrections and will send the budget to the Board.

Progress of Various Projects:

- The Board removed the Meeting Use Policy and the Town Municipal Building improvements from the list.
- The Board decided Mr. Zingale will contact other real estate appraisers for quotes on the Cheney Hill Community Center.

### Old Business:

- After some discussion Mr. Terenzini will ask if Mr. Gordon Dritschillo from the Rutland Herald would be willing to write a small article about getting volunteers for the Town website. Ms. Kiefer-Cioffi said she contacted Stafford Technical School but was told by Mr. Zingale if it was not a certain design he was not interested. Mr. Zingale stated he is versed in Wordpress and if a different application he would have to learn it first. Mr. Zingale said he has worked on the Town's website with Stafford students in the past. Ms. Kiefer-Cioffi will follow up with Stafford Technical Center for volunteers.
- The Board discussed the creation of a Facebook page. Ms. Kiefer-Cioffi will ask at the Stafford Technical Center if there are any students who are willing to help with a Facebook page.

### Correspondence:

The Board reviewed correspondence.

Ms. Ashcroft made a motion to move into executive session for the following reasons: to discuss a personnel issue in the Police Department, discussion of the HVAC system at the Center Rutland Fire Station and discuss communications with the Town Attorney Mr. Kevin Brown and the City of Rutland. Mr. Denardo made a second to the motion. Motion passed unanimously. Meeting moved into executive session at 7:51 P.M.

The Board came out of executive session at 8:36 P.M. Mr. Faignant made a motion to adjourn. Ms. Ashcroft made a second to the motion. Motion passed unanimously. Meeting adjourned at 8:37 P.M.



