

**TOWN OF RUTLAND
SELECT BOARD
BUDGET MEETING**

MINUTES:
MONDAY, DECEMBER 12, 2016

Board members present: Josh Terenzini, Mary Ashcroft, Chris Kiefer-Cioffi, Joe Denardo.

Meeting opened at 5:30 P.M. with the Pledge of Allegiance.

The Board met with Department Heads and reviewed their budgets.

Rutland Town Fire Chief Mr. Frank Cioffi:

- Mr. Cioffi presented his budget to the Board. Ms. Ashcroft asked the Chief if there is a Five Year Plan in place. Mr. Cioffi stated Mr. Faignant has the Plan but will print one out for the regular Select Board meeting tomorrow night.

Rutland Town Recreation Director Mr. Mike Rowe:

- Mr. Terenzini asked why the Recreation Department has an \$800.00 amount for advertising in the Rutland Herald. Mr. Rowe stated the Recreation Department advertises for Northwood Pool activities, jobs, and other events at the Park.
- Ms. Ashcroft asked Mr. Rowe what he expects for revenue. Mr. Rowe stated he predicts about \$30,000.00.
- Ms. Ashcroft asked if any funds are allocated for the shared use path. Mr. Rowe stated the Town has a preliminary estimate and is not ready to move forward.
- The Board considered raising the Recreation Department's Depreciation Fund. Mr. Rowe recommended to the Board to raise the Fund, as in the next five to ten years Northwood Pool will need repairing. Mr. Denardo made a motion to increase the Recreation Department's Depreciation Fund from .0025 to one cent. Ms. Ashcroft made a second to the motion. Motion passed unanimously.
- Ms. Ashcroft asked about the grant for the playground that will be installed at Northwood Park in the spring of 2017. Mr. Rowe said it is a 50/50 match grant for \$15,000.00.

Rutland Town Police Chief Mr. Ed Dumas:

- Mr. Dumas stated he only took a 2% raise as he didn't want to seem too bold to give himself such a large increase. Mr. Terenzini said he disagreed with Mr. Dumas because the Child and Family Advocacy Services Center grant in

the amount of \$60,000.00 is supposed to be paying his salary. The Board agreed with Mr. Terenzini.

- Mr. Denardo asked if the Police Department needed a Deprecation Fund for equipment replacement. Mr. Terenzini said if the Board created a Depreciation Fund they would have to reduce the Equipment Fund in the budget. After some discussion it was decided the issue would be taken up next year.

Rutland Town Transfer Station Manager Mr. Richard Lloyd:

- Mr. Lloyd reported to the Board the 2017-2018 budget is the same however items were increased or reduced based on this past year's end. Mr. Lloyd cited the items that were raised or lowered and the reasons behind the decisions.
- Ms. Ashcroft asked Mr. Lloyd if he is anticipating revenue. Mr. Lloyd said revenue is generated through the sale of dump tickets and the disposal of construction and demolition materials. Ms. Ashcroft cited the Town Report which stated the revenue of the Transfer Station from 2015-2016.
- Ms. Ashcroft asked about erecting solar panels at the capped landfill at the Transfer Station to generate revenue. Town Administrator Mr. Joseph Zingale stated the matter was looked into a few years ago but they wanted to cut down trees to get the sun in and it was decided it wasn't beneficial to the Town.

Rutland Town Road Commissioner Mr. Byron Hathaway:

- Mr. Hathaway presented his budget and five year plan to the Board.
- Mr. Hathaway told the Board at the recommendation of A&M Peisch Town auditor Mr. Norm Ladabouche he added a line item for engineering and grants for various projects.
- Ms. Ashcroft cited the traffic congestion on US Route 7 South by the Holiday Inn intersection and the addition of a slip lane on Farrell Road or a service lane behind the Green Mountain Plaza ending on Randbury Road. Ms. Ashcroft stated that only one of the projects will be addressed at a time. Ms. Ashcroft said the scoping study in the amount of \$140,000.00 needs to happen to determine the best way to reduce the congestion.
- Mr. Hathaway reported to the Board a meeting with engineers at Stantec and proposed what the Town wants to accomplish regarding reducing the traffic and \$140,000.00 was what Stantec quoted. Mr. Hathaway said another engineering firm has contacted him and they are very interested in the project as well.

- Ms. Ashcroft updated the Board on the meeting with U-Haul regarding an easement for the sidewalk on Cold River Road.
- Mr. Terenzini made a recommendation to take the \$50,000.00 for the Cold River Road sidewalk project out of the Capital Fund rather than the highway budget. Town Clerk and Treasurer Ms. Kirsten Hathaway stated the highway budget as of June 30, 2016 has a surplus of \$269,261.00.
- Ms. Ashcroft read the purpose of the Capital Fund. Ms. Hathaway stated the Highway Department will be carrying over \$187,434.00 from last year. Ms. Ashcroft stated the Highway Department doesn't contribute to the Capital Fund because of State statute. Mr. Denardo suggested taking the money for the project out of the Highway budget as they don't contribute to the Capital Fund. After some discussion it was decided the Board would talk with Mr. Ladabouche to decide where to place certain funds for certain projects.
- Mr. Terenzini asked Mr. Hathaway if he has used the \$15,000.00 to have the loader fixed. Mr. Hathaway said that will be repaired in the spring of 2017.
- Ms. Ashcroft made a motion to move into executive session to discuss a personnel matter. Mr. Denardo made a second to the motion. Board moved into executive session at 7:05 P.M.
- The Board moved out of executive session at 7:12 P.M.
- Mr. Terenzini reported the current cost of living increase is 3%. Ms. Ashcroft made a motion for a 2.5% increase for all Town employees. Mr. Denardo made a second to the motion. Mr. Terenzini stated the Board will be activating the step increase wage increase. Motion passed unanimously.

Town Clerk and Treasurer Ms. Kirsten Hathaway:

- Ms. Hathaway presented the General Budget to the Board. The Board went through Town officials and added in the 2.5% cost of living increases.

The Board made the following proposals to the General Budget:

- Cutting election costs to \$2,500.00
- Adding 2.5% to wage and salary adjustments.
- Cutting the office supply budget to \$6,500.00.
- Cutting oil for the Town Municipal Building to \$8,500.00.

- Ms. Ashcroft listed the projects the Board considered for the building maintenance to the Town Municipal Office. The Board considered raising the budget from last year but no action was taken.
- The Board considered the Professional Services budget. After some discussion it was decided Ms. Hathaway would research exactly what the Professional Services budget funds.
- The Board considered the Town Attorney's budget. After some discussion the budget was raised from \$30,000.00 to \$35,000.00.
- Tax Appeals Budget and Retirement Budget did not change.
- The Storm Water Project with Mr. Andreas Torrizo remained at the amount of \$20,000 as that money will be coming out of the water and sewer fund.
- Ms. Hathaway stated that Town Attorney Mr. Kevin Brown is in contact with Blue Cross/Blue Shield regarding the increase of Town employee's health care. Ms. Hathaway will get clarification from Mr. Brown and present it at the next Select Board meeting.
- Lowering the advertising budget from \$6,000.00 to \$4,000.00.
- Reducing Planning and Zoning legal services from \$2,000.00 to \$1,000.00.
- Lowering the Planning Commission's budget from \$5,000.00 to \$4,000.00.
- Raising the miscellaneous expense budget from \$2,097.00 to \$4,000.00.
- The Board allocated \$2,500.00 for a face book page.
- The Board asked Ms. Hathaway to contact Brookfield Services to obtain a copy of our Emergency Management Maintenance agreement for an exact price.
- Reducing the Cheney Hill Community Center budget to \$2,000.00.
- Raising the Landscaping Budget from \$882.00 to \$1,200.00.
- Reducing miscellaneous contributions budget to \$500.00.
- Ms. Hathaway reported the Traffic Study Budget has spent \$22,157.00. After some discussion and the realization the traffic study on Farrell Road is complete the Board considered lowering the budget to \$2,500.
- The Board reviewed the Town Clerk/Treasurer's office income. Mr. Zingale stated the overweight truck permits should be considered in the Clerk/Treasurer's income. After some discussion Ms. Hathaway will work on getting a clear number for the Board.

- Mr. Terenzini presented a number to the Board of **\$1,028,121.00**. Mr. Terenzini said this proposed budget is a **\$158,158.00** increase from the 2015-2016 budget.
- Ms. Ashcroft made a motion to adjourn. Mr. Denardo made a second to the motion. Motion passed unanimously. Meeting adjourned at 8:47 P.M.

