

SPECIAL SELECT BOARD MEETING

TUESDAY, JULY 5, 2016

Present: Mr. Josh Terenzini, Ms. Mary Ashcroft, Mr. John Paul Faignant, Ms. Chris Kiefer-Cioffi, Mr. Joe Denardo.

The meeting opened at 6:30 P.M. with the pledge of allegiance.

Questions from the floor/Public Comment:

Town resident Ms. Kristen Hathaway was present and expressed interest in the interim Town Clerk/Treasurer position.

New Business: Resignation of Town Clerk/Treasurer Ms. Donna Zeller:

- 1) Mr. Terenzini told the Board that from July 18, 2016 to July 22, 2016 the Assistant Town Clerk/Treasurer Ms. Susan Magee will be on vacation.
- 2) Mr. Terenzini said an ad will be running in the Rutland Herald Thursday July 7, 2016 to Sunday, July 10, 2016 advertising the interim position of Town Clerk/Treasurer. Mr. Terenzini stated the cut-off date for the acceptance of resumes will be the close of business Monday, July 25, 2016, reviewed at the Select Board meeting on Tuesday, July 26, 2016 and form a committee.
- 3) Mr. Terenzini explained to the Board the issues the Town is facing:
 - A “token holder” of two people being “bonded” in processing payroll as it’s a check and balance system of the process.
 - The week of July 18, 2016 through July 22, 2016 Mr. Terenzini will also be out of Town and someone will need to be able to sign payroll for the Town School employees. Mr. Terenzini asked the Board to give the authority to Ms. Ashcroft. Mr. Denardo suggested Ms. Ashcroft take over payroll for all Department Heads as well as the Town school employees.
 - The tax rate needs to be set and tax bills need to go out by Wednesday, August 10, 2016. Mr. Andrew Simonds from A&M Peisch was present and suggested that NEMRC help with the process.
 - There is a Presidential Primary election on Tuesday, August 9, 2016.

- 4) Mr. Simonds suggested to the Board to make a list of the “bare minimum” that needs to be accomplished in terms of finances, financial decisions and keeping the office open. Mr. Simonds suggested someone sit down with Ms. Donna Zeller for direction, and contacting the Vermont League of Cities and Towns (VLCT) to see if they are able to assist.
- 5) Ms. Ashcroft brought up the question if the person who is taking over for Ms. Magee will be able to handle money or will all vault visitors get a bill to be paid at a later date. Mr. Terenzini suggested Town Administrator Mr. Joseph Zingale, Jr.’s assistant take over for the week Ms. Magee is gone. Ms. Ashcroft said Ms. Carbine will have to be bonded as well.
- 6) Mr. Terenzini said he talked with Town Attorney Mr. Kevin Brown about how to handle the vacancy. Mr. Brown told Mr. Terenzini for an interim position the person does not have to be a Town resident, however the permanent position would. Mr. Brown said the Board could wait until the next Town Meeting Election in March of 2017, or put the item on the Presidential Election ballot in November, 2016.
- 7) Ms. Ashcroft said the Board should communicate with Ms. Magee to determine what she will need as an ongoing basis. Ms. Kiefer-Cioffi suggested Ms. Carbine assist Ms. Magee as needed.
- 8) Ms. Ashcroft is going to talk with Kinney Pike to discuss the bonding process and becoming a token holder, and meet with Ms. Zeller and Ms. Magee.
- 9) Mr. Terenzini asked Mr. Simonds when the next audit is due. Mr. Simonds said the process usually starts in August, however if Ms. Magee would like to delay that he will work with her.
- 10) Ms. Ashcroft said Ms. Zeller is willing to come in from 5:00 P.M. to 9:00 P.M. on August 9, 2016 to assist with the closing out of the election paperwork and report to the Secretary of State. Ms. Ashcroft will find out how many poll workers have already been secured.
- 11) Mr. Terenzini asked Mr. Zingale if setting the tax rate should be an item on the next agenda. Mr. Zingale said the Board is not ready to do that. Rutland Town Lister Howard Burgess was in the building and explained the process of setting a tax rate, and suggested contacting Mr. Ernie Saunders for assistance.
- 12) After some discussion, the Board decided to hold a special meeting on July 19, 2016 to set the tax rate. Mr. Zingale will contact Mr. Saunders and invite him to the meeting.

13) Mr. Faignant made a motion to authorize the Chair of the Board to proceed with the outline he presented to the Board. Ms. Ashcroft made a second to the motion. Motion passed unanimously.

Old Business:

Alarm System for Ordinance:

- 1) Mr. Faignant read the proposed language changes to read the definition of an alarm system at section 100b-2 be changed to “any fire suppression system”.
 - Section 100-5a to add “fire suppression system”.
 - Section 101-10f rewritten as “all fire alarm systems including but not limited to fire suppression systems shall comply with the current NFPA 101 life safety code as adopted by the State of Vermont.
 - Mr. Faignant made a motion to adopt the proposed language. Mr. Denardo made a second to the motion. After some discussion motion passed unanimously.

Smalley Construction final payment:

- Mr. Zingale updated the Board on the Town renovations and the payments withheld from Smalley. After some discussion Mr. Denardo made a motion to pay the last Smalley regular bill that was submitted and hold back on the retainer. Mr. Faignant made a second to the motion. Motion passed unanimously.
- Mr. Denardo made a motion to change the lights back to switches rather than motion lights. Mr. Faignant made a second to the motion. After some discussion Mr. Denardo withdrew his motion, Mr. Faignant withdrew his second to the motion, and Mr. Zingale will contact Smalley Construction to get the electrician to come back before the next meeting.
- The Board reviewed two letters from Mr. Terenzini in support of a grant for Rutland Economic Development Corporation. Ms. Ashcroft made a motion for the Chair to sign the letter of his choice. Mr. Faignant made a second to the motion. Motion passed unanimously.

Mr. Zingale said the Castleton Town Manager Mr. Mark Shea has requested the use of the Town’s opinion from Town Attorney Mr. Kevin Brown on the refugee ballot item in

their Town. After some discussion, Mr. Zingale will send the City of Rutland's citation to the Town of Castleton.

Mr. Faignant made a motion to adjourn. Mr. Denardo made a second to the motion. Meeting adjourned at 7:30 P.M.