

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

MINUTES:
MONDAY, SEPTEMBER 6, 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

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

- Mr. Fagnant made a motion to approve the August 23, 2016 minutes. Ms. Ashcroft made a second to the motion. Motion passed unanimously.
- Ms. Kiefer-Cioffi made a motion to approve the August 12, 2016 minutes. Ms. Ashcroft made a second to the motion. Motion passed 4-0. Mr. Fagnant abstained from the vote.

Questions from the floor/public comment:

- Rutland Town Delinquent Tax Collector Mr. Chris Howland was present and updated the Board on the collection of delinquent taxes.
- Mr. Howland presented a list of delinquent Town taxpayer parcels and asked the Board permission to take them to tax sale. Mr. Howland explained the process of a tax sale.
- Mr. Terenzini asked Mr. Howland to provide addresses for the delinquent parcels for the next Select Board meeting.

Town Administrator Mr. Joseph Zingale, Jr. reported:

- 1) Mr. Zingale updated the Board regarding connecting to the water line on the Adele Stanley Apartments property. Mr. Zingale said the owners have requested that the Town pay their attorney, Mr. Jay Kenlan's, for his time to prepare the easement. No action was taken
- 2) Mr. Zingale updated the Board regarding the Cunningham land swap.
- 3) Mr. Zingale cited a letter from Town storm water consultant, Mr. Andres Torrizo, in which he seeks State permission to submit a modified storm water plan due to the fact the City of Rutland has not identified their proposed storm water improvement projects within the Moon Brook watershed.

- 4) Mr. Zingale informed the Board that Rotary South has requested the use of tables and chairs for their annual fundraiser. Ms. Ashcroft made a motion to give Rotary South the use of tables and chairs. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.
- 5) Mr. Zingale briefed the Board regarding a proposed Green Mountain Power project to update the power lines between Rutland Town and West Rutland.
- 6) Mr. Zingale cited several requests for the use of Cheney Hill Community Center. The Board will do a site visit on Friday, September 16, 2016 at 5:30 P.M. to view the condition of the building.
- 7) Mr. Zingale presented an overweight permit request from Gault Trucking and Excavating LLC., to use the section of the Post Road connecting to US Route 7 North. The Board discussed the matter and took no action.
- 8) Ms. Kiefer-Cioffi asked Mr. Zingale for an update on the Town Peddler's License. After some discussion, the Board will address the issue of updating the ordinance to reflect times of peddling at the next Select Board meeting.
- 9) Ms. Kiefer-Cioffi asked about the speeding situation at Flory Heights. Mr. Zingale stated the speed limit has been reduced to 25 miles per hour.

Rutland Town Planning Commission Chair Ms. Barbara Pulling reported:

- 1) Ms. Pulling was not present. Commissioner Mr. Andrew McKane updated the Board on the Orin Thomas and Sons, Inc. subdivision and the Commission's meeting schedule.
- 2) Mr. McKane suggested the Commission post notices in Sam's Good News rather than the Rutland Herald. The Commission will get an opinion from the Town Attorney Mr. Kevin Brown.
- 3) The board discussed the proposed Town Plan with Mr. McKane. Mr. Zingale stated Commission member Mr. Alan Biederman said the Plan is worded the way it is because it needs to be specific and cover all aspects. Mr. Zingale will request Mr. Biederman attend the next Select Board meeting to address the Board's concerns.

Town Fire Chief Mr. Frank Cioffi Reported:

- 1) Mr. Cioffi told the Board that he has had several conference calls with the Public Service Department (PSD) and is confident the matter will be settled soon.
- 2) Mr. Cioffi reported the Town Fire Department did not receive their air pack upgrade grant and will apply again when the application process is open.
- 3) Mr. Cioffi cited a meeting on Friday, September 9, 2016 at the Pittsford Fire Station with county representatives and the Lieutenant Governor to discuss issues in their towns.

Town Clerk/Treasurer Ms. Kirsten Hathaway reported:

- 1) Ms. Hathaway stated she has started processing land records.
- 2) Ms. Hathaway said she will plan on speaking with the Board with regard to vault space and suggested the Town adopt a General Record Retention Schedule from the State of Vermont and gave examples of digitizing the Town's records.
- 3) Ms. Hathaway said the Clerk/Treasurer's office will be receiving taxes until September 12, 2016 as September 10, 2016 is on Saturday.
- 4) Ms. Hathaway informed the Board the Clerk/Treasurer's office is no longer closing for lunch and may be staying later on certain days starting in October 2016.

Rutland Town Road Commissioner Mr. Byron Hathaway reported:

- 1) Mr. Ashcroft read the August 26, 2016 Highway Committee report. Mr. Hathaway presented a list of equipment for the Highway Garage.
- 2) Mr. Hathaway read the list of equipment Town resident Ms. Josephine Flory is willing to sell to the Town for \$1,200.00. Ms. Ashcroft made a motion to approve the purchase. Mr. Denardo made a second to the motion. Motion passed unanimously.
- 3) Mr. Hathaway read the list of equipment he would like to purchase for the Town Garage and cited various local businesses in which he received price quotes. Mr. Hathaway said the total for the items is \$7,535.43. Mr. Hathaway stated the Highway Committee will be receiving a rebate from Vermont League of Cities and Towns for safety equipment previously purchased for \$4,500.00. Mr. Denardo made a motion to approve the purchases. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

- 4) Ms. Ashcroft read the rest of the Highway Committee report, and Mr. Hathaway will set up a scope study for the project on Cop John Drive.
- 5) Ms. Kiefer-Cioffi asked about speed limit signs at Flory Heights. Mr. Hathaway said he would post them.
- 6) Mr. Zingale updated Mr. Hathaway on the Overweight Permit regarding the Green Mountain Power project. After some discussion it was decided the truck can use the section of road connecting to US RT 7 North after 8:15 A.M. to 1:45 P.M. and the after 4:00 P.M.
- 7) Mr. Terenzini asked Mr. Hathaway if he had spoken with Mr. Steve Wilk regarding the paving job on East Pittsford Road. Mr. Hathaway said because of Town specifications there is no remedy however he is working on modifying the Town's specifications regarding paving projects.

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

- 1) The Board informed Mr. Nicholson he is Towns VLCT voting delegate.

Rutland Town Transfer Station Attendant Mr. Richard Lloyd reported:

- 1) Mr. Lloyd informed the Board that there will be a household hazardous waste collection day on Saturday, September 24, 2016 from 8:00 A.M.-11:30 A.M.

Rutland Town Police Chief Ed Dumas reported:

- 1) Mr. Dumas presented the Town Police Department's monthly report.
- 2) Mr. Dumas suggested the Town consider an ID maker.
- 3) Mr. Faignant requested a brief executive session to discuss a personnel matter.
- 4) The Board discussed the speeding issue on Post Road with Mr. Dumas.

Town Recreation Director Mr. Mike Rowe reported:

- 1) Mr. Rowe told the Board that the Rutland County's Humane Society fundraiser "Puppies in the Pool" was held on Sunday, August 28, 2016. He said the pool was then closed for the season.
- 2) Mr. Rowe stated soccer has started and information can be found at www.rutlandtown.com under Recreation.

- 3) Mr. Rowe asked permission to give a donation to the UVM engineering program when a bike/pedestrian path project proposed for Northwood Park is complete. Ms. Ashcroft made a motion to give the department a donation when the project starts as an act of good will. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

Committee Updates:

Personnel:

- Mr. Terenzini informed the Board that he and Mr. Fagnant are working on the proposed pay scale step increase for Town employees.

General:

- Ms. Kiefer-Cioffi briefed the Board regarding the planned Center Rutland cemetery clean-up.
- Ms. Kiefer-Cioffi updated the Board on the Barnhart project Ms. Kiefer-Cioffi stated she has spoken with Wheeler Engineering in Barre who could create a delineation map of the property at the cost between \$800.00 and \$1,200.00. The map would then be forwarded to the Town's Storm Water Consultant to finish the project. Mr. Fagnant made a motion for Ms. Kiefer-Cioffi to proceed with and the Board approve the cost of the project of no more than \$1,200.00. Mr. Denardo made a second to the motion. Motion passed unanimously.
- Mr. Terenzini informed the Board of a town citizen request to use his metal detector to search in front of the Town Hall and the cemetery next to the Town Hall. The Board agreed providing Mr. Zingale is notified.

New Business: Google Email Accounts

- Mr. Zingale gave an update on the transferring of Google email accounts from Mr. Carl Zeller to the Town. Mr. Zingale said the Town will need to get a credit card in order to transfer the Google account to the Town. Ms. Hathaway said because of this issue she can't access former Town Clerk/Treasurer Ms. Donna Zeller's email and emails are being missed, causing the Town to pay late fees.
 - After some discussion Ms. Kiefer-Cioffi offered to contact Merchants Bank regarding a Town credit card and Ms. Hathaway will continue to look into options.

Correspondance:

- Mr. Terenzini presented a document appointing Town Clerk/Treasurer Ms. Kirsten Hathaway as an authorized representative to the Vermont Municipal Bond Bank. Ms.

Ashcroft made a motion for the Chair to sign the document on the Board's behalf. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

- Mr. Terenzini presented a document to bond Town Clerk/Treasurer Ms. Hathaway in the amount of \$100,000.00 through Kinney Pike Insurance. Ms. Ashcroft made a motion for the Chair to sign on the Board's behalf. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.
- The Board considered a letter in their packet regarding the withdrawal of BJ's Act 250 application resulting from the opposition of the Diamond Run Mall. Mr. Terenzini asked Mr. Zingale to contact the Rutland Economic Corporation, the Rutland Chamber of Commerce, and the Rutland County Senators.
- Mr. Zingale updated the Board regarding the Hampton Inn's water bill.
- Mr. Faignant made a motion to move into executive session to discuss personnel matters with the Town Police Chief. Mr. Denardo made a second to the motion. Board moved into executive session at 8:45 P.M.
- The Select Board moved out of executive session at 9:05 P.M. Mr. Faignant made a motion to approve the contract with Police Chief Dumas for the use of his vehicle for Police business and authorize the Chair to sign. Mr. Denardo made a second to the motion. Motion passes unanimously.
- Mr. Faignant made a motion for \$9,000.00 to be moved from the Police Budget line 25130 (communications to General Budget line 035161 to fund the First Constable. Ms. Kiefer-Cioffi made a second to the motion. Motion passed Unanimously.
- Mr. Faignant made a motion to ratify the Board's decision to provide health insurance to Mr. Dumas by reimbursing him premium payments he is making to maintain his health insurance with the City of Rutland. Mr. Denardo made a second to the motion. Motion passed unanimously.

Mr. Denardo made a motion to adjourn. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously. Meeting adjourned at 9:07 P.M.

