

DRAFT
TOWN OF RUTLAND
SELECT BOARD MEETING
RUTLAND TOWN MUNICIPAL BUILDING

MINUTES:
MONDAY, OCTOBER 30, 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:

The Board approved the orders.

Select Board Minutes-Tuesday, October 17, 2017:

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

Public Comment:

Town resident Mrs. Josephine Flory addressed the Board and expressed her concerns regarding the issue of reducing the traffic lanes on US Business Route 4. Mr. Fagnant stated that the Board is currently not in favor of reducing the traffic lanes 3-2.

Rutland Town Planning Commission Chair Ms. Barbara Noyes-Pulling reported:

- 1) Ms. Pulling stated the Town's Renewable Energy Plan is almost complete. Ms. Pulling cited the language in the Draft Plan that states an Aesthetic Analysis of a property in a Viewshed would be paid by the developer and the Town would choose the firm to conduct the Analysis. Ms. Pulling said that to date no towns have had a Renewable Energy Plan approved and the State is good about reviewing drafts and giving feedback. Ms. Pulling said the Commission has suggested forming an Energy Committee with Town Officials and will provide the Board with more information.
- 2) Ms. Pulling asked the Board to consider River Corridors when completing the MS 4 Permit as the Town would receive more money from the State for disaster relief. Ms. Pulling stated Rutland Town has the lowest reimbursement rate in the State.

Rutland Town Clerk/Treasurer Ms. Kirsten Hathaway reported:

- 1) Ms. Hathaway distributed an invoice to the Board regarding the October Special Election that was sent to the Rutland Supervisory Union and has been questioned by Superintendent Ms. Debra Taylor. After discussion the Board collectively decided the invoice remains as is.
- 2) Ms. Hathaway cited the Budget Status updates on the Board's desks.
- 3) Ms. Hathaway stated the Clerk/Treasurer's office will be closing at 4:30 P.M. on Tuesday, October 31, 2017 due to Halloween.
- 4) Ms. Hathaway updated the Board on the Utilities Program and asked if it would be an issue to use the Rutland City account numbers rather than the Town account numbers. Ms. Hathaway will discuss the issue with Town Attorney Mr. Kevin Brown.

Rutland Town Recreation Director Mr. Mike Rowe reported:

- 1) Mr. Rowe said the Halloween Party/Book Fair was a success.
- 2) Mr. Rowe stated that in the Recreation's Five Year Plan one of the goals is to have electrical work at Northwood Pool and an electrician has replaced the electrical panel.
- 3) Mr. Rowe said the recreation basketball season for grades 3-6 will start after Thanksgiving and kindergarten through second grade will start in January.
- 4) Mr. Rowe informed the Board the trail work at Northwood Park is complete for the winter.
- 5) Mr. Rowe and the Board discussed the timber sale which will be completed this winter.

Rutland Town Road Commissioner Mr. Byron Hathaway reported:

- 1) Mr. Hathaway stated he did not want to be a Rutland Regional Planning Commission's Transportation Representative for the Town.
- 2) Mr. Hathaway informed the Board Attorney Mr. Doug Bynes who was working on the Town Road Book has accepted a full-time position at a law firm and has stepped down. Ms. Ashcroft stated she is working on a replacement.
- 3) Mr. Hathaway said he has contacted the plowing contractor for Adele Stanley Apartments regarding plowing the sidewalk on Cold River Road and is waiting for a reply. Ms. Ashcroft suggested Mr. Hathaway contact U-Haul to inquire who plows their property.

- 4) Mr. Hathaway informed the Board Rutland Town School Principal Mr. Aaron Boynton approached Mr. Hathaway regarding a coin drop to fundraise for the annual trip to Washington, DC. After discussion the Board decided to allow Mr. Boynton to have the coin drop at the Town Transfer Station.
- 5) Mr. Hathaway stated he contacted VTrans regarding the storm water grant for Randbury Road grant and if additional money could be ascertained. Mr. Hathaway said the Town is locked into the grant however could look at applying for a grant through Transportation Alternatives in spring of 2018. Mr. Hathaway said the grants can be run together and his contact gave him names of contacts regarding obtaining additional monies from VTrans. Ms. Ashcroft stated that VTrans is responsible for most of the storm water run-off. Mr. Denardo said that if VTrans isn't willing to ante up part of the cost the Town should not pursue the project. Mr. Terenzini suggested Town Administrator Assistant Ms. Patty Carbine or Mr. Hathaway contact the State of Vermont for a representative to come to a meeting to discuss the MS 4 Permit and Flow Restoration Plan.
- 6) Mr. Hathaway informed the Board of the wind storm damage and a tree that fell on top of the Town cemetery's vault. Mr. Hathaway and Town Clerk/Treasurer Ms. Hathaway are working with Vermont League of Cities and Towns to place an insurance claim.

Rutland Town Fire Chief Mr. Frank Cioffi reported:

Mr. Cioffi was absent.

Rutland Regional Planning Commission Representative Mr. Fred Nicholson reported:

Mr. Nicholson was absent.

Rutland Town Police Chief Mr. Ed Dumas reported:

- 1) Mr. Dumas updated the Board on calls for service for this year and last year and believes the higher volume of response calls this year is due to the Vermont State Police holding calls for the Town that aren't emergencies.
- 2) Mr. Dumas informed the Board he will be speaking in Montpelier on Tuesday, November 7, 2017 regarding Regional Policing.
- 3) Mr. Terenzini asked Mr. Dumas on accident statistics on Us Business Route 4. Mr. Dumas said he contacted Web Crash and there have been five accidents over the past year and they all occurred in West Rutland.

Town Administrator Assistant Ms. Patty Carbine reported:

- 1) Ms. Carbine cited the estimate from Town resident and general contractor Mr. Tom Fuller regarding the installation of the cameras at the Town Hall and the estimate from Tool Craft. After some discussion Ms. Carbine will get an updated estimate.
- 2) Ms. Carbine informed the Board that the Nuance software allowing PDFs to be manipulated or added on to is one license, it does not need to be renewed and Vermont Digital will install it. Ms. Ashcroft made a motion to approve the purchase. Mr. Fagnant made a second to the motion. Motion passed unanimously.
- 3) Ms. Carbine cited a letter from Town resident Mr. Jim Snee who is not well enough to be able to be the Town's representative for the Rutland Regional Planning Commission's Transportation representative.

Committee Meeting Updates:

Building-Ms. Ashcroft presented the stand alone generator bids and informed the Board the Committee's recommendation is Proctor Keyser Energy at \$39,979.00. Ms. Ashcroft made a motion to approve. Mr. Fagnant made a second to the motion. Motion passed unanimously. Mr. Terenzini said the money will come out of the Capital Improvement Fund.

Ms. Ashcroft presented the Board with the Invitation to Bid for the painting of the hallway, Lister's office, Select Board room, downstairs hallway and all of the ceilings at the Town Hall. Mr. Fagnant made a motion to approve the bid to be posted and advertised. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

Service Road- Ms. Ashcroft reported on the last Service Road Alternatives Meeting and stated there will be another meeting in November to discuss a condensed version of the project.

Police-Ms. Kiefer-Cioffi reported on the last Committee meeting in which the Police Budget was discussed as well as a policy of charging for copies of documents. Ms. Kiefer-Cioffi asked about getting the Town Ordinance Regarding Driving While Operating Portable Electronic Devices into the Book of Regulations. Ms. Carbine stated that when the Nuance program arrives the document can be changed into a word document and added to the Book of Regulations. Ms. Ashcroft suggested getting a certified copy from the Town Clerk in the meantime for court hearings.

Mr. Terenzini stated the Police Budget is 80% complete and asked that all Department Head's draft budgets be ready for discussion on the Tuesday, November 28, 2017 meeting.

Fire-Mr. Denardo stated Mr. Dave Swift is sending information regarding locations of wells for the installation of the well at the McKinley Avenue Fire Station.

Progress of Various Projects:

Ms. Kiefer-Cioffi said she spoke with West Rutland Town Manager Ms. Mary Ann Goulette regarding the restoration of the Town monument and she said West Rutland has the same issue of finding someone to restore their old monument. Mr. Hathaway suggested contacting Mr. John Socinski from Rutland Marble and Granite.

New Business:

Lister's office taking over 911 responsibilities:

Mr. Terenzini informed the Board of a conversation with Town Lister Mr. Howard Burgess in which Mr. Burgess offered to take over the 911 responsibilities as most Lister's offices already perform those duties. Mr. Fagnant made a motion to approve. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

Better Back Roads Grant:

Mr. Hathaway explained the purpose of the grant is to obtain money for the Erosion Inventory which is part of the Municipal General Roads Permit which will be mandatory after July 1, 2018. Mr. Fagnant made a motion for the Chair to sign. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously.

Old Business:

Fire By-Laws:

Mr. Fagnant presented the Board the final draft of the Fire Department By-Laws dated October 17, 2017 with the corrections as requested. After discussion the Board signed the By-Laws.

MS4 Annual Report for Submission to the Vermont DEC:

The Board collectively decided to wait until Storm Water Consultant Mr. Andres Torrizo meets with the Board on Tuesday, November 14, 2017 Select Board meeting before submitting.

ERP Grant Agreement for Chair's Signature:

Mr. Faignant made a motion for the Chair to sign. Mr. Denardo made a second to the motion. Motion passed unanimously.

Rail Road Tracks over the Town's Manhole:

After discussion the Board decided to hand the issue over to Town Attorney Mr. Kevin Brown.

Board to Consider Future Plans for Filling Vacancy of Town Administrator:

Mr. Terenzini presented information he drafted regarding a job description and his thoughts on a Town Manager versus a Town Administrator and asked the Board their thoughts. After discussion Mr. Terenzini stated he is in favor of giving the water and sewer responsibilities to Road Commissioner Mr. Hathaway. Mr. Faignant made a motion to continue with an Administrative Assistant form of government. Ms. Kiefer-Cioffi made a second to the motion. Motion passed 4-1. Ms. Ashcroft voted in the negative. After reviewing the information and making suggestions Mr. Faignant made a motion for the Chair to move forward with the Town Administrative Assistant position. The Board set the deadline for applications for Thursday, November 30, 2017. Ms. Ashcroft suggested language in the ad that the position will remain open until filled if applicants who meet the deadline do not satisfy the Board. Upon further discussion the Board changed the title to Administrative Assistant to the Select Board.

Packet Items:

Cold River Road Solar Project Glare Issue: Ms. Ashcroft will speak with Town Attorney Mr. Brown regarding the vegetation and glare issue.

Rutland Region Chamber of Commerce (RRCC): Mr. Terenzini cited an email from Director expressing interest of being placed on the March 2018 ballot for appropriations in the amount of \$4,100.00

Mr. Faignant made a motion to adjourn. Ms. Kiefer-Cioffi made a second to the motion. Motion passed unanimously. Meeting adjourned at 9:03 P.M.