**Board of Selectmen**

**Meeting Minutes**

**August 28, 2017**

**Rutland Public Library**

**6:00 P.M.**

**Present:** Leroy Clark, Stephanie Bacon, Wayne Walker

**Others:** Margaret Nartowicz, Town Administrator and Abby Benoit, Administrative Secretary

**Absent:** Michael Pantos and Sheila Dibb

Mr. Clark opened the meeting at 6:03 p.m., also broadcasted live on channel 191.

Mr. Walker moved to approve warrant #5 and payrolls. Ms. Bacon 2nd. Vote unanimous.

Mr. Walker moved to approve minutes from August 14, 2017 as presented. Ms. Bacon 2nd. Vote unanimous.

**Appointments**

**Interim Chief Scott Livingston** introduced himself. He confirmed that he has completed one on one meetings and held a department meeting. Everyone is on the same page and the department will be moving forward.

The department is preparing for the start of school. The signboard has has been changed, crosswalk enforcement has begun and there will be patrols for the school traffic. The Chief visited all of the schools today, officers will be in marked cruisers this week and will begin bus route patrols next week. Mr. Walker asked about the part time positions, Chief Livingston confirmed that there were 44 applicants, 8 are academy trained.

**Town Clerk, Anita Carlson,** asked that the Board appoint the elections officers. MGL stipulates that appointments take place in July or August.

Ms. Bacon moved to appoint the slate as presented. Mr. Walker 2nd. Vote unanimous.

Ms. Carlson discussed the preparation for the 2020 federal census. A workshop was attended by the Town Clerk and Assessors office. Last year the maps were reviewed and new roads were added. The next phase of the census is conducted by LUCA, a provided list will be reviewed and updated by the Clerk’s office. Ms. Carlson asked that the Board designate her as the liaison.

Annual Town Meeting and Election dates were discussed. Ms. Carlson stated that some have suggested that a June date would provide a financial advantage to the town for the school budget. The Planning Board subcommittee has endorsed moving the Annual Town Meeting to the second Wednesday in June and the elections to the 3rd Wednesday in June.

Ms. Nartowicz stated that Ms. Dibb has concerns with moving it to June, specifically closing the schools for the election and layoff notices. Ms. Carlson stated that it has not been a problem to have the schools open during the elections. Ms. Nartowicz believes it will allow additional time to reconcile 3rd quarter actuals. She has some concerns with the timing of other district towns meetings, specifically Paxton as they have historically taken the same path as Rutland.

**Mutual Aid Agreement**

Ms. Nartowicz discussed the Mutual Aid Agreement for Animal Control Services with West Boylston. They recently lost their Animal Control Officer and are looking at options for long term, possibly to join Rutland or Shrewsbury for regional agreements. With the proposed Mutual Aid Agreement, the Animal Control Officer will provide daytime support and the West Boylston assistant will be able to provide evening and weekend support to Rutland. Rutland currently has 3 Assistant Animal Control Officers. The agreement will be open ended with a 30 day termination clause for either party.

Ms. Bacon moved to sign the Mutual Aid Agreement for Animal Control Services with the Town of West Boylston. Mr. Walker 2nd. Vote unanimous.

**Rock Garden**

Angela Luparelli Shimkus introduced herself to the Board, she discussed the Kindness Rocks Project and its origination. There is a Facebook page and she has scheduled a class at the library. Ms. Luparelli Shimkus has started a garden at the library and has requested to place another garden at the common. She says that there is nothing negative about the garden and there has been no history of vandalism with the rocks. She has a sign which would simply lean against a tree. Mr. Kellaher discussed the location and he will work with Ms. Luparelli Shimkus for placement of the garden.

**Public Comment**

Dick Williams, Overlook Road, discussed a streamline permitting software program that was presented to the Town a few years ago. He believes it would be a good tool to bring back, there would be shared documentation of permits and stipulations from department to department. Mr. Kellaher confirmed that other departments may be able to tie into his mapping system

**Green Communities**

Kelly Brown discussed her work with the Green Communities program, they serve as the hub for all cities and towns on matters related to energy. They also offer web based services to towns at no charge.

There are requirements that a Town will need to meet in order to be considered a Green Community.

1. Provide as-of-right siting in designated locations for renewable/alternative energy generation, research &development, or manufacturing facilities.
2. Adopt expedited application and permit process for as-of-right energy facilities. .
3. Establish an energy use baseline and develop a plan to reduce energy use by twenty percent (20 %) within five (5) years.
4. Purchase only fuel efficient vehicles.
5. Set requirements to minimize life-cycle energy costs for new construction; one way to meet these requirements is to adopt the new Board of Building Regulations and Standards (BBRS) Stretch Code.

Dominique DuTremble, CMRP, discussed their involvement and assistance with steps 1-4. They have experience working with other towns to become Green Communities, CMRPC will do as much of the hard work as possible. Ms. Nartowicz discussed the startup process and funding available.

Ms. Brown stated that an estimated grant for Rutland would $140,000 if it were to become a Green Community. After the allotted grant amount is exhausted, the Town can apply for annual competitive grants. The types of projects include heating and lighting fixture updates. Ms. Nartowicz asked that the Board approve that the town proceed with establishment of the Green Community designation.

Mr. Walker moved for the Town of Rutland to pursue becoming a Green Community. Ms. Bacon 2nd. Vote unanimous.

**Public Comment**

Dick Williams, Overlook Road, asked about town water pressure and if it will support additional homes or emergency fire vehicles. He also discussed the wells on the Heights Property and the water tower. There was discussion about the installation of hydrants and testing how much water can be supplied from each hydrant. Mr. Williams is concerned and discussed the importance of planning for the future.

Mr. Williams also discussed adding a Water and Sewer Commission to the Town. He believes that with the growth rate it would be good to have a separate entity. Ms. Nartowicz discussed the history and in 1974 the Town voted to have the Selectboard act as the Board of Public Works, they have since delegated the Superintendent. Mr. Kellaher asked what the Board would provide to residents that they do not have now. Ms. Nartowicz stated that this would not be a cost saving measure based on the Capital Improvements needed to the water and sewer lines.

**RDIC, Rutland Heights**

Ms. Bacon read the public comment guidelines.

Mr. Kellaher stated that the logging crews have moved onto the property and have done a good job. A lot of rotted logs were removed. There have been a couple of incidents where sections of the fence were cut down for access. There are no trespassing signs up and for safety they ask that people do not enter the site when the machines are running. The job should be completed in 2-3 weeks. Mr. Kellaher has visited the site daily, he met with DCR and the forester, DCR has approved moving forward with the project. The clear cut area will be stumped and grinded.

Mike Sullivan, Chairman of RDIC, discussed new business interest in the property with three companies regarding senior housing. RDIC will meet to discuss how to move forward, two proposals are from local companies and one is located in Auburn. Mr. Sullivan has also met with Christopher House, an assisted living company. They have expressed interest in the property and would fall under 40 B income housing. Every municipality is required to have 10 % of 40 B housing. Mr. Sullivan asked the Board to review the information, RDIC will also be reviewing the information.

Ms. Dibb joined the meeting at 7:29 p.m.

Ms. Nartowicz discussed the reuse plan which included assisted living, playing fields, small businesses, mixed light industry and a village center/small retail. There has been prior discussion about assisted living needs in Rutland. This proposed project would have three stories, Mr. Briggs recommended that RDIC make a recommendation to the Board after committee review.

There was discussion about potential emergency response impacts and the RFP being single or multiple use. There was additional discussion about the existing Senior Center and how it could be impacted.

Mr. Sullivan advised that he has initiated discussions with DCR about relocating a pipe that runs down Maple Ave., onto the heights property and into the pond. Currently the pipe extends the buffer for wetlands into the property. They have also contacted Weston and Sampson for information on the cleanup that has been completed on the property, their intention is to be able to inform buyers of the work that has been completed.

**RDIC Membership**

RDIC and the Board discussed the possibility of adding additional members to the Committee. Mr. Sullivan stated that there are currently five members on the committee and the Board has voted that they would like to remain a five member board. The by-law states that the committee can have up to fifteen members. There was discussion about individuals who have submitted letters of interest to serve on the committee. The Board of Selectmen can determine the number of members on the RDIC. Historical records which formally limited the number of committee seats cannot be located, there is information that supports that for an extended period of time there were several members of the committee and it suddenly dropped to five members.

Tom Dufault spoke in behalf of the committee’s history. At one point it was determined that up to 15 members was two large and since 1995 there have only been five members on the committee. There was discussion about increasing the committee size to bring diversity and greater depth of knowledge to the committee. There was also discussion about large committees being counterproductive.

Michelle Van Reet, Charnock Hill Road, stated that the meeting time has changed to evening hours. She agreed that having more than seven members would be problematic and she would not have a problem with keeping the committee at five members

The Board agreed that the conversation would be held and no action would be taken, the conversation would go back to the Board if warranted.

**Glenwood Place**

Ms. Bacon recused herself at 8:21 p.m.

Ms. Nartowicz has contacted town council regarding changing elected committees to appointed committees. She has also followed up with Mr. Ross and provided him links to state agencies that he may find helpful. She has received an email from the health agent stating that he described the process of Title V inspections and has invited the residents to come with him to inspect the installation of the system of itself.

There was discussion about the process of a septic installation and the inspection processes.

Members of the Board of Health stated that conditions can impact the perc test and it can pass one day and fail the next day. The perc is to establish the area of where the septic system will be installed.

Clea Blair, Blair Builders, stated that the DEP guidelines say that you can perc any time of the year. Mr. Blair will not allow for another perc test to be completed.

Ms. Nartowicz confirmed that all license and certification information for the Health Agent are listed on the DEP website. She confirmed that there was an internal and external posting for the position. Three applicants were invited for interviews and did not respond.

**Department Updates**

**DPW, Gary Kellaher**

Seventeen signs will be replaced on Pommogussett. All of the Community Center lighting is working and he has contacted National Grid to see if they can get a retrofit upgrade.

**Weston and Sampson Agreement**

The Agreement has been reviewed for general engineering and sewer rehab. It has been reviewed and approved to legal form by KP Law.

Ms. Bacon moved to sign the agreement with Weston and Sampson for engineering services. Mr. Walker 2nd. Vote unanimous.

Mr. Kellaher advised that the sewer line to the Brigade building is completed, the pavement is scheduled to be fixed.

Ms. Dibb asked about the intersection of Route 68 and Wachusett Street. Mr. Kellaher confirmed that he has received dangerous intersection signs. He will be following up to see if a rumble strip can be installed.

**Town Administrator, Margaret Nartowicz**

Rutland will be hosting a Regional Open Meeting Law Training with the Attorney General’s Office, it is open to the public and anyone can attend. Advance registration is encouraged.

 A Conflict of Interest Training will be held in Rutland for all Town officials, Board and Committee members. It will be held October 12th. All department heads are required to attend.

**Police Chief Search**

 A four member panel conducted preliminary interviews, there will be 3 candidates moving forward to an assessment center on September 8th, then will come to the Board for final interviews. Ms. Nartowicz asked how they would like to conduct the interviews.

The Board agreed that interviews will be held on Wednesday September 13th, at 6 p.m., all candidates will be interviewed individually.

**Safe Place**

The Safe Place Director position has been posted internally and externally with 5 applicants. Three applicants are qualified for an interview which will be scheduled for the following week.

**Mike Moriarty, Dispatch Director**

All previous reimbursements are cleaned up and should be completed by the end of September. Over 1 million dollars have come back to the town. Fiscal Year 2018 development grants will be coming soon and the training grant has increased to $25,000. Annual assessments will be reduced, Rutland’s will be approximately $17,000.

The department has gone through a hiring process, a part time employee will be promoted to full time and the department will be back to full staff.

Ms. Bacon moved to Enter Executive Session, only to return to open session for the purpose of adjournment, for Reason #3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental defect on the bargaining or litigating position of the public body and the chair so declares. (Mass COP Local 435 and Employment Litigation.) Mr. Walker 2nd. Roll call vote: Mr. Clark aye, Ms. Bacon aye, Mr. Walker aye, Ms. Dibb aye.

The Board entered into executive session at 8:54 p.m.

The Board returned to open session at 9:07 p.m.

Ms. Bacon moved to adjourn. Mr. Walker 2nd. Vote unanimous.

The meeting adjourned at 9:07 p.m.

Respectfully Submitted,

Abby Benoit

Administrative Secretary

Board of Selectmen

 *Approved \_\_\_\_\_\_\_\_\_\_*