**Board of Selectmen**

**Meeting Minutes**

**July 17, 2017**

**Rutland Public Library**

**5:30 P.M.**

**Present:** Leroy Clark, Wayne Walker, Michael Pantos

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

**Absent:**  Stephanie Bacon, Sheila Dibb

Mr. Clark opened the meeting at 5:30 p.m.

Mr. Pantos moved to enter into Executive Session for Reason #3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares. (Dispatch) Mr. Walker 2nd. Roll call vote: Mr. Walker aye, Mr. Pantos aye, Mr. Clark aye.

The Board entered into Executive Session at 5:30 p.m.

The Board returned from recess at 6:00 p.m.

Mr. Pantos moved to approve Warrants #28 and #2 and payroll. Mr. Walker 2nd. Vote unanimous.

Mr. Walker moved to approve minutes from June 19, 2017 as presented. Mr. Pantos 2nd. Vote unanimous.

**Department Updates**

**Dispatch, Mike Moriarty**

Mr. Moriarty advised that one full time employee has resigned, the position has been posted, but is not filled. A new part time employee has started orientation.

**New Business**

**Draft Street Sign Request Form**

Ms. Nartowicz explained that the form would need to be filled out by anyone requesting a street sign. It would then be filled with DPW and the Police Department for review recommendations. There was discussion about adding the Fire Department to the review and a 30 day turnaround time.

Mr. Pantos moved to approve the Street Sign Request Form, with the modification to add a 30 day processing time and Fire Department review. Mr. Walker 2nd. Vote unanimous.

Mr. Kellaher stated that a lot of the sign request come in from older subdivision where builders did not have the same requirements as they do today. New subdivisions should have the signs included in the submitted subdivision plans. There was discussion about all departments being involved in the planning process.

**Department Updates**

**DPW, Gary Kellaher**

**Weston & Sampson Contract**

The Board would like to hold the contract Board and legal review.

**Complete Streets**

A priority list has been established and will be provided to the Board. Mr. Kellaher will go through the bidding process before work can begin. Projects will start downtown and work towards the perimeter of Town.

**Fish Pond Dam**

The inspection is completed, Mr. Kellaher is waiting for the results, an extension was permitted for 60 days.

**Summary of Bids**

There was discussion about purchasing equipment for catch basin cleaning.

Mr. Walker moved to approve the bid acceptance for Catch Basin Cleaning to Leo Vigeant Co, Inc. for a cost of $12.97 each, totaling $14,604.22. Mr. Pantos 2nd. Vote unanimous.

Mr. Walker moved to approve the bid acceptance for Traffic Safety Lines to Markings, Inc. at a price of $.041 per linear foot. The motion was amended to award the low bidder, Hi-Way Safety Systems, Inc. at a price of $.038 per linear foot. Mr. Pantos 2nd. Vote unanimous.

Mr. Kellaher stated that he has received estimates for the fence at Memorial Field playground. The current fence does not have a security cable running along the bottom and the gage is not strong enough if children were to climb on it. The cost to fix the fence is $4100.00, the cost to replace the fence is $9300.00.

**Fire Department, Seth Knipe**

Call volume is up 14% in the past 6 months, permit and fire inspections have increased 20% and the department has ended Fiscal Year 17 with a 17% increase in revenue. The department is turning in approximately $45,000 at the end of the year. At the town meeting CIPC approved the purchase of a UTV for the fire department, it has been purchased and lettered. The Department is currently completing their annual tests on equipment. There was discussion about the establishment of an ambulance special stabilization fund with increased ambulance revenues.

There were over 60 internal and external combined applicant for the full time vacancy. A hiring committee conducted interviews of three finalists. Michelle Connor will be hired as the new fill time fire fighter/EMS. She comes with 13 years of experience and is scheduled to begin on August 6th. Chief Knipe will begin moving forward with promotions and rank structure.

Mr. Pantos stated that it was great to see the high visibility of the department over the 4th of July.

**Old Business**

**Review and Vote Special Town Meeting Motions**

Ms. Nartowicz read the Articles and motions.

Budget reductions were reviewed. Ms. Nartowicz would like the motions to be reviewed by legal.

The total municipal deductions over the past couple of years equals $257,167.06.

Ms. Nartowicz asked to move the motions to legal for review.

Mr. Pantos moved to approve the motions and have them reviewed by legal. Mr. Walker 2nd. Vote unanimous.

There was discussion about the town meeting being moved to June to better project revenues. It would require a change to the by-law.

**Resident Request to name the Buildings Office**

A sample from the Town of Orleans was provided to the Board. The Board agreed that a policy and procedure should be set for naming town property.

**Department Updates**

**Town Administrator, Margaret Nartowicz**

**Regional ACO**

Current member towns recently attending a meeting to discuss the Regional ACO Agreement. There are 2 Towns that want to join the agreement, West Boylston and Hardwick. Currently there will be a Mutual aid agreement established with the Town of West Boylston.

**Green Communities and Solar**

A representative from Mass. Department of Energy Resources and CMRPC will be presenting to the Board on green communities. There would be financial benefits to the town for specific projects. The META grant was not awarded to Rutland for this round. A reserve fund transfer will be used for the consultant to prepare and issue an RFP. It will be included in the RFP for the developer to reimburse consultant expenses.

Chief Haapakoski is currently back through August 19th. Nick Monaco is running the department’s day to day operations and Ms. Nartowicz has contacted a few professionals for possible part time work. There are 9 applicants for the second job posting.

The Town received the Compact Community Designation 2 years ago. The Town will need to apply again at the beginning of August.

Ms. Nartowicz would like to send letters of support urging other legislators to move forward with Senator Chandler’s bill for school district funding.

Mr. Pantos moved to enter into 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 effect on the bargaining or litigating position of the public body and the chair so declares. (Fire) Mr. Walker 2nd. Roll call vote: Mr. Walker aye, Mr. Pantos aye, Mr. Clark aye.

The Board entered into Executive Session and recessed at 7:00 p.m.

The Board returned to Open Session at 7:19. Ms. Bacon had joined by phone and Mr. Walker recused himself for Executive Session Reason #3.

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

Open Session adjourned at 7:19 p.m.

Respectfully Submitted,

Abby Benoit

Administrative Secretary

Board of Selectmen

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