**Board of Selectmen**

**Meeting Minutes**

**June 5, 2017**

**6:00 P.M.**

**Rutland Public Library**

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

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

**Absent:** Michael Pantos.

Mr. Clark opened the meeting at 6:00 P.M., also televised live on channel 191.

Ms. Bacon moved to sign treasury warrant #25 and payrolls. Mr. Walker 2nd. Vote unanimous.

Mr. Walker moved to approve minutes from May 22, 2017 as presented. Ms. Bacon 2nd. Vote unanimous.

**Rutland Police Association, Jeff Makela and Dianne Herzig, Road Race**

Ms. Herzig and Mr. Makela introduced themselves, they are attending the meeting to represent Rutland Police Association. Ms. Herzig explained that the Rutland Police Association is currently looking into having a road race on October 28, 2017 at 12:00 P.M., they are asking that the board give their blessing for the Halloween Hustle. The race will be a 5k and will be focused on adults and families. Participants can run costumed. The association has spoken to Race wire and there is very little upfront cost.

Ms. Dibb discussed a road race that was previously hosted by the Recreation Department. She also asked if there will be a 1k option for those who cannot complete a full 5k. The association will look into a one mile option. Ms. Nartowicz asked about volunteers, it was confirmed that volunteers will be from within the fire, police and dispatch departments, but they will be looking for additional volunteers for around the course. The entry fee will be $20 - $30 per person, which will include a t shirt and grab bag for early registrants. Race Wire’s cost is $2.50 per person. Radios will be donated for communication during the event. Two gators equipped with med bags have also been donated and Box 4 Canteen services will be available to hydrate runners. Any profit from the event will go back to the association.

The Board agreed that it is a great idea.

**Continued Pole Hearing, Pleasantdale Road**

The pole hearing will be postponed to June 19, 2017.

**GIS Document Management System, Weston & Sampson**

Mr. Kellaher introduced Weston and Sampson. Last fall the Town was awarded a $10,000 grant for an online GIS system which maps water, drains and sewer layers. The system is available as an online service or a desktop version. They provided a demonstration about how the system works, the idea is to put everything in a centralized locations that can be accessed through multiple venues. The Town can have up to five named users. There are original plan documents available through the system and additional levels of GIS can be added and uploaded.

The software allows you to publish publically and currently the mapping is all up to date. There was discussion about I & I and the ability for multiple departments to use the system.

Lou Cornacchioli, Blueberry Lane, asked about cost. The annual subscription is approximately $2500.00 for 5 users, Mr. Kellaher confirmed that the system will save money and time. The annual subscription comes with 2500 credits which are used based on how the system used. It is not possible for the town will go through the credits in a year the way that it is currently configured.

Mike Sullivan, Crawford Road, asked how it will be used on a daily basis. Mr. Kellaher confirmed it can be used for drainage issues with catch basins. The Building and DPW departments will save time with less site visits for permitting.

**Public Comment**

Lou Cornacchioli, Blueberry Lane, petitioned the board to name the Building Department office after Harry Johnson. He offered to provide the finances for a sign.

He also expressed disappointment regarding the transition of legal services from Paul Cranston, he believes it is a mistake and he is concerned about because of the loyalty that Mr. Cranston has provided to the town. Ms. Dibb explained that over the past 11 years there has been a gradual move from the need for a single attorney to larger firm. The firm has the same per hour fee and multiple backgrounds and areas of expertise. We need a bigger firm and bigger team that has the capacity to handle the complex situations.

**Community Center Playground, Liz Waldo**

Liz Waldo, Ridge Road, discussed replacing the playground at the community center. It is a hazard and unsafe for kids that are playing there. She would like to start a fundraiser to begin the process. There was discussion about having the playground on the other side of the parking lot. A gift account would need to be set up and it would need to be used for the playground specifically. Ms. Waldo is trying to find a nonprofit group to back the idea up. She has spoken to Friends of Rutland Field and they do not have a 501. She has also spoken to Rutland Youth Soccer and is waiting to hear back.

The Board is the responsible public body to accept gifts or donations and their expenditure. They are also the party that would declare equipment as a surplus.

Ms. Waldo anticipates the project to cost approximately $25,000 and it will be much smaller than the playground at memorial field.

There was discussion about the maintenance of the equipment and the difficulty. There also discussion about incorporating CIPC. Ms. Tuttle confirmed that there is no cost for setting up an online donation only employee time. There will be a fee if to an individual who chooses to donate online with a check or a credit card.

Shawn Moore, Edson Avenue, asked if a PARC grant is available. A PARC grant is available but there are several other projects in town that would also qualify for the grant.

It was suggested that Ms. Waldo contact the group that fundraised for the playground at Memorial Field.

**Public Comment**

Mike Sullivan, Crawford Road, Chairman of RDIC, stated that he has been serving the public for over 30 years. RDIC is a five member committee with an annual budget of approximately $200.00, they did receive a one-time $10,000 grant. The committee has several accomplishments, they built a road to state standards which provides better traffic flow, there is a water and sewer loop, they worked with the school for trails and have recently entered into a tree cutting agreement which will bring $36,000 back to the Town. Mr. Sullivan discussed concerns with several public accusations that were made by the Board regarding RDIC. Mr. Sullivan also spoke to Kurt Leslie, all trees are marked unless it is necessary to take them for a landing site. He also discussed an email from Mr. Stark that was never sent to RDIC. He asked that the Board to let RDIC do their job and that they are currently being counterproductive.

Mr. Clark asked if RDIC will be changing their meeting time.

Ms. Dibb apologized as she through Mr. Sullivan was cc’d on an email from Mr. Stark.

There was discussion about RDIC member’s voting to change minutes for a vote not in favor of a public walk through.

Michelle Van Reet, Charnock Hill Road, responded to comments from Mr. Sullivan. She stated that Kurt Leslie said that dead trees may not be marked but the dead trees will come down.

She discussed clearing the front lot for more visibility, she still has outstanding questions regarding revenue versus what is necessary cutting.

She said that the committee has no plans to put together an RFP and another meeting date has not been set. She was told that there is no money for it. She believes she should put a plan together.

Ms. Van Reet also disagrees with the deposit return to Barton, they never received written confirmation from the attorney. She believes that Barton pulled out because the scope of the project changed and does not feel that this is a reason for the deposit to be returned.

She discussed concerns that the last morning meeting was scheduled specifically so that Mr. Sullivan could ask her what she was thinking to stand up and talk against funding at town meeting and did not want public to be present when he asked.

Mr. Sullivan stated that what Ms. Van Reet said is accurate regarding the morning meeting.

Ms. Bacon said that we have to work together to generate commercial revenue at the Heights and it needs to be done in a positive way.

There was discussion about getting an article on the next town meeting for funding to RDIC.

Ms. Nartowicz recommended that the requests are specific in what the funds are for.

**Appropriation Transfers**

Ms. Dibb moved to approve the appropriation transfer from account number 001-122-5120-000, BOS Admin/Assistant to account number 001-151-5200-000, Town Counsel, in the amount of $4,000.00. Ms. Bacon 2nd. Vote unanimous.

Ms. Dibb moved to approve the appropriation transfer from account number 201-440-5400-000, Sewer Enterprise – Supplies to account number 001-145-5200-000, Treasurer/Collector Purchased Services, in the amount of $851.00 and from account number 601-450-5200-000, Water Enterprise – Purchased Services to account number 001-145-5200, Treasurer/Collector, in the amount of $999.00. To approve the appropriation transfer from account number 001-129-5400-000, Town Admin Supplies, to account number 001-129-5700-000, Town Admin Other Charges, in the amount of 282.50. To approve the appropriation transfer from account umber 001-245-5400-000, Elec. Supplies, to account number 001-245-5700-000, Elec. Other Charges, in the amount of $137.00. Mr. Walker 2nd. Vote unanimous.

**Board and Committee Appointments Policy and Procedure**

Ms. Dibb asked to add language under Procedure for Board and Committee Vacancies, after next scheduled meeting language to include or 15 days after notice of such vacancies.

Ms. Dibb moved to approve the policy with the amendment. Mr. Walker 2nd. Vote unanimous.

**Overall Financial Management Policy**

Ms. Nartowicz asked for the Boards approval of the policy, auditors have started to work on this fiscal year’s financials and this policy should be provided to them. There was discussion about adding CIPC’s review with regard to the capital budget on page 8 under the introduction to budget performance.

Ms. Dibb moved to approve the policy with the amendment. Mr. Walker 2nd. Vote unanimous.

**Girl Scouts Silver Award**

A letter was read by Ms. Bacon, it discussed that the Silver Award is being awarded to Katherine Galvinhill of Rutland. The Board asked that a letter be sent to Ms. Galvinhill and all recipients.

**Town Departments**

**DPW, Gary Kellaher**

**Heights Property**

Mr. Kellaher confirmed that the trees are down on the front five and the grassy area has been reseeded. Stump shredding will be starting in the next few days and they will use protective sheathing. There was damage to a car on an abutting property and they will be filing a claim through the contractor’s insurance policy. The forester has been checking with Mr. Kellaher daily, and they agree that they are far away from the back 40 acres. It will be done when they say it is ok to do so.

**ADA Grant**

Additional paperwork is being filled out for the project itself. Mr. Kellaher would like a team to come out and discuss what will be needed for the project so a cost can be obtained.

**Dam Updates**

The consulting company for the TIP project will be redoing the application for the grant to repair the spillway and culvert. The funds for the repair of the spillway may not need to come from the TIP project.

Mr. Kellaher was advised that he needs to hire an engineering firm to do the inspection for Fish Pond Dam. It is a costly process and with new mandates there are expenses that have to be paid for. Weston and Sampson will be providing a proposal for the inspection services.

**Summary of Bids**

Bids have come in for chapter 90 work and materials, the summary was provided to the board. Ms. Nartowicz has reviewed the bids and recommends approval of the Board as requested and submitted by Mr. Kellaher.

Ms. Dibb moved to approve the summary of bids as presented for fiscal year 2018, for process chemicals, road maintenance construction and road materials. Mr. Walker 2nd. Vote unanimous.

Mr. Kellaher stated that he did a lot of research on playground equipment, there are a lot of things that need to be done, including ADA compliancy. He has located equipment as low as $5,000.00.

The new truck is in and he is getting the radio installed. The ship rebuilt the engine in the old truck and put a new bed on it. It is in good operating condition.

**Old Fire Station**

Equipment is being moved in and they will begin.

Dick Williams, Overlook Road, asked if it is worth draining fish pond dam. DCR does allow some dams to go away. Mr. Kellaher will follow up with DCR for more information.

**Town Administrator**

Rutland’s TIP project is on a regional prioritization list for 2022, it potentially can be moved up sooner.

**FY 18 Budget**

The school committee required to vote on a revised budget, it is expected to happen by June 13th. Once the Town is notified we have 45 days to schedule a special town meeting.

**Police Chief Search and Selection**

The assessment center scheduled this week for the three finalist, the Board of Selectmen final interviews will be happening shortly after, potentially the week of June 19th. Ms. Nartowicz will be asking the board for interview questions.

**Fire Department, Seth Knipe**

Chief Knipe said that the Fire Department is busy, they have been in housing court for the property on East County Road, and it is coming to a resolution. During the process other residents have been brought to the department’s attention, there are a lot of properties in the community that need to be addressed.

Treasure Valley will be hosting Spartan Race on Father’s Day weekend. There will be 8500 participants.

They have finished the fire safety program at Naquag and the students were put through safe fire training trailer. Last Friday the department participated in the Glenwood school field day.

There is a full time position open in the department which has been posted internally. There are three applicants. Once resumes are reviewed, if they are not adequate the posting will be listed externally. The department does encourage promotion from within.

**Dispatch, Mike Moriarty**

Mr. Moriarty has attended many meetings to discuss the district model. He has received letters of support from Hubbardston and Rutland. Oakham does not support the district model, Mr. Moriarty will be meeting with them to discuss the model further and Ms. Nartowicz stated that it is because they do not have the resources to provide for the administrative boards.

The part time hiring process is complete, two individuals were interviewed and Mr. Moriarty will be asking for their appointment on July 1, 2017. Payroll has been under the projected amount since adding the ninth full time employee. Mr. Moriarty has brought back roughly $570,000 in outstanding grant reimbursements since 2011. They were missing items or needed corrections. The FY 2018 development grant was submitted for the tower site in Rutland, a space needs assessment, and a wireless direct transition plan.

Ms. Bacon 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 ( Fire Department, Dispatch), only return to open session for the purpose of adjournment. Ms. Dibb 2nd. Roll call vote: Mr. Clark aye, Ms. Bacon aye, Mr. Walker aye, Ms. Dibb aye.

The Board moved to executive session 8:40 p.m.

The Board returned to open session at 9:48 p.m.

Ms. Bacon moved to adjourn. Ms. Dibb 2nd. Vote 3-0.

Respectfully Submitted,

Abby Benoit

Administrative Secretary

Board of Selectmen *Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*