**Board of Selectmen**

**Meeting Minutes**

**May 15, 2017**

**Rutland Public Library**

**6:00 P.M.**

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

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

Ms. Nartowicz opened the meeting at 6:00 p.m., also live on cable channel 191.

**Reorganization of the Board**

**Ms. Nartowicz asked for nominations for Chairman.**

Mr. Walker nominated Ms. Dibb. Vote 1-1.

Mr. Pantos nominated Mr. Clark. Vote 2-1.

Mr. Clark was voted to be the Chairman.

**Mr. Clark asked for nominations for Vice Chairman.**

Ms. Dibb nominated Mr. Walker. Mr. Walker declined.

Mr. Pantos nominated Ms. Bacon. Vote 2-1.

Ms. Bacon was voted to the Vice Chairman.

**Mr. Clark asked for nominations for Clerk.**

No nominations, Mr. Pantos volunteered to serve as the Clerk. Vote 2-0.

Ms. Dibb moved to sign Treasury Warrant #23 and Payrolls. Mr. Walker 2nd. Vote unanimous.

Ms. Dibb moved to approve minutes from May 6, 2017 as presented. Mr. Walker 2nd. Vote unanimous.

Ms. Dibb moved to approve minutes from April 24, 2017 as presented. Mr. Walker 2nd. Vote unanimous.

Ms. Dibb moved to approve minutes from May 1, 2017. Ms. Bacon 2nd. Vote unanimous.

Mr. Walker moved to approve minutes from April 27, 2017 as presented. Mr. Pantos 2nd. Vote unanimous.

**Pole Hearing**

Mr. Clark opened the Pole Hearing at 6:17 p.m.

Steve Soucey from National Grid discussed the petition for Glenwood Road, they will be upgrading service for a building addition. Mr. Kellaher confirmed that the pole placement meets the town requirements.

Mr. Soucey discussed the pole placement on Pleasantdale Road. They will be installing a new utility pole for a new home. Mr. Kellaher confirmed that he has inspected the location and it meets town requirements.

Paul Davis spoke in behalf of Verizon for a petition of a jointly owned pole. Mr. Davis could not locate the stakes marking the pole placement and is not certain where the poles are supposed to go. He recommended that the hearing for this pole be continued in three weeks to allow time for the poles to be properly staked.

Ms. Dibb moved to continue the hearing to June 5, 2017, for the jointly owned pole on Pleasantdale Road. Ms. Bacon 2nd. Vote unanimous.

There was no public comment regarding the pole hearings.

The hearings were closed at 6:16 p.m.

Mr. Pantos moved to approve the petitions for solely owned pole placement on Glenwood Road and Pleasantdale Road. Ms. Bacon 2nd. Vote unanimous.

**Public Comment:**

Dick Williams, Overlook Road, stated that MMA has sent a letter to state legislation asking that they back down on zoning. He also asked about a property located on RT 68. Chief Knipe stated that they met with DEP and emergency response went to the address. There was a list of violations for the owner and operator, criminal charges have been filed, and they will be seeking restitution for the fire department responses. Ms. Nartowicz also confirmed that they are going to housing court and there is a monetary penalty.

**New Business**

**Letter of Support, Regional School District Foundation Formula Changes**

Ms. Nartowicz has been invited to a meeting with CMRPC, which will be dealing with this directly. She will prepare a support letter for the next meeting.

**Town Counsel Appointment**

There was discussion about transitioning town counsel to KP Law. Ms. Nartowicz recommends the transition.

Mr. Pantos moved to support Ms. Nartowicz’s recommendation to appoint KP Law as reference counsel for the Town. Mr. Walker 2nd. Vote unanimous.

**Vendor Regulations Amendment**

Ms. Nartowicz discussed changes to the regulations prohibiting the sale of goods by hawkers, peddlers and vendors during the 4th of July activities. The changes broaden the dates to be relevant every year.

Ms. Bacon moved to accept the amendments. Mr. Walker 2nd. Vote unanimous.

There was discussion about what the policy prevents, clarification was given that the policy prevents vendors from selling on town property, and they can be on the public way. The Police Department has been given the authority to enforce the regulations.

Ms. Bacon stated that all food trucks need permits through the Board of Health.

**Appropriation Transfers**

 The Appropriations Transfers were previously approved, the Board signed the appropriation transfers.

**Gobbo Pub**

The licenses transfer was already approved, the ABCC has also approved the transfer. The Board signed the license.

**OSRP Support Letter**

The OSRP committee asked for letters of support, the Board signed a letter of support for the Open Space and Rec. Plan. Peter Craine confirmed that the committee will be doing a final review tomorrow.

**Overall Financial Management Policies Amendments**

Ms. Nartowicz provided the Board with the updated policy for review, based on response from the Finance Committee. There was discussion about the verbiage to include all appropriate town officials.

**Board and Committee Appointment Policy**

The policy was previously presented to the Board for review, it does take into account posting requirements, recommendations from the board or committee, a letter of interest and attendance to the selectmen’s meeting. The Board discussed posting requirements and requiring the boards or committees to post vacancies within thirty days. They would also like the openings to be posted a minimum of 2 weeks.

**Procurement and Contracts and Grants Polices.**

The Policy has been drafted, it was provided to the Board for review and future approval.

**Department Updates**

**Mike Moriarty, RRECC**

Mr. Moriarty requested a letter of support from the Board to move forward with the district proposal. He has also requested it from the three other Towns. Moving forward with the proposal would give equal representation and financial oversite to all of the Towns. This will be more attractive to other towns who may be interested in joining.

Ms. Nartowicz recommends supporting the district proposal.

Mr. Pantos moved to support the district proposal. Mr. Walker 2nd. Vote unanimous.

**DPW, Gary Kellaher**

Mr. Kellaher stated that they are in the last face of pavement maintenance with Chapter 90 funds. They will be doing crack ceiling.

The 25% design phase has been submitted to the state. Mr. Kellaher is in the process of applying for a grant for Moulton Mill Pond and has scheduled an inspection for Fish Pond Dam.

Mr. Kellaher discussed concerns with school maintenance. Each year the school gives the Town $57,000 towards school maintenance, these funds do not go directly to DPW and go to the general fund. There was discussion about adding a line item under the DPW budget for school repairs.

**ADA Grant Process**

Mr. Kellaher has a prior quote for an elevator Community Hall for $250,000. There is an ADA grant available for up to $250,000. Ms. Nartowicz confirmed that Ted Purcell is the ADA Coordinator. The application deadline is June 30, 2017.

There was discussion about asking the state to measure and evaluate the building.

Ms. Nartowicz confirmed that the grant can also cover engineering cost.

Ms. Dibb moved to assign Mr. Kellaher as the point person for the ADA Grant process with the assistance of Ted Purcell. Mr. Pantos 2nd. Vote unanimous.

**Town Administrator**

Ms. Nartowicz discussed the school assessment, per statue, after the disapproval of 1/3 of the member towns, the school committee has 30 days to vote on a revised budget, they can ask for an extension for 15 days. The town then has 45 days to meet and vote on the revised budget. There will be a Special Town Meeting Scheduled and the town will need to expect post town meeting reductions. Any reductions it will be painful for the town.

Preliminary interviews for the Police Chief position are scheduled for next week. Seven candidates will be interviewed by a 5 member panel.

**Fire, Seth Knipe**

**Six Month Goals and Objectives**

Chief Knipe discussed his goals and objectives

* Hazard Mitigation Plan
* MEMA Plan
* Update Fire Department Job Descriptions
* Update training and expectations for all hazard response
* Establish an annual performance review process.
* Internal promotion and full time hire.

Mr. Pantos asked about the command structure, Chief Knipe confirmed that it will remain the same.

Chief Knipe asked about the fire department being complacent. Mr. Pantos will follow up in writing.

The Board provided Goals and Objectives

* Update the Community Action Plan
* Educate the public about services and access
* Community Outreach
* Fall STM Planning
* Update Staff Quarters
* Public Online Planning Documents
* Website Improvement
* Training Schedule
* Provide Ambulance Statistics
* Provide short and long range goals for equipment, including inventory and life expectancy.
* Attend monthly Board meetings for department updates.
* Coordinate department needs with CIPC, the Board of Selectmen and the Fire Brigade.

There was discussion about the Fire Brigade being an independent organization.

Mr. Pantos moved to enter into Executive Session for reason #3: To discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. (Fire Department.) Ms. Bacon 2nd. Roll call vote: Ms. Bacon aye, Mr. Clark aye, Ms. Dibb aye, Mr. Pantos aye. Mr. Walker recused himself.

The Board entered executive session 7:24 p.m.

The Board returned to open session at 8:22 P.M.

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

The Meeting adjourned at 8:22 P.M.

Respectfully Submitted,

Abby Benoit

Administrative Secretary *Approved \_\_\_\_\_\_\_\_\_\_\_\_*