**Board of Selectmen**

**Meeting Minutes**

**September 25, 2017**

**Rutland Public Library**

**6:00 p.m.**

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

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

**Absent:** Wayne Walker

Mr. Clark opened the meeting at 6:00 p.m.

The Pledge of Allegiance was stated.

Ms. Bacon moved to sign treasury warrant #7, supplement warrant and payrolls. Ms. Dibb 2nd. Vote unanimous.

Quorum was not present to approve minutes, they will be held for a future meeting.

**6:00 Public Hearing, Global Montello Group Corporation**

The public hearing opened at 6:00 p.m.

Global Montello Group Corporation is purchasing Honey Farms and Honey Dew. There was discussion about the license being in Honey Dew versus Honey Farms.

The public hearing closed at 6:04 p.m.

Ms. Bacon moved to issue the Common Victuallers License to Global Montello Group Corporation, D. /B. /A. Honey Dew #3823. Mr. Pantos 2nd. Vote unanimous.

**6:10 Safe Place Director, Sarah Galvin**

Ms. Nartowicz introduced the new Safe Place Director to the Board along with the interview and hiring process. Her appointment will be effective September 26, 2017 and she will transition over the next 2 weeks until her official start date of October 9th. Ms. Galvin introduced herself to the Board, she is excited about the opportunity

**Public Comment**

No public comment

**New Business:**

**Halloween Hours:**

Chief Livingston has set the Halloween hours from 5-8 pm on October 31st, they are posted on the website. Ms. Dibb asked if the Fire Department will be doing anything. They have not announced any planned activities. If they do have a Halloween event it will be advertised on the electronic board.

**WRSD Audit Advisory Board**

Ms. Nartowicz stated that she was previously appointed as the interim representative for Rutland to the WRSD Audit Advisory Board, until it is filled by a resident. No residents have come forward to volunteer, Day Haynes has volunteered to service as an interim basis. Ms. Nartowicz recommended designating Mr. Haynes.

Ms. Bacon moved to appoint Dan Haynes as the interim representative to the WRSD Audit Advisory Board. Ms. Dibb 2nd. Vote unanimous.

**Fraud Prevention and Detection Policy**

The auditor has asked the Board to fill out a form regarding any knowledge of fraud in the Town. Ms. Nartowicz has completed the form and provided a Fraud Prevention and Detection Policy for review. The policy will help support internal controls, and will be circulated to all Boards and Committees.

Auditors have also asked for all updated policies, all policies have been shared with the auditor.

Mr. Pantos moved to sign the form regarding fraud, as requested by the auditors. Ms. Bacon 2nd. Vote unanimous.

**Disposal of Surplus Equipment under $10,000 Policy**

The law requires a written policy to dispose of surplus equipment with a value up to $10,000. Building walk through have been completed on 6 buildings, there are years and years of accumulated things that are not used, damaged or not needed.

There was discussion about disposal about old TV’s and monitors through Wachusett Earth Day.

Under the policy, items can be sold for profit or donated to charities and other towns.

The policy was given to the Board for review and approval at their next meeting.

**Department Updates**

**Gary Kellaher**

**Complete Streets**

Mr. Kellaher stated that he has a full template of the projects that they have requested assistance through aids and grants. There are five projects to begin in 2018. The approval date is May 1st.

The delineators have disappeared from the Main Street cross walks. Mr. Kellaher will be removing the plates. New signs have been installed at each cross walk, but he would like to see lighting installed. There was discussion about removing the delineators, Mr. Kellaher will install the spare delineators. The cross walks will be illuminated through the complete streets project. The complete streets Tier 2 plans were submitted last week. Once approved the town will be eligible to apply for funding.

Mr. Kellaher has a proposal from Weston and Sampson for line replacement on Inwood. The total cost would be $368,000. Mr. Kellaher will be avoiding borrowing by paying for the project with use of Sewer Free Cash. There was discussion about mailing an explanation of the water bill to water and sewer users with their next bill. Mr. Kellaher will submit the agreement to legal for review before distribution to the Board.

Mr. Kellaher stated that he has been going through trainings to volunteer to go south for assistance with Hurricane Damage. He will notify the board of his absence and intends to be gone 8 days with the use of his personal time.

**Town Administrator**

**Margaret Nartowicz**

Building Walk Through

The building walk through are almost complete, there are a lot of surplus items. Ms. Nartowicz is creating three separate lists, one for accumulated things to be disposed and maintenance issues, one for capital item improvements and one for energy efficiency. The last building walk through are scheduled for this Thursday. Last April it was recommended to the Board to establish a Building Review Committee made up of building processionals, they could take over once the initial walk through are complete and do annual building visits. There was discussion about building ADA requirements.

**Police Chief**

The interview process was completed and the Board voted unanimously for appointment, the other candidates have been notified. On October 10th there will be Executive Session to discuss contract negations with Chief Livingston regarding an extension of two weeks. They will also discuss the department transition.

**Meta Grant**

The Town was awarded another grant from DOER for solar funding. Everything is up in the air with regards to solar, there is a court case which could impact DOER’s smart programing. With this funding they could continue existing projects on Wheeler Road or the Heights Property.

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

The meeting adjourned at 6:39 p.m.

Respectfully Submitted,

Abby Benoit

Administrative Secretary

Board of Selectmen

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