

**RUTLAND TOWN SELECT BOARD**

**BUILDING COMMITTEE MEETING**

**FRIDAY APRIL 2<sup>nd</sup>, 2021**

The Building Committee of the Rutland Town Select Board met at 9:00 AM on Friday April 2<sup>nd</sup> at the Rutland Town Municipal Town Hall. Present was Board Clerk Joe Denardo, Board Member Don Chioffi, and Administrative Assistant Bill Sweet. There was a conference call line with a publicly accessible and warned phone number in use.

- 1) The committee discussed the maintenance plans for the cemetery adjacent to the Town Hall.
  - a) There is already a plan underway to remove trees along the southern edge of the property, bordering with the railroad. Once this is done other low-lying brush in the area will be cleaned up.
  - b) After working with the VT Old Cemetery Association, we will use some of their suggestions to plan future work. This will include removing the lower limbs of a pine tree along the western edge of the line. Additionally, planning for a fence around the outside edge of the cemetery.
  - c) Some grave sites may not be marked correctly closer to the southern edge and equipment provided by the state will be brought in, to include ground penetrating radar, to help identify any additional plots. This will help to determine placement of the fence.
- 2) The committee reviewed topics in the current 5-year plan.
  - a) The war memorial has been on the plan for some time. A focused effort to form a committee and move this project forward will be made and discussed at a future board meeting. This topic will be added to the committee agenda list to keep focus on it. There is no clear direction for the project currently.
  - b) Upgrading the remaining offices and board room to LED lighting. 3 quotes were reviewed. Rob Stubbins Electric quoted \$9000. Long Trail Electric quoted \$3450 and Slate Valley Electric quoted \$6150 not including \$360 in rebates for the fixtures. The committee will recommend to the full board accepting the bid from Long Trail Electric. The cost will come from building maintenance.
  - c) Replacing the galvanized water line at Town Hall. This line is the main line for the office and connects from the water meter to a junction to feed the building. This line is old, and crosses over several vital parts of the building and should be replaced. A quote from Jim Manley

Plumbing was reviewed for \$895. The committee will recommend to the board accepting this bid. The cost would come from building maintenance.

- d) Parking lot repair at the office. The Town Hall parking lot needs to have cracks in the asphalt filled and the entire area sealed. Only 1 contractor has submitted a bid so far. Several others have been contacted but have not come to look at the project yet. Freshcoat Asphalt Service bid \$6095.36 without restriping the lot and \$7595.36 with restriping. The Highway crew could do the restriping for us. More bids are needed, there is no action to be taken yet.
  - e) Rekeying the interior doors with a master key system. Two quotes were received for this work. The Royal Group bid \$937.86, and Countryside Lock and Alarm bid \$1164.50. The committee is in favor of this project but will recommend holding off until June to see what funds may remain in the current fiscal year building maintenance budget. The current balance is \$10,309.
  - f) Digitizing land records. This topic came up last year with the availability of grant funding to cover the cost of the project. An exact quote has not been sourced but was projected to be between \$30,000 and \$40,000. Some federal funds related to covid relief may be coming to the town and this could be a possible use for it. Vendors will be contacted to provide a quote and research will be done into the possible use of these anticipated funds.
  - g) The five-year plan will be updated and made available for the next meeting.
- 3) Other topics for building maintenance discussed:
- a) Purchase of additional furniture for the office. Vermont Correctional Industries provided a quote for a 2-seat bench seat, 2 single chairs, a round top table, laminating the counter tops the researchers use to repair and then prevent further damage, and 2 additional lateral filing cabinets. The total cost is \$3976.28. The committee will recommend to the full board moving forward with this proposal and to have the funds come from the capital improvement fund.
  - b) Lawn maintenance. A quote was received from Lawn Masters for \$363 to treat the lawn. With the war memorial project discussion starting, the committee felt it was not necessary to spend this on a treatment. Some fertilizer could be applied by current staff and not hired out, if needed.
  - c) Replacement printer for the Clerks office. A quote from Symquest Copiers was reviewed. This was for a new printer to replace the one used by the Assistant Town Clerk. We currently spend between \$400 and \$500 annually on supplies for the printer, which is Town owned. A 4-year contract for \$25.91 or a 5-year contract for \$22.03 is available. This includes all supplies and maintenance. It would save us approximately \$200 annually. The committee will recommend

4/2/2021

the full board to approve the 4-year contract option. The pricing received is under the state-bid contract pricing.

- d) Removing the old AC unit in the Listers Office. Since the heat pumps were installed, the wall mounted AC unit is no longer needed. A \$550 quote from Bernie Valente was discussed. This includes removing the AC unit, repairing the wall, prepping it for painting, and repairing the siding. The committee will recommend to the full board approving this project. The cost will come from building maintenance.
  - e) Repainting of various surfaces. After the ceiling lights are replaced, repainting of various parts of the ceiling grid will be necessary. Additionally, the Listers Office needs to be repainted since there is inconsistent colors after the last time it was done. With the AC unit being removed this will be a large section of the wall to redo. Racine's Painting submitted a bid for \$1780 for the work. This will also include painting the trim in the Select Board room from when the curtains were taken down. The committee will recommend to the full board accepting this bid. The cost would come from building maintenance.
- 4) The committee discussed the purchase of new hardware to be able to continue to hold meetings with virtual attendees, after in person meetings resume. A list of items was reviewed which included and conference room camera, large screen, and other items. This would allow the board to have virtual attendees at future meetings and be able to communicate with them effectively. The total cost is approximately \$2400 and would come from the new equipment budget. There is a sufficient balance to cover this. The committee will recommend to the full board moving forward with these purchases.
- 5) The committee discussed some option for moving ahead with the remodel project downstairs. Funds were approved for the new fiscal year to assist with this. They will discuss this topic at a future meeting.

The committee would like to meet again in approximately 1 month to discuss progress on projects and discuss next steps for future projects.

The meeting adjourned at 10:45 AM

Respectfully submitted, Bill Sweet