

RUTLAND TOWN SELECT BOARD COMMITTEE MEETING

BUILDING COMMITTEE

WEDNESDAY AUGUST 11TH, 2021

The Building Committee of the Rutland Town Select Board met at 9:00 AM on Wednesday August 11th at the Rutland Town Municipal Town Hall. Present was Board Clerk Joe Denardo, Board Member Don Chioffi, Town Administrative Assistant Bill Sweet, and David Ricard.

- 1) The committee discussed the purchase of air purifiers for Town Hall.
 - a) David Ricard from Aerus was present and provided the board information on what their product can do. The unit meets and exceeds guidelines for air filtration that has been established based on Covid guidelines.
 - b) The ARPA funds were intended to pay for these, but they have not been received yet.
 - c) A quote was provided for 6 units for a total of \$9000.
 - d) A second quote from a different vendor was received for \$5970. The additional quote received, from Vollara, does not include comparable units to the Aerus units. Additionally, this vendor is a sister company to Mr. Ricards.
 - e) Discussed the bid process from the purchasing policy. It was decided a bid effort would not produce any additional vendors who would be able to meet the requirements the committee would like the units to do.
 - f) A recommendation will be made to the full board to accept the quote and purchase 6 units with the funds to be taken from the ARPA funds once they are received.
- 2) Discussed the war memorial project for the front of Town Hall.
 - a) It is appropriate for this committee to be an ad-hoc committee and not a full Selectboard committee.
 - b) The committee will recommend to the full board establishing this committee with Sharon Russell as the chair.
 - c) Discussed the overview of the process West Rutland went through to create theirs.
 - d) Some members of the public have expressed interest, but more are needed.
- 3) A vendor has come in to talk to us about digitizing land records.
 - a) Kari Clark had asked for the status of a quote recently and was told they were finalizing a contract for the town. Ms. Clark replied that we would like a quote first.

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- b) This was the first vendor we had talked to, and others may be researched.
- 4) Discussed the Town Hall project list. Several items have been completed; the remaining ones were reviewed.
 - a) Work on the concrete pads at the front door and base of the back stairs.
 - i) A contractor has quoted us \$2600 to remove the damaged concrete and replace it.
 - ii) At the bottom of the back stairs, the concrete would be graded to the asphalt eliminating a step.
 - iii) Other vendors have been contacted several times directly since the beginning of this year and no one else has come out to look at the project to provide a quote.
 - iv) After deciding further work to obtain competitive bids would not be useful, the committee will recommend accepting the bid from Ed Lowell.
 - b) Discussed resealing the driveway.
 - i) After repeated calls to several local contractors only 1 vendor, from Barre, has responded. 1 other local contractor was contacted yesterday to ask for a bid. The committee will wait 30 days to see if a bid is received and decide then.
 - ii) The committee would like to have this done this year.
 - c) The new water line project has not been done yet.
 - i) The plumber we approved, Jim Manley, has not been able to complete the work yet.
 - ii) We will reach out to see if there is a timeline yet.
 - d) Discussed rekeying the interior doors at Town Hall.
 - i) We will check to see if the quote from The Royal Group is still valid.
- 5) Discussed the 5-year plan.
 - a) Reviewed the status of the items on the list.
- 6) Discussed the remodel of the downstairs space.
 - a) Discussed hiring an architect to help remodel this space. The cost for the architect would come from the building maintenance budget and construction could come from the capital improvement fund.
 - b) Expansion of the downstairs vault storage and an upgrade to the electrical distribution system should be part of this project.
 - c) A wide variety of uses and options are possible. The committee agreed an architect would be best to be able to guide uses and design a new plan.

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- d) Discussed holding a meeting with interested architecture firms downstairs at the office do discuss the project.
 - i) Kitchen
 - ii) Bathrooms
 - iii) Vault Expansion
 - iv) Electrical work
 - v) Storage space
 - vi) Repurposing existing storage areas.
 - vii) Refurbishing the tin roof
 - viii) Incorporating the original floor in some part of the work
- 7) Discussed Town Hall cleaning services
 - a) We have had the same building cleaning service for several years.
 - b) Discussed drawing up a new list for cleaning service and putting it out to bid.
 - c) Some items need to be added such as cleaning the windows, and the vents in the heat pumps.
- 8) Reviewed a proposal received for EV charging stations to be installed on town property.
 - a) The committee reviewed the proposal and would like to meet with the vendor at a future meeting.
- 9) Discussed the board room audience view of participants on Zoom.
 - a) Currently people sitting in the chairs have to turn around to see video participants.
 - b) We could put a monitor under the board desk facing the audience so they could see easier.
 - c) No one has had any real issues.
 - d) No action will be taken at this time.
- 10) Discussed the correct placement of the flags in the board room so ensure they are being displayed properly.
 - a) It appears we have them displayed correctly.

The meeting adjourned at 10:39 AM.

Respectfully submitted, Bill Sweet