

**RUTLAND TOWN SELECTBOARD COMMITTEE MEETING**

**BUILDING & TECHNOLOGY COMMITTEE**

**WEDNESDAY FEBRUARY 9<sup>th</sup>, 2022**

The Building & Technology Committee of the Rutland Town Selectboard met at 10:22 AM on Wednesday February 9<sup>th</sup>, 2022, at the Rutland Town Municipal Town Hall. Present was Board Clerk Joe Denardo, Board Member Don Chioffi, Kirsten Hathaway, and Administrative Assistant Bill Sweet. There was a conference call line with a publicly accessible and warned phone number in use.

- 1) Reviewed the 5-year plan.
  - a) The contractor approved to do work on the concrete surfaces at the front door and the bottom of the back stairs never got in touch with us about completing the work after he was told he was approved to do it. A new contractor will need to be found.
  - b) Reviewed 2 bids for resealing and repainting the driveway at Town Hall.
    - i) We received a bid from Freshcoat asphalt services for \$6095 and a quote from Central Vermont Sealcoat for \$8040. Both quotes include crack sealing and a sealcoat. The Central Vermont price stated 2 coats of sealant and painting the parking lot lines.
    - ii) After some discussion the committee will recommend to the full board accepting the bid from Central Vermont Sealcoat.
  - c) Digitizing land records is still being considered, but additional quotes are needed. Kirsten Hathaway commented that NEMRC can digitally host some of the parts needed.
  - d) There has not been any progress made on redoing the Town Hall war memorial.
    - i) Discussed some of the options for a design. A determination of how many wars should be included needs to be made so research can be done to create a list.
    - ii) Kirsten Hathaway said there are some books on previous wars with lists in the vault downstairs.
  - e) Discussed the Town Hall cemetery.
    - i) We are trying to coordinate a project with the Vermont Old Cemetery Association and the local Boy Scout troop to have them do work in there for us.
    - ii) A fence is needed at some point, but we need to ensure there are no burial sites along the planned route of the fence.

- f) Some electrical work needs to be done at the office.
    - i) A proposal is needed for the cost and scope of upgrading our electrical distribution in the basement.
    - ii) Some additional perimeter lighting should be added, the light over the front door would be replaced, and the lighting for the back staircase would be upgraded to increase lighting at the bottom.
    - iii) One electrician has made an appointment to come and look at the project. Others will be contacted for competitive pricing.
  - g) The contractor approved to replace the water main at the office has not been able to come and complete the work he was awarded. After some discussion, we will ask him to complete the project withing 30 days and if he cannot, we will look for another vendor.
  - h) Discussed installing a digital sign board out at Town Hall, like what is at the school.
    - i) It would be a 2-sided sign.
    - ii) The committee did not want the sign to interfere with the war memorial.
    - iii) The war memorial project or the sign board project will likely need the tree removed.
    - iv) One quote has been received so far. A second one is being done but is not ready yet.
    - v) The base could be surrounded with the marble blocks we used for the planters at the fire station and the office counter. The committee was in favor of this.
    - vi) After an additional quote is received the committee will review it for a recommendation.
  - i) There is nothing additional to add to the 5-year plan.
- 2) Discussed cleaning services for Town Hall.
- a) We have had the same company cleaning the offices for several years.
  - b) The weekly cost has been going up since the last time we received an estimate from them.
  - c) A list for an updated quote has been written up. This includes some additional services not currently done, such as cleaning windows and heat pump filters.
  - d) Discussed giving the RFP to our current vendor first to allow them the opportunity to give us a price on our updated requests. Once we receive their reply, the committee will discuss the next steps.
- 3) Discussed putting up individual pictures of Town Officials at Town Hall.
- a) Individual photos, with names below them, could be put up.
  - b) This would be a benefit for people coming in to be able to know who town officials are.
  - c) They would be individual photos, likely 5x7, so when people change in the positions it would be easy to update.
  - d) They could be put up in the Clerks office or in the hallway.

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- e) A list of who should be included would need to be created.
- 4) Discussed the Town cell phone plans
- a) There are plans fully funded by budgets for the Police, Highway and Recreation. The Fire Department is the only one which does not cover the phone costs for the officers.
  - b) Discussed reimbursing the Fire Department officers a fixed amount towards their plans rather than adding them to the Town plan.
  - c) There may be some flexibility in the telephone budget to allow for a \$30 per month per Chief Officer reimbursement. The committee preferred giving them 1 check per year.
  - d) The committee will recommend this to the full board for approval.
  - e) The budget should account for this in future years.
- 5) Discussed establishing a Social Media Policy
- a) A model policy from VLCT was reviewed. It has been completed using town specific information.
  - b) Having a policy is recommended by VLCT.
  - c) The committee will bring this to the full board for discussion.
- 6) There have been some improvements for downstairs.
- a) New 4-sided voting booths were received from the State Elections Division at no cost.
  - b) We ordered new retractable barriers to replace the chain ones.
  - c) The old voting booths are going to be taken down in favor of the new style.
  - d) The room will be cleaned before election day.

There being no other business the meeting adjourned at 11:39 AM.

Respectfully submitted, Bill Sweet