

**RUTLAND TOWN SELECT BOARD COMMITTEE MEETING**

**BUILDING / TECHNOLOGY COMMITTEE**

**TUESDAY MAY 2<sup>nd</sup>, 2023**

The Building / Technology Committee of the Rutland Town Select Board met at 9:00 AM on Tuesday May 2<sup>nd</sup>, 2023, at the Municipal Town Hall. Present was Select Board Clerk Joe Denardo, Select Board Member Kurt Hathaway, Town Administrator Bill Sweet, and Regina Spillane from Consolidated Communications.

1. Discussed the Town Hall phone system.
  - a. Regina Spillane from Consolidated Communications was present to answer questions regarding their proposal.
  - b. The current system was put in several years ago. The vendor has not been able to provide support for some time now.
  - c. Consolidated offers a system which could be expanded to include other town buildings.
  - d. The system could be rolled out in phases with budget planning for next year to include the associated costs.
  - e. The current cost for phone service at Town Hall is \$508. The new cost, with equipment included, would be virtually the same.
  - f. There are different hardware options depending on individual needs.
  - g. This would be a 5-year contract for hardware and service.
  - h. Contract paperwork will be sent to us for approval. Once approved the rollout will be scheduled.
2. A new desk for the Listers office was ordered to accommodate the new staff.
3. Discussed the downstairs remodel project.
  - a. The lead and asbestos survey found there is both downstairs. Each survey gave the locations where it was found. This can be used when creating the bid documents.
  - b. The committee will schedule a meeting to go through downstairs to look at the scope of the project.
  - c. Eliminating the unused staircase will give a lot of options for a new layout.
  - d. A list of the scope for work downstairs will be created.
4. Work on the Admin office.
  - a. This was the last office with the old furniture.
  - b. The vendor we have used for furniture in all the other rooms has closed.

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- c. Discussed the scope of the work. The counter and old desk would be removed. Electrical and carpet work would be done early in the week. The new desk could be installed Thursday or Friday of the project.
  - d. The cost of the desk is \$6200 and includes delivery and installation. Several vendors from the list of State approved contracts were contacted. This proposal gave the best layout and cost.
  - e. The balance of the work should not be very difficult or expensive.
  - f. The committee will recommend moving forward with the project.
5. Reviewed the Social Media Policy.
- a. After discussion, posts that do meet the purpose of the policy will be removed.

The meeting adjourned at 9:58 AM.

Respectfully submitted, Bill Sweet