

**TOWN OF RUTLAND SELECT BOARD OPEN MEETING  
RUTLAND TOWN MUNICIPAL TOWN HALL  
181 BUSINESS ROUTE 4, CENTER RUTLAND, VT 05736  
AUGUST 27<sup>th</sup>, 2024**

- The meeting opened at 5:30 P.M. with the pledge of allegiance.
- Board members present Mary Ashcroft, Joe Denardo, Sharon Russell, Kurt Hathaway, and Matt Getty
- Members of the public participating: Dhruv Kumar

The Board met with Cathy Kapitanski to interview her as a candidate to fill the open Listers position. Selectwoman Russell moved to go into executive session for the interview. Selectman Hathaway seconded the motion. The Board entered executive session.

The Board came out of executive session at 6PM to begin the regular meeting. Selectwoman Russell moved to appoint Cathy Kapitanski to the open Lister position. Selectman Hathaway seconded the motion. The motion passed 5 – 0. Ms. Kapitansky will need to run for the office in the next Town election.

Approval of Orders

The Board approved the orders.

Approval of Select Board Minutes for July 2<sup>nd</sup>

Selectman Getty moved to approve the minutes. Selectman Denardo seconded the motion. The motion passed 3 – 0. Board Chair Ashcroft and Selectwoman Russell abstained.

Approval of Select Board Minutes for July 30<sup>th</sup>

Selectman Getty moved to approve the minutes. Selectwoman Russell seconded the motion. The motion passed 4 – 0. Selectman Denardo abstained.

Approval of Select Board Minutes for August 12<sup>th</sup>

Selectwoman Russell moved to approve the minutes. Selectman Denardo seconded the motion. The motion passed 3 – 0. Selectman Hathaway and Selectman Getty abstained.

Approval of Select Board Minutes for August 20<sup>th</sup>

Selectwoman Russell moved to approve the minutes. Selectman Denardo seconded the motion. Additions to the list of missing items and other items were added. The motion passed 3 – 0. Selectman Hathaway and Selectman Denardo abstained.

Update from the Select Board Chair

Articles for the next edition of The Circle are due by September 15<sup>th</sup>

Thanked everyone who participated in the Town Wide Celebration. Discussed making a donation to the Town 8<sup>th</sup> grade class trip fund. Selectman Getty moved to make a \$500 donation. Selectwoman Russell seconded the motion. The motion passed 5 – 0. The funds will come from the Town Wide Celebration line.

Question from the Floor / Public Comment

Dhruv Kumar, owner of the Cortina Inn was present. Mr. Kumar reported on his efforts to identify all the dogs in his facility to make sure they are all registered and up to date on shots. The vaccination and registration status is still unknown for a large number of dogs. Mr. Kumar was strongly encouraged to get this information soon, and to share it with the Town Health Officer. Mr. Kumar requested a private meeting with the Board. Information on public meeting exceptions will be provided to him. Wiring for the doors alarms is close to being done.

Board to meet with Devon Neary from the Regional Planning Commission to discuss new Legislation and its effect in Town.

Discussed Act 181, which is a reform to Act 250. The new model is location based jurisdiction. Future land use maps will be updated over the next couple of years to align with this new legislation. Based on different designations, Act 250 exemptions may exist. There are details still being worked out. The Town is in a unique situation since we do not have a designated downtown area. Mr. Neary will follow up with the Board on progress as more information is available.

Kari Clark Rutland Town Clerk and Treasurer:

1. September 10<sup>th</sup> is the first due date for taxes. This is also the date of a Board meeting. Asked department heads to finish their bills by the 6<sup>th</sup> so it can be done ahead of tax collection work.
2. The November election will have ballots mailed to voters by the State. Anyone needing to register must do so by Friday August 30<sup>th</sup>. The State is downloading our list on Monday, September 2<sup>nd</sup>.

3. Discussed how the election for our newly appointed Lister would occur. Kari will reach out to the elections division tomorrow and ask.

Mike Delehanty Town 1<sup>st</sup> Constable

1. Reported on some conversations he has had recently with people staying at The Cortina Inn. Each of them told him they intended to camp in the woods near the railroad tracks. Discussed having conversations with stores in the area about this to work toward preventing issues. The State does not have a plan to deal with the problem that may be imminent. Discussed meeting with the press to discuss the issue and inviting the State Agency of Human Services to a future board meeting. There are rooms with multiple dogs and multiple cats each, in violations of posted rules. It is not known what will happen with them if people leave the facility, as well as a significant amount of personnel belongings. State AHS representatives will be invited to a September Board meeting.
2. Discussed the vacant building at the corner of Gleason Road. The owner previously said he would repair it, but now does not want to. After discussion, action will be taken as outlined in the public nuisance ordinance.

Ed Dumas Rutland Town Police Chief:

1. Updated calls for service will be provided at the next meeting.
2. Discussed adoption of a new plan for the State retirement process which applies to full time staff who are police, firefighters, and EMS.
  - a. It increases the contribution to 3% for the municipality and 1.5% for the employee for the retirement account.
  - b. Approval needs to be given to the state by the end of September.
  - c. The approximate cost to the Town would be an additional \$1000 annually.
  - d. Selectman Denardo moved to approve moving to the Group D plan for qualified employees, effective July 1<sup>st</sup>, 2025. Selectwoman Russell seconded the motion. The motion passed 5 – 0.
3. A Police Committee meeting will be needed soon to review the candidate information for the new patrol position. There is 1 candidate for the School Resource Office position. The CFAC position does not have any candidates yet.
4. Our Town K9 officer helped recently at a traffic stop in Rutland City where he detected a felony amount of drugs in a car.
5. Discussed the purchase of a digital fingerprint reader. The cost is \$18,000 and then \$3000 annually for maintenance after the first year. There are no funds currently available to purchase this. No action was taken. This will be discussed in a committee meeting.

John Paul Faignant Town Health Officer / 2<sup>nd</sup> Constable / Public Safety Building Clerk

1. There is approximately 8 weeks left until the building will be ready to occupy.
2. Thanked the Board for coming out to look at the building.
3. Requested a meeting of the committee of the whole to finalize the remaining budget needs.
4. Detailed the items which will be needed but were not included in the construction cost.
  - a. Fire Chiefs office needs
    - i. Chair
    - ii. Desk
    - iii. Computer
    - iv. Telephone
    - v. Radio
  - b. Assistant Chiefs Office needs
    - i. Chair
    - ii. Desk
    - iii. Computer
    - iv. Telephone
    - v. Radio
  - c. A server, and related items for the police department would be about \$7100.
  - d. Fire extinguishers and cabinets throughout the building, placed according to code.
  - e. The Fire department garage needs
    - i. A hoist
    - ii. Air compressor
  - f. The apparatus bay needs
    - i. Flammable safety cabinet
    - ii. Rolling platform ladder
  - g. The decon room needs
    - i. Domestic washer
    - ii. Domestic dryer
    - iii. Gear extractor
    - iv. Gear dryer
  - h. Each server room needs a server cabinet.
  - i. To maintain our Emergency Management Center designation, the EMC room will need a
    - i. Conference table
    - ii. Chairs
    - iii. Refrigerator
    - iv. Range with an oven
    - v. Range hood
    - vi. Microwave
    - vii. Telephone

- viii. Dishwasher
- j. The administrative office for the Police needs
  - i. Desk
  - ii. Chair
  - iii. Cabinets
  - iv. Computer
  - v. Telephone
  - vi. Copier and printer
- k. The Police Chiefs office needs
  - i. Desk
  - ii. Chair
  - iii. Computer
  - iv. Telephone
- l. The Deputy Police Chiefs needs
  - i. Desk
  - ii. Chair
  - iii. Computer
  - iv. Telephone
- m. The patrol room needs
  - i. File cabinets
  - ii. Computer workstations
- n. The interview room needs
  - i. Table
  - ii. Chairs
  - iii. Telephone
- o. The evidence room needs
  - i. Shelving
  - ii. Lockers
  - iii. Computer
- p. The processing room needs
  - i. Work bench
  - ii. Laptop
  - iii. Telephone
- q. The processing interview room needs
  - i. Table
  - ii. Chairs
  - iii. Telephone
- r. The holding room needs
  - i. Steel bench, this has been ordered
- s. The armory room needs
  - i. Ammunition cabinet
  - ii. Gun Cabinet

- t. The sally port and PD garage need
  - i. Air hoses
  - ii. Water hoses
- 5. Received notice from the vendor installing the security and surveillance systems that nothing had been ordered because a deposit was not paid. It was not known a deposit was required.
  - a. Presented 2 invoices for the deposits of the door locks, and cameras.
    - i. The deposit for the cameras is \$41,840.91 of the total cost of approximately \$49,000.
    - ii. The deposit for the locks is \$12,334.26 of the total cost of approximately \$19,000.
    - iii. Asked for the 2 invoices to be approved for payment. They will be brought to the Treasurer tomorrow for processing.
  - b. Selectman Denardo moved to approve the payment of the deposits as outlined by JP. Selectwoman Russell seconded the motion. The motion passed 5 – 0. The funds will come from the Capital Improvement Fund
- 6. Many of the items detailed we already have or have already approved purchasing. There is a gap of approximately \$14,000.
- 7. Site revision costs are approximately \$70,000.
- 8. Fire Chief Chris Clark asked about the location planned for the utility air compressor. It is in the garage bay but should be in the cascade room. Electrical and air drops for the trucks will be included.
- 9. Asked about domestic water connections between the main garage doors, for washing trucks. These should be there.
- 10. There is a buried conduit running to the utility pole out front. This will be used to extend generator power to the sewer pump station down the road so it can be powered in the event of a power outage.
- 11. A knox box will be installed so the fire department can access the police side after hours.
- 12. Chief Clark discussed the need for a gear extractor and dryer. A quote from Reynolds and Son, who is on our preferred vendor list, was reviewed. The total is \$23,537.66.
- 13. Chief Clark discussed the need for a cascade system, to fill air bottles. A quote from Reynolds and Son was provided. The total is \$85,272.40.
- 14. Selectman Hathaway moved to approve the purchase of the gear extractor and dryer for \$23,537.66, with funds to come from the Capital Improvement fund. Selectwoman Russell seconded the motion. After discussion, the motion passed 5 – 0.
- 15. There is a renewal notice coming for the builders' risk insurance policy. The amount is \$10,557. It will be renewed in September. After discussion, Selectman Getty moved to have

the cost come from the general insurance line. Selectwoman Russell seconded the motion. We will receive a pro-rated refund once it is canceled after the building is finished. The motion passed 5 – 0.

16. Chief Clark asked Mr. Faignant to check and make sure dryer vents are installed.
17. Discussed the color chosen for the building. Originally, it was a bronze color. The vendor said they were not recommending the color due to the potential for it to not hold up and fade. The architect asked Mr. Faignant what he would like to do. Mr. Faignant asked the architect to come up with a complimentary color they could recommend. The color they chose is what is installed on the building.
18. Discussed signs and lettering which are planned. There are several signs to be installed.
19. A flagpole is planned, the location is where the construction trailer is and may be affected by ledge.
20. The generator can be filled with fuel when the manufacturer comes to start it up.
21. Copper phone lines may be needed for fax machines. It is not clear if they are included.
22. A committee meeting of the whole will be planned for 5PM on September 10<sup>th</sup>, before the next Board meeting.
23. Pictures and plaques will be hung in the Emergency Management room.
24. Selectman Getty asked for the Town Treasurer to be at the meeting on September 10<sup>th</sup> to be able to provide a balance for the capital improvement fund. Ms. Clark said she will have it ready.

Mike Rowe Rutland Town Recreation Director:

1. The pool is closed for the season. Thanked the Highway department for their help closing it.
2. Thanked everyone for their help with the Town Wide Celebration. There was not much food leftover this year.
3. The DJ was booked for the 23<sup>rd</sup> for next year.
4. Selectman Denardo had some feedback about advertising around Town. Discussed shifting the starting time from 10AM to start at 2PM. These topics will be discussed during future meetings.
5. Soccer is starting soon, and the schedule will be posted when they are finalized.
6. Approximately 9000 people visited the pool this year, including during the Town Wide Celebration.
7. The Halloween party at the school will be Friday October 25<sup>th</sup>.
8. Discussed some damage to the pool area caused by a break-in recently. Estimates for repair are not yet fully complete yet. Some interim repairs were done.
9. The dedication for the founders wall plaque was very well received.

Larry Dell Veneri Rutland Town Transfer Station Manager

1. Discussed plans for recycling at the Transfer Station.
2. In years past, recycling has provided income to offset costs. Some years have brought in over \$4000. Last year was \$117.
3. Changing to zero-sort may be a better option given the little amount being received.
4. This would reduce trucking fees, but would require an additional compactor.
5. After more specific information is received, he will follow up with the Board.

David Sears Rutland Town Road Commissioner:

1. The new section of the Post Road sidewalk has been paved.
2. Refreshed the lines on Post Road for the school.
3. There were 29 entries at the Town Wide Celebration for truck names.
4. Some residents on Victoria Drive reached out about drainage. This is an issue affecting the whole neighborhood.
5. The culvert on Hitzel Terrace which was reported to be plugged by a resident was addressed. The Fire department went up and flushed it out. It was not plugged and ran well.
6. Discussed topics from the recent Highway Committee meeting.
  - a. Two proposals were received from Otter Creek Engineering for work on reconfiguring the Simons Avenue / Business Route 4 intersection, and for the next segment of the Post Road sidewalk project. Discussed grant funding to help build the sidewalk. Plans would be needed for a grant application.
  - b. Received a draft copy of the contract with Stantec to do the design work on the Route 7 North sidewalk. The cost would be \$116,154, which is included in the costs covered by the grant. The committee is recommending the full board to approve it. Discussed having the Town attorney review it, but with this being a VTrans contract, it is unlikely any changes would be accepted. Selectman Hathaway moved to approve the contract and to authorize the Chair to sign it on behalf of the Board. Selectman Denardo seconded the motion. The motion passed 5 – 0.
  - c. Selectman Denardo moved to approve the Chasanna Drive proposal for \$20,000 and the Simons Ave proposal for \$23,000, with funds to come from the Highway Engineering line, and to authorize the Chair to sign on behalf of the Board. Selectman Hathaway seconded the motion. After discussion, the motion passed 5 – 0.

Marcia Chioffi Rutland Town Head Lister

1. Thanked the board for approving Cathy as the new Lister.
2. Appointments are being made for site visits to review new construction and updates to properties.

Bill Sweet Town Administrator:

1. Reviewed the resolution for the Vermont 250<sup>th</sup> anniversary. After discussion, Selectman Hathaway moved to adopt the resolution. Selectman Denardo seconded the motion. The motion passed 5 – 0.
2. The Planning Commission reviewed the public comment notice for a permit renewal for a hazardous waste storage facility in the City. They are not recommending any action.
3. Provided the contracts for the vendors for heating fuel for the upcoming season being recommended by the building committee. The committee is recommending Johnson Energy for heating fuel, due to their placing a cap on the per gallon cost. Selectman Denardo moved to approve the contract with Johnson Energy and to authorize the Chair to sign on behalf of the Board. Selectman Hathaway seconded the motion. The motion passed 5 – 0. Selectman Denardo moved to approve the contract with Proctor Gas and to authorize the Chair to sign on behalf of the Board. Selectman Hathaway seconded the motion. The motion passed 5 – 0.
4. The City of Rutland is meeting with commercial and vacant property owners to discuss potential challenges with people in the homeless housing program with is ending soon. They sent us copies of the letters they sent out.
5. Attended the recent grand opening of the Eco Car Wash on 7 south.
6. The estimate for the remodel work downstairs at Town Hall was received recently. Copies were given to building committee members.
7. The Diamond Run Mall property owner has accepted the invitation to come and talk to the Board. They will be coming to the September 24<sup>th</sup> meeting.
8. Provided a reimbursement request for our Route 7 North sidewalk grant. We have paid the contractor, and this is a request for our cost minus the match. Selectman Denardo moved to approve the reimbursement request and to authorize the Chair to sign on behalf of the board. Selectwoman Russell seconded the motion. The motion passed 5 – 0.
9. Discussed the funds we would be awarded as part of the National Opioid Settlement. The award can be reallocated to another recipient. Selectman Hathaway moved to approve the award being reallocated to the City of Rutland. Selectman Getty seconded the motion. The motion passed 5 – 0.

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10. The concrete area at the front door will begin on Friday and should be done by Wednesday.

11. Work on updating the Local Hazard Mitigation Plan starts tomorrow.

Selectwoman Russell moved to adjourn. Selectman Hathaway seconded the motion. The motion passed unanimously. The meeting adjourned at 9:27 PM.

Respectfully submitted, Bill Sweet, Town Administrator.

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Mary Ashcroft, Chair

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Joseph Denardo, Clerk

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Sharon Russell

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Kurt Hathaway

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Matt Getty

Center Rutland, VT.