

**TOWN OF RUTLAND SELECTBOARD OPEN MEETING
RUTLAND TOWN MUNICIPAL TOWN HALL
181 BUSINESS ROUTE 4, CENTER RUTLAND, VT 05736
MARCH 25th, 2025**

- The meeting opened at 6:00 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 present Shelley Dumas, Robyn Sweet, Chris Howe, Demetrio Gagnon

Approval of Selectboard Minutes for June 5th:

Selectman Getty moved to approve the minutes. Selectwoman Russell seconded the motion. The motion passed 5 – 0.

Approval of Orders

Selectman Denardo moved to approve the orders. Selectwoman Russell seconded the motion. The motion passed 5 – 0.

Update from the Selectboard Chair

- Discussed recent communication from the State regarding the homeless housing program. The current program ends April 1st. Our Police Department is aware of this.
- Encouraged board members to attend the next Regional Selectboard meet up which will be in Castleton on April 9th. Details were provided to Board members.
- The senior luncheon is this Thursday at 1130AM.

Question from the Floor / Public Comment

- Demetrio Gagnon was present to discuss an issue with our Short-Term Rental ordinance. Mr. Gagnon and Bill Sweet will discuss the issue.
- Judy Frazier, the Proctor Town Manager, was present to discuss a planned bike trail, which will cross through the Town, near West Proctor Road. The Board is in favor of supporting the project. Town Rec Director Mike Rowe will be involved as well. Ms. Frazier was encouraged to come back to update the Board on the progress.

Board to meet with Dannielle Mumma, Town Otter Creek Communication District representative

1. Dannielle has been the Town rep to this Board for about a year. She is willing to continue as our rep for now, but is asking the Board to replace her when another candidate is found.

David Sears Rutland Town Road Commissioner:

1. Maintenance tasks are being completed.
2. The winter contractors are at 47 call outs for the year.
3. A culvert on East Mountain View Drive will need to be replaced soon.
4. A different solution was attempted today to clear the south end sewer line. It was not successful. Robert Clark provided some conceptual drawings for fixing the issue.

Commissioner Sears and Mr. Clark are working on the best solution. Discussed the requirement for directional boring. This will be discussed with our engineer and VTrans. A catch basket was installed in the manhole prior to the junction, which is only fed from the car wash.

5. Bids for culvert cleaning, and paving have been sent out and are due back soon. A Highway Committee meeting is planned for April 3rd to review them.
6. Board Chair Ashcroft asked all department heads to meet with their committees to review their budget status.

Ed Dumas Rutland Town Police Chief:

1. We have not received follow up from the State on the status of the Cortina Inn.
2. The new cruiser has been ordered. It is expected in April.
3. Reviewed the punch list for the new building.

Mike Rowe Rutland Town Recreation Director:

1. Baseball will be starting soon; schedules will be posted on the website when ready.
2. The 5th and 6th grade boys' basketball team won the Glodzyk Tournament. This is the first time they won it.
3. Reminder of the luncheon for the Town seniors on Thursday.
4. Additional events for the seniors are planned to include an event with Town and West Rutland seniors, as well as a cruise on the Ethan Allen.

Joe Denardo Public Safety Building Clerk

1. Reviewed the recent site meetings.
2. The contractor is reviewing the issues and discussing remedies. This will also be discussed with the architect.
3. Discussed the sprinkler control for the generator. The controls were not included but should have been. None of the parties involved are willing to take responsibility for the omission, and its not clear who is responsible for the cost.
4. The cost of installing the missing pull station and exit signs should not be the responsibility of the town.
5. Discussed reviewing the set of drawings. It is not known where the copy of plans for the town are.
6. The remainder of the site work should be started mid-April.
7. Discussed going into executive session to hear advice from town counsel. Selectwoman Russell moved to enter executive session to hear advice from town counsel. Selectman Denardo seconded the motion. The Board entered executive session at 6:59 PM. The Board came out of executive session at 7:24 PM with no action being taken.

Board to discuss bond bank request for approving substantial completion of the public safety building.

1. Selectman Hathaway moved to approve signing the document. Selectman Getty seconded the motion. Fire Chief Chris Clark expressed some concerns about the building. This declaration does not mean final payments are being made. After discussion, the motion passed 5 – 0.

Chris Clark Rutland Town Fire Chief:

1. Reviewed the list of additional issues for the contractor to address. The global punch list was updated.
2. Received a call from someone working on the Act 250 permit for the new Walmart.
3. Requested a fire committee in the next couple of weeks.

Kari Clark Rutland Town Clerk and Treasurer:

1. Dog licenses are due by April 1st.
2. Discussed the recent personnel and finance committee meeting topics. There are some process questions which were brought up. Kari will research the topics with VLCT.
 - a. An outside payroll service is being investigated. Different companies are being talked to.
 - b. Other needs brought up at the meeting is a formal accounting manual, a disaster recovery plan and a fraud risk assessment.
3. Presented a liquor license from Hannaford for approval. Selectman Hathaway moved to approve the request. Selectman Getty seconded the motion. The motion passed 5 – 0.

Bill Sweet Town Administrator:

1. Provided a copy of the letter from the Town of Mendon being sent to VTrans, as well as a draft coming from the Town to be sent to VTrans regarding the Route 4 speed limits. Selectman Denardo moved to approve the letter. Selectman Hathaway seconded the motion. After discussion, some language was added about establishing an appropriate speed limit depending on the section of road. The motion passed 5 – 0.
2. Reviewed the 2025 Public Works Mutual Aid Agreement. Our additional trucks were added. Selectman Hathaway moved to approve the document and authorized the Chair to sign on behalf of the Board. Selectman Denardo seconded the motion.
3. Provided the 2025 MS4 annual report. This comes from our vendor, Watershed Consulting. Selectman Hathaway moved to approve it, and to authorize the Chair to sign on behalf of the Board. Selectman Denardo seconded the motion. The motion passed 5 – 0.
4. Provided a letter from a Town resident who is interested in being appointed to the vacant cemetery commissioner seat. After discussion, this will be held until after the next edition of the Circle comes out to allow any other interested parties to inquire.
5. Reviewed the updated purchasing policy. The language was updated to include the pre-negotiated pricing contracts. Discussed changing the purchase limit thresholds and how large purchases have been done in the past. The new major purchase minimum will be \$30,000. The new regular purchase range is \$5000 to \$30,000. The new incidental purchase limit is \$5000. The list of places to advertise bids was updated. Selectman Getty moved to approve the policy with the updates discussed. Selectman Hathaway seconded the motion. The motion passed 5 – 0.
6. Reviewed the preferred vendor list and updated it.
7. Reviewed the draft public records request copy. There were 3 items which needed to have a decision on. The Board decided we will provide a copy of a record in a non-standard format. The Board decided we will not create a record which does not exist. The Board decided we will not transmit a public record.
8. Reviewed the updated meeting room use policy. After discussion, the public safety building will be removed from the list of available spaces.

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9. Provided the updated Private Fire Hydrant ordinance, which was adopted at the last meeting. This copy needs to be signed.

Selectman Hathaway moved to adjourn. Selectman Denardo seconded the motion. The motion passed unanimously. The meeting adjourned at 9:14 PM.

Respectfully submitted, Bill Sweet, Town Administrator.

Mary Ashcroft, Chair

Joseph Denardo, Clerk

Sharon Russell

Kurt Hathaway

Matt Getty

Center Rutland, VT.