

**Town of West Rutland
Selectboard Meeting
March 13, 2006
West Rutland Town Hall, 5:30 p.m.**

Present: Pete Bianchi, John Harvey, Sean Barrows, and Chris Mathewson.

Also Present: Joe Skaza, Tom Yennerell, John Berryhill, and Judi McCullough.

Item 1) Call Meeting to Order: The meeting was called to Order by Pete Bianchi at 5:35 p.m.

Item 2) Approve Minutes of Previous Meeting: A Motion was made by Sean Barrows to approve the Minutes of the previous meeting as written. John Harvey seconded the Motion and it carried unanimously.

Item 3) Appoint Board Officers:

Chair: Sean Barrows was nominated by John Harvey for Chair of the Board. Chris Mathewson seconded the Motion and it carried unanimously.

Vice Chair: Pete Bianchi was nominated by John Harvey for Vice Chair. Sean Barrows seconded the Motion and it carried unanimously.

Secretary/Clerk: John Harvey was nominated by Sean Barrows for Board Clerk. Chris Mathewson seconded the Motion and it carried unanimously.

Item 4) Public Concerns: None.

Item 5) Action Items:

A) Discuss contract with Fire Station Architect: Mr. Berryhill presented a draft contract to the Board for their review. There needs to be a designated representative. Mr. Berryhill had Joe Skaza named in the draft contract as the designated overseer of the project, and another person needs to be designated as well to oversee the project. The board decided to appoint Tom Yennerell as the other designated representative. His fee is \$76,000, this does not carry the services of a civil engineer. The civil engineer fee is approximately \$2000 to \$3000. The contingency is figured at \$84,000 which can help to cover the services of the civil engineer. He also included a time schedule, with bids going out in May and construction starting in June. Mr. Berryhill is requesting a \$5,000 retainer to get his engineer started. If this project starts by June 12, he believes the new phase could be occupied by October. The office section in the old building would be complete sometime in January of 2007. The easement to the neighbor's property needs to be clarified before work begins. There are several ways to go about the bidding process; bidding by invitation is one of the ways. This is a bonded project. Mr. Berryhill is ready to start the project as soon as he receives the okay from the Board. Tom is going to make copies of the contract for all Board members for their review, with any feedback to come back to him by the end of the week. A Motion was made by John Harvey to give Tom Yennerell the authorization to sign the contract prepared by NBF Architects, and to give John Berryhill permission to proceed. The Motion was seconded by Chris Mathewson and carried unanimously.

The Board reviewed a list of contractors that Mr. Berryhill recommended. The Board would like to invite those on Mr. Berryhill's list and open it up to other bids as well. Tom will talk to Otter Creek Engineering

to see if they will do the civil engineering.

Sean spoke with Mike Skaza about Mile 13 on Route 4 and the accidents that have happened there and asked Joe to see if he could get a summary of them. He needs the number of incidents so it can be taken to the VTrans to prove there is a problem.

B) Consider Liquor and Tobacco Licenses: Stewarts', Bleachers, and American Legion (Liquor only). A Motion was made by Pete Bianchi to approve Liquor and Tobacco Licenses for Stewart's Shop #198 and Bleachers Sports Lounge, Inc., and a Liquor License for the American Legion. The Motion was seconded by John Harvey. The Motion carried unanimously.

C) Appoint Town Officials: A Motion by Pete to accept the appointments as indicated by the attachment, "2006 Appointed Town Officials", which is hereby incorporated as a part of these minutes. John Harvey seconded the Motion and it carried unanimously.

2006 APPOINTED TOWN OFFICIALS

POSITION	CURRENT OFFICAL	2006 OFFICAL	TERM EXPIRES
First Constable	Steve Schutt	Andrew Cross	March 2007
Health Officer	Frank Gorham	Frank Gorham	March 2008
Town Service Officer	Jayne Pratt	Jayne Pratt	April 14, 2007
Emergency Management Director	Edward Gilman		
Zoning Administrator (3 year term)	Amy Loomis	Amy Loomis	2008
Septic Officer	Frank Gorham	Amy Loomis	March 2007
Tree Warden	Duane Dickinson	Duane Dickinson	March 2007
Rutland Regional Planning Commissioner Alternate	Steve Martin Jayne Pratt	Edward Jones Steve Martin	March 2007 March 2007
Rutland Regional Transportation Council Representative Alternate	Sean Barrows Tom Yennerell	Sean Barrows Tom Yennerell	June 2007 June 2007
Regional Ambulance Representative (3 year term)	Paul Kulig	Paul Kulig	March 2007
Rutland County Solid Waste District Supervisor Alternate	Tom Yennerell Pete Bianchi	Tom Yennerell Pete Bianchi	March 2007 March 2007

Rutland County
Recreation District
Supervisor
Alternate

Ed Gilman
Tom Burditt

Dick Daley

March 2007

Lister

Vacant

Vacant

Town Law Agent

Vacant

Vacant

D) Approve Re-Application for Village Center Designation: A Motion was made by John Harvey and seconded by Chris Mathewson to approve the Re-application for Village Center Designation. The Motion carried unanimously.

Item 6) Discussion Items:

A) Manager's Report:

- The new highway truck is here and is working fine. We may need to put some extra lights on it.
- A request for proposal for the construction inspection of the sidewalk project is due March 23rd.
- The bids for the Town Hall code items is due on March 24th. March 29th is a tentative date for a meeting regarding the funds given to the Town Hall by Goldie Nelson.
- All of the State permits are in for the work being done at the Town Hall.
- Tom had a roofing company come in to repair damage to the roof during a recent wind storm. They will also be doing the annual inspection of the roof.
- We received about 60 theater seats from UVM that they were going to throw out.
- The sprinkler project is moving along pretty good. The Board would like to see a separate electric meter for upstairs. Tom will speak with the electrician regarding this.

The Board would like to see a plan/time line for the renovation project for the meeting on the 29th. Sean asked if the siren on the Town Hall was in working condition? Tom suggests that when the next tabletop drill is held that this be checked on, currently the siren does not have an electrical connection.

Item 7) Board Member Concerns:

Pete Bianchi - noticed a pothole under the stoplight.

John Harvey - make sure that the road crew uses safety equipment when cutting trees, etc.

Sean suggested a monthly safety meeting for town employees.

Chris Mathewson - None.

Sean Barrows - the meeting time is difficult sometimes and would like to see it pushed to 6:00 p.m. This will be put on the next agenda and then be warned. A Motion was made by John Harvey and seconded by Pete Bianchi to give Tom Yennerell and the Town Manager's form of

government a vote of confidence for the work he is doing for the Town. All board members agreed.

Item 8) Approve Orders: The Board reviewed and signed Orders as presented.

Item 9) Executive Session: A Motion from Pete Bianchi at 7:55 p.m. and second from John Harvey to enter into executive session. A Motion from Pete Bianchi at 8:25 p.m. and second from John Harvey to exit executive session.

Item 9) Adjournment: A Motion from John Harvey at 8:26 p.m. and second from Pete Bianchi to adjourn. Motion passed.

Respectfully submitted,
Judi McCullough