

**Town of West Rutland
Selectboard Meeting
Monday, December 10, 2007
West Rutland Town Hall; 6:00 p.m.**

Present: Sean Barrows, Pete Bianchi, John Harvey, Dick Daley, Chris Mathewson, and Mary Ann Goulette (Manager).

Also Present: Judi McCullough, Karen Reynolds (Treasurer), Joe Skaza (Fire Chief), Alex Alexander, and Deputy Bennick.

Item 1) Call Meeting to Order: The meeting was called to Order at 6:00 p.m. by Sean Barrows.

Item 2) Approve Minutes from the Previous Meeting: Chris Mathewson made a Motion to approve the Minutes of the November 26, 2007 meeting as written. Seconded by John Harvey and carried unanimously.

Item 3) Public Concerns: Joe Skaza complained about the amount of gravel being put down on the roads for snow. He has heard many complaints and it is ruining the streets, sidewalks, and cars. Sean and other Board members agreed that it does seem excessive. There are some areas in Town that do need it such as hills, but not within the Town where the streets are flat. It will be checked into.

Item 4) Action Items:

A) Town Treasurer - Karen Reynolds: Karen wanted to update the Board on the transition into the Treasurer position. She highly praised the office staff; has met with the Brandon Bank; and wanted to know if there was anything the board wanted from her. The school account will be transferred by January 1st. Discussion regarding an account that is now inactive and the purpose for its creation. The Board would like to have Karen come in quarterly and to provide a synopsis of accounts monthly.

B) Sheriffs Department: Deputy Bennick has been with the Sheriff's Department for about 2 and ½ years. He patrols West Rutland and Proctor on a two week rotation schedule (days/nights). Deputy Bennick does a patrol when he first comes on duty. There is a significant amount of domestic violence in Town, primarily from drug and alcohol abuse. Discussion on parking in Town. The Board asked for guidance on what speed limits should be on some of the streets; what type of activity is occurring between 12:00 and 2:00 a.m. The Board asked that if street lights are noticed as being out to please contact the Town Manager. There has been a significant increase in burglaries in the entire Rutland county occurring at all times of the day.

C) Appraisal System: Paul presented to the Board a performance appraisal system that was designed for the Town of Wilmington. It is based on compensation for performance and not just annual increase. At this time, there is not a system in place to evaluate the performance of employees. Job descriptions are also needed for Town employees.

D) VT Housing and Conservation Board Grant 2007-012: There has been no petitioning so far. Paul suggested that the Board allow the Town Manager to move on this Resolution on December 21st deadline. There will not be another Board meeting until 12/27. A Motion was

made by Dick Daley to accept and enter into the VT Housing and Conservation Board Grant Agreement #2007-012 in an amount of up to \$70,000.00 and comply with all of the terms and conditions thereof, including, but not limited to, the conveyance of a Historic Preservation Easement. And that further, the Board voted to authorize the Town Manager to execute, on behalf of the Board and Town, any and all documents, necessary to conclude said Grant Agreement and conveyance. Chris Mathewson seconded the Motion and it carried unanimously. It was asked if at some point this could be repaid in full and it could be.

Item 5) Discussion Items:

A) Manager's Report:

- The Fire Department announced years of service to the following: Michelle Bailey - 10 years, Brian Notte - 10 years, Chris Jakubiak - 20 years Thomas Lacz - 20 years, Joseph Skaza - 35 years. Joe stated that certificates and/or plaques are given at the annual banquet, which this year will take place on Sat. 12/15.
- There were 5 water turnoffs due to non-payment of water bills. They have either paid or made satisfactory arrangements to do so.
- Good progress is being made on the budget, a preliminary should be out by the end of next week. Paul recommends that each department head be at the meeting for the review.
- Mary Ann and Paul have been reviewing pending items, meeting department heads and touring the facilities, etc.
- Paul has asked the Listers for a Grand List value, but the Listers can not give a figure at this time. Paul recommends that a page be substituted for the proposed tax rate in the town report explaining that due to the ongoing reappraisal the figure is not available at this time.
- Executive Session will be necessary at the end of the regular meeting for a personnel issue.

Chris asked if a joint report should be written for the Town Manager's Report. Paul is helping Mary Ann with it. Sean brought up that a couple of issues that should be included in the Town Newsletter reminding residents to not throw snow across the highway, or road or sidewalks is against Town ordinances. Mary Ann plans to communicate more directly with the community; and plans to have the website updated regularly.

Item 6) Board Member Concerns:

Pete - how is the lead in the water report coming along? We are still waiting for the report and it is still within the time frame.

Dick - any signs regarding parking on High Street? Signs have not been found as yet. Dick stated that he was told the Town was taking over responsibility of the sewer system for Pleasant Heights. He spoke with Jayne and she stated that Tom Yennerell signed something in 2006. Where and when would this have been approved by the Board? Discussion. Further research will be done on this to find where it was approved.

Chris - none.

John - none.

Sean - does Frank have any projects he is looking at for the upcoming year. Paul stated cleaning culverts, some paving, and a truck he wants to replace. Paul stated that some tree work really needs to be done.

Other Business: Alex asked about parking on Thrall Avenue for the Marble exhibit on Marble Street and what land is really to be used for it.

Who has keys for the Town Hall? There is a list, that needs to be updated.

Sean wants to check out the heating work before the company is released. Paul stated that he is still waiting for the punch list. Sean doesn't believe that the upstairs should be kept at 55 degrees but should be just enough to keep from freezing. There is no door on the attic.

Item 7) Approve Orders: The Orders were reviewed and approved as presented.

John Harvey made a Motion to adjourn the regular meeting at 8:12 p.m. and enter into Executive Session for a personnel issue. Seconded by Dick Daley and approved unanimously.

Item 8) Adjournment:

Respectfully submitted,
Judi McCullough