Agenda Disclaimer: This meeting of the Select Board will be conducted virtually. Because of this, some parties who may be interested in participating or witnessing the discussions being held, may find it harder to do so. As such, the Town Administrator’s Office has included small descriptions of items that are to be discussed at the meeting as part of the agenda. These are by no means finite and other topics related to the items on the agenda may be discussed as well. This is solely being added to help give the public an idea as to what may be discussed as part of the meeting.

ORDER OF BUSINESS

I. CALL TO ORDER AND OPENING OF MEETING BY CHAIR

II. ANNOUNCEMENT OF OPEN MEETING RECORDINGS
Meetings of the Selectboard are recorded for transmission on Rutland Public Access Television and YouTube. Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Rutland Select Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found at Rutland’s website, at townofrutland.org. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: by watching Rutland Community Television live, on channel 192 and on the Town’s website www.townofrutland.org, or by viewing a recording of the meeting on the Town’s YouTube page following the meeting. No in-person attendance by members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Rutland’s website a video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

IV. MINUTES, TREASURY WARRANT, AND PAYROLL
Approval of Treasury Warrant #21 and Payroll

Minutes of the March 23, 2020 Virtual Meeting of the Select Board

V. PUBLIC COMMENT
Members of the public who wish to participate may do so by sending questions to rutlandmapubliccomment@gmail.com in the time indicated above. Follow-up questions will not be addressed. The Town of Rutland email messages are public records except when they fall under one of the specific statutory exemptions. Any messages and the documents attached to it, are considered public documents and can be requested by anyone at any time. Questions asked under public comment in an open meeting do not fall under any public records exemption, so confidential information should not be shared. Should you have any questions that you would not like shared during open meeting time, please contact the town administrator’s office at mnicholson@townofrutland.org. Questions may be
answered after the time deadline listed above, however, in order for questions to be answered, they must be received during that time window. **In the event that we experience any technological difficulties, and are unable to obtain questions for public comment, despite best efforts, we will post on Rutland’s website a video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.**

VI. PETITIONS, APPLICATIONS, AWARDS, AND PRESENTATIONS

- Rutland Girl Scouts
  - The Girl Scouts of Pine Hill are looking for permission to install an 8’x10’ shed for camping and event supplies.
- Michael Rotondo, Eagle Scout Project Approval Request
  - Mr. Rotondo is looking to present his plan for his Eagle Scout Project to the Select Board to receive approval to proceed.

VII. TOWN ADMINISTRATOR UPDATE

a) Covid-19 Pandemic Response

  a. Orders from the Commonwealth and Federal Government
     i. President Trump has extended the Federal Social Distancing Guidelines to April 30th.
     ii. Governor Baker has extended the orders that close schools and non-essential businesses, prohibit gatherings of over 10 people, and the stay-at-home advisory until Monday, May 4th.
     iii. Information from the Department of Public Health on the Commonwealth’s response to the pandemic can be found on www.mass.gov/covid19, by calling the Public Health Hotline by dialing 2-1-1, or signing up for text alerts by texting “COVIDMA” to 888-777

b. Legislative Update

  i. Update on the municipal relief bills that have been filed with the Legislature and their impact on the Town.

c. Town Issued Response

  i. Local State of Emergency Declared on Friday, March 13, 2020 in order to allow our officials greater flexibility in responding to the pandemic.
  ii. Public buildings remained closed to the public through Monday, May 4th in conjunction with the recently released state and federal guidelines.
     1. Departments have moved to rotating schedules in order to help ensure that our employees are also abiding by the Executive Order prohibiting more than ten people together in one place. Information on when departments are open can be found on the Town’s website, www.townofrutland.org, or residents can always leave a voicemail and the departments will get back to all who call. Please remember that the Town initiated a new phone system in December, so please confirm the number you are using prior to calling to ensure that you are calling the correct number.
     iii. Playground equipment at Memorial Field, the two elementary schools, and the Community Center remain closed to the public due to our inability to ensure that the equipment is properly sanitized prior to children using them. The Town Administrator has also instructed the Department of Public Works to cover the rims on the basketball hoops at Memorial Field as a means to ensure that residents continue to follow social distancing guidelines, in response to large crowds gathering on the courts this past weekend for pick-up games.
     iv. We continue to use our Uni-Pay system for residents to make their payments to the Town for their bills. If someone does not want to use our online payment system, payments can
be dropped off in sealed envelopes in the lock box located in front of the Community Hall building at 250 Main Street.

v. The Treasurer/Collector’s Office has extended the deadline for excise tax payments until Wednesday, April 8th as currently allowed by Massachusetts General Law.

vi. Permits can also be obtained online through our new ViewPoint E-Permitting Software. Over the past year, we have converted the permit applications for seven of our Town Departments to this system, including an online payment option. One of the goals the administration has had since I started in the Town of Rutland was to move our services to online platforms as much as possible to prepare for times like this, and I can’t thank our department heads enough for getting this system up and running so that when we needed it, we had it.

d. Take-Out Challenge
   i. Reminder of the Town’s Restaurant promotion. Residents who submit receipts from 7 of the Town’s 10 restaurants will be entered into a raffle to receive gift cards from all 10 participating establishments. Receipts can be submitted either in the box in the lobby of the Public Safety Building or by sending a picture of them via email to mnicholson@townofrutland.org. More information can be found on the Town’s YouTube page.

e. YouTube Addresses
   i. My office will continue to do video addresses to the residents regarding our response to the current pandemic. We will try to get them out at least once a week, will adjust the timeline as needed as new information becomes available.

f. Council on Aging seeking volunteers
   i. Director Nichols from the Council on Aging is looking for volunteers to help as back up drivers for the Meals on Wheels program as well as volunteers to assist in delivering grocery and pharmacy orders. Residents interested in volunteering to help the community can contact Director Nichols at 508-886-4100 ext. 6001

b) Recreation Department Virtual Easter Egg Hunt
   i. Due to the regulations and restrictions that are currently in place, this year’s annual Easter Egg Hunt will be done virtually. Residents can find more information about this on the Recreation Department’s page on the Town’s website https://www.townofrutland.org/recreation

c) Wachusett St/ Route 68 Intersection Study Update
   i. Director Buckley has received an update from Tighe and Bond Engineering about the traffic and design study that Town Meeting approved in the fall.

d) Marijuana RFI Update
   i. Due to the fact that this meeting is a virtual meeting being conducted by a public body of the Town of Rutland, all business actions will be delayed until the following meeting to allow the Town the opportunity to correct any technological errors that may occur and allow the public to be able to fully participate in the matter.

IX. DEPARTMENT UPDATES

a. Seth Knipe, Fire Chief and Emergency Management Director and Nicholas Monaco, Police Chief
   a. Discussion about the Town’s response to the Covid-19 Outbreak from the Covid-19 Outbreak with regard to our first responders and emergency response protocols.
   b. General Updates
b. Rebecca Tuttle, Town Treasurer/Collector
   a. FY21 Benefit Proposal from the Insurance Advisory Committee for Town employees
   b. Tax due date update and potential changes due to legislation filed
X. OLD BUSINESS

095- Moses How Event and Award Update
   - Mr. Stillings will present his updated information about the Moses How Event and Award Nomination Process. The Select Board approved the holding of the 2nd Annual Moses How Ceremony on Friday, May 15th at 6pm in the Old Town Burial Grounds as part of the Town’s recognition of Law Enforcement Appreciation Week. The Board also approved a one day liquor license for a celebration after the ceremony hosted by the Rutland Volunteer Fire Brigade at the Old Fire Barn.
   - The Select Board also approved the creation of the Moses How Award where residents and Town Officials can nominate either Rutland Residents or Town of Rutland Employees who they believe have exhibited exemplary public service over the course of the past year for recognition by the Town. The Board set the deadline for nominations to April 15th.

XI. NEW BUSINESS

106 – Earth Day Recognition
   - Ms. Dibb will present her proposal for a local campaign to celebrate Earth Day and recognize those that are doing their part to keep our community clean.

107- Annual Town Election
   - Governor Baker recently signed Chapter 45 of the Acts of 2020 into law, allowing municipalities to postpone the date of a regularly scheduled local election to a time before June 30th, 2020 by a vote of either the Select Board or the Board of Registrars of Voters.
   - Town Clerk Anita Carlson spoke with the Board of Registrars who informed her they are comfortable with the Select Board being the body to take action on this item and are comfortable with the recommendations that she will be making to the Select Board at this meeting.
   - Town Clerk Anita Carlson will also be recommending that the Select Board look to separate the Town Meeting Warrant with the Warrant for the Annual Town Election, as is allowed under the Bylaws of the Town of Rutland and Massachusetts General Law.

108 – Annual and Special Town Meetings
   - At their meeting on Monday, March 9, 2020, the Select Board voted to call for the Special and Annual Town Meetings that would take place on Saturday, May 9th. While the legislature has not passed the proposed legislation that would allow Towns to postpone their Town Meetings, the Town Clerk and Town Administrator will go over what options would be available to the Town.

109 – 4th Quarter Revenue Projections
   - Discussions related to current FY20 Budget trends going into the 4th quarter.

110- Special and Annual Town Meeting Warrant Requests
   - Article requests for the Town Meeting Warrant were due to the Town Administrator’s Office by Friday, April 3rd at 12:00pm. This is the Select Board’s first view of the proposed articles that have been submitted.

XII. OTHER BUSINESS

The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

XIII. ADJOURNMENT
Notice of Remote Participation during Novel Covid-19 Virus Outbreak

In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. The Town of Rutland greatly values the participation of its citizens in the public meeting process, but given the current circumstances and recommendations at both the state and federal levels to limit or avoid public gatherings, including Governor Baker’s ban on gatherings of more than 25 people, together with the present closure of Community Hall and other public buildings to the public, the Town has decided to implement the “remote participation” procedures allowed under Governor Baker’s emergency Order for all boards, committees, and commissions. This means that:

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.

2. The public will not be allowed into a Board/Committee meeting, even where there are any members of the public body and/or Town staff or official(s) physically present at the meeting location during the meeting. “Public comment” portions of meetings will be either temporarily suspended or very limited in scope due to technological limitations.

3. However, the public will be provided with alternative access through which they can watch or listen to meetings “in real time,” and meeting notices will specify the manner in which members of the public may access audio or video of the meeting as it is occurring.

4. If, despite our best efforts, our technological capabilities do not adequately support public access to virtual or remote meetings, the Town will ensure that an audio or video recording, transcript, or other comprehensive record of the proceedings at the meeting is posted on the Town’s website as soon as possible after the meeting.

5. Notices for public hearings will contain additional information about how the public may participate via electronic/technological means.

6. For executive session meetings, public access to the meeting will be limited to the open session portion(s) of the meeting only. Public access to any audio, video, internet or web-based broadcast of the meeting will be discontinued when the public body enters executive session.

7. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.

8. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which event, the meeting notice will be posted with as much advanced notice as is possible in the circumstances). Minutes will still be taken.

Received Town Clerk Office April 2, 2020  2:00 pm