CITY OF RUTLAND VERMONT
BOARD OF FINANCE
THURSDAY, MAY 12, 2022

Present: Mayor Allaire, Treasurer Markowski, Manager Taggart, Manager Protivansky, PA Magro, DPW Commissioner Rotondo, Police Chief Kilcullen, Manager Dahlin and Superintendent Peters. President Doenges arrived at 3:20pm.

Mayor Allaire called the meeting to order at 3:00 PM.

ADDITIONS and DELETIONS:
Chief Kilcullen requested to add the purchase of new police uniforms from AAA Supply. Commissioner Rotondo requested to add additional discussion purchasing procedure. Manager Protivansky requested to add Sole Source yearly monitoring. All items were added to the agenda.

MINUTES FROM PREVIOUS MEETING
Mayor Allaire made a motion to approve the minutes from the April 28, 2022 meeting. Motion passed.

BID OPENINGS:
DPW:
Road Reconstruction – Maple Street and Summer Street
Two bids were received and opened.
Mayor Allaire made a motion to refer to DPW Commissioner. Motion passed.

PURCHASE OF MEMORIAL BENCH
REC:
Superintendent Peters requested to purchase a memorial bench in honor of Lori Hickey for the Godnick Adult Center from Artistic Memorials in the amount of $4,800. Superintendent Peters stated private donations were made for the purchase of the bench selected by the family to be paid out of activities account. Mayor Allaire made a motion to approve the purchase in the amount of $4,800.00 from Artistic Memorials to be paid from the activities account.

BROWNFIELD TESTING – RRCC
Supervisor Dahlin presented a final cost to close out contaminant testing at the CSJ maintenance building, from VHB Engineers, the preferred vendor in the amount of $3,675.00. Superintendent Peters stated the previous cost associated with the testing was paid out of the Zamias Fund. Treasurer Markowski stated the cost is associated with the building and should be charged to the operating budget. Supervisor Dahlin stated the work will be completed after July 1. Mayor Allaire made a motion to approve the cost in the amount of $3,675.00 for contaminant testing at CSJ to be paid out of the Recreation Operating Budget. Motion passed.

CO-OPERATIVE PURCHASING PROGRAM
Manager Protivansky requested permission to join H-GAC Cooperative Purchasing Program for potential future purchasing savings opportunities. PA Magro stated the City of Rutland does belong to a few cooperative purchasing programs and they have proved beneficial. Mayor Allaire made a motion to approve joining H-GAC Cooperative as described. Motion passed.

PURCHASE – VT STATE CONTRACT
Manager Protivansky requested the approval to purchase two air compressors from Reynolds and Sons in the amount of $55,410.00 under the State of Vermont contract. Manager Protivansky stated the cost would be charged to next year's budget, half from the Water Collection Machinery and Equipment line and half from Waste Water Collection Machinery and Equipment line. Mayor Allaire made a motion to approve the purchase for two air compressors from Reynolds and Son's in the amount of $55,410.00 to be charged to Water Collections and Waste Water Collections budgets. Motion passed.

SALE OF GENERATOR – SPRUCE STREET
Manager Protivansky requested permission to sell an obsolete generator to Yankee Generator in the amount of $200.00. Manager Protivasnky stated this generator was included in the Miscellaneous Sale of Items recently but the City did not receive any bids. Mayor Allaire made a motion to approve the sale of the generator to Yankee Generator in the amount of $200.00. Motion passed.

UNIFORMS – POLICE DEPT.
Chief Kilcullen presented a final quote from AAA Supply that includes all discounts for the purchase of the 26 sets of Blauer Police Uniforms. Chief Kilcullen stated the cost of the uniforms is $25,404.30 and will be paid out of this years unform line. Treasurer Markowski asked if there was any other funding source that could be used for the purchase, but the Chief stated he had looked into other accounts, specifically Drug Forfeiture, but will need those funds to supplement the upcoming expense of body cameras. Mayor Allaire made a motion to approve the purchase of uniforms from AAA Supply. Motion passed.

SOLE SOURCE
Manager Protivansky requested the approval of the yearly monitoring fees on sewers from TI-Sales in the amount of $3,375.00. Treasurer Markowski verified TI-Sales is on the approved Sole Source Vendor List. Mayor Allaire made a motion to approve the yearly monitoring fee to TI-Sales, sole source, in the amount of $3,375.00. Motion passed.

PURCHASING PROCEDURES
Commissioner Rotundo expressed his concern over the discontinuation of accepting bids via e-mail. Commissioner Rotundo stated since the start of COVID pandemic, DPW bids had been e-mailed to vendors, along with advertisements in the local paper, and posted on the City and State websites. The e-mail submission allowed him to be notified when bids were received, and in the event bids were not being submitted, he could reach out to vendors. This method saved time so as to not have to re-bid. Treasurer Markowski and PA Magro stated, they were not comfortable with accepting bids via e-mail until there was a secure process to do so. President Doenges gave his expertise regarding the security of e-mail submissions and the security flaws with outdated technology, specifically the ease of manipulating date and time stamp but stated good business practices should allow for the submission of bids via e-mail and there is software that will allow for this. President Doenges offered to look into the process to accept digitally submitted bids via e-mail and will report back to the BOF with a solution within 60 days. No action taken.

Meeting adjourned at 3:45pm.

Respectively submitted,
Sara Magro