

**CITY OF RUTLAND VERMONT
BOARD OF FINANCE
Monday November 13, 2023**

Members Present: Mayor Doenges, President Talbott, Treasurer Markowski, Purchasing Agent Magro. **Also Present:** Assessor Langlois, Commissioner Protivansky, Ted Gillen (DPW), Tom Garofano (DPW), Tyson Barlow (DPW), Police Chief Kilcullen, Ryan Brady (PD), Tyler Richardson (Executive Assistant) and Susan Clark (Clerk)

Mayor Doenges called the Board of Finance meeting to order at 3:00 PM

ADDITIONS & DELETIONS TO THE AGENDA:

There were none

APPROVE MINUTES FROM PREVIOUS MEETING (10/23/2023):

Mayor Doenges asked for a motion to approve the minutes from the previous meeting. President Talbott so moved all were in favor and the motion passed.

BID OPENINGS:

There were none.

RFP OPENINGS:

Citywide Reappraisal; City Assessor

Purchasing Agent Magro stated two bids were received. Treasurer Markowski opened and read the bid amounts:

- New England Municipal Consultants, proposed cost \$678,000.00
- Tyler Technologies, proposed cost \$670,000.00

Mayor Doenges moved to refer the bids to the City Assessor for review, all were in favor and the motion passed.

BID AWARDS:

Temple Street Sidewalk; DPW

Ted Gillen said this was bid out this past summer and said four responses were received with Waters Excavation being the low bidder. Mr. Gillen stated they have done a lot of work for VTrans and municipal work and recommended to award the bid to Waters Excavating with the work to be done in the spring. Treasurer Markowski asked if the money would come out of the bond, Mr. Gillen said yes. Mayor Doenges made a motion to award the bid for Temple Street Sidewalk to Waters Excavation in the amount \$104,187.70, all were in favor and the motion passed.

PURCHASES:

Drug Court Items; Police Department

Police Chief Kilcullen said this a request to access money that arrived to the city from the hotels a couple of years ago to support drug court when participants reach certain milestones, at the Judge's discretion offers \$10.00 gift cards, such as Subway and Dunkin' Donuts, and said he is looking to use \$1,000.00 to purchase 110 gift cards. President Talbott asked if specific guidelines were put on for that money.

Police Chief Kilcullen said the money was used to purchase the vehicle for the Community Resource specialist. President Talbott stated there is also Opioid Settlement Money that can be used. After discussion, President Talbott stated he would support taking the money from the Opioid Settlement Money pending review by the City Attorney, Treasurer Markowski was in support. President Talbott considered it as a formal motion. Mayor Doenges stated the motion is to take \$1,000.00 for the gift cards for Recovery Court from the Opioid Settlement Money pending the City Attorney's approval. All were in favor and the motion passed.

Police Equipment-Radar; Police Department

Ryan Brady reported a radar unit was in a cruiser that was totaled and said the insurance agent through VLCT advised a check was written to the city for that item and said he is looking to replace it and buy a second unit at \$2,995.00 each. Treasurer Markowski asked where the money would come from for the second purchase. Mr. Brady stated half would be paid by reimbursement money and the other half from the Operating Fund. Mayor Doenges made a motion to approve both purchases, half to be paid for by reimbursement and the other half to be paid for by Operating. All were in favor and the motion passed.

NCPA PURCHASING CO-OP (Omnia):

Pom Parking Meter Internal Mechanisms; DPW

Commissioner Protivansky stated he is looking to purchase 201 internal mechanisms for the parking meters through the purchasing CO-OP, which was approved by this board, plus another \$5,000.00 extra for parts for an amount of \$55,00.00, which is below ARPA money that was budgeted. Mayor Doenges made a motion to award via NCPA contract upon parking meters \$55,000 and internal replacement parts and mechanisms coming out of the ARPA funds. All were in favor and the motion passed.

SOLE SOURCE:

Northeast Fluid Inc.-request sole source status; DPW

Tom Garafano stated there is a leaky chlorine tank and would like to use NE Fluid and Control Inc. to purchase a proprietary fitting (screw on mechanical bulkhead fitting). Mr. Garofano said he will come back to the board with the cost. After brief discussion, Mayor Doenges made a motion to add NE Fluid and Control Inc. to the sole source list due to their propriety fitting on the tank. All were in favor and the motion passed.

FlowBird Urban Intelligence-Kiosk Upgrades; DPW

Commissioner Protivansky said this is for doing an upgrade and said the motion from committee was not to exceed \$5,000.00 each (more than likely \$6,480.00) not to exceed \$10,000.00. Mayor Doenges said a motion to approve up to \$10,000.00 for Kiosk upgrades from FlowBird Urban Intelligence. All were in favor and the motion passed.

Wemco Grit Pump for WWTP-purchase; DPW

Tyson Barlow handed quotes to the board members and stated the current pumps are from 1992 and can't repair them any longer and out of the three quotes, CPE came in the cheapest and is looking to purchase one, going forward to replace one each year, in an amount of \$23,242.41. Commissioner Protivansky said they are forty weeks out, which would bring into June or July of next year, the idea is to try to use the budget if there is money left and after brief discussion, Mayor Doenges made a motion to award CPE Service System Solutions model C 4by4 pump as well as other components in a total amount of \$23,242.41. All were in favor and the motion passed.

Bare Root Trees-New England Nursery; DPW

Commissioner Protivansky said the New England Nursery is on the sole source list and said the City Forester came in with a PO for 100 trees that were already purchased and stated New England Nursery is on the sole source list and said the purchase is in the amount of \$12,460.00. Commissioner Protivansky said going forward he will make sure these types of purchases will be brought to this board and said the money to come from the tree line in the streets budget. Mayor Doenges made a motion to approve \$12,460.00 for Bare Root Trees New England Nursery for 100 trees to come from tree line and DPW streets budget. All were in favor and the motion passed.

Patriot Properties Cama System-upgrade of software & Implementing Software "Just Appraised for Property Transfers; City Assessor

Assessor Langlois is asking to spend money that is in the reappraisal budget in the education side to update the current Cama System from server based to cloud based to the newest 5.0 version wanting this to be done before the reappraisal starts to complete the conversion and test the data and said "Just Appraised" came in less than \$3,000.00, which is sole source, and is asking to spend \$2,000.00 to try the system out until July 1st and has included it in the budget. Mayor Doenges made a motion to approve Patriot Properties Cama System software upgrade and migration for a total amount of \$11,240.00 to Catalis Patriot Properties. Mayor Doenges then made a motion to approve Just Appraised Software company to the sole source list. All were in favor and the motion passed. Mayor Doenges made a motion to approve Just Appraised initial cost of \$2,000.00 for the trial of July 1st coming from the reappraisal account on the education side. All were in favor and the motion passed.

UNFINISHED BUSINESS:

Police Vehicle Lease; Police Department

Ryan Brady said he came to the board for permission to go back out to bid needing to make changes and is asking to try to find a couple of 2–3-year-old cars in addition of also asking to find new cars. Treasurer Markowski said it will be subject to bank approval and have quick meeting so we won't lose the vehicles. Purchaser Magro said she can put it back out to bid and stated the concern was purchasing and financing two new and now including older models wants to be sure the funding is there and after discussion of going back out to bid, the meeting adjourned at 3:30 PM.

Respectfully Submitted,



Susan A. Clark
Deputy City Clerk