

# Town of Mendon

## Selectboard

September 12, 2022

Members of Selectboard present: Larry Courcelle, Val Taylor

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer

Visitors present: Fred Bagley, Brian Gates, Megan Smith

The Selectboard Meeting was called to order at 5:00 PM at the Town Office.

Agenda: Motion by L. Courcelle to approve the agenda with the addition of Vermont Criminal Justice Council Constable Duties and State of Vermont Forest Fire Warden Appointment Form. Motion seconded by V. Taylor. The Selectboard approved the motion.

### Announcement

Local Hazard Mitigation Plan Update – The LHMP draft will be presented at the 11/7/22 Planning Commission Meeting. A public comment period will be open until 11/28/22. The LHMP will be submitted to Vermont Emergency Management in December. L. Courcelle noted the top three identified hazards in Mendon are Flash floods/fluvial erosion, extreme cold and high wind events. The median age in Mendon increased between 2010-2020 from 49.2 to 52.6 which is higher than Vermont median age at 42.8. The portion of the population over 65 is 23.6% compared to 19% in Vermont and 16% in the country. The population density in Mendon is 30 people per square mile compared to the overall state density of 68. The final planning meeting is scheduled for 11/14/22 at 2:30 pm.

September is National Preparedness Month – its an opportunity to raise awareness of the importance for preparing for disasters. The federal emergency management agency has a national Emergency Management preparedness tool kit which can assist a town in promoting preparedness throughout your communities.

The Vermont League of Cities and Towns Town Fair is October 6th and 7<sup>th</sup> in Killington.

The Town of Mendon will start the budget process in October and will complete in December. Vermont League of Cities and Towns Municipal Budgeting and Capital Improvement Planning webinar is 9/22/22 at 9:30am.

### Administrative Matters

*Selectmen's Orders* were reviewed.

Motion by L. Courcelle to approve orders for 9/8/22 \$2,790.50 and \$40,916.93 and payroll for 9/3/22 \$10,330.42. Motion seconded by V. Taylor. The Selectboard approved the motion.

Minutes of Previous Meeting: L. Courcelle tabled the approval of the 8/8/22 to be approved by members present at the meeting. Motion by L. Courcelle to approve the minutes of 8/29/22 with a correction. Members present at the meeting were noted as Larry Courcelle and Bryan Sell to be corrected to Larry Courcelle and Val Taylor. Motion seconded by V. Taylor. The Selectboard approved the motion.

## Public Comment

Brian Gates attended the meeting questioning why he is being singled out that he had a Zoning Violation served by law enforcement to him, approved by the Selectboard on April 12, 2021, and that the Selectboard told him that the Board does not have anything to do with Zoning Violations. L. Courcelle read the minutes of the April 12, 2021 meeting:

*Zoning Violations and Use of the Town Office* S. Cosgrove attended the Selectboard meeting and provided an update on two zoning violations. The Selectboard addressed direction in both cases. The Selectboard clarified the Zoning Administrator should carry out his duties to conduct an onsite site inspection accompanied by P. Douglas, Constable. COVID-19 safety protocol must be followed by wearing a mask when in the presence of others. The Selectboard also confirmed the service of the Notice of Zoning Violation can be served by P. Douglas, Constable accompanied by a Rutland County Sheriff. S. Cosgrove also requested unrestricted access to the Town Office to carry out his duties of Zoning Administrator. S. Tully explained the Town of Mendon is operating under the guidance of the Be Smart, Stay Safe order by the Governor as well as the safety protocol determined by the Mendon Continuity of Operations Plan to ensure essential municipal operations continue. Currently S. Cosgrove has access to the Town Office M-TH after 5 PM, all day Friday, Saturday and Sunday as long as another Town official is not already present in the building. These are the same restrictions as all other municipal offices other than the Town Clerk and her Assistant Clerk. The Selectboard agreed to allow S. Cosgrove to set additional office hours one additional morning or afternoon per week. N. Gondella, Town Clerk will need to refrain from scheduling vault research at the same time as S. Cosgrove's office hours in order to maintain the limited occupancy of the building as per the Governor's order. L. Courcelle will coordinate the schedule with S. Cosgrove and N. Gondella.

L. Courcelle repeatedly tried to explain to B. Gates the Selectboard was enforcing COVID Safety Protocol in compliance with the Governors Executive Order, not determining who received zoning violations. B. Gates repeatedly interrupted by talking over the Chairs explanation claiming the Selectboard sent the sheriff to serve him and only him a violation. The Chair adjourned the meeting for 10 minutes. The Chair called the meeting back to order at 5:20 PM. L. Courcelle stated there is a request for information on the two violations that were discussed on 4/12/21. L. Courcelle read in its entirety a Zoning Violation issued 4/22/21 by Zoning Administrator, Steve Cosgrove to Brian Gates 166 Terra Lane. The Chair started to read the second violation requested and was interrupted by B. Gates stating he knows all about the violations he wanted to know why a sheriff was sent to his house to serve a violation. L. Courcelle explained again that the Selectboard was enforcing COVID safety protocol.

## Business

*Access Permit Update 170 Terra Lane* In response to a request from B. Gates whether 170 Terra Lane had an Access Permit to construct their driveway. The property was built in 1984 and the Highway Specifications Ordinance was adopted in 1996. No Access permit was required at the time of construction for this property. The owners currently have an Access Permit for their driveway and have reached out to 5 contractors to perform the work and two have responded with bids.

*Community Center* – presentation by Megan Smith. M. Smith summarized that a big thing that came out of Mendon on the Move economic development was a Community Center. The town has determined the property the town already owns is viable for a Community Center. Vermont Council on Rural Development gave us additional funding to have the drawings done and have been provided to you. If you all agree on the spot that would be the best location the funds from VCRD will also pay for the next phase of planning for wastewater and utilities at no additional expense to the town. They

determined we could hook up to the Alpine Pipeline. M. Smith requested the town mow the property for the engineers to get a better look at the site for the building. The proposal would include a prefabricated building. A budget is estimated at a million dollars. M. Smith requested the Selectboard consider two things. First is to consider choosing a location for the building that would allow the town to consider granting Howard Smith a 50' right of way to his property in the future. The second request by M. Smith is to send out a survey to the town to get an idea of support for the project and how to pay for it. It was suggested to work with the office staff to develop the survey and send a post card. Funds may be available in the Mendon Economic development Fund to pay for a post card mailing. S. Tully will look into this and N. Gondella will be asked for a cost estimate for the postcard mailing.

*ARPA Timeline* The Selectboard discussed the list of projects previously submitted. L. Courcelle requested N. Gondella submit a new copy to the Selectboard. On the agenda is to get started on evaluating projects. The town needs to spread out projects and help the majority of people in town to reduce taxes. Funds need to be obligated by the end of 2024 and spend by the end of 2026.

*Route 4 Scoping Project* The Selectboard reviewed the RRPC contract for Municipal Project Management on the Route 4 Scoping Project. Steffanie Bourque, RRPC Planner, will be the Municipal Project Manager. Motion by L. Courcelle to sign the contract with RRPC for Municipal Management Services. Motion seconded by V. Taylor. The Selectboard approved the motion. F. Bagley thanked the Selectboard for their support of the project.

*Vermont Criminal Justice Council Constable Duties* The Selectboard reviewed the statutory duties of Constable to which Mendon has a stipend of \$1,500. The Selectboard approved Lema Carter, Constable in carrying out these duties. When and if Constable Carter wishes to utilize his law enforcement certifications this form can be updated with the VT Criminal Justice Council. Motion by L. Courcelle to approve the Constable Duties and Responsibility Form. Motion seconded by V. Taylor. The Selectboard approved the motion.

*State of Vermont Forest Fire Warden Appointment Form.* Motion by L. Courcelle to appoint Seth Bridge, Mendon Fire Warden with a term expires June 30, 2026. Motion seconded by V. Taylor. The Selectboard approved the motion.

V. Taylor moved to adjourn the meeting at 6:13 PM. Motion seconded by L. Courcelle. The Selectboard approved the motion.

Date Approved \_\_\_\_\_

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Larry Courcelle

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Sara Tully - Clerk of the Board

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Val Taylor