

## Town of Mendon

### Selectboard

March 14, 2022

Members of Selectboard present: Larry Courcelle, Val Taylor, Bryan Sell

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Bill Ellis, Road Commissioner, Nancy Gondella, Town Clerk and Treasurer

Visitors present: None

The Selectboard Meeting was called to order at 5:30 PM at the Town Office.

L. Courcelle welcomed Bryan Sell to the Selectboard.

#### Agenda:

Motion by L. Courcelle to approve the agenda with the addition of Mendon Emergency Management Director and Regional Emergency Management Committee Representatives. Motion seconded by V. Taylor. The Selectboard unanimously approved the motion.

#### Announcement

Town Plan with Enhanced Energy Plan Public Hearing and Adoption March 28<sup>th</sup>

Rutland Regional Planning Commission's Eric Hall is resigning from the RRPC. Eric was Mendon's contact for ARPA guidance. The Vermont League of Cities and Towns is also a resource for Mendon on the eligible uses of ARPA and reporting guidance.

Redistricting has been approved and moved out of Committee. The current plan has Mendon, Killington, Chittenden and Pittsfield as the Rutland-11 District.

#### Annual Organizational Matters

Motion by B. Sell to appoint Larry Courcelle, Chair of the Selectboard. Motion seconded by V. Taylor. The motion passed unanimously.

Motion by L. Courcelle to appoint Val Taylor, Vice-Chair of the Selectboard. Motion seconded by B. Sell. The motion passed unanimously.

Motion by L. Courcelle to appoint Sara Tully, Clerk of the Selectboard. Motion seconded by B. Sell. The motion passed unanimously.

Motion by L. Courcelle to set the regular Selectboard meetings on the second and fourth Mondays of the month. Motion seconded by V. Taylor. The motion passed unanimously.

Motion by L. Courcelle to adopt the Rules of Procedure for Selectboard Meetings. Motion seconded by B. Sell. The motion passed unanimously.

Motion by L. Courcelle to identify the Rutland Herald as the newspaper of general circulation the town will utilize for town business. Motion seconded by B. Sell. The motion passed unanimously.

Motion by L. Courcelle to set the locations for posting public notices as inside the Town Office, Outside the Town Office, Mendon Town Garage, Mendon Recreation Area, and Depalo's Coffee. Motion seconded by V. Taylor. The motion passed unanimously.

Motion by L. Courcelle to appoint Rod MacCuiag, the Pound keeper and Animal Control Officer. Motion seconded by B. Sell. The motion passed unanimously.

Motion by L. Courcelle to appoint Bill Ellis the Tree Warden. Motion seconded by V. Taylor. The motion passed unanimously.

#### Policy Review & Adoption –

*Open Meeting Law Policy* The Selectboard reviewed the Open Meeting Law. S. Tully presented the Open Meeting Law Compliance Policy which outlines how Mendon will meet the requirements of the Open Meeting Law. Motion by V. Taylor to adopt the Open Meeting Law Policy. Motion seconded by B. Sell. The motion passed unanimously.

*Purchasing and Conflict of Interest Policy* This policy was adopted by the Selectboard on July 12, 2021. The Selectboard completed an annual review of the policy to ensure compliance.

*Town Road and Bridge Standards* The Selectboard reviewed the Town and Bridge Standards. Motion by L. Courcelle to adopt the Town Road and Bridge Standards. Motion seconded by B. Sells. The Selectboard unanimously approved the motion.

*2022-2023 Goals and Objectives* S. Tully presented the 2022-2023 Goals and Objectives for the Selectboard to review and prioritize. The Selectboard will provide feedback for the next meeting.

#### Administrative Matters

*Selectmen's Orders* were reviewed.

Motion by L. Courcelle to approve orders for 3/15/22 in the amount of \$41,990.75 and \$4,455.96 and payroll for 2/22/22 for \$9,237.32 and for 3/8/22 for \$10,792.21. Motion seconded by B. Sell. The Selectboard unanimously approved the motion.

*Tax Collection Update* N. Gondella reported the town has about \$245,000 in outstanding tax collection. The outstanding amount is typical and not extraordinarily high due to current economic

challenges. Payments will continue to be received on time by mail with a postmark of March 14<sup>th</sup> or before. Late payments will be charged the 9% penalty and interest.

Minutes of Previous Meeting: L. Courcelle moved to approve the minutes of 2/15/22. Motion seconded by V. Taylor. The motion passed. B. Sell abstained from the vote because he was not on the Selectboard at the time of this meeting.

Public Comment None

### Business

*Recap Town Meeting & Election* N. Gondella reported there were 34 people that attended Town Meeting held at the Town Garage and 8 of those were Town Officials. It was one of least attended Town Meeting. This could have been for several reasons. Town Meeting was very early this year and right at the end of school vacation. COVID-19 was another factor that could have affected attendance at an in-person meeting. The Town Garage worked out fine for a location to conduct the meeting. N. Gondella requested permission to close the office at noon the day before an election to conduct the final preparations for the election without interruption. N. Gondella explained the town has the authority to close the office, but it needs to be publicly posted and the town must inform the Secretary of State. The Selectboard approved the request to close the Town Officer at noon the day before an election. S. Tully reported she followed up with individuals that asked questions from the floor at Town Meeting to provide additional detail to their questions.

*Local Hazard Mitigation Plan (LHMP)* S. Tully provided a Building Resilient Infrastructure and Communities Grant Update. The Request for Proposals to hire a consultant to assist the town with the LHMP update has been advertised and proposals must be submitted March 21<sup>st</sup>. The town must appoint a Local Hazard Management Plan Committee to work with the consultant to update the LHMP and prepare for its adoption. Motion by L. Courcelle to appoint Larry Courcelle, Fred Bagley, Justin Lindholm, Bill Ellis and Lema Carter to the Local Hazard Management Plan Committee. Motion seconded by B. Sell. The Selectboard unanimously approved the motion.

*Mendon on the Move: Community Center* Megan Smith submitted a proposal requesting \$1,200 to be spent from the Mendon Economic Development Fund to hire Otter Creek Engineering. The proposal requests an initial evaluation of the developability of the town owned lot on Stoney Meadows. The evaluation would include: Topographic/slope limitations, wetlands, water and sewer service, prior permit(s) if any and land restrictions, access, listing of permits that may be required for the project and associated implications with development of the property. The engineer would provide a memorandum summarizing the findings along with applicable maps. M. Smith also proposed granting

a right of way to the Howard Smith property in exchange for donation to the project of \$60,000. The Selectboard discussed this at length and unanimously agreed the right of way would be a great hinderance to the use of the property and did not support granting right of ways across public property. The proposal also included the addition of a half acres lot owned by Jonathan Charles. M. Smith is also working with the Vermont Council on Rural Development on \$3,000 in funds to continue with concept engineering for the project beyond the initial evaluation by Otter Creek Engineering. Motion by L. Courcelle to spend \$1,200 from the Mendon Economic Development Fund to hire Otter Creek Engineering to conduct an initial engineering evaluation of town property off Stoney Meadows. Motion seconded by B. Sells. The Selectboard unanimously approved the motion. The Selectboard would like to see the initial report from Otter Creek Engineering before committing to accepting \$3,000 from VCRD.

*First Responder Dispatching Services* Public Safety Commissioner Michael Schirling presented to Senate and House Appropriations Committees his Transition to Statewide Regional Emergency Communications. This proposal would eliminate dispatching services for the Mendon Constable and law enforcement officers employed by Mendon. The proposal would require Mendon to contract for dispatching services at a cost that is still unknown. S. Tully provided a comprehensive overview of the proposal and an evaluation of the proposal by the Vermont League of Cities and Towns. The Selectboard directed S. Tully to contact Mendon's representation and issue a statement of opposition to the plan stating it is cost prohibitive for small communities which will further reduce law enforcement in the State of Vermont.

*Constable* Lema Carter is the newly elected Constable. S. Tully requested she and a member of the Selectboard meet with Constable Carter to determine patrols and use of the Constable vehicle and the Rutland County Sherriff contract. The Selectboard authorized L. Courcelle to meet with Constable Carter and S. Tully to discuss the details of law enforcement in Mendon. The proposals will be brought back to the full board for decision.

*COVID-19 Update* S. Tully, Mendon Health Officer and Mary Ann Reich, Mendon Deputy Health Officer submitted a memo outlining current COVID-19 information as well as recommended safety precautions to prevent the spread of COVID-19. In September 2021 the Selectboard implemented a mask requirement for municipal buildings and vehicles when social distancing cannot be achieved. L. Courcelle moved to rescind the mask mandate in municipal buildings and vehicles. Motion seconded by B. Sell. The Selectboard unanimously approved the motion. The Selectboard supported the continued implementation of multilayered prevention strategies and making reasonable accommodations for those to continue using safe prevention strategies.

*Seasonal Road Posting* B. Ellis reported the roads have been posted with seasonal weight restrictions.

*Infrastructure Projects* S. Tully provided an outline and update of infrastructure projects for this year. These include reclaiming and resurfacing Notch Road, Sherwood Drive and Terra Lane. Paving the Town Office parking lot, identifying a grants in aid project to upgrade a hydraulically connected road segment, Journeys End Reconstruction and pave, Falls Road embankment failure, Culvert replacement 07-20, 07-28 and 07-29.

*Personnel Matters*

Motion by L. Courcelle to enter Executive Session at 8:50 PM for the purpose of discussion under T.1 VSA 313 (1) personnel with the Selectboard and S. Tully present. Motion seconded by B. Sell. The Selectboard unanimously approved the motion. The Chair declared the Board out of Executive Session at 9:26 PM.

L. Courcelle moved to set the hourly rate for the Zoning Administrator at \$18.00 per hour. Motion seconded by B. Sell. The Selectboard unanimously approved the motion.

*Mendon Emergency Management Director Appointment* Motion by B. Sell to appoint Lema Carter the Mendon Emergency Management Director effective March 20, 2022. Motion seconded by L. Courcelle. The motion passed unanimously.

*Regional Emergency Management Committee* Motion by B. Sell to appoint Lema Carter the Mendon representative to the Rutland Regional Emergency Management Committee effective March 20, 2022. Motion seconded by L. Courcelle. The motion passed unanimously.

V. Taylor moved to adjourn the meeting at 9:30 PM. Motion seconded by B. Sell. The Selectboard approved the motion.

Date Approved March 28, 2022

  
Larry Courcelle

  
Sara Tully - Clerk of the Board

  
Val Taylor

  
Bryan Sell