

# Town of Mendon

## Selectboard

April 14, 2025

Members of Selectboard present: Megan Smith, Sarah Buxton

Town Officers and employees present: Sara Tully, Town Administrator, Nancy Merrill, Delinquent Tax Collector

Rutland County Sheriff Deputy is present.

Visitors present: Justin Lindholm, Carol Gates

M. Smith Chair called the meeting to order at 5:33 PM at the Town Office.

Pledge of Allegiance.

Agenda: Motion by M. Smith to add Tax Sales, an update on a Route 4 address and fire call reimbursement to the agenda. Motion seconded by S. Buxton. The Selectboard unanimously approved the motion.

### Administrative Matters

*Selectmen's Orders* were reviewed.

Motion by M. Smith to approve orders for 4/14/25 in the amount of \$1,372,150.11 and payroll for 3/30/25 for \$16,517.95. Motion seconded by S. Buxton. The Selectboard unanimously approved the motion.

M. Smith moved to approve the minutes for 3/24/25. Motion seconded by S. Buxton. The Selectboard unanimously approved the motion.

Announcements: The Selectboard Meeting scheduled for April 28<sup>th</sup> will be moved to April 30<sup>th</sup> at 5 PM with the Rutland Regional Planning Commission regarding the Act 181 changes and the

Public Comment: Carol Gates complained that her mortgage company did not pay her taxes on one of her two parcels and now she owes penalties and interest. Mrs. Gates accused the town of not sending the bill to her mortgage company. M. Smith responded that the issue is between her and her mortgage company. S. Tully explained that bills are sent in July to the owner of record, and that Mrs. Gates

would have received both bills. Mrs. Gates refused to accept the explanation that the issue needs to be solved with her mortgage company.

Business:

*Tax Sales* N. Merrill requested a waiver of \$7 for a remaining small amount owed on a parcel. S. Buxton stated that the tax department considers anything up to \$20 *de minimis* and can be waived. N. Merrill requested that anything under \$10 be considered a small amount. The Board agreed. The Selectboard approved waving the \$7 balance. N. Merrill briefly described the new requirements she must meet for conducting tax sales on delinquent properties. N. Merrill requested the authority to retain legal counsel and recommended the required tax sale notification process be started for 8 properties. Payment plans can be accepted by N. Merrill. Motion by S. Buxton to authorize Nancy Merrill to retain counsel for 8 properties to start the tax sale process. Motion seconded by M. Smith. The Selectboard unanimously approved the motion.

*Local Emergency Management Plan 2025 Adoption* Motion by M. Smith to adopt the Local Emergency Management Plan for 2025 and the national Incident Command System. Motion seconded by S. Buxton. The Selectboard unanimously approved. S. Tully provided a brief explanation that the plan is updated by Lema Carter, Mendon's Director of Public Safety, and adopted by the Selectboard annually and submitted to VT Emergency Management by May 1<sup>st</sup>.

*Recreation Committee Appointments* Motion by M. Smith to appoint Chris Baird and Leighton Thayer to the Recreation Committee with terms ending 3/31/27 and 3/31/28 respectively. Motion seconded by S. Buxton. The Selectboard unanimously approved the motion.

*Ordinance and Policy Update & Review:*

- i. *Animal Control Ordinance Review and Adoption* S. Buxton distributed an Animal Control Ordinance that does not include fees, but rather that the Animal Control Officer is able to collect civil penalties and fees in accordance with the Universal Fee Structure which can be reviewed and updated annually by the Selectboard. S. Buxton provided the former draft and a draft with this new wording for comparison and review. S. Buxton will provide the draft for

comment by Rod MacCuiag, Animal Control Officer, before presenting to the Selectboard for adoption.

- ii. **Records Retention Policy Review and Adoption** Jesse Bridge met with the Secretary of States Office to received recommendation's for retention on various types of documents. S. Buxton defined transient communications and how long to retain them will need to be determined. She also discussed the storage of working files that may be utilized off site that the policy may address when these files must be returned to the office for retention.
- iii. *Fee Structure Review and Adoption* This is a policy that would consolidate multiple fines and fees structures into one universal fine and fee structure. This policy is still being drafted and will be available for review in upcoming meetings as we prepare for its adoption.
- iv. *Video Surveillance Policy Review and Adoption* Identifies the purpose for recording and how long to keep the tapes, access with public safety and ensuring that recordings are not in areas that employees have an expectation of privacy. Two sample policies are being reviewed to create a policy to be reviewed for Mendon.
- v. *Lock Out Tag Out Policy Review and Adoption* C. Baird created a Lock Out Tag Out policy for utilization with the Highway Department.
- vi. *Bloodborne Pathogen Policy Review and Adoption* C. Baird created a Bloodborne Pathogen Policy for utilization with the Highway Department.
- vii. *Hazardous Communication Policy Review and Adoption* C. Baird created a Hazardous Communication Policy for utilization with the Highway Department.

Motion by M. Smith to adopt the Lock Out Tag Out Policy, the Bloodborne Pathogen Policy and the Hazardous Communication Policy. Motion seconded by S. Buxton. The Selectboard unanimously approved.

*Route 4 Address Update* M. Smith reported, there are some concerns regarding a property on Route 4 in which squatters were expected to have occupied while the owner has been relocated to a nursing home. M. Smith reported she understands the legal process to remove the squatter has been initiated. M. Smith will follow up with a family member of the owner to get an updated status in order to protect the property as well as address public safety concerns.

*Fire Call Reimbursement* M. Smith reported that she has reviewed a quarterly bill from the Fire Department and reviewed the calls listed for false alarms. Two calls were to the former Econolodge that currently does not have the proper permits in place to be rented. There were a lot of single car accidents. M. Smith is interested in recouping some of the costs for fire calls billed to the Town at \$750 per call. S. Tully reported the town has previously pursued recouping costs from insurance companies and suggested a working group be created to evaluate the process. S. Tully recommended Megan Smith, Jesse Bridge, Sara Tully and Lema Carter be part of the working group to evaluate the feasibility of recouping costs from fire calls from the responsible party subject to the call. The Selectboard agreed.

M. Smith moved to adjourn the Selectboard meeting at 6:17 PM. Motion seconded by S. Buxton. The motion passed unanimously.

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

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Megan Smith

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Sara Tully - Clerk of the Board

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Sarah Buxton