

# **Town of Mendon**

## **Selectboard**

**May 14, 2025**

Members of Selectboard present: Megan Smith, Seth Bridge, Sarah Buxton

Town Officers and employees present: Sara Tully, Town Administrator, Chris Baird, Road Commissioner

Rutland County Sheriff Deputy is present.

Visitors present: Justin Lindholm, Brian and Carol Gates

The meeting was called to order and stated Pledge of Allegiance. There was technical difficulty hearing the Selectboard online. The issue was resolved.

M. Smith Chair called the meeting to order at 5:38 PM at the Town Office.

The agenda was reviewed with no additions or deletions to the agenda.

### Administrative Matters

The orders were reviewed. Motion to approve orders for 5/8/25 in the amount of \$413,769.67 and payroll for 4/29/25 for \$13,765.61. Motion seconded by S. Bridge. The Selectboard unanimously approved the motion.

C. Baird discussed the status of various culvert replacement projects and the need to purchase culverts to repair road washouts and sinkholes. C. Baird stated he had some culverts in stock at the garage, but needed to also purchase additional culverts for the immediate repairs. C. Baird also outlined the need to purchase additional culverts for the routine maintenance of culvert replacements this summer. S. Tully confirmed these expenses are included in the Bridge and Culvert Replacement Fund Timeline. C. Baird requested to purchase culverts out of the Bridge and Culvert Fund. S. Bridge requested a total cost be obtained and submitted to the Board.

Agenda: Motion by M. Smith to add Public Comment after announcements to the agenda. Motion seconded by S. Buxton. The Selectboard unanimously approved the motion.

B. Gates interrupted the meeting asking why the procedure wasn't followed. He was asked by

both the Chair and Vice-Chair not to speak out of turn. Mr. Gates continued to interrupt and was asked to leave the meeting. The Rutland County Sherrif escorted Mr. Gates out of the meeting.

Motion by M. Smith to authorize Chris Baird to purchase culverts from FW Webb for projects this summer and be paid out of the Bridge and Culvert Fund. Motion seconded by S. Bridge. The Selectboard unanimously approved the motion.

Motion by M. Smith to approve the minutes for 4/14/25 and 4/30/25. Motion seconded by S. Buxton. The Selectboard unanimously approved the motion.

#### Announcements:

Open Meeting Law, Ethics, Conflict of Interest and Public Records Training for all Mendon Elected and Appointed Officials 6-7:30 at the Town Office.

Barstow Bolt – 1 Mile Fun Run and 5 K – August 23<sup>rd</sup> at Barstow. All are welcome to attend. For more information email [TheBarstowPTO@gmail.com](mailto:TheBarstowPTO@gmail.com)

Public Comment: C. Gates complained about access to the building before the Zoning Board of Adjustment Meeting claiming discrimination because she was excluded from a secret meeting. She demanded M. Smith's resignation. C. Gates then complained about S. Buxton not residing in the Town of Mendon and demanded legal documentation of a rental agreement, electric bill or property she owns in Mendon. C. Gates stated she believes S. Buxton should resign also.

#### Business:

##### *Animal Control Ordinance Review and Adoption*

Motion by M. Smith to adopt the Town of Mendon Ordinance Regulating Dogs and Wolf-Hybrids. Motion seconded by S. Bridge. The Selectboard unanimously approved the motion.

S. Tully explained the former Animal Control Ordinance will be replaced with the Town of Mendon Ordinance Regulating Dogs and Wolf-Hybrids.

The Town of Mendon Ordinance Regulating Dogs and Wolf-hybrids Ordinance and adoption thereof are entered into these minutes. Petitions signed by 5% of the voters to call for a town

vote at a special or annual Town Meeting must be received by the Selectboard or Town Clerk within 44 days of the adoption of the ordinance. If no petition is received, the Town of Mendon Ordinance Regulating Dogs and Wolf-Hybrids will be effective 60 days from its adoption. A full text of the ordinance is attached to the minutes of this meeting. Notices will be published pursuant to 24 V.S.A. § 1972 to inform the public of the adoption of this Ordinance and the right to petition for a vote. Additional information and questions pertaining to this Ordinance can be obtained by contacting Sara Tully, Town Administrator at 2282 US Route 4, Mendon, VT or [Administrator@mendonvt.gov](mailto:Administrator@mendonvt.gov) or by calling 802-558-3935 during regular business hours. M. Smith thanked S. Buxton for her work on this ordinance.

*Records Retention Policy Review and Adoption* The final draft of the Records Retention Policy was reviewed by the Selectboard.

Motion by M. Smith to approve the Records Retention Policy. Motion seconded by S. Buxton. The Selectboard unanimously approved the motion.

S. Buxton would like to thank Jesse Bridge for the work she did with the Secretary of State's Office to prepare this policy for adoption.

*Wide Format Printer TM300 Ecare PAK 8/1/24-8/1/26 for \$2,059* J. Bridge submitted a request to purchase a plan to maintain the large format printer that was purchased in 2024. The printer and scanner is used to make copies of large format maps and scans for digital records and preservation.

Motion by M. Smith to purchase the Ecare PAK for \$2,059 for the two year contract to be paid from the Preservation Reserve Fund. Motion seconded by S. Bridge. The Selectboard unanimously approved the motion.

*TextMyGov* The Selectboard review a proposal for citizen engagement and text-based communication from TextMyGov. M. Smith spoke in support of the service to keep people engaged in town government and reach more people to volunteer. This service can be used by every department to relay information like reminders for tax due dates, elections, dog registrations, road construction and public safety alerts to name a few. J. Bridge has followed up

with references from other Vermont municipalities currently utilizing the service with favorable responses. Residents have an option to opt out of the notifications if they choose. TextMyGov requires a three-year contract totaling \$2300 per year. The Selectboard supported implementation of this service.

The Selectboard requested J. Bridge and S. Tully review FY25 and FY26 budgets to determine where to expend the fees in current budgets. The Selectboard will incorporate the cost in FY27. A recommendation will be presented at the next meeting.

M. Smith moved to adjourn the Selectboard meeting at 6:14 PM. Motion seconded by S. Buxton. The motion passed unanimously.

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

\_\_\_\_\_  
Megan Smith

\_\_\_\_\_  
Sara Tully - Clerk of the Board

\_\_\_\_\_  
Seth Bridge

\_\_\_\_\_  
Sarah Buxton

Attachments:

Town of Mendon Ordinance Regulating Dogs and Wolf-Hybrids

**TOWN OF MENDON**  
**ORDINANCE REGULATING DOGS AND WOLF-HYBRIDS**

**SECTION 1. AUTHORITY.**

This ordinance is adopted by the Town of Mendon ("Town") under authority of 20 V.S.A. § 3549, 24 V.S.A. §§ 2291 (10), (14), and (15), and 24 V.S.A. Chapter 59.

**SECTION 2. PURPOSE.**

The purpose of this ordinance is to regulate the keeping of dogs and wolf hybrids and to provide for their leashing, muzzling, restraint, impoundment, and destruction, to protect the public health and safety of the Town and preserve the quiet enjoyment of its residents' homes and properties.

**SECTION 3. DEFINITIONS.**

For purposes of this ordinance, the following words and phrases shall apply:

"Dog" means any member of the canine species. For purposes of this ordinance, this term shall also include "wolf-hybrids" and "working farm dogs" except as otherwise stated.

"Domestic animal" means cattle, sheep, goats, equines, deer, American bison, swine, poultry, pheasant, Chukar partridge, Coturnix quail, psittacine birds, ferrets, camelids, ratites (ostriches, rheas, and emus), and water buffalo. The term shall include cultured fish propagated by commercial fish farms.

"Domestic pet" or "pet" means any domestic dog, domestic cat, or ferret.

"Enforcement Officer" means any Town Constable, Police Officer, Animal Control Officer, Humane Officer, or any other person designated as an Enforcement Officer by the Selectboard.

"Humane officer" means:

- A. any enforcement officer as defined in 23 V.S.A. § 4(11)(A) or investigator employed by the Office of the Attorney General or State's Attorney; or
- B. an individual who has received the animal cruelty response training under 20 V.S.A. § 2365b who is:
  - a. an animal control officer employed by the Town or State law enforcement agency to perform the duties and functions of a humane officer; or
  - b. a Division of Animal Welfare employee authorized to conduct investigations.

"Impoundment" means being held by the Town at a place designated by the Selectboard. Such a place may or may not be operated by the Town and may or may not be within Town limits.

"Owner" means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.

"Potentially vicious dog" means a dog that, while running at large: inflicts minor injuries on a person not necessitating medical attention; chases, worries, threatens to attack or attacks another domestic pet or domestic animal; causes damage to personal or real property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, any other domestic pet or

animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.

“Premises” means the home and real property of the dog owner.

“Running at large” means that a dog is not:

- a. on a leash; or
- b. in a vehicle; or
- c. on the owner’s premises;
- d. on the premises of another person with that person’s permission; or
- e. clearly under the verbal or non-verbal control of its owner.

“Wolf hybrid” means an animal that:

- a. is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*); or
- b. is advertised or otherwise described or represented to be a wolf hybrid; or
- c. exhibits primary physical and/or behavioral wolf characteristics.

“Working farm dog” means a dog that:

- a. is bred or trained to herd or protect livestock or poultry or to protect crops; and
- b. is used for those purposes; and
- c. is registered as a working farm dog pursuant to State law.

#### **SECTION 4. LICENSING.**

A. Each dog shall be licensed according to the laws of this state and shall wear a collar or harness with the current license attached. An animal that is visiting from out of state must wear a collar or harness with a current license from its home state attached.

B. A dog that is found without a collar or harness and license shall be immediately impounded under authority of 20 V.S.A. § 3806 and shall be managed under the provisions of that statute.

C. Licensing - Every owner of a dog or wolf-hybrid shall annually license said animal in accordance with the provisions of 20 V.S.A., Chapter 193, Subchapter 2. The owner of a dog or wolf-hybrid shall cause it to wear a collar and attach thereto a license tag issued by the Town Clerk. The fee for a license shall include a surcharge above the license fee required by State Statute to offset animal control expenses incurred by the Town. A late fee of \$20.00 shall be due after April 1 if a license is obtained after April 1.

D. Immunization - All dogs and wolf-hybrid owners shall have their animals inoculated against rabies in accordance with 20 V.S.A., Section 3581, 20 V.S.A., Section 3581(a) and any rules adopted by the Secretary of Agriculture.

#### **SECTION 5. HUMANE CARE OF DOMESTIC PETS AND DOMESTIC ANIMALS.**

All domestic pets and domestic animals shall be furnished with clean and safe facilities sufficient to protect the animal and the public health. Any domestic pet or domestic animal determined by a humane officer to be without such clean and safe facilities may be impounded.

#### **SECTION 6. NUISANCES.**

**A. Prohibitions.** An owner of a dog shall not allow, permit, or suffer such dog to create a nuisance. The following activities shall be deemed nuisances:

**Nuisance One: Lack of current license and/or rabies tag**

A dog without a collar or harness with a current license and/or valid rabies tag securely attached.

**Nuisance Two: Running at large**

A dog running at large in the Town.

**Nuisance Three: Failure to remove waste**

A dog that defecates in any public area or on the private premises of another person and whose owner does not immediately remove the fecal material and dispose of it in a sanitary manner.

**Nuisance Four: Unconfined dog in heat**

A female dog in heat not confined to a building or other secured enclosure, except while under the direct control of the owner.

**Nuisance Five: Disturbing the Peace**

A dog that disturbs the quiet, comfort and repose of others by barking, whining, calling, or howling for a continuous period of ten minutes or more.

**Nuisance Six: Potentially vicious dog**

A dog that while running at large: inflicts minor injuries on a person not necessitating medical attention; chases, worries, threatens to attack or attacks another domestic pet or domestic animal; causes damage to personal or real property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.

**Exemptions for Working Dogs.** The provisions of the sections pertaining to running at large and disturbing the peace shall not apply to working farm dogs if the working farm dog is:

- a. barking to herd or protect livestock or poultry or to protect crops; or
- b. running at large to herd or protect livestock or poultry or to protect crops.

**SECTION 7. COLLAR AND LICENSE.**

Each dog shall be licensed according to the laws of this State and shall wear a collar or harness with the current license attached. A dog that is visiting from out of state must wear a collar or harness with a current license from its home state attached. A dog found without a collar or harness and license shall be in violation of this Ordinance and may be immediately impounded.

**SECTION 8. ENFORCEMENT.**

A violation of this Ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Rutland County Superior Court, at the election of the Enforcement Officer. Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, any Enforcement Officer shall have authority to issue tickets and represent the Town at any hearing. Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town may pursue all appropriate injunctive relief.

## **SECTION 9. PENALTIES AND COSTS.**

A. The Enforcement Officer is authorized to recover civil penalties for violations of this Ordinance, as listed below, in amounts adopted by the Selectboard as part of its universal fees and fines schedule.

**Failure to Remove Waste**

**Disturbing the Peace**

**Unconfined Dog in Heat**

**Lack of Current License and/or Rabies Tag**

**Running at Large**

**Potentially Vicious Dog**

B. The Enforcement Officer is authorized to recover a waiver fee in lieu of a civil penalty, in the stated amount in the universal fees and fines schedule, for any person who declines to contest a municipal complaint and pays the waiver fee.

C. Determining the sequences of offenses for violations of this Ordinance shall be as follows: a subsequent violation that is identical to, and that occurs within three months of, a previous violation shall be considered a higher offense (i.e., second, third, or subsequent offense). Any subsequent identical violation that occurs after three months of a previous identical violation shall be considered a new first offense.

**D. Reckless Dog Owner.** Any owner who has violated this Ordinance three times, whether the offenses are identical or not, within a twelve-month period shall provide proof to the Enforcement Officer of successful completion of a behavior modification program, pre-approved by the Selectboard, and designed to improve the owner's understanding of dog ownership responsibilities, within four months from the date of notification. The Enforcement Officer shall issue a notification of this requirement, in writing by regular mail, postage prepaid, to the owner's last known address. Failure to provide such certification within the time allotted shall subject the offending dog(s) to immediate seizure and impoundment.

E. For purposes of calculating the sequence of offenses, offenses shall be counted against the owner.

F. A warning shall not be counted towards the calculation of the number of offenses under this Ordinance.

## **SECTION 10. IMPOUNDMENT.**

**A. Grounds for Impoundment.** Any dog may be immediately impounded if the dog:

- a. has been determined by an Enforcement Officer to be a "potentially vicious dog," which presents an imminent danger to people or other animals;
- b. has reportedly bitten a person off or on the premises of its owner;
- c. is in violation of State licensing law;
- d. has an unknown rabies vaccination history or is suspected of having been exposed to rabies;
- e. is running at large;
- f. is an unconfined dog in heat; or
- g. is found without a collar or harness and license.



**B. Notice of Impoundment.** The officer who impounds a dog shall, within twenty-four (24) hours, give notice to the owner thereof either personally, by telephone call, or by regular mail postage prepaid at the owner's last known address. Such notice shall inform the owner of the nature of the violations, the dog's location, and the necessary steps to have it returned to the owner.

If the owner of the dog is unknown, the officer who impounds a dog shall, within twenty-four (24) hours of impoundment, post a public notice. Notification shall be posted in the town clerk's office and other usual places for public notice for a ten (10) calendar day period. The public notice shall include a description of the dog, including any significant marks of identification, and when and where it was impounded or found by the person placing the dog in the town's custody. The public notice must also declare that, unless the owner 1) claims the dog, 2) pays all expenses incurred by the town for treatment, boarding and care of the dog, and any applicable penalties, and 3) takes all necessary remedial action within ten (10) calendar days following posting, the town may place the dog in an adoptive home or transfer it to a humane society or rescue organization. If the dog cannot be placed in an adoptive home or transferred to a humane society or rescue organization, it may be destroyed in a humane way.

**C. Release from Impoundment.** Impounded dogs shall be released to the owner only after payment of all penalties and impoundment fees (including, but not limited to, boarding, food, and veterinary expenses), the final disposition of a potentially vicious dog or vicious dog hearing if applicable, and after all necessary remedial action, as determined by the enforcement officer in consideration of the violation committed, is taken by the owner. Remedial action shall include, but is not limited to, such actions as providing a collar and current license; verification of certification of current vaccination against rabies; payment of all applicable fines or waiver fees; and proof of satisfactory successful completion of a program designed to improve the owner's understanding and execution of dog ownership responsibilities.

If the owner of a dog impounded under the provisions of this ordinance refuses to take the remedial action necessary to secure the dog's release within ten (10) calendar days following notice of impoundment or gives notice either personally, by telephone call, or in writing to the town of forfeiture of ownership before that time, the dog may be placed in an adoptive home, transferred to a humane society or rescue organization; or, if the town is unable to transfer the dog, it may be humanely destroyed. The owner of a transferred or humanely destroyed dog shall remain liable for all expenses incurred by the Town for treatment, boarding and care of the dog for the duration of its impoundment, and any expenses associated with its transfer or humane disposal.

**D. Rabies Suspect.** The procedures provided in this section shall only apply if the dog is not a rabies suspect. If an official designated by the Selectboard to enforce the provisions of this ordinance determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the Vermont Department of Health's rules.

## **SECTION 11. INVESTIGATION OF VICIOUS DOGS.**

**A. Complaint.** When a dog has bitten a person and the person bitten requires medical attention for the attack, such person may file a written complaint with the Selectboard of the municipality. The complaint shall contain the time, date, and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the Selectboard in conducting its investigation.

**B. Investigation and Hearing.** The Selectboard, within ten (10) calendar days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the dog which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date, and place of hearing and a copy of the complaint.

**C. Protective Order.** If, after a hearing on the matter, the dog is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation, that the dog is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested, to the owner. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 V.S.A. § 3550.

**D. Rabies suspect.** The procedures provided in this section shall only apply if the dog is not a rabies suspect. If a member of the Selectboard or an Enforcement Officer determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the Vermont Department of Health's rules. If the dog is deemed healthy, the terms and conditions set forth in the Selectboard's order shall be enforced.

## **SECTION 12. POTENTIALLY VICIOUS DOGS.**

A person claiming a dog is a "potentially vicious dog" may file a written complaint with the Selectboard. The complaint shall contain the time, date, and place where the alleged behavior occurred, an identification of the domestic pet or animal threatened or attacked, the name and address of any victim or victims, and any other facts that may assist the Selectboard in conducting its hearing. Upon receipt of a "potentially vicious dog" complaint, the Selectboard shall proceed as in the case of a "vicious dog" complaint using Section 9 B.-D. above, with the exception that if the Selectboard determines that the behavior classifies the dog as "potentially vicious" the Selectboard may order any protective measures be taken absent the dog being humanely destroyed.

## **SECTION 13. OTHER LAWS.**

This ordinance is in addition to all other ordinances of the Town of Mendon and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

## **SECTION 14. SEVERABILITY.**

If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

## **SECTION 15. EFFECTIVE DATE.**

This ordinance shall become effective 60 days after its adoption by the Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted on this 14<sup>th</sup> day of May 2025.

Mendon Selectboard:

Megan Smith

Seth Bridge

Sarah Buxton