

# Town of Mendon

Selectboard

July 10, 2017

Members of the Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator, Bill Ellis, Road Commissioner, Phil Douglas, Constable/Planning Commission

Residents and Visitors present: None

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

*Additions/deletions to the Agenda:* Motion by R. Wilcox to approve the agenda with the addition of the Purchasing Policy to the agenda. Seconded by S. Bradley. The motion passed unanimously.

## Administrative Matters

*Selectmen's Orders* approved and signed.

Minutes of Previous Meeting: Motion by R. Wilcox to approve the minutes of 6/26/17. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

## Business:

*Rolston Rest* K. Wanner from TPL has not submitted draft language for an easement to date. B. Ellis and S. Bradley conducted a site visit and determined a location on Old Turnpike Road to construct at least 7 parking spaces for the public to access Green Mountain National Forest. The total cost would be \$2,000 for stone, gravel and the use of a backhoe. The Selectboard agreed for Mendon to do the work if TPL reimbursed the town. S. Tully will contact K. Wanner with the cost estimate.

*Economic Development Committee* The Selectboard discussed how to reach out to the community to get interest to participate on an Economic Development Committee. Any interested individuals can contact Sara Tully at the Mendon Town Office.

*Audit 2016-2017* The Selectboard reviewed a memo from Nancy Gondella reporting that she sent Request for Proposals to six accounting firms that conduct municipal audits. She received no response from 3 firms, one firm elected not to submit a proposal and two firms submitted a proposal. The Selectboard reviewed the two proposals. Motion by R. Wilcox

to hire Jeffrey R. Bradley, CPA, PC to conduct the 2016-2017 audit for \$5,950. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

*Better Back Roads Grant Paperwork* R. Wilcox signed the grant agreement for BR0291 Meadowlake Drive Erosion Control Project in the amount of 13,872.00.

*MERT Bill of Sale* The bill of sale for the MERT trailer to Phil Douglas was signed by R. Wilcox. There is a correction to the Selectboard minutes of May 8<sup>th</sup> that the lowest bidder was Phil Douglas, not Green Mountain Pug Rescue. P. Douglas clarified that he intends to donate the trailer for the rescue, but it was he as an individual was purchasing the trailer.

*Purchasing Policy* The Selectboard discussed how to obtain accurate information about road projects to write a detailed Request for Proposal. If the project is engineered then the engineer provides this detail. If the project is not engineered, the town will often contact a contractor to provide information to include in the RFP. The project will then be advertised in accordance with the Purchasing Policy. The contractor that provided us with information may or may not be the low bidder. Some of the contractors we rely on have expressed dissatisfaction with the process. The town of Mendon is a public entity that must follow a public bidding process, however the town should consider compensating contractors for their technical advice.

There being no further business, R. Wilcox moved to adjourn the Selectboard Meeting at 6:45 PM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date approved \_\_\_\_\_

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Richard Wilcox

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Sara Tully, Selectboard Clerk

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Geoff Wells

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Scott Bradley