

Town of Mendon

Selectboard

March 9, 2015

Members of the Selectboard present: Larry Courcelle, Geoff Wells

Town Officers and employees present: Sara Tully, Town Administrator, Nancy Gondella, Bookkeeper/Office Manager

Residents and Visitors present: None

The meeting was called to order at 5:40 PM at the Town Office.

Announcements

Vacant Offices: Selectboard and Fire Warden

Please contact the Town Office for more information.

Administrative Matters

Selectmen's Orders were reviewed and signed.

Annual Organizational Matters

G. Wells moved to appoint Larry Courcelle Chair of the Selectboard. Motion seconded by L. Courcelle. The motion passed unanimously.

L. Courcelle moved to appoint G. Wells Vice-Chair of the Selectboard. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to appoint Sara Tully Clerk for the Selectboard. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to set the meeting schedule of the Selectboard on the second and fourth Mondays of the month at 5:30PM at the Town Office. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to adopt a modified version of Roberts Rules of Order as the Selectboard's rules of procedure. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to use the Rutland Herald for required published notifications of the Selectboard. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to appoint G. Wells, Justin Lindholm, and Larry Courcelle as fence viewers. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to appoint Rod MacCuiag as Poundkeeper. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to appoint Bill Ellis as Tree Warden. Motion seconded by G. Wells. The motion passed unanimously.

L. Courcelle moved to designate the People's Bank as the bank of record. Motion seconded by G. Wells. The motion passed unanimously.

Minutes of Previous Meetings: L. Courcelle moved to approve the minutes of February 23, 2014. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Open Meeting Law Policy The Town of Mendon Selectboard is committed to ensuring all requirements of the opening meeting law are met by all Boards, Commissions, and appointed committees for the town. In order to provide the information, tools and staff for how these requirements need to be met, the Selectboard has drafted an Open Meeting Law Policy for the Town of Mendon. The policy will be distributed to all Boards, Commissions and appointed Committees for the Town of Mendon. Motion by L. Courcelle to adopt the Open Meeting Law Policy for the Town of Mendon. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Agency of Transportation Town Road and Bridge Standards L. Courcelle moved to adopt the Agency of Transportation Town Road and Bridge Standards. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Audit 2014-2015 The Selectboard reviewed the final audit for 2014-2015. Greg Smith is meeting with Treasurer, Caroline Schneider and Bookkeeper, Nancy Gondella next week to complete a final recap of the audit as well as procedural changes. The changes to the way the bank reconciliations are completed will avoid confusion by the auditors which is the reason the audit took so long to complete.

Recap of Town Meeting 2015 The Selectboard discussed the few budget changes that were approved by the voters at Town Meeting. S. Tully and N. Gondella addressed the Board to discuss the motion made by the Selectboard to eliminate health insurance benefits for employees which eventually was not passed by the voters. The implications of the motion were discussed.

Employee Evaluations S. Tully will provide copies of the evaluation forms for the Selectboard to start the review process. The Selectboard will work with department heads for their input on the evaluations.

There being no further business, L. Courcelle moved to adjourn at 8:00 PM. The motion carried.

Date approved _____

Larry Courcelle

Sara Tully –Clerk

Geoff Wells