

Town of Mendon

Special Selectboard

March 18, 2020

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

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Nancy Gondella, Town Clerk & Treasurer, Jesse bridge, Bookkeeper & Assistant Clerk, Phil Douglas, Constable and Director of Emergency Management

Visitors present: None

The Selectboard Meeting was called to order at 10:50 AM at the Town Office with video conference and teleconference capability.

Agenda: R. Wilcox moved to accept the agenda as presented. Motion seconded by S. Bradley.

COVID-19 Emergency Planning

Operations Update of Town Office The Town Office is currently closed to the public. N. Gondella requested she and J. Bridge work alternate days at the Office from 10 AM - 2 PM Monday through Thursday. There are some functions of the Clerk's and Treasurer's Office that cannot be conducted remotely such as recording, deposits, and vault research. They will also be able to scan and electronically distribute mail and other materials for various offices. N. Gondella is preparing procedures for access to services normally provided in the office. The vault for research will be open by appointment only with one researcher at a time. G. Wells requested hours at the office be 9 AM – 2 PM. The Selectboard agreed. N. Gondella reported Dog Licenses are due April 1st with a fine of \$3 for late registration. She requested the due date be extended to May 1st. G. Wells moved to extend the due date for Dog Licenses to May 1, 2020. Motion seconded by S. Bradley. The motion passed unanimously. C. Galiano will continue to clean the office on Fridays. The Selectboard agreed to inform other officials not to enter the Town Office during the 9 AM – 2 PM.

Operations Update of Highway Department The Road Crew continues to work with safety procedures in place. Each employee has been assigned individual vehicles, equipment, tools, safety equipment for their use only. B. Ellis is the only employee that has access to the office at the Town Garage. Cleaning supplies have been provided to disinfect their vehicles and equipment. Projects assigned are independent or working at a distance. S. Tully will continue to work in coordination with B. Ellis to conduct administrative tasks of the highway department.

Operations of Boards and Commissions The Selectboard is requiring all meetings for the

Selectboard, Planning Commission and Zoning Board of Adjustment be conducted via video and phone conferencing while continuing to meet the open meeting law. Meetings will be publicly warned. Current law requires one person to be present at the Town Office during the meeting. It is strongly encouraged that the public participate in the meeting by video or teleconference to limit exposure during the COVID-19 outbreak. J. Bridge will contact T. Corsones regarding the Planning Commission April 6th Meeting and setting up for this meeting through www.togomeeting.com. The Zoning Board of Adjustment has a meeting April 7th. S. Tully will prepare a memo to officials with the requirement of providing access to meetings remotely and meeting the Open Meeting Law. The public is strongly encouraged to participate in meetings remotely by video conferencing or by telephone. Links and directions how to participate in meetings will be posted on the town's website www.mendonvt.org.

Computers The three laptops that were authorized to purchase have been received. Software for the Town Clerk, Town Treasurer, Bookkeeper and Town Administrator has been loaded. J. Bridge is working on computer use policy and will distribute once completed.

Website & Facebook Page J. Bridge is primarily in charge of updating the website, Facebook and postings to Front Porch Forum. S. Tully and N. Gondella can access some of these mediums, but will work towards cross training/authorizing. J. Bridge will remain the person primarily in charge of posting information. The town will continue to encourage the public to monitor the Vermont Department of Health website (www.healthvermont.gov) and the Centers for Disease Control and Prevention website (www.cdc.gov) for current information and recommendations regarding COVID-19. These links as well as local agencies and organizations that are providing assistance will be posted on the Mendon website. We encourage the public to go directly to these sites for the most up to date information. If you have any questions regarding COVID-19, please dial 2-1-1. The Mendon website will concentrate posting information to the public on the operations of municipal government and how to access services normally provided by the Town Office.

Continuity of Operations Plan The plan was created last week. Currently there are no changes to the plan.

Other issues pertaining to the response of COVID-19 that need to be discussed.

Community Visit scheduled for April 2 and May 14th has been postponed. The Selectboard discussed sending a mailing to all taxpayers to inform them of this information prior to the entire country shutting down group events. It was agreed this mailing is not necessary.

Vulnerable populations in Mendon. The town will look at accessing information about vulnerable people in Mendon to determine if they require additional services.

Rutland County Sherriff The Selectborad will request notification if any changes in their protocol that would affect the Town of Mendon. The town will suggest some extra patrols throughout the town.

Town Wide Reappraisal The Selectboard discussed the town wide reappraisal. For the safety of the property owners and our contractor Vermont Municipal Assessor, interior inspections will not continue until further notice. S. Tully will reach out to VMA to obtain a status update and his opinion on whether the Town should ask the state for an extension.

Video Conferencing The town will conduct another trial run at video conferencing Thursday at 8:45 AM. No town business will be discussed.

There being no further business, R. Wilcox moved to adjourn at 11:55 AM. Motion seconded by S. Bradley. Motion carried.

Date Approved_____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Scott Bradley