

# Town of Mendon

## Selectboard

May 11, 2020

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

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Bill Ellis, Road Commissioner, Nancy Gondella, Town Clerk & Treasurer, Phil Douglas, Constable and Director of Public Safety, Jesse Bridge, Assistant Clerk and Bookkeeper

Visitors present: Eric McLellan, Green Mountain Power

The Selectboard Meeting was called to order at 5:00 PM with all participants participating remotely.

In response to COVID-19, the Selectboard strongly encourages the public to participate in this meeting by video or teleconferencing. The public can follow the directions on the agenda and posted publicly on the Mendon website at [www.mendonvt.org](http://www.mendonvt.org).

As Chair of the Town of Mendon Selectboard I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically.

In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:

Providing public access to the meeting by video with additional access offered through telephone. We are using Gotomeeting.com for this remote meeting. All members of the Selectboard have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by **joining the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/163558101>

**You can also dial in using your phone.**

United States: [+1 \(646\) 749-3112](tel:+16467493112)

**Access Code:** 163-558-101

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/163558101>

- a) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone and video in our posted meeting agenda. Instructions have also been provided on the town website at: [www.mendonvt.org](http://www.mendonvt.org).

- b) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access. If anybody has a problem, please *e-mail mendonclerk@comcast.net* and
- c) Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law.

Let's start the meeting by taking a roll call attendance of all members participating in the meeting.

Roll call: Richard Wilcox, Geoff Wells and Scott Bradley

Agenda: R. Wilcox moved to approve the agenda. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

#### Administrative Matters

*Selectmen's Orders* were reviewed. Motion by R. Wilcox to approve the General Fund pay order in the amounts of \$156,659.70 and \$2043.39. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to approve the Payroll Warrant for the period ending 05/2/2020 for a gross payroll amount of \$10,576.89. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of April 27, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

#### Business

*Access Permit* Eric McLellan, Green Mountain Power submitted an Access Permit to install buried power lines along the ditch line of Meadowlake Drive and across the road in front of 571, 639 and 584 Meadowlake Drive. The Selectboard discussed the plan to dig across Meadowlake Drive. B. Ellis, Road Commission opposed the plan to dig up the road as it was just reconstructed last year. The Selectboard requested Green Mountain Power dig under the road with a directional bore. E. McLellan explained that they will attempt to do the directional bore, but if they strike something, they will need to dig up the road anyway. GMP will contact B. Ellis before digging up Meadowlake Drive. Construction is expected to be next summer. The town approved the plan and will sign off on the Access permit after the project has been completed to the presented plan.

*AT&T Status* The balloon test results were submitted to the town via email from W. Dodge, Downs, Rachlin and Martin on May 6, 2020. The material was reviewed by multiple members of the Planning Commission and Selectboard to conclude that yet again the most highly visible sites in Mendon along Route 4 were omitted from the presented information. The opinion of the town at this point is that the balloon test is not complete and will request from AT&T what additional pictures were taken. W. Dodge submitted an additional email this afternoon, but the town has not yet had an opportunity to review this material prior to this meeting. Since the last Selectboard meeting, AT&T submitted a request for extension to the PUC, Mendon submitted a request for extension to the PUC, AT&T withdrew their request for extension and submitted the application to the PUC. The Selectboard will continue with warning a public informational meeting to be conducted electronically and chaired by the ZBA in accordance with the Town of Mendon Telecommunication Bylaws.

*State Grant Applications* S. Tully reported that grants that have already been awarded can commence work with safety regulations in place. The State of Vermont is not accepting new applications for a number of programs at this time. This includes an application that has been submitted to the Better Roads Program for the replacement of culvert 07-32 and the Structures Grant that Mendon intended to submit an application on May 15<sup>th</sup>. The Selectboard discussed lack of revenue at the state level has been greatly affected by the COVID-19 crisis. The State should also consider waiving the requirements of upsizing failed infrastructure while the grant funding is unavailable. The Selectboard agreed to reach out to Rep. Jim Harrison.

#### *COVID-19 Response & Town Government Operations*

*Operations* N. Gondella provided an update on what will be needed to reopen the Town Office to the public. Chad Galiano and Newt Jones have installed plexiglass at the counter. Masks will be required for anyone entering the office and gloves will be required to do vault research. Rutland regional Planning Commission is coordinating a bulk order for masks and gloves. N. Gondella expects to be able to open the office by appointment only on Tuesdays and Thursdays from 9 AM-4 PM starting May 19<sup>th</sup>. There will be no access to the public restroom. Regulations require staff to clean 3 times per day as well as after use. Town officials will be granted access to the building, but must stay out of the Clerk's office area. The general public continues to have full service via email and US mail.

*Covid-19 Exposure Control Work Plan* S. Tully presented the Covid-19 Exposure Control Work Plan. The plan is required for any business that was closed for more than 7 days. Municipalities are not required to implement the plan, but it was recommended by VLCT that municipalities comply. S. Tully will insert additional information about Personal Protective Equipment after confirmation with existing policies of the Highway Department and Law Enforcement.

*Family First Leave* One employee requested to take leave eligible under the Family First Act. The Family First Act was discussed. The Selectboard agreed to supplement the employee's hours by 8 hours per week.

*VTel* N. Gondella reported the cost is \$120-\$720 per year to provide higher speed internet access. VTel will provide the access, but the town must pay for the electrical work to the connection. N. Gondella did not have an estimate of this cost. Implementing this program will create a hotspot for internet access for the public in the parking lot.

*Property Assessment Grievances* are scheduled for June 22. These will not be conducted in person. Spencer Potter will be preparing for grievances on June 1<sup>st</sup>. N. Gondella will prepare a letter with guidance from Property Valuation and Review to educate the public on the grievance process.

*Tax Assessors Contract* The Selectboard authorized D. Wilcox to reach out to S. Potter, VT Municipal Assessors to discuss the services he provides to the Town of Mendon.

*Rutland County Sheriff Contract* Town representatives are meeting with Sheriff Fox at 1 PM Wednesday to discuss the 2020-2021 contract. The Selectboard discussed the 2020-2021 budget and how budget constraints may affect the contract.

*Town Plan* There was a discussion regarding Rutland City maintaining wording in the City's Master Plan supporting a bypass around Rutland. The Town of Mendon has opposed a for more than 20 years. Rather the Town of Mendon support further development and upgrades to Route 4. L. Courcelle, Mendon's Representative to the regional Planning Commission has requested some additional wording be included in the Town Plan to clearly state the opposition to the bypass. The Selectboard agreed.

*Dry Hydrant* S. Tully provided a status on the Dry Hydrant Replacement Project on Route 4. Construction remains scheduled for June 2020. The Selectboard authorized R. Wilcox to sign the VTANS T1111 permit application and contract with Mendon Trucking and Excavation. S, Tully is following up on the easement from R&B Investment, LLC.

*Copier Quotes* J. Bridge submitted photocopier quotes. Lengthy discussion regarding the various quotes along with maintenance costs and individual attributes for each of the photocopiers. Motion by G. Wells to spend \$5,113.00 to purchase a new photocopier from Cannon. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

*Highway Inventory* The Selectboard agreed to write a letter to E. Bove to discuss Rutland

Regional Planning Commissions assistance in conducting the highway inventory.

Motion by D. Wilcox to enter Executive Session at 6:45 PM to discuss a contract with the Selectboard, S. Tully and N. Gondella present. Motion seconded by G. Wells. The Chair declared the Board out of Executive Session at 7:00 PM. No action taken as a result of discussion the occurred in Executive Session.

There being no further business, R. Wilcox moved to adjourn at 7:04 PM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

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

\_\_\_\_\_  
Richard Wilcox

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

\_\_\_\_\_  
Geoff Wells

\_\_\_\_\_  
Scott Bradley