

Town of Mendon

Selectboard

June 8, 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

Visitors present: Ann Singiser and Fred Bagley, Mendon Historical Society

The Selectboard Meeting was called to order at 5:00 PM with all present 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.

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.**

Selectboard June 08, 2020
Mon, Jun 8, 2020 5:00 PM - 7:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.
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- 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.

- 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 with the addition of Dog License Fees, Local Emergency Management Plan, Use of Mendon Recreation Area, and Personnel. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Announcements

The AT&T Public Information Session is scheduled for June 10, 2020 at 6 PM.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve payroll for the period ending May 16, 2020 in the amount of \$10,618.48 and to approve payroll for the period ending 05/30/2020 in the amount of \$10,815.85. Motion seconded by G. Wells. The Selectboard unanimously approved the motion, Motion by R. Wilcox to approve pay orders for the period ending 06/4/2020 in the amounts of \$40,580.16 and \$533.93, Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of May 26, 2020, June 1, 2020 and June 3, 2020 which was a continuation of the June 1st meeting. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

YTD Budget/Financials N. Gondella provided an overview of the year to date financials. N. Gondella requested the Selectboard void the 2 pay periods of payroll that have been kept on file in case staff shortage in the Town Office due to the COVID pandemic. The Selectboard agreed to void the payroll to prepare for year end. N. Gondella estimates a budget surplus of approximately \$46,000.

Business

Town Hall Park Motion by G. Wells to officially name the Town Hall Park. Motion seconded by R. Wilcox. The Selectboard unanimously approved the motion. The Awesome Graphic contract has not been returned with signatures to date. S. Tully will follow up and submit to R. Wilcox for the town's signature. The Selectboard discussed the split rail fence proposed by the Mendon Historical Society to be installed in front of the Town Hall Park to mirror the look of the fence in front of the Town Office. Currently, the fence is not part of the scope of work for Awesome Graphics. F. Bagley suggested the work of digging for the upright poles could be added to scope of work while equipment might be there to dig for the upright poles for the sign. The Selectboard asked F. Bagley to request a cost for this service. F. Bagley presented a cost of \$225 in fencing materials. The issue was tabled until the next meeting.

Recreation Field Improvements S. Tully discussed a few minor changes in the scope of work to move the existing basketball hoop to the new court location. L. Fracht-Monroe will finalize costs with contractors and communicate with S. Tully to draft contracts. The overall budget for the project has not been amended. The Selectboard will readdress project costs at the next meeting if necessary.

Use of Mendon Recreation Area The Governor's newest amendment released today allows for some team sport activity to resume June 15th. The Rutland County Little League is looking at the logistics of providing a baseball program this summer. The Selectboard discussed they would request RCLL submit a plan for how they intend to meet the current safety guidelines. The town would require RCLL to provide a porta potty. RCLL offers to pay \$10 per hour for field use. A Mendon Recreation Area Facility Use Agreement would be required. The Selectboard approved updating signage at the Recreation Area to reflect the current guidelines increasing the capacity from 10 to 25 people.

COVID-19 Response & Town Government Operations N. Gondella informed the Selectboard to watch out for discussion regarding S349 which proposes to designate \$16 million from the CARES Act to cover COVID19 expenses that are not covered by FEAMA. Mendon continues to stand at \$11,000 in expenses related to COVID19 but that does not include loss in revenue. N. Gondella continues to monitor state guidance on opening the Town Office to the public. No more than 10 people are allowed in the building at the same time. Two staff in the Clerk's Office and would allow for two researchers at a time and possibly two additional customers to be able to maintain 6 foot social distancing. Only one person would be able to utilize the Lister/Zoning Office at a time. N. Gondella is also considering a doorbell as a way to regulate the number of people in the office at a time.

VTel N. Gondella reported that VTel installed the exterior router today and Matt Voity will be completing the electrical work.

Vermont Local Government Resolution The Selectboard reviewed the proposed resolution and tabled its discussion until the next meeting.

Town Salt Shed Normal maintenance of the Salt Shed requires the straps to be checked and tightened if necessary. Currently contractors from out of state are not allowed to spend the night in VT. B. Ellis has not been able to locate a company in VT to complete the work.

Sand and Salt Expenses The Selectboard directed B. Ellis to purchase sand and salt as normal course of business this time of year to replenish supply after the winter.

Elections N. Gondella reported that the state is recommending the use of the tabulator for the August election to avoid close contact in counting ballots. The Board of Civil Authority must approve the use of the tabulator. There is a BCA meeting on 6/12/20 to discuss the use of the tabulator. Voters will still be able to request an absentee ballot and early voting will be available 30 days before the election. The Secretary of State is recommending all ballot be mailed for the November election to the entire voter checklist.

KnowBe4 Security Awareness Training VLCT is recommending municipalities become members of KnowBe4 Security Awareness Training and are offering a one-time insurance discount for those that sign up for the service before the end of July. It is intended to train employees how to safely access the internet and emails and what to watch out for. The Selectboard tabled the discussion until the next meeting.

Town Plan The Selectboard directed S, Tully to make approved changes to the Town Plan and warn for a Public Hearing and Adoption.

Dry Hydrant B. Ellis reported that to upgrade the access to the turnout of Woodward Road would cost one to two thousand dollars. Zapata Courage is expected to conduct a site visit to determine if a wetlands permit is required.

Setting Tax Rates N. Gondella reported that it is expected the State Education Tax rate will be set on or about August 1st. In order for the Mendon tax due dates to remain the same, tax bill will need to be mailed before August 14th. It is required the due date be at least 30 days from date of mailing to the due date. The Municipal Tax Rate can be set before the State Education Tax Rate is set.

Highway Inventory B. Ellis reported that Steve Shield, RRPC conducted field assessment of the culverts on Thursday and Friday last week. The Selectboard directed S. Tully to follow up with RRPC to determine timeline for completion and education how to maintain and use the updated inventory.

Dog License Fees Motion by G. Wells to waive the \$3 late fee for not registering dogs by April 1st. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Local Emergency Management Plan The Selectboard reviewed the Local Emergency Operations Plan with the NIMS information included.

Personnel Motion by R. Wilcox to enter Executive Session to discuss personnel at 7:00 PM with the Selectboard, B. Ellis, N. Gondella present. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion. The Chair declared the Board out of Executive Session at 7:16 PM.

There being no further business, R. Wilcox moved to adjourn at 6:21 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