

Town of Mendon

Selectboard

July 27, 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, Teri Corsones, Planning Commission, Justin Lindholm, Planning Commission, Liam Fracht-Monroe, Recreation, Jesse Bridge, Bookkeeper and Assistant Clerk

Visitors present: Brooke Dingedine

The Selectboard Meeting was called to order at 5:01 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 Meeting June 27, 2020
Mon, Jul 27, 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 Fitzsimmons Access Permit Clark Mason Road, Journeys End Dam, Town Plan Public Hearing Schedule, and Fire Warden. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Announcement

FEMA Tropical Storm Irene closeout of all projects was May 14, 2020. This date starts the clock on a two year audit period which will be concluded in May of 2022.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve pay orders for the period ending 07/27/2020 in the amounts of \$12,050.53 and \$4,155.13. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve payroll for the period ending 07/25/2020 in the amount of \$12,736.06. Motion seconded by S. Bradley. The motion passed unanimously.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of July 13, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Financial Update N. Gondella provided a financial update for the Selectboard that now

anticipates a cash balance of approximately \$155,109 to end the 2019-2020 fiscal year. The increase of \$55,000 from last reported due to proceeds received from the garage bond. G. Wells recommended the town ask the voters for 50% of the cash balance be deposited in the Contingency Fund with the remaining 50% used to offset the 2020-2021 tax rate. S. Tully recommended the town ask the voters for \$100,000 of the cash balance to be deposited in the Bridge and Culvert Fund with the remaining \$55,000 used to offset the 2020-2021 tax rate. Historically the Town has successfully received an average of \$100,000 in state funding to support highway improvement projects. Currently, due to the effect on the State budget from the COVID-19 Pandemics these grants are currently suspended. N. Gondella proposed setting the tax rate at the August 10th Selectboard Meeting. The Selectboard will need to determine what cash forward amount will be used to set the 2020-2021 tax rate.

COVID-19 Response & Town Government Operations Governor Scott implemented a mandatory mask directive effective August 1st. This directive should not change procedures already in place at the Town Office and Town Garage.

Digitization N. Gondella discussed she is working with 3 companies to provide cost to digitize at least 5 years of land records. Act 137 provides \$2,000,000 to digitize land records. This is a first come first serve opportunity. The application is not yet available.

Tax Due Date N. Gondella recommended the Selectboard set the Tax rate on August 10th. The bills will be mailed August 18th or 19th. N. Gondella requested changing the tax due date from September 14th October 5th. Motion by G. Wells to set the dates for the 2020-2021 taxes on October 5, 2020 and March 8, 2021. Motion seconded by B. Bradley. The Selectboard unanimously passed the motion.

VMA Contract R. Wilcox reported that VMA suggested a change in the notice for contract termination. The Selectboard discussed and agreed to insert some contract termination language. The contract will be finalized for signatures.

Town Hall Park Project Ann Singiser provided an update that the historic panels have been installed and Awesome Graphics should be complete with the project this week. The subcontractor did dig 2' deep holes for the fence posts. A cost for this work will be submitted to the town separately from the contract with Awesome Graphics. The holes have been covered for safety and to prevent rain from entering the holes. B. Ellis will obtain the supplies for the fence and install the fence next week. A. Singiser request some bushes be planted around the historic

panels and offered this can be by the Mendon Historical Society. The Selectboard approved this request. A. Singiser also discussed possibly staining the fence in the future. A. Singiser also requested contacting the Rutland Herald to do a story highlighting the project. The Selectboard approved this request.

Mendon Recreation Area L. Fracht-Monroe provided an update on the installation of the half basketball court project. The earthwork was completed last week. Wilk is scheduled to pave the court tomorrow. Advantage Tennis will apply the rubber coating after 30 days. S. Tully reported the contract with Wilks has not been executed. She will be onsite in the morning to obtain Wilk's signatures and then follow up with D. Wilcox signature on behalf of the town. Volunteers with the RCLL program conducted a field clean up on Saturday. The field needs a delivery of clay. The Selectboard agreed to have the Road Crew deliver the load of clay. Seth Bridge has volunteered to spread the material. There was a lengthy conversation about maintenance of the field and providing access to the equipment shed. L. Fracht-Monroe requested the town purchase a lining machine. Currently stored in the equipment shed is a lining machine owned by the Barstow Youth Club. The Selectboard previously decided the RCLL would not have access to the equipment shed and they would be responsible for lining the field if they wanted to have games at the field. This directive on behalf of the Selectboard was not changed.

Barstow Generator Maintenance & Safety Upgrades The Chittenden Selectboard submitted a request to change the use of \$1,500 Mendon had agreed to spend on safety improvements to the Barstow Generator and to spend this money on routine maintenance of the generator. The request indicated the safety improvements were quoted out significantly higher than budgeted and requested this amount be included in the next budget cycle. The Selectboard agreed the \$1,500 could be spent on maintenance of the generator rather than the safety improvements. The Selectboard will discuss the safety improvement request during the 2021-2022 budget process this fall.

Vacation Form N. Gondella requested approval of a Vacation Form to be used in place of informing the town where employees are traveling to out of state when asking to use vacation time during the COVID-19 pandemic as she describes it as intrusive. The Vacation Form would state the employees understand the rules and agree not to travel to counties that require quarantine when they return to VT. S. Tully stated the Interstate Travel Guidance memo distributed on July 13, 2020 to employees and elected and appointed officials utilizing municipal buildings and vehicles would need to be amended and redistributed with the form. The

Selectboard agreed to approve a Vacation Request Form.

Highway Maintenance and Equipment Operator and Buildings and Grounds Maintenance Worker The Selectboard accepted the resignation of Chad Galiano. The town will advertise this position. Motion by R. Wilcox to appoint S. Bradley, B. Ellis and S. Tully to an interview committee to fill the position of Highway Maintenance and Equipment Operator and Buildings and Grounds Maintenance Worker. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Fitzsimmons Access Permit Clark Mason Road The Fitzsimmons have contacted the town regarding an Access Permit to perform work within the right of way on Clark Mason Road. B. Ellis will be setting up a site visit with the property owners for input from the town on what is required to meet current regulations.

Journeys End Dam C.J. Abatiell contacted B. Ellis to request the town Highway Department assist in excavating in the right of way of Journeys End to perform maintenance on a privately owned dam in order not to damage the road. The Selectboard discussed the town's requirements to meet codes and standards. The work in the town's right of way requires an Access permit, codes and standards must be followed and the responsibility is on the private landowners to maintain the dam and not to damage a town road. The Highway Department will not be assisting in the maintenance. B. Ellis will direct Mr. Abatiell to Josh Carvajal to obtain any required Agency of Natural Resource Permits required. B. Ellis is happy to discuss the project and assist in coming up with an appropriate plan to conduct maintenance in the town's right of way.

Town Plan Public Hearing and Adoption Schedule S. Tully informed the Selectboard that their changes have been incorporated by RRPC in the draft of the Town Plan. S. Tully will confirm all documents are in final form and warn the Public Hearing and Adoption of the Town Plan on August 24th.

Fire Warden G. Wells resigned as the Mendon Fire Warden. G. Wells recommended the appointment of Seth Bridge to this position. The appointment of Fire Warden is recommended by the Selectboard to the Commissioner of Forest Parks and Recreation for appointment. Motion by R. Wilcox to recommend the appointment of Seth Bridge as Mendon's Fire warden to the Commissioner of Forest parks and recreation for appointment. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

AT&T T. Corsones and J. Lindholm attended the Selectboard meeting to discuss AT&T's application before the PUC and the next steps to be party status during the application review.

Motion by R. Wilcox to enter Executive Session at 6:22 PM to discuss confidential attorney-client communications with the Selectboard, T. Corsones, J. Lindholm, B. Dingleline, N. Gondella and S. Tully present. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. The Chair declared the board out of Executive Session at 7:25 PM. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion,

Motion by D. Wilcox to retain legal counsel. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Mendon will file Notice to Intervene with the Public Utility Commission.

There being no further business, R. Wilcox moved to adjourn at 7:30 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