

Town of Mendon

Selectboard

December 14, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Larry Courcelle

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Nancy Gondella, Town Clerk & Treasurer, Bill Ellis, Road Commissioner

Visitors present: None

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 Meeting 12-14-20
Mon, Dec 14, 2020 5:00 PM - 7:00 PM (EST)

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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, Larry Courcelle

Agenda: R. Wilcox moved to approve the agenda with the addition of Better Roads Grant. Motion seconded by L. Courcelle. The Selectboard unanimously approved the motion.

Announcement

The Town of Mendon is accepting applications for an Assistant Road Commissioner. This is a full-time position. Information can be found on the town website at www.mendonvt.org.

A consortium application was awarded a Municipal Planning Grant. West Haven, Brandon, and Mendon will collaborate to boost tourism by developing an online map of regional assets including trails, historic community centers, art studios and more. For more information, contact Amanda O'Connor, amanda@rutlandrpc.org.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve orders in the amounts of \$16,480.08 and \$533.93 for period ending 12/10/20 and to approve payroll in the amount of \$9,635.64 for the period ending 12/14/20. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of 12/7/20. Motion seconded by L. Courcelle. The motion passed.

Business

Green Mountain Supervisors Office The Selectboard received a request from Fred Bagley to discuss a proposal to incorporate a Mendon themed display, wall or kiosk in the public space of the Green Mountain Supervisor's Office where we can advertise our town. The Selectboard agreed to discuss with John Sinclair the next time he attends a meeting to provide an update on the project.

Budget 21-22 & Reserve Funds The Selectboard discussed various line items of the General Fund budget. Included is a \$4,160 increase in highway salaries to include an Assistant Road Commissioner. The Selectboard awarded an average 3% increase of salaries. The Selectboard eliminated \$2,000 in funding to the Mendon Economic Development Reserve Fund. A line item of \$2,000 remains in the General Fund Budget to support economic development.

Pick-up Truck Replacement B. Ellis presented quotes to replace the Ford F150 pick-up truck. Motion by D. Wilcox to spend \$33,000 out of the Highway Equipment Replacement Fund to purchase a Ford F250. Motion seconded by L. Courcelle. The motion passed unanimously.

COVID-19 Response & Town Government Operations- COVID is sharply on the rise in VT. The Selectboard continues to develop additional safety procedures and create a Continuity of Operations Plan as recommended by Vermont Emergency Management.

Continuity of Operations Plan The Selectboard agreed it is a priority of the Town to get the Continuity of Operations Plan in place for all departments. S. Tully reported on the status of the highway departments plan. S. Tully is in the process of hiring one additional CDL driver to be on call if needed. In addition, B. Ellis and S. Tully have broken out plow routes to hire contractors to assist in snow plow removal if needed. Mendon's fourth line of action is to call on the Rutland County Emergency Mutual Aid Agreement for Public Works which allows area towns to work together. N. Gondella provided an overview of the plans for the Town Clerk, Town Treasurer and Bookkeeper job positions. She identified two back up personnel for each position maintaining the towns financial checks and balances and communicating required procedures with the town's bank. Written procedures have been prepared. S. Tully discussed the breakdown of the Town Administrators responsibilities and planning for multiple back up personnel to fill the roles of 911 Coordinator, Health Officer and the remaining responsibilities of Town Administrator. The Board discussed the remaining positions of Delinquent Tax Collector, Zoning Administrator, Director of Emergency Management and Selectboard.

COVID Safety Procedures The COVID safety procedures for Town Office, Town Garage, Town owned vehicles, employees, elected officials and appointed officials were discussed. The Selectboard provided further clarification to the memo sent to staff, elected officials and appointed officials dated 11/17/20. A new memo will be prepared to further clarify no two officials or employees will be in the Town Office, Town Garage or Town owned vehicles at the same time with only very few exceptions. N. Gondella will have access to the Town Office Tuesdays and Wednesday from 6 AM to 5 PM. J. Bridge will have access to the Town Office Monday and Thursday from 9 AM to 5 PM. Spencer Potter will have access to the Town Office on Saturdays from 8 AM to 5 PM. All other positions have access to the office on a first come first serve basis. The guidance will limit access to one person in the building at a time. The Town Garage is closed to the public. The Town Office is closed to the public unless arranged by appointment only with the Town Clerk. The Town remains fully functional and all services can be conducted via email, US mail, by telephone or by appointment. The town has implemented two online tools to increase customer service. Lister cards and property deeds spanning 40 years are available online.

Personnel The Selectboard discussed the late hour and recommended the meeting be adjourned to a time specific to continue the meeting. Issue tabled

There being no further business, R. Wilcox moved at 7:20 PM to adjourn until 12/17/20 at 9:00 AM to discuss personnel. Motion seconded by G. Wells. The Selectboard approved the motion.

Selectboard Meeting continued
Thu, Dec 17, 2020 9:00 AM - 10:00 AM (EST)

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The Selectboard Meeting was reconvened on December 17, 2020 at 9:10 AM with Richard Wilcox, Geoff Wells, Larry Courcelle and Sara Tully present and participating remotely.

Motion by Richard Wilcox to Enter Executive Session at 9:10 AM with the Selectboard and Sara Tully present to discuss personnel. Motion seconded by G. Wells. The motion was passed unanimously.

The Chair declared the Board out of Executive Session at 11:20 AM.

No action taken.

There being no further business, R. Wilcox moved to adjourn at 11:20 AM. Motion seconded by G. Wells. The Selectboard approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Larry Courcelle