

Town of Mendon

Selectboard

December 7, 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, Phil Douglas, Director of Emergency Management/Constable

Visitors present: John Sinclair, Forest Supervisor, Green Mountain and Finger Lakes National Forests

The Selectboard Meeting was called to order at 8:30 AM 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.**

- 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.

Selectboard Meeting

Mon, Dec 7, 2020 8:30 AM - 10:30 AM (EST)

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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 Vast Trails. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Announcement

The Town of Mendon is accepting applications for a Highway Maintenance/Equipment Operator and Building/Grounds Maintenance. This is a full-time position. Information can be found on the town website at www.mendonvt.org.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve orders in the amounts of \$47,597.38 and \$1,550.00 for period ending 12/3/20 and to approve payroll in the amount of \$9,029.97 for the period ending 11/28/20. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of 11/17/20 and 11/23/20. Motion seconded by G. Wells. The motion passed.

Business

Green Mountain Supervisors Office John Sinclair, Forest Supervisor, Green Mountain and Finger Lakes National Forests attended the Selectboard meeting to provide an update on the progress of the construction of the Green Mountain Supervisors Office on Route 4 in Mendon.

Site work to establish the access roadway, visitor parking area, employee parking area and drainage retention areas is underway. They are happy to report a local contractor Casella Construction is working on the project. The project will go out to bid for the building in February or March 2021. The project remains on target for a building opening in 2023 with a \$7.3 million budget. J. Sinclair reported he has received positive and negative feedback from the adjoining property owners and the public. They are trying to work with the adjoining property owners to provide screening between the project location and neighboring properties. The Selectboard thanked J. Sinclair for keeping the Selectboard posted of the progress of the project.

VAST Trails B. Ellis reported that the Green Mountain Club would like to repair some erosion on the closed portion of the Notch Road from Bridge 22 to the intersection of the Falls Road. S. Tully stated the work in the right of way requires an Access Permit. The Selectboard approved the request pending a scope of work is submitted via the Access Permit and approved by B. Ellis.

Budget 21-22 & Reserve Funds The Selectboard reviewed the budget increasing anticipated revenue from Payment in Lieu of Taxes from \$28K to \$55K, Rutland County Sheriff contract will be budgeted for \$76K representing a 1% rate increase, and Vehicle Maintenance was increased from \$25K to \$30K. Other areas of the budget were discussed and remain unchanged are MEDC, Continuing Education, Road Commissioner and Administrative Road Commissioner stipends. The Selectboard reviewed the timeline for the Town Office Maintenance Fund, Office Equipment Fund, Preservation Fund and Highway Equipment Fund.

COVID-19 Response & Town Government Operations- COVID is sharply on the rise in VT. S. Tully had sent an email with suggested personnel to plan for the Continuity of Operations Plan. The Board tabled the discussion of the Continuity of Operations Plan until the next meeting. The COVID-19 safety procedures implemented by the Selectboard were discussed. N. Gondella questioned whether appointed officials were informed of access restrictions to the town office. S. Tully look back at the distribution and make sure the memo from the Selectboard went to all appointed officials.

Town Property Survey S. Tully presented cost estimates for identifying the boundaries and survey pins of the town owned lot in Brookwood as well as a full survey of the lot. The Selectboard elected to first pursue identification of the boundaries for an estimated cost of \$400-\$600.

Road Crew Position The Selectboard discussed changing the job description to advertise for hiring an Assistant Road Commissioner which would include the job description of Highway

Maintenance and Equipment Operator as well as assisting the Road Commissioner in carrying out the duties of that appointment.

Personnel Complaint Motion by R. Wilcox to enter Executive Session at 10:40 AM to discuss personnel with the Selectboard and S. Tully present. Motion seconded by G. Wells. The Selectboard passed the motion. The Chair declared the Board out of Executive Session at 11:20 AM.

R. Wilcox moved to adjourn at 11:20 AM to reconvene the Selectboard Meeting at 4:00 PM today at which time the Selectboard will reconvene to discuss personnel. Motion seconded by G. Wells. The Selectboard approved the motion.

The Selectboard Meeting was called to order at 4:00 PM with Richard Wilcox, Geoff Wells and Larry Courcelle participating remotely.

Selectboard Meeting Continued
Mon, Dec 7, 2020 4:00 PM - 4:30 PM (EST)

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Motion by R. Wilcox to enter Executive Session at 4:01 PM to discuss personnel with the Selectboard present. Motion seconded by G. Wells. The Selectboard passed the motion. The Chair declared the Board out of Executive Session at 5:00 PM.

There being no further business, R. Wilcox moved to adjourn at 5:00 PM. Motion seconded by G. Wells. The Selectboard approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Larry Courcelle