

Town of Mendon

Selectboard

November 9, 2021

Members of Selectboard present: Larry Courcelle, Val Taylor

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer (participating remotely), Nancy Gondella, Town Clerk and Treasurer, Jesse Bridge, Bookkeeper & Assistant Clerk

Visitors present: Fred Bagley

The Selectboard Meeting was called to order at 8:30 AM at the Town Office.

Agenda:

Motion by L. Courcelle to approve the agenda with the addition of Zoning Administrator and New England Conference. Motion seconded by V. Taylor. The Selectboard unanimously approved the motion.

Announcement

Selectboard Rules of Procedure are available for view.

The Otter Creek Communication Union District will meet on 11/17/21 at 5 pm to conduct the OCCUD annual meeting.

Administrative Matters

Selectmen's Orders were reviewed.

Motion by L. Courcelle to approve payroll in the amount of \$10,436.40 for the period ending 11/2/21 and orders for 11/9/21 for \$20,087.44 and \$21,138.29. Motion seconded by V. Taylor. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: L. Courcelle moved to approve the minutes of 10/25/21. Motion seconded by V. Taylor. The Selectboard unanimously approved the motion.

Public Comment F. Bagley discussed with the select board that there was a camper trying to overnight camp on Wheelerville Rd. and inquired about follow up with our zoning administrator as it's a

violation of our zoning bylaws. It was suggested the town install signage of no overnight camping. F. Bagley also questioned the status of the trailer parked at the private residence on Route 4 that had temporary approval from the Zoning Administrator to park the trailer there to perform construction on the house. The Selectboard responded that the Zoning Administrator has been out of the office for personal reasons over the past few weeks and they will follow up with him upon his return to the office. An item was added to the agenda later on in the meeting to provide possible assistance for the Zoning Administrator in his absence.

Business

Mendon on the Move: Route 4 Safety Committee F. Bagley informed the Selectboard that the draft application for the Transportation Alternative Grant was not ready to review. F. Bagley and Devon Neary, Rutland Regional Planning Commission will submit the draft to the Selectboard this week for review and comment. The final draft will be approved at the next meeting 11/22/21 and submitted before the application deadline 11/23/21.

Mendon on the Move: Outdoor Recreation Committee The MOM Outdoor Recreation Committee is requesting the Selectboard approach Rutland to open the Rutland City Forest for recreation trails. The Selectboard does not have enough information to support the project and encourage the MOM Outdoor Recreation Committee present the proposal to the Selectboard.

S. Tully interrupted the meeting and informed the Selectboard that Steve Cosgrove, Mendon Zoning Administrator passed away. L. Courcelle moved to adjourn the meeting for 10 minutes at 9:10 AM and will reconvene the meeting at 9:40 AM. The motion seconded by V. Taylor. The motion passes unanimously.

L. Courcelle reconvened the meeting at 9:40 AM.

It is with great sadness that the town has learned of the passing of Steve Cosgrove. L. Courcelle requested a moment of silence in honor of Steve.

Road Reclassification Issue tabled until further information can be provided by Dubois & King.

Regional Emergency Management Committees The Selectboard will appoint Phil Douglas, Mendon's Emergency Management Director as required. The Selectboard is still looking for a second representative and appointments must be made at the next meeting. Issue tabled until then,

2022-2023 Budget Department Head Input The Selectboard reviewed the budget. N. Gondella recommended investment interest be lowered from \$3,200 to \$2,600, election expenses to increase from \$500 to \$2,000 because there are three elections next fiscal year, and office supplies and

maintenance to increase from \$4,000 to \$4,500 due to cost increases. N. Gondella recommended at least \$1/hr. increase per hour for the Bookkeeper/Assistant Clerk position.

Motion by L. Courcelle to hire Nicole Philips at \$16.00 per hour to perform office cleaning. Motion seconded by V. Taylor. The Selectboard unanimously approved the motion.

Health Insurance 2022 S. Tully reported rates increased by 1.5% and presented the following recommendation for 2022 health insurance.

2022 Funding Levels		BUYOUT
SINGLE	9,021	3609
TWO PERSON	18,043	7217
PARENT/CHILD	17,411	6964
FAMILY	25,350	10140

The Selectboard discussed the proposal and the impact on the budget based on current plans offered to employees. V. Taylor questioned the make up of the insurance buyout. S. Tully explained the buyout amount is set at 40% of the town's premium cost.

Motion by L. Courcelle to set the 2022 health insurance funding levels as presented. Motion seconded by V. Taylor. The Selectboard unanimously approved the motion.

COVID-19 Safety Procedures On 9/27/21 the Selectboard required all individuals regardless of vaccination status to wear a mask in the Town Office, Town Garage and town-owned vehicles if social distancing can not be achieved. Currently, the Rutland County 14 day COVID case count is 406. The Selectboard will keep these safety procedures in place.

Zoning Administrator The Selectboard did not anticipate discussing an appointment of an interim Zoning Administrator and are still trying to digest the news of the vacancy. The Planning Commission will make recommendation to the Selectboard for permanent appointment. The Selectboard will wait until next week to post the vacancy. In the meantime, the Selectboard discussed with the current office staff appointing an Interim Zoning Administrator to address the current demands of the office. Jesse Bridge volunteer to take on this role. Motion by L. Courcelle to appoint Jesse Bridge Interim Zoning Administrator until a permanent position can be posted and filled. Motion seconded by V. Taylor. The Selectboard unanimously approved the motion.

New England Conference N. Gondella reported the Town Clerk's office will be closed Wednesday November 17th and Thursday November 18th while N. Gondella and J. Bridge attend the New England Conference of Clerks and Treasurers.

There being no further business, L. Courcelle moved to adjourn at 11:06 AM. Motion seconded by V. Taylor. The Selectboard approved the motion.

Date Approved _____

Larry Courcelle

Sara Tully - Clerk of the Board

Val Taylor