

## Town of Mendon

### Selectboard

June 13, 2022

Members of Selectboard present: Larry Courcelle, Bryan Sell

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Gary Sihler, Planning Commission, Richard Howe, Planning Commission, Lema Carter, Constable and Emergency Management Director

Visitors present: Steffanie Bourque, Rutland Regional Planning Commission

The Selectboard Meeting was called to order at 5:00 PM at the Town Office.

Agenda: Motion by L. Courcelle to approve the agenda with the addition of payroll for 6/11/22 for \$9,821.27. Motion seconded by B. Sell. The Selectboard unanimously approved the motion.

#### Announcement

None

*Presentation of the Draft Local Hazard Mitigation Plan and Public Comment Kick Off* Steffanie Bourque, RRPC Planner provided a summary of the present work to date on the Local Hazard Mitigation Plan on behalf of the Mendon LHMP Planning Committee. The purpose of the plan is to assist the Town in identifying natural hazards and ranking them according to local vulnerabilities and developing strategies to reduce the risk of those hazards. Once approved by the Town, the LHMP is submitted to FEMA for approval. The LHMP is not a contract between Mendon and FEMA. Rather, it outlines goals and actions to prevent future loss. S. Bourque discussed the work of the committee to update the Introduction, Purpose, Community Profile, Planning Process, Hazard Identification and Risk Assessment sections of the LHMP. The Town is soliciting public comment until June 27<sup>th</sup>. Comments can be submitted to Sara Tully via email at [mendonadmin@comcast.net](mailto:mendonadmin@comcast.net) or by mail at the Town of Mendon, 2282 US Route 4, Mendon VT 05701. A full copy of the draft LHMP is available on the town website [www.mendonvt.org](http://www.mendonvt.org). The comments will be presented and discussed at the Selectboard Meeting on June 27<sup>th</sup>.

#### Administrative Matters

*Selectmen's Orders* were reviewed.

Motion by L. Courcelle to approve orders for 06/13/2022 in the amount of \$49,732.80, payroll for 05/31/2022 in the amount of \$10,238.29 and payroll for 6/11/22 for \$9,821.27. Motion seconded by B. Sell. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: L. Courcelle moved to approve the minutes of 5/23/22 as presented. Motion seconded by B. Sell. L. Courcelle and B. Sell approved the motion.

Public Comment None

### Business

*Grievance Hearing Extension* Spencer Potter requested a grievance hearing extension for 30 days. Motion by L. Courcelle to approve the grievance hearing extension request. Motion seconded by B. Sell. The Selectboard unanimously approved the motion.

*Office Cleaning Quotes* N. Gondella submitted additional quotes for office cleaning for the Selectboard to review. Motion by B. Sell to contract with Page's Full Service Concierge and Cleaning. Motion seconded by L. Courcelle. The Selectboard unanimously approved the motion. The town will obtain separate quotes for cleaning the carpets.

*FY23 Grants in Aid Program* L. Courcelle moved to sign the FY23 Municipal Grants in Aid program. Motion seconded by B. Sell. The Selectboard unanimously approved the motion.

*Transportation Alternative Grant –Mendon Route 4 Corridor Plan* S. Tully provided an overview of the timeline of the project as well as the town's options for Project Management. Mendon has worked well with the Rutland Regional Planning Commission. S. Tully contacted the RRPC and Devon Neary or Steffanie Bourque would be assigned to work as the Project Manager. If the Town hired RRPC to perform this work, the town would not need to go out to bid for this part of the project. Motion by B. Sell to contract with the RRPC for the Transportation Alternative Grant. Motion seconded by L. Courcelle. The motion passed unanimously. A. Loffredo volunteered to be a member of the Steering Committee for this project.

*Community Center* The Otter Creek Engineering Report for an initial evaluation of town owned property on Stoney Meadows Lane was reviewed. The Selectboard discussed the access to the property is described in the deed. This was not reflected properly in the engineer's evaluation. S. Tully will contact Otter Creek Engineering for correction. The Selectboard approved moving forward with the concept phase of the engineering. L. Courcelle moved to approve applying for funding to the Vermont Council on Rural Development for \$3,000 and conduct the concept phase of engineering for the Community Center project. Megan Smith will submit the application.

*Speed Limit Journeys End* S. Tully provided an overview of the Selectboard's discussion from last Fall of lowering the speed limit on Journeys End. A traffic study was conducted by the RRPC. The select board agreed to lower the speed limit on journeys end to 25 mph in accordance with the results of the traffic study. The selectboard requested at the time the road commissioner and constable review the traffic ordinance for required amendments. B. Ellis, Road Commissioner submitted amendments for review by the Selectboard. S. Tully provided a timeline and outline of how to amend and adopt an ordinance. Once adopted the ordinance will go into effect in 60 days unless a petition is received. L. Carter. Constable will review and make suggestions. The Traffic ordinance will be reviewed at the next meeting.

*Infrastructure Project Update* S. Tully provided a recap of the status of each infrastructure project. To date, Sherwood Drive and Terra Lane have been paved. The Road Crew are working on aprons to gravel driveways and meeting compliance with upgrading road segments to meet MRGP standards to complete the project. FY22 Grants in Aid funding will upgrade two hydrologically connected road segments. This work will be completed the Road Crew. The town is waiting for grant paperwork for the Better Roads Grant for Journeys End. B. Ellis and S. Tully are preparing a scope of work for the RFP. Troy Dare, Rural Fire protection Task Force will be attending a site visit on July 12<sup>th</sup> for the Woodward Road Dry Hydrant replacement project.

*Rutland County Sheriff Contract* The Rutland County Sherriff submitted a contract for FY23 which included significant changes to billable hours resulting in a rate increase of 4.5%. L. Carter will discuss the contract changes with Sheriff Fox and S. Tully will follow up with an email. The current contract is effective through June 30<sup>th</sup>.

*Reappraisal Appeals* Motion by L. Courcelle to enter Executive Session for the purpose of discussion under T. 1 VSA §313 (1)(f) confidential attorney-client communication made for the purpose of providing professional legal services to the body at 8:25 PM with the Selectboard and S. Tully present. Motion seconded by B. Sell. The Selectboard unanimously approved the motion. The Chair declared the board out of Executive Session at 8:35 PM.

*Maintaining order during Selectboard Meetings* The Selectboard discussed the Open Meeting Law and the need to maintain order during Selectboard Meetings. The Selectboard approved seeking legal council to advise the Board.

L. Courcelle moved to adjourn the meeting at 8:45 PM. Motion seconded by B. Sell. The Selectboard approved the motion.

Date Approved \_\_\_\_\_

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Larry Courcelle

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Sara Tully - Clerk of the Board

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Bryan Sell