

Town of Mendon

Selectboard

January 14, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator, Bill Ellis, Road Commissioner

Visitors present: Chris Voda, Property Owner, Will Dodge, DRM, Janielle Smith, Centerline Communications

The Selectboard Meeting was called to order at 8:28 AM at the Town Office.

Agenda: G. Wells moved to accept the agenda with the addition of Roadside Mower, Merry Maple Drive sewer line failure and Truck Accident. Motion seconded by R. Wilcox.

Administrative Matters

Selectmen's Orders were reviewed and signed.

Rutland Region Public Works Emergency Mutual Aid Agreement was signed by the Selectboard.

BC2018 Amendment The request for amendment for the BC2018 grant for culvert 07-42 replacement to increase the funding amount by \$30,000 was signed by the Selectboard. S. Tully will submit the request to Brian Sanderson, VTrans Project Manager, District 3.

Minutes of Previous Meeting: Motion by R. Wilcox to approve the minutes of December 16, 2019. Motion seconded by G. Wells. The Selectboard approved the motion.

Business

2020-2021 Budget The Selectboard reviewed the final draft of the budget. The Board will be presenting a budget with less than a half of 1% increase. However, the final budget was lowered by \$19,000 from underspending the Town Garage Improvement Bond. The remaining areas of the budget have a 2% increase. The Selectboard is requesting a master plan for the Recreation Area. They have incorporated in the budget an additional \$2,000 for the Recreation Reserve Fund.

Timeline of Reserve Funds B. Ellis must meet with S. Tully to discuss the Equipment Replacement Schedule to incorporate the replacement of the lawnmowers and the purchase of a Roadside Mower. S. Tully will also update the Town Office Reserve Fund.

Town Report S. Tully reported she requested all town reports be submitted by January 13th. The Highlights and Objectives report will be completed and sent to the Selectboard for final review.

Articles for Town Meeting The Town Meeting warning was discussed. The Selectboard will include an article that will ask the voters if they want to spend \$10,000 from the Town Shop

Fund for a historical kiosk as proposed by the Mendon Historical Society. A separate article will ask the voters to transfer \$10,000 from the Town Shop Fund to the Town Office Maintenance Fund to pay for continued maintenance of the Town Office property and to also transfer the remaining balance of the Town Shop Fund to the Contingency Fund to pay for unexpected expenses and emergencies.

Roadside Mower B. Ellis presented three quotes for roadside mowers. Mendon intends to make a joint purchase of this equipment with Rutland Town with a 1/3 & 2/3 ownership. Motion by G. Wells to authorize B. Ellis to spend up to \$28,000 from the Equipment Replacement Fund to purchase a one-third ownership of a roadside mower with Rutland Town owning two-thirds of the equipment. Motion seconded by R. Wilcox. The Selectboard unanimously approved the motion. B. Ellis will work with Rutland Town Road Commissioner Byron Hathaway and the Rutland Town Selectboard to determine which roadside mower to purchase.

Merry Maple Drive Sewer Line Failure B. Ellis reported there is a hole in Merry Maple Drive due to a sewer line failure. The Robinwood Development has contacted B. Ellis with a plan to dig up the road and repair the line. S. Tully asked B. Ellis if an Access Permit has been submitted. B. Ellis responded not at this time and he will inform the Robinwood Development of this requirement.

Truck Accident Truck #1 was involved in an accident on December 30th while Newt Jones was driving the truck on Wheelerville Road and a large pine tree fell on top of the cab of the truck. Insurance adjusters have inspected the damage. It is estimated the truck will be repaired and returned to the town by January 24th. In the meantime B. Ellis is pursuing multiple avenues to meet the town needs in the event of large scale or long term weather event. S. Tully is communicating with the towns insurance carrier regarding covered expenses.

Community Visit Program The Planning Commission, Selectboard and MEDC all overwhelmingly supported a Community Visit by the Vermont Council for Rural Development. An April meeting was determined the best timeframe for the Town and VCRD. VCRD recommended a Steering Committee of community members be created to work with VCRD to organize the event. To date Mendon has not sufficiently recruited members for the Steering Committee. Timing is critical to have this committee in place by the end of this month in order to organize enough information to distribute at Town Meeting and outside of the polls on Tuesday. The Selectboard will ask each of its members and each Planning Commission member to recruit 2 to 3 people and S. Tully will arrange an organizational meeting Thursday, January 23rd at 5 PM. Interested parties can contact S. Tully at the Town Office.

AT&T Wireless Communication Facility The town responded to the 60 day notice submitted by AT&T to construct a 140' tower in the Ridgeline District. A request was made to hold one joint public hearing with the Selectboard, Planning Commission and ZBA; to conduct a publically warned balloon test and; to provide computer generated pictures of the tower in the highest visible sites in Mendon. Chris Voda, Property Owner, Will Dodge, DRM, Janielle Smith, Centerline Communications attended the meeting and discussed the schedule for the balloon test and public hearing. J. Smith proposed January 23rd to conduct the balloon test which is weather dependent and therefore a back up date of the 24th was also proposed. The Selectboard issued concern that to date there has been no public notice regarding the project beyond the abutting landowners to one of the two parcels Chris Voda owns under CVMendon LLC. Dates later in

January were discussed for the balloon test, but accurate weather forecast can not be determined at this time. The Selectboard will be sending notice to all taxpayers and AT&T agreed to publish notice of balloon test and public hearing in the Rutland Herald that will direct readers to the Town's website www.mendonvt.org and Facebook page www.facebook.com/townofmendonvt as well as DRM's website www.drm.com/news/att-firstnet-Mendon-balloon-test for the most up to date information regarding the balloon test schedule and public hearing. In accordance with a required submission of a telecommunication tower in the Mendon Telecommunication Bylaws, the Selectboard has requested computer generated pictures of what the tower will look like in the areas of Mendon that will experience the highest visibility of the tower. R. Wilcox stated that nowhere in the 60 day notice information does it show what the tower will look like or what it will look like on top of Mendon's ridge line. W. Dodge directed the Selectboard to a picture of a balloon test that was included in the 60 day notice. R. Wilcox clarified that the town would like to see what the tower will look like with all its attachments and panels as well as what the tower will look like on top of the mountain, not a balloon.

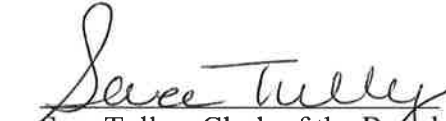
Mailing – Community Visit, AT&T Wireless Communication Facility, Reappraisal The Selectboard discussed the importance in getting information to the taxpayers regarding three time sensitive matters. The first two subjects, the Community Visit and the AT&T Wireless Communication Facility as discussed previously at this meeting. The third subject is to encourage property owners to sign up for an interior inspection of their property for the town wide reappraisal nearing its conclusion. The Selectboard directed N. Gondella, S. Tully and J. Bridge to complete a newsletter to be sent to the taxpayers this week, and information posted on the Mendon website and Facebook page.

Barstow Generator Maintenance Status S. Tully will follow up with Chittenden Selectmen Preston Smith to confirm Mendon's agreement to pay for \$1,500 of the maintenance upgrades to the Barstow Generator.


There being no further business, R. Wilcox moved to adjourn at 10:40 AM. Motion seconded by S. Bradley. Motion carried.

Date Approved 1/27/2020


Richard Wilcox


Sara Tully - Clerk of the Board


Geoff Wells


Scott Bradley

Town of Mendon

Selectboard

January 27, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator, Nancy Gondella, Town Clerk & Treasurer

Visitors present: None

The Selectboard Meeting was called to order at 4:53 PM at the Town Office.

Agenda: D. Wilcox moved to accept the agenda as presented. Motion seconded by S. Bradley. The motion passed unanimously.

Administrative Matters

Selectmen's Orders were reviewed and signed.

Financial Report N. Gondella provided the year to date financials report to the Selectboard.

Minutes of Previous Meeting: Motion by R. Wilcox to approve the minutes of January 14, 2020. Motion seconded by G. Wells. The Selectboard approved the motion.

Business

Law Enforcement Fines The town is not to receiving law enforcement fine revenue from the State of Vermont. N. Gondella has been unsuccessful in tracking down the issue at the state level. Payments received are not accompanied with a breakdown of the ticket numbers for which the payment is being made. It is estimated that the State of Vermont has only paid to the town 10% of the revenue owed to the town. N. Gondella will continue to work with Phil Douglas, Constable, to resolve the issue.

2020-2021 Budget S. Tully presented the final budget to be printed in the Town Report. The layout of the budget in the Town Report was discussed. The 2018-2019 audit has not been submitted to the Selectboard. N. Gondella stated she just received the audit today and has not had a chance to review. S. Tully will prepare the history of the budget from the audit report and present the 2020-2020 budget separately in the Town Report. Overall the budget to be presented to the voters is level funded. However, the town was able to take advantage of a reduction of the principal payment for the Garage Improvement Bond from unspent bond proceeds. This offset expenses by \$19,000. It is unclear what the result of the town-wide reappraisal will have on the tax rate.

Timeline of Reserve Funds The reserve funds were discussed specifically the Highway Improvement Fund and the Town Office Maintenance Fund. The Selectboard is including Articles on the warning for Town Meeting to eliminate the Town Shop Maintenance Fund.

Town Report S. Tully submitted the Highlights and Objectives report to the Selectboard for approval. Statute requires the Town Report to be available by February 19th. Mendon typically has the Town Report available for the voters at least 3 weeks before Town Meeting S. Tully issued concerns that the Town Report will not be completed by February 8th because multiple reports have not been submitted her and the FY19 Audit is not complete. S. Tully had distributed to the Selectboard what is required to be included in the Town Report.

Town Meeting The Selectboard was unable to confirm with the Cortina that we can utilize the building for Town Meeting. S. Tully confirmed with Mendon Methodist Community Church that we can have Town Meeting there. S. Tully presented the warning to the Selectboard.

Article 3 is “Shall the Town adopt all budget articles by Australian ballot?” The Barstow Unified Union School District Budget is now voted by Australian ballot. Historically 40 to 50 people attend Town Meeting to vote the Municipal budget from the floor. Voting the Municipal budget by Australian ballot allows for early voting and the polls are open from 8 AM to 7 PM. If the article passes it will go into effect at the next regularly scheduled Town Meeting or Special Town Meeting.

The Town Shop also known as the Old Town Hall was demolished in the spring of 2019. There is \$40,000 remaining in the Town Shop Maintenance Fund. The next 3 articles on the warning ask the voters what to do with these remaining funds.

Article 4 is “Shall the Town transfer \$10,000 from the Town Shop Maintenance Fund to the Town Office Maintenance Fund for the purpose of constructing a historic kiosk at the former location of the Town Shop also known as the Old Town Hall?” The Mendon Historical Society has asked the Selectboard for \$10,000 from the Town Shop Maintenance Fund to help pay for a kiosk that will relay historic information about the town. If approved, the money will be earmarked for this purpose and transferred to the Town Office Maintenance Fund which allows the money to be available when the project is ready to be constructed.

Article 5 is “Shall the Town transfer \$10,000 from the Town Shop Maintenance Fund to the Town Office Maintenance Fund?” The balance of the Town Office Maintenance Fund is fairly low after the painting of the exterior of the Town Office this year. In lieu of increasing the budgeted amount to the Town Office Maintenance Fund, the Selectboard is asking the voters to approve a transfer of \$10,000 from the Town Shop Maintenance Fund to the Town Office Maintenance Fund. Article 6 is “Shall the Town transfer the remaining balance of the Town Shop Maintenance Fund to the Contingency Fund and close out the Town Shop Maintenance Fund?” The final request is to close out the Town Shop Maintenance Fund and transfer any remaining money to the Contingency Fund.

Motion by R. Wilcox to approve the Warning for Town Meeting on March 2, 2020 at 6 PM at the Mendon Methodist Community Church. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Community Visit The informational meeting last Thursday was successful with again overwhelming support for the program. Four members of the community have signed up to be

on the Steering Committee. The town is still looking for additional volunteers for the Steering Committee and interested people to help assist the Steering Committee. Anyone interested can contact the Town Office.

AT&T Wireless Communication Facility A tentative date for the balloon test was scheduled for January 28th which has been postponed. The town has requested pictures be taken of the balloon test in locations that will have the highest visibility of the tower. The list of these location were discussed. S. Tully will compile the list by determining addresses and submit to AT&T. AT&T offered a landowner permission form that the town has yet to receive. Please go to the Mendon website www.mendonvt.org or Mendon Facebook page <https://www.facebook.com/townofmendonvt> for the most up to date information regarding the date of the balloon test and date of the public hearing.

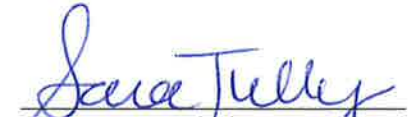
Roadside Mower Mendon and Rutland Town have agreed to purchase a 2016 John Deere 6105E with Tiger boom mower and 50" rotary deck and a Cyclone EFI Debris blower for a total cost of \$79,300. Mendon will pay \$27,529 and Rutland Town will pay \$51,771. A previous motion made by the Selectboard authorized B. Ellis to spend up to \$28,000 from the New Equipment Fund for the mower.

Hemp Legislation The Mendon Selectboard has supported additional legislation that would restrict the state from granting small lot exemptions for growing and processing hemp in residential zoning districts. Rep. Jim Harrison is looking for members of the community to testify if a bill is brought to the floor.

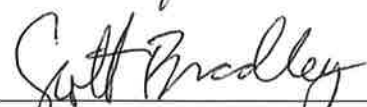
There being no further business, R. Wilcox moved to adjourn at 6:50 PM. Motion seconded by S. Bradley. Motion carried.

Date Approved 2/10/2020


Richard Wilcox


Sara Tully - Clerk of the Board


Geoff Wells


Scott Bradley

Town of Mendon

Selectboard

February 10, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

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

Visitors present: None

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

Agenda: R. Wilcox moved to accept the agenda with the addition of vacation schedule. Motion seconded by S. Bradley. The motion passed unanimously.

Administrative Matters

Selectmen's Orders were reviewed and signed.

Minutes of Previous Meeting: Motion by R. Wilcox to approve the minutes of January 27, 2020. Motion seconded by S. Bradley. The Selectboard approved the motion.

Business

Law Enforcement Fines N. Gondella provided an outline and timeline from her research on why the Town of Mendon has not received law enforcement revenue this fiscal year. To date Mendon has received \$13K of the annually budgeted \$45K. The Judicial Bureau was implementing a new computer system and no fine revenue was distributed to towns from May to November 2018. The town started receiving payments in November 2018 which were greatly reduced from anticipated amounts. The tickets in 2019 were written under the Basic Rule (BR), Local Basic Rule (LBR), Local Speed Violation (SL1, SL2, SL3) and Violation of Local Ordinance (VO). Almost 70% of the tickets issued were written under the Local Basic Rule in which the town does not receive the fine revenue. According to an email from Judge Howard Kalfus dated October 11, 2018 "if the municipality has established a speed limit of 50 miles per hour, this must be charged as an LBR". In following this direction, revenue from tickets written under the Local Basic Rule are distributed to a statewide pool instead of directly with the municipality. The Selectboard agreed to authorize R. Wilcox, N. Gondella and P. Douglas handle this issue by continuing to gather information as well as contacting Rep. Jim Harrison, and VLCT for education and direction.

AT&T Wireless Communication Facility The Planning Commission and Selectboard have completed a review of the Viewshed Analysis that was submitted by AT&T as part of the 60 day Notice. It was determined that the tower location was misrepresented which skewed the results of where AT&T says the tower will be seen in Mendon. It took considerable time and resources to discover this error and create a list of locations in which Mendon officials have determined will have visible views of the tower and some with very close views of the tower. This information will be submitted to AT&T and the Department of Public Service. The balloon test and public hearing is yet to have a date scheduled. The most up to date information will be posted on the website www.mendonvt.org and the Town of Mendon Facebook page <https://www.facebook.com/townofmendonvt/>.

Weight Limits Posting S. Tully reported she filed the seasonal restriction for weight posting of Mendon Roads effective March 1- May 15. Motion by G. Wells to accept the seasonal restrictions of all Town Highways in Mendon effective March 1- May 15, 2020. Motion seconded by S. Bradley. Motion unanimously approved. Such notice will be posted in 2 places in Town at the Town Office and Town Garage.

Community Visit Update The Community Visit Steering Committee met on Thursday February 6, 2020 to get organized. The VRCD is scheduled to visit Mendon on February 24th with additional information about the program.

Town Report S. Tully presented an overview of the Town Report with a list of outstanding reports that to date have not been submitted.

Timeline of Reserve Funds S. Tully submitted the timeline of the reserve funds to be printed in the Town report and requested the Selectboard review and make final comments by Thursday.

Roadside Mower The Roadside mower has been delivered to the mendon Town Garage. There is a leak in the hydraulic tank that was damaged during the delivery transport. Fairfield is sending their mechanic to repair at the Town Garage this week.

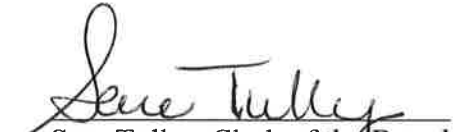
Vacation Schedule S. Tully submitted an outline of her vacation schedule for the remainder of FY20 and all of FY21 requesting approval from the Selectboard in accordance with the Personnel Policy and Rules Handbook that 4 days of vacation be rolled over into FY21. The Selectboard approved this request.

The Selectboard agreed to meet with the office staff at the Town Office, February 13, 2020 at 8:30 AM.

There being no further business, R. Wilcox moved to adjourn to 8:30 AM on February 13, 2020 for an office staff meeting at the Town Office. Motion seconded by S. Bradley. Motion carried.

Date Approved 2/24/2020


Richard Wilcox


Sara Tully - Clerk of the Board


Geoff Wells


Scott Bradley

Town of Mendon

Selectboard

February 13, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator, Nancy Gondella, Town Clerk & Treasurer, Jesse Bridge, Bookkeeper

Visitors present: None

The Selectboard Meeting was called to order as a continuation of the Selectboard Meeting 2/10/20 adjourning at 6:40 PM to reconvene at February 13, 2020 at 8:30 AM at the Town Office for the purpose of conducting a staff meeting.

Motion by R. Wilcox to enter Executive Session at 8:31 AM to discuss Personnel with the Selectboard, S. Tully, N. Gondella and J. Bridge present. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.


The Chair declared the Board out of Executive Session at 9:24 AM

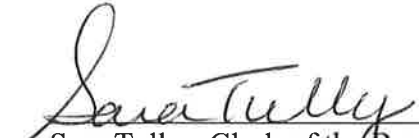
A town calendar will be created outlining each department's annual tasks. This information is to be submitted to J. Bridge to compile the information on a central calendar. The goal is for better understanding of overall demands of the staff at different times of the year.

The office staff will meet weekly either on Tuesday after Selectboard Meetings or Mondays to discuss the tasks and deadlines of the week in order to prioritize the tasks as a team. The first meeting will be held February 25, 2020 with R. Wilcox facilitating.

There being no further business, R. Wilcox moved to adjourn at 9:25 AM. Motion seconded by S. Bradley. Motion carried.

Date Approved 2/24/2020


Richard Wilcox


Sara Tully - Clerk of the Board


Geoff Wells


Scott Bradley

Town of Mendon

Selectboard

February 24, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator, Bill Ellis, Road Commissioner, Phil Douglas, Constable & Planning Commission, Justin Lindholm, Planning Commission, Fred Bagley, Planning Commission

Visitors present: John Sinclair, Brian Austin, and Chris Mattrick, Green Mountain National Forest.

The Selectboard Meeting was called to order at 4:56 PM at the Town Office.

Agenda: R. Wilcox moved to accept the agenda with the addition of Mendon Town Plan. Motion seconded by R. Wilcox.

Announcements: Town Meeting, March 2, 2020, 6 PM at a new location MENDON METHODIST COMMUNITY CHURCH

Administrative Matters

Selectmen's Orders were reviewed and signed.

Minutes of Previous Meeting: Motion by R. Wilcox to approve the minutes of February 10, 2020 and February 13, 2020. Motion seconded by G. Wells. The Selectboard approved the motion.

Business

Community Visit D. Wilcox provided an update on how the Steering Committee for the Community Visit has been working with the Vermont Council on Rural Development. The voters can expect update information to be provided at Town Meeting and outside the polls for the election.

Green Mountain National Forest John Sinclair, Brian Austin, and Chris Mattrick, Green Mountain and Finger Lakes National Forest announced to the Selectboard that \$6 million has been allocated to begin construction of the Green Mountain and Finger Lakes Supervisor's Office in Mendon. The building will be located on existing forest land across from Woodward Road. No additional land would be removed from the Grand List. The 10,000 square foot building and accessory storage building will operate with 65 employees. The building will be accessible to the public for information and viewable from Route 4. The Mendon Selectboard are enthusiastic about the project and look forward to welcoming the GMFL Supervisor's Office to Mendon. The Selectboard discussed the location and potential prime access to existing trails up Blue Ridge and the Canty Trail and respectfully request they plan for as much public parking as possible at the new building. Construction on the site will start this summer and be finalized for occupancy of the building by 2023.

Mendon Recreation Liam Fracht- Monroe, Chair of the Recreation Committee presented an executive

summary that included a comprehensive plan for the Mendon Recreation Area. First thing this spring the Road Crew will assist in installing a path for increased handicap accessibility down to the play structures. The Recreation Committee will be accepting bids for paving a half basketball court. The Selectboard increased the annual appropriation to the Recreation Reserve Fund to \$5,000 for the Recreation Committee to accomplish the goals set forth in the plan presented.

Town Meeting Presentations & volunteers for set up and tear down The Selectboard discussed the presentations for Town Meeting. The Methodist Community Church in Mendon has graciously allowed us to use their basement meeting room. We will need volunteers to assist in setting up and tearing down the room.

AT&T Wireless Communication Facility The AT&T group requested to present information on the Viewshed Analysis and discuss dates for the balloon test and public hearing. Time would not allow this discussion at the regular meeting so the Selectboard decided to adjourn this meeting until Thursday February 27th at 5:15 PM at the Town Office to hear the information AT&T will present.

Law Enforcement Fines R. Wilcox provided an update regarding the law enforcement fine revenue the town expected to receive.

Town Plan Adoption The Planning Commission conducted a Public Hearing on February 19, 2020 for the Proposed Town Plan. There were no changes and they are submitted the final draft and the accompanied report to the Selectboard. The Selectboard will then have an opportunity to make changes and warn a public hearing and the adoption of the Town Plan.

There being no further business, R. Wilcox moved to adjourn at 6:40 PM to reconvene at 5:15 PM on February 27, 2020 at the Town Office to continue the AT&T agenda item and review the View Shed Analysis, review visible tower locations and discuss a date and time for the balloon test. Motion seconded by S. Bradley. Motion carried.

Date Approved 3/9/20


Richard Wilcox


Sara Tully - Clerk of the Board

Geoff Wells


Scott Bradley

Town of Mendon

Selectboard

February 27, 2020

Members of Selectboard present: Richard Wilcox, Scott Bradley

Members of Planning Commission present: Teri Corsones, Gary Silher, Justin Lindholm, Fred Bagley, Phil Douglas

Town Officers and employees present: Sara Tully, Town Administrator

Visitors present: Dave Archambault, Virtual Site Simulations, Will Dodge Downs Rachlin Martin PLLC, Janielle Smith, Centerline Communications, Chris Voda, Property Owner

The Selectboard Meeting was called to order as a continuation of the Selectboard Meeting 2/24/20 adjourning at 6:40 PM to reconvene at February 27, 2020 at 5:15 PM at the Town Office for the purpose of reviewing the View Shed Analysis for the AT&T tower, review visible tower locations and discuss a date and time for the balloon test.

W. Dodge, DRM, PLLC presented a coverage map for AT&T showing a lack of coverage along the Route 4 corridor in Mendon and stretching northward into Chittenden and Pittsford encompassing a significant area. S. Tully asked why the coverage map presented does not map the coverage map from AT&T's website that indicates there is full coverage throughout Mendon. W. Dodge responded that experts created the maps he presented. S. Tully questioned whether AT&T was being deceptive to present a full coverage map on their website. W. Dodge responded no with no other explanation than the maps he is presenting are created by specific experts in this field.

W. Dodge explained an overview of FirstNet and AT&T winning the federal contract to create a nationwide network available to first responders in the event of an emergency. The federal government has agreed to pay \$90 billion with AT&T contributing an additional \$90 Billion to create the network.

Mendon town officials summarized in a letter dated February 10th to W. Dodge, DRM and copied to the Department of Public Service, Centerline Communications, and the Rutland Regional Planning, that the Viewshed Analysis grossly misrepresented the impacted views of the tower and identified the location of the tower in a different location than the engineered plans for the project. W. Dodged apologized for the conflicting information explaining the location used for the viewshed mapping was then changed once the engineered plans were finalized.

J. Lindholm explained the pictures included in the viewshed mapping did not point to the correct location or even the correct mountain in some instances.

AT&T has agreed to conduct another balloon test to be scheduled at the end of March weather dependent on less than 10 mph winds with a preference of less than 6 mph winds. A public hearing will also be scheduled after the balloon test has been conducted. The warning for the balloon test and public hearing will be posted on the town's website www.mendonvt.org and Facebook page

www.facebook.com/townofmendonvt. The town of Mendon will be encouraging all interested parties to attend the public hearing.

The town of Mendon had submitted a list of addresses with expected impacted view of the proposed tower to AT&T. The list of addresses were reviewed in detail. D. Archambault and W. Dodge both explained sites within a 1 mile radius are preferred but they can extend out to 2 miles of the tower. They explained anything beyond 2 miles the view of the tower would be insignificant.

The town requested again that computer generated photos of what the tower will look like on the mountain be created along with the balloon test. J. Lindholm requested to see pictures of projects where AT&T installed towers in Vermont. First, a picture of what they presented the tower was going to look like on the ridgeline and what it eventually did look like for comparison.

The proposed tower is 140 feet. AT &T will be installing 4 arrays at the top of the tower. They are able to sell space on the tower to other vendors. F. Bagley requested to see what the tower will look like fully loaded with arrays.


Action items:

1. AT&T agreed to narrow down the list of addresses to take pictures from for the balloon test and submit to the town early next week.
2. Mendon will review the list and make comment if any addresses have been omitted that they feel strongly should be included.
3. AT&T will pursue requesting Landowner permission waivers to take pictures on private property if needed prior to the balloon test with approximately 2 weeks notice.
4. AT&T will schedule the balloon test with the town as soon as weather conditions can be forecasted.

There being no further business, R. Wilcox moved to adjourn at 7:00 PM. Motion seconded by S. Bradley. Motion carried.

Date Approved 3/9/20


Richard Wilcox


Sara Tully - Clerk of the Board

Geoff Wells


Scott Bradley

Town of Mendon

Special Selectboard

March 18, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Nancy Gondella, Town Clerk & Treasurer, Jesse bridge, Bookkeeper & Assistant Clerk, Phil Douglas, Constable and Director of Emergency Management

Visitors present: None

The Selectboard Meeting was called to order at 10:50 AM at the Town Office with video conference and teleconference capability.

Agenda: R. Wilcox moved to accept the agenda as presented. Motion seconded by S. Bradley.

COVID-19 Emergency Planning

Operations Update of Town Office The Town Office is currently closed to the public. N. Gondella requested she and J. Bridge work alternate days at the Office from 10 AM - 2 PM Monday through Thursday. There are some functions of the Clerk's and Treasurer's Office that cannot be conducted remotely such as recording, deposits, and vault research. They will also be able to scan and electronically distribute mail and other materials for various offices. N. Gondella is preparing procedures for access to services normally provided in the office. The vault for research will be open by appointment only with one researcher at a time. G. Wells requested hours at the office be 9 AM – 2 PM. The Selectboard agreed. N. Gondella reported Dog Licenses are due April 1st with a fine of \$3 for late registration. She requested the due date be extended to May 1st. G. Wells moved to extend the due date for Dog Licenses to May 1, 2020. Motion seconded by S. Bradley. The motion passed unanimously. C. Galiano will continue to clean the office on Fridays. The Selectboard agreed to inform other officials not to enter the Town Office during the 9 AM – 2 PM.

Operations Update of Highway Department The Road Crew continues to work with safety procedures in place. Each employee has been assigned individual vehicles, equipment, tools, safety equipment for their use only. B. Ellis is the only employee that has access to the office at the Town Garage. Cleaning supplies have been provided to disinfect their vehicles and equipment. Projects assigned are independent or working at a distance. S. Tully will continue to work in coordination with B. Ellis to conduct administrative tasks of the highway department.

Operations of Boards and Commissions The Selectboard is requiring all meetings for the

Selectboard, Planning Commission and Zoning Board of Adjustment be conducted via video and phone conferencing while continuing to meet the open meeting law. Meetings will be publicly warned. Current law requires one person to be present at the Town Office during the meeting. It is strongly encouraged that the public participate in the meeting by video or teleconference to limit exposure during the COVID-19 outbreak. J. Bridge will contact T. Corsones regarding the Planning Commission April 6th Meeting and setting up for this meeting through www.togomeeting.com. The Zoning Board of Adjustment has a meeting April 7th. S. Tully will prepare a memo to officials with the requirement of providing access to meetings remotely and meeting the Open Meeting Law. The public is strongly encouraged to participate in meetings remotely by video conferencing or by telephone. Links and directions how to participate in meetings will be posted on the town's website www.mendonvt.org.

Computers The three laptops that were authorized to purchase have been received. Software for the Town Clerk, Town Treasurer, Bookkeeper and Town Administrator has been loaded. J. Bridge is working on computer use policy and will distribute once completed.

Website & Facebook Page J. Bridge is primarily in charge of updating the website, Facebook and postings to Front Porch Forum. S. Tully and N. Gondella can access some of these mediums, but will work towards cross training/authorizing. J. Bridge will remain the person primarily in charge of posting information. The town will continue to encourage the public to monitor the Vermont Department of Health website (www.healthvermont.gov) and the Centers for Disease Control and Prevention website (www.cdc.gov) for current information and recommendations regarding COVID-19. These links as well as local agencies and organizations that are providing assistance will be posted on the Mendon website. We encourage the public to go directly to these sites for the most up to date information. If you have any questions regarding COVID-19, please dial 2-1-1. The Mendon website will concentrate posting information to the public on the operations of municipal government and how to access services normally provided by the Town Office.

Continuity of Operations Plan The plan was created last week. Currently there are no changes to the plan.

Other issues pertaining to the response of COVID-19 that need to be discussed.

Community Visit scheduled for April 2 and May 14th has been postponed. The Selectboard discussed sending a mailing to all taxpayers to inform them of this information prior to the entire country shutting down group events. It was agreed this mailing is not necessary.

Vulnerable populations in Mendon. The town will look at accessing information about vulnerable people in Mendon to determine if they require additional services.

Rutland County Sherriff The Selectborad will request notification if any changes in their protocol that would affect the Town of Mendon. The town will suggest some extra patrols throughout the town.

Town Wide Reappraisal The Selectboard discussed the town wide reappraisal. For the safety of the property owners and our contractor Vermont Municipal Assessor, interior inspections will not continue until further notice. S. Tully will reach out to VMA to obtain a status update and his opinion on whether the Town should ask the state for an extension.

Video Conferencing The town will conduct another trial run at video conferencing Thursday at 8:45 AM. No town business will be discussed.

There being no further business, R. Wilcox moved to adjourn at 11:55 AM. Motion seconded by S. Bradley. Motion carried.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Scott Bradley

Town of Mendon

Selectboard

March 23, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Nancy Gondella, Town Clerk & Treasurer, Phil Douglas, Constable and Director of Public Safety

Visitors present: Ann Singiser & Fred Bagley, Mendon Historical Society

The Selectboard Meeting was called to order at 5:12 PM at the Town Office with all participants participating remotely except Nancy Gondella and Geoff Wells.

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.

Agenda: R. Wilcox moved to approve the agenda. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve the General Fund pay order in the amount of \$1,249,714.01 covering invoices received from 03/10/2020 – 03/23/2020. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to approve the Payroll warrant for the period ending 03/21/2020 for a gross payroll amount of \$17,389.31. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to authorize G. Wells to be the sole signature on the orders. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of March 9, 2019, March 10, 2020 and March 18, 2020. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Business

Appointment of Officers

Motion by G. Wells to appoint:

Nancy Gondella, Town Clerk term ending 3/31/23

Nancy Gondella, Town Treasurer term ending 3/31/23

William Ellis, Road Commissioner term ending 3/31/21

Sara Tully, Road Commissioner Admin. term ending 3/31/21

Geoff Wells, Fire Warden, term ending 1/31/23

Mary Ann Reich, Town Service Officer, 4/14/21

Therese Corsones, Planning Commission, 3/31/24

Justin Lindholm, Planning Commission, 3/31/24

Harvey Zara, Zoning Board of Adjustment, term ending 3/31/23

Jim Reddy, Town Recreation, term ending 3/31/24

Jesse Bridge, Town Recreation, term ending 3/31/24

Scott Bradley, Cemetery Commission Chairman, term ending 3/31/21

Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

N. Gondella stated she will be appointing Marie Conway, Assistant Clerk and Treasurer.

Old Town Hall Park Fred Bagley and Ann Singiser submitted a plan for the multipaneled display to be installed where the Old Town Hall once stood. F. Bagley presented the details of the project. They requested the Selectboard proof all written material and report back with comments. In addition to the constructed panels, the Mendon Historical Society requested a split rail fence be installed to replicate the fence in front of the Town Office. S. Tully will work with A. Singiser to draft a Request for Proposal sheet to be advertised for public bid.

07-42 Replacement The Selectboard discussed the bids submitted on February 27, 2020 for the culvert replacement of 07-42. The Selectboard rejected the lowest bid and elected to accept the second bid from Northwoods Excavating at \$117,370.11. Motion by G. Wells to accept the bid for replacing culvert 07-42 for Northwoods Excavating at \$117,370.11. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

AT&T Status On March 16, the Town submitted addresses to AT&T to take pictures from for the balloon test and the town has yet to receive a response. It will be difficult to conduct a balloon test under the current restrictions from the Governor in response to COVID-19 limiting meetings to 10 people and maintaining social distancing. These recommendations could become more stringent in the upcoming weeks. The Town has no good alternative to conduct a Public Hearing as a meeting like that would be difficult by video & teleconference.

Reappraisal The Selectboard discussed the status of the Reappraisal as submitted by Spencer Potter, Vermont Municipal Assessor. The Town encourages MS. Potter to follow all recommended safety procedures and guidelines set forth by the Governor and Vermont Department of Health. The town will request an extension for completing the Reappraisal from the State of Vermont Property Valuation and Review.

Burn Permits All burn permits are on hold at this time. G. Wells, Mendon Fire warden along with recommendation from Lars Lund, Regional Fire Warden do not want to require services of the Rutland City Fire Department unnecessarily during the COVID-19 emergency. Please monitor the Town of Mendon website for any updated information.

Local Emergency Operations Plan The Local Emergency Operation Plan (LEOP) is normally adopted at this time annually. P. Douglas has made updates to the plan. He would like to submit to the RRPC for review. P. Douglas will present the LEOP for adoption at the next meeting.

COVID-19 Response & Town Government Operations The Selectboard has conducted two meetings regarding how to respond to COVID 19. Current operations of the Town Office is closed to the public with access to the vault by appointment only Monday-Thursday 9AM to 2 PM. The Selectboard is allowing one person to be working in the office at a time. These hours are split between N. Gondella and J. Bridge while adhering to strict disinfecting guidance. The most up to date information is posted on the Mendon Website www.mendonvt.org, the Mendon Facebook Page and Front Porch Forum. The Selectboard commended the staff for working so diligently.

Town Plan Adoption Schedule The Selectboard discussed postponing the adoption of the Town Plan as its difficult to conduct public hearings under Governor Scott's orders not to have gatherings of 10 people. S. Tully will look up the required timeline of adoption of the Town Plan.

2020-2021 Goals and Objective The Selectboard have reviewed the goals and objective. Will table comment at this time,

There being no further business, R. Wilcox moved to adjourn at 6:25 PM. Motion seconded by S. Bradley. Motion carried.

The Liquor Control Board meeting was called to order at 6:37 PM
Motion by R. Wilcox to approve the Liquor Licenses for:

1. Mountain View Hospitality Inc. dba The Vermont Inn
2. Countryman's Pleasure Inc. dba Countryman's Pleasure
3. T.P Hospitality, LLC dba Red Clover Inn

Motion seconded by S. Bradley. The Selectboard unanimously passed the motion.

There being no further business, R. Wilcox moved to adjourn the Liquor Control Board Meeting 6:40 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

Town of Mendon

Selectboard

April 13, 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, Phil Douglas, Constable and Director of Public Safety

Visitors present: Ann Singiser & Fred Bagley, Mendon Historical Society, Dennis Charles

The Selectboard Meeting was called to order at 5:00 PM with all participants 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:

- a) 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.**

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- b) 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.

- c) 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
- d) 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. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Administrative Matters

Selectmen's Orders were reviewed. Motion by G. Wells to approve the General Fund pay order in the amount of \$24,229.91. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to approve the Payroll Warrant for the period ending 04/05/2020 for a gross payroll amount of \$10,601.24. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to authorize one Selectboard member to approve and sign the orders until the State of Emergency in response to the COVID19 pandemic ends. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: G. Wells moved to approve the minutes of March 23, 2020. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Business

Old Town Hall Park The Selectboard reviewed the Request for Bids prepared by Ann Singiser with input from S. Tully. A. Singiser explained they hoped to advertise for bids as soon as possible. A start date can not be determined at this time due to the state of emergency and under the Governor's Stay Home Stay Safe orders. The Selectboard questioned whether companies

that make the signs have the authority to work in their shops under the current orders. S. Tully will look into for further clarification. A. Singiser discussed approximately \$1160 in design work has been completed for the project and paid for by the Mendon Historical Society. The MHS members support the project. The Selectboard discussed the positioning of the project on the site. Some members have not had the opportunity to drive by. Motion by G. Wells to approve the Request for Bids to advertise as soon as orders are amended by the Governor to allow for non-essential work. Motion seconded by S. Bradley. The motion passed unanimously.

COVID-19 Response & Town Government Operations

COVID-19 Financial Update N. Gondella reported the cost to respond to the COVID19 pandemic is \$6,600. This includes laptops and software to operate essential town business remotely, town-wide mailing of information and cleaning supplies. Most expenses are not eligible for FEMA reimbursement under the Public Assistance Program.

Recreation Area The Selectboard is restricting use of the Mendon Recreation Area to include safety recommendations from the state. Signs will be posted to restrict access to no more than 10 people utilizing the facility at one time, to follow social distancing recommendations, to use hand sanitizer, to use playground at own risk-it is not disinfected, do not share sports equipment.

Continuity of Operations Plan The Town of Mendon is strictly following the Governor's Stay Home Stay Safe orders and staff is monitoring all requirements as they develop. Procedure Manuals for the Bookkeeper and Treasurer's positions are being created in case replacement personnel is needed due to COVID-19 sickness. S. Tully will create a Town Administrator project list and maintain updates for information for the Selectboard if replacement personnel is needed due to COVID-19 sickness. Towns with 3 members of the Selectboard have a greater risk of securing a quorum to make decisions for the town than 5 member boards. VLCT has identified this as an issue and potentially the legislature may issue a solution. The Selectboard discussed options for the town if one or more members of the Selectboard become hospitalized from COVID-19. The statutes regarding filling vacancies on the Selectboard were discussed. The Selectboard agreed that each member would resign from the Selectboard if they become hospitalized with COVID-19. The remaining members in accordance with statute would appoint a replacement member.

Vulnerable Populations The town has not received any requests for services from vulnerable residents from the town-wide mailing. S, Tully as the Health Officer will create a form to collect necessary data from a caller if one reaches out to the town. The town can have Mary Ann Reich, Town Service Officer, or Phil Douglas, Director of Public Safety respond to needs as they arise.

Personnel Information The town has posted required information regarding the Family First Act. The Selectboard directed S. Tully to email a copy of this poster to each employee. All

accumulated sick and vacation time for each employee was provided to the Selectboard. Employees are encouraged to take vacation time as usual before the end of the fiscal year. Anyone who needs services can also contact 2-1-1.

Town Clerk Report Town business is being conducted 100% remotely or behind closed doors not open to the public or other town staff and officials. N. Gondella reported the General Indexes have been posted on the town website. Researchers are able to look up specific book and page numbers they need copies of and email www.mendonclerk@comcast.net to obtain electronic copies. The copies are emailed with an invoice to be paid to the Town. This allows for the continuation of business such as refinancing and real estate transactions. Taxpayers can also request by telephone or email copies of their tax bills, make tax payments and obtain dog licenses. N. Gondella provided a list of activities the Town Clerk's office can continue to complete working independently. She has received great feedback from title searchers that property owners are still able to refinance. D. Wilcox commended all the staff for what they are doing to serve the town.

2020-2021 Goals and Objectives Issue tabled until the Selectboard is able to have a comprehensive discussion of this years goals.

Town Wide Reappraisal The Selectboard has received a one year extension from property valuation and review to complete the Town-wide Reappraisal. S. Tully presented an amendment to the contract with Vermont Municipal Assessor extending the completion to the 2021 Grand List. The draft was sent to Spencer Potter and he had no comments or suggested changes. Motion by G. Wells to have D. Wilcox execute the contract amendment with Vermont Municipal Assessors. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

AT&T Status The Selectboard reviewed an email sent from AT&T W. Dodge to S. Tully on April 8, 2020. The Selectboard discussed the response to include that the town must operate under strict adherence to the Governor's Stay Home Stay Safe orders which does not allow for town staff and officials to be driving around town observing a balloon test. The town has been working with AT&T to develop a list of locations in Mendon with high visibility since the last week of February. The town received no correspondence from AT&T since March 10th in which the town responded to on March 13th. AT&T intends to advertise and conduct the balloon test on April 24th or April 25th from 9 am to 1 pm weather permitting and in the midst of a declared state of emergency and in contrary to the Governor's Stay Home and Stay Safe orders. AT&T has proposed a public hearing be conducted just a few days later between April 30th and May 4th. This does not allow the town to participate in the due process. The town will draft a response and immediately send to AT&T by noon tomorrow with copies to the state Public Utility

Commission. The town will ask that the balloon test be conducted without leaves on the trees and not under a global pandemic and under a declared state of emergency. The earliest this might be accomplished is late October 2020. The town will also request AT&T submit a request for extension of their application to the PUC for up to one year.

Local Emergency Operations Plan P. Douglas sent drafts of the LEOP for the Selectboard to review. The LEOP will be adopted at the next Selectboard Meeting April 27th.

Dry Hydrant S. Tully provided an update regarding the Cortina Dry Hydrant project. She has inquired to the Department of Commerce whether this project would be considered essential work because it involves installing a dry hydrant for fire protection. S, Tully will proceed with the VTRANS T.1111 permit and the easement from the owners of the property.

Town Plan Adoption Schedule Act 92 extended the deadline for adoption of the Town Plan for 90 days after the declared state of emergency ends. The original timeline required the Town Plan to be adopted not less than 30 nor more than 120 days after the Planning Commission adopted the plan on February 19th. The Selectboard intends to meet the original time schedule, but is aware this can be extended if needed.

Culvert 07-42 The Notice of Award has been sent to Northwoods with a Contract Agreement. Once signed and executed the Selectboard will issue the Notice to Proceed. The Agreement includes a provision that the construction timeline is dependent on the Governor's Stay Home Stay Safe orders in response to COVID-19.

There being no further business, R. Wilcox moved to adjourn at 7:15 PM. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Scott Bradley

Town of Mendon

Selectboard

April 27, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Bill Ellis, Road Commissioner, Nancy Gondella, Town Clerk & Treasurer, Phil Douglas, Constable and Director of Public Safety, Teri Corsones, Mendon Planning Commission

Visitors present: Ann Singiser & Fred Bagley, Mendon Historical Society, Spencer Potter, Vermont Municipal Assessors

The Selectboard Meeting was called to order at 5:00 PM with all participants 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:

- a) 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.**

<https://www.gotomeet.me/NancyGondella/selectboard-meeting-april-27-2020>

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- b) 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

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- d) 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 and Geoff Wells

Agenda: R. Wilcox moved to approve the agenda with the addition of FEMA. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve the General Fund pay order in the amounts of \$27,596.28, \$533.93 and \$242.00. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to approve the Payroll Warrant for the period ending 04/18/2020 for a gross payroll amount of \$10,576.78. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

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

Business

AT&T Status AT&T conducted the balloon test on Saturday April 25, 2020. The notification of the balloon test was received in the mail delivered on Monday, April 27, 2020 with a postmark of April 23, 2020. AT&T informed the Selectboard that they would be conducting the balloon test on April 25th. The Selectboard posted this information on the town's website and Facebook page to inform the public of corrected information as three different dates were published in the Rutland Herald. The Selectboard did not organize and dispatch town staff and officials to witness the balloon test as originally planned as it is a direct violation of the Governors Safe Home Stay Safe executive orders. The town encouraged the public to witness the balloon test

from their own property, but did not encourage the public to view the balloon from various places along public highways in Mendon. The Selectboard has repeatedly asked AT&T to request an extension from the Public Utility Commission to their May 6th deadline. The Selectboard directed S. Tully to again send this request to Will Dodge, representing AT&T from Downs, Rachlin and Martin PLLC. The Selectboard agreed to file a request for an extension with the PUC in order to allow the residents of Mendon the ability to express support or opposition to the project after the ability to review accurate information regarding the project. T. Corsones asked is she could reach out to Jim Porter that works for the state in advocacy. The Selectboard encouraged this contact.

Old Town Hall Park The request for proposal timeline was discussed in reference to the current executive orders issued by Governor Scott which have changed since the last Selectboard meeting. The Selectboard approved the request for proposal to be publicly advertised by May 1st, bids are due May 18th with a pre-bid meeting May 11th. Construction to be completed by September 15th.

COVID-19 Response & Town Government Operations

Financial Update N. Gondella reported that current expenses related to COVID-19 are \$8,500. Before the Town Office can be opened to the public, plexiglass will be installed at the counter. Hand sanitizer and thermometers are difficult to located, but will be ordered.

Operations S. Tully presented an updated memo to employees regarding required COVID-19 training to be completed by May 4th as well as other required safety guidelines from Addendum 11 of the Executive Order. The Selectboard approved the memo for distribution.

VTel has offered a free router to allow for internet connections in the parking lot of the Town Office. N. Gondella will contact VTel for the specifics.

Tax Assessors Contract S. Potter had submitted a request for the town to request proposals for the 2020-2021. The Selectboard invited S. Potter to discuss this request as the budget has already been determined for the 2020-2021 fiscal year. S. Potter discussed that he has never been asked by the town to provide input into the budget process and he was unprepared to provide financial recommendations at this meeting. The Selectboard invited him to come back on May 11th to be able to discuss this issue further.

Rutland County Sheriff Contract The Selectboard is concerned about the 2020-2021 budget with anticipated decreased revenue and the possibility of the need to reduce expenses. The Selectboard requested D. Wilcox, P. Douglas and S. Tully to set up a meeting to discuss with Sheriff Fox. The term of the current contract ends June 30th.

Local Emergency Operations Plan P. Douglas presented the final version of the Mendon LEOP. Motion by D. Wilcox to approve the Local Emergency Operations Plan. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Dry Hydrant The Vermont Rural Fire Protection Task Force submitted an updated grant agreement for the dry hydrant replacement and installation at the Cortina Inn property. Motion by G. Wells to sign the grant agreement. Motion seconded by D. Wilcox. The Selectboard unanimously approved the motion. P. Douglas asked B. Ellis if he has estimated the cost of upgrades to the access of the Woodward Road Dry Hydrant. B. Ellis responded that he would provide this information before the next meeting. He needed to follow up with the Agency of Natural Resources.

CAI Tax Maps N. Gondella reported the cost for the tax map maintenance decreased by \$400.

Roadside Mower Memo of Understanding with Rutland Town The Selectboard reviewed the Memo of Understanding already agreed to before the purchase of the roadside ,mower with Rutland Town. Motion by D. Wilcox to sign the memo of understanding with Rutland Town regarding the use and repairs for the roadside mower. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

FEMA S. Tully presented the final costs included in the FEMA project worksheets for Medway, Culvert 07-32 and Culvert 07-42. The Selectboard approved the cost and authorized the town to approve them in the grants portal.

Motion by D. Wilcox to enter Executive Session at 6:56 PM to discuss a contract with the Selectboard, S. Tully and N. Gondella present. Motion seconded by G. Wells. The Chair declared the Board out of Executive Session at 7:10 PM. No action taken as a result of discussion the occurred in Executive Session.

There being no further business, R. Wilcox moved to adjourn at 7:10 PM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon

Selectboard

May 11, 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, Phil Douglas, Constable and Director of Public Safety, Jesse Bridge, Assistant Clerk and Bookkeeper

Visitors present: Eric McLellan, Green Mountain Power

The Selectboard Meeting was called to order at 5:00 PM with all participants 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.**

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

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve the General Fund pay order in the amounts of \$156,659.70 and \$2043.39. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to approve the Payroll Warrant for the period ending 05/2/2020 for a gross payroll amount of \$10,576.89. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of April 27, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Access Permit Eric McLellan, Green Mountain Power submitted an Access Permit to install buried power lines along the ditch line of Meadowlake Drive and across the road in front of 571, 639 and 584 Meadowlake Drive. The Selectboard discussed the plan to dig across Meadowlake Drive. B. Ellis, Road Commission opposed the plan to dig up the road as it was just reconstructed last year. The Selectboard requested Green Mountain Power dig under the road with a directional bore. E. McLellan explained that they will attempt to do the directional bore, but if they strike something, they will need to dig up the road anyway. GMP will contact B. Ellis before digging up Meadowlake Drive. Construction is expected to be next summer. The town approved the plan and will sign off on the Access permit after the project has been completed to the presented plan.

AT&T Status The balloon test results were submitted to the town via email from W. Dodge, Downs, Rachlin and Martin on May 6, 2020. The material was reviewed by multiple members of the Planning Commission and Selectboard to conclude that yet again the most highly visible sites in Mendon along Route 4 were omitted from the presented information. The opinion of the town at this point is that the balloon test is not complete and will request from AT&T what additional pictures were taken. W. Dodge submitted an additional email this afternoon, but the town has not yet had an opportunity to review this material prior to this meeting. Since the last Selectboard meeting, AT&T submitted a request for extension to the PUC, Mendon submitted a request for extension to the PUC, AT&T withdrew their request for extension and submitted the application to the PUC. The Selectboard will continue with warning a public informational meeting to be conducted electronically and chaired by the ZBA in accordance with the Town of Mendon Telecommunication Bylaws.

State Grant Applications S. Tully reported that grants that have already been awarded can commence work with safety regulations in place. The State of Vermont is not accepting new applications for a number of programs at this time. This includes an application that has been submitted to the Better Roads Program for the replacement of culvert 07-32 and the Structures Grant that Mendon intended to submit an application on May 15th. The Selectboard discussed lack of revenue at the state level has been greatly affected by the COVID-19 crisis. The State should also consider waiving the requirements of upsizing failed infrastructure while the grant funding is unavailable. The Selectboard agreed to reach out to Rep. Jim Harrison.

COVID-19 Response & Town Government Operations

Operations N. Gondella provided an update on what will be needed to reopen the Town Office to the public. Chad Galiano and Newt Jones have installed plexiglass at the counter. Masks will be required for anyone entering the office and gloves will be required to do vault research. Rutland regional Planning Commission is coordinating a bulk order for masks and gloves. N. Gondella expects to be able to open the office by appointment only on Tuesdays and Thursdays from 9 AM-4 PM starting May 19th. There will be no access to the public restroom. Regulations require staff to clean 3 times per day as well as after use. Town officials will be granted access to the building, but must stay out of the Clerk's office area. The general public continues to have full service via email and US mail.

Covid-19 Exposure Control Work Plan S. Tully presented the Covid-19 Exposure Control Work Plan. The plan is required for any business that was closed for more than 7 days. Municipalities are not required to implement the plan, but it was recommended by VLCT that municipalities comply. S. Tully will insert additional information about Personal Protective Equipment after confirmation with existing policies of the Highway Department and Law Enforcement.

Family First Leave One employee requested to take leave eligible under the Family First Act. The Family First Act was discussed. The Selectboard agreed to supplement the employee's hours by 8 hours per week.

VTel N. Gondella reported the cost is \$120-\$720 per year to provide higher speed internet access. VTel will provide the access, but the town must pay for the electrical work to the connection. N. Gondella did not have an estimate of this cost. Implementing this program will create a hotspot for internet access for the public in the parking lot.

Property Assessment Grievances are scheduled for June 22. These will not be conducted in person. Spencer Potter will be preparing for grievances on June 1st. N. Gondella will prepare a letter with guidance from Property Valuation and Review to educate the public on the grievance process.

Tax Assessors Contract The Selectboard authorized D. Wilcox to reach out to S. Potter, VT Municipal Assessors to discuss the services he provides to the Town of Mendon.

Rutland County Sheriff Contract Town representatives are meeting with Sheriff Fox at 1 PM Wednesday to discuss the 2020-2021 contract. The Selectboard discussed the 2020-2021 budget and how budget constraints may affect the contract.

Town Plan There was a discussion regarding Rutland City maintaining wording in the City's Master Plan supporting a bypass around Rutland. The Town of Mendon has opposed a for more than 20 years. Rather the Town of Mendon support further development and upgrades to Route 4. L. Courcelle, Mendon's Representative to the regional Planning Commission has requested some additional wording be included in the Town Plan to clearly state the opposition to the bypass. The Selectboard agreed.

Dry Hydrant S. Tully provided a status on the Dry Hydrant Replacement Project on Route 4. Construction remains scheduled for June 2020. The Selectboard authorized R. Wilcox to sign the VTANS T1111 permit application and contract with Mendon Trucking and Excavation. S. Tully is following up on the easement from R&B Investment, LLC.

Copier Quotes J. Bridge submitted photocopier quotes. Lengthy discussion regarding the various quotes along with maintenance costs and individual attributes for each of the photocopiers. Motion by G. Wells to spend \$5,113.00 to purchase a new photocopier from Cannon. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Highway Inventory The Selectboard agreed to write a letter to E. Bove to discuss Rutland

Regional Planning Commissions assistance in conducting the highway inventory.

Motion by D. Wilcox to enter Executive Session at 6:45 PM to discuss a contract with the Selectboard, S. Tully and N. Gondella present. Motion seconded by G. Wells. The Chair declared the Board out of Executive Session at 7:00 PM. No action taken as a result of discussion the occurred in Executive Session.

There being no further business, R. Wilcox moved to adjourn at 7:04 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

Town of Mendon

Selectboard

May 26, 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, Liam Fracht-Monroe, Recreation Committee.

Visitors present: Ann Singiser, Mendon Historical Society

The Selectboard Meeting was called to order at 8:33 AM with all participants 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 May 26, 2020
Tue, May 26, 2020 8:30 AM - 10:30 AM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/NancyGondella/selectboard-meeting-may-26-2020>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 829-441-397

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

Announcements

Green Up Day has been rescheduled for May 30, 2020. Green Up bags are available outside the Town Office. Bags can be left roadside on any town road and the Highway Department will pick them up.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve the General Fund pay order in the amounts of \$11,891.88 and \$8,63.36. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of May 11, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Old Town Hall Park The Selectboard reviewed bids submitted for the Old Town Hall Park sign panels. The Selectboard discussed keeping the plexiglass over the signs for protection against vandalism. Motion by R, Wilcox to accept the low bid from Awesome Graphics for \$7,482.75 to be paid for out of the Town Office maintenance Fund. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. S. Tully will draft the contract for R. Wilcox signature and submission to Awesome Graphics:

Recreation Field Improvements L. Fracht-Monroe submitted bids for the installation the half basketball court at the Mendon Recreation Area. The project consists of three contractors. The first to do site preparation, the pavements, then c surface coating for the final top layer. The Selectboard reviewed all bids. Motion by R. Wilcox to spend \$11,600 on the basketball court to be paid for out of the remaining 2019-2020 budget for Recreation Programs and the rest from the Recreation Fund. Motion seconded by G. Wells. L. Fracht-Monroe stated there will be approximately one month between paving and the final surface coat application.

AT&T Status The Public Information Session will be held on June 10, 2020 at 6 PM. This will be conducted electronically and via teleconference. A post card will be mailed to all taxpayers and voters with information how to participate in the meeting. The public is encouraged to participate. The Selectboard will warn a Joint Meeting of the Selectboard, Planning Commission and Zoning Board of Adjustment to discuss the results of the balloon tests and AT&T's application process. This meeting will be held June 1, 2020 after the conclusion of the Planning Commission's regularly scheduled meeting. This meeting will be warned and information on how to participate electronically or via teleconference will be posted.

COVID-19 Response & Town Government Operations

Financial Update N. Gondella reported the town has spent approximately \$11,000 on the COVID19 pandemic. Masks and hand sanitizer was purchased through a bulk order with the Rutland Regional Planning Commission and deliver is expected this week.

Operations N. Gondella reported that the Town Office opened to appointments only this past week and it was very busy with appointments book straight through. The operations of the Town Office continue to work well and the town is able to provide all services. The town will make no further changes at this time to the operations.

VTel N. Gondella stating that VTel is coming to the Town Office to complete some testing. She is currently unaware of the schedule for this.

Tax Assessors Contract R. Wilcox proposed a contract amendment to increase the fee for services to Vermont Municipal Assessor to \$1,500 per month for the next 2 years. Motion by G. Wells to approve the Tax Assessor contract to \$1,500 per month for 2 years starting July 1, 2020. Motion seconded by R. Wilcox. Motion unanimously approved.

Rutland County Sheriff Contract The contract with the Rutland County Sheriff renews on July 1st. The Selectboard discussed cost of a fulltime contract versus a part-time contract. The Selectboard discussed a 20% decrease in revenue based on the COVID-19 pandemic. The

Selectboard decided to contract with the Rutland County Sheriff on a part time bases and will readdress possibly increasing the contract in 6 months.

Town Plan The Selectboard have submitted three changes to the proposed Town Plan as adopted by the Planning Commission to the Rutland Regional Planning Commission for adoption guidance. Two changes address aesthetics and the third opposes the planning for a bypass around Rutland City rather Mendon supports the development of Route 4.

Dry Hydrant Mendon Trucking is requesting payment of 30% of the contract or \$8,400 upfront to pay for supplies. Motion by S. Bradley to amend the Mendon Trucking and Excavating contract to include an initial payment of \$8,400 at the execution of the amendment and the remaining balance to be paid upon satisfactorily completing the project. Motion seconded by G. Wells. The Selectboard unanimously approved the motion and authorized D. Wilcox to sign the amendment. S. Tully will be submitting the VTRANS T1111 permit and following up on the easement.

There being no further business, R. Wilcox moved to adjourn at 9:40 AM. 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

Town of Mendon

Selectboard

June 3, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Members of the Planning Commission present: Teri Corsones, Fred Bagley, Justin Lindholm,

Members of the Zoning Board of Adjustment present: Jack Kennelly, Mike Curran

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Jesse Bridge, Assistant Clerk and Bookkeeper

Visitors present: None

The Selectboard Meeting was reconvened from the meeting on June 1, 2020 at 5:30 PM with all participants 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.**

Planning Commission, ZBA, Selectboard Reconvened
Wed, Jun 3, 2020 5:30 PM - 7:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/126214877>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 126-214-877

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

Announcements

AT&T Wireless Communication Facility Public Information Session, June 10th, 6 PM

This meeting will be conducted electronically or via teleconference. Directions on how to participate was mailed to each taxpayer and voter as well as publicly posted and posted on the Mendon website.

Business

AT&T Wireless Communication Facility The Selectboard requested to meet with the Planning Commission and Zoning Board of Adjustment to review the balloon test results and discuss the town's involvement in the Public Utility Commission's application process.

On February 27th Mendon requested from AT&T the following renditions of what the tower will look like and have not been provided:

1. Computer generated photos of what the tower would look like with the attached transmitters – taken at less than a mile view.
2. Pictures of similar facilities that AT&T has constructed in VT.
3. Pictures of projects before and after construction of the facility, meaning what did they say the tower was going to look like to compare to what it actually looked like after construction.

J. Lindholm and F. Bagley discussed the balloon test and issues with excessive wind speed and the presented deceptive and washed out pictures.

The regulations set forth in the Mendon Telecommunication Bylaws and Mendon Town Plan were discussed extensively.

The Selectboard and Planning Commission continue to have concerns on how the project meets these regulations.

T. Corsones will compile all the town's points and assertions for the June 10th meeting. Each member will submit comments to her.

There being no further business, R. Wilcox moved to adjourn at 6:45 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

Town of Mendon

Selectboard

June 1, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

Members of the Planning Commission present: Teri Corsones, Fred Bagley, Justin Lindholm, Gary Sihler

Members of the Zoning Board of Adjustment present: None

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

The Joint Meeting of the Selectboard, Planning Commission and Zoning Board of Adjustment was called to order at 6:00 PM with all participants 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:

1. 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.**

Planning Commission, ZBA, Selectboard Joint Meeting
Mon, Jun 1, 2020 5:00 PM - 7:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/289010621>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 289-010-621

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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.
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- 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

Agenda: R. Wilcox moved to approve the agenda. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Announcements

AT&T Wireless Communication Facility Public Information Session, June 10th, 6 PM
This meeting will be conducted electronically or via teleconference. Directions on how to participate was mailed to each taxpayer and voter as well as publicly posted and posted on the Mendon website.

Business

AT&T Wireless Communication Facility The Selectboard requested to meet with the Planning Commission and Zoning Board of Adjustment to review the balloon test results and discuss the town's involvement in the Public Utility Commission's application process. Unfortunately, there was some miscommunication regarding this meeting and the members of the Zoning Board of Adjustment are not present.

There being no further business, R. Wilcox moved to adjourn at 6:37 PM until June 3, 2020 at 5:30 PM in order to continue the AT&T discussion with members of the Zoning Board of Adjustment. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon

Selectboard

June 8, 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

Visitors present: Ann Singiser and Fred Bagley, Mendon Historical Society

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:

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Selectboard June 08, 2020

Mon, Jun 8, 2020 5:00 PM - 7:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/846193645>

You can also dial in using your phone. United States: +1 (786) 535-3211

Access Code: 846-193-645

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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 Dog License Fees, Local Emergency Management Plan, Use of Mendon Recreation Area, and Personnel. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Announcements

The AT&T Public Information Session is scheduled for June 10, 2020 at 6 PM.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve payroll for the period ending May 16, 2020 in the amount of \$10,618.48 and to approve payroll for the period ending 05/30/2020 in the amount of \$10,815.85. Motion seconded by G. Wells. The Selectboard unanimously approved the motion, Motion by R. Wilcox to approve pay orders for the period ending 06/4/2020 in the amounts of \$40,580.16 and \$533.93, Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of May 26, 2020, June 1, 2020 and June 3, 2020 which was a continuation of the June 1st meeting. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

YTD Budget/Financials N. Gondella provided an overview of the year to date financials. N. Gondella requested the Selectboard void the 2 pay periods of payroll that have been kept on file in case staff shortage in the Town Office due to the COVID pandemic. The Selectboard agreed to void the payroll to prepare for year end. N. Gondella estimates a budget surplus of approximately \$46,000.

Business

Town Hall Park Motion by G. Wells to officially name the Town Hall Park. Motion seconded by R. Wilcox. The Selectboard unanimously approved the motion. The Awesome Graphic contract has not been returned with signatures to date. S. Tully will follow up and submit to R. Wilcox for the town's signature. The Selectboard discussed the split rail fence proposed by the Mendon Historical Society to be installed in front of the Town Hall Park to mirror the look of the fence in front of the Town Office. Currently, the fence is not part of the scope of work for Awesome Graphics. F. Bagley suggested the work of digging for the upright poles could be added to scope of work while equipment might be there to dig for the upright poles for the sign. The Selectboard asked F. Bagley to request a cost for this service. F. Bagley presented a cost of \$225 in fencing materials. The issue was tabled until the next meeting.

Recreation Field Improvements S. Tully discussed a few minor changes in the scope of work to move the existing basketball hoop to the new court location. L. Fracht-Monroe will finalize costs with contractors and communicate with S. Tully to draft contracts. The overall budget for the project has not been amended. The Selectboard will readdress project costs at the next meeting if necessary.

Use of Mendon Recreation Area The Governor's newest amendment released today allows for some team sport activity to resume June 15th. The Rutland County Little League is looking at the logistics of providing a baseball program this summer. The Selectboard discussed they would request RCLL submit a plan for how they intend to meet the current safety guidelines. The town would require RCLL to provide a porta potty. RCLL offers to pay \$10 per hour for field use. A Mendon Recreation Area Facility Use Agreement would be required. The Selectboard approved updating signage at the Recreation Area to reflect the current guidelines increasing the capacity from 10 to 25 people.

COVID-19 Response & Town Government Operations N. Gondella informed the Selectboard to watch out for discussion regarding S349 which proposes to designate \$16 million from the CARES Act to cover COVID19 expenses that are not covered by FEAMA. Mendon continues to stand at \$11,000 in expenses related to COVID19 but that does not include loss in revenue. N. Gondella continues to monitor state guidance on opening the Town Office to the public. No more than 10 people are allowed in the building at the same time. Two staff in the Clerk's Office and would allow for two researchers at a time and possibly two additional customers to be able to maintain 6 foot social distancing. Only one person would be able to utilize the Lister/Zoning Office at a time. N. Gondella is also considering a doorbell as a way to regulate the number of people in the office at a time.

VTel N. Gondella reported that VTel installed the exterior router today and Matt Voity will be completing the electrical work.

Vermont Local Government Resolution The Selectboard reviewed the proposed resolution and tabled its discussion until the next meeting.

Town Salt Shed Normal maintenance of the Salt Shed requires the straps to be checked and tightened if necessary. Currently contractors from out of state are not allowed to spend the night in VT. B. Ellis has not been able to locate a company in VT to complete the work.

Sand and Salt Expenses The Selectboard directed B. Ellis to purchase sand and salt as normal course of business this time of year to replenish supply after the winter.

Elections N. Gondella reported that the state is recommending the use of the tabulator for the August election to avoid close contact in counting ballots. The Board of Civil Authority must approve the use of the tabulator. There is a BCA meeting on 6/12/20 to discuss the use of the tabulator. Voters will still be able to request an absentee ballot and early voting will be available 30 days before the election. The Secretary of State is recommending all ballot be mailed for the November election to the entire voter checklist.

KnowBe4 Security Awareness Training VLCT is recommending municipalities become members of KnowBe4 Security Awareness Training and are offering a one-time insurance discount for those that sign up for the service before the end of July. It is intended to train employees how to safely access the internet and emails and what to watch out for. The Selectboard tabled the discussion until the next meeting.

Town Plan The Selectboard directed S, Tully to make approved changes to the Town Plan and warn for a Public Hearing and Adoption.

Dry Hydrant B. Ellis reported that to upgrade the access to the turnout of Woodward Road would cost one to two thousand dollars. Zapata Courage is expected to conduct a site visit to determine if a wetlands permit is required.

Setting Tax Rates N. Gondella reported that it is expected the State Education Tax rate will be set on or about August 1st. In order for the Mendon tax due dates to remain the same, tax bill wills need to be mailed before August 14th. It is required the due date be at least 30 days from date of mailing to the due date. The Municipal Tax Rate can be set before the State Education Tax Rate is set.

Highway Inventory B. Ellis reported that Steve Shield, RRPC conducted field assessment of the culverts on Thursday and Friday last week. The Selectboard directed S. Tully to follow up with RRPC to determine timeline for completion and education how to maintain and use the updated inventory.

Dog License Fees Motion by G. Wells to waive the \$3 late fee for not registering dogs by April 1st. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Local Emergency Management Plan The Selectboard reviewed the Local Emergency Operations Plan with the NIMS information included.

Personnel Motion by R. Wilcox to enter Executive Session to discuss personnel at 7:00 PM with the Selectboard, B. Ellis, N. Gondella present. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion. The Chair declared the Board out of Executive Session at 7:16 PM.

There being no further business, R. Wilcox moved to adjourn at 6:21 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

Town of Mendon
Joint Meeting Selectboard, Planning Commission,
Zoning Board of Adjustment
June 15, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Members of Planning Commission present: Teri Corsones

Members of the Zoning Board of Adjustment present: Jack Kennelly, Mike Curran, Teri Corsones

Town Officers and employees present: Sara Tully, Town Administrator & Jesse Bridge,
Assistant Town Clerk & Bookkeeper

The Selectboard Meeting was called to order at 5:00 PM with all present participating remotely.

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Informational Meeting Follow-up
Mon, Jun 15, 2020 5:00 PM - 7:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/361542845>

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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.
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Let's start the meeting by taking a roll call attendance of all members participating in the meeting.

Roll call: Richard Wilcox, Scott Bradley, Jack Kennelly, Mike Curran and Teri Corsones

The agenda for the meeting is to review the information presented at the Public Information Sessions and determine the town's position to move forward.

There remains a question when the 30 day comment period ends. T. Corsones has contacted the PUC for clarification

All agreed in accordance with the Town of Mendon's telecommunication Bylaws, the Zoning Board of Adjustment will formulate a response to deny or approve the project as if the applicant had applied for a permit from the Town of Mendon. It was clear at the Public Information Session that AT&T has no intension of seeking a Mendon permit.

T. Corsones stated the Mendon Planning Commission opposes the application because it does not meet requirements of the Town Plan, Zoning Regulations and Telecommunication Bylaws.

J. Kennelly will warn a deliberative session of the Zoning Board of Adjustment to formulate a response to the project on behalf of the Town of Mendon.

T. Corsones discussed the Rutland Regional Planning Commission will be meeting Tuesday to determine regional support for the project. All members present authorized T. Corsones to represent the town's position at this meeting on behalf of the Selectboard, Planning Commission and Zoning Board of Adjustment and to provide an update on the process to date.

R. Wilcox mentioned the results of an informal survey. There were 50 respondents and 50% of them opposed the project while 77% oppose spending additional town funds opposing the project. T. Corsones stated that it was unfortunate the survey did not provide additional background information regarding the project.

The group discussed the Summary of Testimony: A T & T Public Informational Hearing on June 10, 2020

1. The application is based on the premise that cell service is lacking in parts of Mendon, and that First Responders may lack the ability to timely respond to emergency calls as a result. Mendon residents participating in the hearing disagree strongly with the premise. They have not experienced a problem with cell service in their homes or businesses in Mendon, nor while making cell calls throughout Mendon. Sara Tully has been the 911 Coordinator in Mendon for the last 20 years, including during Hurricane Irene and during the COVID-19 pandemic. She has never had a single Mendon resident indicate that there were any cell service issues calling 911. She has never had a First Responder indicate that there is a cell service coverage issue receiving or responding to 911 calls.
2. The application is based on the premise that cell service in Mendon and Chittenden will be greatly enhanced with the proposed tower. It is undisputed that cell service is lacking in many parts of Chittenden. It appears that only a small part of Chittenden will have improved cell service with the proposed tower location in Mendon. It appears that by contrast many parts of Chittenden would have improved cell service if the tower was located on Sangamon Hill in Pittsford.
3. The proposed access road is approximately 2400' in length. It has grades as steep as 26.75 degrees. Switchbacks would help prevent erosion at such steep grades. The tower components are 30' in length. It would not be possible to transport tower components of that length over a road with a typical switchback design.
4. The road at present is not used during the winter months. If the tower is located in the proposed location, it will be necessary to maintain the road in the winter months. This will enable animal predators to access the tower location during the winter months. There are two significant deer yards in the vicinity of the proposed tower location. The deer yards will be severely adversely impacted by the tower compound in the proposed location.
5. AT & T indicated that "there are a lot of locations in Mendon that can't see the tower." In order to derive cell service benefit from the tower, one has to be able to see the tower.
6. AT & T indicated that it is "very likely that other carriers will want to come" to the tower. The tower can accommodate up to four levels of cans. Each level of cans is located 10' apart. The simulation only depicted one row of cans.
7. AT & T indicated that it did not measure the actual wind speeds during the balloon test on April 25. AT & T therefore could not verify what wind speeds were at any one time during the balloon tests. Balloon tests are not permitted at wind speeds in excess of 5 mph.

8. AT & T indicated that the balloon was not visible from the Town of Mendon sign on Route 4. Persons present at the time could clearly see the balloon from that location. Balloon test results were inconsistent at a number of other locations in Mendon.
9. The Mendon Town Plan contains many references to the desire to preserve “the beauty of the Town and its landscape,” and to protect Mendon’s “striking landscape”, “rural character and scenic beauty”, viewshed”, “natural scenic and rural appearance”, and the “aesthetic character of Mendon’s natural areas, ridgelines and environment”. Significantly, the Mendon Town Plan notes that “the ridgelines present striking visual features and are a significant feature of what Mendon residents consider to be the Town’s unique landscape.” The proposed tower location is in a ridgeline area. A 140’ tall telecommunications tower is typically not part of a rural, natural or scenic atmosphere or area.
10. The Town of Mendon Zoning Bylaw for the Regulation of Wireless Telecommunications Facilities (Mendon Telecommunications Bylaws) permit wireless telecommunications towers in three different Mendon zoning districts: the Commercial District; the East District; and the Village District. The proposed tower location is in the Wheelerville District. The Mendon Telecommunications Bylaws do not permit wireless telecommunications towers in the Wheelerville District.
11. Structures in the Wheelerville District are defined in the Mendon Zoning Bylaws as anything greater than 6’ in height. Structures are to be reasonably screened by vegetation from any public road. Even if telecommunications towers were permitted in the Wheelerville District, the proposed tower will not be screened by vegetation from a number of public roads in Mendon.
12. Structures in the Wheelerville District “shall be minimally visible from public roads and properties”, “not stand in contrast to surrounding landscape patterns and features or serve as a visual point from public roads or valleys”, be “designed so that the height of any structure does not visually exceed the height of the adjacent tree canopy serving as the visual backdrop of the structure”, “shall minimally disturb connected wildlife habitat areas”, and “shall protect the visual features of the ridgeline” in the Mendon Zoning Bylaws. Even if telecommunications towers were permitted in the Wheelerville District, the proposed tower would be in violation of the aforesaid requirements.
13. Even if a telecommunications tower were permitted in the Wheelerville District, the Mendon Telecommunications Bylaws specifically provide: “No tower may be erected which protrudes by more than twenty (20) feet above the average height of the surrounding trees.”
14. The proposed tower is 140’ tall. The average height of trees in the vicinity of the proposed tower location is 69’. The proposed tower is more than double the height of the average trees in the vicinity of the tower.

15. The Mendon Telecommunications Bylaws prohibit the construction or installation of any wireless telecommunications tower or facility without a conditional use permit first being obtained from the Mendon Zoning Board of Adjustment. A T & T has indicated that it does not intend to apply for a conditional use permit from the Mendon Zoning Board of Adjustment.
16. The Mendon Telecommunications Bylaws require access roads to “follow the contour of the land.” The proposed access road does not follow the contour of the land.
17. The Mendon Telecommunications Bylaws require towers to be designed “to avoid having an undue adverse aesthetic impact on prominent ridgelines and hilltops”. In the event a proposed tower has undue adverse aesthetic impacts, the Mendon Zoning Board of Adjustment may designate an alternative location for the tower to be evaluated by the applicant.
18. The Mendon Telecommunications Bylaws permit the Mendon Zoning Board of Adjustment to restrict the size and height of the tower if the tower so restricted still has the capacity to function as reasonably required.
19. A T & T indicated that by reducing the tower from 140’ to 80’, it would lose only 9% of the anticipated coverage, or roughly only 70 potential residential customers in Mendon and Chittenden. The additional height would presumably be used to add levels of cans to offer coverage for potential customers elsewhere.
20. The proposed tower is located in the Mendon Ridgeline Overlay District. The purpose of the Ridgeline Overlay District is to “protect the unique visual and aesthetic qualities of those areas within Mendon’s Ridgeline Overlay District, especially those characterized by unbroken ridgetops and other significant focal points.” Development in the Ridgeline Overlay District “shall not serve as a visual focal point.” The proposed tower does. Development in the Ridgeline Overlay District “shall not visually break the skyline”. The proposed tower does. Development in the Ridgeline Overlay District “shall be harmonious with the surrounding landscape”. The proposed tower is not.
21. Mendon is in the Rutland Region. The proposed tower is not consistent with the Rutland Regional Plan’s provisions regarding wireless telephone and radio coverage. The Plan provides on page 194: “infrastructure should not have an undue adverse effect on local wildlife habitats or views on pristine ridgelines and peaks.” The proposed tower unduly adversely impacts both local wildlife habitats and pristine ridgelines in Mendon.

G. Wells stated that we shouldn’t allow the discussion to get bogged down on opposing individual pictures presented by AT&T.

M. Curran discussed the presentation by AT&T stated it would increase coverage along 1.2 miles of Meadowlake Drive. This is where he lives and there is full Verizon coverage.

R. Wilcox expressed he wished more of townspeople in attendance of the Public Information Session spoke up more in favor of or opposed to the project, but time was monopolized by AT&T.

There being no further business, R. Wilcox moved to adjourn at 5:45 PM. Motion seconded by S.Bradley. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Scott Bradley

Town of Mendon

Selectboard

June 22, 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, Phil Douglas, Constable

Visitors present: Ann Singiser and Fred Bagley, Mendon Historical Society

The Selectboard Meeting was called to order at 5:05 PM with all present participating remotely.

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Selectboard June 22, 2020 Mon, Jun 22, 2020 5:00 PM - 7:30 PM (EDT)

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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 Elections and Mendon Recreation Area. Motion seconded by S, Bradley. The Selectboard unanimously approved the motion.

Administrative Matters

Selectmen's Orders were reviewed. Motion by G, Wells to approve payroll in the amount of \$12,400.51 for the period ending 06/13/2020. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion. Motion by G. Wells to approve pay orders for the period ending 06/22/2020 in the amounts of \$12,313.22 and \$17,572.75. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of June 8, 2020 and June 15, 2020 meetings. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Elections N. Gondella is recommending the office is closed to all other business besides the election. This will eliminate any additional people in the office while managing the election process. The Selectboard approved the request.

Town Hall Park Fence The Selectboard discussed the placement of a split rail fence in front of

the town Hall park. G. Wells supports the placement of the fence as a safety precaution. Motion by R. Wilcox to approve the construction of a split rail fence in front of the Town Hall Park. Motion seconded by G. Wells. The fence is intended to mirror the fence that is installed in front of the Town Office. The Selectboard unanimously approved the motion. Motion by R. Wilcox to assign Ann Singiser, Clerk of the Works, to oversee the installation of the historic panels and fence at the Town Hall Park. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

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Dry Hydrant Update P. Douglas provided a detailed update on the project status currently under construction. Construction is estimated to be complete by Friday. The Woodward Road Dry hydrant was discussed. The state will not require a wetland permit to construct a 250 square foot access and brush cut 5 feet on either side of the pipe. The Selectboard agreed this work can be completed by the town. Material used for the turnout will be paid for from the Public Safety Reserve Fund. It is suspected a neighboring property weed wacked the open area of the lot owned by the town. The Selectboard directed S. Tully to follow up with a letter prohibiting any type of maintenance on the lot as it could be a violation of the wetland designation.

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There being no further business, R. Wilcox moved to adjourn at 6:36 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

Town of Mendon

Selectboard

June 22, 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, Phil Douglas, Constable

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Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Scott Bradley

Town of Mendon

Selectboard

July 13, 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, Phil Douglas, Constable, Teri Corsones, Planning Commission

Visitors present: Representative Jim Harrison

The Selectboard Meeting was called to order at 5:00 PM with all present participating remotely.

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Selectboard 07/13/2020

Mon, Jul 13, 2020 5:00 PM - 7:30 PM (EDT)

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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 Town Plan Public Hearing, H966 and status of in-person office meetings. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve payroll for the period ending 06/27/2020 in the amount of \$10,698.96 and to approve payroll for the period ending 7/11/2020 in the amount of \$11,076.22. Motion seconded by G. Wells. The motion passed unanimously. Motion by R. Wilcox to approve pay orders for the period ending 06/30/2020 in the amounts of \$46,078.80, \$25,392.17 and \$30,405.00 and to approve pay orders for period ending 7/9/20 in the amounts of \$2,589.56 and \$533.93. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of June 22, 2020. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Business

Rep. Jim Harrison attended the meeting to provide the Selectboard with some updated

information regarding the legislative session as it has extended into the summer due to the COVID-19 pandemic. It is expected the state will have effects regarding recovery for years to come. The legislature acted to provide for the ability for online meetings, implemented voting changes and expanded healthcare licenses. Money is available from the CARES Act that is being distributed through various grants. There will be \$13,000,000 available for local government reimbursement on eligible COVID-19 expenses. These include expenses like hazard pay, supplies, equipment, and plexi-glass shields for offices. Municipalities can apply for up to \$25 per capita for their towns. There is \$2,000,000 being distributed for the digitalization of records for municipalities. The legislature has been discussing a policing bill that bans choke holds and requires towns to collect data regarding traffic stops as well as to require police officers to intervene in situations and will address a requirement to utilize body cameras.

Financial Update N. Gondella provided a financial update for the Selectboard that anticipates a cash balance of approximately \$100,000 to end the 2019-2020 fiscal year. Reduced spending by \$10,000 and increased revenue by \$93,000 will contribute to the cash balance forward number. N. Gondella continues to finalize the year end fiscal year budget and will make a recommendation to the Selectboard in order to set the 2020-2021 tax rate. It is expected that the tax rate will be set at the first Selectboard meeting in August.

Preparing to Set the Tax Rate S. Tully presented the tax rate flyer for 2021-2022. Once N. Gondella determines the cash balance forward number the tax rate can be finalized. The time frame of setting the tax rate was discussed and the Selectboard should have all the information required to set the tax rate at the first meeting in August.

Primary Election Update N. Gondola discussed the primary election and requirements for social distancing in limiting the number of occupants in the building for the election. The office is processing 200 absentee ballot requests and expect this trend to continue.

AT&T Status The ZBA has informed the Selectboard that they have completed a deliberative session and should have a report available for review this week. T. Corsones requested an update on process for filing comments to the PUC. The Selectboard stated the ZBA will be handling the issue. N. Gondella reported the final Statistics of the survey conducted regarding the AT&T project. There were 54 responses of which 52% supported the project and 41% opposed the project with 7% issuing no opinion. The responses 2 whether the town should impose additional expenses to oppose the project 23% supported while 76% opposed spending additional funds to oppose the project.

COVID-19 Response & Town Government Operations- N. Gondella reported the cost to respond to the COVID-19 pandemic is approximately \$12,500 for the town of Mendon. Some of these expenses include communications, face masks and plexiglass shields for the office, computers to work remotely, sanitizing agents and cleaners, staff time to respond to regulations and additional cleaning requirements and to install a wireless VTEL router for internet access in the parking lot. S. Tully reported that updated guidance from the State allows playgrounds to open, but recommend hand sanitizer be available. The Selectboard discussed this is difficult to regulate at the Mendon recreation Area and determined the play structures should remain closed and fenced. The capacity of individuals utilizing the Mendon Recreation Area has also increased to 150 people. S. Tully will update signage to be posted at the Mendon Recreation Area. S. Tully reported the state has determined quarantine requirements for out-of-state travel to those counties that have a higher COVID-19 caseload than Vermont. In order to protect the health of the town's employees, officials and the general public that utilize municipal buildings and vehicles, S. Tully and R. Wilcox have drafted a memo for out of state travel guidance for employees and elected & appointed officials. They are requesting Selectboard approve for distribution. The Selectboard approved the memo for distribution.

Appropriations Request Procedure The Selectboard discussed the appropriation request procedure for getting on the ballot for Town Meeting 2021. Although petitions would not be due until January 2021 many organizations start obtaining signatures early in the fall. The Selectboard has received a request to amend the appropriation request procedure for filing a petition signed by 5% of the voters based on the exposure to COVID-19. The Selectboard continues to believe that the requirement of the petition demonstrates community support for an organization. However, they agreed that if an organization was funded in the 2020-2021 budget as approved by the voters and the request remains at the same value that the Selectboard will waive the petition requirement for the 2021-2022 budget. This is a one-year exception and the town will revert back to the petition requirement for following years. Any new requests or if an organization wants to increase their request, a petition signed by 5% of the voters needs to be submitted by January in order to get on the ballot. S. Tully will inform the organizations that are currently being funded of this change in the appropriation request procedure for town meeting 2021. The Selectboard also request that it be posted on the town's website.

Rutland County Sheriff Contract Motion by R. Wilcox to amend the motion on June 22, 2020 to approve and sign the contract with Rutland County Sheriff to provide coverage for 32 hours per week at \$44.52 per hour without specifically specifying the contract will guarantee a certified

Level III Deputy Sheriff is assigned in Mendon. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion

VMA Contract S. Tully submitted a draft contract for appraisal services with Vermont Municipal Assessor. Lengthy discussion regarding the process of preparing and finalizing the grand list annually and the deliverables required under the contract as well as payment procedures. The Selectboard made suggested changes to the draft. S. Tully will prepare an updated contract for review by Vermont Municipal Assessors.

Fitzsimmons Access Permit Required The Selectboard reviewed and approved a letter to be sent certified to the Fitzsimons property off Clark-Mason Rd requiring the owners to obtain an Access Permit for work completed within the right of way.

Town Hall Park Fence The Selectboard will reach out to Ann Singiser for an update on whether she has received a quote for digging the post holes for the fence or if the town will be responsible for digging the post holes. Issue tabled until the next meeting.

KnowBe4 Security Awareness Training S. Tully reported the information on no before securities website is not specifically relevant to Mendon's size town. She has submitted a request for a quote. Based on the information that is available, the cost for services could be \$3,800 for a three year contract. She will continue to try and obtain a direct quote as the discount the Vermont League of Cities and Towns negotiated with KnowBe4 Security expires July 31st.

There being no further business, R. Wilcox moved to adjourn at 6:56 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

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 Dingledine

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.
<https://global.gotomeeting.com/join/505682661>

You can also dial in using your phone.
United States: +1 (669) 224-3412

Access Code: 505-682-661

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/505682661>

- 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

Town of Mendon

Selectboard

August 10, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

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

Visitors present: Harvey Zara, Helvi Hill Road, Dr. David St. Germain, Barstow Principal

The Selectboard Meeting was called to order at 5:04 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 August 10, 2020
Mon, Aug 10, 2020 5:00 PM - 7:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/917987405>

You can also dial in using your phone.
United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 917-987-405

- 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

Agenda: R. Wilcox moved to approve the agenda. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Announcement

Primary Election August 11, 2020. Polls are open at the Town Office from 8 AM to 7 PM. Please wear a mask to the polls and observe social distancing and safety procedures put in place to limit the exposure to COVID-19.

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 pay orders for the period ending 8/10/2020 in the amounts of \$4,394.93 and \$5,853.75. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve payroll for the period 8/8/2020 in the amount of \$9,430.04. Motion seconded by G. Wells. The motion passed unanimously.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of July 27, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Barstow Principal -Dr. St. Germain The Selectboard welcome Dr. St. Germain as the new Principal at Barstow. Dr. St. Germain it has been a pleasure to work with Jean Collins the Superintendent of Rutland Northeast Supervisory Union and the other schools that include Neshobe and Lothrop in order to open school this fall with safety precautions in place. Dr. St. Germaine provided an overview of the plan to reopen school this Fall with Pre-K to 2nd grade starting with an abbreviated schedule in the school and 3rd – 8th grade working remotely. The plan is fluid and subject to change. If the start of school goes well, additional grades 3rd -8th will be phased in after 4-5 weeks. G. Wells asked Dr. St. Germain if communication could go out about what a weekly structure will look like. He responded that communication is being finalized now. G. Wells also asked about the status of fall sports. Dr. St. Germain responded that the Governor Said we could go ahead with fall sports with restrictions however we have not received guidance to date regarding those restrictions. We believe we will be able to offer a soccer program through the Barstow Youth Club, but it is unclear whether we will be able to have games with other teams. G. Wells asked about the number of students that may be switching to a homeschooling program rather than working remotely with Barstow and whether that will have a significant impact on the budget or how we retain those students as members of the Barstow School. Dr. St. Germain has only heard of a few students pursuing homeschooling although he added that we really won't know until September when we see which students arrive. S. Tully discussed emergency management and the coordination of Mendon and Chittenden with the school to plan for an emergency shelter at Barstow. We look forward to continuing to plan for emergencies with the support of school. Dr. St. Germain agreed and mentioned he has a meeting set up regarding the shelter in the upcoming weeks.

Setting Tax Rate The final cash amount from year ending June 30, 2020 is \$155,109. The Selectboard discussed retaining \$100,000 and asking the voters at Town Meeting 2021 to deposit these funds in a reserve fund. S. Tully recommended the Bridge and Culvert Fund because state grants are currently on hold due to the uncertainty of the State's budget due to lack of revenue from COVID-19. The Town has received an average of \$100,000 for at least the past 5 years to perform infrastructure repairs meeting the State's mandated codes and standards. G. Wells recommended the Contingency Fund for the flexibility to use the funds where needed in the future. The Selectboard agreed to ask the voters to deposit the reserved surplus in the Contingency Fund. The remaining \$55,109 will reduce the amount to be collected in taxes for the 2020-2021 fiscal year.

Motion by R. Wilcox to set the 2020-2021 Tax Rates:

2020/2021 Tax Rate:

Homestead = \$2.0576
(\$.5466+\$1.5092+\$0.0018)

Non-Residential = \$2.2472
(\$.5466+\$1.6988+\$0.0018)

Municipal Tax Rate: \$.5466

2020-2021 Amount to be raised by taxes \$960,319 (rollover \$55,109)

2020-2021 Municipal Grand List \$1,756,838

Education Tax Rate:

Homestead = \$1.5092

Non-Residential = \$1.6988

2020-2021 Summary:

Municipal Tax Rate= \$.0308 decrease or 5.4% decrease

Education Tax Rate:

Homestead = \$1.5092 a \$.1427 increase or 10.4% increase

Non-Residential = \$1.6988 a \$.1441 increase or 9.3% increase

Total Homestead = \$. 1123 increase or 5.8% increase

Total Non-Residential = \$.1137 increase or 5.3% increase

Local Agreement Tax: \$.0018

Eligible properties (7)

Voter approved Property Assessment Exemption \$40,000 = 280,000/100

Total Exemption \$2,800

2020-2021 Municipal Grand List \$1,756,838

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

Helvi Hill Harvey Zara attended the meeting as a representative for Helvi Hill Road. S. Tully Provided a history of erosion Issues from water coming of Helvi Hill Rd, a private road, on to Sherwood Drive, a town highway. Over the years the town has tried to negotiate a solution for diverting water with two land property owners that border the intersection of Helvi Hill and Sherwood Drive. One property has new owners and are performing some improvements to their driveway. B. Ellis and S. Tully feel it's a good time to try and implement a solution and are requesting permission to entertain discussions with the landowners. The Selectboard agreed and authorized B. Ellis, S. Tully and S. Bradley to represent the Town to determine a solution.

Municipal Grants N. Gondella reported about two municipal grants available. A grant that will allow for digitalization of land records is available for up to \$20,000. N. Gondella has solicited quotes from three different companies. She will present this information to the Selectboard once it is received. The grant requirement is to digitize at least five years of land records. A typical title search is at least 40 years. It is Mendon's goal to digitize 40 years of records so a full title

search can be completed remotely. There will be a monthly cost to provide the service of approximately \$350.00 per month. Any additional funds required in excess of the grant funds received would come out of the Preservation Reserve Fund. The next grant available is for COVID related costs to municipalities. Currently the town of Mendon has expended approximately \$11,000 in labor, equipment and supplies to respond to the COVID pandemic. In order to qualify for the grant expenses must not be eligible for FEMA reimbursement.

COVID-19 Response & Town Government Operations S. Tully reported that VLCT provided guidance regarding eligibility for workman compensation in response to COVID. Employers could be responsible if COVID safety guidelines are not followed.

Equipment Grant S. Tully reported the Municipal Roads Grants-in-Aid Program for equipment purchasing is available for the Otter Creek Watershed. This grant rotates around the state and allows funding for specific equipment purchases at 80% funding up to a capped amount.. This opportunity will not be available for another 5 years. B. Ellis recommends purchasing a roller for grader that will compact gravel after spreading to hold it in place. B. Ellis is currently seeking quotes on rollers and will provide this information to the Selectboard once received. The Selectboard approved submitting an application before August 28th.

Fitzsimmons Access Permit B. Ellis has met with the Fitzsimmons to discuss work they have done on Clark Mason Road and creating various access points from their property to Clark Mason. The Fitzsimmons decided not to continue the use of the access points. No Access Permit is required at this time, but the Fitzsimmons have been advised that any work on the road or in the right of way in the future requires and Access Permit. S. Tully will follow up in writing with this information.

Falls Road Right of Way B. Ellis reported that M. Larson is having an issue with people accessing McLaughlin Falls located on his private property. Mr. Larson has posted the property no trespassing, but has frequently experienced people removing the signs. In order to discourage parking, he placed large trees on the edge of the Falls Road, a town right of way. B. Ellis explained this creates a safety issue for cars that need to pull over the allow another car to pass safely. B. Ellis will contact Mr. Larson to move the logs back onto his property so cars can safely travel the road. He will also advise Mr. Larson to contact the Town Constable and Rutland County Sheriff to make them aware of the issue he has with trespassers. S. Tully will follow up with a letter to Mr. Larson.

Update 07-42 Culvert Replacement A preconstruction site visit occurred on 8/6/20. S. Tully provided an update on the culvert replacement on Wheelerville Road. Construction is scheduled to start the first week of September and is expected to take two weeks. The project is weather dependent and therefore the road is expected to be closed to through traffic for three weeks.

Journeys End B. Ellis discussed he must do some ditch work at the end section of Journeys End before winter. The water issue crossing Journeys end was discussed. The Selectboard authorized S. Bradley, B. Ellis and S. Tully to work on the solution and present to the property owners.

Helvi Hill H. Zara attended the Selectboard meeting to discuss the water issue on Helvi Hill road and to work with the town to help solve the problem along with Kevin Stevens. H. Zara handles the costs associated with the road maintenance and collection of fees from the property owners along the private road. K. Steven is in charge of determining the maintenance required for the road. The water that comes off Helvi Hill Road intersects with Sherwood Drive and washing gravel and sediment into the roadway and traveling down the side of Sherwood Drive. New property owners Kukulka have done a lot of ditch work on their driveway and along Helvi Hill. The town would like to help facilitate discussions to complete the necessary work to eliminate the issue on Sherwood Drive. The Selectboard authorized S. Bradley, B. Ellis and S. Tully to work on the solution and present to the property owners.

AT&T T. Corsones reported the town has received multiple documents filed with the Public Utility Commission as of 4:30 PM today. The Town is unable to facilitate a knowledgeable discussion on how to proceed without the opportunity to review the updated information. T. Corsones requested to table the discussion until the Planning Commission and the Zoning Board of Adjustment have an opportunity to review the updated proposal submitted by AT&T. The Selectboard agreed.

There being no further business, R. Wilcox moved to adjourn at 6:40 PM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon
Joint Meeting Selectboard, Planning Commission,
Zoning Board of Adjustment
August 19, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells, Scott Bradley

Members of Planning Commission present: Teri Corsones, Justin Lindholm, Gary Sihler, Phil Douglas,

Members of the Zoning Board of Adjustment present: Jack Kennelly, Mike Curran, Teri Corsones, Harvey Zara

Town Officers and employees present: Sara Tully, Town Administrator

Others present: Will Dodge, Chris Voda, Jeff Dellicolli, Janielle Smith, Sohail Usami, Brooke Dingleline, Neil Langer

The Selectboard 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.**

Joint Meeting of the Selectboard, ZBA, and Planning Commission
Wed, Aug 19, 2020 6:00 PM - 8:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/988656509>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 988-656-509

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<https://global.gotomeeting.com/install/988656509>

- 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.

The purpose of the joint meeting is to discuss various amended documents filed by New Cingular Wireless PCS, LLC[PET] for case 20-1149-PET - Petition of New Cingular Wireless PCS, LLC requesting a certificate of public good, pursuant to 30 V.S.A. § 248a, authorizing the installation of wireless telecommunications equipment at 3410 US Route 4 in Mendon, Vermont.

Please download and review:

<http://epuc.vermont.gov/?q=downloadfile/423935/149108>

To view a list of this and related documents go to:

<http://epuc.vermont.gov/?q=node/64/149108/FV-PFEXAFF-PTL>

or a comprehensive summary at [AT&T.Mendon.Supplemental.PFT.Exhibits.08.10.2020](#)

W. Dodge conducted a 20 minute presentation on the major changes in the new proposal of a 96' tower versus the formerly proposed 140' tower. A copy of the presentation can be obtained by contacting the Town Office. Below is also a link provided by AT&T:

<https://drmpllc.sharefile.com/share/view/sea3e718ea694487b>

In addition to the outlined changes of lowering the tower's height and making it look like a pine tree, AT&T offered the following additional considerations:

1. Antenna sock
2. Additional balloon test one morning Aug. 23-25th weather depending
3. Maintain 250' radius of vegetation around tower location.
4. Removal bond to the town to ensure removal of the tower if no longer in use.

The Selectboard, Planning Commission, Zoning Board of Adjustment were able to ask questions

about the project.

Motion by D. Wilcox to enter Executive Session at 6:30 PM with the Planning Commission, Zoning Board of Adjustment, Selectboard, S. Tully and B. Dingedine present. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

The chair declared the board out of Executive Session at 7:15 PM. No action taken.

The Town agreed they would request the balloon test be scheduled between Aug. 23-25 weather depending. The Chair requested the Planning Commission and Zoning Board of Adjustment make any comments and concerns regarding the new proposal and submit them to the Selectboard before August 24th.

There being no further business, R. Wilcox moved to adjourn at 7:20 PM. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Scott Bradley

Selectboard

Town of Mendon

August 24, 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, Gary Sihler, Planning Commission

Visitors present: None

The Selectboard Meeting was called to order at 4:59 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 August 24, 2020
Mon, Aug 24, 2020 5:00 PM - 7:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/41222421>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 412-222-421

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<https://global.gotomeeting.com/install/41222421>

- 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, Scott Bradley

Agenda: R. Wilcox moved to approve the agenda with the addition of November Election, Cell Phones and Selectboard Meetings. 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 pay orders for the period ending 8/24/2020 in the amounts of \$23,417.17 and \$8,016.68. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve payroll for the period 8/24/2020 in the amount of \$9,367.80. Motion seconded by S. Bradley. The motion passed unanimously.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of August 10, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

A. Errors and Omissions 2020 Grand List S. Potter, Vermont Municipal Assessor, submitted

the following Errors and Omissions for the 2020 Grand List to be approved by the Selectboard:

- 1) #P98006000 Comcast incorrect assessment \$285,842 correct assessment \$278,250
- 2) #040243001 Green Mountain Power incorrect assessment \$2,879,800 correct assessment \$3,568,200
- 3) #130006000 VT Transco incorrect assessment \$109,300 correct assessment \$93,400
- 4) #040228000 Sampson; wrong valuation \$0 correct valuation \$279,100
- 5) #040234000 French; wrong valuation \$304,000 correct valuation \$278,900
- 6) #050023032 Richardson; wrong valuation \$270,300 correct valuation \$267,000
- 7) #060104000 Bridge; wrong valuation \$180,800 correct valuation \$177,500
- 8) #060104100 Bridgeco LLC; wrong valuation \$0 correct valuation \$48,100
- 9) #080161000 Lamb; wrong valuation \$226,000 correct valuation \$228,100

N. Gondella reported that grievance hearings will be scheduled for September 14th for the above change of appraisal notices. Amended tax bills will be sent.

Motion by D. Wilcox to accept the above referenced Errors and Omissions for the 2020 Grand List. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Amend 2020-2021 Tax Rate The 2020 Grand List was amended by Spencer Potter, Vermont Municipal Assessor after the Tax Rate that was set at the August 10, 2020 Selectboard Meeting. The new value would result in a lower municipal tax rate and therefore the Selectboard will amend the 2020-2021 Tax Rate.

Motion by R. Wilcox to amend the 2020-2021 Tax Rates originally set on August 10, 2020 to:

2020/2021 Tax Rate:

Homestead = \$2.0545
(\$.5435+\$1.5092+\$0.0018)

Non-Residential = \$2.2441
(\$.5435+\$1.6988+\$0.0018)

Municipal Tax Rate: \$.5435

2020-2021 Amount to be raised by taxes \$958,497 (rollover \$55,109)

2020-2021 Municipal Grand List \$1,763,563

Education Tax Rate:

Homestead = \$1.5092

Non-Residential = \$1.6988

2020-2021 Summary:

Municipal Tax Rate= \$.0339 decrease or 5.9% decrease

Education Tax Rate:

Homestead = \$1.5092 a \$.1427 increase or 10.4% increase
Non-Residential = \$1.6988 a \$.1441 increase or 9.3% increase
Total Homestead = \$. 1092 increase or 5.6% increase
Total Non-Residential = \$.1106 increase or 5.2% increase

Local Agreement Tax: \$.0018

Eligible properties (7)

Voter approved Property Assessment Exemption \$40,000 = 280,000/100

Total Exemption \$2,800

2020-2021 Municipal Grand List \$1,763,563

Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

Municipal Grants The grant application for digitization of land records is due September 1, 2020. The maximum grant allowance is \$20,000 and \$2,000,000 is available in grant funds. The acceptance of a contract is required to apply for the grant funds. N. Gondella presented three quotes for digitizing 40 years of land records. This will allow for a 40 year title search. Cofile submitted a cost of \$36,191 with an \$11,000 annual fee. Approximately 60 books would be sent to Burlington for scanning and returned. Cots submitted a cost of \$36,546 with a \$1,900 annual fee. Cots will scan the books onsite in 1-2 days. Avenue was the third price that quoted \$18,000 for scan of 5 years of records. This company did not submit a cost for the requested scan of 40 years of records. N. Gondella recommended the Selectboard accept the Cots quote. Motion by R. Wilcox to spend up to \$38,000 from the Preservation Fund for the digitization of 40 years of land records with Cots. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

COVID-19 Response & Town Government Operations The Selectboard confirmed that the town will not be applying for a grant to reimburse the town for COVID expenses incurred. Any expense must be denied by FEMA first. Labor is not an eligible expense to be reimbursed. Current estimated cost of equipment and supplies to respond to COVID total \$5,100. Applications are due September 4, 2020. The Selectboard decided that this is not a grant application the town will submit.

Helvi Hill Update S. Tully provided a recap of three meetings the town has had with representatives from Helvi Hill, Jerry Weitzenkorn on Sherwood Drive and Josh Carvajal, Agency of Natural Resources. J. Carvajal will be submitting his recommendation on what the town needs to do to handle the water on Sherwood Drive. He also provided guidance to the representatives of Helvi Hill Road how to appropriately handle water run off and stop erosion from occurring on the private road. B. Ellis, S. Tully and S. Bradley will present a plan to the

Selectboard once finalized.

Equipment Grant The Equipment Grant is due August 28, 2020. B. Ellis reported costs for a roller for the Grader are cost prohibitive. B. Ellis requested the town apply for the purchase of a blower that will be pulled behind the pickup to blow leaves out of the ditches. Grant funds will pay for up to \$7,000. Motion by R. Wilcox to spend up to \$5,000 from the Equipment Replacement Fund to purchase a blower. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

November Elections N. Gondella provided a recap on how the primary election went with approximately 100 voters electing to vote in person at the town office. Social distancing was observed by entering the polling place through the front door and existing the rear of the building. It is difficult to anticipate how many voters will want to vote in person in November. N. Gondella is recommending the polling place be moved to the Town Garage and wanted to get preliminary approval from the Selectboard to use the Town Garage. The Board of Civil Authority must vote to approve the change of the polling place. Hearing no opposition from the Selectboard, N. Gondella will warn a meeting of the Board of Civil Authority.

Cell Phones N. Gondella provided information on a new service from Verizon for unlimited call, text and data plan for \$40 per month per line. Currently, the cost is \$50 per line and the town has one cell phone, but we have had up to three lines in the past for Road Commissioner, Fire Warden and Constable. The Town has recently appointed a new Fire Warden, Seth Bridge who will take over for Geoff Wells as soon as the appointment is confirmed by the State. It was suggested the Town Administrator, currently working 30 hours per week remotely due to COVID, be provided a phone line. The Selectboard approved the additional expense for phones.

Selectboard Meetings G. Wells requested in person Selectboard meetings if possible. The town must follow guidance from the Governor's Executive Order. Remote meetings would be replaced with in person meetings observing social distancing and wearing masks. The current regulations will be evaluated along with space allowed in the Helen Lawrence Conference Room at the Town Office or at the Town Garage. It was requested by the Selectboard that this be evaluated as the Governor continues to loosen the restrictions.

Motion by R. Wilcox to adjourn the Selectboard meeting at 5:40 until after the Liquor Control Board Meeting. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Motion by R. Wilcox to convene the Liquor Control Board Meeting at 5:41 PM. Motion seconded by G. Wells. The Liquor Control Board unanimously approved the motion.

Motion by R. Wilcox to approve the Liquor License for Flannels restaurant LLC dba Flannels Bar and Grill. Motion seconded by S. Bradley. The Liquor Control Board unanimously approved the motion. The Selectboard will sign the Liquor License at the Town Office.

Motion by R. Wilcox to adjourn the Liquor Control Board Meeting at 5:42 PM. Motion seconded by G. Wells. The Liquor Control Board unanimously approved the motion.

Motion by R. Wilcox to reconvene the Selectboard meeting at 5:43 PM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

The Town Plan Public Hearing and adoption was warned for 6:00 PM. The Selectboard took a brief recess before starting the Public Hearing at 6:00 PM.

Town Plan Public Hearing and Adoption S. Tully recapped the 4 changes the Selectboard made to the proposed Town Plan as adopted by the Planning Commission and submitted to the Selectboard for Public Hearing and adoption. The changes include:

1. On page 6 in the 1st paragraph the Selectboard deleted the sentence " Zoning regulations should be developed that give consideration to the design and appearance of proposed commercial and professional structures, including signage and sign lighting, so as to enhance the aesthetics and rural character of Mendon, while encouraging economic development and vitality."
2. On page 31 in future land use section 1st paragraph- commercial and village districts the Selectboard deleted "The character and aesthetics of the town should be preserved."
3. On page 21, the Selectboard added the following paragraph in the Transportation Section "Rutland Bypass: The Town of Mendon opposes the construction of a highway bypass around Rutland City. Mendon's position regarding the construction of a bypass around Rutland may be stated as follows: The construction of a bypass is not necessary given current and future traffic volumes. The Agency of Transportation should pursue a limited upgrade of US 7 and US 4. A bypass in Mendon would have a direct adverse impact on Mendon properties. The Town has voted on two separate occasions to oppose a bypass in Mendon. There are no current plans to construct the bypass."
4. Also in Transportation section under Actions the Selectboard added to "Oppose the construction of any major highway or bypass in the Town of Mendon"

Planning Commissioners T. Corsones, G. Sihler and J. Lindholm opposed removing sentences that refer to the aesthetics of the town in changes 1 & 2 made by the Selectboard. T. Corsones

discussed the importance of highlighting that the town values aesthetics and is a key term in establishing the town's position in cases like the AT&T tower currently before the Public Utility Commission.

R. Wilcox stated that word aesthetics was undefined and reference to aesthetics was removed multiple times in various sections of the Town Plan prior to the Planning Commission adopting their proposed version. The two references to aesthetics the Selectboard removed were the remaining references to aesthetics. R. Wilcox opposes the town having the ability to impose individual personal opinions on aesthetics especially on commercial businesses located in the commercial zoning district.

J. Lindolm stated as a former business owner in Rutland City, that a community that values aesthetics actually attracts business rather than deters business. Mendon should be attracting tourism and preserving Vermont's character like the towns of Manchester and Woodstock rather than South Burlington.

R. Wilcox responded with support of economic development along Route 4 and referred to the State already imposing multiple roadblocks to attracting business in Vermont and he did not support additional roadblocks on a local level.

After lengthy discussion, the group decided to remove the word "aesthetics" and replace with highlighting "rural character".

Motion by R. Wilcox to make the following changes to the Proposed Town Plan and to adopt the plan as its final version with these two changes not being significant changes:

1. On page 6 in the 1st paragraph insert the sentence " Zoning regulations should be developed that give consideration to the design and appearance of proposed commercial and professional structures, including signage and sign lighting, so as to enhance the rural character of Mendon, while encouraging economic development and vitality."
2. On page 31 in future land use section 1st paragraph- commercial and village districts insert the sentence "The rural character of the town should be preserved."

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

S. Tully was directed to confer with the Rutland Regional Planning Commission to confirm the actions taken above comply with statutes regulating the adoption of the Town Plan.

AT&T The Selectboard discussed the presentation presented to the Planning Commission, Zoning Board of Adjustment and Selectboard on August 19, 2020 outlining an amended project filed with the Public Utility Commission. The Planning Commission recommended the town support the considerations offered by AT&T. These include:

1. Antenna socks
2. Additional balloon test (was offered August 23rd and the Town accepted this offer previously)
3. 250' radius of vegetation
4. A bond provided to the town to ensure the removal of the tower when no longer in use.

In addition, R. Wilcox wanted clarification of the bond requirement to include compliance with the requirement set forth in the Telecommunication Bylaws that an annual report that the tower is still in use and functioning to be submitted to the town.

J. Lindholm requested further protection of the deer yard. There is a 300' buffer around a deer yard for its protection against domestic dogs and coyotes. It regulates restriction against roads and trails that would be snow groomed, plowed or packed down in the winter that would enable predators to easily access the deer yard. J. Lindholm suggests installing fencing far enough down the road to protect the deer yard.

The Selectboard agreed to present all of the above referenced requests to AT&T.

Motion by R. Wilcox to extend the hours for legal counsel on behalf of the town. Motion seconded by S. Bradley. The Selectboard unanimously approved the motion.

There being no further business, R. Wilcox moved to adjourn at 6:50 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

Selectboard

Town of Mendon

September 14, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

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

Visitors present: Larry Courcelle, David Wolk

The Selectboard Meeting was called to order at 5:05 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:

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Selectboard September 14, 2020
Mon, Sep 14, 2020 5:00 PM - 7:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/612636893>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 612-636-893

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<https://global.gotomeeting.com/install/612636893>

- 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

Agenda: R. Wilcox moved to approve the agenda with the addition of Noise Ordinance, Septic Grinder Pump at the Town Office, Everyone Eats Food Distribution Program, Employee Manual and Selectboard Vacancy and delete Tax Sales, Helvi Hill Road due to no current update.

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 pay orders for the period ending 9/5/2020 in the amounts of \$28,646.64, \$2,033.93 and \$18,095.00. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve payroll for the period 9/5/2020 in the amount of \$9,387.60. Motion seconded by G. Wells. The motion passed unanimously.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of August 19, 2020 and August 24, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Irene 10 Year Anniversary The Selectboard recognizes the significant impact that Tropical Storm Irene had on Mendon and Vermont. Next year marks the 10th anniversary of this event and the Selectboard agreed the event and key people instrumental in Mendon and the State of Vermont's recovery should be recognized. The Selectboard agreed to form the Irene Recognition Committee.

Animal Control Ordinance/Noise Ordinance The Animal Control Ordinance and Noise ordinances were discussed as they relate to regulating chickens not staying on owners property and the crowing of roosters. Currently the Animal Control Ordinance does not regulate chickens. S. Tully will follow up with VLCT regarding the authority to regulate chickens in either ordinance. The Noise Ordinance was also discussed in regards to disturbances of the peaceful enjoyment of a property regarding the use of a neighbor using a loudspeaker or blowhorn. G. Wells reported that Rutland County Sheriff considers Mendon's ordinance weak compared to other towns. G. Wells will look into Mendon's ordinance compared to other towns.

VLCT Annual Meeting Voting Delegate The Selectboard decided not to participate in VLCT's annual meeting.

COVID-19 Response & Town Government Operations The town received a request from the Recreation Committee to look at opening up the play structures at the Mendon Recreation Area. S. Tully stated the last time the Selectboard discussed this issue the guidance from the State was to provide hand sanitizer to the users. S. Tully will look into whether this guidance has changed. N. Gondella informed the Selectboard COVID expenses may be reimbursable by the State up to \$3,300 with Cares Act funding without having to go through FEMA first. The Selectboard agreed the Town should submit expenses eligible for reimbursement.

Employee Schedules N. Gondella discussed J. Bridge's schedule continuing to work from 12-5 PM Monday through Thursday for at least the next two weeks. This schedule began on 9/8/20. In accordance with the Family First Coronavirus Response Act the Selectboard authorized compensation at 32 hours per week. S. Tully discussed her schedule that includes working remotely for her normally scheduled 30 hours per week. R. Wilcox commended the staff for everything the employees are doing in response to working through the pandemic.

Municipal Grants -Digitization N. Gondella reported the State received 123 applications and

they approved all but 3 of them. The contractor will start scanning the land records and will be utilizing the conference room.

Equipment Grant The letter of intent has been submitted for a grant to purchase a blower. B. Ellis is still obtaining quotes for the blower to present to the Selectboard. S. Tully will contact Rutland regional Planning Commissioner to see if there is a timeline to let us know if we have in fact received a grant for this purchase.

AT&T The Selectboard directed S. Tully to request an update from legal counsel. The town has until October 2nd to submit comment on the current AT&T submissions. The Selectboard would like the Planning Commission and Zoning Board of Adjustment to submit comments prior to the September 28th Selectboard Meeting.

Mendon Recreation Area Facility Use Agreement Motion by R. Wilcox to waive the fees for the Bartow Youth Club to utilize the Mendon Recreation Area for the Fall sport season. Motion seconded by G. Wells. The motion passed.

Septic Grinder Pump at the Town Office N. Gondella reported one of the two grinder pumps for the septic system at the town office needs repair or replacement. The Selectboard authorized N. Gondella to have the grinder pump serviced to determine what is needed.

Everyone Eats Food Distribution Program G. Wells asked if the town was involved in the Everyone Eats Food Distribution Program. S. Tully reported the program pays restaurants \$10 for meals ready to deliver and ask volunteers to distribute to those with food insecurities or people effected by the pandemic. S. Tully reported that to date neither P. Douglas, Director of Emergency Management & Constable or she in her role as Health Officer have received any request for services. S. Tully will reach out to Mendon business to make sure they know about the program in case they wish to participate.

Employee Handbook G. Wells requested when we will get a chance to look at the Employee Handbook. S. Tully reported the Mendon Personnel Policy and Rules Handbook needs to be updated and has been identified on the Selectboard Goals and Objectives. The project will entail research and advice from the Vermont League of Cities and Towns as well as private legal counsel. There have been multiple updates since its original adoption as labor laws have changed. S. Tully will email the Selectboard a copy of the Personnel Policy and Rules handbook.

Selectboard Vacancy Scott Bradley submitted a resignation as a member of the Selectboard and as the Cemetery Commissioner effective 9/14/20. Mendon will post the vacancy and accept letters of interest to be appointed to fill the vacancy until March 2021 unless otherwise petitioned.

Rutland Regional Planning Commission The RRPC is submitting a consortium application for a Municipal Planning Grant that would support the scoping and development of an interactive map of the Rutland Region, which would organize information and data on: trails (biking/hiking), downtowns, village centers, historical points of interest, museums, and art studios. The greater end goal being to actively support tourism within the region through better information accessibility supported by the proposed 'Be a Local Tourist' program. The RRPC will keep the website active and relevant after the grant. Motion by R. Wilcox to support the consortium application for a Municipal Planning Grant to create an interactive map of the Rutland Region. Motion seconded by G. Wells. The motion passed.

Seth Bridge has been appointed by the State as the Fire Warden in Mendon. Geoff Wells resigned the position. All contact information is available on the Town website as well as copies of the Mendon Burn Permit.

There being no further business, R. Wilcox moved to adjourn at 6:30 PM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon

Selectboard

September 28, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Nancy Gondella, Town Clerk & Treasurer, Teri Corsones, Planning Commission, Justin Lindholm, Planning Commission, Rod MacCuaig, Animal Control Officer

Visitors present: Brooke Dingleline

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.**

Selectboard Meeting
Mon, Sep 28, 2020 8:30 AM - 10:30 AM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/747459397>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 747-459-397

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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

Agenda: R. Wilcox moved to approve the agenda with the addition of Mendon History Panels. 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.

There is a vacancy on the Selectboard, Planning Commission and Cemetery Commission. Interested parties should submit a letter of interest to Sara Tully, Town Administrator at mendonadmin@comcast.net

Wheelerville Road is open. The culvert replacement project concluded on Friday 9/25/20 and road reopened.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve pay orders for the period ending 9/27/2020 in the amounts of \$29,622.79. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve payroll for the period 9/19/2020 in the amount of \$9,432.74. Motion seconded by G. Wells. The motion passed unanimously.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of September 14, 2020. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Mendon History Panels Ann Singiser reported that because the town installed acrylic over the vinyl panels to protect against vandalism. The vinyl has been repaired twice due to excessive moisture trapped between the acrylic and the vinyl panels. Awesome Graphics recommends removing the acrylic covering the vinyl. The Selectboard approved removal of the acrylic. N. Gondella requested the acrylic be saved. The town could possibly reuse to construct additional sneeze guards for protection against COVID. A. Singiser will coordinate this work with Awesome Graphics.

Irene Recognition Committee Motion by R. Wilcox to appoint Jennifer Bagley, Larry Courcelle, Ann Singiser, Richard Wilcox and David Wolk to the Irene Recognition Committee. This committee will look back at the town's recovery in the aftermath of Tropical Storm Irene and plan for the 10th anniversary in 2021. S. Tully will help facilitate the initial meeting and inform the committee they must follow all COVID protocol established in response to the Governors Executive Order.

Animal Control Ordinance/Noise Ordinance The Selectboard requested that Animal Control officer Rod MacCuaig attend the Selectboard meeting to discuss complaints he is received over the years that pertain to chickens or livestock. Rod reported over the past 11 years, he is received 9 complaints involving chickens going on neighboring properties and causing damage in gardens, harassing other domestic animals or leaving feces. Two of those cases involved complaints about crowing roosters in early morning hours. He has received a few other complaints about loose sheep, pigs and horses as well. Rod would support regulation that required animals to remain on the property in which they reside. S. Tully reached out the Vermont League of Cities and Towns Municipal Assistance Center which provided sample Animal Control Ordinances from four other towns as well as a summary of the towns legal authority. G. Wells supports an ordinance that keeps animals on your own property. S. Tully will draft changes to the Mendon Animal Control Ordinance for review and input by R. MacCuaig and then submit to the Selectboard for further discussion.

Town Owned Lots: The Selectboard received a request inquiring whether they would consider selling the lot owned by the town on Stoney Meadows. The Selectboard discussed and determined they would not be interested in selling this property. Last year, the Selectboard discussed identifying the survey pins of the town owned lot in Brookwood. S. Tully will contact a surveyor to complete this work. The Selectboard discussed the town owned lot on Woodward Road. This lot contains some wetlands and maintenance of this property is restricted by a requirement to obtain a wetlands permit for certain maintenance activity. The town must also make sure the legal trail that goes from Woodward Road to Wheelerville Road remains unencumbered at least to Mendon Brook. After Tropical Storm Irene, the

footbridge is no longer there to access Wheelerville Road from the legal trail.

Helvi Hill Update There is no status update at this time.

Journeys End There is no status update at this time.

Road Crew Opening S. Tully recommended the town continue to advertise for the full time Highway Maintenance/Equipment Operator and Building/Grounds Maintenance. D. Wilcox requested job advertisement be updated to CDL preferred instead of required. S, Tully discussed hiring a part time position from November to April 1st for a non-CDL driver. She also discussed contingency plan for to arrange for contracted work if employees are unavailable to work due to illness.

AT&T J. Lindholm discussed the impacts of a snow packed roadway to the tower in the winter time on the nearby wintering deer yard. This creates easy access to the deer yard in the winter that threatens their safety buy either chasing or killing the deer. J. Lindholm has communicated this concern to the Commissioner of Fish and Wildlife and Noyle Dodge is supposed to be contacting him to discuss these concerns. He would also like the Selectboard to issue concerns regarding access to the deer yard to the PUC. He believes the mitigation solution is fairly easy. The PUC is soliciting comment from the town to be filed October 5th. The Selectboard reviewed an approved a draft letter submitted by T. Corsones. Minor changes were suggested. T. Corsones thanked Brooke Dingledine for her expertise and generous legal assistance in this case. The Selectboard agreed. B. Dingledine commended the talents, wealth of knowledge and expertise of the members of the Boards and Commissions for the Town of Mendon. She indicated the town is lucky to have such dedicated officials representing Mendon.

VLCT Unemployment Insurance Rates to Increase The Town received information from VLCT that the unemployment rates are expected to increase. The impact on the current budget is unknown at this point. S. Tully has requested additional information and will report to the Selectboard as soon as additional information is available.

Tax Sales Nancy Merrill, Delinquent Tax Collector submitted information on delinquent properties to the Selectboard. N. Gondella was unable to verify amounts owed on each parcel and stated Nancy Merrill would need to clarify this information. Issue tabled until more information is available.

Municipal Grants N. Gondella reported the town received the grant for digitization of the land records. The grant amount is \$28,984.48 and the town will be responsible for approximately \$9,000 to be paid out of the Preservation Reserve Fund.

COVID-19 Response & Town Government Operations N. Gondella reported that she submitted the grant for reimbursement of COVID expenses, but has not heard any information to date regarding its status.

Recreation: Play Structures Liam Fracht-Monroe, Chair of the recreation Committee requested the Selectboard consider opening the play structures at the Mendon Recreation Area. L. Fracht-Monroe provide a sample sign that Rutland City posted at their playgrounds that addressed COVID precautions. The current guidance is “play structures may be open to the public if they are properly signed reminding users not to use them if they or anyone in their household has been ill and to wash hands before and after use. Organizations responsible for the play structure are encouraged to provide hand sanitizer for users.” The Selectboard discussed that the town is strictly adhering to the state’s guidance and has determined to keep the play structures closed.

Employee Schedules N. Gondella reported that the school schedule has been updated that will effect Jesse Bridge’s work schedule. She will be working full days Monday and Thursday in the office and must be home Tuesday and Wednesday mornings. S. Tully stated the guidance just came out from Rutland Northeast Supervisory Union with the schedule change that will start next week and is expected to change again after October 16th. S. Tully stated her schedule remains unchanged and is able to work her full schedule remotely.

There being no further business, R. Wilcox moved to adjourn at 10:00 AM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon

Selectboard

October 2, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

Town Officers and employees present: Sara Tully, Town Administrator

Visitors present: None

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

Agenda: The Selectboard Meeting was warned to discuss personnel with Sara Tully, Town Administrator.

Motion by R. Wilcox to enter Executive Session at 8:30 AM to discuss personnel with the Selectboard 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 10:00 AM.

There being no further business, R. Wilcox moved to adjourn at 10:00 AM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Selectboard

Town of Mendon

October 13, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

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

Visitors present: Hal Rosenzweig

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.**

Selectboard Meeting

Tue, Oct 13, 2020 8:30 AM - 10:00 AM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/873992645>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 873-992-645

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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

Agenda: R. Wilcox moved to approve the agenda with the addition of Mendon History Panels. 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. The Town of Mendon is also accepting applications for a part time Highway Maintenance/Equipment Operator seasonal position from November 2020 to March 2021.

There is a vacancy on the Selectboard. Interested parties should submit a letter of interest to Sara Tully, Town Administrator at mendonadmin@comcast.net

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve payroll for the period ending 10/3/2020 in the amount of \$9,315.52. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve orders for period ending 10/12/20 for \$58,193.59 and \$120,379.04. Motion seconded by G. Wells. The motion passed unanimously.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of 9/28/20 & 10/2/20. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Business

Grants in Aid FY21 letter of Intent S. Tully reported that the request to purchase a blower from the Grant in Aid Equipment Grant was not awarded but rather placed on a waitlist. The Selectboard approved submitting the Grants in Aid letter of Intent for FY 21. The Selectboard will sign the letter and S. Tully will submit before October 30th.

Animal Control Ordinance/Noise Ordinance Issue tabled.

Timeline of budget 21-22 S. Tully discussed the timeline for the budget process in November and December. The Selectboard will request Department Head input for the November 9th meeting. S. Tully reported that we received health insurance rates from both MVP and BCBS last week. G. wells recommended waiting to discuss health insurance until the Selectboard meeting after the election.

Personnel Policy Regarding Acceptance of Gifts N. Gondella received a \$100 gift card as a thank you from Cots for her assistance with the scanning of land records project. The Personnel Policy and Rules Handbook limits the receipt of gifts to \$25. The Selectboard unanimously approved that N. Gondella is able to keep the gift presented to her by Cots for her assistance with the project.

Road Crew Opening 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. The Town of Mendon is also accepting applications for a part time Highway Maintenance/Equipment Operator seasonal position from November 2020 to March 2021. S. Tully discussed that she is working with the Department of Labor to find qualified candidates for the positions.

Tax Sales N. Merrill presented letters and request to hire Chris Corsones to handle 6 properties to go to tax sale. The Selectboard questioned whether all costs will be included in the opening bid including costs for previous tax sales in which the property did not sell. It was unclear whether these amounts were in fact rolled forward along with whether the town expended funds to pay the attorney to conduct the tax sale previously. N. Gondella will clarify the procedure with the Vermont League of Cities and Towns and confirm what was paid to the attorney for previous tax sales that had no bids.

Selectboard Vacancy There is a vacancy on the Selectboard. Letters of interest in filling the vacancy can be sent to S. Tully at mendonadmin@comcast.net. Hal Rosenzweig attended the Selectboard meeting to consider filling the position until Town Meeting in March 2021.

COVID-19 Response & Town Government Operations

Technology The Selectboard discussed the ability for elected officials and town staff to participate in remote meetings, trainings and field work and to evaluate need for additional town computers in response to the COVID 19 pandemic. N. Gondella will gather cost estimates for an additional laptop and S. Tully will determine technology needs for field work.

Employee Schedules S. Tully reported effective October 19th the Barstow School schedule will change to in person learning for K-8th grades full days everyday except Wednesday is remote learning. Pre-school remains on the same schedule Monday, Wednesday and Friday. J. Bridge will continue on an amended schedule around the school schedule. S. Tully will remain on a full schedule working remotely.

Personnel Complaint Motion by R. Wilcox to enter Executive Session at 9:08 AM to discuss personnel with the Selectboard, S. Tully and N. Gondella present. G. Wells seconded the motion and the motion passed. The Chair declared the Board out of Executive Session at 9:35 AM.

No action taken as a result of the discussion regarding a complaint about personnel. Issue tabled until further information is submitted.

There being no further business, R. Wilcox moved to adjourn at 9:40 AM. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon

Selectboard

October 26, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer, Nancy Gondella, Town Clerk & Treasurer, Bill Ellis, Road Commissioner, Nancy Merrill, Delinquent Tax Collector, Steve Cosgrove, Zoning Administrator, Phil Douglas, Constable.

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

Mon, Oct 26, 2020 5:00 PM - 7:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/536146389>

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United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 536-146-389

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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.
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- 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

Agenda: R. Wilcox moved to approve the agenda. 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. The Town of Mendon is also accepting applications for a part time Highway Maintenance/Equipment Operator seasonal position from November 2020 to March 2021.

There is a vacancy on the Selectboard. Interested parties should submit a letter of interest to Sara Tully, Town Administrator at mendonadmin@comcast.net

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve payroll for the period ending 10/17/2020 in the amount of \$9,409.10. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve orders for period ending 10/26/20 for \$1,104,111.07 and \$9,703.20. Motion seconded by G. Wells. The motion passed.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of 10/13/20. Motion seconded by G. Wells. The motion passed.

Business

Tax Sales N. Merrill addressed the Selectboard requesting to hire Chris Corsones to conduct tax sales for 6 properties. Each property was reviewed with what is owed to the town. The Selectboard approved N. Merrill's request. The Town of Mendon will not make the opening bid. All expenses owed to the town including expenses from previous tax sales is expected to be the minimum bid on the property. N. Merrill verified with the Selectboard that the attorney's fees will be paid by the town if there are no bidders at the tax sale. The Selectboard agreed and confirmed these costs would carry forward with the property in the amount due to the town.

Health Insurance 2021 S. Tully presented 2021 health insurance rates. Rates increased 1.75% for 2021. If the Selectboard continues with the same funding options the overall exposure for health insurance cost is \$5,174 lower than last year. However, if all employees took full advantage of the insurance offered to them it would increase the budget by 47%. S. Tully requested the Selectboard make a decision regarding health insurance by the next Selectboard meeting in order for employees to evaluate their options.

Budget 21-22 S. Tully presented the first draft of the 2021-2022 budget. Department heads are requested to submit input at the next Selectboard Meeting. S. Tully will send the request to submit budget input to her prior to the meeting for incorporation in the draft budget. The Selectboard will discuss the budget for the next four Selectboard Meetings.

Holiday Appreciation Dinner In lieu of the holiday dinner this year, S. Tully suggested providing elected and appointed officials and town employees with gift certificates to local Mendon restaurants. It is not appropriate for the town to gather in the midst of the pandemic, but the town would not be able to run without volunteer hours with a strong dedication to the town. The Selectboard approved the proposal.

Road Crew Opening S. Tully provided an update on the search for a qualified candidate to fill the open position. The Selectboard discussed options of filling the vacancy with a part time seasonal position as well.

Selectboard Vacancy Hal Rosenzweig decided not to fill the position. The Selectboard is looking for a Mendon voter to fill the vacancy on the Selectboard. Interested parties can submit letters of interest to S. Tully at mendonadmin@comcast.net.

COVID-19 Response & Town Government Operations N. Gondella reported the State of Vermont was increasing State Aid to Highways by \$11,800 to assist with COVID 19 expenses. The Selectboard discussed with B. Ellis plans to continuing operations in the case of illness this winter. S. Tully reported there is a roundtable discussion with Vermont Local Roads to discuss this issue and other effecting

municipalities on November 4, 2020. N. Gondella reported she purchased one additional laptop as a response to COVID remote meetings and remote work.

Elections N. Gondella received an update on the preparations for the election. To date she has received approximately 440 early voting ballots.

Personnel Complaint Motion by R. Wilcox to enter Executive Session at 6:02 PM to discuss personnel with the Selectboard, S. Tully and S. Cosgrove present. Motion seconded by G. Wells and the motion passed. The Chair declared the Board out of Executive Session at 6:45 PM.

No action taken.

There being no further business, R. Wilcox moved to adjourn at 7:00 PM. Motion seconded by G. Wells. The Selectboard approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon

Selectboard

November 9, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

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

Visitors present: Val Taylor, Judy Barone

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:

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Selectboard Meeting

Mon, Nov 9, 2020 5:00 PM - 7:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/914069421>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 914-069-421

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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.
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- 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

Agenda: G. Wells moved to approve the agenda with the addition of Mendon Hiking Guide, Bulletin Board at former Beaver Pond, Personnel Complaint Follow Up and Thanksgiving Week Schedule. Motion seconded by R. Wilcox. 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. The Town of Mendon is also accepting applications for a part time Highway Maintenance/Equipment Operator seasonal position from November 2020 to March 2021.

There is a vacancy on the Selectboard. Interested parties should submit a letter of interest to Sara Tully, Town Administrator at mendonadmin@comcast.net

The Selectboard wanted to thank everyone that assisted in the Presidential Election. It was a lot of hard work. Luckily, everything went very smoothly in Mendon.

Administrative Matters

Selectmen's Orders were reviewed. Motion by R. Wilcox to approve payroll for the period ending 10/31/2020 in the amount of \$9,339.90. Motion seconded by G. Wells. The Selectboard unanimously approved the motion. Motion by R. Wilcox to approve orders for period ending 11/9/20 for \$11,824.72 and \$4,847.69. Motion seconded by G. Wells. The motion passed.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of 10/26/20. Motion seconded by G. Wells. The motion passed.

Business

Mendon Hiking Guide Fred Bagley has prepared a hiking guide to all public trails in Mendon. This guide has been published on the Town of Mendon website at www.mendonvt.org. The guide is also available at the Town Office.

Bulletin Board at the former Beaver Pond The Selectboard received a request to remove the bulletin board from the former Beaver Pond parking area. The board has not been utilized for years and has recently been tagged with graffiti. The property is owned by Rutland City. S. Tully will follow up by contacting Jeff

Thanksgiving Week Schedule N. Gondella requested closing the office for the week of Thanksgiving. The Selectboard declined the request.

Community Visit In March, the Mendon Steering Committee and volunteers were working with the Vermont Center for Rural Development to plan a Community Visit called Mendon on the Move. The planning came to a halt after the outbreak of the COVID-19 pandemic. VCRD is now offering a hybrid program conducting all meetings virtually and has inquired whether Mendon is still interested. The Selectboard discussed and continues to support the program however it is a program that is community driven, not organized by the town. The pros and cons of participating remotely were discussed. J. Barone, Chair of the Community Visit Steering Committee with the help of S. Tully will reach out to the Steering Committee members and volunteers to gauge interest in continuing the program in Mendon. If they receive positive feedback to continue, S. Tully will confirm this with VCRD.

Health Insurance 2021 R. Wilcox moved to increase the employee share of the insurance premium by 2.75% and to change the buyout option to 40% of the town's premium. Motion seconded by G. Wells. The Selectboard passed the motion.

Budget 21-22 S. Tully reported that she received department head input from Public Safety, Highways and Recreation. She provided an overview of the recommended changes which currently represents a 5% increase of the budget. N. Gondella will provide additional information regarding the Administrative portion of the budget at the next meeting. S. Tully discussed that the Reserve Fund timelines will also be discussed at the next meeting.

COVID-19 Response & Town Government Operations- COVID-19 is sharply on the rise in VT. Now 8 out of 14 counties have >400 cases per million people. The Selectboard discussed updating the Continuity of Operations Plan for all departments the current recommendation is to develop plans three people deep. This is a challenge for small towns, but necessary to plan for staff shortages. N. Gondella discussed the state is providing alternatives to in person Town Meeting and allowing towns to implement voting the budget by Australian ballot for one year. The Selectboard must decide at least 30 days before Town Meeting to vote the budget by Australian ballot. N. Gondella recommended this decision be made as soon as possible so the town can get this information to the public. She recommended publishing in the newspaper, Mendon Website, Facebook and Front Porch Forum. In 2021, candidates running for office will not need to submit a petition signed by 1% of the voters. The Selectboard had previously decided that Appropriation requests the town funded in the 2020-2021 budget if not requested an increase would not need to submit a petition for Town Meeting 2021. The state has not made

any changes to date to the petition requirement for appropriation requests. N. Gondella would recommend using the tabulator for Town Meeting 2021 at a cost of approximately \$1,000. S. Tully discussed the Everyone Eats Program. The Town of Chittenden is distributing meals on Wednesday and Thursdays. Residents of other towns can pick up meals in Chittenden and there are households in Mendon taking advantage of this program. Mendon thanks Chittenden Emergency Management for all their hard work. Mendon is not going to pursue an Everyone Eats program at this time. This need will be re-evaluated as the COVID-19 pandemic persists.

Update Holiday Dinner The Selectboard will not be organizing a Holiday Dinner due to the COVID-19 pandemic. The Selectboard wishes to thank the staff, elected officials and appointed officials for their dedication to the town and countless number of volunteer hours to keep the town running. The Selectboard decided to offer gift certificates to local restaurants and vendors.

Road Crew Opening The Selectboard discussed the Road Crew Opening. The Selectboard approved hiring Dan Hendee to fill the part time seasonal position. The Town continues to interview candidates for the full time position.

Selectboard Vacancy Val Taylor attended the Selectboard meeting to discuss filling the vacancy of the Selectboard. V. Taylor discussed her interest in serving her community and getting involved. R. Wilcox thanked V. Taylor for expressing her interest and mentioned the town received interest from one additional candidate. The Selectboard did not make a motion to appoint someone to fill the vacancy at this time. Issue tabled until the next meeting.

Personnel Complaint Follow Up Motion by R. Wilcox to enter Executive Session at 7:11 PM 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 7:24 PM

The Selectboard directed S. Tully to request written documentation from Steve Cosgrove of the events that transpired from his perspective. R. Wilcox will request written documentation from Christine Kennedy-Riffon of the events that transpired from her perspective. The town has received a document from Nancy Gondella.

There being no further business, R. Wilcox moved to adjourn at 7:40 PM. Motion seconded by G. Wells. The Selectboard approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Town of Mendon
Emergency Selectboard Meeting

November 17, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

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 5:05 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.**

Emergency Selectboard Meeting
Tue, Nov 17, 2020 5:00 PM – 6:30 PM (EST)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/378506893>

You can also dial in using your phone.
United States: +1 (312) 757-3121

Access Code: 378-506-893

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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

Agenda: The purpose of this emergency meeting is to discuss the changes of the Executive Order and how the effect operations of the municipality.

Friday, November 13, 2020 Governor Scott released further guidance to slow the spread of COVID-19. Cases in Vermont are steadily increasing and he has ordered municipal operations to conduct business remotely to the maximum extent possible.

The Mendon Continuation of Operations Plan will be updated to reflect how operations will continue in the short term and intermediate term if COVID-19 effects the staff. Vermont Emergency Management is recommending plans be implemented to replace staff in each vital position with 2 additional people. Therefore, Mendon is creating a back-up plan for the back-up plan.

The goal is to minimize exposure. The Town Office and Garage will be closed to the public. The Town Office will be accessible by appointment only to conduct vault research and other transitions that can not be completed remotely, with no contact or by mail. No two employees and officials will work in the office or garage at the same time. Shifts will be staggered to the greatest extent possible.

The town will grant access to the Rutland County Sheriff on duty in Mendon to exchange batteries at the office.

There being no further business, R. Wilcox moved to adjourn at 5:44 PM. Motion seconded by G. Wells. The Selectboard approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

Selectboard

Town of Mendon

November 23, 2020

Members of Selectboard present: Richard Wilcox, Geoff Wells

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

Visitors present: Larry Courcelle, Val Taylor

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 11-23-20

Mon, Nov 23, 2020 5:00 PM - 7:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/885555125>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 885-555-125

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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

Agenda: R. Wilcox moved to approve the agenda with the addition of Structures Grant 07-61. 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 \$239,820.86 for period ending 11/19/20 and to approve payroll in the amount of \$9,408.18 for the period ending 11/14/2020. Motion seconded by G. Wells.

Minutes of Previous Meeting: R. Wilcox moved to approve the minutes of 11/9/20. Motion seconded by G. Wells. The motion passed.

Business

Selectboard Vacancy The Selectboard received two letters of interested to fill the vacancy on the Selectboard submitted by Val Taylor and Larry Courcelle. The Selectboard is charged with appointing an individual to serve on the Selectboard until the next election in March 2021. At which time two Selectboard seats will be up for election a two year term and a three year term.

V. Taylor and L. Courcelle expressed interest in running for a term in March 2021. R. Wilcox thanked both of them for expressing interest to serve on the Selectboard and encouraged both to run in March. R. Wilcox moved to appoint L. Courcelle to the Selectboard until the next election. The motion was not seconded. A discussion ensued as to the procedure for filling the vacant seat if the Selectboard did not appoint someone to fill the vacancy. S. Tully informed the Board the Town would warn a Special Election to fill the vacancy. G. Wells seconded the motion on the floor to appoint L. Courcelle. The motion passed. L. Courcelle will become an official member of the Selectboard upon taking the Oath of Office with Town Clerk, Nancy Gondella.

Community Visit S. Tully reported that she and Judy Barone reached out to former members of the Community Visit Steering Committee and volunteers and received enough continued interest to start up the project again. The Community Visit was abruptly postponed because of the onset of the COVID-19 pandemic in March. The Vermont Council on Rural development is willing to assist Mendon in implementing a hybrid version of the Community Visit Program. Anyone interested in taking a leadership roll in the planning for this dynamic program of civil engagement, please contact Sara Tully at mendonadmin@comcast.net or 802-558-3935.

Budget 21-22 & Reserve Funds The Selectboard conducted a lengthy review of the 2021-2022 proposed budget.

COVID-19 Response & Town Government Operations- COVID is sharply on the rise in VT. The Selectboard conducted an Emergency Meeting on November 17, 2020 to amend safety plans and procedures to comply with the Executive Order. Municipal Operations have been amended to maximize remote work. All municipal operations are fully functional. The town continues to work on the Continuity of Operations Plan. All departments are recommended to plan a depth of personnel in each vital role three people deep. A COVID-19 memo regarding new safety procedure was sent to all employees & officials

Due to COVID-19, the legislature has authorized Town Meeting to be conducted remotely and budgets to be approved by Australian ballot. N. Gondella stated this decision must be made at least 30 days before Town Meeting, but recommended it be made now so town officials can start getting the word out. Motion by R. Wilcox to vote the 2021-2022 municipal budget by Australian ballot in March 2021. Motion seconded by G. Wells. The motion passed.

Rutland City Fire Department False Alarms P. Douglas discussed excessive false alarms in which the Rutland City Fire Department have been required to respond. The calls are a gross waste of time and resources. Violation notices of the False Alarm Ordinance will be sent for

reimbursement by the property owners.

Hazard Mitigation Grant Letter of Intent The letter of intent is due 12/4/20 to update the plan which expires July 2022. Motion by R. Wilcox to accept and sign the letter of intent which agrees the town has matching funds in the amount of \$2,537.50 for the plan update. These funds will be spent from the Public Safety Fund. Motion seconded by G. Wells. The motion passed. R. Wilcox will sign the letter.

Road Crew Opening Motion by R. Wilcox to hire Daniel Hendee to fill a seasonal part-time position as Highway Maintenance and Equipment Operator at \$18.00 per hour. The position will start immediately upon completion of new hire requirements and will end in April 2021. Motion seconded by G. Wells.

Personnel Complaint Motion by R. Wilcox to enter Executive Session at 6:37 PM 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 6:43 PM

There being no further business, R. Wilcox moved to adjourn at 6:49 PM. Motion seconded by G. Wells. The Selectboard approved the motion.

Date Approved _____

Richard Wilcox

Sara Tully - Clerk of the Board

Geoff Wells

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)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/470943853>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 470-943-853

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<https://global.gotomeeting.com/install/470943853>

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)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/786418141>

You can also dial in using your phone.
United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 786-418-141

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

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)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/780345109>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 780-345-109

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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@rutlandrpe.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)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/750332189>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3412
- One-touch: <tel:+18722403412..750332189#>

Access Code: 750-332-189

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<https://global.gotomeeting.com/install/750332189>

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