

## Town of Mendon

### Selectboard

April 10, 2023

Members of Selectboard present: Val Taylor, Seth Bridge, Lisa Brooks

Town Officers and employees present: Sara Tully, Town Administrator & Health Officer

Visitors present: Rich Carlson, WCAX TV, PEG TV

V. Taylor called to order at 5:30 PM in a remote only meeting.

#### Agenda:

Motion by V. Taylor to approve the agenda with the addition of Recreation Committee Playground Project and the Hiring Committee for three Highway Department positions. Motion seconded by L. Brooks. The Selectboard unanimously approved the motion.

Announcements None

#### Administrative Matters

*Selectmen's Orders* were reviewed.

Motion by V. Taylor to approve orders in the amount of \$9,540.53 and payroll for \$10,154.30. Motion seconded by L. Brooks. The Selectboard unanimously approved the motion.

Minutes of Previous Meeting: V. Taylor moved to approve the minutes of 3/27/23. Motion seconded by S. Bridge. The motion passed.

*2023-2024 Goals and Objectives Review and Development* S. Tully discussed the priorities set at the last meeting for the goals and objectives.

*AOT Annual Financial Plan* S. Tully presented the Agency of Transportation Annual Financial Plan to the Selectboard. The plan includes the budget passed by the voters at town meeting and puts it in the AOT's Annual Financial Plan format. It is required to be submitted to the Agency of Transportation within 60 days after Town Meeting. Motion by V. Taylor to approve the Annual Financial Plan. Motion seconded by Lisa Brooks. The Selectboard unanimously approved the motion.

*Public Comment* Rich Carlson welcomed the two new Selectboard members and thank them for stepping forward to serve their community. R. Carlson, President of Eastridge Acres Homeowners Association explained that he had requested ARPA funding for two generators to keep the community wells pumping water in power outages. The Eastridge community water system services 34 homes in the development. Rich Carlson inquired when the select board would be making decisions regarding ARPA funding. V. Taylor responded by stating that the obligated funds to date have been for projects that benefit the entire town. She explained that there are requests that far exceed the funding available and unfortunately the Eastridge request is not going to be able to be funded. R. Carlson also expressed the two dry hydrants in the neighborhood are not functioning properly. He added that there are no grant funds available until the hydrants fail. S. Tully clarified that the hydrants were tested by Rutland City Fire Department last year and they did pass the flow rate tests. The RCFD will test them again this year.

### Business

*Appointment of Offices* S. Tully reported that Larry Courcelle was appointed to the Otter Creek Communication Union District until 2025 and does not need to be reappointed at this time.

*Selectboard Training* S. Tully started with reviewing the Selectboard Rules of Procedure. Justin Lindholm suggested at the last meeting that Public Comment be limited to 2 minutes for each person that wishes to speak. The Selectboard agreed. S, Tully will prepare an amendment to the Selectboard rules of procedure for adoption by the Selectboard. S. Tully also clarified the Purchasing and Conflict of Interest Policy stating that it was adopted in 2021 replacing two stand alone policies the Procurement Policy and the Conflict of Interest Policy. She explained that this came about while applying for federal disaster funds from FEMA, the town was advised to update the policies to comply with federal requirements. S. Tully explained that the policy was followed correctly at the last meeting when a board member abstained from a vote because they had a relationship with one of the bidding vendors. S. Tully also explained the purchasing requirements for when the town accepts quotes versus sealed bids. Spending amounts up to \$249,999 require at least two bids from qualified vendors. Spending \$250,000 or above required the sealed bid process be followed. The last policy S. Tully discussed with the Selectboard was the Public Record Inspection Copying and Transmission Policy adopted in July 2021 and modeled after a Vermont League of Cities and Towns Model Policy. We ask that the request be submitted in writing and the policy states how to respond to a Public Information request. All policies are posted on the Mendon website under Documents and then Policies.

*AOT Structures Grant and Class 2 Roadway Grants* applications due 4/15/23 S. Tully reported the Town of Mendon will be submitting two grant applications by 4/15/23. The first is a Structures Grant application to replace culverts #07-20 and #07-28 on Wheelerville Road. The second is a Class 2 Roadway Grant to reclaim and resurface Notch Road. Motion by V. Taylor to approve the grant applications for the AOT Structures Grant and the Class 2 Roadway Program. The motion was seconded by L. Brooks. The motion passed unanimously.

*Recreation Committee Playground Project* S. Tully explained the Mendon Recreation Committee has obtained two quotes to purchase and install a playground at the Mendon Recreation Area. The Selectboard has allocated \$50,000 of ARPA Funds and the Town has also applied for \$15,000 in additional grant funds. The Recreation Committee should present the quotes to the Selectboard and appoint the Clerk of the Works that will manage the installation of the project. L. Brooks provided an overview of the two bids. S. Tully suggested the quotes be reviewed and presented at the next meeting. L. Brooks volunteered to be the Clerk of the Works for the project

Brian Gates issued public comment to the Selectboard asking why the Board did not go over the bids at the last meeting when the bid for Taylor Trees was accepted. S. Bridge explained that the Selectboard did review the bids in detail before approval. B. Gates stated that the Chair did not recuse herself before the discussion or acceptance of the bid and that the Board accepted the bid in Executive Session. The Selectboard stated that information is incorrect and no decision was made in Executive Session and V. Taylor recused herself from the discussion and the vote for the tree removal contract. Mr. Gates questioned what the relationship that L. Brooks had with the two contractors that have bid on the Recreation playground project. L. Brooks explained she had no relationship with either vendor.

*Hiring Committee for three Highway Department* S. Tully provided an outline of the hiring process and requested the Selectboard appoint a hiring committee to conduct interviews and make recommendations to the Board for hiring. S. Bridge abstained from the discussion. S. Tully recommended Bill Ellis, Road Commissioner, Sara Tully, Town Administrator and L. Brooks, Selectboard be appointed to the hiring committee. The Selectboard discussed possibly hiring a firm to assist the Town in the advertising and hiring process and also reaching out to neighboring towns. L. Brooks will reach out to VLCT for assistance. Motion by V. Taylor to appoint Sara Tully, Lisa Brooks and Bill Ellis to the Hiring Committee for the Road Crew. Motion seconded by L. Brooks. The motion passed. S. Bridge abstained from the discussion and vote on the committee.

V. Taylor moved to adjourn the meeting at 7:06 PM. Motion seconded by S. Bridge. The Selectboard approved the motion.

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

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Val Taylor

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Sara Tully - Clerk of the Board

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Seth Bridge

\_\_\_\_\_  
Lisa Brooks

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