

Town of Mendon

Selectboard

April 24, 2023

Members of Selectboard present: Val Taylor, Seth Bridge,

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

Visitors present: Dennis Charles

PEG TV was recording.

V. Taylor called to order at 5:30 PM at the Town Office

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 motion passed.

Announcements None

Administrative Matters

Selectboard Rules of Procedure Amend and Adopt S. Tully presented two amendments to the current policy for the Selectboard Rules of Procedure. The amendments discussed at the last two Selectboard Meetings include changes to Section D. Public Participation #2 & #3. The amendments include further clarification on the amount of time each person is able to speak under Public Participation at the beginning of the meeting as well as each subject. Individuals will have 2 minutes to express their views and provide comment during the Public Comment section of the agenda as well as after each item on the agenda. The Public Comment period will be 15 minutes and agenda item comment period is 5 minutes. V. Taylor moved to adopt the Selectboard Rules of Procedure as amended. Motion seconded by S. Bridge. The motion passed. The Selectboard Rules of Procedure is posted on the website.

Selectmen's Orders were reviewed.

Motion by V. Taylor to approve orders in the amount of \$23,408.98 and payroll for \$10,528.72. Motion seconded by S. Bridge. The motion passed.

Minutes of Previous Meeting: V. Taylor moved to approve the minutes of 4/10/23 and 4/13/23. Motion seconded by S. Bridge. The motion passed.

Public Comment None

Business

Local Emergency Management Plan and NIMS Adoption S. Tully presented the Local Emergency Management Plan as updated by Director of Emergency Management, Lema Carter. Mendon also must adopt NIMs, the National Incident Management System in order to comply with national guidelines with respect to managing emergencies and disasters in order to be eligible for FEMA funding. Motion by V. Taylor to adopt the Local Emergency Management Plan 2023 and NIMS for the Town of Mendon, Motion seconded by S. Bridge. The motion passed.

Playground Bids Lisa Brooks submitted quotes for the playground along with a summary sheet for comparison. S. Tully presented the bids that were submitted in compliance with the Purchasing and Conflict of Interest Policy. The current quotes outline installation procedures with the assistance of municipal staff and volunteers. Lengthy discussion regarding the detail of each quote and the design of the equipment included. The Selectboard would like additional information on the cost of a full installation by the bidder with construction and installation of cement footings. The current available financing includes \$50K ARPA and up to \$20K Recreation Reserve Fund. Motion by V. Taylor to accept the quote from Miracle to provide playground equipment with installation assistance at \$50,686.61 while looking at further cost for the full installation and cement work required. Motion seconded by S. Bridge. The motion passed.

Hiring Procedures – Medical Card Policy S. Tully provided an overview of information Lisa Brooks provided regarding hiring procedures as provided by the Vermont League of Cities and Towns. This information included a Medical Card Policy template and sample job descriptions. Mendon will finalize a range of compensation based on experience, job descriptions and implement the Medical Card Policy in order to post the jobs as quickly as possible.

Employment Opportunities- 3 full time positions available: 1. Road Commissioner, 2. Highway Maintenance & Equipment Operator, 3. Building and Grounds Maintenance & Highway Maintenance. S. Tully provided an overview of each position available.

Route 4 Scoping Study – contract with VHB S. Tully presented the contract to sign with VHB for the Route 4 Scoping Study. The proposal was accepted at the last meeting and the contract was prepared for execution. Motion by V. Taylor to sign the contract, At the Ready Consultant Form and the Conflict of Interest Disclosure Form. Motion seconded by S. Bridge. The motion passed.

V. Taylor moved to adjourn the meeting at 6:23 PM. Motion seconded by S. Bridge. The motion passed.

Date Approved _____

Val Taylor

Sara Tully - Clerk of the Board

Seth Bridge