

## MENDON BOARD OF SELECTMEN

MINUTES OF MEETING----- December 16, 2013  
APPROVED-----January 3, 2014

Chairman Tinio, Selectmen Goddard and Reil are present.

Chairman Tinio called the meeting to order at 7:00 p.m. and led the pledge.

Chairman Tinio explained he spoke with Tim Aicardi, Building Inspector, who is trying to streamline the permitting process in accordance with by-laws. There is a delay in the routing slip process. Selectman Goddard suggested having an online permitting process. Selectman Reil spoke with Jean, Principal Assessor, who suggested everyone who is part of process meet with the Selectmen. Chairman Tinio does not want to delay a majority of building permits for the small amount of those who may be delinquent.

The Finance Committee does not have a quorum tonight to discuss the budget. Chief Horn explained that the former police clerk was dispatching during the day and covering the window. Chief sees this new position as more of an Administrative Assistant to the Director of Public Safety at a grade six step one. He would like to advertise based on qualifications, someone who is qualified in all facets of the position. He believes position should be full time based on working for both the Police and Fire Departments and the amount of work they are trying to accomplish. \$25,000 was budgeted for one half of a year at the Special Town Meeting. For FY15 there is \$50,000 budgeted. Assuming a family medical plan, total compensation would be \$66,000. Chief Horn said this is the number one priority within Public Safety budget. Selectman Tinio sees it as between grade 5 & 6 step one. Chairman Schofield, Finance Committee would like to see comparisons from other towns. Chief Horn will get job descriptions and salary comparisons for Wednesday's Finance Committee meeting.

Diane Duncan, Leigh Martin and Liana Moore, Mendon MURSD School Committee members, and Greta von der Luft met with the Selectmen to discuss the open Mendon position on the Blackstone Valley Vocational Regional Technical High School Committee. Greta discussed her interest and asked questions as she wanted to understand how much time the position involves before she made a commitment. *Action: Diane Willoughby will put her in touch with Mike Merolli who was a Mendon representative and Michael Peterson who is resigning from the position to get her specific questions answered. Discussion will continue when appropriate.*

Anne Mazar & Bill McHenry joined the Selectmen and presented an overview of Green Communities Grant progress. Savings from new oil burners are estimated by fuel usage. They would like to include the Clough Elementary School and the New Taft Library in the program to obtain competitive grants. Adding Clough School doubles the volume and will allow for more projects for which to write grants and will increase energy reduction by at least 20 percent. Bill McHenry complimented Guardian Energy and Ken Choiniere, Maintenance Director, who come up with additional ways to save money in an already energy efficient building. Selectman Goddard would like to be more proactive in having deadlines presented to them with adequate time for Selectmen to make a decision. Anne explained that the Green Communities Annual Report and other items were needed and they were on a tight schedule. Bill noted that vehicle fuel emission reduction is included. He learned while doing analysis that more fuel efficient vehicles are being used now within the Town than in the past. The vehicle policy needs to be adhered to in the future to continue the trend. This can be part of routing slip process prior to purchasing vehicles. **Selectman Goddard made and Selectman Reil seconded a motion to include the Clough Elementary School and the New Taft Library into the Green Communities Program. The motion carried unanimously.**

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Community Preservation Committee Chairperson, Anne Mazar, Historical Commission Chairman Wayne Wagner, and members of the Historical Commission, Jane Lowell and Kathy Schofield joined the Selectmen. The \$2,500 estimate we received does not include repairing the flooring. Chairman Tinio suggested it could only cost \$5,000 including repairs. Wayne wanted to know who is going to take care of the floors once they are repaired. Chairman Tinio said he expects a runner would have to be put down or area rugs for high traffic areas. There are companies that come in and swap out dirty for clean rugs. The Historical Commission is scheduled to meet tomorrow. Check with Sherriff's Department. *Action: Diane Willoughby to obtain an estimate for moving furniture. She will see if the Sherriff's Department could assist.*

Members discussed replacing the Town Hall copiers and telephone system. Estimates are being compiled. Selectman Goddard would like to see more scanning and less paper being used. *Action: Chairman Tinio will put a plan together for the capability of scanning and storing documents.* He explained how Worldband upgraded the Fire Department with a hybrid phone system. There would be a phone routing system incorporated with a new system. Diane Willoughby explained that Vencom provided a quote which wasn't shared with Chairman Tinio due to a potential conflict of interest. A third quote is needed. *Action: Mr. Schofield and Selectman Goddard will review the quotes.*

Diane Willoughby was able to obtain one written quote for the stone wall repair at Town Hall which was for \$825.00. Members agreed this can be done in the spring. *Action: Diane will check with Anne Mazar to see if it would fall under the Americans with Disabilities Act under the Community Preservation Act (CPA). She will also contact the Historical Commission before their meeting tomorrow about whether the wall board repair would fall under the CPA.*

**Selectman Goddard made and Selectman Reil seconded a motion to open the February 24 Special Town Meeting Warrant. The motion carried unanimously.**

**Selectman Goddard made and Selectman Reil seconded a motion that the Mendon Board of Selectmen do not object to the Mass. State Lottery Commission offering the Keno To Go game to Gasco Fuel, 25 Cape Road. The motion carried unanimously.**

Members agreed that they would not put a vehicle limit on Class I license holders this year. Chairman Tinio believes limits were placed upon Class II license holders when licenses were originally issued. Members agreed they could address limits during the next renewal cycle and not at this time.

**Selectman Goddard made and Selectman Reil seconded a motion to renew the following 2014 Licenses: Class II: Sutfol Auto Sales, Inc, 20 Cape Road; Arthur Champney d/b/a Ron Champney's Used Cars, 152 Uxbridge Road; Mark Juliano d/b/a JC Auto Sales, 47 Milford Street; Native Automotive LLC, 64 Milford Street; Brian's Tire & Brake, 28 Hastings Street; Richard Arsenault d/b/a Richie's Drive Line, 1 Kinsley Lane; Mr. Ronald Bethel d/b/a Certified Sales, Inc., 19 Uxbridge Road; Copart of Connecticut, Inc. dba Copart, 72 Cape Road; Class I: East Acres Recreational Vehicles, 10 Cape Road; Nipmuc Marine & Auto, 44 Uxbridge Road; Imperial Ford Corp, 8 Uxbridge Road; Imperial Chrysler, Dodge, Jeep d/b/a/ Imperial Sprinter; Meehan Sprinter, 20 Uxbridge Road; Meehan Automobiles, Inc. d/b/a Imperial Chevrolet, 20 Uxbridge Road; Imperial Chrysler, Dodge, Jeep Corp., 10 Uxbridge Road; Truck & Trailer World, 123 Uxbridge Road; Hawkers/Peddlers License Renewal, Larry Joe d/b/a Larry Joe's New**

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**England Fire Pit, 30-1 Cape Road Parking Lot pending written proof of permission by property owner; Common Victualler: D&E Donuts dba Dunkin Donuts, 4 Uxbridge Rd; Vraj LLC, Inc. dba Subway, 32 Hastings Street; Nona's Pizza Corp., 1B Cape Road; Adult Entertainment: Showtime Entertainment LLC, 49 Milford Street; Lodging House: Mark L. Scott dba Executive Manor Lodging, 10 Main Street pending return of positive routing slips. The motion carried unanimously.**

**Selectman Goddard made and Selectman Reil seconded a motion to approve the regular session meeting minutes of December 2, regular meeting session meeting minutes of November 25, October 28, January 7, 2013 amended as noted, and executive session meeting minutes of February 4, 2013 to be released. The motion carried unanimously.**

Members agreed that the increase of hours requested for the Senior Center Director be addressed during the FY15 budget hearings.

Selectman Goddard suggested that town counsel recommend a BYOB policy after receiving a request from a business owner. *Action: D. Willoughby to contact Town Counsel.*

Selectman Goddard noted a State 'pot hole' grant may be available for some budget relief as the foundation numbers for the schools impact the municipality. *Action: Selectman Reil will look into it.*

Members agreed to meet January 13 & 27 and February 10 & 24.

**Selectman Goddard made and Selectman Reil seconded a motion to motion to adjourn at 8:45 p.m. The motion carried unanimously.**

Respectfully submitted,

Diane Willoughby  
Administrative Assistant

Documents Discussed Located in the 'Administrative Secretary's' Office:

Administrative Assistant to Director of Public Safety Job Description

Email from Anne Mazar dated December 16, 2013 containing Mendon\_GC Annual Report\_Fall 2013 Final.xls, Mendon AR-CR3 Clough Elementary School.docx & Mendon Clough Elem School ASHRAE Level II Study 2013.pdf

New Library Energy Reduction Plan

December 2, 2013 Regular Session Meeting Minutes & Amended Regular Meeting Session Meeting Minutes of November 25, October 28, & January 7, 2013, and February 4, 2013 Executive Session Meeting Minutes

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