

MENDON BOARD OF SELECTMEN

MINUTES OF MEETING----- August 26, 2013

APPROVED----- September 9, 2013

Chairman Tinio, Selectmen Goddard and Reil are present.

Chairman Tinio called the meeting to order at 7:04 p.m. and led the pledge.

Mr. Shaheen would like to use 1.5 acres in the conservation area of the town-owned Taft Orchard property to mow and plant pumpkins. The town is allowing a similar use with Mr. Hawkes mowing the field and foraging the hay. Selectmen agreed the request needs to be run by town counsel and a policy needs to be set. Mr. Shaheen said he would need to turn over the soil in September in order for it to be used for the spring. *Action: Chairman Tinio will discuss request with town counsel.*

Town Counsel has reviewed the contract for the new Taft Library Owner's Project Management Services. **Selectman Goddard made and Selectman Reil seconded a motion to sign the Agreement between the Town of Mendon, by the mendon Board of Selectmen, and Lamoureux Pagano and Associates, Inc. for Owner's Project Management Services for the renovation of 29 North Avenue as the new Taft public library for the Town of Mendon. The motion carried unanimously.**

Margaret Bonderenko, Town Clerk, approached the board to discuss the opening for an assistant in her office. She had 14 applicants and interviewed four people. The former Administrator to the Board of Selectmen was one of them. Margaret could also appoint her as an Assistant Town Clerk. Margaret did not discuss the possibility of having her floating some hours in other departments. Selectman Goddard said the board would like to continue going forward with a floating, municipal clerk. Every clerk that the town hires should be able to float between departments. **Selectman Goddard made and Selectman Reil seconded a motion to appoint Margaret Tetreault to the position of Town Clerk's Assistant for nine hours per week at a rate of \$18.02 effective immediately pending CORI check and background checks performed by Public Safety. The motion carried unanimously.** Margaret can have her start tomorrow if that is what she was planning.

Jennifer Welch, Assistant Treasurer/Collector joined Margaret to discuss the web site proposals. Virtual Town Hall has the lowest price of all the proposals they received at \$6,000. Ashdown Technologies, Inc. was \$7,500 plus training, other add-on services and taxes. Town Web Design from Wisconsin was \$6,350. Municipal Web Services was \$9,880 plus \$2,840 for the first year. Chairman Tinio prefers Virtual Town Hall based on its ease of use. Jenn Welch noted they strictly do town halls and schools. There is money in the existing computer expense account but is short by a few hundred dollars. In future years it would be cheaper annually. **Selectman Goddard made and Selectman Reil seconded a motion to enter into contract negotiations with Virtual Town Hall to provide website services. The motion carried unanimously.**

Linda Hawkes joined the board to discuss her Treasurer/Collector contract. Selectmen agreed upon the terms in an executive session. **Selectman Goddard made and Selectman Reil seconded a motion to sign the one-year Employment Agreement between Town of Mendon and Linda J. Hawkes beginning July 1, 2013. The motion carried unanimously.**

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Department Heads approached the board for the Quarterly Financial Review. Claudia Cataldo, Town Accountant, reviewed Estimated Receipts. The beach was not self funded this year. For an upcoming meeting the Selectmen would like to learn why the estimates were not met for water bills and the beach fees. Selectman Goddard would like to see consolidated reports with the building permits and financial reporting from the Accountant. Alan Tetreault, Highway Surveyor, issued a lot of permits to Verizon worth approximately \$7,000 this fiscal year. Money left over in accounts from FY13 totaled \$62,000. The Department of Revenue is currently doing a revaluation with Jean Berthold, Assessor. There is \$163,000 excess in excess funds which is recurring but not certified yet.

Selectmen agreed to keep the subjects of Town Coordinator, Capital Expenditures, and Public Safety Clerk on future meetings. Lt. Blanchette estimates a Public Safety Clerk salary at \$41,600 plus \$15k for benefits and expenses. Vehicle maintenance costs will be increasing because the Fire Department will no longer be doing maintenance for the police vehicles. New equipment also needs to be purchased because of the age of existing equipment. Selectman Goddard said a monthly management report would be helpful for larger departments to keep the selectmen aware of what is going on with expenses. Jean Berthold reiterated that stipends and senior work-off abatement need to be reinstated. Linda Hawkes, Treasurer/Collector, informed Selectmen that she will need articles on the Special Town Meeting warrant for bills of a prior year and tax title. Andrew Jenrich, Library Director has no concerns. Alan Tetreault, Highway Surveyor reported that bridge work needs to be done on Hartford Avenue East as one joint is leaking and also on the Bellingham Street bridge. Because these issues exist, he will not replenish pipe and other material that he was planning on replenishing. The 1987 brush mower malfunctioned and is at the repair shop. The clutch should still be on warranty. He will provide an update on DPW shared services with Upton. His two pickup trucks are worn. One has over 100,000 miles. Alan has been talking with Capital Planning Committee about his needs. Lt. Blanchette said there are two officers out who work third shift. One was deployed and one has medical problems which could turn into a long-term leave. Officers are taking shifts with no vacation. Selectmen said individuals must be allowed to take their vacation. Money in overtime should be used for this purpose.

Selectman Goddard made and Selectman Reil seconded a motion to update Section 5.3 Longevity to add 25 years. . . 3.5% The motion carried unanimously. This currently only effects one individual.

Selectman Goddard said Chapter 77 transfers need guidelines such that they should only be used for something unforeseen. Finance Committee Chairman Rich Schofield has a list of budget risks he will forward to all department heads to see if anything is missing.

Action: D. Willoughby to solicit 3 quotes for search committee firms to do entire process to hire a Town Coordinator/Administrator from start to finish.

Action: D. Willoughby to put insurance discussion on the agenda for the next meeting as the first item unless hearings are scheduled.

Dwight Watson, Vinnie Cataldo and Dean D'Alessandro, Water Commission Members, approached the board to discuss using Miscoe Springs as another water source for the town. Mr. Cataldo talked to Harold Ginsburg from Dean Foods, who owns the building. It was under agreement with the owner of Sylvan Springs but no money transaction has occurred yet. Mr. Cataldo said Mendon would be willing to pay what the other

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buyer was willing to pay. If the buyer doesn't come up with money in a week or so, he will send the town a proposal. The well was taken off line with the DEP. There is no equipment on site. Two or three more wells could be added to the site. *Action: Keep this as an ongoing item on upcoming agendas.* Dwight spoke with Susan Connors, DEP, who informed him that the well is non-compliant. Therefore, it cannot pump more than for what it was originally permitted because it is grandfathered. Due to the fragile state of the Clough and town hall wells, the DEP said we need another source. The permitting process could take 90 days. Dwight has a Mass. water pollution abatement trust form for a low-interest loan which needs to be filed by September. Chairman Tinio said the process shall be to see what the asking price is and get an appraisal.

Members reviewed the project order forms for the Highway Department. Alan Tetreault is concerned that weather stripping for nine doors costs \$6400. **Selectman Goddard made and Selectman Reil seconded a motion to sign the Energy Efficiency Project Order dated March 1, 2013 to install two LED Floodlights @ Highway Dept. Building and the Energy Efficiency Project Order dated February 19, 2013 for Mendon Highway Department - Weatherization – Garage Bay Doors pending review and agreement by the Highway Surveyor. The motion carried unanimously.**

Richard Lareau, Rich Schofield and Willem Angenant, Capital Planning Committee members, approached the board. Mr. Lareau said he hasn't had good experiences with GEO TMS. Woburn had contracted with the company and no longer uses the services. It doesn't save time as the company claims. The online application doesn't eliminate all questions that come after the form is filled out. Danvers wasn't happy with it either. *Action: Chairman Tinio said we should see if Upton is happy with it.* Members reviewed the forecast of Capital Expenditures. Priority one means the need is this year. Priority 2 means it is needed in the next two or three years. Priority three means a 5-year need forecast. <Members took five-minute recess to change DVD> The total would be \$3.6 million after unknown costs are determined. Members discussed the Council on Aging not having a defibrillator in their building or van. The Parks Department only has one tractor (1984) for all their mowing. The list of items the insurance company outlined as risks should be added to the forecast. Lawney will send quotes for phone system, new TH server (3yr out item) copier replacement to the committee. The list of improvements required by the Americans with Disabilities Act (ADA) should be pursued with Capital Expenditure funding and Community Preservation funds. *Action: Kevin Rudden, ADA Coordinator, needs to be invited to a BOS meeting after he meets with Anne Mazar, Chairperson, Community Preservation Committee, to discuss funding of ADA items.* R. Lareau noted that Mendon has a bylaw under home rule petition for a capital expenditure account and rules funding it. A capital expenditure line item cannot be funded at more than \$100,000 per year. Each item must be at least \$25,000. Rich would like to amend the bylaw. He would like to send it to Town Counsel to change it to \$150,000 as a minimum to be funded for the account.

Chairman Tinio explained changes are still being made to the Fire Fighters contract. *Action: Fire Fighters Union contract should be put on agenda for the next meeting.*

Chairman Tinio read a letter from Mr. Rudden requesting use of town property for the Boy Scouts' can and bottle drive. **Selectman Goddard made and Selectman Reil seconded a motion to approve the Troop 44 Boy Scouts Can & Bottle Drive on Saturday, September 7, 2013 from 9:00 a.m. to 2:00 p.m. They may**

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hang a banner sign on the metal railing in front of the Town Hall parking lot for one week prior to the event. The motion carried unanimously.

Diane Willoughby explained the need to sign the Business Associate contract for the Massachusetts Interlocal Insurance Association Health Benefits Trust because it is considered a business associate of the town and discusses medical information of its members. **Selectman Goddard made and Selectman Reil seconded a motion to sign the Business Associate Contract between MIIA Health Benefits Trust and the Town of Mendon and its Health Plan. The motion carried unanimously.**

Selectman Goddard made and Selectman Reil seconded a motion to proclaim September 15, 2013 as Senior Citizen Day. The motion carried unanimously.

Chairman Tinio will discuss the Senior Citizen of the Year at the next meeting

Selectman Goddard made and Selectman Reil seconded a motion to amend the meeting minutes of January 22, 2013 to change paragraph 6, line 3 from 'September 11' to September 1'. The motion carried unanimously.

Selectman Goddard made and Selectman Reil seconded a motion to approve the regular session meeting minutes of August 12, 2013 as written and the executive session meeting minutes of August 12, 2013 not to be released. The motion carried unanimously.

Selectman Goddard made and Selectman Reil seconded a motion to amend the meeting minutes of July 29, 2013 to change page one, paragraph six from 'Selectman Goddard made and Selectman Reil seconded' to 'Selectman Reil made and Chairman Tinio stepped down to second'. The motion carried unanimously.

Finance Committee Chairman, Rich Schofield said there is only one applicant for the open position on his committee. **Selectman Goddard made Selectman Reil seconded a motion to appoint Mike Ammendolia to the Finance Committee to serve out the term of Peter Salenius. The motion carried unanimously.**

Members discussed scheduling an annual town meeting. Chairman Tinio felt November 25 is too close to Thanksgiving. *Action: D. Willoughby will look into scheduling the meeting a week earlier.*
Selectman Goddard made Selectman Reil seconded a motion to adjourn. The motion carried unanimously.

Respectfully submitted,

Diane Willoughby
Administrative Assistant

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

Estimated Receipts and Unexpended Accounts

Letter dated August 12, 2013 from Kevin Rudden, Eagle Scout Coach

BOS Regular and Executive Session Meeting Minutes of August 12, 2013

BOS Meeting Minutes of January 22 & July 29, 2013

Guardian Energy Efficiency Project Order forms dated March 1, 2013 and February 19, 2013

Capital Expenditures 2013 Tracking Sheet 2