

Selectmen Schofield and Burke and Town Administrator Kimberly Newman are present in the Upper Town Hall, Mendon.

Acting Chairman Schofield called the meeting to order at 7:03 p.m.

Selectman Burke requested to add something to the executive session minutes of August 24, 8:05 p.m. He will explain to Ms. Willoughby offline. **Selectman Schofield made and Selectman Burke seconded a motion to accept the regular session meeting minutes of September 9, 2015. The motion carried unanimously.**

There were no citizen statements or petitions.

**Selectman Schofield made and Selectman Burke seconded a motion to allow S.P.I.R.I.T.S of New England to hold Haunted Mendon October 2, 2015 from 7:00 p.m. to midnight at the Town Hall, Library and Old Fire Station. Participants shall sign a waiver and release form approved by Town Counsel.** Andrew Jenrich, Library Director, explained the fundraiser to be held by the Friends of the Taft Library benefitting the renovation project. The investigation portion of the program sold out with 32 tickets. There is also a presentation portion. The group raised \$750 to date. **The motion carried unanimously.**

Linda Hawkes, Treasurer/Collector, joined the Selectmen to discuss the \$25 demand fee that was assessed to a resident. Selectman Burke wanted to know if it was a timing issue that could be avoided. Ms. Hawkes replied it was not; there were a number of late payments made by the resident. Ms. Hawkes doesn't think the policy should be reconsidered. Selectmen agreed.

Selectman Reil joined the meeting and announced a meet and greet this Saturday. Discussion shall include the cost of the school field, unexpected regional transportation money and police station completion. Highway Surveyor Alan Tetreault would like to present the Downtown District Improvements with handicap accessible crosswalks. He offered to take comments and will confirm the engineer's availability to attend. A grant is being sought for this project.

**Selectman Schofield made and Selectman Burke seconded a motion that the Town of Mendon waive its right to exercise the first refusal option, in accordance with M.G.L. Ch. 61B, for Parcel 31-1 Miscoe Road. All appropriate boards replied with no interest in the property. The motion carried unanimously.**

Discussion of Mr. Stewart's property at 31 Hartford Avenue East Duncan Stewart was tabled.

Ms. Newman reported that she found by-laws for an Economic Development committee. She requested meeting with individuals who have voiced an interest in being on the committee and build a consensus before establishing the committee.

**Selectman Schofield made and Selectman Burke seconded a motion to appoint Jonathan T. White, 10 Bicknell Dr., to the Zoning-By-Law Review Committee with a term to expire June 30, 2016.** Chairman Reil confirmed with Ms. Willoughby that the recommendation had been vetted with the Planning Board. **The motion carried unanimously.**

Ms. Willoughby explained the existing structure of the license fees and her recommendation for setting one-day entertainment and alcohol license fees. **Selectman Schofield made and Selectman Burke seconded a motion that the Town adopt the following License Fees:**

**One-Day All Alcohol-For Profit, One-Day Wine/Malt Beverages Only-For Profit & One-Day Entertainment-For Profit at \$25**

**Annual Monday through Saturday Entertainment \$45**

**Annual Sunday Entertainment before 1:00 p.m. \$75**

**Annual Sunday Entertainment after 1:00 p.m. \$50. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to approve, as requested, Special Licenses to Justine Brewer at the Event Tent at Southwick's Zoo, 5 Southwick Street for September 26 & October 8, 2105 pending return of positive routing slips. The motion carried by majority. Selectman Reil abstained.**

Ms. Hawkes and Eric Kinsherf, Interim Town Accountant, discussed payroll and accounting functions. Ms. Newman asked Selectmen to place an ad for an 18-hours-per-week, part-time Town Accountant and to outsource payroll. There are significant cost savings to outsource payroll and efficiencies to be gained. Mr. Kinsherf explained he and his assistant average 17 hours per week. Mrs. Claudia, retired Town Accountant, was working 35 hours per week. The payroll activity was temporarily shifted to the Treasurer's office. Selectman Schofield explained he wants to know if anything gets transferred to the Treasurer's office. Mr. Kinsherf explained changes implemented with invoices and payroll to facilitate the process. Ms. Newman assured Selectmen that there is no conflict of interest. Ms. Hawkes explained the separation of duties. Mr. Kinsherf explained that Harper's will file taxes, make deposits and prepare 1099 forms. This also means they are assuming the liability. Ms. Newman asked for authorization to advertise a part-time position to run at the beginning of October and have a start date in the beginning of December. Selectman Schofield agreed with this method. Ms. Newman would like to retain Mr. Kinsherf's firm through December and have Harper's on board at the same time. Mr. Kinsherf would be here for the transition. Ms. Hawkes is partial to Harpers due to their cost and municipal expertise. They have an initial \$350 start-up fee. Ms. Berthold, Principal Assessor, respectfully asked Selectmen to consider that there are people who have worked for the Town who don't make that money. Selectman Schofield suggested looking at the compensation study and setting the Accountant's rate in that context.

**Selectman Schofield made and Selectman Burke seconded a motion to approve the plan to utilize a part-time Town Accountant in combination with an outside payroll service as outlined in the Administrator's plan before us.** Ms. Newman said the current hourly range is \$ 27.86 to \$35.14.

**Selectman Schofield made and Selectman Burke seconded a new motion to advertise the position of part-time Town Account starting at \$27.86 per hour for 18 hours per week. The new motion carried unanimously.** Ms. Newman said the clerk who will be doing this clerical work is in the Treasurer/Collector's office.

**Selectman Schofield made and Selectman Burke seconded a motion to enter into a contract with Harpers for outsourced payroll services. The motion carried unanimously.**

Selectman Reil reported he spoke with the Chairman of the Millville Board of Selectman about the potential for a regionalized library and building inspector. Mendon and Millville trustees spoke together. Millville is no longer interested. The Millville Building Inspector was going to speak with the Mendon Building Inspector. Mr. Jenrich said a trustee representative from Millville spoke with him. Based on

Millville's figures, it was not feasible as their budget was not high enough to contribute enough money. Selectmen agreed that they would like to speak with Millville Selectmen about both opportunities. He will make sure the Library Trustees are involved.

Anne Mazar, Land Use Committee and Community Preservation Committee Chairperson, Ellen Gould, Agricultural Commission, and Gary Smith, resident, discussed the history of 131 North Avenue. The deed restriction was expanded to include agriculture. The land has been transferred from the Library Trustees to the Select Board. Amy Fahey had already signed the Certificate of Vote. Ms. Mazar will inform the Selectman of the any legal fees which will be incurred. She believes she can get them from a private source. The Committees would like to have someone organically farm the land. Ms. Mazar outlined the farmer selection process. She suggested a five-year lease because the land needs a lot of work. Periodic soil tests would be performed. There is a commitment for a well and parking from someone.

Selectman Schofield suggested the Land Use Committee have a back-up in the farming proposal for someone to monitor the farmer to ensure the person is performing in accordance with his/her plan. This is in the event that there is no one on the Agricultural Commission in the future. Mr. Smith explained that he thought the property would be conducive for a Shirley Jean Agricultural and Arts Center. The Gannett's agreed to put in a well. Mr. Smith is getting cost estimates to build a barn on the site from an architect. He estimates it to be at least \$500,000. He asked the Board of Health to waive the perc. and well fees which are \$850. They agreed to take it under advisement although he was unsure what that meant. Selectman Schofield noted the property is town owned; therefore, the Selectmen should apply for the permit. Discussion continued around merits of doing site work before the project is approved. Mr. Smith does not have anything in writing offering the gift of money for well. **Selectman Schofield made and Selectman Burke seconded a motion that we accept the gift of the well subject to the receipt of a gift notification from the donor. The motion carried unanimously. Selectman Schofield made and Selectman Burke seconded a motion to accept the gift to perc. the town-owned land at 131 North Avenue. The motion carried unanimously.**

**Selectman Burke made and Selectman Schofield seconded a motion to modify the deed restriction at 131 North Avenue to accept the agricultural restriction. The motion carried unanimously.** Selectmen signed the deed restriction.

Members reviewed the warrant.

Articles 1 and 2-change compensation due to the pending compensation study.

Article 3-binding of three books of minutes for permanent record keeping in accordance with open meeting law.

Article 4-transfers money from Accountant salary line to general services for contracted services.

Articles 5 and 6 for Assessors' Budget- Principal Assessor Berthold has passed the Certification as a Mass. Accredited Assessor which has a \$750-prorated stipend. Selectman Schofield doesn't think this needs to be separate. It can be combined in other salary article. Article 6 is to fund upcoming courses. The \$2600 can be transferred to the expense line to cover courses and meetings.

Mr. O'Brien, Assessor, discussed accepting the MGL Ch. 59 § 21A as an education incentive. They also discussed putting the Assessor property records and maps online. Ms. Willoughby explained that one article is for the recurring cost. The other is for a one-time fee.

Article 7-Town Clerk Margaret Bonderencko addressed the Selectmen asking for her salary increase since she hasn't seen the compensation study. All agreed to delete this article and incorporate into Article 1.

Article 8-Mrs. Bonderenko also explained she may be doing early voting in March for the presidential election which will require additional funding.

Selectmen Reil called brief recess to accommodate changing the DVD for the recorded meeting.

Mrs. Bonderenko asked to keep her article on in case the first article doesn't pass. Selectmen assured everyone that all positions and salaries will be listed on the warrant and can be held during the town meeting. Mrs. Bonderenko agreed.

Article 9-Al Kent, Water Commissioner, explained last year's bill from Hopedale Water & Sewer. There is a difference between what Hopedale is billing and what the Town is collecting. Selectman Schofield suggested asking the Administrative Clerk to compare the estimate and the actual usage. There is a lag between manual reading and billing.

Articles 10, 12, 13, 14 and 18-Ms. Willoughby explained that several articles are for the annual cleaning of smoke detectors and testing of fire alarms in all Town buildings.

Article 11-Selectman Schofield recommended the Building Inspector ensure there is training with the building permit software estimates

Article 14 includes moving the Fire Department lift to the Highway Department. Mr. Tetreault explained that he would like to use money reimbursed from the State for potholes to upgrade his old pickup truck. Ms. Newman explained the Town Accountant anticipates having a preliminary free-cash estimate Wednesday.

Mr. Tetreault asked if the cost of living increase is separate from the compensation study increase article on warrant. Selectman Schofield replied there would be one article with both increases. It would be fair to assume increase negotiated for union employees would also be given to non-union employees.

Article 18-Library Trustee Amy Fahey and Mr. Jenrich explained that their budget was based on being in the old building. They anticipate being in the new building in December or January. The trustees will meet next Wednesday and finalize the budget. The FY 16 budget is \$21,000 less than the FY 10 budget. They had hoped to increase the number of hours they are open. They are only open 30 hours per week compared to 57 hours in 2010. Mr. Merolli, Finance Committee Chairman, said the library committee told him in the past they would not need an increase. They would keep the same number of personnel and have the same costs due to efficiencies. Mr. Jenrich noted that now there will be a maintenance agreement for the elevator and heating, ventilation and air conditioning system.

Members discussed with Ms. Hawkes minimized use of detail officers to eliminate the risk of future unemployment claims.

Article 26-Mrs. Schofield and Lowell, Historical Commission members, explained that in order to receive funds, there needs to be a preservation restriction on the existing library held by Mass. Historic Preservation. Selectman Burke would like to know what would happen if the town didn't maintain the building. Ms. Mazar will see if Historic preservation money can be used for the roof repair at the library.

Article 27-\$75,000 is needed for repairs at the Old Cemetery. Phase 1 will include repairing anything broken and splintered. They may participate in a workshop so they can learn how to clean them. There is another cemetery on Providence Street that needs work done.

Article 28-Mrs. Schofield is addressing the ADA issue at the Olney Cook House by removing gravel and using thyme.

Article 29-Ms. Hawkes explained that a number was read incorrectly at the ATM for the Fino Land Debt and the vote needs to be corrected.

Article 30-This is the annual appropriation of CPA funds into separate accounts. Ms. Mazar did not know the State reimbursement rate.

Article 31-Mrs. Lowell said the roof on the old library is leaking around the steeple. She called a contractor to find invoices as to what work had been done on it. No one has invoices to find out who did the work.

Article 32-Dan Byer, Parks Department, explained Veteran's field is extremely wet and this will correct the drainage problem.

**Selectman Schofield made and Selectman Burke seconded a motion to approve, as requested, the use of 3 North Ave., and 6 & 20 Milford Street for the Lion's Club sponsored Country Fair Oct. 6 -12 pending receipt of adequate certificate of liability insurance. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to allow approximately 2' by 3'- yard signs to be placed at the locations requested by Gabrielle Porciello. Police Department shall be contacted to ensure lines of sight are not impaired.** Selectman Schofield read the potential locations for the signs. **The motion carried unanimously.**

Ms. Newman reported that she and Ms. Hawkes met with the MIIA representative to look at long-term disability insurance options. She was able to get a good rate through Boston Mutual. It would be effective October 1. The coverage is exactly the same as the existing coverage. **Selectman Schofield made and Selectman Burke seconded a motion to authorize Kimberly Newman to negotiate and enter into an agreement on behalf of the Board of Selectmen for Long Term Disability Insurance. The motion carried unanimously.** Ms. Newman anticipates the Town should save between \$1100 and \$1200 annually. Ms. Newman informed the Board that she will be in Seattle next week and available via computer and cell phone.

**Chairman Reil made and Selectman Schofield seconded a motion to enter executive session, under Purpose 3 to the Open Meeting Law, to discuss strategy with respect to collective bargaining with the Town Hall Employees Union, Mendon Police Civilian's Employees Association & Mendon Permanent Fire Fighters Union as an opening meeting may have a detrimental effect on the bargaining position of the Board of Selectmen and to discuss strategy with respect to litigation as an opening meeting may have a detrimental effect on the litigating position of the Board of Selectmen. We will reconvene only to adjourn. A roll call vote is needed. Schofield-aye, Reil-aye, Burke-aye.**

**Selectman Burke made and Selectman Schofield seconded a motion to adjourn. The motion carried unanimously.**

Respectfully submitted,

A handwritten signature in black ink, reading "Diane Willoughby". The signature is fluid and cursive, with the first name "Diane" and last name "Willoughby" clearly legible.

Diane Willoughby  
Administrative Assistant

Documents Discussed located in 'Administrative Secretary's' Office:

Letter dated August 21, 2015 from Lauren Oleksyk  
Application for Special License, Justine Brewer, September 26, 2015  
Application for Special License, Justine Brewer, October, 8, 2015  
Notices of Approval of Special Licenses dated September 21, 2015, Justine Brewer (2)  
Certificate of Vote dated September 15, 2015 (870929v1)  
Modification of Restriction dated September 22, 2015 (870928v1)  
Town Accountant Positon (Based upon the Upton model)  
Draft Special Town Meeting Warrant, November 17, 2015  
Draft Nov. 17, 2015 STM Spreadsheet  
Email dated September 17, 2015 from Gabrielle Porciello