

**MENDON SELECTMEN MINUTES OF MEETING----- November 9, 2015**  
**APPROVED-----November 30, 2015**

Chairman Reil, Selectmen Schofield and Burke and Town Administrator Kimberly Newman are present in the Senior Center, 64 Providence Street, Mendon.

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

There were no citizen statements or petitions.

The Eagle Scout proclamations were tabled until the next televised meeting.

Chairman Reil announced the appointment of Craig Burnham as a full-time fire fighter.

Members discussed stagger appointment expiration dates for members of the Taxation Aid Committee. **Selectman Schofield made and Selectman Burke seconded a motion to appoint Richard Skinner, 143 Hartford Avenue East, to the Taxation Aid Committee with a term to expire June 30, 2017. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to appoint Michael Goddard, 32 Wood Drive, to the Historical Commission with a term to expire June 30, 2018. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to appoint Ryan Oliva, 64 Washington Street, to the Town Forest Committee with a term to expire June 30, 2018. The motion carried unanimously.**

Selectmen discussed the new location for the Town Forest parking lot proposed with members of the Town Forest Committee. Paul Doucette, Susan Barnett, Chair, and Trails Steward Bill Dakai were present. They are waiting for Sergeant Hoar to look at the new location as designed by Shea Engineering. **Selectman Schofield made and Selectman Burke seconded a motion to allow the construction of the Town Forest Parking Lot to be located as shown on the Assessors Map presented pending write approval from Mendon Public Safety. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to grant a Special License, as requested, to Colleen Oncay for November 19, 2015, pending return of positive routing slips. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to approve the installation of a stop sign at the corner of Strawberry Lane and Vincent Road. The motion carried unanimously.**

Selectman Schofield does not think a gift account needs to be created to accept a donation to be used to support the Parks and Recreation program. The Selectmen needs to vote only on accepting the donation. **Selectman Schofield made and Selectman Burke seconded a motion to accept the donation of \$1,000 from Republic Services. The motion carried unanimously.**

Ms. Newman recommended the Selectmen implement the Classification and Compensation Plan recommended by the Collins Center. She presented three charts which indicate a percentage increase by position which equates to \$32,969 including the Fire Department and Dispatch Employees. Selectman Schofield is interested in how much more we will spend on raises if everyone is placed on the chart

excluding the Police Department and Town Hall Union employees. Ms. Newman calculated that it would be an impact of \$27,600 for non-union employees. Selectmen discussed the policy regarding elected officials and starting pay on the chart. Chairman Reil recommends putting the elected officials on the chart and give step increases each year. Selectman Schofield does not want to delay putting a policy together and determining on which step they should be placed. Selectman Burke said a policy is easy; where to place officials is more difficult. **Selectman Schofield made and Selectman Burke seconded a motion to adopt the Classification and Compensation Study from the UMASS Collins Center as presented on October 28, 2015 and to place all non-union personnel on the chart closest to their current pay rate, retroactive to July 1, 2015 pending a positive recommendation from the Finance Committee.** Ms. Newman said the Finance Committee is waiting for the Selectmen's vote. Until then, they have no recommendation. **The motion carried unanimously.**

Selectmen continued to discuss elected officials. Chairman Reil would like to put elected officials on the chart as recommended by the Collins Center. Selectman Burke questions how to handle longevity issues. Selectman Schofield believes individual longevity needs to be considered. Town Clerk Margaret Bonderenko read a statement requesting a raise to \$29.00 per hour citing the Collins Center statistics. Selectman Burke discussed the Collins Center Study regarding grade M4. It starts at \$26.00 per hour which should equal the median for that position. There was discussion concerning how the Collins Center arrived at their numbers. Selectman Burke discussed inequality and the desire to do something to solve problems. Chairman Reil felt putting people on the chart is step one. Then fairness discussions can go forward from there. We need to make sure the processes are the same for everyone. Highway Surveyor Alan Tetreault expressed discontent with the study because he manages fleet maintenance and plows snow.

Ms. Berthold, Town Employees Union Representative, Mrs. Kakela-Boisvert, Board of Health Administrative Assistant (16 years of service), and Mrs. Wellman, Building and Planning Departments Administrative Assistant (15 years of service), joined Selectmen to discuss the break policy. In 2008, the town issued a policy for two 15-minute breaks. Current supervisors like the existing policy where the breaks are used for lunch and those employees leave one-half hour early. Selectman Burke cited the need for consistency, structure and morale improvement. Selectman Reil wanted the employees to adhere to their contract. The Selectmen agreed to leave the decision with the Town Administrator. Ms. Newman wants to follow the contract language and have signs posted when employees are on break.

Ms. Newman reported on the tentative timeline for hiring a Town Accountant. She will call all three candidates and meet with them. She will bring the candidates to a meeting on November 30 or December 14. Budget season starts on November 10. She will be attending a Central Massachusetts Regional Planning Committee meeting this week. Selectman Burke officially asked for a spreadsheet showing projects. Selectman Schofield will speak with Ms. Newman tomorrow to schedule a meeting to work on it with her.

**Chairman Reil made and Selectman Schofield seconded a motion to enter into executive session under M.G.L. C.30A S. 21 to conduct strategy sessions with respect to collective bargaining with the Mendon Police Civilian's Employees Association, Mendon Permanent Fire Fighters Union, Mendon Police Association and Mendon Town Hall Union and to discuss strategy with respect to potential litigation as an open session may be detrimental to the Selectmen's bargaining and litigating positions and to conduct contract negotiations with the Treasurer/Collector. We will reconvene only to adjourn. Schofield-aye, Burke-aye, Reil-aye.**

**Selectman Schofield made and Selectman Burke seconded a motion to adjourn at 9:25 p.m. The motion carried unanimously.**

Respectfully submitted,

Linda Hawkes, Treasurer/Collector  
Diane Willoughby, Administrative Assistant

Documents Discussed located in Town Administrator's Office:  
Compensation and Classification Study, Town of Mendon, MA October 2015  
Comp Study Increases.xlsx (Sheets 1 and 2)  
Master Salary Spreadsheet.xlsx (Base Tab)