

Chairman Reil, Selectmen Schofield and Burke and Town Administrator Kimberly Newman are present at the Senior Center, 62 Providence Street, Mendon.

Chairman Reil called the meeting to order at 6:30 p.m. and led the pledge.

Selectman Schofield made and Selectman Burke seconded a motion to approve the regular session minutes of February 16 and 29 and March 30, 2016 and to release the executive session minutes of November 9, 2015. The motion carried by majority. Selectman Burke abstained as he did not attend the March 30 meeting.

Resident Dick Skinner apologized for being critical. He read the person who performed the investigation did not take signed or sworn statements. Selectman Schofield said that was correct and explained the investigator was not asked to depose. She was to investigate if professional misconduct occurred. Mr. Skinner said he does not agree with the way Selectmen chose to handle it.

Selectman Schofield made and Selectman Burke seconded a motion to grant permission for the BRAKING AIDS® Ride to travel through Mendon on Friday, September 23, 2016. The motion carried unanimously.

Selectman Schofield made and Selectman Burke seconded a motion to allow the Lions Club to hold a 'Toll Road' on May 14 as requested under the direction of Public Safety and pending adequate Certificate of Liability Insurance. Selectman Schofield noted they received from Assistant Fire Chief Zarella to hold one the following day. *Action: Ms. Willoughby will make Mr. Zarella aware of Lion's Cub 'toll road'.* **The motion carried unanimously.**

Selectman Schofield made and Selectman Burke seconded a motion to allow parking on Lots 3 North Avenue & Lots 6 & 20 Milford Street on July 28 for the Lions Club Circus and grant waivers of town fees pending adequate Certificate of Liability Insurance. The motion carried unanimously.

Selectman Schofield made and Selectman Burke seconded a motion to consider awarding the contract to Gravestone Services of New England for the Old Cemetery Project not to exceed \$45,000. Ms. Newman explained we received three bids. Two were under the anticipated amount. This is the lowest of the three. Selectman Schofield mentioned the founding fathers of Mendon are buried there. Selectman Reil said the contractors who were chosen do some impressive work. Selectman Schofield noted the bid bond counsel requires for projects is quite large and is on the entire value of the project. Mrs. Lowell, Historical Commission, said the small conservators who typically bid on such projects don't have the cash to do so. Selectman Burke is not going to sign the contract without a dollar value. **The motion carried unanimously.** *Action: Ms. Willoughby will get dollar value included in the contract.* The Selectmen agreed to sign later.

Ms. Newman explained discussing removing \$10,000 from the FY17 Assessors Overlay which is budgeted at \$110,000. Mr. O'Brien, Board of Assessors, explained sampling overlays for the same area towns which were used in the Compensation Study. Mrs. Berthold, Principal Assessor, explained if the town doesn't have enough money in the overlay, it will be listed on the recapitulation sheet as an expense. There are also pending Appellate Tax Board cases which could be worth \$200,000. If they win, they would be refunded more than what is in our overlay. Department of Revenue standards indicate the

town must have enough in the overlay to cover the pending cases. Assessors recommend \$135,000 to \$140,000 not including the money for senior work-off abatement. Ms. Newman needs to know how much the Selectmen want for senior work-off. Last year we spent \$4000. Ms. Newman felt \$5,000 is adequate for 2017. Ms. Berthold noted each person is limited to only receive \$750 in work-off abatement. Town meeting can vote to increase to \$1,000. This will be added to the June warrant when it opens. *Action: Ms. Willoughby to inform the Taxation Aid Committee that we plan to do that.*

Ms. Berthold informed Selectmen that the Assessor maps were put online two weeks ago.

7:10 p.m. Selectman Schofield made and Selectman Burke seconded a motion to open the Land Use Five Year Plan Hearing. The motion carried unanimously. Mrs. Cutler said there has been no changes from the last few years. There are 16 miles of continuous bike trails in Mendon. Ms. Mazar is working with the Central Massachusetts Regional Planning Committee to have GIS planning done of Inman Hill. It is on the Parks Department's web site. **Selectman Schofield made and Selectman Burke seconded a motion to close the Land Use Five Year Plan Hearing. The motion carried unanimously. Selectman Schofield made and Selectman Burke seconded a motion to approve the Land Use Five Year Plan. The motion carried unanimously.**

Ms. Newman said transfers and salary adjustments were incorporated into the FY17 budget since the last Special Town Meeting. It has increased the amount of excess by a \$5,383 surplus. A leak in the public water supply was found this week. Ms. Newman said we could reduce amount allocated for the purchase of water by \$10,000.

Tom Belland and Dan Byer, Parks Commissioners, discussed with Selectmen their department's FY17 budget. They would like to combine the Maintenance Supervisor with the Parks Director to create a full-time position. Someone is needed to monitor the contractors, schedule equipment maintenance and to oversee work between March and August. \$11,400 will be transferred from the Parks Department Maintenance to the Parks Director and \$6800 from Parks Department Maintenance to Health Insurance. This will leave \$27,000 in the Maintenance Account. Discussion continued regarding measurable goals of a full-time position as well as the increase in benefits expenses. Ms. Newman will calculate the impact to Worcester County Retirement. This amount can be moved as a later date. Ms. Newman confirmed she will have the budget reflect this change for the Finance Committee's meeting Wednesday.

Ms. Berthold said one of her Assessors suggested having a field agent collect data. Two of the Assessors said they will no longer be able to do that function and have suggested having the remaining person do the field work. She estimated visits taking five hours per week for five months. The Assessors voted to make the annual field agent's stipend \$7400 and the other two \$200. Ms. Willoughby explained this article will have to be moved on the town meeting floor before Article 3.

Assistant Fire Chief Zarella estimated a new ambulance would cost between \$252,000 and \$254,000. There is \$139,000 budgeted for water; \$145,000 was spent in 2015 with the leak. The source of the leak was found last week. Members agreed to budget Public Water Supply expenses at \$129,000. The Senior Center Director will be budgeted for an additional five hours per week at \$6932. Ms. Newman suggested putting the surplus balance of \$7300 into Town Hall Building Maintenance after leak testing is completed. Members discussed adding \$1500 annually for Public Water Supply Contractual Services to do leak testing.

Bill McHenry, Affordable Housing Coordinator, stated the Paddock property behind the Senior Center on Providence Street is being considered for housing. Due to an aging population, options for housing are needed--rentals, duplexes, condos and multi-family dwellings. Residents have said, through the Master Plan study, they want the character of the town to be preserved. By-law changes, trusts and housing plans are needed. The CDM Smith study recommended using three acres of the Paddock property for Community Preservation Account housing. The town can choose age restrictions. The Planning Board doesn't recommend restricting for age. They would seek a developer to partner with the town that meets determined criteria. Financing and managing the development will need to be done. The Mass Housing Partnership will work with the town. He is seeking a \$25,000 grant for a Request For Proposals.

Mr. McHenry thanked Dan Byer, Parks Department Administrative Clerk, who recognized what the school was doing and brought it to attention of the town. All town buildings and parks fixtures were audited. The decrease in the Police Department's electricity bill would be \$32 monthly. Payoff would be in five years. Mr. McHenry ordered 100 screw-in LED bulbs for several town buildings prior to this survey. Fixtures in the current Police Station can be used elsewhere. Members agreed they should replace them. **Selectman Schofield made and Selectman Burke seconded a motion to approve that the Chairman sign the Guardian Energy Management Solutions agreement for LED lighting for the police station. The motion carried unanimously.**

Chairman Merolli asked about hiring the 14th police officer. Selectman Schofield said his expectation is they will remain with 13 officers and with the overtime budget as it stands. Because of a contractual obligation with the union, they did not have money left for a 14th officer. Chief Horn said they are running short handed or paying overtime using the \$14,000, K-9 grant money. Lt. Kurczy explained how they have been staffing. There are two officers that are not working. They are not currently planning to fill one position. Attendees discussed merits of funding a 14th officer to have two on each shift. Selectman Burke noted we will be in a much better place in FY18 to fund an additional officer. The Chief has asked the Finance Committee to see if they can find \$70,000 to fund the officer, which includes benefits.

Members reviewed the shared vehicle on the May 6 ATM warrant. Ms. Newman explained potentially purchasing two vehicles to be shared so employees aren't using their personal vehicles for town business. She would prefer them having a marked vehicle. Chairman Merolli supports this for a capital expenditure because the vehicle would be used for more than five years. He also supports having a marked vehicle and insurance. Members discussed leaving funding for Ms. Newman's salary gap. Members agreed to remove Article 16 for Other Post-Employment Benefits. This will be put on the June STM warrant. *Action: Selectman Schofield to send the debt schedule to Selectman Burke.* Attendees explained the road acceptance process to Mary Irons.

Members agreed they plan to discuss whether they will support the citizen petitioned photovoltaic by-law changes and Cape Road articles at their May 2 meeting.

Members agreed to remove Article 9 from the warrant to transfer money for the FY16 Town Administrator's salary. **Selectman Schofield made and Selectman Burke seconded a motion to approve the Fy17 budget at \$17,804,463 as discussed as entered into the meeting minutes. The motion carried unanimously.**

Selectman Schofield made and Selectman Burke seconded a motion sign the May 6 Annual Town Meeting Warrant as amended. The motion carried unanimously.

Selectman Schofield made and Selectman Burke seconded a motion to sign the May 17 Election Warrant. The motion carried unanimously.

Selectman Schofield made and Selectman Burke seconded a motion to open the June 21 Special Town Meeting Warrant. The motion carried unanimously.

Chairman Reil said he would like to do another meet and greet at the Senior Center April 30 at 10:00 a.m. *Action: Ms. Willoughby to confirm Senior Center availability.* Regular meeting dates of May 2, May 6 at 6:00 p.m. prior to the Annual Town Meeting, May 16 at 6:30 p.m., June 6 (will include board reorganization), and June 20.

Ms. Newman said she will not be able to attend Hopedale Water Board's meeting on Thursday night. Selectman Schofield said he will be 30 minutes late. Ms. Newman will not be in the office Wednesday and Thursday. There is a budget hearing this Wednesday with the Finance Committee. Chairman Reil will attend the Accountant interviews.

Selectman Schofield made Selectman Burke seconded a motion to adjourn the meeting at 9:26 p.m. The motion carried unanimously.

Respectfully submitted,



Diane Willoughby
Executive Assistant

Documents Discussed located in Selectmen's Office:

Regular Session Meeting Minutes of February 16 and 29, 2016 and March 30, 2016

Executive Session Minutes of November 9, 2015

May 6, 2016 Annual Town Meeting Warrant

May 17, 2016 Annual Election Warrant

Letter dated February 29, 2016 from Jessica Kurtz, Braking AIDS® ride

Contract with Gravestone Services of New England for Professional Conservation of Historic Gravestones and Tombs in the Old Cemetery, Mendon, MA

Outstanding Taxes as of 3/31/2016-Overlay Balances

Area Municipality Sampling

2016 Five-Year Land Use Program

CDM Smith memorandum dated January 11, 2016

Guardian Energy Police Station Lighting Upgrade Agreement with Guardian Energy Management Solutions