

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

Chairman Reil called 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 March 16 and 21 and May 6 and 9, 2016. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to approve the executive session minutes of March 21, 2016 not to be released. Selectman Reil abstained. The motion carried by majority.**

Chairman Reil explained a topic not reasonably anticipated arose regarding Fire Department staffing. Chief Horn said three out of five firefighters were out. One has returned and two are still out. One of the two will probably retire as a result of an injury. That process could take between three and nine months. The other is undergoing cardiac rehabilitation. If he returns, he will need to get a recommendation of fitness for duty. The Chief explained he can pay overtime or force call fire fighters to work additional shifts which bumps up against benefits. Some have another job. He is considering transitioning one fire fighter to dispatch. If he were to lay someone off for unrelated issues, there would be unemployment consequences. He is considering continuing using Mr. Phipps and splitting him between the Fire and Police Departments. He believes the Finance Committee Chairman would prefer him doing what he is already doing. If he hires additional call firefighters, he needs to purchase turnout gear which costs thousands of dollars. It also increases the need for breathing apparatus. He estimates he will need approximately \$20,000 for the remainder of fiscal year 2016. He should know the status of the individuals who are out by FY17. Selectman agreed to continue with the current coverage plan. Chief Horn mentioned we lost a dispatcher's daughter and a volunteer over the weekend.

6:49 p.m. **Selectman Schofield made and Selectman Burke seconded a motion to open the alteration of licensed premises hearing for Labh, Inc., dba Mendon Wine & Spirits, 32 Hastings Street. The motion carried unanimously.** Selectman Schofield read the hearing notice. Attorney Craig Herndon introduced the owners and explained how they are looking to add Suite 107 for storage. They plan to construct a door in the back. Patrons will not be able to come into the addition. Neither the Selectmen nor anyone in audience had questions. 6:54 p.m. **Selectman Schofield made and Selectman Burke seconded a motion to close the alteration of licensed premises hearing for Labh, Inc., dba Mendon Wine & Spirits, 32 Hastings Street. The motion carried unanimously. Selectman Schofield made and Selectman Burke seconded a motion to approve the alteration of licensed premises hearing for Labh, Inc., dba Mendon Wine & Spirits, 32 Hastings Street as requested pending positive departmental routing slips. The motion carried unanimously.**

Chris Quiry explained that for audit purposes he applied for a Hawkers, Peddlers, Transient Vendors license. **Selectman Schofield made and Selectman Burke seconded a motion to issue a Hawkers, Peddlers, Transient Vendors License to Christopher Quiray, 17 Whitcomb Street, Webster, MA to solicit residential solar power door-to-door pending positive departmental routing slips. The motion carried unanimously.** Chairman Reil noted this does not preclude others from going door-to-door. Mr. Quiry confirmed he is not a high-pressure salesperson.

**Selectman Schofield made and Selectman Burke seconded a motion to sign the deed for Haywood Circle, Russell Court, Warfield Drive and Puffer Drive.** Jeff Walsh, Graves Engineering, explained he is working for the Planning Board. He issued a letter on May 12 outlining concerns with the legal description. On Wednesday he was asked to prepare a report. One easement from the storm water drain was missing. There were scribblers' errors in description. He spoke with the applicant's engineer, Mr. Pavlik, Outback Engineering. Mr. Walsh requested confirmation whether the open space parcels were to be conveyed to the Town and whether Parcel A (Cobbler's Shop) has been conveyed to the Town. Chairman Reil confirmed parcels A-F are open parcels. **The motion was defeated unanimously.** Mr. Walsh will submit updated comments.

**Selectman Schofield made and Selectman Burke seconded motion to appoint Linda Hawkes, 33 Pleasant Street, to the Capital Planning Committee for a term to expire June 30, 2019.** Ms. Newman conferred with counsel who recommended she sign disclosure forms due to employment with the Town. **The motion carried unanimously.**

Ms. Newman explained two years ago they discussed how they could modernize the Building Department. There was a backlog of work and software was needed. Community Compact funds were received for permitting software. Two permanent positions were created, Building Inspector and Zoning Enforcer. The Collins Center created job descriptions and a pay scale. The part-time Building Inspector would work 15 to 18 hours per week. It is hard to gauge how many hours are necessary. It was budgeted for 18. Both she and Building Inspector Aicardi think they could start with 10 hours. Mr. Aicardi noted that there will be a lot of data input to the new permitting software. The Zoning Enforcer would also need to get up to speed with the Planning Department and Zoning Board of Appeals. Ms. Newman recommended the Zoning Enforcer would be a grade M5 step 1 at \$20 per hour. **Selectman Schofield made and Selectman Burke seconded a motion to authorize the Town Administrator to advertise for a Zoning Enforcer for 10 hours per week at a grade M5 step 1. The motion carried unanimously.**

Ms. Newman recommended the Building Inspector be an hourly position. Mr. Aicardi recommends a salaried position because the hours fluctuate based on the work load. He receives calls on weekends and nights to do inspections. It is currently not a benefits-paying job. He estimated it is a 15 to 16 hours-per-week position. Discussion continued to determine the best way to compensate. Mr. Aicardi noted that there will be a lot of set-up time after the software is implemented. The amount of hours needed also depends on the amount of permits to be issued and inspections needed. Ms. Newman recommended the Building Inspector be compensated at an hourly rate of \$27.05 which is the middle of the M4 grade range; \$28,056 has been budgeted. He was paid \$40,131 in FY15. Selectmen agreed to take time to consider this further and table discussion until the next meeting.

Chairman Reil explained they received letters regarding properties under Chapter 61A. Selectman Schofield said this type of property has a special tax rate for farm land. Ms. Mazar stated the Land Use Committee should not take the right of first refusal. **Selectman Schofield made and Selectman Burke seconded a motion to not exercise the option to purchase 72 Thayer Road, Map 23, Lot 72, 128 Providence Street, Map 23, Lot 128 or 67 Bates Street, Map 18, Lot 67.** Selectman Schofield said these are the parcels for which solar will be built and it would be difficult to monetize the value of the property for the town to purchase it. **The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to issue a three-year license to Peter Hawkes to grow and harvest forage crops on Lots 16, 26 and 33 Inman Hill Rd., Lot 20 Milford St., Lot 3 North Ave., and Lot 52 Providence Street.** Ms. Mazar said Mr. Hawkes has been haying 52 Providence Street and this new lease will include it. Ken O'Brien, Agricultural Commission Chairman, mentioned if the Town wanted to use 52 Providence Street, it will owe him money per the terms of the lease. Ms. Mazar stated the lease requires the Town to pay what Mr. Hawkes has spent on that property. Mr. O'Brien said this lease was originally made to help the farmer. The Selectmen and Town Administrator considered the length of agreement and whether 52 Providence Street should be part of it. Selectmen want to quantify the risk of terminating the lease per parcel. This will be tabled until the next meeting. **The motion failed unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to approve the wording for the 131 North Avenue deed restriction.** Ms. Mazar stated both Land Use and Agricultural Commissions reviewed it and approved of the wording. Attorney Moss stated it allows flexibility. If structures are going to be placed on it, they need to come back to the Board of Selectmen. **The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded motion to sign the 34 George Street deed.** Selectman Schofield, Ms. Mazar and Highway Surveyor Tetreault did a lot of clean-up of the property. Mr. Afonso, developer, will remove cinder blocks. Ms. Mazar said Guerrier and Halnon did a partial 21E 'environmental report' and nothing was found. Selectman Burke would like correspondence from the Board of Health whether they are satisfied with the condition of the property. Ms. Mazar confirmed they are all set now. **The motion carried unanimously.**

Ms. Mazar reported there are inconsistencies with town by-laws and Low Impact Development guidelines. The Planning Board, Highway Surveyor and Zoning By-law Review Committees met. The Zoning By-law Review Committee will see if they can take the best practices recommendations and change the zoning by-laws in order to implement them.

Attorney Moss explained the Memorandum of Lease and the Lease Amendment for the easement on 36 Milford Street. He met with BlueWave Capital and Dana from National Grid. The plan failed to account for the right pole. A new pole will be put in. The easement will track the access road. National Grid will be putting together a new sketch plan. Chairman Reil asked if we had future plans for the site whether the Town could move the pole. Attorney Moss stated we could but would have to pay for it. **Selectman Schofield made and Selectman Burke seconded a motion to sign the Memo of Lease and the Lease Amendment with BlueWave Capital for 36 Milford Street. The motion carried unanimously.**

**Selectman Schofield made and Selectman Burke seconded a motion to expand the Conservation Commission to seven members.** Chairman Reil informed members that there were a couple of people who were interested in joining and he would like to allow them to participate. This will also increase the quorum needed. **The motion carried unanimously.**

Carl Hommel addressed Selectmen and gave his background and qualifications. He is willing to attend classes for certification. Pieter de Jong also addressed Selectmen and gave his background and qualifications. Both gentlemen discussed balancing conservation with development.

<Recess to insert new DVD> Selectman Schofield said failing a recommendation from the Conservation Commission gives him pause to make the appointments. Chairman Reil believes both gentlemen are knowledgeable. Selectman Burke finds it exciting that we have two new volunteers. **Selectman**

**Schofield made and Selectman Burke seconded a motion to appoint Carl Hommel for a term to expire June 30, 2017 and Pieter DeJong for a term to expire June 30, 2019 to the Conservation Commission. The motion carried unanimously.**

Ms. Newman reviewed the June 21 Special Town Meeting warrant. The Central Massachusetts Regional Planning Commission funding transfer was not included in the past two budget years. It is not in the budget for 2017 but is in KVS 'accounting system'. Ms. Willoughby explained Article 3 is to cover additional computer expenses some of which were due to implementation of new town email addresses. Additionally, installation time for new equipment is not included in the estimates provided. Selectman Schofield suggested increasing the number of hours in our contract with Worldband and having more storage on the cloud. Chairman Reil suggested having estimates included for installation time for equipment. The Board of Health has a few articles. Snow and Ice expenses have a deficit of only \$29,000. Selectman Schofield suggested the Highway Surveyor optimize filling the salt shed now. Article 10 is for GIS Support if money is available from free cash. Selectmen discussed receiving strong opinions about accepting Irons Way. Chairman Reil said if residents feel strongly, they can vote on it. He feels we've gone this far, we should leave it on the warrant. Ms. Willoughby explained Article 13 which removes the wording from the town by-law which requires copies of all warrants to be distributed to every household. Her survey indicates several towns have warrants posted in multiple locations or placed in the newspaper. Our cost for placing the warrants in the Town Crier range from \$2400 to \$4800 annually depending on the size of the warrant. Article 15 is for beaver trapping. Selectman Schofield would like to see one less Special Town Meeting per year. The articles on the June warrant can wait until the November meeting.

Bill McHenry, Affordable Housing Coordinator, said the housing grant (Planning Assistance Toward Housing) application for \$25,000 is for the site feasibility through preparation of the Request For Proposals and exploring housing prospects for affordable housing. There would be community involvement. Mr. McHenry will be working with the consultant. Attorney Moss said the best course of action for signing the application would be at the following meeting. However if the Chairman did not anticipate it, it can be done at this meeting. **Selectman Schofield made and Selectman Burke seconded a motion to authorize Mark Reil, Chairman, to sign the PATH grant application on behalf of the Board of Selectmen. The motion carried unanimously.**

**9:09 p.m. Chairman Reil made and Selectman Schofield seconded a motion to enter into executive session under M.G.L. c. 30A, § 21(a) purpose 2 to conduct a strategy session in preparation for contract negotiations. A roll call vote is needed. We will reconvene only to adjourn. Schofield- aye, Reil-aye, Burke-aye.**

**9:52 p.m. Selectman Schofield made and Selectman Burke seconded a motion to adjourn. The motion carried unanimously.**

Respectfully submitted,



Diane Willoughby  
Executive Assistant

Documents Discussed located in Selectmen's Office:

Regular Session Minutes of March 16 and 21, May 6 and 9, 2016.

Executive Session Minutes of March 21, 2016

ABCC Application and Supporting Documentation, Alteration of Premises, Labh, Inc., dba Mendon Wine and Spirits, 32 Hastings Street

Quitclaim Deed, Cobbler's Knoll, LLC (Haywood Circle, Russell Court, Warfield Drive and Puffer Drive)

Letter dated May 12, 2016 to Mendon Zoning Board of Appeals from Jeffrey M. Walsh, Graves Engineering

Quitclaim Deed, F&D Central Realty Corporation, Inc. (34 George Street)

Christopher Quiray Hawkers, Peddlers, Transient Vendors License/Application

Quitclaim Deed, Article 17, Mendon Special Town Meeting held on March 21, 2016, George Street, (918766v2)

Letters dated April 12, 2016 from Elizabeth Varney (3) Notices of Conversion of C.61A Land – Portion of Map 23, Lot 128; Portion of Map 18, Lot 67; and Portion of Map 23, Lot 72

License to Grow and Harvest Forage Crops, Lots 16, 26 and 33 Inman Hill Rd., Lot 20 Milford St., Lot 3 North Ave., and Lot 52 Providence Street dated May 16, 2016

First Amendment of Ground Lease dated May 16, 2016, BWC Mystic River, LLC

Memorandum of Lease dated May 16, 2016, BWC Mystic River, LLC

Draft June 21, 2016 Special Town Meeting Warrant

Planning Assistance Toward Housing (PATH) Application