

## MENDON BOARD OF SELECTMEN

MINUTES OF MEETING----- August 6, 2012

APPROVED-----October 31, 2012

Meeting called to order at 7:30 p.m. Chairman Michael Ammendolia, Selectman Michael Goddard, Selectman Lawney Tinio and Interim Town Coordinator, Ernie Horn are present.

Pledge

**Selectman Tinio made a motion to approve Imperial Car Show to be held on Friday, August 17, 2012. Vendors must apply to the Board of Health individually. Selectman Goddard seconded. Unanimous vote.**

Town Clerk, Margaret Bonderenko, came before the Selectmen to discuss the Job Posting for her office. She narrowed the choices to Dina Pontolio, Janice Maietta, Mary Oliva, Jennifer Taylor, and Jenn Welch. Her recommendation is Jenn Welch as she has municipal experience, knows the KVS system, is familiar with the web site, and knows many of the towns' people. Candidate Welch would become a full-time employee as she already works for the Parks Department. The question was raised whether she, or anyone who accepts this position, could be used as a floater. The Selectmen discussed a six-month period to be dedicated to the Town Clerk's office and then re-evaluating to see if there is need in another office, or if the Town Clerk's office is where the employee should stay. Nine hours have been budgeted this year in the Town Clerk's office for a part-time employee. The selectmen asked if there would be any problems going from full-time to part-time if the need occurred. Interim Town Coordinator stated there could possibly be issues, such as unemployment. Selectmen Tinio stated he would like to make the motion to appoint Jenn Welch, but it was decided to wait until Margaret discussed the possibility of the position being that of a floater.

Interim Town Coordinator, Ernie Horn, has reviewed the job description for Administrative Assistant for the BOS office. Town Personnel Policy is ambiguous as to how the position should be posted. It was decided to post the position both internally and in the newspaper. The salary range will not be advertised, but instead will be commensurate with experience. Interim Town Coordinator, Ernie Horn, suggested that at some point the town's personnel policy be reviewed and updated.

**Selectman Tinio made a motion to advertise the position of Administrative Assistant for the BOS both internally and in the Milford Daily News. Pay to be determined by experience. Selectman Goddard seconded and the vote was unanimous.**

The next item of discussion was Larry Joe's New England Fire Pit. It was formally located in the parking lot of Larry's Liquors in Bellingham, MA, but because of the sale of the business, must be relocated.

**Selectman Tinio made a motion to approve a Hawker and Peddlers License to Larry Joe's New England Fire Pit to be located at 23 Cape Road, Mendon, MA, with the stipulation if Common Victualer License is needed, we will let him know. Selectman Goddard seconded. Unanimous vote.**

Larry Joe's will be open from 11:00 AM until dusk. A routing slip will be sent around, and any issues will be addressed.

Richard Schofield, Finance Committee Chairman, came before the selectmen to discuss several issues. He would like Kevin Rudden to get estimates to bring into compliance the deficiencies listed in the American Disability Act report. Chairman Schofield will send Selectman Goddard an electronic copy. The second item discussed was reinstating the Senior Tax Abatement program. This program serves two purposes, the first to help senior citizens reduce their tax burden and the second to provide assistance to staffing of town offices. The cost of this program is \$12,000 per year.

Selectman Goddard suggested keeping the Senior Tax Abatement program on radar, but there are other expenses coming up. Some of these expenses are longevity issues (claimed wages owed for the past three years), Adult Entertainment judgment costs still unknown, water line for parks completion, possible central air conditioning in the basement of the town hall, and other potential department asks.

A discussion of the Capital Planning Committee took place. Interim Town Coordinator Ernie Horn stated the town bylaws require the committee. He suggested we review the bylaws as changes may be required to update them.

Chairman Schofield also stated he is working on a debt service table to be confirmed by the bonding agent and then given to the BOS.

Carolyn Barthel, Solar Coach for Solarize Mendon, came forward for a discussion and update on the solarize program. She stated, when asked, she had no concerns with the fees to be set.

**Selectman Tinio made a motion to set the following fees as they relate to the installation of Solar PV Systems at \$5.00 per \$1000. cost with a minimum of \$100 for building and permitting installation through the Solarize Mendon Program. Electric permit fee is to be a \$75. flat fee. Selectman Goddard seconded. Unanimous vote.**

Carolyn Barthel presented an update on the program stating there is a high level of interest and progress is being made on issuing of proposals to potential customers. Selectman Goddard expressed concern about the deadline date of September 30, 2012, compared to the backlog of interested parties. Selectman Tinio will reach out to Representative John Fernandes and Senator Moore to see if we can get an extension of the deadline date. Selectman Goddard thanked Carolyn for all her hard work.

**Selectman Tinio made and Selectman Goddard made a motion to appoint a special Town Forest Committee to manage and care for the portion of the public domain under the jurisdiction of the Mendon Conservation Committee that is known as the Mendon Town Forest. The committee shall be charged with the following:**

- 1. Work with the Department of Conservation and Recreation Consulting Forester to formulate and implement a Forest Management Plan;**
- 2. Actively supervise any wood harvesting operation;**
- 3. Maintain trails, provide maps, and post any Rules of Use;**
- 4. Address safety issues;**
- 5. Protect wildlife habitat;**
- 6. Apply for grants;**
- 7. Protect historical ruins and cultural areas; and**
- 8. Encourage public use such as walking, horseback riding, skiing, snow shoeing and group outings through media promotions.**

**The special Town Forest Committee shall be composed of three members. Individual members shall serve overlapping terms of three years. Unanimous vote.**

The selectmen stated they want any monies realized from wood harvesting to go to the general fund.

Shirley Smith was thanked for her work. When asked, she stated she already had people interested in serving on the committee.

**Selectman Tinio made a motion to allow Troop 44, Mendon Boy Scouts of America, to hold their can and bottle drive from 9:00AM to 2:00 PM on Saturday, September 15, 2012 in the Town Hall Parking Lot. They may erect one double-sided 48-inch high by 24-inch wide, A-frame sign in the traffic island at the intersection of Millville Road and Route 16 and at the intersection of Main Street and Route 16 Island otherwise known as the Old Watering Hole for one week prior to the event. Selectman Goddard seconded. Unanimous vote.**

Chairman Ammendolia stated this is a good fundraiser for the boy scouts. Colleen Oncay at the Mendon Green House should also have the information for the sign on Founders Park.

**Selectman Goddard made a motion to allow Troop 44, Mendon Boy Scouts of America, to hold a campout on the "Kelly Property" off Inman Hill Road from 5:00 PM on Friday, October 19, 2012 through 10:00 AM Sunday, October 21, 2012 pending receipt of a certificate of insurance from the Knox Trail Council. Selectman Tinio seconded. Unanimous vote.**

**Selectman Tinio made a motion to allow Bay State Trail Riders to hold a ride from Inman Hill Road on Sunday, August 12, 2012. Selectman Goddard seconded. Unanimous vote.**

**Selectman Tinio made a motion to accept the BOS minute from July 23, 2012. Selectman Goddard seconded. Unanimous vote.**

Ellen Gould from the Mendon Agricultural Committee came forward to distribute to the selectmen proposed changes to the right to farm bylaw. The BOS discussed the need to get all interested parties, boards and committees on the same page concerning this bylaw and to insure there is no conflict between bylaws and no ambiguity. An informational meeting will be held September 13, 2012 in the upper Town Hall. The selectmen will review the issue at their next meeting August 20, 2012 and invite other boards to attend.

**Selectman Tinio made a motion to go to Executive session under M. GL. c.30A, section 21 choice 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Will reconvene only to adjourn. Selectman Goddard seconded. Roll call needed. Ammendolia aye, Goddard aye, Tinio aye.**

Respectfully submitted,

Carol Cook

Documents discussed located in Administrative Secretary's Office:

- BOS meeting minutes from July 23, 2012
- Town of Mendon, MA, ADA Self Evaluation & Transition Plan Updated June, 2012
- Hawkers and Peddlers, Transient Vendors License for Larry Joe.
- Job resumes for Assistant to the Town Clerk from Dina Pontolilio, Janis Maietta, Mary Oliva, Jennifer Taylor, and Jenn Welch.
- Job Description for Administrative Assistant to the BOS.
- Town of Mendon Personnel Policy, Adopted & Effective May 25, 1999, As amended through January 22, 2003
- Certificate of Liability Insurance for Imperial Auto Show dated July 20, 2012
- Activity schedule and update for the Mendon Town Beach, PWS ID # 2179030
- Town Forest Committee (Purpose and Function)
- Letter from Kevin Rudden, Outings Chair, Mendon Boy Scout Troop 44 dated July 23, 2012
- E-Mail from Gail Wellman about Solar Panel Permit Fees dated July 9, 2012
- Right To Farm By-Law Changes