

MENDON BOARD OF SELECTMEN

MINUTES OF MEETING----- June 18, 2012

APPROVED-----July 10, 2012

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

Pledge

Three scouts from Mendon Boy Scout Troop One came forward and gave a brief overview of the work already performed south of Cook's Cemetery and to ask for permission to continue to clear the area and to utilize the area for scouting activities including teaching younger scouts camping skills.

Selectman Tinio made a motion to allow Mendon Boy Scout Troop One to utilize and clear the area 25 feet south of Cook's Cemetery. Selectman Goddard seconded. Unanimous vote.

The all alcohol hearing for Uber Cafe needs to be cancelled due to being under new ownership.

Selectman Tinio made a motion to cancel the All Alcohol Hearing for Uber Cafe. Selectman Goddard seconded. Unanimous vote.

Shirley Smith came forward to discuss a Town Forest Committee. Shirley stated for 80 years the town has owned a 180 track of land known as the town forest. She states it needs someone to manage it and to work to clear trails and protect old ruins. It is a great resource for education. She would like to have a three-member committee appointed to act as the Town Forest Committee. Chairman Ammendolia stated he would like to see a formal list of duties and responsibilities for this committee. He also stated a memo should be sent to the Conservation Committee concerning the proposed committee. Selectman Goddard questioned if there would be an overlap between The Land Use Committee, Con Com, and the proposed Town Forest Committee.

Jane Lowell and Tony Willoughby represented the Olney Cook restoration project. Vareika Construction should furnish a 50% payment bond and submit an insurance certificate.

Selectman Tinio made a motion to accept the contract with Vareika Construction for the Olney Cook Shop restoration project. Selectman Goddard seconded. Unanimous vote.

Selectman Michael Goddard made a motion to approve the May 21, 2012 minutes. Selectman Tinio seconded. Unanimous vote.

Selectman Tinio made a motion to approve a one-day All Alcohol license for Earth Limited at Southwick Zoo for Friday, June 22, 2012 from 5:00 PM to 12:00 AM. Selectman Goddard seconded. Unanimous vote.

The Mendon Lions Club is sponsoring a circus scheduled for June 26, 2012. There will be two shows. Interim Town Coordinator Horn has the certificate of insurance liability for the circus.

Selectman Tinio made a motion to approve a permit for the Mendon Lions Club Circus for June 26, 2012 and to waive all fees. Selectman Goddard seconded. Unanimous vote.

Treasurer/Collector, John Morte, informed the Board of Selectman that the bond for the new fire truck had been signed.

Selectman Tinio made a motion to appoint Bill McHenry as the town's Affordable Housing Coordinator, term to expire June 30, 2013. Selectman Goddard seconded. Unanimous vote.

Interim Town Coordinator will inform Ann Mazar of Mr. McHenry's appointment so he can be sworn in.

Selectman Tinio made a motion to appoint Tim Watson as the town's Certified Water Operator as a part time employee at \$350.00/week, not to exceed 19 hours/week. Selectman Goddard seconded. Unanimous vote.

Selectman Tinio suggested that this position should be reviewed in the future to see if duties change, which might result in a change in hours needed.

There is an open position on the Historical Commission due to the resignation of Amy Dewitt. Anyone interested in filling this position should notify the BOS.

Interim Town Coordinator Horn questioned the need to reappoint the de-regionalization committee. Chairman Ammendolia would like an update from that board to see if they have further information to share with the BOS.

Bob Sweet from the Zoning Bylaw Review Committee submitted his resignation. This position should be advertised on the town's website to seek a new person to fill it.

Selectman Tinio signed up to serve on the Town Web Site Committee.

Selectman Goddard signed up to serve on the Strategic Planning Committee.

Highway Surveyor Alan Tetreault tendered his resignation as Dead Animal Disposal Officer effective July 1, 2012. Selectman Tinio stated that now is not the proper time for a stipend increase for this position. The Highway Department will continue to remove dead animals during normal business hours. The BOS said this vacancy should be listed on the town website.

Chairman Ammendolia wants to review the Capital Planning Committee staffing and the Committee's charge.

Interim Town Coordinator Horn gave an update concerning the Information Systems Office request. They intend to lower classification because of regression in our code enforcement effectiveness, which is not a good thing for the town. This is a Building Department issue and Interim Town Coordinator Horn will find out what generated the letter and speak with the building inspector.

An extension on water testing at 133 North Ave. is in place. Tim Watson is scheduled to come to the next BOS meeting.

An update on the demolition permit for 34 George Street was given by Chairman Ammendolia. The house will be secured and the demolition permit will not be pulled due to not meeting time restraints with the Board of Health and the Historical commission.

Chairman Ammendolia reported the ADA Coordinator, Kevin Rudden, stated the compliance report is in the process of being finalized and will be ready for the next BOS meeting.

Chairman Ammendolia stated he met with Fred Lapham to discuss the Sylvan Springs Development. Town Accountant, Claudia Cataldo, is to be contacted and asked to open an account for payments from the developer. Interim Town, Coordinator Horn, said a cost estimate to upgrade communications in the area is needed.

Chairman Ammendolia asked if there has been any progress on disposal of surplus equipment. Interim Town Coordinator Horn stated some progress has been made working with Highway Surveyor Tetreault to compile a list of surplus item available for sale. There are some items that cannot be sold due to restrictions on their usage and ownership. Alan will advertise the items for sale and accept sealed bids as soon as the list is completed.

Selectman Tinio made a motion to approve the junk license renewal for David Lowell at 4 Main Street, Mendon MA, to expire June 30 2013. Selectman Goddard seconded. Unanimous vote.

Selectman Tinio made a motion to appoint Melissa Kakela-Bottoms to Municipal Hearings Officer. Term to expire June 30, 2013. Selectman Goddard seconded. Unanimous vote.

Chairman Ammendolia suggested that next year we appoint another eligible person to this position.

Selectman Tinio made a motion to appoint Peter Powers to Constable for a three-year term to expire on June 30, 2015. Selectman Goddard seconded. Unanimous vote.

Selectman Tinio made a motion to appoint Robin Fletcher as Veterans Agent, term to expire June 30, 2013. Selectman Goddard seconded. Unanimous vote.

Chairman Ammendolia stated he would like to review the Senior Tax Abatement Program. He had The Senior Center Director put together a summary of the hours worked and the cost to the town. He also stated that the town could use whatever help they could get with the staffing issues they are facing. Selectman Tinio wants the Financial Committee to review this ask and determine if there are funds available. It was suggested by Selectman Goddard that this be reviewed with all the other asks at a future BOS meeting.

Chairman Ammendolia brought up the position of Town Coordinator, stating the Town Coordinator Search Committee is nearing completion of the job description for the position. Chairman Ammendolia formally asked Chief Horn to continue as Interim Town Coordinator for another year. The Chief stated he would do whatever they asked but it really needs to end after the year. Selectman Tinio and Selectman Goddard thanked the Chief for his service to date and also asked him to continue. The Chief thanked the BOS for their support and thanked the Town Hall employees for their efforts and help.

Selectman Tinio made a motion to appoint Ernie Horn to Interim Town Coordinator for a term not to exceed June 30, 2013, without compensation. Selectman Goddard seconded. Unanimous vote.

Interim Town Coordinator Horn stated the clerical staffing in the BOS office needs to be addressed. The selectmen asked Chief Horn, utilizing input from Diane Willoughby, Carol Cook and Peg Tetreault, to put together a job description for the position. The position will need to be posted as well as advertised in accordance with the town's personnel policy.

Rich Schofield came forward during open forum to thank the Police Department and LT. Blanchette, on behalf of Mendon Boy Scout Troop 1, for the assistance provided during the recent Summer Fest. Selectman Tinio stated it was a wonderful day and thanked everyone involved for a job well done.

Selectman Tinio made a motion to go into Executive Session under Chapter 30A Section 21 reason three to discuss strategy with respect to litigation and /or collective bargaining; if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Will

reconvene only to adjourn. Roll call vote is needed. Ammendolia aye, Tinio aye, Goddard aye.

Respectfully submitted,
Carol Cook

Documents discussed located in Administrative Secretary's Office:

- BOS meeting minutes for May 21, 2012
- One-day All Alcohol license for Earth Limited at Southwick Zoo
- Kelly-Miller Bros. Circus, Ltd Certificate of Liability Insurance
- Letter from Tracy Shoultz, Community Mitigation Analyst, ISO dated April 17, 2012
- Letter from David Lowell dated June 18, 2012
- Senior Citizen Property Tax Work-off Abatement Program