

MENDON BOARD OF SELECTMEN

MINUTES OF MEETING----- October 21, 2013

APPROVED-----December 2, 2013

Chairman Tinio, Selectmen Goddard and Reil are present.

Chairman called the meeting to order at 7:10 p.m. and led the pledge.

Missy Kakela-Bottoms, Administrative Assistant to the Board of Health (BOH), Tom Fichtner and Andy Fiske, BOH members joined the Selectmen to discuss need for Missy having 37.5 hours in the Board of Health Office. Chairman Tinio recapped previous discussion that five hours will be moved from the BOH to the new Conservation Commission person to do Water Board duties. The Board of Health would like two and 1/2 hours back to handle additional Board of Health duties required. Missy sent email to Selectmen outlining additional duties. She has not met with her board yet to review the list. Missy explained that the Water Board duties totaled at most one hour when she originally took on the position. An article will be put on the warrant as a place holder for additional hours under Town Hall Salaries for the Board of Health. Missy will meet with the board and submit an updated list.

Linda Hawkes joined Selectmen to discuss sale of bond today to purchase and renovate the new library. **Selectman Goddard made and Selectman Reil seconded a motion that the sale of the \$2,060,000 General Obligation Municipal Purpose Loan of 2013 Bonds of the Town dated November 1, 2013 (the “Bonds”), to Robert W. Baird & Co., Inc. at the price of \$2,106,575.90 is hereby approved and confirmed. The Bonds shall be payable on February 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:**

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2015	\$20,000	0.50 %	2021	\$160,000	3.00 %
2016	25,000	0.80	2022	160,000	3.00
2017	175,000	3.00	2023	160,000	3.00
2018	175,000	3.00	2025	310,000	3.00
2019	165,000	3.00	2027	300,000	3.00
2020	160,000	3.00	2029	250,000	3.375

Further Voted: that the Bonds maturing on February 15, 2025, February 15, 2027 and February 15, 2029 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

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Term Bond due February 15, 2025

<u>Year</u>	<u>Amount</u>
2024	\$160,000
2025*	150,000

Term Bond due February 15, 2027

<u>Year</u>	<u>Amount</u>
2026	\$150,000
2027*	150,000

Term Bond due February 15, 2029

<u>Year</u>	<u>Amount</u>
2028	\$125,000
2029*	125,000

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 15, 2013, and a final Official Statement dated October 21, 2013 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

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Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures in such form as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended. The motion carried unanimously. Linda thanked everyone involved in attaining the upgraded bond rating from AA to AA+ from Standard and Poors.

Alan Gould, Municipal Resources, joined Selectmen and explained the process his recruiting firm uses. One version of the proposal includes a citizen and municipal panel. Process takes 90 days to get to final interview and up to 120 days for the individual to start. This includes time for the individual to give notice to a current employer. Discussion followed surrounding merits of a municipal panel. **Selectman Goddard made and Selectman Reil seconded a motion to sign the Professional Services Agreement with Municipal Resources, Inc. that only includes MRI panel. The motion carried unanimously.** Alan would like a list of issues the town is facing, salary range, job description and minimum qualifications.

Selectman Goddard made and Selectman Reil seconded a motion to sign the Amended and Restated Aggregation Agreement. The motion carried unanimously.

Selectman Goddard made and Selectman Reil seconded a motion to sign the Agreement between the Mass. Coalition of Police Local 188A on Behalf of the Mendon Police Civilian Employees Assoc. & Town of Mendon Two-Year Contract 7/1/2013 – 6/30/2015. The motion carried unanimously.

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Selectman Goddard informed others that he met with Northeast Real Estate Solutions. They hoped Mendon would be an off taker of solar electricity. Specifics are now in the letter of intent and previously blank sections have been filled in. Town needs to confirm that this will not effect contract with Constellation Energy. *Action: Diane Willoughby will get the Constellation Energy contract for town counsel's opinion.* Members agreed to sign it as long as being an off taker will not have impact on the Constellation contract.

Rich Schofield, Finance Committee Chairman, Willem Angenant, Finance Committee Member and Jeanne Davoren, Finance Committee Secretary, joined Selectmen to discuss warrant. Mr. Schofield feels confident \$15,600 per year can be accommodated in the budget for stipends. *Action: Diane Willoughby will get back to Rich with the estimated amount for advertising the Town Coordinator/Administrator. She will also confirm with Duncan about who gets \$7500 interconnection payment.* Money is also needed to cover the overlap for Treasurer/Collector Salaries for clerks. Dispatch salary article is needed to replenish the account as not enough money was originally budgeted. Public water supply expenses are supposed to be paid by users. It is difficult to calculate before usage is known. Rich is working on details with the Water Commission. Linda explained need for interest payment article. Water commissioners recommend purchasing new water meters that would save the town money. Tax Title and unemployment benefit article for \$2326.91 needs to be added.

Phil Lombardo, Attorney for Cumberland Farms, joined the Selectmen to discuss the article for their easement. It is being requested as a starting point to negotiate. They cannot go forward with their project without the easement. Mr. Lombardo described the building to have a colonial design. *Action: Diane to ask Anne about reason for the article regarding vote to report. She will also ask Bill Ambrosino, Planning Board Chairman, if there is a time constraint that would require by-law articles. To be put on this warrant.* Capital Expenditure Articles will be put on the Annual Town Meeting warrant. November Special Town Meeting warrant will be signed October 28.

Selectman Goddard made and Selectman Reil seconded a motion to appoint David Kurczy, Police Department Representative, and Mark Bucchino, Fire Department Representative, to the Insurance Advisory Committee for a term to expire June 30, 2014. The motion carried unanimously.

Chairman Tinio announced that there is an open police officer's position as a new officer took a position in Sturbridge. A former officer who was part of the layoffs has expressed interest in coming back.

Selectman Goddard made and Selectman Reil seconded a motion to appoint Victoria R. Schotanus and Shantel G. Smith as part-time dispatchers at a rate of \$16.00 per hour effective October 21, 2013. The motion carried unanimously.

Selectman Goddard made and Selectman Reil seconded a motion to appoint Margaret Bonderenko, 17 Washington Street, to the Website Committee with a term to expire June 30, 2014. The motion carried unanimously.

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Selectman Goddard will attend a meeting in Town Hall Thursday between 8:00 a.m. and 8:10 a.m. with CMRPC & MAPC. Town counsel will draft a letter requesting surrounding community status for Mendon. We need to solicit the State within ten days of Foxwoods applying for a casino license.

Selectman Goddard made and Selectman Reil seconded a motion to approve the regular session meeting minutes and executive session meeting minutes not be released of September 23 & 30 and October 7, 2013 regular meeting minutes written. The motion carried unanimously.

Selectman Goddard made and Selectman Reil seconded a motion to authorize Chairman Lawney Tinio to sign the Contract Agreement with Andrews Survey & Engineering, Inc. for an Instrument Survey to Stake Lot Line Between Parcel A & Lot 48 on Warfield Road. The motion carried unanimously.

Selectman Goddard made and Selectman Reil seconded a motion to authorize Lawney Tinio to sign the COA contract grant with the Executive Office of Elder Affairs. The motion carried unanimously.

Selectman Goddard made and Selectman Reil seconded a motion to enter into Executive Session at 8:40 p.m. under M.G.L.c30A, Sec. 21 to discuss deployment or strategy regarding security personnel or devices. A roll call vote is needed. The meeting will reconvene only to adjourn. Goddard- aye, Tinio-aye, Reil-aye.

Respectfully submitted,

Diane Willoughby
Administrative Assistant

Documents Discussed Located in 'Administrative Secretary's' Office:

Email/Letter from Missy Kakela-Bottoms dated October 21, 2013 to Selectmen Reil, Goddard and Chairman Tinio

Agreement between the Mass. Coalition of Police Local 188A on Behalf of the Mendon Police Civilian Employees Assoc. & Town of Mendon Two-Year Contract 7/1/2013 – 6/30/2015

COA Formula Grant Contract with Executive Office of Elder Affairs

Appraisal Report of a Proposed Easement within a 100-Foot Well Radius, 3 north Avenue, Mendon, MA, October 7, 2013

Amended and Restated Electricity Aggregation Agreement dated October 21, 2013 with Hampshire Council of Governments

Contract Agreement with Andrews Survey & Engineering Inc. for Parcel A & Lot 48 Warfield Road, Job 2013-294

Contract Grant with the Executive Office of Elder Affairs

Letter of Intent (LOI)/Town of Mendon (Mendon) / Net Metering Agreement dated October 1, 2013