

MENDON BOARD OF SELECTMEN

MINUTES OF MEETING----- March 25, 2013
APPROVED-----April 1, 2013

Chairman Ammendolia, Selectmen Goddard and Tinio are present.

Chairman Ammendolia called the meeting to order at 7:33 p.m. and led the pledge.

Richard Robinson joined Selectmen to discuss the Town Coordinator position and his experience. Mr. Robinson would recommend doing an assessment of what position was in past, currently and what they want to see in the future. Mr. Robinson does not feel there is time to get an article for a permanent solution on the warrant for May. He also suggested getting someone outside of the town to do a departmental assessment and conduct interviews with BOS members to determine their views. It would take an estimated six months. An article could be put on the 2014 annual town meeting or a special town meeting. Mr. Robinson said other towns hire an interim coordinator or manager. This person could also do the assessment. The Town Coordinator search committee recommended a Town Manager. Mr. Robinson suggested board draft a proposal of what they want him to do or meet to do the same that outlines when, how often, duties, and compensation if any. Selectmen also discussed assessing the potential Financial Director position. Mr. Robinson said some smaller cities have one individual as Town Manager who has a financial background. *Action: D. Willoughby to send Richard the Long Range Financial Plan, Town Coordinator Search Committee Report, Town Policies, and the 2005 DOR Report.*

Richard Lareau & Richard Schofield joined the Selectmen to discuss town building maintenance needs. The third member cannot continue as a member of the committee. Anyone interested in joining can contact the Selectmen's office. It is a five-member committee one of whom needs to be from the Finance Committee. The last report was from two years ago. This report needs to be re-done with input from different departments. Mr. Lareau would like to see at least one more member, preferably two. Building maintenance and other capital expenses need to be assessed.

Ann-Renee Larouche, Hampshire Council of Governments, joined the board to discuss municipal aggregation which is bulk purchasing of electricity to lower costs for residents and municipalities. There is no cost to the Town or obligation for anyone to join. There are currently 36 cities/towns that have joined the aggregation. The requirement for participation would be a town meeting vote to authorize the BOS to sign a contract with the Council. This is currently in front of the Department of Public Utilities and participation has not started yet. She is hoping to get approval within the next few months. They have a green model to provide funds to green projects. Mendon's accounts are with Constellation Energy. We are starting the second year of the three-year contract. The contract with the Hampshire Council would not be for municipal

buildings. A representative would be willing to attend the Annual Town Meeting. Ann-Renee will send the BOS their standard contract. *Action: D. Willoughby to send Anne-Renee and Ken the article wording currently on the warrant.*

Chairman Ammendolia read and members signed the April 30, 2013 State Primary Ballot.

Linda Hawkes joined the Selectmen to discuss a two-month, unpaid leave for Lois, the part-time finance clerk starting next week (April 1 to May 31). Linda would like to keep the position open for her. She will ask Lois to let her know at the end of April if she is able to return. Linda has spoken with two people who are willing to fill in temporarily. Jenn Welch is willing to work up to nine more hours each week, three hours every Monday, Tuesday and Wednesday. Jean believes Jenn is currently working 28 hours per week. Linda would like to authorize Sherry Grant to work an additional five hours per week on Monday from 1:30 p.m. to 6:30 p.m. Sherry currently works up to four hours. Lois works 18 hours. Linda may need to close the office at times. Before additional hours are added to a union employee's schedule, the union needs to be notified. *Action: D. Willoughby to contact Paul Coffey and Jean Berthold to see what the Board needs to do to notify the union in order for them to make a decision. This Item shall be added to the April 1 agenda.*

Selectman Tinio made and Selectman Goddard seconded a motion to renew the Common Victualler, Monday through Saturday Automatic Amusement Device (6 Kiddie Rides) and Public Entertainment on Sundays Licenses for Southwick's Wild Animal Farm, Inc. d/b/a Southwick's Zoo, 2 Southwick Street pending positive return of pending routing slip. The motion carried unanimously.

Selectman Tinio made and Selectman Goddard seconded a motion to approve the March 19, 2013 minutes. Motion carried unanimously.

Chairman Ammendolia read the letter from Amy Burns regarding the passing of Douglas Taylor. *Action: D. Willoughby to send a letter from the board to Mr. Taylor's survivors and put a notice on the town's web site regarding open Custodian of Soldiers' & Sailors' Graves position, contact Sue Tetreault (commander of Roger L. Wood Post) and notify Robin Fletcher. She will also put on April agenda if anyone responds.*

Chairman Ammendolia read notice for the Annual Town Cleanup.

Chairman Ammendolia read the memorandum from Dr. Michael Fitzpatrick regarding the recently proposed new debt with delayed impact. *Action: Chairman Ammendolia asked Mr. Schofield to monitor the status.*

Jean Berthold said Ken O'Brien suggested putting the article to accept MGL Chapter 59, Section 5N to have it in place when funding is available. It will establish a program allowing veterans to volunteer to provide services to the Town in exchange for the Town reducing their real estate property tax obligation. It is similar to the senior abatement

program. <Recording stopped to change DVD> Mr. Schofield suggested finding a funding source for an account to handle the liability for tax abatement.

Action: D. Willoughby to ask Attorney R. Mangiaratti about combining two articles for mosquito control. She will ask Interim Town Coordinator Horn about town's responsibility about keeping sidewalks clear. Is there a statute? What would it take to incorporate a by-law?

Willem will be sending a letter to the Board of Selectmen with his interest to serve on the Capital Planning Committee. **Selectman Tinio made and Selectman Goddard seconded a motion to the Capital Planning Committee to expire June 30, 2013. Appoint Willem to Capital Planning Committee. Motion carried unanimously.**

Delete Article 22 from warrant per Rich Schofield. It is already included under Article 4.

Selectman Tinio made and Selectman Goddard seconded a motion to adjourn the meeting. The motion carried unanimously.

Respectfully Submitted,

Diane Willoughby
Administrative Assistant

Documents Distributed located in Administrative Secretary's Office:
Robert Robinson's resume
Southwick's Wild Animal Farm, Inc. d/b/a Southwick's Zoo, Common Victualler,
Automatic Amusement Device and Public Entertainment on Sunday Licenses
April 30, 2013 State Primary Ballot
Draft May 3, 2013 Annual Town Meeting Warrant
Daily Hampshire Gazette Editorial dated October 17, 2012 and Q&A Municipal
Aggregation of Electricity from Hampshire Council of Governments
Letter dated March 17, 2013 from Amy J. (Taylor) Burns
Email dated March 23, 2013 from Rich Schofield regarding Town Clean Up
Memorandum dated March 20, 2013 from Dr. Michael F. Fitzpatrick, Superintendent-
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