

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

Chairman Goddard called the meeting to order at 7:00pm

**Selectman Reil made and Selectman Schofield seconded a motion to approve the regular session meeting minutes of June 2, 16 and 25 and the executive session minutes of June 2 not to be released and the June 16 and 25 to be released.** Selectman Schofield asked if the change was made to one set of minutes. Neither Diane nor Selectman Schofield could recall which minutes nor the change. *Action: Selectman Schofield will look and see if it was changed. The motion carried unanimously.*

Resident Dale Pleau approached the board and explained he wrote check for a burn permit in April which bounced due to closing the account. The Assistant Treasurer/Collector sent him a letter saying there was a bounced check fee. He appealed the \$25 penalty on a \$10 check as he feels it is excessive. The Department of Revenue did not want to get involved. He later used electronic bill pay to pay his trash bill. The Asst. Treasurer/Collector told him using bill pay was like using a personal check. They could only accept cash or a certified check from him since the \$10 had bounced. Mr. Pleau brought a box of change to pay his bill because of his level of frustration. He felt the Treasurer/Collector's office should be as inconvenienced as he has been. Mr. Pleau is looking for some relief of the cash or certified check-only restriction. Otherwise, he will be paying the tax bill with change. Selectman Schofield asked if there is more to the story. Mr. Pleau said he feels there is an issue with the Treasurer/Collector backing the letter the Assistant Treasurer/Collector's sent. *Action: Administrative Assistant Newman will look into why the electronic bill pay is not considered cash tomorrow and will respond to Mr. Pleau in writing.*

Daniel Byer, Parks Commissioner and Parks Department Administrative Clerk presented his departmental report. This summer has had the highest enrollment in the recreation program since budget cuts. There were 29 students last year. This year to date, there are 51 students for lessons--22 from Mendon, 18 from Uxbridge and 11 from other towns. Uxbridge had closed their program and joined Mendon's. There is \$1,000 profit from the first session of lessons. Repair project on basketball courts is finished which used Community Preservation Funds. He will put specifications together for fence and tennis courts. The grant has been filed. We should hear by September whether the town receives funds. Locks have been re-keyed and hardware has been upgraded to be ADA compliant. They are looking at repairs for the dirt parking lot on Millville Street. Paving would be a minimum of \$200,000. The newer walk-behind mower no longer works. They would like to replace it with a ride-on mower within the next two years. They haven't had any problems with their riding mower. He would like the Highway Department to purchase the trackless equipment they could share which costs \$156,000 solving problems for both departments or, if not, a z-track for \$15,000 (ride-on diesel, zero turn) which would be dedicated to Parks and Recreation. They are trying to find some other projects like lighting at the baseball fields that could be funded with Community Preservation funds. Leagues pay field fees and maintain the infield

Upcoming events are the cardboard boat race on July 17 (rain date July 24) and free concerts on August 6 and 14. The Summer Recreation program is running. Drop-offs are welcome at 45 Taft Ave. The Facebook page has all information. Mr. Byer will also put it on the town website. The free Beach Blast cookout is on July 19, rain date July 20. He submitted a request to sell beer at the event.

**Selectman Reil made and Selectman Schofield seconded a motion to grant the Mendon Parks Department a Special License to sell beer and wine at the Beach Blast on July 19 with a rain date**

of July 20 from 11:00 a.m. to 10:00 p.m. Mr. Byer said wrist bands will be given to those identified as over 21 and he will be responsible for monitoring the bands. **The motion carried unanimously.** Ms. Newman gave an update on easement on a resident's (Mr. Hinton) property and location of a drainage pipe. The land was surveyed and the pipe was located. Ms. Newman is requesting direction from the board for subdivision of the property. The location of the easement on the deed was incorrect. The owner wants the deed to be changed if ownership changes. **Selectman Reil made and Selectman Schofield seconded a motion to have town counsel draft a recommendation for the drainage easement on Mr. Hinton's property. The motion carried unanimously.**

Ms. Newman explained there are a couple of options for compensation of the Building Inspector's salary. In the past there was a stipend plus a percentage paid depending on the amount of applications. The recent trend is to eliminate that and have a set salary for a number of set hours. It shifts the focus away from quantity to quality of inspections. In 2006 flat salaries were used. The majority of the six surrounding towns have the inspector paid based on a salaried amount. Most do a combination. Selectman Schofield asked Ms. Newman what the total compensation is in a like community for the job function. She said full time is \$20,000 annually. Part-time is \$10,000 which is more than Mendon's \$6,000 current salary. Selectman Schofield said some area towns keep 15% of the fee and 85% goes to the inspector. Selectman Schofield does not feel we are in a strong enough financial position to pay a flat fee. He would like to propose something in arrears for FY14. He feels we cannot do anything to change the compensation until receipts are certified in November. In FY14 we budgeted based on \$80,000 for permit receipts and assumed 15% will go to pay the inspectors. Permit receipts totaled \$110,000. He feels we could give some of the difference as a one-time adjustment for FY14 and do the same for FY15, if 35 % is given only for the amount over the estimated \$80,000. That would total \$10,000 for the building, plumbing, gas, and wiring inspectors. Chairman Goddard was leaning toward a fixed salary as that amount would be set. Selectman Schofield noted every 5% movement in the percentage of the permit fee increase in salary translates to \$4,000. Selectman Schofield would like a suggested target from Ms. Newman. Chairman Goddard asked for a formal job description and hours worked. Ms. Newman said it has a lot to do with the economy and how many permits are being issued. Selectman Schofield mentioned that zoning enforcement should be included and we should be researching the structure of a typical 6,000-resident town. Selectman Reil felt that he needed time to consider the matter and it was agreed to table it for now and return to the discussion at a later date since no action could be finalized until the next Town meeting.

Chairman Goddard would like input and feedback on the matrix he distributed regarding the Board's focus for FY15. Selectman Schofield would like to spend time looking at it as he just received it today. Selectman Reil and Goddard feel it is comprehensive. Initial focus will be on the 350th anniversary committee, multi-year budget, and cross-Mendon coordination. Selectman Schofield would like to add universal job descriptions.

Sergeant Kurczyk explained the Police Department received a grant for \$380,000. Work was done in three stages-- computer upgrade, updating dispatch (\$190k), and a communications tower on Inman Hill. The steel has been ordered. Sergeant Kurczyk invited the Selectmen to visit the site. He received a quote for \$4300 which is not in the grant for extra wire and antenna. It could be used by a telephone provider or another town to join the regional dispatch in the future. This can be addressed in the next month. Sergeant Kurczyk doesn't foresee maintenance except for grass cutting. Selectman Schofield said we need a more defined plan for having another town join the regional dispatch. He offered to assist in soliciting invitations and organizing meetings. Selectman Reil would like to see some interest before spending \$4300. Sgt. Kurczyk said Verizon or Sprint may also be interested. Ms. Newman offered to

meet with other cell phone providers as she has past experience. Chairman Goddard wants to make sure Ms. Newman is spearheading the research. Ms. Newman will visit the site. A project manager is being funded by the grant. Sergeant Kurczy explained this tower is for police and fire radio communication, not for cell phones. If a cell phone provider is interested in leasing the tower, this would increase cell phone coverage. He is looking to complete this project in order to apply for another \$200,000 grant.

**Selectman Reil made and Selectman Schofield seconded a motion to appoint Norm Round of 6 Parker Road to the Capital Planning Committee with a term to expire of June 30, 2017.**

Selectman Schofield said Norm will make a great addition to the Committee. **The motion carried unanimously.**

Chairman Goddard explained procurement officer was listed in the Town Administrator's job description. Ms. Newman explained Mr. Tetreault, Highway Surveyor, is also a purchasing officer. There needs to be a town representative for procurement. It allows her to do evaluation and preparation. She said there is an advantage to getting her certification from the State. This will not take away from the Selectmen's authority. **Selectman Reil made and Selectman Schofield seconded a motion to appoint Kimberly Newman as Procurement Officer with a term to expire June 30, 2015. The motion carried unanimously.**

Chairman Goddard stated he is not interested in offering the insurance buy-back program at this time. He said that it would require more research. Selectman Schofield said if it was based on a percentage of the insurance premium, he would not have an objection as it would save the town money. Selectman Reil said he would need to do more research. Ms. Newman recommended looking at what other municipalities are doing and at our existing contract. In places where she has worked, it was a percentage of the plan offered. Sergeant Kurczy said he took advantage of a three-year plan Mendon had offered. For the first year he received \$6,000, second year \$4,000, and third year \$2,000. He was able to use his wife's insurance. Mendon's plan is very reasonable but the cash incentive made it worthwhile. Members agreed this will be considered for FY16.

Selectman Schofield explained that on May 5, 2017 Mendon will turn 350 years old. Mr. Rudden approached him with some good ideas to commemorate the event. There have been multiple committees with a main committee used for past celebrations. It seems that there are several people already interested. **Selectman Reil made and Selectman Schofield seconded a motion to form a seven-member 350<sup>th</sup> Anniversary Committee with terms to expire December 31, 2017. The motion carried unanimously.**

Nicholas Herd, Parks Department Lifeguard, approached the board explaining he and his friends would like to camp on Christmas Island. He will clear space. Ms. Newman spoke with town counsel and was advised that each member must sign a release form like the one used for the summer recreation program. Mr. Byer said the campers could use the bathroom at Lake Nipmuc. **Selectman Reil made and Selectman Schofield seconded a motion to allow Nicholas Herd to camp on Christmas Island on August 1 or 2, 2014 pending receipt of liability release, by each participant, used by the summer recreation program. The motion carried unanimously.**

Ms. Newman has started to schedule the November special town meeting. The week of the 24th is not good because of the Assessor's certification. The Town Clerk is not available the week of the 17th; however, everyone else is available. *Action: Ms. Newman will confirm the meeting date and whether the Town Clerk needs to attend.* The meeting date will be set at the July 21 BOS meeting and a time line

will be discussed. Selectman Schofield would like to understand all the steps and deadlines involved and wants to ensure the Finance Committee is included in the time line. All zoning items need to be reviewed before the Selectmen and proper hearings must take place.

**Selectman Reil made and Selectman Schofield seconded a motion to allow the Bay State Trail Riders Association to use the Inman Hill Trail on August 3, 2014 for their Annual Poker Run pending proof of adequate Certificate of Liability Insurance. The motion carried unanimously.**

Ms. Newman asked for Selectmen's approval for payment of the six-month copier service agreement with Northern Business Machines. Ms. Newman would like to look at a newer system. **Selectman Reil made and Selectman Schofield seconded a motion to authorize the payment of \$1391.25 for the Northern Business Machines maintenance agreement and supplies (June 9, 2014 through January 7, 2015) for the existing Town Hall Copiers.** Ms. Newman noted that the payment is very inexpensive. **The motion carried unanimously.**

Chairman Goddard explained there are items of the town's interest with the State legislature. One is tax policy regarding the senior abatement program. He would like to provide support with our legislators. He would not want this income included as taxable income. The drafted letter supports the act to make changes to the tax code. Mr. Skinner, 143 Hartford Avenue East, offered to draft a letter asking for neighboring towns' support. Members concurred. **Selectman Reil made and Selectman Schofield seconded a motion to write a letter of support to Representative McGovern- H.B. 1840, the Senior and Retired Volunteers Act. The motion carried unanimously.**

Another legislative act takes local zoning authority away from the municipality. Selectman Schofield doesn't want to lose the ability to increase cell phone coverage. Selectman Reil doesn't want to sign a letter of support until he has more time to review the act. Ms. Newman explained the Planning Board will also be considering signing a letter of support. There will be no action at this time.

Chairman Goddard explained that when collective bargaining for Town Hall Union settles their contract, they typically give the same increase to non-contract and non-union employees. Selectman Schofield made clear that this is simply a housekeeping item because this 3% increase has been budgeted for all along and was included in the budget approved at the last Annual Town meeting. **Selectman Reil made and Selectman Schofield seconded a motion to authorize a three percent increase for non-contract and non-union employees retroactively for fiscal year 2015. The motion carried unanimously.**

Ms. Newman explained that the solar lease is being finalized. Expected completion and operation is still August 2015. There will not be an issue with raising the cap as long as it is completed before August 2015. After that date, the cap and regulations may change

Selectman Schofield explained that Hopedale is increasing water rates to Mendon. He has met with the Finance Committee. He is going to speak with Leah, Water Commission Administrative Clerk and give the Water Commission a recommendation on how to set the new rate to cover the increase.

**Chairman Goddard made and Selectman Reil seconded a motion to move to enter into Executive Session under MGL Chapter 30A Section 21 to conduct a collective bargaining session with the Mendon Permanent Firefighters Union and to discuss strategy with respect to litigation as an open**

**MINUTES OF MEETING----- July 9, 2014**  
**APPROVED----- July 21, 2014**

**meeting may have a detrimental effect on the litigating position of the Board of Selectmen and I so declare. A roll call vote is needed. Schofield-aye, Goddard-aye, Reil-aye.**

**Selectman Reil made and Selectman Schofield seconded a motion to adjourn. The motion carried unanimously.**

Respectfully submitted,



Diane Willoughby  
Administrative Assistant

Document Discussed located in 'Administrative Secretary's' Office:

Regular Session Meeting Minutes of June 2, 16 and 25, 2014

Executive Session Minutes of June 2, 16 and 25, 2014

Northern Business Machines Equipment Maintenance Agreement dated July 5, 2005

Northern Business Machines Invoice No. 599276

FY15 Focus Matrix

Easement Plan of Land in Mendon, MA, Owner Stephen D. & Carolyn F. Hinton, 113 Providence Street, dated June 4, 2014

Com Tronics Quotation Number 16674-0 Dated July 8, 2014, Quotation Number 15403-1 Dated March 13, 2014, Quotation Number 15831-2 Dated April 30, 2014, Trylon TSF Section 20 Template Drawing No. 000001.620.0108 & 140Ft S700 Supertitan Tower Drawing No. 000001.620.0256

Letter dated July 9, 2014 to Honorable Representative McGovern from Board of Selectmen