

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 7:00 pm

**Selectman Reil made and Selectman Schofield seconded a motion to approve the regular meeting minutes of July 9, 2014 and the July 9, 2014 executive session meeting minutes not to be released. The motion carried unanimously.**

Mr. Skinner approached the Board regarding his writing a letter in support of HB1840. Chairman Goddard's understanding was that the Mr. Skinner would draft and the Selectmen would sign. *Action: The Selectmen will review the letter, give Ms. Newman feedback and they will sign it.*

Jane Lowell explained the Board asked the Historical Commission for their recommendation where the Honorable David Joy fountain should be located. They recommend that it be placed in Founder's Park. It is currently in the driveway of the old Ammidon Inn. Mr. Tetreault, Highway Department Surveyor, couldn't move it any further. It would be closer to its original site and less likely to get hit. Ms. Willoughby noted that there is a deed restricting what can be placed at Founder's Park. Chairman Goddard said the town should do due diligence to make sure deed restriction is honored. Jane Lowell indicated while that may be the case, this has not been adhered to in the past. Someone on the Preservation Mendon Committee may be available to do the research.

Chairman Goddard stated that correspondence to the board will be a standing item and will come to the Board before the meeting.

Another standing item on agenda is Department, Board & Commission Reports. The Treasurer/Collector sent her written report to Selectmen before the meeting. Ms. Hawkes explained there is an open position for a clerk in her office. She is taking applications until this Thursday. She will share them with the Board and will give them three recommendations. The person will also be a municipal clerk and understand that he/she will float to other offices. Hours for her office have been changed: Monday 9:00 a.m. to 6:30 p.m. and Tuesday through Thursday from 9:00 a.m. to 4:00 p.m. Tax bills are due August 1 and Nov 1. Since November 1 is a Saturday, it will not be due till the 3<sup>rd</sup>. She will be in the office for six hours on Friday August 1. She has committed \$5.8 million in taxes which is \$142,000 more than last year's preliminary commitment. There were five properties worth \$10,600 in unpaid FY13 real estate taxes for which she advertised in Milford Daily News for tax taking. Last year she advertised 18 properties worth \$50,000 in taxes. She has a lot of tools at her disposal to help residents who are having difficulty paying. There is a total of \$600,000 outstanding in tax title including interest & fees. She doesn't expect to see this money in the office due to title problems that will require spending money to realize. It could cost \$6500 to do have title research done on two particular properties. She has accounted for 98% of committed taxes for FY14. She is developing a policy manual. She referenced her policy on returned checks. The \$25 fee is to compensate time spent handling them. The incident discussed at the last meeting was due to a resident not having made good on a returned check. If there are three bounced checks in one year or there is an existing outstanding bad check, then her office can only accept a bank check (not personal).

Ms. Newman confirmed a Town Clerk needs to be at Town Meetings. We are considering Wednesday, November 5 or Thursday, November 6. Chairman Goddard said we must make sure free cash is certified by the meeting date. Ms. Cataldo, Town Accountant, is not able to attend on Thursday. The Assistant Clerk would need to be sworn in at the Town Meeting if the Town Clerk is not available. Selectman Schofield will work with Ms. Willoughby to develop a timeline that can be used for all Town Meetings. This will be reviewed at next meeting.

Selectman Schofield reported that eight people have told him they are interested in serving on the 350<sup>th</sup> Anniversary Committee. Representatives from the Historical Commission, Parks & Recreation Committee and Mendon Brothers of the Brush would be beneficial. He will ask individuals to send an email of interest. Between 16 and 17 people told him they would be interested in being on a subcommittee. In a couple of weeks the Board will appoint individuals. If there is a major influx of people interested, we may want to have criteria such as involvement in other anniversary committees, historical background, etc.

Ms. Willoughby explained the ABCC informed her of missing paperwork for the transfer of the alcohol license to Imperial Ballroom. Attorney Antonellis has submitted one of the missing documents. He expects to receive the other, Certificate of Good Standing, from the DOR shortly. Ms. Willoughby recommended approving the transfer pending its receipt. **Selectman Reil made and Selectman Schofield seconded a motion to allow a transfer of an annual all alcohol restaurant license from Rouleau & Son, Inc. to Imperial Ballroom LLC, 6 Nipmuc Drive pending receipt of previous owner's Certificate of Good Standing and positive routing slips. The motion carried unanimously.**

**Selectman Reil made and Selectman Schofield seconded a motion to increase the number of used cars allowed on premises to be sold from 10 to 25 for Brian's Tire & Brake, 28 Hastings Street.** Mr. Skinner, resident, asked if any Selectmen have seen the site. Selectman Schofield said he has. Ms. Willoughby replied the Building Inspector signed off. **The motion carried unanimously.**

Larry Pearson explained to the Board that he wishes to withdraw Lot 6 Quissett Road, approximately 4.8 acres, from M.G.L. Chapter 61A. It is on the easterly side of Quissett Road, not the side on which the farm resides. He has a Purchase and Sale Agreement for \$75,000. The Town has the first right of refusal to purchase the property. He notified Anne Mazar, Land Use Committee Chairperson, Historical Commission and the Water Board as a courtesy. The Land Use Committee is not recommending the town purchase. **Selectman Reil made and Selectman Schofield seconded a motion to not exercise the option to purchase Lot 6 Quissett Road under M.G. L. Ch. 61A. The motion carried unanimously.** *Action: Ms. Willoughby or Ms. Newman to send Mr. Pearson a letter this week confirming the vote.* Chairman Goddard stated they will be discussing the Chapter 61A process in the future.

Members discussed upcoming meeting dates. Due to travel and vacation commitments, they agreed to meet on August 18 and 25.

Dan Byer, Parks Department Administrative Clerk, informed Selectmen that the Parks & Recreation Department would like to amend the date for their one-day Liquor License. They need Selectmen's approval prior to their next scheduled meeting to change their events from July 19<sup>th</sup> to coincide with Cable 8 concerts on August 6 and August 14. **Selectman Reil made and Selectman Schofield**

seconded a motion to amend the date of the one-day liquor license from July 19 and rain date of July 20<sup>th</sup> from 11:00 a.m. to 10:00 p.m. to August 4<sup>th</sup> through the 19<sup>th</sup> and can only be sold on August 6<sup>th</sup> and August 14<sup>th</sup> from 12:00 p.m. to 11:00 p.m. Mr. Byer confirmed wrist bands will be sold and he is responsible. **The motion carried unanimously.**

Chairman Goddard confirmed with Ms. Willoughby that she has received only one letter of interest for the Cultural Council positions. **Selectman Reil made and Selectman Schofield seconded a motion to appoint Kathleen Murphy of 28 Lovell Drive to the Cultural Council with term to expire June 30, 2017. The motion carried unanimously.**

Mary Bulso, Project Manager for the new Taft Library, explained that the bids received for asbestos abatement were \$19,200, \$44,000 and \$56,000. The project was estimated at \$43,000. The abatement consultant feels Allstate Asbestos Abatement, who is the low bidder, is reliable. The owner acknowledges material was left out of his bid but he will honor it. He is bonded. **Selectman Reil made and Selectman Schofield seconded a motion to award the Asbestos Abatement Contract for the new Taft Library, 29-31 North Avenue to Allstate Asbestos Abatement, 55 Harvard Street, Lowell, MA. The motion carried unanimously.**

Kim Newman, Administrative Assistant, reported that Blue Wave Capital with assistance of North East Real Estate Solutions have been surveying the solar site. Selectmen received a letter from the Friends of the Mendon Police Station. Ms. Newman drafted a letter on behalf of the Board to discuss future options. Kim suggested a September meeting with them. Members approved of the letter. Ms. Newman explained that last week the Town received a \$242,000 Green Communities Grant award. The letter regarding Mr. Hinton's easement still needs some changes; therefore, they will not be reviewing it at this meeting.

Selectmen Schofield said he needs email distribution list for Selectmen. It should be a generic name. He assumed email that comes to the BOS address comes to the members but it does not. Selectman Schofield wants to make sure all emails go to all Selectmen. Ms. Willoughby should have an Administrative Assistant email address. Selectmen, Ms. Newman and Ms. Willoughby will keep their individual email addresses which would be part of the distribution list. Chairman Goddard did not have a preference and deferred. He wanted to make it clear that mail is not going into a black hole. Selectman Schofield's issue is the ease of making sure all Selectmen get the same emails. *Action: Selectman Schofield will take care of getting email addresses. He said there is no service cost from our provider.*

Kim Newman explained Spectra Energy's request. They need to do an archaeological hand survey. *Action: Ms. Willoughby to send Mr. Byer the request.* They want to do the survey early August. Ms. Newman offered to witness the survey to provide oversight. Mark wants to make sure they are not using an excavator. Chairman Schofield wanted more time to read their document. Selectman Goddard suggested a timeline such that the Conservation Commission could have the Notice of Intent in tandem with or before the survey. Selectman Schofield would like to know why this needs to be done early August. Members agreed to table the issue until their August 18 meeting. If they have a compelling reason why it needs to be early August, they will meet again before then. *Action: Ms. Newman to call Spectra Energy for more details.*

Selectmen reviewed Chapter 90 requests for the Highway Department. Selectman Reil made and Selectman Schofield seconded a motion to sign the following Chapter 90 Requests: improve drainage/reclaim 2 1/2" binder on Bates Street & Bellingham Street (to Route 140) for estimated \$111,997.00, resurface 15,767 feet on Millville Street for estimated \$25,356.45 and resurface 5,400 feet on Washington Street for estimated \$100,518.60. The motion carried unanimously.

Ms. Newman reported that she attended the Green Communities Award ceremony in Ashland. The majority of the money is for the school; however, \$111,000 is for a HVAC system for the new library. The amount Mendon received was significant compared to what other towns received. **Selectman Reil made and Selectman Schofield seconded a motion to authorize Michael Goddard to sign the Green Communities Grant Award Contract Document. The motion carried unanimously.** Ms. Newman explained there is approximately \$21,000 in the grant for project oversight. The Selectmen need to appoint someone as the Project Manager. Mr. McHenry can be appointed again or the position can be advertised. Chairman Goddard suggested that Mr. McHenry come to a meeting to prepare and present a formal report on the 18<sup>th</sup> or 25<sup>th</sup>. Members agreed that Mr. McHenry has done a good job in the past and they don't see a need to advertise the position. They will discuss Mr. McHenry's level of interest at an upcoming meeting.

**Selectman Reil made and Selectman Schofield seconded a motion to locate the Honorable David Joy watering trough to Founder's Park pending review of the deed.** Jane Lowell, Historical Commission member, provided some history. **The motion carried unanimously.**

**Selectman Reil made and Selectman Schofield seconded a motion to enter into Executive Session MGL Chapter 30A Section 21 to conduct a collective bargaining session with the Permanent Firefighters Union, to conduct contract negotiations with Linda Hawkes, Treasurer/Collector and to conduct a strategy session with respect to contract negotiations with Kimberly Newman, Town Administrator. Reil-aye, Schofield-aye, Goddard-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 & Executive Session Meeting Minutes of July 9, 2014  
Imperial Ballroom's Form 43 and License for Alcoholic Beverages, Imperial Ballroom LLC dba Imperial Ballroom, 6 Nipmuc Drive.  
Class II License Brian's Tire & Brake, 28 Hastings Street  
Agreement Between the Mendon Permanent Firefighters Union Local 4936 I.A.F.F. and The Town of Mendon One Year Contract (July 1, 2014 to June 30, 2015)  
Green Communities Competitive Grant Application Documentation

**MINUTES OF MEETING----- July 21, 2014**  
**APPROVED-----August 18, 2014**

Letter from Larry & Sandra J. Pearson to BOS dated July 15 2014 (includes associated Purchase and Sale Agreement/Notarized Certification

Letter from Friends of Mendon Police Station Committee Members to Mike Goddard dated June 6, 2014

Letter from BOS to Eric Peterson, Friends of Mendon Police Station dated July 14, 2014

Easement Deed, Stephen D. Hinton & Carolyn F. Hinton, 113 Providence Street

Email of interest from Kathleen Murphy dated July 16, 2014

Treasurer Department Head Meeting Notes dated July 21, 2014