

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 7:01 pm.

Chairman Goddard asked to hold approval of the executive session minutes of September 8 because he has notes on them to discuss with Ms. Willoughby. **Selectman Reil made and Selectman Schofield seconded a motion to approve the regular session minutes of September 8, 2014. The motion carried unanimously.**

Andrew Jenrich, Library Director gave his departmental report. There has been increased patron participation in programs and events. They have been at capacity and with wait lists. There has been an increased demand for new materials and interlibrary loans. Mr. Jenrich thanked Children's Librarian Tara Windsor, staff and volunteers for their assistance. The teen advisory club will be reactivated and will be hosting a used book sale on Saturday, November 8. Ted Reinstein of Chronicle will be visiting to discuss his new book on October 21 at 7:00 p.m. Events are listed on the website and in the Town Crier. They are not able to fill niches in certain subject areas and must borrow from other libraries. Selectman Schofield asked why the library has a separate web site from the Town. Susan Darnell, Library Trustee said she had asked if it could be part of the town web site and was told it could not be. Mr. Jenrich is concerned about the current number of limited hours the library is open. They went from being open 57 hours per week in FY10, to 42 hours in FY 11, to the current 30 hours per week since FY12. Patrons have asked for it to be open more hours. He asked for more hours in the future especially since there will be a new library. Selectman Schofield said he can ask the finance committee at budget time informing them of the associated cost. Mr. Jenrich said he collaborates with the Mendon schools, i.e. Clough's summer reading program. It is more difficult at middle and high school levels.

Selectman Schofield made and Selectman Reil seconded a motion to re-appoint Andrew Jenrich as Library Director with a term to expire June 30, 2015. The motion carried unanimously.

Selectman Schofield explained that there are at least 12 individuals who have expressed interest in serving on the 350th Anniversary Committee. **Selectman Schofield made and Selectman Reil seconded a motion to expand the 350th Anniversary Committee from seven to thirteen members. The motion carried unanimously.** Selectman Schofield said the Mendham Brothers of the Brush are eager to assist with planning the events.

Selectman Schofield made and Selectman Reil seconded a motion to appoint Kevin Rudden, 9A George Street; Sharon Cutler, 109 Hartford Avenue East; Daniel Byer, 2 Barrows Road; Wayne Wagner, 116 Millville Street; Susan Barnett, 1 Puddingstone Lane; AJ Byrne, 73 Hartford Avenue East; Anne Marie Corbett, 77 Neck Hill Road; Kathleen Sedgeley Nicholson, 6 Metcalf Road; Sorchia DeFrancesco, 7 Oak Hill Road; Dick Ferrucci, 9 Millville Street; Jonathan Dudley, 91 Millville Street; Morgan Smith, 186B Providence Street to the 350th Anniversary Committee with terms to expire December 31, 2017. The motion carried unanimously.

Ms. Cutler asked what her committee should do next. Selectman Schofield suggested the committee choose a chairperson. Selectman Schofield confirmed there can be subcommittees. Members agreed providing committee updates to the Selectmen are expected. Selectman Schofield said there is a DVD of

the 325th celebration members can view. Mrs. Cook has some commemorative plates that she can give to the current committee if they wish to use for fundraising.

Chairman Goddard requested that the FY15 focus be narrowed down to primary issues. Members agreed that implementing multi-year budget process, job role evaluation and job descriptions, human resources management, and communication are the primary areas of focus. Mendon's 350th Committee will become more of a primary focus as time goes on. *Action: D. Willoughby to put bullets of the focus on the town web site.*

Selectman Reil made and Selectman Schofield seconded a motion to allow the Mendon Lion's Club to use 3 North Avenue, 6 & 20 Milford Street for the Mendon Lions Country Fair on Saturday, October 11, 2014 (rain dates of Oct. 12 or 13) from 10:00 a.m. to 5:00 p.m. pending appropriate Certificate of Liability Insurance and departmental approvals. The motion carried unanimously.

Selectman Reil made and Selectman Schofield seconded a motion to allow The "Trees for Hope" Committee (non profit) to place 36" X 36" free-standing signs advertising the Fourth Annual "Trees for Hope" Festival at the island at intersection of North and Milford St. (Rte 16), island at intersection of Millville Rd. and Rte 16 and the island at intersection of Providence St. and Hartford Ave East on Sunday, November 16. Signs shall be removed on Sunday, December 8. The motion carried unanimously.

Selectman Reil made and Selectman Schofield made a motion to grant a Hawkers, Peddlers, Transient Vendors License to David Andelman at 35 Milford Street pending departmental approvals. The motion carried unanimously.

Selectman Reil made and Selectman Schofield made a motion to allow Chairman Goddard to sign the Standard Contractor Evaluation form for the Olney Cook Shop, 54 Hartford Avenue East. The motion carried unanimously.

Members reviewed the draft November 5, 2014 Special Town Meeting warrant. Members agreed on Article 1 to fix the salaries and compensation for listed elected officials. Ms. Newman clarified that the Building Inspector does not need to be included in Article 2 since the position will be effectively self funded by an increase in fees. An article will be included for aligning salaries with the compensation evaluation. Article 3 is for expenses that were not put in FY15 for meeting and conference dues. Article 4 is for bills of a prior year. A placeholder was put in for adjustments to FY15 salaries subsequent to the job and pay grade matrix assessment. The cost is approximately \$6100. The first step in the process is to properly align people within the existing current grades and steps. The second step is to do an updated analysis. Selectman Schofield said he is not in favor of adjusting the salaries now as it should be done after the second step. Selectmen agreed that all employees' salary adjustments be done at the same time. Selectman Reil thinks it should be a two-step process and the adjustments be made now. He doesn't want to delay making the salary adjustments. Chairman Goddard would like to accelerate the second step and do an external evaluation. Selectman Schofield said he is against the two-step approach but rates it a '4' or a '5' on a 10-point scale. Selectman Schofield stated the reason this is being driven by the employees is to get them closer to where they think they should be. This doesn't do that; all this does is get the current grade and step aligned directly with what is there. This limits our options. Chairman Goddard said he would like to do this sooner rather than later. Selectman Schofield said he would defer

to Chairman Goddard and Selectman Reil. Members agreed to hire a third party to do an evaluation as it would be better accepted. Ms. Newman said we would have to do a Request For Proposals. The cost will depend on whether the job descriptions are current. Ultimately the tax payers will decide whether they want to pay for a third party. Members agreed that article should be added. *Action: Ms. Willoughby to add an article on the warrant for the classification and compensation plan survey.* Ms. Newman recommends having the Building Inspector position added for a certain number of hours with set expectations and salary. It should be done during the budget process and not now, midyear. An option to bring the salary closer to what it should be now would be to increase fees to make up the difference. The fees could be increased from 15 percent to 30 percent. Selectman Schofield reminded everyone that every percentage increase equates to \$4,000. If this is done in the interim, a commitment to making a long-term change must be made. Selectman Schofield said that if the Building Inspector agrees to this then he needs to pick 16 hours per week that he has office hours. Chairman Goddard and Selectman Reil agree. Selectman Reil recommended that the job description be clear. She has drafted and reviewed a job description with the current Building Inspector. Ms. Newman acknowledged that this position will be included in the evaluation. Members also agreed it should be retroactive to the beginning of FY15 and would be included in the FY16 budget. **Selectman Schofield made and Selectman Reil seconded a motion to adjust the compensation of the Building Inspector, Gas Inspector and Electrical Inspector from 15 percent of the permit fees to 30 percent of the permit fees retroactive to the beginning of FY15. The motion carried unanimously.** No direct transfer of money is needed right now for the Building Inspector. It can be done later.

Article 5-Selectman Schofield recommends including \$10,000 for replacement of PCs to be included as part of a plan to be budgeted annually for a five-year refresh cycle for FY15 budget. It should also be included in the FY16 budget. Ms. Newman suggested a decision on lease or purchase can be made when estimates are received. Members agreed.

Article 6 is for \$10,000 to support the BVT operational budget in accordance with the vote last spring.

Selectman Schofield said Article 7 is for bridge repair. He said the quote was for \$45,000 yet amount noted on warrant is \$55,000. *Action: Ms. Newman will confirm.*

Ms. Willoughby relayed request from the Principal Assessor that the order of articles for Capital Expenditure and Stabilization Account be reversed and kept together. She did not know why the request was made. Selectman Schofield would like to see Long Range Financial Planning Committee's report regarding how free cash is allocated between capital expenditure and stabilization accounts.

Article 9 establishes an Other Post Employment Benefits Liability Trust Fund. Selectman Schofield will confirm the amount to be placed in it (Article 10) and whether the amount has to be specified on the warrant. Members discussed the potential amount to be \$20,000 Members do not want to list a dollar amount in the warrant if it is not necessary.

Selectman Schofield said Article 12 is to fund the balance of \$600 to \$700 which is needed for the purchase of a water meter reader. He feels it will save the Town money.

Article 13 is to rezone 3 North Avenue to allow commercial development. The Planning Board process was completed.

Selectman Schofield does not support Article 14 because there has not been discussion on regional dispatch. Chairman Goddard would like the Police Chief brought in to the meeting on September 29th for a brainstorming session on getting further expansion to drive down regional dispatch costs. *Action: Ms. Newman to schedule a meeting this week with Detective Sergeant Kurczy, Chief Horn and Selectman Schofield.* Selectman Schofield stated he will be out of town Thursday, will be back early Friday and will be out of town next week. Members agreed to keep the article on the warrant. The Selectmen shall be the proponent.

Anne Mazar joined members to discuss Community Preservation Committee sponsored articles. Article 15 is for the Town to purchase a Conservation Restriction on the front portion of the Pearson property. The Town would have the building rights so it would only stay as open space or a farm. The CPC is working with the Division of Fisheries and Wildlife. They are working with the Metacomet Land Trust and Farmers Association for the front parcel. They are waiting for the appraisal. *Action: Selectman Schofield will check with town counsel to see if the amount has to be included in articles 15 and 16.* Ms. Mazar noted that Article 16 doesn't include closing costs. Since the town does not know what matching funds they will receive from the State, she requested that 'and/or the Community Preservation Fund Balance Account' be added to Article 15 after 'Open Space Account'. She is still working on the wording for Article 16. If the Town borrows money to purchase the property and CPA funds are used to pay off the loan, that needs to be stated in the article. The CPC has not voted on their recommendation yet. Selectman Reil voiced concern that the DFW may not pursue purchasing property if they see that Mendon is considering purchasing the entire piece. Treasurer/Collector Hawkes informed everyone that if the Town borrows any money for this property, there needs to be another article to allow the borrowing. Selectmen agreed they are in favor of supporting one article which is Article 15. *Action: Selectman Schofield will call town counsel for advice on Articles 10, 15 & 16, wording for a borrowing article, if necessary, and ability to amend on town floor.*

Article 17 is for closing costs for the Paddock property. Ms. Newman said counsel is looking into why the original estimate was so much less than the actual.

Parks Department Administrative Clerk Dan Byer explained that the State requires very specific wording to receive a grant which is in Article 17 for the tennis courts. The vote would be rescinded from the last town meeting and re-voted. Property is being dedicated to only be used as park land. It can be changed by the legislature. When the park was purchased in the 1970's it was never stated that it would be used as a park. Members agreed on M.G.L. c. 45 sec. 3 being adopted. Mr. Byer informed members that the moderator requested the last item be listed first for clarity. Ms. Willoughby explained the Town Moderator suggested the items within the article be re-ordered so the first item would be rescinding the prior vote. Town Counsel explained to her that he ordered it such that the money items were placed first. However, he has no problem doing what the moderator suggested. Members said they were also in agreement with re-ordering the items as the moderator recommended.

Ms. Mazar estimated there will be a minimum of \$300,000 to be appropriated for Community Preservation projects within Article 19.

Article 20 transfers ownership of Town-owned property on North Avenue and Hopedale Street from the Library Trustees to the BoS. Ms. Mazar explained the Agricultural Committee wanted farmers to be able to lease the property. Once this is done an RFP can be put out to farmers. Chairman Goddard asked that his board be more involved in future discussion on use of the land and reiterated that no action be taken until it comes to the Selectmen.

Article 21 is to accept a trail easement deed. Ms. Willoughby explained counsel's concern with indemnification and insurance liability limitation. *Action: Ms. Newman will coordinate town counsel speaking with other party's attorney.*

Article 22 discontinues a section of Tower Road. Selectman Schofield believes it needs to be closed off due to its misuse and the road not being necessary. Selectman Reil said it is more of a cart path than a road. Mr. Byer said that the Town Forest Committee wants to put up a gate but cannot because it is considered a road.

Ms. Newman explained that the next item was not reasonably anticipated 48 hours prior to the meeting. A tomb stone was taken from Mendon in 1920 and ended up in New Jersey. It is for two Rawson children. Someone is coming up on the 22nd from the Bergen Historical Society to return it. It was a very generous offer as they were offered a significant amount of money for it. It was carved by a premier stone carver from Boston. **Selectman Reil made and Selectman Schofield seconded a motion to accept the delivery of the tombstone from New Jersey for the Rawson children. The motion carried unanimously.** Mrs. Lowell said she could put it in the Historical Museum. Chairman Goddard said he would defer to Historical Commission as to where it is placed.

Selectman Schofield said he will not be available for Monday's meeting. Ms. Willoughby indicated a licensing hearing is needed by October 18 to be compliant with State law. Members agreed to schedule meetings for Tuesday, October 14, Monday, October 27 and November 5. The license hearing can be scheduled on October 14. Additional meetings can be added if necessary and will decide later whether a meeting prior to the Special Town Meeting on November 5 is needed.

A written follow up needs to be performed regarding the agreement with Officer Blanchette. Further discussion will be tabled.

Ms. Newman reported that the interconnection application has not been approved by National Grid for the solar project. They asked for \$20,000 for a study. She is hearing everything is still on schedule for an FY16 lease payment.

Chairman Goddard made and Selectman Reil seconded a motion to enter into Executive Session, MGL Chapter 30A Section 21, to conduct strategy sessions with respect to contract negotiations with the Treasurer/Collector and Library Director and to conduct strategy sessions with respect to collective bargaining with the Town Hall Employees Union, the Mendon Coalition of Police, AFL-CIO Local 188, Mendon Police Civilian's Employees Association & Mendon Permanent Fire Fighters Union as an open meeting may have a detrimental effect on the Selectmen's bargaining position and I so declare. We'll reconvene only to adjourn. A roll call vote is needed. Reil-aye, Schofield-aye, Goddard-aye.

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

MINUTES OF MEETING----- September 22 2014
APPROVED-----October 14, 2014

Respectfully submitted,

A handwritten signature in cursive script, reading "Diane Willoughby". The signature is written in black ink and is positioned below the "Respectfully submitted," text.

Diane Willoughby
Administrative Assistant

Document Discussed located in 'Administrative Secretary's' Office:
Vareika Construction DCAMM Evaluation Form, Olney Cook Project, 54 Hartford Ave. E.
Email dated September 21, 2014 from Peggy Norris to Jane Lowell and Rawson, Pearn – Farber
Gravestone Collection