

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

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

There were no minutes available to review. No citizens wished to speak.

Selectman Reil announced the Fire Department open house.

Chairman Goddard began explaining articles that have changed since their last meeting. Article 2 was added to include aligning grade and steps with compensation evaluation.

Article 4 added a third-party evaluation of the personnel compensation plan. Principal Assessor Jean Berthold asked whether if after the evaluation is completed the selectmen are dedicated to funding it. They are looking to complete it by April. Ms. Berthold asked if it can be done sooner because of union negotiations. Chairman Goddard said it would be a six-month process. Jean asked if Selectmen would consider making it a by-law. Chairman Goddard said consideration of that is fair. Town Accountant Cataldo asked if it is all positions or just union positions. Chairman Goddard said it will be defined when the RFPs come in. They will make it as broad as they can based on the proposals. Ms. Cataldo said some contracts have existing steps and would they consider including them. Chairman Goddard said it would be cleaner to have a single system. Ms. Cataldo said it would be beneficial to have it as a by-law with people retiring and new employees coming in. Chairman Goddard said the board will discuss it. Ms. Berthold said it simplifies it for future boards. Jenn Welch, Assistant Treasurer/Collector, wanted to know what the three positions are that they are taking care of now. Chairman Goddard said there are three positions that had an internal review to be corrected so they fit into the current compensation plan. Selectman discussed this at the last meeting. He and Selectman Reil didn't want to wait until a study was done. Selectman Schofield wanted to wait until the entire process was done. They agreed to move ahead on what they know now. Selectman Reil said they can always adjust them again. Ms. Welch asked what would happen if they adjust the positions up and the study comes back and they need to adjust down. Chairman Goddard replied that they will not negatively impact those positions. They have seen some high level analysis already and don't think that will occur. Paul Marvelle, Highway Department, asked who will be doing the review. Chairman Goddard said there is an RFP out which is due in October. Whoever has the best offer gets the bid. Mr. Marvelle is concerned because Highway Department employees do many functions and are not in the union. Ms. Newman explained that should not matter. All positions will be evaluated. Elected officials will be included in the study. Ms. Cataldo said the last time a survey was done, the company sat down with employees to discuss duties and they were incorporated into job descriptions. She is assuming the new study will be done the same in order to accurately reflect individuals' responsibilities. Chairman Goddard said it depends on how their proposals are received. If they do not include what they need, they can go back out to for additional proposals.

Article 9 was added to address a stipend issue for the individual who picks up carcasses. It was discussed last year to include in the budget. Article 13 Other Post Employment Benefits amount will be determined as STM gets closer. Articles 19 & 20 have changed regarding the Pearson property. The Board decided at their last meeting to have a single article for a multi-party process to include funding from the State and farming association to partner with town to purchase a conservation restriction. After discussion with Land Use, CPC and the Conservation Commission they decided to include another article for the Town to buy the entire parcel. This is considered a fail safe for those who really want the Town to save that property. If CPC funds are not being used, a ballot vote needs to occur. The intention is to have CPC funds pay back that loan. Ms. Hawkes, Treasurer/Collector said the Department of

Revenue's Division of Local Services (DLS) told her that regardless of whether we pay it back, it is governed by Chapter 44. These articles are still pending Town Counsel review. An additional article or wording can be included before it is sent out. Article 23 was reworded based on the last meeting for Parks Department tennis courts.

Selectman Reil made and Chairman Goddard stepped down to second a motion to sign the November 5, 2014 Special Town Meeting Warrant pending Town Counsel review. The motion carried unanimously.

Selectman Reil made and Chairman Goddard stepped down to second a motion to sign the November 4, 2014 Election Warrant. The motion carried unanimously.

Selectman Reil made and Chairman Goddard stepped down to second a motion to sign the Chapter 90 Reimbursement Request in the amount of \$60,948.48 for shimming Millville Street. The motion carried unanimously.

Selectman Reil made and Chairman Goddard stepped down to second a motion to sign the Chapter 90 Project Request Amendment for an additional \$2,026.00 for resurfacing Bates St. The motion carried unanimously.

Selectman Reil made and Chairman Goddard stepped down to second a motion to approve the Chapter 90 Project Request Amendment form in the amount of \$18,656.92 for resurfacing Bates Street. The motion carried unanimously.

Selectman Reil made and Chairman Goddard stepped down to second a motion to approve the Junk License for Daniel D. Meehan at 133 North Avenue pending departmental approvals. The motion carried unanimously.

Ms. Berthold said junk licenses are issued with no dates or hours. This is a business at 133 North Avenue which is a rural residential area. Past precedent is to allow it. *Action: Ms. Newman will look at it.* Margaret Bonderenko, Town Clerk, noted that prior junk licenses are zoned appropriately in commercially zoned areas. This one is not. Chairman Goddard agreed but Selectmen followed precedent in this approval. We should look at the policy and make adjustments if necessary when the license needs to be renewed. If there is an issue with the current zoning bylaw, we can pull the license back.

Selectman Reil made and Chairman Goddard stepped down to second a motion to grant a Hawkers, Peddlers, Transient Vendors License to Randy Smith @ 10 Hartford Ave, W. for the purpose of selling Christmas Trees November 27 through December 21, 2014 pending departmental approvals.

Chairman Goddard asked to look at prior precedent, policy, and numbers of when ambulance abatement was granted for the next meeting before making a decision on the current request.

Ms. Newman invited Linda Hawkes to join discussion regarding distribution of green community funds to get projects done before the funds are received. Twenty-five percent of the funding is received up front. We get invoiced for 50 percent. When the project is completed, we get the rest. Three of the four projects are scheduled to be done by December. There is a balance that needs to be covered in that time frame. We need a mechanism so that work can get done now while it's timely. Ms. Hawkes explained that is a mechanism to borrow from another place to cover these expenses until the grant money is

received. There is approximately \$60,000 that is due any time now but hasn't been received. There is another \$120,000 that can be applied for once we make the first disbursement. The Report of Advance of Funds in Lieu of Borrowing shows \$110,604 can be taken from the stabilization account or general funds. She expects to receive the money within a few months. By law it has to be paid back by the end of the fiscal year. Ms. Newman explained that one of the projects is the large library HVAC system which isn't going to get done within this fiscal year. That money will be available for smaller projects. Ms. Cataldo suggested an inter-fund transfer from stabilization as has been done in the past. Chairman Goddard and Selectman Reil agreed that using stabilization funds would be the best source as Ms. Hawkes nor Ms. Newman had a preference and it would not impact departmental budgets.

Selectman Reil made and Chairman Goddard stepped down to second a motion to allow an inter-fund transfer in the amount not to exceed \$110,604.00 to fund projects that will be paid for with Green Communities grant funds. The motion carried unanimously.

Selectman Reil made and Chairman Goddard seconded a motion to adjourn at 7:34 p.m. The motion carried unanimously.

Respectfully submitted,



Diane Willoughby
Administrative Assistant

Document Discussed located in 'Administrative Secretary's' Office:
November 4, 2014 State Election Warrant
November 5, 2014 Special Town Meeting Warrant
Report of Advance of Funds in Lieu of Borrowing dated September 29, 2014