

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 session meeting minutes of September 22 and 29, 2014 and the executive session meeting minutes of September 8 and 22 not to be released. The motion carried unanimously.**

There were no citizen statements or petitions.

Selectman Schofield confirmed there are two open positions on the 350<sup>th</sup> Anniversary Committee.

**Selectman Reil made and Selectman Schofield seconded a motion to grant a Common Victualer's License to C&L Pizza d/b/a Nonas Pizza, 1B Cape Road pending departmental approvals. The motion carried unanimously.**

Linda Hawkes, Treasurer/Collector, joined to discuss leases and signatory authority. Linda has noticed over the past year and one half leases that involve capital purchases. She would like a consistent policy as to who signs the lease and acknowledgement to the IRS that there is tax-exempt borrowing. The town is not anywhere near the \$10 million limit. Ms. Hawkes feels the Treasurer should be involved in any tax-exempt borrowing consistently so different departments are not doing things differently. Selectman Schofield asked if there are pre-defined, typical norms or policies of other towns. Ms. Hawkes replied that State law is clear regarding borrowing but there is a gray area with leasing. Ms. Newman said the ultimate authority is with the BOS. In other towns signatory authority is with a department head such as financial director. Selectman Schofield would prefer to have Ms. Newman have the authority as the department head of the Selectmen. Members agreed it would be centralized through Town Administrator. *Action: Ms. Newman to draft a policy and bring it back to the Selectmen for signature as a formal policy or add to an existing policy.* Chairman Goddard suggested making it part of the Financial Management Policy that was part of a long-range financial plan. Ms. Newman would like to know how many leases currently exist. Ms. Hawkes confirmed there is no existing problem or malfeasance.

Dan Byer, Parks Department Administrative Clerk, explained the Parks Department is looking into grants through the Massachusetts Interlocal Insurance Association. One is to have someone certified as a playground inspector. In a survey, MIIA had inquired whether the new playground equipment had been inspected. The Commission felt that because Mr. Byer is not a seasonal employee, he should be the person certified. MIIA did not recommend a town employee certifying equipment for another town. He doesn't believe the school district has a certified playground inspector. It would cost \$200-300 to have someone come in and certify our equipment. Another grant would pay for installing three LED lights over park's bathroom, pavilion and playground to improve effectiveness of security cameras at night. Another is to upgrade security cameras. Cameras will also be redistributed to the Town Beach and pointing towards Millville Street. The cost of the camera is \$1,000 plus labor for a total of \$1200. Selectman Schofield would like the Boy Scouts to raise money if the town does not get the grant. The Scouts have worked on several projects at the fields and they should be protected from vandalism. Mr. Byer said there also may be CPA funding available. Chairman Goddard wants to make sure this can be covered in the budget if money needs to be spent before being reimbursed through the grant. He feels this falls under the Parks operational/maintenance budget. Selectman Schofield said that it could be added to Capital Planning needs. Chairman Goddard was under the impression that there is a threshold

an item must meet in order to be funded from the Capital Expenditure Account. Selectman Schofield disagreed saying there are several items on the Capital Planning list costing a couple thousand of dollars. Chairman Goddard wants to discuss Capital Planning at the next meeting. **Selectman Reil made and Selectman Schofield seconded a motion to authorize Chairman Goddard to sign the 2015 MHA Grant Program Applications for:**

- **Dan Byer, Parks Department Administrative Clerk, to take classes and a test become a Certified Playground Safety Inspector**
- **Installation of LED security lighting at the Pavilion in the Town Park, 29 Millville Street**
- **Installation and wiring of a floodlight to illuminate new playground in the Town Park, 29 Millville Street and**
- **Upgrading security camera system at Memorial Park**

**The motion carried unanimously.**

**Selectman Reil made and Selectman Schofield seconded a motion to agree that the banner on the Town Hall for the returning service member is acceptable. The motion carried unanimously.**

**Selectman Reil made and Selectman Schofield seconded a motion to open the public hearing to consider the application to transfer an annual restaurant all alcoholic beverages license from Barry's Place to Barry's Place LLC, 35 Hastings Street. The motion carried unanimously.**

Selectman Reil read the hearing notice.

Dawn Phaneuf, applicant, joined Selectmen to discuss the change of ownership and legal entity. She explained her dad used to own the business and passed away. She has always been involved and is now running it. **Selectman Reil made and Selectman Schofield seconded a motion to close the public hearing to consider the application to transfer an annual restaurant all alcoholic beverages license from Barry's Place to Barry's Place LLC, 35 Hastings Street. The motion carried unanimously.**

Ms. Willoughby noted that there are two places on the application that should be 'Barry's Place LLC' and not 'Barry's Place' as Barry's Place LLC is the applicant. Ms. Phaneuf agreed to make the change and initial it. **Selectman Reil made and Selectman Schofield seconded a motion to allow the transfer of an annual restaurant all alcoholic beverages license from Barry's Place to Barry's Place LLC, 35 Hastings Street pending Building Department approval. The motion carried unanimously.**

Dr. Joe Maruszczak, MURSD Superintendent, joined Selectmen to discuss the Turf Field Exploration Project. Parents at Nipmuc and Miscoe brought the need for more field space to his attention. The school district is starting to look at co-curricular activities for a competitive advantage. Six area schools have done similar projects. Field usage for one calendar year is at 2,890.5 hours. This amount of use increases upkeep, wear and tear. A committee looked at two towns with similar projects. Medway's project costs \$4.2 million for two fields. They used CPC funds to fund part of the cost. Dudley-Charlton's project costs \$2.2 million for a renovation to convert a field to turf and to resize and resurface the track and lighting. \$1.2 million has been pledged in gifts. The debt exclusion was for the full amount. The Nipmuc soccer field is too small. There is ledge and it is too close to neighborhoods for lighting. The Nipmuc baseball field and surrounding area would be the best location. However, there are potential land preparation issues. Miscoe Hill School's football field has a leach field underneath and wetlands within 15 feet of the fence. The district is forming subcommittees to discuss public relations, fund raising and feasibility. Gale Associates has proposed to do a 60-day feasibility study. They would map land to see where the field and track could be fit. They would develop a master plan which would include cost, funding and resources. There is a fixed cost of \$10,750. He met with the Upton CPC who offered to fund \$1,000. He will be discussing getting additional funding with the youth leagues. He will

be attending the Mendon CPC meeting. Chairman Goddard said Mendon has purchased land with possible use for athletic fields. This will align nicely with fields for the community. He is in support of funding the study. The Upton CPC suggested Mendon match their contribution. Selectmen Schofield and Reil are also in favor of the study. Dr. Maruszczak is not looking for additional money from the Towns of Mendon and Upton.

Chairman Goddard read the ambulance abatement policy and feels the decision rests with Public Safety. Ms. Willoughby said Public Safety feels the decision rests with the BOS. Deputy Chief Mark Bucchino had said a request for abatement has not been made since he has been in his position. *Action: Kim to confer back with the Deputy Chief and the Chief as Selectmen do not want to set a precedent.*

Chairman Goddard invited Tim Aicardi, Building Inspector, to join the board. Selectman Schofield explained the Town Accountant informed him that the Building Inspector is the only inspector that gets a percentage of the permit fees. Other inspectors get a flat fee. **Selectman Reil made motion to rescind the vote taken at the September 22 meeting 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.**

**Selectman Reil made and Selectman Schofield seconded motion to adjust the compensation of the Building Inspector from 15 percent of the permit fees to 30 percent of the permit fees retroactive to the beginning of FY15.**

Selectman Reil said he would like to know what they will see for services from the Building Inspector. Selectman Schofield expects stepping up enforcement and establishing office hours. Mr. Aicardi said he has been doing the job for almost two years and is undercompensated. It has gotten busier. He would like to cater more towards the homeowner so he/she can come in at night and meet with him. He plans to have office hours on Mondays from 5:00 p.m. to 7:00 p.m. and on Mondays through Thursdays by appointment between 2:00 p.m. and 5:00 p.m. **The motion carried unanimously.**

Selectmen Schofield noted that plumbing, gas and electrical inspectors now receive \$25 per permit. There is a disparity 'with compensation compared to what area towns' inspectors are paid'. He would be in favor of moving to \$50 per inspection. If a survey shows there is still disparity, the amount can be increased. Chairman Goddard suggested determining how the average fees are charged. Some of the fees are bundled. Selectman Schofield asked if we are charging what is usual and customary. Mr. Aicardi noted that some have already been adjusted. *Action: Ms. Newman will work with Mr. Aicardi to better understand how fees are bundled.* Selectman Schofield would like to do something now to accommodate other inspectors. Chairman Goddard would like to address this at the next meeting. Selectman Schofield wants to make sure the town is charging correctly in comparison with other towns including the mileage rate. Chairman Goddard confirmed that mileage rate paid by other towns is the federal rate. Selectman Schofield asked if the fee structure is correct, whether it should be flat fee and if mileage should be included. Mr. Aicardi stated that we are comparable to Upton and could use a similar pay structure. Mr. Schofield made the point that we want to make sure pay is equitable and want to do research to make sure it is done that way. Mr. Aicardi will have research done before the meeting when discussion will be continued.

Selectman Schofield voiced concern that we have a compensation plan approach that has a step and grade chart with hourly rates. The point of this is to make sure employees are on the chart. There is a two-phase approach. One is to get everyone on a 'square'. Step two would be to determine if they are on the appropriate 'square'. Chairman Goddard clarified that phase two should also ensure people are on

the correct step and grade in comparison to other surrounding communities. Ms. Newman said that some positions do not have a step and grade based on previous compensation studies. Selectman Schofield said some employees feel there is disparity between what they are making and what they should be making. Selectman Schofield feels this approach is causing more problems than it is solving. He wanted to see both steps done at once. Selectman Schofield said he is not surprised because he didn't want two steps and thought small adjustments were going to be made. However, there are a couple of large adjustments. This is what is causing discontent. The Treasurer/Collector was hired without experience and at a lower rate. The Public Safety Administrative Assistant had other options but no expectation for an increase so quickly when she was hired. Chairman Goddard said what we want to produce is equity. Selectman Schofield said the only reason money increases are given is to have happy employees and this is causing the opposite. Chairman Goddard said this is an objective assessment to make sure employees are on the correct step. Selectman Schofield said the objective and only value is to improve morale, equity and fairness as to how they are compensated. If it doesn't do that, it is not worth the paper it is written upon. Chairman Goddard said morale is not the driver for this one. Mendon is not uncompetitive. We know the position is in a certain slot and if it is not correct, it should be. The other position was slotted in a position on the chart. Selectman Schofield would be more in favor of moving only the Treasurer/Collector position. Ms. Newman said this is not about the person who is in the position. It is specifically about the position itself. Chairman Goddard said for this phase we are slotting the position based on what is fair for that position. When the person was hired, they were not hired in that slot.

Selectman Reil said he is leaning toward what Mr. Schofield is saying; with the Treasurer/Collector position, there is quite a discrepancy. A rate was set on the chart for the Police Administrative Assistant. Since then the chart was increased by three percent. If increases are continued, no one will ever reach maximum on the chart.

Selectman Schofield said the Finance Committee will be making the motion on Article 2. Selectman Reil said the Treasurer/Collector needs to stay on the warrant. Ms. Newman reformulated the compensation chart with FY15 numbers. Selectman Schofield said he met with two employees who had issues with the increases. Any feedback needs to come to Ms. Newman directly first. Selectman Reil is leaning toward keeping two positions on Article 2. Chairman Goddard feels one should be adjusted through a performance evaluation. The Administrative Assistant for Public Safety was hired in April and is getting a three percent increase. Sergeant Kurczy said there was not an expectation for an increase to that position. He recommended waiting until after the probationary period per the personnel policy. Ms. Newman confirmed she is currently at the step and grade at which she was hired. The chart adjusted automatically to add the three percent increase. There is a question as to whether that should have been done operationally. Chairman Goddard stated that everyone is still getting a three percent increase. The study will evaluate positions and their steps and grades. **Selectman Schofield made and Selectman Reil seconded a motion the Board of Selectmen support, for Article 2, the adjustment of the Treasurer/Collector salary and hold back on other salaries until phase 2 decision on all of the positions together.** Ms. Hawkes stated that going forward into FY16, getting everyone on the chart will make things easier in order to implement cost of living increases. **The motion carried unanimously.**

Ms. Newman reported she met with Town Managers from Uxbridge and Douglas. We have a regional partnership for Animal Control regarding compensation for the position, but not for the individual. There is a formula based on population and a lease vehicle cost. There is an article on warrant for compensation. Duties do not change based on this new compensation. We don't know if picking up of dead animals is included. Selectman Reil stated there are concerns about what we're getting for what we're paying now. Ms. Newman has heard the concerns. The first step is making sure we're paying our fair share. The second is accountability and performance. Performance did not come up in the meeting.

Chairman Goddard said the Chief should be aware of the concerns. Members agreed they want to work on performance.

Ms. Newman reported that today was the deadline for receiving proposals for the compensation study. We did not receive any. She will contact potential people interested and find out why they did not submit proposals. She will be able to solicit bids for services.

**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 opening 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. The motion carried unanimously.**

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

Respectfully submitted,



Diane Willoughby  
Administrative Assistant

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

BOS Meeting Minutes of September 22 and 29, 2014 & Executive Session Meeting Minutes of September 8 and 22, 2014

C&L Pizza Inc. d/b/a Nona's Pizza, 1B Cape Road, Common Victualler's License

Parks Department MIIA Risk Management Grant Program Applications for 2015 (3)

Barry's Place, LLC Retail Alcoholic Beverages License Application with Supporting Documentation and Form 43

Proposal from Gale Associates, Inc. to Dr. Joseph P. Maruszczak dated August 12, 2014

November 5, 2014 Special Town Meeting Warrant

Email from Mr. Aicardi dated October 14, 2014

Existing Electrical (9/1/08), Plumbing and Gas Permit Fees (8/11/08)