

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 Goddard stated he did not have a chance to review the minutes. Consideration of their approval will be put on the next agenda.

Jane Lowell, 40 Millville Street, Historical Commission, would like permission to move stones for Joy Watering trough as well as gray stone that is laying on the stone wall at cemetery to the museum for safe keeping. The renovation of the trough is being delayed and they don't want any parts to go missing. Selectmen granted permission.

Tim Aicardi, Building Inspector, joined board to discussing building department fees. He requested that fees be waived for plumbing and electrical for those donating their time on the new Police Station. Chairman Goddard asked discussion on this topic to wait until the new police station is discussed later in the meeting. Mr. Aicardi provided his report on the compensation for inspectors, current budgets and fees collected for other surrounding towns. It shows that fees offset the salaries. Mr. Aicardi would like to adjust Mendon's fees. Chairman Goddard agreed to look at them and address them at the next full meeting. Selectman Schofield noted that \$6,000 worth of fees out of \$15,000 collected is going towards paying inspectors. Mr. Aicardi recommends increasing the per-inspector fee to \$40 per inspection. It is currently \$25. He noted that not all permits get final inspections. New houses and commercial buildings are ten percent of construction that requires multiple inspections. New home construction requires an occupancy inspection. Selectman Schofield suggested to continue tracking inspections and fees. The next step would be to review the new fee structure and pay to ensure the town does not lose money.

Selectman Schofield made and Selectman Reil seconded a motion to set the Plumbing, Electrical and Gas Inspectors' rates from \$25 to \$40. The motion carried unanimously. Action: Mr. Aicardi will have a new schedule of fees for the next full meeting.

Selectman Schofield said that one workman on the new Police Station was asked for to pay a permit fee. He donated the material used. Selectmen agreed that they would not make a policy of waiving permit fees for donated time and material. They would make a determination on a case-by-case basis.

Selectman Reil made and Selectman Schofield seconded a motion to waive the plumbing inspection fees for the new police station. The motion carried unanimously.

Mr. Aicardi informed members that he has received complaints on several zoning issues. He would like to contact town counsel to discuss. Selectmen agreed to allow it.

Selectman Reil made and Selectman Schofield seconded a motion to grant a Common Victualler, Live Entertainment/Dancing by Patrons (Mon. – Sat.) and Sunday after 1:00 p.m.; 1 Pool Table, 2 Video and 2 Pinball Machines Licenses, Mon. – Sat.; & Sun. after 1:00 p.m. for Barry's Place LLC, 35 Hastings Street. The motion carried unanimously. Selectman Schofield asked if they were new licenses. They are not. They are to recognize the change of ownership.

Members discussed pro-rating town license fees for Barry's Place LLC as the business changed ownership late in the year. The alcohol license application is with the ABCC for their approval. Ms. Phaneuf, co-owner, said that renewal of licenses for 2015 is two weeks away. *Action: D. Willoughby to confirm process with ABCC regarding licensing new LLC for 2015.*

Selectman Reil made and Selectman Schofield seconded a motion to prorate at \$41.67 the 2014 Town Fees for a Common Victualler, Live Entertainment/Dancing by Patrons (Mon. – Sat.) and Sunday after 1:00 p.m., and Monday thru Saturday and Sunday after 1:00 p.m. Automatic Amusement Devices Licenses for Barry's Place LLC, 35 Hastings Street. The motion carried unanimously.

Selectman Reil made and Selectman Schofield seconded a motion to allow P&P Liquors, Inc. d/b/a/ Pop N' Kork, 1A Cape Road, to change their opening hours on Sunday to 10:00 a.m. They currently open at 12:00 p.m. Ms. Willoughby explained that the State now allows the package stores to open at 10:00 a.m.; however, they must apply to the LLA, Selectmen. The local licensing authority must allow it. This way the town knows which establishments are changing their hours. The motion carried unanimously.

Selectman Reil made and Selectman Schofield seconded a motion to allow LABH , Inc., d/b/a Mendon Wine and Spirits, 32 Hastings St., to change their opening hours on Sunday to 10:00 a.m. The motion carried unanimously.

Selectman Reil made and Selectman Schofield seconded a motion to allow Kristin's Variety, Inc d/b/a General Store, 32 Hastings St. to change their hours on Sunday to 10:00 a.m. to 6:00 p.m. The motion carried unanimously.

Selectman Reil made and Selectman Schofield seconded a motion to allow 18" X 24" signs advertising St. Gabriel's Christmas Fair at the island at Millville Road and Rt. 16, the island at Main St. and Rt. 16 and the island at North Avenue and Northbridge Road. They may be placed three weeks prior to the event which is on Saturday, December 6 and removed on Dec. 7th, 2014. Action: D. Willoughby to follow up with Public Safety to ensure signs do not obstruct line of sight. The motion carried unanimously.

Ms. Newman stated the Selectmen received a letter from Friends of the Mendon Police Station requesting a meeting to discuss status of the new police building. Action: Ms. Newman will send them a letter with November meeting dates to see if they are available to attend one of them.

Ms. Newman reported that she participated in interviews of six candidates for the open Police Sergeant position. In the past the oral interview service is data used to screen. In the past the Chief has made a recommendation to the board which they have accepted it. That person was hired. The process is 50 percent oral interview and 50 percent a combination of experience based on personnel file and years of service. That score is combined. The Chief uses that data to choose a candidate. Ms. Newman asked if the board wishes to receive one recommendation from the Chief and have that candidate come to a meeting to be appointed or see more than one candidate. The Detective, two sergeants and the Fire Chief were also part of the oral interview process. There were approximately 25 questions asked between all the interviewers based on their perspectives. Those were scored, based on criteria, of one to five. Those scores were ranked. In addition, the Police Chief has an administrative hiring policy he follows. Ms. Newman said she agreed with the scoring as far as who ranked number one. Selectman Schofield said he is okay with accepting the recommendation of those who have been involved as it was unanimous. Selectman Reil agreed especially since Ms. Newman was there representing their interests. Chairman Goddard said they can have the candidate come to the next regular meeting. Two candidates with the most seniority are available for the Lieutenant's position. Action: Ms. Newman to confirm

whether there is a need to hire another patrolman. Members discussed need for an Officer In Charge for all shift, how many vacant positions are in the department and general Police Department structure. These questions may be able to be addressed when the Chief attends the next full meeting.

Selectman Reil made and Selectman Schofield made a motion to sign the Chapter 90 Reimbursement Requests for Hot Rubber Chip Seal at \$189,869.40, and 1 1/2" Top Coat w/1000' Monolithic Berm at \$92,661.74 and WRRD Reimbursement Requests for 1" Overlay Pothole Areas at \$20,172.10 and Crack Sealing at \$20,835.63. Chairman Goddard confirmed that this is reimbursement for work done that was funded at a town meeting. **The motion carried unanimously.** Received letter asking for Selectmen's support

Selectman Reil made Selectman Schofield seconded a motion to allow the Birch Alley Brass to practice in the Upper Town Hall on Saturday, November 1 from 8:00 a.m. to 11:00 a.m. The motion carried unanimously. *Action: D. Willoughby to ask them to return chairs and tables to their original position and to not touch the broadcast equipment.*

Members discussed scheduling upcoming meetings. Selectman Reil said he is not available week of November 10. However, only two Selectmen are required for a quorum. Members agreed to meet November 10 and 24 and December 8 and 22. The meeting with the Friends of the Mendon Police Station can be scheduled for November 24. Selectman Schofield will suggest that date when he attends their meeting.

Selectman Reil made Selectman Schofield seconded motion to schedule the 2015 tax classification hearing for November 10, 2014. The motion carried unanimously.

Ms. Newman reminded Selectmen that at last meeting she mentioned she did not receive any bids on the classification study. The Town can contract with someone as professional services because it's a specialty item. The Collins Center for Public Management out of UMass Amherst is interested in providing the study at a cost of \$17,500. It would take approximately four months and include all of the items they would consider. Funding is on the Special Town Meeting Warrant. If it passes, the firm can come in and explain what they are able to provide. A contract can be signed subsequently.

Ms. Newman reported that the capital planning expense threshold according to the financial plan says the minimum amount for an expenditure is \$25,000 with a life span of 5 years or more. There is still a need for a number of members on the Capital Planning Committee. This would be a great time to start recruiting so work can continue on the plan. Selectman Schofield said that the amount and life span requirement is statutory. His point was that the Capital Planning Committee doesn't have to be limited to look at things over \$25,000. It just means that the Capital Expenditure funding source must be aligned to those parameters. Chairman Goddard said he would think that the Committee would be looking at the larger capital expenses and focused on that funding source. He would like to see the items that have a smaller dollar amount be part of the operational budget. Selectman Schofield feels that if we didn't have so many smaller items cut from the budget, he would agree. But those things need prioritization, too. Chairman Goddard said items like building maintenance should be included as part of the multi-year budget. Selectman Schofield would like *(Action:) Ms. Newman to see if he can still be part of the Capital Planning Committee as a Selectman.* He added that Mr. Roy and Mr. Angenent are still interested in being on it. He also said two people were interviewed to be Finance Committee members. He suggested that the person who is not selected may be interested in being on the Capital Planning Committee.

Ms. Newman reported that she has department meetings this week and next to begin working on the FY 16 budget. The initial meeting with the Finance Committee and departments is on the 12th and on Wednesdays through January. There is a joint meeting scheduled between the BOS and Finance Committee on March 16. Chairman Goddard would like the department head discussions to include their additional needs including capital needs. Selectman Schofield voiced his pleasure with the way the transition with the budget process is going with Ms. Newman Chairman. Selectman Schofield said there are six towns that have transparency of information requests of BVT. He expects a meeting to be scheduled at which those items will be obtained.. MURSD has been providing budget information in January so information is available to plan for the upcoming budget cycle. BVT budget information is not received until March.

Selectman Reil made and Selectman Schofield seconded a motion to allow the Fire Department to hold its annual MDA boot drive on Sunday November 2, 2014 from 9:00 a.m. until 12:00 p.m. at the intersection of Route 16 and North Avenue. The motion carried unanimously.

Selectmen discussed receiving a request for their support of solar energy. Selectman Reil said he was willing to support signing their draft letter as long as it was not requested by someone from a special interest group who wants to build a solar farm and would benefit from it. The letter is from an intern from, Environment Massachusetts, a statewide grassroots environmental advocacy organization.

Selectman Reil made and Selectman Schofield seconded a motion to sign a letter of Support for Solar Energy to the Governor Elect. The motion carried unanimously.

Selectman Schofield reported that he played in the Wizards basketball game over the weekend which was a fundraiser for the Miscoe 'Sports Boosters'. They exceeded their fundraising goal.

Selectman Reil made and Selectman Schofield made a motion to adjourn the meeting at 8:27 p.m. The motion carried unanimously.

Respectfully submitted,



Diane Willoughby
Administrative Assistant

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

- Email dated Oct. 14, 2014 from T. Aicardi to D. Willoughby re: Building Department Fees
- Letter dated June 6, 2014 from Eric Peterson, Friends of Mendon Police Station
- Chapter 90 Reimbursement Requests for Hot Rubber Chip Seal, \$189,869.40; 1/2" Top Coat w/1000' Monolithic Berm, \$92,661.74 and WRRD Reimbursement Requests for 1" Overlay Pothole Areas, \$20,172.10; and Crack Sealing, \$20,835.63
- Fees Collected Spreadsheet & Expense Control Reports dated July 10, 2014, Electrical, Plumbing & Gas Inspector Expenses (4)

- Common Victualler, Live Entertainment/Dancing by Patrons (Mon. – Sat.) and Sunday after 1:00 p.m., and Monday thru Saturday and Sunday after 1:00 p.m. Automatic Amusement Devices Licenses for Barry's Place LLC, 35 Hastings Street.
- P&P Liquors, Inc. d/b/a/ Pop N' Kork, 1A Cape Road-Change of Hours Application
- LABH , Inc., d/b/a Mendon Wine and Spirits, 32 Hastings Street-Change of hours Application
- Kristin's Variety, Inc d/b/a General Store, 32 Hastings Street- Change of hours Application
- Email dated October 21, 2014 from Allegra Donadio, Solar Campaign Intern, Environment Massachusetts
- Letter to Governor Elect dated December 3, 2014