

MINUTES OF MEETING----- December 16, 2014
APPROVED-----January 5, 2015

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

Selectman Reil called the meeting to order at 7:00 p.m.

Consideration for approving the December 8 meeting minutes was tabled until the next meeting. There were no citizen statements or petitions.

Chairman Goddard explained that items on the agenda will be taken out of order from how they were posted.

Selectman Reil acknowledged Eagle Scout projects for Shawn C. Clifton, Michael S. Godowski, Alexander James Kennedy, and Austin Bernard Labastie. Chairman Goddard directed Ms. Willoughby to post a meeting for the Eagle Scout Court of Honor as all Selectmen plan to attend. Selectman Reil congratulated the scouts for their accomplishments.

Everything for Pearson property was wrapped up so the hearing does not need to continue.

Selectman Reil made and Selectman Schofield seconded a motion to renew the Adult Entertainment License for Showtime Entertainment, George Funari Trustee, 49 Milford Street. The motion carried unanimously.

Selectman Reil made and Selectman Schofield seconded a motion to renew the Monday through Saturday Entertainment License for Northmen LLC dba Uber Café, 32 Hastings Street, pending departmental approvals. The motion carried unanimously.

Friends of Mendon Police Station members Eric Peterson and Chris Burke joined the Selectmen. Mr. Peterson explained this is a good time to turn the project over to the Town. The project needs a full-time project manager. The shell/foundation is up; inside, under-ground plumbing which is cast iron pipe, septic system, well and full electrical ducts are installed. They have construction drawings. An architect is in the process of making a completion list and calculating the value of what has been done and what is left to be done. Chairman Goddard acknowledged that there has been a tremendous amount of work done and more to be done. Selectman Schofield ask if there is a projected date to receive that information from the architect. Mr. Burke will confirm, but believes it will be available at the end of January. Mr. Burke wants to ensure there is a smooth transition to a building committee or to the Select Board in order for the Town to fully understand where the committee has left off. Selectman Schofield said the building is needed in order to bring another town in to our regional dispatch and to improve revenue. Alan Tetreault, who is also a member of the Friends, joined and said he has copies of all documents relative to the project. The Friends group is willing to work with a new building committee. There will be no more physical work done to the building. They are only working with the architect. Chairman Goddard thanked the committee for their work and willingness to work with the board in the future.

Mary Aicardi from the Collins Center for Public Management gave an overview of the Scope of Work for a compensation survey. The first step is to develop comprehensive job descriptions. It will involve individual incumbents filling out an eight-page job description and a follow-up, one-on-one meeting. Position descriptions will be drawn up and reviewed with supervisors. A survey of six to eight comparable communities will be done. They will look at the market and determine if Mendon is in the range. They will look at abutting communities and like population in the region. Chairman Goddard said a list exists from MMA and from the Long Range Financial Plan which is on the web site according to

Selectman Schofield. Ms. Aicardi said they also look at jobs internally including movement between jobs and equity between jobs. She anticipates the questionnaire to be distributed the first week in January. Employees will be given a week to complete them. Employees will then be interviewed. It will take one month to draft job descriptions. At the same time other towns will be asked to fill out a survey in January. Ms. Newman said they will be doing a kickoff meeting for employees so they can ask questions. **Selectman Reil made and Selectman Schofield seconded a motion to authorize Chairman Goddard to sign the Professional Service Agreement with the Edward J. Collins Jr. Center for Public Management for an amount not to exceed \$17,500.00. The motion carried unanimously.**

Ms. Willoughby explained that the Miscoe Hill Auditorium is not available on March 5, 2015 for the Special Town Meeting. The Town By-laws allow for the meeting to be held at Nipmuc Regional High School, Upton. Chairman Goddard asked about the availability of the Miscoe Hill gym. Ms. Willoughby explained that it is not a comfortable location and neither is Clough School as chairs are rather small. Chairman Goddard would prefer not to have everyone have to travel to Upton. *Action: Ms. Willoughby to confirm availability of Miscoe Hill gym.* Chairman Goddard asked whether hearings for by-laws are still needed. He wants to encourage those submitting articles to do so early in order for Selectmen to review them early and the Finance Committee to review money articles as early as possible. *Action: Ms. Newman to inquire when hearings are scheduled for Zoning.*

Selectmen agreed to meeting January 5 and 20. They will finalize meeting dates at their next meeting. Chairman Goddard would like to meet on February 2

Selectman Schofield explained that we did not fund the police trailers in the FY15 budget. Chief Horn said they looked at using the rectory. However, it needs new furnace, electrical and possibly plumbing work. Because the building will have a new purpose, other things need to be brought up to code. He feels that building is only alternative we have. Selectman Schofield would like to see what it would cost to bring it up to code instead of paying \$16,000 for something temporary. There are also infrastructure problems with the old Fire Station. Ms. Newman asked Ms. Mazar, Community Preservation Committee, about using Historical Funds for renovating the old Fire Station. Chief Horn said there are problems with rodents and heating in rented trailer. He commended Police Officers for not complaining about poor conditions in which they have to work. An article may be needed on the March Special Town Meeting warrant in case the trailers need to be used. *Action: Ms. Newman to ask Mr. Aicardi, Building Inspector what is required to bring the rectory and old Fire Station up to code and will explore other rental opportunities. She will also work with Chief to see what facilities are needed. An agenda item will be placed on the January 20 agenda to follow up on the subject.*

Selectman Reil made and Selectman Schofield seconded a motion to appoint Padraic Pomeroy as a full-time Dispatcher at \$19.62 per hour effective December 17, 2014. Chief Horn explained this is a step 1 and gave overview of Padraic's resume. **The motion carried unanimously.**

Ms. Willoughby explained that she forwarded the Algonquin Easement and License Agreement Request to Selectmen and town counsel for his review prior to the Selectmen signing it.

Ms. Newman reported that the environmental assessment was passed and the wetland survey was done last week for the solar project. The approval from National Grid on the dirt road easement is expected in one month. Annual employee evaluations were performed this week. Contract negotiations for the four unions begin in January.

MINUTES OF MEETING----- December 16, 2014

APPROVED-----January 5, 2015

Chairman Goddard made and Selectman Reil seconded a motion to enter into Executive Session under M.G.L. C.30A Sec.21 to consider disciplinary action and discuss strategy with respect to litigation as an open meeting may have a detrimental effect on the litigating position of the Board of Selectmen and I so declare. We will reconvene only to adjourn. A roll call vote will be needed: Schofield-aye, Goddard-aye, Reil-aye.

Selectman Schofield made and to second a motion to adjourn at 8:30 p.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Diane Willoughby".

Diane Willoughby
Administrative Assistant

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

Eagle Scout Citations for Shawn C. Clifton, Michael Godowski, Alexander James Kennedy and Austin Bernard Labastie

Adult Entertainment License for Showtime Entertainment, George Funari Trustee, 49 Milford Street
Monday through Saturday Entertainment License for Northmen LLC dba Uber Café, 32 Hastings Street
Professional Service Agreement with the Edward J. Collins Jr. Center for Public Management dated
December 16, 2014