



TOWN OF MENDON

SELECT BOARD

20 Main Street, Mendon, MA 01756

Tel: 508-473-2312 Fax: 508-478-8241

Notice of Meeting

January 12, 2022

6:00 PM

REMOTE MEETING

Board Members

Mark W. Reil Jr., Chairman

Lawney Tinio

Michael Merolli

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 347-467-1434,,370051517#](#) United States, New York City

Phone Conference ID: 370 051 517#

Meeting Minutes

At 6:02 PM a Remote Meeting was called to order. Ms. St.John-Dupuis read the introduction to the meeting. Mr. Reil provided the ground rules. Present: Mark Reil, Lawney Tinio, Mike Merolli, Kim Newman and Laura St.John-Dupuis.

Correspondence - Request from the Land Use Committee to hang a sign at the Town Hall.

Mr. Tinio made a motion to authorize the Land Use Committee to hang a sign for the Town Hall Restoration Project at the Town Hall. Second by Mr. Merolli . The motion passed unanimously.

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

6:15 PM Public Hearing- 5 Year Land Use Program

Mr. Tinio made a motion to open the public hearing for the 5 Year Land Use Program. Second by Mr. Merolli. The motion passed unanimously

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Mr. Reil read the public hearing notice.

Ms. Anne Mazar, Land Use Committee and Community Preservation Committee Chair stated that this hearing is held every year to solicitate any ideas that he might have for the use of CPC funds or the five year plan. All Committee meetings are public and take suggestions all year long.

Mr. Reil asked for comments or questions from the public or the Select Board. There were none.

Mr. Tinio made a motion to close the 5 Year land Use public hearing. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Mr. Tinio made a motion to approve the 5 Year Land Use Program as presented. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Division of Local Services (DLS) Presentation- Zachary Blake

Division of Local Services (DLS) Mr. Zachary Blake, Chief of the Financial Management Resource, provided a brief presentation to the Select (attached).

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Mr. Blake Stated that the Division of Local Services is the chief regulatory body over cities and towns financials done through the Bureau of accounts, Bureau of Assessment, Technology Bureau, Law Bureau and the Financial Management Resource Bureau.

The Financial Management Resource Bureau provides a comprehensive report that offers guidance of the town hall structure and financial practices based on site visits, meetings with departments, boards, and committees that are involved with financial decisions. The DLS will examine documents and look at cash reconciliation reports, payroll, AP, audits, ratings and bylaws and will put together a comprehensive report with an overview of the general government structure as well as the fundament of the financial management planning and then a deeper dive of payroll, ap, procurement and then look at communication and coordination amongst Department Heads, Town Hall staff and policy makers. The goal to develop a report with recommendations providing guidance to be a more efficient operation, this is not an audit or performance review, the report is approximately 30 pages with 12-30 recommendations. This is free and no charge to the Town. All that is required is a vote by the Select Board for DLS to begin and work with the Town Administrator.

Mr. Merolli asked when this could be done. Mr. Blake stated after Town Meeting. Mr. Tinio suggested to begin after the budget season in the summer when things slow down and the Towns new financial software will be fully operational .

Mr. Reil made a motion to have the DLS to provide a Financial Management Review of Town operations. Second by Mr. Tinio. The motion passed unanimously.

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Discuss Rooster Bylaw with Animal Control Officer

Ms. Newman stated that the Animal Control Officer is currently working with the 7 communities. These communities are working to try to get hire an additional Animal Control Officer to cover the region and get another vehicle, a proposal should be coming forward.

Mr. Richard Greene, 2 Daniels Road, stated there are 3 Roosters in his area making noise all day and night. Mr. Greene asked about when Town Meeting will take place so that he may submit a Citizen's Petition. Mr. Reil suggested Mr. Greene speak with the Town Clerk to get the details he needs to get everything in on time. Ms. Newman stated that there is enough time to get a Citizen's Petition submitted in time for the Annual Town Meeting.

Mr. Sullivan was not in attendance for this meeting but has confirmed with Police Chief Kurczy that he would be available for the next Select Board meeting.

6:30PM FY23 Revenue Forecast Presentation

Ms. Newman stated the financial team would be presenting the FY23 Revenue Forecast. The financial team is made up of Ms. Jody Kurczy - Financial Director, Mr. Eric Kinshurf-Town Accountant and Ms. Jean Berthold - Principal Assessor. Ms. Kurczy stated that financial team discussed the FY23 budget revenue projections and wanted to kick off the budget discussion for the upcoming Fiscal Year and to start talking about it as a team.

Mr. Kinshurf stated the financial team went over the revenue estimates and stated that the Town has \$774K more than last year, when budgets come in you can match them up to the revenue and see where you come in.

Ms. Kurczy wanted to remind everyone that the budget document is a fluid document any adjustments will be made as needed.

Mr. Hodges, Finance Committee asked about anticipating what real revenue will be for non-school expenditures. Ms. Newman stated this year's revenue has about \$774K in surplus. Last year's school budget request was for more than the Town brought in for additional revenue in a year. In previous years the request was not as high and the Town as able to give 50% of new growth. Ms. Newman further stated that if the school is going to make request more than 2.5% there going to be an override. It has been a practice and not a policy in affluent times that the Town was able to do that. To make that promise in advance, we are promising to cut Town services to make the 50/50. We will have to judge year by year. We were in no position to give the 50/50 least year. Mr. Reil stated that

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in the past it has been Mendon's numbers that drove the revenues and he wants to pull that away from being that driver. Schools should be looking at their expenses and building their budgets off of that, and not to expect to get ½ of our new revenues. We were getting to a point where we could not commit to giving that ½ and it needed to be more of a conversation on an annual basis, we cannot commit that money every year. Mr. Hodges agreed that this was his recollection as well.

Mike Jones, FinCom Chair asked what percentage of new growth Commercial and Residential is. Ms. Berthold stated that there is no estimates to break it down into commercial or residential.

Mr. Reil stated it sounds like we are all on the same page and appreciated the financial team to guide this process this year.

Consider Marijuana Host Agreement- Cannapreneur Partners LLC, 47 Milford Street

Mr. Tinio made a motion to authorize the Town Administrator enter into a marijuana host agreement with Cannapreneur Partners LLC, 47 Milford Street. Second by Mr. Merolli. The motion passed unanimously

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Consider Trailer Permits-Habitech Inc.- 1 Locust Hill Drive & 83 Northbridge Street

Mr. Tinio made a motion authorize two trailer permits for Habitech Inc. at 1 Locust Hill and 83 Northbridge Street on the side of the stone building on Northbridge Street for a period of 6 months. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Appointment- Library Assistant, Brenda Whitner

Mr. Merolli made a motion to appoint Brenda Whitner to the part time position of Library Assistant at a rate of \$16.50 per hour. Second by Mr. Tinio. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Appointment- Highway Heavy Equipment Officer, Dan Baker

Mr. Merolli made a motion to appoint Dan Baker to the full time position of Heavy Equipment Officer. At a rate of \$20.71 per hour. Second by Mr. Tinio. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Appointment -Conservation Agent, Emily Petro

Mr. Tinio made a motion to appoint Emily Petro to the position of Conservation Agent, part time at a rate of \$30 per hour. Upon the completion of certification as a Conservation Agent, there will be a \$1.00 increase. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Appointment- Council on Aging- Administrative Assistant , Melissa Rezek

Mr. Tinio made a motion to appoint Melissa Rezek to the position of Council on Aging Administrative assistant part time, at a rate of \$20 per hour. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Appointment- Land Use Committee Alternate, Carolyn Barthel

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Mr. Tinio made a motion to appoint Carolyn Barthel to the Land Use Committee Alternate for a term to expire June 30, 2024. Second Mr. Merolli. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Conservation Restriction- 10 Southwick Street

Mr. Tinio made a motion to sign the conservation Restriction for 10 Southwick Street. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Town Hall Well Siting Proposals

Mr. Merolli made a motion to award the Town Hall Well Siting Project to Richardson Wells and Pumps in the amount of \$19,907.75. Second by Mr. Tinio. The motion passed unanimously.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider Town Hall Painting Bids

Mr. Tinio made a motion to award the Town Hall Painting Project to Fox Paining Company up to \$99K.

Roll Call Vote: Reil-aye, Tinio- aye, Merolli-aye

Consider 2022 Annual License Renewals- Per Attached List

Mr. Tinio made a motion to approve the 2022 Annual License Renewals per attached list. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Mr. Tinio disclosed that some businesses of his do work for some of the businesses on the license renewal list and stated that his vote on these renewals has nothing to do with his businesses.

Consider Common Victualler License- 95 Uxbridge Road, The Hide-A-Way Pizza-LaPlante Inc.

Mr. Tinio made a motion to approve a Common Victualler license for the Hide-A-Way Pizza, LaPlante Inc. 95 Uxbridge Road, pending the receipt of positive routing slips. Second by Mr. Merolli. The motion passed unanimously

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Update Town Newsletter and Personnel Policy

Ms. Newman stated that she has received 9 submission and will start putting this newsletter together. Mr. Reil asked about the Personnel Policy, Ms. Newman stated that she and Ms. Hynes (HR Officer) are working on the policy, they have the original document and drafts. She will be coming to an upcoming meeting.

Discuss Town Common Concept

Mr. Tinio stated that Ms. Lisa Hilton of The Master Plan Committee wanted to discuss a gazebo area similar to the Hopkinton Town Common. Mr. Tinio stated that he wanted to see if it is possible to use Town owned land for a gazebo. And to consider what will be planned with the Town Hall Campus.

Discuss Brothers of the Brush Block Party

Mr. Tinio stated the past Saturday was the first meeting The brothers are considering various ideas and are looking to hold the block party at the end of August or beginning of September. If anyone is interested in joining the meetings, please check the Town's website or contact Mr. Tinio.

Consider Approval of Meeting Minutes: 6/9/21, 9/22/21, 6/30/21, 10/18/21, 11/17/21 & 11/22/21

Mr. Tinio made motion to approve the meeting minutes of 6/9/21, 9/22/21, 6/30/21, 10/18/21, 11/17/21 & 11/22/21.
Second By Mr. Merolli.

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Other Topics Not Reasonably Anticipated 48 hours prior to Meeting- Discuss the purchase of at home Covid test kits.

Ms. Newman stated that she received an email from the Sr. Administrative Assistant at the Board of Health asking if the Town wanted to sign up for Covid test kits. Ms. Newman asked if the Board was interested in purchasing for employees or residents and mentioned that Governor Baker stated that any resident with health insurance can get up to 8 tests.

Mr. Tinio suggests that people go to their Doctor or places that offer rapid tests.

Mr. Merolli stated that he does not see a problem with offering a kit with every employee.

Ms. Newman stated it would be good to have test kits on hand.

Mr. Reil stated that he would approve test kits for employees.

Adjournment

Mr. Tinio made a motion to adjourn. Second by Mr. Merolli. The motion passed unanimously.

Roll Call Vote Reil-aye, Tinio- aye, Merolli-aye.

Submitted by: Laura St.John-Dupuis

2022 Annual License Renewals

Restaurant/All Alcohol, Common Victualler, Entertainment:

Miss Mendon Diner, 14 Uxbridge Road, Bldg. #16
GV Mendon Management (Grand View) , 6 Nipmuc Dr
Willowbrook Restaurant, LLC, d/b/a Willow Brook Restaurant, 16 Hastings St.
New England Steakhouse, Inc., d/b/a New England Steak & Seafood, 11Uxbridge Rd.
Alicante, LLC, d/b/a/ Alicante Mediterranean Grill Restaurant & Lounge, 84 Uxbridge Rd.
NLCK, Inc., d/b/a Lowell's Restaurant, 75 Cape Rd.
Havco II, d/b/a Greenhouse Wood Fired Pub, 3 Cape Rd.

General on Premise All Alcohol, Common Victualler:

Miss Mendon Diner II, 20 Uxbridge Road

General on Premise All Alcohol, Adult Entertainment:

Showtime Entertainment LLC, 49 Milford Street

Package Store/All Alcohol, Common Victualler:

LABH, Inc. d/b/a Mendon Wine & Spirits, 32 Hastings St.
Shriji Ne Sang Corp. D/B/A Liquor World, 1A Cape Rd.

Restaurant/Wine & Malt Regular, Common Victualler:

ATLK, LLC d/b/a/ Deluxe Pizza, 32 Hastings St.

Restaurant/All Alcohol, Common Victualler, Automatic Amusements, Entertainment:

Roy Ventures Corp., d/b/a The End Zone Sports Pub, The Outer Limits, 39 Milford St.
Southwick Wild Animal Farm, d/b/a Southwick's Zoo-Galliford's, 9 Southwick Street.

General on-Premises Wine & Malt Regular, Common Victualler, Movie, Entertainment, Juke Box:

Phat Brothers, LLC d/b/a Mendon Twin Drive In, 35 Milford Street

Farmer Winery Pouring Permit/Wines Only

Susan Vandervalk, d/b/a Vandervalk Farm Winery, 25 Lovell Street

Common Victualler:

A&Z Golden Corporation, d/b/a DB Mart #3, 1 Milford St.
Jashal Enterprises, Inc., d/b/a Sunny Farms, 1B Cape Rd.
CL Pizza, Inc. d/b/a Nona's Pizza Corporation, 1B Cape Road
Gold Medalist, LLC, dba Gasco Fuel, 25 Cape Road
D&E Donuts, d/b/a Dunkin Donuts, 4 Uxbridge Road
Imperial Gas LLC, 8 Uxbridge Road
Muffin House Café, 32 Hastings Street
L&M LLC d/b/a Subway, 32 Hastings Street
Clough School, 10 North Avenue

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Miscoe Hill School, 148 North Avenue

Class I License:

East Acre Recreational Vehicles, 10 Cape Road

Imperial Chrysler, Dodge, Jeep, 10 Uxbridge Road

Imperial Ford, 8 Uxbridge Road

Bob's Marine, 19 Uxbridge Road

Meehan Automobiles Inc., d/b/a Imperial Chevrolet, 20 Uxbridge Road

Imperial Chrysler, Dodge, Jeep d/b/a Imperial Sprinter, 20 Uxbridge Road

Class II License:

Jamshak, LLC, DBA Forefront Auto, 28 Hastings Street

Certified Sales, 19 Uxbridge Road

Ron Champney's Used Cars, 152 Uxbridge Road

Copart of Connecticut, 82 Cape Road

Native Automotive, 64, Milford Street

Richie's Drive Line, 1 Kinsley Lane

Sutfol Auto Sales, 20 Cape Road

Peluso Precision Auto LLC, 93 Blackstone Street

Stop & Save Auto Sales, 54 Cape Road

JNG Motors LLC, 65 Providence Street

Hawkers, Peddlers, Transient Vendors:

Larry Joe, Larry Joe's New England Fire Pit, 23 Cape Road Parking Lot

Lodging House:

Mark L. Scott, Executive Manor Lodging House, 10 Main St.



Division of Local Services

Supporting a Commonwealth of Communities

Financial Management Resource Bureau

Zack Blake, Chief

January 12, 2022

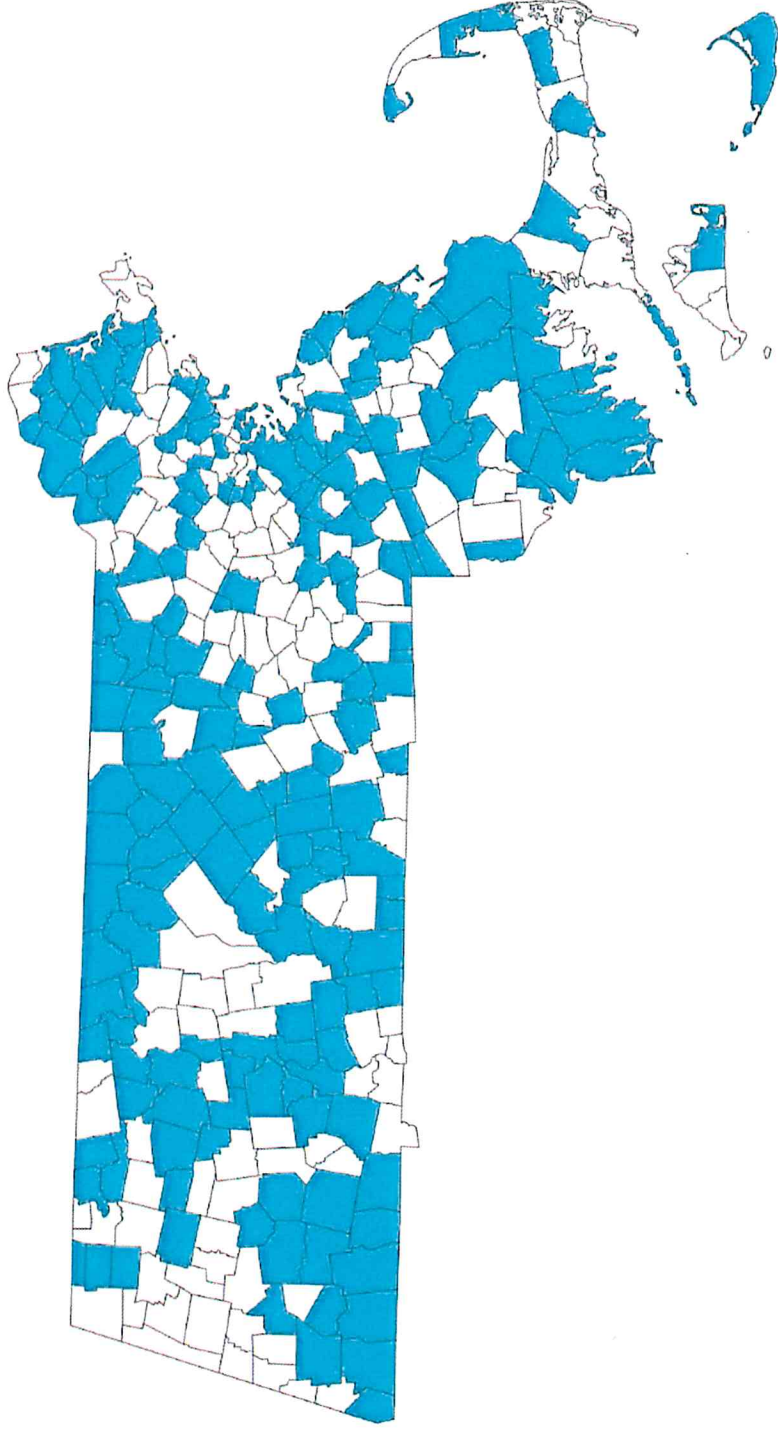
Division of Local Services – Mission

- The Division of Local Services (DLS) provides:
 - Oversight to assist Massachusetts cities and towns in the achievement of sound and efficient fiscal management
- DLS is responsible for:
 - The accuracy and quality of local accounting and treasury management
 - Ensuring the fairness and equity of local property assessment and taxation
 - Distributing local aid
 - Maintaining a comprehensive databank on local finances
 - Interpreting state laws that govern local finances
 - Technical Assistance & Training

FMRB advises cities and towns on opportunities to improve their financial management operations:

- Our project management team brings real-world experience and practical advice to every assignment
 - We collaborate with other DLS bureaus and state agencies (like MassIT) to provide comprehensive guidance and tools
 - Whether your community is facing a particular issue, would like to implement a best practice, or could benefit from a general assessment of its financial condition, we can assist
-

Where we've been over the last 10 years. All our reports are available on our website at:
www.mass.gov/dls > Financial Management Assistance



Financial Management Reviews:

- Town government structure in the context of the duties and responsibilities of financial officers
- The town's capital planning, forecasting and budget processes
- The degree of coordination and communication that exists between and among boards, officials and staff involved in financial management operations
- The general efficiency of financial operations as measured by the town's success in maximizing resources and minimizing costs.

FINANCIAL MANAGEMENT REVIEW

TOWN OF ENFIELD

NOVEMBER 2021



DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Financial Management Reviews:

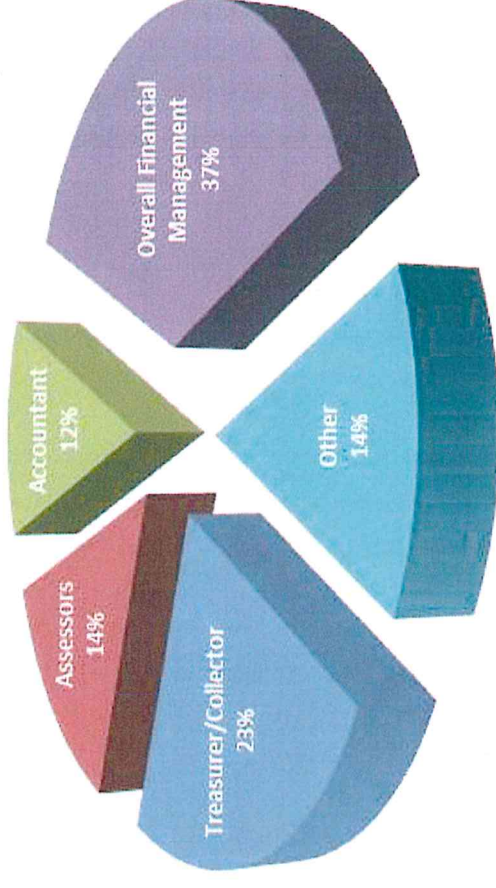
Overall financial management: forecasting, capital planning, policies, appointed vs. elected, financial management team

Treasurer/Collector: cash controls, tax demands/tax titles, reconciliations, billing

Assessors: cyclical inspections, online data access, tax maps

Accountant: recordkeeping, timely reporting (Recap, Schedule A, Free Cash)

Other: human resources/personnel, procurement, information technology



Questions?

Thank you!
