

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

Chairman Reil called the meeting to order at 7:00 p.m. and led the pledge.

The motion to enter into executive session on October 5, 2015 was inadvertently made without explanation why executive session was needed. A vote is needed to amend and remake the motion.

Chairman Reil made and Selectman Schofield seconded a motion to amend the motion made at the regular session meeting of October 5, 2015 to include the words after potential litigation, “as an open session may be detrimental to the Selectmen’s bargaining and litigating position”. The motion carried unanimously.

Chairman Reil made and Selectman Burke seconded a motion to enter into Executive Session under M.G.L. C.30A Sec.21 to conduct strategy sessions with respect to collective bargaining with the Town Hall Employees Union, the Mendon Police Civilian's Employees Association & Mendon Permanent Fire Fighters Union and to conduct a strategy session with respect to potential litigation. We will reconvene into regular session. Schofield-aye Burke-aye, Reil-aye.

Selectman Schofield made and Selectman Burke seconded a motion to approve the regular session minutes of October 5, 2015 as amended. The motion carried unanimously.

There were no citizen statements or petitions.

Chairman Reil invited one member from each board and committee to join the Selectmen. He explained the purpose is to improve communication between and among boards and committees. He asked for input for frequency of meetings and what everyone would like to accomplish. Bill Ambrosino, Planning Board, Multi-Board and Master Plan Committee, explained they received grants from Central Mass. Regional Planning Committee (CMRPC) for things such as low impact development. A traffic count was done recently which was a result from feedback in the Master Plan Committee’s survey. He said the Planning Board is supervising three large subdivision which create population impact. There is a village center district by-law being developed. He is working with Anne Mazar’s group for Low Impact Development which will have zoning changes. The Cox property is an example of that.

Amy Fahey, Chair Library Board of Trustees, thinks it would be a good forum to learn about what other departments do. She would like to get more people in to the library. Revised procedures and adult programs need to be developed once the library is built. If there are going to be more residents, the library should be staying open more hours per week.

Joyce Firth, co-chair of Mass Cultural Council, said she is in a state organization which serves the Town. This forum would help to understand what is going on in Mendon. Mass. Cultural Council and other boards need more meeting space. Her Council is required to meet in a Town building. She would like a central calendar that includes non-town-sponsored events. In order for her Council to meet the community’s needs, she needs to be aware of them.

Jean Berthold, Principal Assessor, said she supports a quarterly meeting with everyone. She would like the GIS mapping implemented which would assist multiple departments. Public records will be going online.

Alan Kent, Water Board, said his board handles water for 153 properties. One question is why more water is taken from Hopedale than what is billed. Upgrading the meters is needed. Does more of the Town need public water?

Alejna Brugos, Taxation Aid Committee, explained the committee's goal is to work with Board of Assessors to share what opportunities exist for taxation aid locally, through the state and learn what other towns have for resident aid.

Tim Aicardi, Building Inspector, said a quarterly or blanket email would be helpful giving out new information. He is working on obtaining software and reducing paperwork. Zoning and permitting software will allow tracking. Using GIS would show parcel, flood plain and wetlands which would be important. Municipity is the building permitting software for which he received a quote. He is also increasing zoning enforcement. He is made aware of issues through town hall employees or through residents.

Moritz Schmid, Library Building Committee, would like a centralized place where residents can ask questions about the new building, such as social media or on the web site.

Alan Greenberg, Board of Health member, said his board is amenable to a forum and would send a representative. During his 18 months on the board, they have updated the smoking regulations. Missy Kakela-Boisvert, Administrative Assistant, worked with a collaborative group to negotiate the trash tonnage rate. Member AJ Fiske is working on Title V to ensure properties are compliant. They are changing the office procedures to ensure they receive proof of compliance. If property is transferred as a cash transaction, Title V documentation can fall through the cracks. They have been working on having the drive-in install an expensive septic system. They have a contract with the VNA for flu clinics and school involvement. They are going to update well regulations. They are mapping tight tanks and septic systems on the lake as those water tests were not good. The goal is to enhance conditions on the lake.

Dan Byer, Parks Commission and 350th Anniversary Committee Secretary, said the Parks' priority is researching opportunities for new fields, investing in existing facilities, and increase programming and revenues. The 350th Committee's first priority is to plan events, raise money and establish subcommittees to work on events. On January 20 there is a meeting at Miscoe at 7:30 p.m. to get volunteers to be on them. Another goal is have more community events. Chairman Reil noted the State donates to anniversary celebrations. Joyce Firth added the Mass. Cultural Council will have money for the event.

Mike Merolli, Finance Committee Chairman, said his committee's top priority is the budget. They meet quarterly with the financial team and with each department to develop the annual budget. He recommends the multi-board committee look at the long range financial plan. Chairman Reil said the State is looking at removing the cap on the capital expenditure account.

Anne Mazar, Chair of Community Preservation (CPC) and Land Use Committees, explained the purpose of those committees. Most projects are eligible for a grant in addition to CPC money. She said CPC will have a meeting where committees can attend so they can plan for future projects. There is a lot of money in the affordable housing category and she is working with the Affordable Housing Coordinator for his input on how to spend it. GIS will be helpful for the CPC.

Jane Lowell, Historical Commission, said its main goal is to preserve historic buildings in town. They are working on a historic district which will help with that goal. They received a grant to study what can be done with the old library, fire station and how to make Town Hall more attractive. There needs to be a long-term goal on maintenance. They are in negotiations with Bruce Wheeler to save Miscoe Springs. They are in the process of inventorying 17 cemeteries in town to maintain them. There needs to be a central location for documents for all buildings. Mr. Aicardi said Municipality can track building maintenance.

Bill McHenry, Affordable Housing and Green Communities Coordinator, recommended an interdepartmental bulletin board. Understanding housing needs, gaining consensus on serving needs, taking steps to control housing destiny and positioning ourselves to take advantage of opportunities that arise are his goals. *Action: Ms. Newman will invite a representative for People GIS to an upcoming meeting.* The cost for the software is \$6700 costs plus a maintenance fee.

Members discussed methods to disseminate information. Selectman Schofield will brainstorm an interim communication method. Ms. Firth suggested each committee submit a monthly report. Selectman Schofield summarized that a name needs to be chosen for subsequent meetings of board and committee representatives, meeting frequency needs to be determined, as well as an interim communication method. He offered to summarize and distribute priorities. GIS needs to be investigated immediately. The newly formed group developed to improve communication will be called the Mendon Boards and Committees Cabinet (MBCC). Ms. Newman suggested keeping town meetings in mind when scheduling these meetings. The first one will be held February 1 at 7:00 p.m. A representative from Public Safety, Agricultural Committee, Council on Aging and the Town Clerk should attend.

Selectman Schofield made and Selectman Burke seconded a motion to open the Special Town Meeting Warrant for March 21, 2016. The motion carried unanimously.

Ms. Newman reported that employee evaluations are being done this month. The Finance Committee budget review will be starting. There is a joint meeting with the Selectmen and Finance Committee on March 16. Last Thursday she interviewed someone for the Town Accountant position. She will invite her to their meeting on December 28.

Selectman Schofield explained he created a report listing categories, projects, actions, notes, and priorities of all current activities and issues on which the Board is working. *Action: Selectman Burke asked that a date be set for its completion. This list can be updated at the end of each meeting.*

Chairman Reil explained the MBCC concept to Amy Wilson Kent, COA Director, who was unable to attend the beginning of the meeting. She said the tax abatement program is up and running and more people are looking to participate. The goal is to stay on course with building maintenance and utilize seniors to help.

Mrs. Lowell recommended having another electrician finish the basement if the current electrician cannot do so. *Action: Ms. Newman will follow up again with the electrician tomorrow. Selectman Burke wants a plan by next meeting as to when move in will occur.*

Selectman Schofield thanked Barry Iadarola for fixing the outside faucet so the front of Town Hall could be power washed on Friday.

Selectman Schofield made and Selectman Burke seconded a motion to adjourn at 8:54 p.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Diane Willoughby". The signature is written in dark ink and is positioned above the printed name and title.

Diane Willoughby
Administrative Assistant

Documents Discussed located in Board of Selectmen's Office:
Meeting Minutes of October 5, 2015
BOS Issues and Projects