



# TOWN OF MENDON

BOARD OF SELECTMEN

20 Main Street, Mendon, MA 01756

Tel: 508-478-8863 Fax: 508-478-8241

## **Notice of Meeting**

**March 12, 2018**

**Mendon Town Hall**

**6:30 PM**

## **Board Members**

**Christopher Burke, Chairman**

**Mark W. Reil, Jr.**

**Richard W. Schofield Jr.**

## **Board of Selectmen**

### **Meeting Minutes**

**March 12, 2018**

## **Open Meeting & Pledge**

At 6:30 PM a regular Board of Selectmen meeting was called to order. Present: Mark Riel, Rich Schofield and Kim Newman. Absent: Chris Burke

## **Citations**

Eagle Scout Aidan McAllister Belleville

Mr. Schofield read the Citation for Eagle Scout Aidan McAllister Belleville aloud.

## **Interview Candidates & Appoint Candidates for Finance Committee**

The Board of Selectmen interviewed 3 candidates for the two open Finance Committee seats. The Candidates were, Mr. Nicholas Ciantra, Mr. John Hodgens, Jr. and Mr. Matthew O'Brien. The Finance Committee chair Mike Merolli addressed the Board and recommended Mr. Nicholas Ciantra and Mr. John Hodgens Jr. for the two vacant seats on the Finance Committee. Mr. Merolli strongly encouraged Mr. O'Brien to apply for an open seat on the Capital Planning Committee.

Mr. Reil made a motion appoint Nicholas Ciantra to the Finance Committee for a term to expire June 30, 2019. Step down second by Mr. Schofield. The motion passed unanimously.

Mr. Reil made a motion to appoint John Hodgens Jr. to the Finance Committee for a term to expire June 30, 2018. Step down second by Mr. Schofield. The motion passed unanimously.

### **Consider the appointment of Sean McRae to the Position of Police Officer**

Mr. Reil made a motion to appoint Sean McRae to the position of Police Officer for the Mendon Police Department. His start date will be the first day of attendance at the MPTC Police Training Academy on April 2, 2018 with a rate of pay at \$868.16 per week. Step down second by Mr. Schofield. The motion passed unanimously.

### **Consider the Appointment of Trevor Lacasse to the Position of Police Officer**

Mr. Reil made a motion to appoint Trevor Lacasse to the position of Police Officer for the Mendon Police Department. His start date will be March 14, 2018, Step 1 with a rate of pay at \$970.30 per week. Step down second by Mr. Schofield. The motion passed unanimously.

### **MRI Presentation and Update on Shared Services**

Mr. Shawn Murray, Sr. Consultant with Municipal Resources, Inc. (MRI) addressed the Board. Mr. Murray reviewed the report he submitted to the Town Administrator. The report provided a cost analysis for 24-hour fire/EMS coverage at the Mendon Fire Station. (See attached report).

Mr. Schofield asked about the current number on staff in the document. Mr. Murray stated that number is what is in the proposal submitted by each Town.

Mr. Schofield stated that Blackstone is no longer interested in shared services and that based upon understanding the documentation, his impression would be that MRI would make a recommendation. Mr. Murray stated that in the bigger picture of what each town had to offer and cost associated with it, Uxbridge stood out above all of the others. Hopedale gave their proposal based on full man power he thought he would need and understood that there would be a higher cost. Uxbridge is pretty much proposing the same amount of people but can do it for less.

Mr. Schofield stated that the last recommendation is for an Intermunicipal Agreement and asked Mr. Murray if this is what we have done here. Mr. Murray stated yes, if the Town did go forward with this, the numbers are very broad and there are different approaches being looked at, the numbers are correct but there is still a lot work to really narrow down the numbers. Mr. Schofield stated that he understood that these are just budgetary numbers.

Mr. Reil stated if we are going to explore this we need to know concrete details in order to do this and to figure out exactly the budget would be. We are currently narrowing down the proposals.

Mr. Schofield feels the delta between Hopedale and Uxbridge is so far apart it is easy to figure out.

Mr. Schofield stressed that the Board is in the very beginning stages of exploring shared fire services and has not made any decisions as of yet but would like to continuing to explore shared services and that he would entertain a motion to do so.

Mr. Reil made a motion to explore Shared Fire Services with the Uxbridge. Step down second by Mr. Schofield. The motion passed unanimously.

### **Consider Selecting Audit Firm**

Mr. Reil made a motion to allow the Town Administer to enter into a contract with Roselli, Clark and Associates Certified Public Accountants for provide auditing services for FY17, FY18, FY19 and FY20. Step down second by Mr. Schofield. The motion passed unanimously.

### **Consider Rescinding Current Audit Contract**

Mr. Reil made a motion rescind the current auditing contract with R.E. Brown & Company Certified Public Accountants. Step down second by Mr. Schofield. The motion passed unanimously.

### **Discuss FY19 Budget**

Ms. Newman provided an overview of the FY19 Budget.

### **First Pass- May 4<sup>th</sup>, 2018 Annual Town Meeting Warrant**

Ms. Newman reviewed the draft of the May 4<sup>th</sup> Annual Town Meeting Warrant with the Board of Selectmen. Mr. Schofield stated that he was concerned about revolving enterprise funds. Ms. Newman stated that the Town needs to adopt bylaws and that Town Counsel is working on the language.

**Executive Session- Purpose 1 for Executive Session, M.G.L. c.30A, § 21(a)(1 ) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual - Taft**

**Executive Session - Purpose 3 for Executive Session, M.G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares-Shared Fire Services/Mendon Town Hall Union Local 272, Mendon Highway Department Union Local 272, Mass. Coalition of Police Union AFL-CIO Local 188, Mendon Police Civilian Dispatch Union Local 188A and Mendon Permanent Firefighters Union Local 4936 I.A.F.F.**

Mr. Schofield asked Mr. Taft if he would like to discuss this topic in open session or in Executive Session, Mr. Taft stated he would like to discuss in Executive Session.

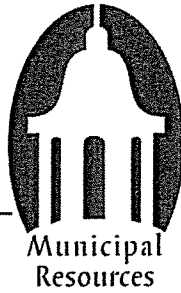
Mr. Schofield made a motion to enter in to Executive Session for two purposes: Purpose 1 for Executive Session, M.G.L. c.30A, § 21(a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual, Mr. Taft and Purpose 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares-Shared Fire Services/Mendon Town Hall Union Local 272, Mendon Highway Department Union Local 272, Mass. Coalition of Police Union AFL-CIO Local 188, Mendon Police Civilian Dispatch Union Local 188A and Mendon Permanent Firefighters Union Local 4936 I.A.F.F. Second by Mr. Reil.  
Roll call vote: Reil-Aye, Schofield- Aye.

### **Adjournment**

At 7:54 PM, Mr. Reil made a motion to adjourn. Step down second by Mr. Schofield.

Submitted by: Laura St.John-Dupuis

Date Approved: 4/23/18



120 Daniel Webster Highway  
Meredith, NH 03253

Telephone: (603) 279-0352  
Toll Free: (866) 501-0352  
Fax: (603) 279-2548

[www.municipalresources.com](http://www.municipalresources.com)

February 12, 2018

Ms. Kim Newman, Town Administrator  
Town of Mendon Massachusetts  
20 Main St.  
Mendon, MA 01756

Dear Kim,

Municipal Resources Inc. (MRI), was asked by the Board of Selectmen to query the three interested parties who submitted proposals to provide shared and integrated services within the Mendon Massachusetts Fire Department. The inquiry asked what would be the estimated cost to provide 24-hour fire/EMS coverage at the Mendon Fire Station? The following tables provided below show the responses from each organization:

***Estimated Costs for 24/7 Coverage including Mendon Fire Station***

<u>Proposal</u>	<u>Initial Proposal</u>	<u>24/7 Mendon Station Cover</u>	<u>Total</u>
Blackstone	\$783,834.00	0	\$783,834.00
Hopedale	\$720,000	\$365,000	\$1,085,000.00
Uxbridge	\$410,000	\$215,000	\$625,000

***Proposed Staffing on duty daily (24 hrs.)***

<u>Proposal</u>	<u>Current # on Shift</u>	<u>24/7 Mendon Station Cover</u>	<u>Total</u>
Blackstone	3	2	5
Hopedale	4	2	6
Uxbridge	3	2	5

In addition to determining the costs of staffing the Mendon Fire Station 24 hrs. per day, MRI also researched the National Fire Protection Association Standard (NFPA) that would apply to the Mendon Fire Department on what staffing / response model they would fall into. ***NFPA 1720 – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*** is the appropriate standard for this.

The standard address functions and outcomes of fire department emergency service delivery, response capabilities, and resources. It also contains minimum requirements for managing resources and systems, including health and safety, incident management, training, communications and pre-incident planning. The standard does not address tactical operations at a specific emergency incident.

Mendon Fire Department falls under **NFPA 1720** for the following reasons:

- Mendon is considered a Combination Fire Department because it has emergency service personnel comprising less than 85 percent majority of either volunteer or career membership.
- Mendon is defined as a Rural Area because there are less than <500 people per square mile. Mendon Massachusetts has 322.6 people per square mile.

When comparing the above stated demographics to Table 4.3.2 Staffing and Response Time chart below, the Staffing and Response Time recommendation for Mendon Fire Department is to have a minimum staff of 6 people responding or at the scene of an incident within 14 minutes - 80% of the time. All three of the interested parties can meet the NFPA 1720 standard.

**NFPA 1720 – Table 4.3.2 Staffing & Response**

Demand Zone	Demographics	Staffing & Response Time	Meets Objectives Percentage
Urban Area	>1000 population/sq. mi	15/9	90%
Suburban Area	500-1000 people/sq. mi	10/10	80%
Rural Area	<500 people/sq. mi	6/14	80%
Remote Area	Travel dist. ≥ 8 mi	4	90%
Special Risks	AHJ	AHJ	90%

Please feel free to contact me with any further questions.

Sincerely,

*Shawn Murray*

Shawn Murray, Senior Consultant  
Municipal Resources Inc.