



TOWN OF MENDON

BOARD OF SELECTMEN

20 Main Street

Mendon, Massachusetts 01756

Telephone: (508) 473-2312 Fax: (508) 478-8241

MEETING MINUTESNov. 10, 2004
APPROVED: November 17, 2004

Meeting called to order at 6:45pm by Chairman Dennis Shaheen, attended by Selectmen Sharon Cutler and Administrative Assistant Margaret Tetreault. Selectman O'Brien was absent.

Collector/Treasurer's Office

Motion by Sharon Cutler to increase current temporary Financial Clerk's pay from \$12.79 (grade 2, step 2) to \$17.52 (grade 7, step 1) effective Nov. 15, 2004. Dennis stepped down as Chairman to second. All in favor.

Motion by Sharon Cutler to support hiring another temporary Financial Clerk for the Collector/Treasurer's office for up to 18 hrs per week at a rate of pay of \$12.79/hour (grade 2, step 2) effective immediately. Dennis stepped down as Chairman to second. All in favor.

Administrative Clerks-Park Dept. & ConCom

Motion by Sharon Cutler to offer the Park Dept. Administrative Clerk position to Lynne Roberts, pay rate to be grade 4, step 1, \$14.30/hour, contingent on satisfactory background and CORI checks. Starting date to be as soon as possible. Dennis stepped down as Chairman to second. All in favor.

Motion by Sharon Cutler to offer the Conservation Commission Administrative Clerk. position to Diane Willoughby, pay rate to be grade 4, step 1, \$14.30/hour, contingent on satisfactory background check. Starting date to be as soon as possible. Dennis stepped down as Chairman to second. All in favor.

Selectmen attended the special town meeting at 7:00pm. Meeting adjourned at 7:45pm.

Respectfully submitted,

Margaret Tetreault
Administrative Assistant