



TOWN OF MENDON

BOARD OF SELECTMEN

20 Main Street

Mendon, Massachusetts 01756

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

MEETING MINUTES FEB. 25, 2004

Meeting called to order at 7:30pm by Chairman Dale Pleau, attended by Selectmen Dennis Shaheen, Selectman Ken O'Brien and Administrative Assistant Margaret Tetreault.

Board met with selectmen from Millville and Uxbridge to discuss common issues and problems. Blackstone was also invited, but unable to come.

Regional Roundtable discussions adjourned at 9:00pm. Mendon Board continued to meet.

FinCom Resignation

Jim Gooding submitted his resignation from the finance Committee due to personal reasons. Board accepted with regret. There were 2 applicants for the last FinCom vacancy-Lawney Tinio who was appointed to fill that vacancy and Chris Felton. Dennis Sheen moves Chris Felton be appointed to the fill the vacancy left by Mr. Gooding's resignation. A term to expire on June 30, 2005. Ken 2nd all in favor.

Town Accountant Backup

New arrangements need to be made for someone to back up the Town Accountant for the weekly payroll and vendor payments. Margaret Bonderenko was trained and had been performing this duty, but now that she is Town Clerk, she does not have the time. Town Accountant believes that it should be someone from the Collector/Treasurer's office. The Board was presented with 5 possibilities:

1. Add hours to Financial Asst. in Treas/Coll office-this could make the position full time and leave us obligated for health insurance.
2. Add fewer hours to Financial Asst. and take some hours away from Treas/Coll duties to perform the payroll backup function.
3. Hire a person to work 8-12 hours per month just to do this.
4. Give Trish extra hours to do this.
5. Have Trish do this within her hours; train Dispatch supervisor, Patty Wright, to perform Trish's job on the Mondays she works for Claudia and hire a part time dispatcher to cover for Patty Wright.

Claudia is not in favor of option 4 & 5. She's afraid Trish would not be available when needed and thinks someone from the Treas/Coll office should perform this function.

Chris is uncomfortable with option 1 & 2 because Monday of Feb. vacation week, she needs the Financial Asst. in her own office and this is a week Claudia will want to take vacation. Deb doing payroll on Tues makes this option better for Chris. With Option 2, Chris feels she needs the hours currently worked by the Fin. Asst. and is uncomfortable giving up very many.

Option 3 could work if we can find someone willing to work so few hours. Any other suggestions? This will be discussed further at budget meetings.

Meeting adjourned at 9:45pm.

Respectfully submitted,

Margaret Tetreault
Administrative Assistant