



# TOWN OF MENDON

## BOARD OF SELECTMEN

20 Main Street

Mendon, Massachusetts 01756

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

MEETING MINUTES .....AUGUST 25, 2004

APPROVED: SEPTEMBER 8, 2004 AMENDED OCTOBER 20, 2004

Meeting called to order at 7:00 pm by Chairman Dennis Shaheen, attended by Selectmen Ken O'Brien & Sharon Cutler.

Motion by Ken O'Brien to go into Executive Session under MGL Chapter 39, Section 23B to discuss strategy with respect to litigations; the Board will return to Open Session, Sharon Cutler 2<sup>nd</sup>, all in favor.

Roll Call, Shaheen – Yes, O'Brien – Yes, Cutler - Yes.

Board return to Open Session @ 7:58 pm

1. **Pledge of Allegiance**

Board recites the Pledge.

2. **Warrants**

Board signed the warrants

3. **Minutes**

Chairman Shaheen would like to discuss the August 11, 2004 Executive Session minutes in Executive Session.

Chairman Shaheen discussed not having the minutes available sooner and would not want to approve the minutes of May 12, 2004 regular & executive session thru July 28, 2004 regular session.

Motion by Sharon Cutler to approve meeting minutes of August 11, 2004, Chairman Shaheen steps down to 2<sup>nd</sup>, all in favor.

Motion by Sharon Cutler to have the meeting minutes available within 48 hours, Ken O'Brien 2<sup>nd</sup>, all in favor.

Ms. Palmer apologizes for not having the minutes ready at the Selectmen's request.

Selectmen O'Brien explained at the last meeting it was not taped and therefore could not be viewed again on the cable channel.

4. **Open Forum**

There was no one for open forum.

5. **Chief Horn/FT Dispatcher Appointment**

Chief Horn stated that he would like to fill the FT dispatcher position vacant due to illness. Currently the chief is using employees on overtime to fill the position. The current position holder does not know if or when she will be able to return and if she is able to return would only be interested in part time work.

**Motion** by Ken O'Brien to appoint Donna Farrell to full time dispatcher @ hourly rate of \$14.30 effective 9/1/04, Sharon Cutler 2<sup>nd</sup>, all in favor.

## **6. Animal Control Office Supervision**

Chief Horn discussed the Police Department overseeing the position of Animal Control Officer and presented a policy to the Board with a job description for the Animal Control Officer.

Motion by Ken O'Brien to have the Animal Control Officer supervision transferred to the Police Department & accept the job description as presented, Sharon Cutler 2<sup>nd</sup>, all in favor.

## **7. Kelly Lot Discussion**

The Board passed over the discussion in lieu of more information to be gathered up.

## **8. Town Website Discussion**

The Board discussed the current website for the town. Selectmen Cutler shared some concerns that it currently is maintained outside of the Town Hall and also some concerns that it is too difficult to teach any of the departments how to maintain and change information on the site concerning their department. The Board would like to have all departments on the same site with the same program not everyone doing their own site. The Board would like to get 3 – 5 proposals regarding a website.

## **9. Town Hall Septic Plans**

Ms. Tetreault discussed with the Board the options for the Town Hall Septic plans. Mr. Duff the engineer suggests the town go with the hook up with the school's system. Ms. Tetreault told the Board it would cost about \$16,000.00 to do this. Currently the school is running under capacity and that even when the school is full they still will be under capacity. The Board would like to have a time frame on this plan. Ms. Tetreault will try to get this information.

## **10. Approve STM Warrant**

Mrs. Tetreault presented a draft warrant with 20 articles to the board stating that it was too early to know how much money will be available to raise and appropriate on Sept. 20. The Board decided to include only the money articles that could not wait for a future meeting. Final warrant approved for the 9/20/04 STM contains 12 articles.

## **11. Library**

One of the articles included on the 9/20 warrant asks for money to fund a full time Library Director. Taft Library Trustees Carolyn Peterson and Sue Bertram attended to discuss the need for this position. The Trustees would like to advertise for a full time position of 35 hours /week. They pointed out that MGL Ch. 78 requires Library Directors meet certain qualifications. Without a certified director our library would not be able to borrow books from other libraries and would not receive grants from the state. Selectman Cutler asked if the Children's Librarian could do both jobs. The Trustees stated that the Children's Librarian is too busy with children's programs to take on the director's duties. Selectmen supported including the article on the 9/20 STM, but advised the trustees not to advertise the position until after the TM vote to fund the position.

## **12. Proclamation**

The Board discussed the Proclamation wording and agreed on the changes that Selectmen Ken O'Brien suggested.

Selectmen Cutler would like to see the Boy Scout Troop receive a proclamation for assisting the young men on their Eagle Scout achievements.

## **13. Capital Planning**

Sharon distributed a copy of the last Capital Planning Com. report for the Board to review. Sharon emphasized that the mission of this committee is fact-finding. Once the committee makes its report, it is the task of the Selectmen to consolidate, prioritize and decide what to do with the information presented. She expects this report to be a total picture of what the town needs. The Maguire Group study done a few years ago left out some departments. This committee should include all departments including future school needs, library needs and senior needs.

Ken would like to review the last Capital Planning Com. report before voting to establish this committee. Sharon points out that the Town Bylaws require the Selectmen to appoint a Capital Planning Com every year. She feels Ken is stalling and challenges Dennis & Ken to include an article on the special town meeting to delete the Capital Planning Com. requirement from the Town Bylaws if they don't agree with having the committee. Ken states that he is not stalling, appreciates Sharon's concerns for the future and would like more time to review the previous CPC report.

## **14. Administrative Issues**

- Sign the Cahill 61A letter, Chairman Shaheen Signed the 61A letter.
- Grant for Fire Department, Chairman Shaheen signed the grant for the Fire Department for \$12,820.00.
- The Board reviewed all the meetings that they must attend in Sept. (Sept. 2, 8, 9, 15, 16, 20, 23, & 30) and decided to schedule a meeting after the Special Town Meeting on Sept. 20.
- The Board would like a memo sent to all departments inviting them to the meeting of 9/2/, 9/23 & 9/30.

Motion by Ken O'Brien to adjourn meeting, Sharon Cutler 2<sup>nd</sup>, all in favor.  
Meeting adjourned @ 10:10 pm.

Respectfully Submitted

*Terry Palmer*  
Administrative Secretary  
Board of Selectmen