



TOWN OF MENDON

BOARD OF SELECTMEN

20 Main Street

Mendon, Massachusetts 01756

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

MEETING MINUTESAUGUST 23, 2005

APPROVED: AUGUST 31, 2005

Meeting called to order at 7:01 pm by Chairman Kenneth O'Brien, attended by Selectmen Sharon Cutler & Lawney Tinio.

1. Pledge of Allegiance

Board recites the Pledge.

2. Warrants

Board signed the warrants.

3. Minutes

Motion by Sharon Cutler to approve the August 3, 2005 meeting minutes as written, Lawney Tinio 2nd, all in favor.

Motion by Sharon Cutler to approve the August 3, 2005 Executive Session as written, Lawney Tinio 2nd, all in favor.

4. Open Forum

Mike Ammendolia asked Ms. Tetreault if she has heard from Ms. Thomas regarding the Capital Planning Committee? Ms. Tetreault responded no. Mr. Ammendolia requested Ms. Tetreault forward an email to him to contact her.

Mr. Ammendolia received an email from Jean Davoren inquiring the position of the clerk for the Capital Planning Committee. The Board would like to add this to the next meeting for discussion.

Mr. Ammendolia discussed with the Board finding an office for the Finance Committee.

5. STM Warrant

The Board discussed with Fin Com Chairman Mike Ammendolia, Chief Horn & Lt. Deputy Poirier the STM Warrant.

Motion by Lawney Tinio to approve the STM Warrant for September 12, 2005, with the changes approved, Sharon Cutler 2nd, all in favor.

6. Treasurer/Collector Position

The Board discussed the job description for the Treasurer/Collector position. Chairman O'Brien would like to see strong computer skills; word, excel, also insert under ability strong analytical skills. Also would like wording such as Work knowledge of Municipal Government, Federal - State agency & State Laws. Special requirements – already participating in certification process. Chairman O'Brien feels this limits the pool of applicants.

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7. AA Position

The Board discussed the job description for the Administrative Assistant position. The Board would like supervision given directly to the AA to the employees. Completing & or monitoring employees with strong recommendations to the Board for hiring and firing of employees. The AA is responsible for the day-to-day decision of the Town Hall, responsible for essential functions of the systems administration of the computer.

The salaries shall range from:

- Treasurer/Collector \$41,755 - \$51,597 with the Treasurer/Collector at 40 hours
- AA \$51,126 - \$63,003

8. Hawker's & Peddlers license

Motion by Sharon Cutler to adopt the Hawker's & Peddlers License rules & regulations as presented tonight, Lawney Tinio 2nd, all in favor.

Motion by Lawney Tinio to go into Executive Session to return only to adjourn under MGL Chapter 39, Section 23B for contract negotiations, Sharon Cutler 2nd, all in favor.

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

Meeting adjourned @ 9:45 pm.

Respectfully Submitted

Terry Palmer
Administrative Secretary
Board of Selectmen