

# Town of Mendon

Selectboard

April 27, 2015

Members of the Selectboard present: Larry Courcelle, Geoff Wells

Town Officers and employees present: Sara Tully, Town Administrator, Bill Ellis, Road Commissioner, Nancy Gondella, Officer Manager/Bookkeeper, Steve Cosgrove, Zoning Administrator

Residents and Visitors present: None

The meeting was called to order at 5:33 PM at the Town Office.

Minutes of Previous Meetings: L. Courcelle moved to approve the minutes of April 20, 2015. Motion seconded by G. Wells. The Selectboard unanimously approved the motion.

## Administrative Matters

*Selectmen's Orders* were reviewed and signed.

## Old Business

*Planning and Zoning File Cabinet* S. Cosgrove requested the town purchase an additional fire proof file cabinet for the Planning Commission, Zoning Board of Adjustment and Zoning files. The three file cabinets have been reorganized by property number to make researching permits for a property easy and accurate. Motion by L. Courcelle to spend \$1,000 from the Planning and Zoning budget and \$500 from the New Office Equipment Fund. Motion seconded by G. Wells and the motion passed unanimously.

*Town Office Maintenance* N. Gondella discussed the maintenance of the town office and replacement of the exterior trim project. The Selectboard requested a total cost to complete the project from Newt Jones.

## *Report of Road Commissioner:*

*Salt Shed* The town is awaiting the engineers proposal for repairing the foundation or replacing the foundation.

*Emergency Policy Manual* G. Wells will meet with P. Douglas to complete the Emergency Policy Manual.

*Mendon Emergency Response Trailer* The Selectboard discussed the components of the MERT Trailer and potentially disassembling the trailer.

*Recreation Field Maintenance* L. Courcelle will work with T. Adams to warn and hold a recreation Committee meeting to determine the maintenance requirements at the Recreation Field.

*Employee Evaluations* G. Wells will meet with P. Douglas to complete the law enforcement officer's evaluation.

*Green Up Day* Green Up Day is May 2, 2015. Bags can be picked up at the town office. Full bags can be left on the roadside of any town road and will be picked up by the Mendon Road Crew.

There being no further business, L. Courcelle moved to adjourn the Selectboard Meeting at 8:37 PM. The motion carried.

Date approved \_\_\_\_\_

\_\_\_\_\_  
Larry Courcelle

\_\_\_\_\_  
Sara Tully- Clerk

\_\_\_\_\_  
Geoff Wells