

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

Armand Deveau, Clerk

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BOARD OF SELECTMEN MINUTES of April 9, 2012 7:00pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, April 9, 2012 at 7:00 p.m. at the Town Offices with Chairman David N. Swain presiding and Selectmen Armand Deveau and Kendra Dumont and Chief Administrative Officer David Berry in attendance.

CALL TO ORDER

Announcement: In addition to the SPACO audio and video taping of this meeting, the Board records the meeting with an audiotape player for the purpose of creating these minutes

TREASURY WARRANTS

Payroll warrant # <u>0141</u>	<u>04/11/12</u>	\$ <u>5,513.32</u>
Payroll warrant # <u>6141</u>	<u>04/11/12</u>	\$ <u>22,363.70</u>
Payroll warrant # <u>9141</u>	<u>04/11/12</u>	\$ <u>8,810.66</u>
Payable warrant# <u>2412</u>	<u>04/11/12</u>	\$ <u>42,932.43</u>
Payable warrant# <u>9392</u>	<u>04/15/12</u>	\$ <u>117,125.00</u>

Motion to accept the following Treasury Warrants as presented. Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.

APPROVAL OF MINUTES

Motion to accept the Minutes of March 19, 2012. Seconded David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.

NEW BUSINESS

1. Resignations – Center Town Hall Committee

Selectman Dumont made the **Motion to accept the resignations of Janice Miller and Donald Miller, effective April 9, 2012. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye, and David Swain vote Aye.**

2. 7:05 Public Hearing on Wage Scale & Classification Schedule

Chairman Swain opened the Public Hearing and read into the Minutes:

The Shirley Personnel Board and Board of Selectmen will hold a Public Hearing on Monday, April 9, 2012 at 7:05 p.m. at the Town Offices, 7 Keady Way, to discuss proposed Wage Scale and Salary Classification Schedule for Fiscal Year 2013. Copies of the proposed Wage Scale and Salary Classification Schedule may be obtained at the Selectmen's Office. Persons unable to attend the public hearing, may forward their comments in writing to the Board of Selectmen, 7 Keady Way, Shirley, MA 01464 prior to the hearing

CAO David Berry reported that no comments were received.

Paul Przybyla, Chair of the Personnel Board, presented the Wage and Salary Classification for FY13. (*see attached*). He noted that the Town Hall employees did receive notification of the hearing as well as copies of the Wage & Salary Classification. He stated that there are only two changes reflected in the Classification: the Executive Assistant to the Board of Selectmen will go from a Grade 6 to a Grade 7. The other change is in name only: the Conservation Administrator will be changed to Conservation Agent.

Mr. Przybyla spoke of the 1 ½% increase in the COLA effective July 1, and upon date of hire anniversary, a step based on a favorable performance review. He commented that the Personnel Board is looking for equity across the board.

Chairman Swain stated that the BOS will not be asking for additional funding at this time for a salary survey, however, upon receipts of additional funding, they may come back in the fall for this request.

Selectman Dumont made the **Motion to close the Public Hearing at 7:08pm. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

Selectman Dumont made the **Motion to accept the Personnel Board's recommendation of the Executive Assistant to the Board of Selectman on the Salary Classification Plan, and the change of name of the Conservation Administrator to Conservation Agent. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

3. Driveway Permit – 9 Devarney Court

Selectman Dumont made the **Motion to approve the Driveway Permit for 9 Devarney Court, with the Orders of Conditions as presented. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

4. Review of Draft ATM Warrant

1	Accept Annual Report	Standard article
2	Pay Prior Year's Bills	Will check with Accounting to verify if there are any
3	Amend Appropriations for Current Fiscal Year	Will check with Accounting to verify if there is a need
4	Amend NVTHSD Agreement to add Ayer to District	Requested by NVTHSD
5	Appropriate Omnibus Operating Budget for FY2013	Warrant article, explanation, and FY13 budget will clearly indicate that this is an omnibus budget
6	Appropriate Sewer Department Budget for FY2013	Standard article; prepared by Accountant
7	Appropriate Ambulance Dept Budget for FY2013	Standard article; prepared by Accountant
8	Appropriate Curbside SW/Recycling Budget for FY2013	Standard article; prepared by Accountant
9	Approve Five-Year Capital Improvement Plan & FY13 Capital Budget	See approved CIP and FY13 Capital Budget
10	Appropriate for Capital Exclusion-Pick-up Truck	Subject to approval at 5/15/12 Town Election; from final FY13 Capital Budget (\$40,250)
11	Appropriate for Capital Exclusion-Police Cruiser	Subject to approval at 5/15/12 Town Election; from final FY13 Capital Budget (\$33,500)
12	Appropriate for Capital Exclusion-Information Technology	Subject to approval at 5/15/12 Town Election; from final FY13 Capital Budget; the amount may be reduced and/or come entirely from the CIP Stabilization Fund (\$92,195)
13	Establish & Fund Capital Improvement Plan (CIP) Stabilization Fund	Appropriate from Free Cash amount not used to balance operating budget; requires two-thirds majority vote
14	Transfer to Stabilization Fund for FY2013	Normally the last article; placed here in conjunction with CIP Stabilization Fund; requires two-thirds majority vote; will any funds be added?
15	Appropriate for Capital Budget for FY2013 by Transfer from CIP Stabilization Fund	Use all but a small amount (\$5,000?) to fund high priority capital items from FY13 Capital Budget; requires two-thirds majority vote
16	Appropriate for Police Cruiser	Appropriate \$28,000 from funds reserved from insurance payment; plus \$3,500 from CIP Stabilization Fund?
17	Accept Salary Class. Plan & FY13 Wage Scale	Standard article; subject to approval by Personnel Board
18	Authorize Transfers for Managing Debt	Standard article; will check with Treasurer
19	Renew Limited Additional Property Tax Exemption	Standard article from Assessors
20	Adjust Eligibility Factors for Property Tax Exemption for Senior Citizens under MGL c. 59, s. 5, cl. 41C	Adjust factors from \$15,663.52 to \$18,000 if single, and from \$18,073.29 to \$20,000 if married; article from Assessors

21	Appropriate for conversion & adjustment of GIS database	Appropriate \$5,800 from Overlay Surplus; article from Assessors
22	Establish/Re-establish Department Revolving Funds	Standard article; COA requests new fund for newsletter
23	Appropriate Chapter 90 Funds	Standard article

5. Joint Meeting with FinCom - Tabled

OLD BUSINESS

6. Accountant and CAO Grid and Salary Classification

Chairman Swain stated that the CAO brought to the Board's attention the placement of the Town Accountant on the Wage & Salary Grid. When the Town Accountant came off her Contract, she was never placed on a step of the Wage and Salary Grid. Currently she is between 2 steps, and to keep her consistent with her salary, she should be placed at the Grade 9 Step 7. There will be a slight uptick in her wage by a couple hundred dollars.

Chairman Swain noted that the CAO wants to come off his contract and be inserted on the Wage & Salary Grid, in which he would be a Grade 15, Step 7, which would put him in the same area as the Town Accountant. By doing this, all town nonunion employees would be on the Salary Classification Plan.

Selectman Deveau stated that the primary reason for the Accountant, if she used to be in a Contract, and the intent is to place her on the grid makes sense. For the purposes of Mr. Berry, Selectman Deveau stated that it gives a starting point relative to his position. He further stated that this is a good starting point.

Selectman Dumont wanted clarification on the grades and steps for the Accountant and CAO. Chairman Swain stated that the Town Accountant would be a Grade 9 Step 8, not 7, and the CAO would be a Grade 15, Step 7.

Selectman Dumont made the **Motion to put the Town Accountant on the Wage & Salary Grid at Grade 9 Step 8 and the CAO under grade 15, step 7. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

7. Police Department Executive Secretary Request

Chief Massak came before the Board to explain the request for a grade change for the Executive Secretary. Currently the Executive Secretary is a Grade 6, Step 12. He explained that back in 2008, the former Chief of the Police had requested a grade change to Grade 7 for the Executive Secretary, due to the added work load, duties, and responsibilities. In 2009, Chief Massak again requested a grade change. Chairman Swain noted that based on his review; there was no change in the job duties. Chief Massak stated that he did go before the Personnel Board, and they recommended a 2 step merit and not a grade change. Selectman Dumont stated that the Selectmen had nothing to compare the job description to. They only have the one job description dated 2008.

Chairman Swain stated that it is too late to request a grade change, and it is the hope there will be a new wage and salary scale in the future and thus might be best to wait until then. Chief Massak agreed that it should happen that way.

CAO UPDATE

CAO David Berry reported that the Town received notification from FEMA, that it overpaid the Town by \$1,144.54, due to a reimbursement a repair on catch basin. The repair did not qualify for reimbursement. Town Accountant recommended that the town pay the Federal Government through MCI Funds.

Selectman Dumont made the **Motion to reimburse FEMA in the amount of \$1,144.54 through MCI available funds. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

Mr. Berry reported that he sent a letter to Senator Eldridge and Representative Benson on supporting a PILOT Proposal for Solar Facilities.

CAO spoke about the RFP on the Old Hazen Library and the Ball Fields.

Library Trustee Chair Beth Quinty submitted to the Board of Selectmen a bullet points on why the Library Director's hours should increase. Chairman Swain noted that the Trustees are spending the interest of their Trust Funds.

With no further business to discuss, **Motion and Seconded to adjourn at 7:45 p.m., David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

Respectfully submitted,
Kathleen Rocco

Date Accepted: _____

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

Armand Deveau, Clerk