

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

Armand Deveau, Chair

David N. Swain, Vice Chair

Kendra J. Dumont, Clerk

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BOARD OF SELECTMEN MINUTES of November 19, 2012 7:00pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, November 19, 2012 at 7:00 p.m. at the Town Offices with Chairman Armand Deveau presiding and Selectmen David Swain and Kendra Dumont and Executive Assistant Kathleen Rocco in attendance. CAO David Berry was not 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># 0120</u>	<u>11/14/12</u>	<u>\$ 5,644.80</u>
Payroll warrant	<u># 6120</u>	<u>11/14/12</u>	<u>\$ 23,812.81</u>
Payroll warrant	<u># 9120</u>	<u>11/14/12</u>	<u>\$ 9,377.87</u>
Payroll warrant	<u># 0527</u>	<u>11/14/12</u>	<u>\$ 474.15</u>
Payroll warrant	<u># 6527</u>	<u>11/14/12</u>	<u>\$ 500.34</u>
Payroll warrant	<u># 9527</u>	<u>11/14/12</u>	<u>\$ 196.36</u>
Payable warrant	<u># 9502</u>	<u>06/30/12</u>	<u>\$ 22,600.00</u>
Payable warrant	<u># 2203</u>	<u>11/14/12</u>	<u>\$ 61,203.61</u>
Payable warrant	<u># 2213</u>	<u>11/21/12</u>	<u>\$ 37,861.81</u>

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

APPROVAL OF MINUTES

Selectman Swain made the **Motion to accept the Minutes of November 5, 2012. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

NEW BUSINESS

1. LA 5 Tax Certification

Principal Assessor, Rebecca Boucher came before the Board to notify them that based on the FY2013 tax rate setting process, the Assessors have certified that FY2013 excess levy capacity is \$4,858.58.

Selectman Swain made the **Motion that the Board of Selectmen authorize the Principal Assessor Rebecca Boucher to electronically enter our approval of said Form LA5 in DLS Gateway on behalf of our board. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

Selectman Swain made the **Motion that the Selectmen have reviewed and accepted the results of the Town Override election on November 6, 2012 (results attached) and declare that the Board of Selectmen will not be calling another override election for the proposes stated in the contingent appropriation of Special Town Meeting on September 24, 2012. This is stated as to effectively terminate the ninety (90) day period set by GL 59 Section 21C(m), so that the Assessors may submit the tax rate for approval by the Massachusetts Department of Revenue. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra Dumont vote Aye and Armand Deveau vote Aye.**

2. Investment Policy – Trust Funds

Town Treasurer Kevin Johnston came before the Board seeking approval regarding Investment Policy – Trust Funds. He noted that during his semi-annual meeting with Investment Advisor Charles Patterson from Bartholomew & Company, in which were discussed opportunities that are available to continue investment gains in the Trust Portfolio. Town Treasurer would like to increase the maximum level of equity investments in the Town's portfolio from the current level of 20% to a maximum of 25%. (*See Attached*) He further pointed out that the Trust Portfolio currently has an unrealized gain of over \$153,000, primarily from growth in equity investments.

Mr. Johnston further noted that the Reporting Requirements, he will prepare a report to the Board of Selectmen, Executive Secretary and the Finance Committee, containing the following information:

- A List of Investments;
- The most recently completed Quarterly Reconciliation of Treasurer's Cash;

- A brief statement of the Town's cash position; and
- The report shall demonstrate a degree of compliance with the Investment Guidelines.

Selectman Swain made the **Motion to authorize the Town Treasurer to increase the maximum level of equity investments the Town's portfolio from the current level of 20% to a maximum of 25%. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

3. Anaerobic Digestion Project at MCI Shirley

Chairman Deveau explained the Anaerobic Digestion Project that is currently being reviewed at MCI Shirley facility. At this time it is the intention of the DEP to conduct a feasibility study for the Anaerobic Digestion Project, and are requesting input from the Towns of Shirley and Lancaster.

4. Discussion - Friday November 23rd Closing of Town Office Building

On Friday, November 23rd the Town Offices will be closed; discussion on should the employees receive pay on that day, and if so, who should receive that paid time off. Selectman Swain wanted to know who works on Fridays, in which Executive Assistant Kathleen Rocco noted that under the Board of Selectmen; the Selectmen's office, Accounting, Treasurer, Building Department and DPW, have posted hours for Fridays. The Town Clerk and Collector, who are elected, are posted as well.

Selectman Swain made the **Motion to approve a half day of paid time off , for Friday, November 23rd, day after Thanksgiving, for all non-union Town Employees, under the jurisdiction of the Board of Selectmen, who work on Fridays, and will become permanent half day off after Thanksgiving, moving forward. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

OLD BUSINESS - NONE

UPDATE FROM THE CAO

Executive Assistant Kathleen Rocco gave an update on the Computer Technology and Telecommunications projects that she has been overseeing. She informed the Selectmen that at this time the Town is in the middle of updating their software and computers and is currently focusing on the Public Safety, ie the Police Department and Fire Department. She further noted that the Town has a new web site, hosted email and has started bundling the phone systems through Comcast.

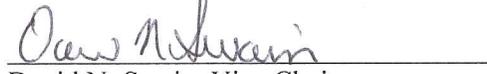
With no further business to discuss, **Motion and Seconded to adjourn at 8:03 p.m., David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

Respectfully submitted,
Kathleen Rocco

Date Accepted: 1.8.13



Armand Deveaux, Chair



David N. Swain, Vice Chair



Kendra J. Dumont, Clerk