

# Town of Shirley

## BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*Kendra J. Dumont, Chair*

*Robert E. Prescott, Jr., Vice Chair*

*David N. Swain, Clerk*

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## BOARD OF SELECTMEN

### MINUTES

### November 4, 2013

### 7:00pm

### TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, November 4, 2013 at the Town Offices, Meeting Rooms A & B, with Chairman Kendra J. Dumont presiding, with Selectman David N. Swain, Town Administrator Patrice Garvin and Executive Assistant Kathleen Rocco in attendance. Selectman Robert E. Prescott was not in attendance.

#### CALL TO ORDER

Chairman Dumont called to Order the Board of Selectmen's Meeting at 7:00pm

*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*

#### TOWN ADMINISTRATOR REPORT

Town Administrator Patrice Garvin gave her weekly report for November 4, 2013.

1. Citizen Concern Update Mill Street/Front Street

Town Administrator Garvin was updated on the residents issue from the last Selectmen's meeting, regarding the corner of Mill Street and Front Street. DPW Foreman Paul Farrar went out to measure the spaces and recommends that one car be parked on the corner of Mill Street and Front Street. Paul Farrar will be blocking off and painting a more defined parking space to avoid further concerns.

2. Veteran's Day Donation from Shirley Charitable Foundation

TA reached out to the Shirley Charitable Foundation to see if they could offer any assistance in this matter. The Shirley Charitable Foundation will be donating \$250.00 towards the Veteran's Day event that will be used to feed the Veterans and their families on November 11, 2013.

3. Work Session Monday, November 25 at 7pm

A scheduled work session with the Board of Selectmen regarding the TA's goals and objectives will be November 25, 2013 at 7:00pm, noting this will be a posted meeting complying with the Massachusetts Open Meeting Law.

4. War Memorial Lease Update

TA Garvin updated the Board of Selectmen with regard to the War Memorial Lease. She noted that both the War Memorial Trustees and The Legion had additional questions for Town Counsel, regarding the Lease. She reported that she had met with War Memorial Trustee, Theresa Richards to clear up any concerns the Trustees may have. TA Garvin will wait to hear from Town Counsel and when both groups are in agreement, the Lease will go before the Selectmen at their next meeting.

5. Personnel Policy & Procedure Update

TA Garvin had met with the Personnel Board to discuss the Wage and Classification Scale, as well as the draft Personnel Policy & Procedure Manual. Currently, she is reviewing and red-lining the manual, and plan to have it come before the Selectmen in their upcoming meeting. The Personnel Board is awaiting a Pay Plan from Human Resources, Inc. Once that plan has been reviewed, a public hearing will be scheduled with the Selectmen, followed by a recommendation from the Personnel Board on the Wage and Classification Plan, noting that this is critical when developing the FY15 Operating Budget.

<b>TREASURY WARRANTS</b>
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Payroll warrant # 0119	<u>11/06/13</u>	<u>\$ 6,270.12</u>
Payroll warrant # 6119	<u>11/06/13</u>	<u>\$ 27,615.23</u>
Payroll warrant # 9119	<u>11/06/13</u>	<u>\$ 10,712.18</u>
Payable warrant# 2194	<u>11/06/13</u>	<u>\$ 97,147.91</u>

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

<b>APPROVAL OF MINUTES - Tabled</b>
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<b>OLD BUSINESS</b>
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1. Energy Committee – ABM Performance Contract

Bryan Dumont, Chair of the Energy Committee and Paul Parker, the Performance Contractor Manager, came before the Board of Selectmen to have them execute the Modification to the ABM Performance Contract, regarding waiving the permitting fees.

Selectman Swain made the *Motion to waive all known permitting fees that have been incurred and will be incurred in the ABM Performance Contract. Chairman Dumont Seconded. David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

**NEW BUSINESS**

2. 7:05 Tax Classification Hearing

Selectman Swain made the Motion to open the Tax Classification Hearing at 7:10pm. Chairman Dumont Seconded. David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Swain read the Public Notice into the Meeting:

*The Shirley Board of Selectmen and the Shirley Board of Assessors, will hold a joint public hearing at the Town Offices, 7 Keady Way, to discuss the tax classification ratio for the various classes of property, (residential, commercial, industrial, personal and open space) for the current fiscal year 2014, on Monday, November 4, 2013 at 7:05p.m. Written comments may be submitted in advance of the hearing to the Selectmen's Office at the Town Offices, 7 Keady Way, Shirley, MA. 01464.*

Principal Assessor Becky Boucher reviewed the Summary of FY2014 Revaluation, noting that as a result of the market analysis of calendar year 2012, the total assessed value of the town decreased by \$25 million. Since the market peak of 2007, total assessed value of the town has decreased over 24%.

Boucher noted that the estimated tax rate for FY2014 is \$16.75, which is based on the pending approval of final certification and new growth and expected Special Town Meeting actions.

The increase in the average tax bill will be about \$118. This is about the same as the year to year increase in the average tax bill for FY12 to FY13. She further noted that when valuations decreases, the tax rate increases to adjust for the increasing tax levy based on appropriations and expenditures voted by Town Meeting.

Boucher continued to explain that there are 4 options to consider for Tax Classification Hearing Options.

- Residential Factor
- Residential Exemption
- Open Space Discount
- Small Commercial Exemption

The Town of Shirley normally focuses on the Residential Factor. The residential factor of "1" will result in the taxation of all property at a signal tax rate, no shift.

The Town of Shirley has 89% residential and only 10.82% CIP tax base, thus a spilt rate cannot be realized.

Selectman Swain made the Motion to close the Public Hearing at 7:21pm. Chairman Dumont Seconded. David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Swain made the *Motion to adopt a Residential Factor of 1 to maintain a signal tax rate. Chairman Dumont Seconded. David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

3. 7:15 Pole Hearing – Clark Road – TABLED AT THIS TIME

4. GIS Presentation – Presenter Jason Stanton

Principal Assessor Becky Boucher introduced Jason Stanton, of MRPC, regarding GIS. Mr. Stanton gave a presentation on the benefits of using the GIS – “Mr. Mapper” for the Town Of Shirley. He noted that that this time, Town of Shirley’s Police Department is currently using it for the Sex Offender Bylaw Maps.

5. Driveway Permit – 74 Peabody Road; 185 Center Road

Selectman Swain made the *Motion to approve the Driveway Permit for 74 Peabody Road as presented with the Order of Conditions. Chairman Dumont Seconded. David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

Selectman Swain made the *Motion to approve the Driveway Permit for 185 Center Road as presented with the Order of Conditions. Chairman Dumont Seconded. David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

6. Road Crossing Permit – 18 Phoenix Street

Selectman Swain made the *Motion to approve the Road Crossing Permit for 18 Phoenix Street for Water Services. Chairman Dumont Seconded. David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

**PUBLIC COMMENTS - None**

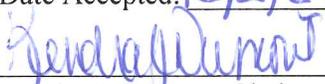
**ANNOUNCEMENTS**

November 18, 2013 – BOS Meeting @ 7:00pm ASRD Middle School  
November 18, 2013 – Special Town Meeting @ 7:15pm ASRD Middle School

**ADJOURNMENT**

With no further business to discuss, *Motion and Seconded to adjourn at 7:59 p.m., David N. Swain vote Aye, and Kendra J. Dumont vote Aye .*

Respectfully submitted,  
Kathleen Rocco

Date Accepted: 12/2/2013  
  
Kendra J. Dumont, Chair

  
Robert E. Prescott Jr., Vice Chair  
  
David N. Swain, Clerk

*Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the*

Board of Selectmen  
Minutes of November 4, 2013

*summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.*