

# 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 of September 9, 2013 7:00pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, September 9, 2013, at the Town Offices with Chairman Kendra J. Dumont presiding, with Selectmen David N. Swain, Robert E. Prescott.

#### 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*

#### TREASURY WARRANTS

Payroll warrant # 0109	<u>08/28/13</u>	\$ <u>7,440.17</u>
Payroll warrant # 6109	<u>08/28/13</u>	\$ <u>23,209.46</u>
Payroll warrant # 9109	<u>08/28/13</u>	\$ <u>22,656.00</u>
Payroll warrant # 0110	<u>09/04/13</u>	\$ <u>5,993.61</u>
Payroll warrant # 6110	<u>09/04/13</u>	\$ <u>23,114.80</u>
Payroll warrant # 9110	<u>09/04/13</u>	\$ <u>8,887.14</u>
Payroll warrant # 0111	<u>09/11/13</u>	\$ <u>7,356.53</u>
Payroll warrant # 6111	<u>09/11/13</u>	\$ <u>24,699.47</u>
Payroll warrant # 9111	<u>09/11/13</u>	\$ <u>9,998.45</u>
Payable warrant# 2094	<u>08/28/13</u>	\$ <u>62,137.40</u>
Payable warrant# 2104	<u>09/04/13</u>	\$ <u>124,465.15</u>

Payable warrant# <u>2114</u>	<u>09/11/13</u>	<u>\$ 15,422.96</u>
Payable warrant# <u>9164</u>	<u>09/05/13</u>	<u>\$ 444,278.59</u>
Payable warrant# <u>9174</u>	<u>09/06/13</u>	<u>\$ 1,800.00</u>

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

## APPROVAL OF MINUTES

Table this item.

## NEW BUSINESS

1. Dick Hingston – Guisti, Hingston on & Company  
Re: Sewer Betterments & Fiscal Year 12

Dick Hingston of Guisti, Hingston and Company, Certified Public Accountants, spoke to the Board regarding the FY12 Audit Report and the Management Letter sent to the Selectmen. Mr. Hingston reviewed some of areas of concern regarding their audit. (See Attached).

*Sewer Betterments: Mr. Hingston stated that there are some problems with reconciliation, thus recommends that the Sewer Commission uses software that assists in updated reports.*

*Ambulance Receivables: Mr. Hingston noted that Ambulance has a tough time reconcile due to the Insurance Companies. Noting that is difficult to collect balances as well as writing off the balances and post to the ledger. He would like to see authorization put in place. Stating that the Ambulance Review Committee to meet quarterly and have something signed off with by the Committee and the Town Administrator.*

*Trust Funds: Recommends Cash Receipts deposited*

*Withholding Accounts: Recommends this be cleaned up. With the Health Insurance, would like to see more aggressive collection.*

*Retiree Health Insurance: Recommends to billing other Communities. Mr. Hingston spoke about the Governor's Bill HB 159 and the possible changes in the future.*

*Snow and Ice: DOR has deemed what is appropriate to charge to Snow and Ice. Focusing in on maintenance of vehicles – stating that DPW should not use excessive amounts in maintenance of vehicles and charge back to Snow and Ice, deficit spending is not appropriate.*

In conclusion, Mr. Hingston stated that the Town has managed its budget conservatively. Noting that in that in bad economic times, and salaries are frozen or do not go up more than 1 -2%, Free Cash increases. In good economic time, salaries go up due to staying competitive and Free Cash decreases. At this point that Town of Shirley budgets are conservative and Free Cash has increased since 2010.

2. Update on Health Insurance – Kevin Johnston

Town Treasurer, Kevin Johnston gave an update on the Health Insurance. He supplied the Board of Selectmen a Memo detail the Chapter 32B Health Benefits, noting when the Town of Shirley accepted the MGL pertaining to the municipal health and life insurance benefits. . (See attached)

Treasurer's second Memo to the Board dealt with the Town of Shirley's Health Benefits. He noted that changes in the municipal health benefits, also known as Municipal Health Insurance Reform, were approved by the legislature in Chapter 69 of the Acts of 2011, Chapter 32B, Section 21, 22 & 23. (See Attached)

He noted that the Board of Selectmen approved the MIIA renewal for FY14 with the existing plan design, and directed that meetings with the IAC continue, working towards mid-year changes to the health benefit program. Johnston further stated the discussions with the IAC will continue considering changes to the current plan design and moving towards the GIC benchmark plan along with establishment of an HRA to mitigate additional out of pocket expenses for the benefits eligible employees of the Town. Stressing the Town's goal is to become an employer of choice.

Johnston recommended that the Town consider in engaging the Law Firm or Feely & Brown regarding managing the Town's Health Benefits. He believes they could give the best guidance on the Health Benefits Rules and Regulations.

Chairman Dumont asked that she would like to wait and see when the Personnel Board's Study on Wage and Salary is completed before the Town starts to go after Health Benefits. Noting Mr. Johnston's position on the Town becoming the employer of choice. Keep the Health Benefits without adversely affecting the Town Employees.

Selectman Prescott noted that the he does not want to take away from the full time employees; his focus is on closing the door and revamping in other areas. He stated that he would like to take pause on this issue, until the new Town Administrator come in on the 15<sup>th</sup> of October.

3. Driveway Permits

Selectman Prescott made the Motion to approve the Driveway Permit for 7 Valley View Way, as presented, per the Order of Conditions. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Prescott made the Motion to approve the Driveway Permit for 9 Catherine's Way, as presented, per the Order of Conditions. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Prescott made the Motion to approve the Driveway Permit for 31 Peabody Rd, as presented, per the Order of Conditions. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Prescott made the Motion to approve the Driveway Permit for 5 Gideon Lane, as presented, per the Order of Conditions Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

4. War Memorial Building Lease Update - TABLED

5. COA Request – Use of MART Vans

John Oelfke, COA Director came before the Board of Selectmen to seek approve for the use of the MART Van. Mr. Oelfke explained that on November 2<sup>nd</sup>, there will be a Medical Fair for the Seniors. The Fair will approximately 35 vendors and 5 speakers as well as some demonstrations regarding senior health. He further explained that cost of the Medical Fair is being paid with 3 Grants. However, there will be a need for a 2 Vans to pick up the Seniors and shuttle them back and forth. He is using one MART Van as well as the Town Van and the drivers will be the COA Van Drivers – Town Employees. Oelfke is seeking permission to use the Town Van for 5 hours on Saturday, November 2, 2013. He further requests that the Board of Selectmen send a letter to MART stating that they approve the use of the Van for this purpose.

Selectman Prescott made the *Motion to allow the Council on Aging on November 2, 2013 use the Town Van outside normal business hours for the purposes of transporting Senior to the Medical Fair. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

6. COA Member Appointment

Selectman Prescott made the *Motion to approve the appointment of Mary Lou Clark to the Council on Aging, term to expire June 30, 2016. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

7. Government Study Committee Appointments

Chairman Dumont stated that she would like to bring back the Government Study Committee and have them review and go over the study and work the new Town Administrator on the recommendations.

Selectman Prescott made the *Motion to approve the appointment of Bryan Dumont to the Government Study Committee, term to expire June 30, 2013. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont Abstains.*

Selectman Prescott made the *Motion to approve the appointment of Mark Prokowiew to the Government Study Committee, term to expire June 30, 2013. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

Selectman Prescott made the *Motion to approve the appointment of Frank Esielionis to the o the Government Study Committee, term to expire June 30, 2013. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

**OLD BUSINESS - None**

**PUBLIC COMMENTS - None**

**ANNOUNCEMENTS - None**

**EXECUTIVE SESSION**

Selectman Prescott made the *Motion to go into Executive Session, as authorized under M.G.L. c. 30A, §21(2):To conduct strategy sessions in preparation of negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, return to open session for adjournment purposes only. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain Vote Aye and Kendra J. Dumont vote Aye.*

**ADJOURNMENT**

With no further business to discuss, *Motion and Seconded to adjourn at 8:35p.m., Robert E. Prescott vote Aye, David N. Swain vote Aye, and Kendra J. Dumont vote Aye .*

Respectfully submitted,  
Kathleen Rocco

Date Accepted: 9/23/2013

Kendra J. Dumont  
Kendra J. Dumont, Chair

Robert E. Prescott Jr., Vice Chair

David N. Swain  
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 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.*