



# Town of Shirley

## BOARD OF SELECTMEN

7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*David N. Swain, Chair*

*Kendra J. Dumont, Vice Chair*

*Robert E. Prescott, Jr., Clerk*

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## BOARD OF SELECTMEN

### MINUTES

### March 2, 2015

### 7:00pm

### TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, March 2, 2015 at the Town Offices, Meeting Rooms A & B, Chairman David N. Swain presiding, with Selectmen Kendra J. Dumont, Robert E. Prescott, Jr., Town Administrator Patrice Garvin in attendance.

#### CALL TO ORDER

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

#### TOWN ADMINISTRATOR REPORT

The Town Administrator gave her weekly report for March 2<sup>nd</sup>. She noted that the Town concluded its Special Town Meeting and the majority of zoning articles were withdrawn. She stated that the question becomes what are the next steps for Zoning. The Economic Development Committee will meet to discuss whether there is enough time to bring back the Lancaster Road article at the upcoming Annual Town Meeting. She will update the Board with Economic Development Committee plans, once they have met.

The Annual Town Meeting is scheduled for Monday, April 27, 2015. Garvin will have a draft Warrant for the Selectmen to review, at their next meeting. She noted that most the articles at this time are financial.

The War Memorial Trustees are coming before the Board of Selectmen on March 9, 2015. Garvin is awaiting Town Counsel's written opinion on the recent meeting with the War Memorial Trustees. She noted the attached letter from Norm Albert, which he handed out at the meeting with Town Counsel. Mr. Albert wanted the Selectmen to review the letter. Counsel's comments are not on the letter, but the discussion that she and the War Memorial Trustees had a few weeks ago. Garvin is hopeful that Counsel's opinion will be in Selectmen's hand by March 9<sup>th</sup> Meeting.

Garvin reported that MRPC has drafted a Transportation/Circulation Plan that she has distributed and placed on the Town's website. MRPC, as part of the Master Plan, is looking for feedback on this plan. In an effort to move the Master Plan along, MRPC is planning to hold a Public Forum sometime in May to discuss questions such as; what are Shirley's strengths/challenges?

The Regional School District presented their budget to the Finance Committee on February 23<sup>rd</sup>. As the TA stated previously, the Regional School District is seeking a 10.7% increase over last year's assessment. Garvin will discuss this more in her budget presentation. She has attached the handouts presented at that meeting.

TA reported that she has been asked to present at the Massachusetts Sustainable Communities & Campuses Conference on April 16<sup>th</sup>. This is a good opportunity to promote Shirley and the ways in which the Town is looking to increase revenue through solar initiatives and saving money through Performance Contracting.

On Saturday, March 7<sup>th</sup>, the Selectmen and Finance Committee will be meeting in a working session to discuss the FY16 Operating Budget. Garvin noted that the budget is attached and could change subject to availability of participants.

**TREASURY WARRANTS**

Payroll warrant # <u>0135</u>	<u>02/25/15</u>	<u>\$ 10,385.95</u>
Payroll warrant # <u>6135</u>	<u>02/25/15</u>	<u>\$ 31,449.47</u>
Payroll warrant # <u>9135</u>	<u>02/25/15</u>	<u>\$ 28,323.97</u>
Payroll warrant # <u>0136</u>	<u>03/04/15</u>	<u>\$ 6,922.24</u>
Payroll warrant # <u>6136</u>	<u>03/04/15</u>	<u>\$ 27,491.11</u>
Payroll warrant # <u>9136</u>	<u>03/04/15</u>	<u>\$ 11,399.45</u>
Payable warrant# <u>2365</u>	<u>03/04/15</u>	<u>\$ 64,865.82</u>

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

**APPROVAL OF MINUTES**

Selectman Dumont made the Motion to accept the Minutes of February 23, 2015 Selectman Prescott Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

**OLD BUSINESS**

1. Energy Committee Update - Tabled

**NEW BUSINESS**

2. Warrant Article Request - Town Meeting Road

Attorney Ray Lyons came before the Board of Selectmen to inquire about a possible Article to be added on the Annual Town Meeting Warrant. Mr. Lyons represents George Caruso of 26 Town Meeting Road. Town Meeting road is an ancient public way that begins on Town Meeting Road and

ends at Mr. Caruso's house. Mr. Caruso respectfully asks that Board of Selectmen sponsor a warrant article to discontinue the Parcel C portion of Town Meeting Road and to convey whatever rights the town may hold in parcel C to Mr. Caruso.

### 3. Town Administrator's Budget Presentation

Town Administrator Patrice Garvin gave her power point presentation on the Fiscal Year 2016 Operating Budget, to the Board of Selectmen. (See Attached)

Garvin highlighter her concerns with the projected revenue versus the School's proposed Assessment at 10.7% which would leave the Town will no resources to run Town Services. With her proposed 5% School Assessment, the town would need an additional \$286,464; however if the Town would be assessed at last year's rate of 7.5% - \$429,696, the town would be left with \$70,000 to run the Municipal side of government.

She explained the following:

- Budget Process
- Revenues
- Expenses
- Budget Highlights
- Public Safety Needs
  - ❖ Police Department
  - ❖ Fire Department
  - ❖ Public Works
  - ❖ Regional Dispatch
  - ❖ Round the Clock Ambulance Service
- Y16 Additional Revenue
- School Assessment vs. Revenue
- HR Study Concerns
- HR Study Impact on Deficit
- Personnel Bylaw
- Capital Plan Funding
- Deficit
- General Stabilization
- Conclusion

Chairman Swain explained that the Selectmen had asked the Town Administrator to take a hard look at the Ambulance, noting that the Town of Ayer is responding to a vast majority of Ambulance Calls over the weekend. Further, Swain stated that the Ambulance Department is not responding in a timely manner. In the proposed budget, Swain stated that the request for the Round the Clock Ambulance Service is a small hit this year but in the future should be re-occurring revenue.

Selectman Prescott agreed and noted that if the Town goes to a Regional Dispatch, there will be reallocation of funds.

Chairman Swain announced that there will be a Working Session with the Finance Committee and various Departments on Saturday, March 8<sup>th</sup> starting at 9am.

4. HR Presentation

Sandy Stapczynski of Human Resources Service, Inc., Management Consultants to Local Government, presented to the Board of Selectmen a quick overview of the Compensations and Classification Study. The Study was for approximately 40 position titles representing more than 60 employees. The report represents culmination of a comprehensive position and compensation review and update for jobs in a variety of functional areas throughout the town's organization. (See Attached)

Chairman Swain acknowledged that the Town Employees are being underpaid to some extent, however, he would like to come to the Fall Town Meeting with some kind of plan in place, such as employee evaluations and how it is to be done.

TA Garvin stated that she would recommend not to rush into this compensation and classification study at the Fall Town Meeting. She would like to see the Personnel Bylaw changed first at the Fall Town Meeting. She further commented that with the possibility of the solar revenue in FY17, Garvin would like to see the study implemented at that time as well. Garvin suggested that in a show of good faith to the Employees, she would implement longevity for one year, in FY16.

Paul Przybyla, chairman of Personnel Board recognized all the members of the Board who put all the hours into this process, commending both Holly Hasse and Bobbi Jo Colburn. He further stated that he agrees with putting this off, as ATM is early this year. Mr. Przybyla wanted to make one thing clear, the classification ratings was done independently by HR Services; the Personnel Board simply provided the access and resources to HR. He does not want Personnel Bylaw changes cloud the fact that this study was done independently. Finally, he noted that this report is concerning the Non Union Employees. If the Town Employees are paid fairly, they won't go to other towns. Union employees have been compensated and there should be fairness across the Board.

5. National Grid Easement

Chairman Swain stated that the National Grid Easement was approved at Town Meeting, and now have to formally sign.

Selectman Dumont moved that the Selectmen complete and sign the National Grid Easement. Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

<b>OTHER BUSINESS</b>
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Chairman Swain noted that there was a request to have an insurance payment made.

Selectman Dumont moved to take from General Insurance to pay for the requisition from February 3, 2015 in the amount of \$2,486.60. Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

Police Chief has introduced a new program in the Police Department, and he has recognized Officer Greg Gushlaw an employee of the quarter. Also wanted to recognize Officer Jason Strniste in his efforts as well.

**EXECUTIVE SESSION**

Selectman Dumont moved to go into executive session under M.G.L. c.30A, Sec. 21 (2) To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, and return to open session for adjournment only. Seconded. Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

**PUBLIC COMMENTS**

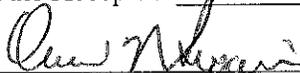
**ANNOUNCEMENTS**

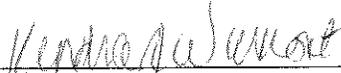
**ADJOURNMENT**

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

Respectfully submitted,  
Kathleen Rocco

Date Accepted: March 9, 2015

  
David N. Swain, Chair

  
Kendra J. Dumont, Vice Chair

  
Robert E. Prescott, Jr., 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.*