

# 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 9, 2015

7:00pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, March 09, 2015 at the Town Offices, Meeting Rooms A & B, Chairman David N. Swain presiding, with Selectmen Kendra J. Dumont, Robert E. Prescott, Jr., and 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

Town Administrator Patrice Garvin gave her weekly update for March 9<sup>th</sup>. In her report, she attached the Governor's Budget and noted that the Health and Dental Insurance have an increase for Fy16: Health had increase of 10.8% and Dental Insurance had increase of 6%.

Trash bids were opened on Wednesday, March 4<sup>th</sup>. The town received 5 bids. The Board of Health provided the bid summary, which is attached. The Board of Health will be making a final decision on the contract award this coming week. As the Board of Selectmen are aware, the town has budgeted \$150k in FY16 for Trash, which is a \$50k increase from FY15 and a \$100k increase from FY14.

Garvin stated that Senator Eldridge and Representative Benson will be attending the March 30<sup>th</sup> Selectmen's meeting.

Garvin will be meeting with the new SVP of MassDevelopment, Thatcher Kezer. Mr. Kezer replaced George Ramerez. Town Administrator will be discussing the current and future Devens Projects and she will keep the Board updated on the Devens projects.

TA reported that she has met with the Police Union hoping to finalize a contract prior to Town Meeting. She has included a draft warrant, which can be discussed further. There are currently 17 Articles on the Warrant, most are financial. The Public Hearing is scheduled for Monday, March 30<sup>th</sup>.

Article 1 – Accept Annual Town Report

- Article 2 – Prior Year Bills
- Article 3 – Supplemental Appropriation of Funds for Fiscal Year 2015
- Article 4 – Accept Salary Classification Plan, FY2015 Wage Scale and Contracts
- Article 5 – Elected Officials’ Compensation
- Article 6 – Appropriate Omnibus Operating Budget for FY2016
- Article 7 – Appropriate Sewer Commissioner’s Budget for FY2016
- Article 8 – Appropriate Ambulance Department Budget for FY2016
- Article 9 – Appropriate Curbside Solid Waste/Recycling Budget for FY2016
- Article 10 – Approve Five-Year Capital Improvement Plan & Capital Budget for FY2016
- Article 11 – Repurpose Previous Capital Funds
- Article 12 – Appropriate Capital Item for FY2016
- Article 13 – Establish & Re-establish Departmental Revolving Funds
- Article 14 – Renew Limited Additional Property tax Exemption
- Article 15 – Transfer to the General Stabilization Fund
- Article 16 – Transfer to the Capital Stabilization Fund
- Article 17 – Discontinue a Portion of Town Meeting Road
- Article 18 – Insert Article 1.8 “Electronic Copies” of the Zoning Bylaw

Nashoba Valley Technical High School has scheduled their annual breakfast on Friday, March 13<sup>th</sup>. Their budget for FY16 will be presented at that time. Garvin noted that she has budgeted a 2.5% increase for NVTHS.

**TREASURY WARRANTS**

Payroll warrant # <u>0137</u>	<u>03/11/15</u>	\$ <u>7,434.39</u>
Payroll warrant # <u>6137</u>	<u>03/11/15</u>	\$ <u>36,714.74</u>
Payroll warrant # <u>9137</u>	<u>03/11/15</u>	\$ <u>1,759.96</u>
Payable warrant# <u>9415</u>	<u>03/05/15</u>	\$ <u>444,481.58</u>
Payable warrant# <u>2375</u>	<u>03/11/15</u>	\$ <u>44,701.83</u>

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

**APPROVAL OF MINUTES**

Selectman Dumont moved to accept the Minutes of January 26, 2015. Seconded. Robert E. Prescott, Jr. abstains, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

Selectman Dumont moved to accept the Minutes of February 10, 2015. Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

Selectman Dumont moved to accept the Minutes of March 2, 2015. Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont and David N. Swain vote Aye.

**OLD BUSINESS**

1. Energy Committee Update - Tabled
2. FY16 Budget Update

Town Administrator Garvin gave a brief update on the FY16 Budget. She noted that the Governor's cherry sheet reflected an increase on local aid in the amount of \$73k however, the Health Insurance increased by 10.1% as well as the Dental increased by 6% (Dental is solely paid by the Town employees). Further, she noted that the Nashoba Valley Technical High School saw an increase of 16 Students from Shirley, thus their assessment increased by 31% or \$200k. Garvin stated that the deficit has doubled to \$425k with the 5% assessment from the Ayer Shirley Regional School District.

**NEW BUSINESS**

3. Appointment – EMT

Ambulance Director Mike Detillion introduced Jennifer Downey as the new EMT for the Town of Shirley. He noted that she is a licensed EMT and currently working with a private ambulance service.

Selectman Prescott moved to appoint Jennifer Downey as an EMT with a 6 month probation, term to expire June 30, 2015. Seconded. Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

4. ASRSD High School Building Renovation Update

Murray Clark of the High School Building Committee reported to the Board of Selectmen that the High School project is on-time and is 80% finished. The project come under the \$56,000,000, but is slightly higher over the MSBA reimbursement budget, total of which is \$19,328,000. Mr. Clark stated that this amount will go over by \$150k.

Chairman Swain asked if the school will be completely operational by August 2015. Mr. Clark remarked that it the goal.

5. ASRSD Budget Presentation

Superintendent Malone and Business Manager Evan Katz presented a power point presentation detailing the ASRSD Budget. (*see attached*)

Assessment Total:	\$16,350,716
Superintendent's Budget	\$2,455,000 +16.3%
Fixed Cost Increase Budget	\$1,355,000 +9.0%

ASRSD Assessment – RLC & NSS

Review of the Required Local Contribution (RLC)

- ASRSD amount and allocation set by state budget
- \$10,862,666 --- Ayer \$6,771,637; Shirley \$4,091,029
- FY16 Ayer ASRSD RLC – increase \$127,234 (NVTHS \$87,408)
- FY16 Shirley ASRSD RLC – decreased \$1,968 (NVTHS \$158,714)

Net School Spending (NSS) Above RLC

- Ayer/Shirley share set by regional agreement
- FY15 – 64% Ayer; 34% Shirley (3<sup>rd</sup> year of phase-in)
- FY16 – 60% Ayer; 40% Shirley (4<sup>th</sup> year of phase-in)
- Phase-in shifts \$107,614 from Ayer to Shirley in FY16 (4<sup>th</sup> year)

Total Assessment - \$16,350,716 (+ 1,354,611 9%)

Ayer's Share: 10,033,338 (+767,012 8.3%)

Shirley's Share: 6,317,378 (+587,599 10.3%)

Chairman Swain stated that the Town of Shirley cannot afford the 10% assessment and noted that both the Town of Ayer and Shirley are asking not to exceed the 5% increase. Dr. Malone stated that she is waiting for direction from the School Committee on this issue. Swain commented that between the School District's assessment and Nashoba Valley Technical's assessment, there is nothing left to run the town with, thus will have draw from the stabilization fund.

Chairman Swain asked Dr. Malone if they could use their E & D account to offset some of the costs.

Business Manager, Evan Katz commented that he would recommend being very careful on using those monies in the E&D account, as there is a limited amount: roughly around \$600k.

FinCom member Mike Swanton stated that he would like to see the change in student profile across the district: he noted that the increase of 16 students from Shirley going over to Nashoba Technical as well as the students going to Charter Schools and Choice-out as well as those students who Choice-In.

Garvin commented that the enrollment numbers are going down and wondered if that will be reflected in the Budget. She further stated that the trend seems to be increasing. Evan Katz clarified that the Required Local Contribution (RLC) is decreasing.

Selectman Prescott stated that the bigger picture is to focus on what percentage of kids going to Choice-out, Charter Schools and Tech Schools. He noted that adding that all together collectively, the Town is seeing a spike; thus becomes a bigger issue.

6. Health Insurance for Elected Officials – Vote may be taken

Town Administrator Garvin is recommending that the Health Insurance for the Stipend Elected Officials be eliminated.

Selectman Prescott inquired if the stipend should be eliminated as well. TA Garvin stated that other Towns do keep the stipends, but, have eliminated the Health Benefits.

Selectman Dumont moved to suspend the Health Insurance Benefits Package for the stipend Elected Officials, effective after the May 2015 election. Seconded. Robert E. Prescott, Jr., vote aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

7. Policies & Procedures – Town Owned Buildings

Town Administrator Garvin submitted to the Board of Selectmen, a draft Policy/Procedure Manual for the Town-Owned Facilities. She noted that this is needed to ensure safety, fairness and for mutual protection of all patrons of the Town's Facilities. The rules and regulations have been developed to be in the best interests of the Town, its residents and the public who use the facilities. These rules and regulations are designed to assist the public and employees in understanding their responsibilities and to ensure a safe environment for all persons using Town facilities.

Selectman Dumont moved to approve the Policy/Procedure Manual for the Town-Owned Facilities. Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

8. Debt Schedule for ASRSD High School & Middle School – Vote may be taken

Chairman Swain explained the need to have a formal vote regarding the offset in the High School Debt.

Selectman Dumont moved to use \$13,640 to decrease the Town's share in the ASRSD High School Project and Middle School Debt Schedule as presented. Seconded. Robert E. Prescott vote aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

9. One Day Liquor Licenses –Taste of Ireland

Selectman Dumont moved to approve the Special License for the Sale of Wines and Malt Beverages Only, to be drunk on the Premises Under Chapter 138, Section 14, of the Liquor Control Act for A Taste of Ireland, to be held at the Center Town Hall, on March 14, 2015 from 6:00pm to 9:00pm. Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

**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 purposes only. Selectman Dumont Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

**PUBLIC COMMENTS - None**

**ANNOUNCEMENTS**

Next BOS meeting – March 16, 2015

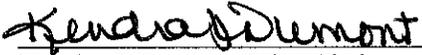
**ADJOURNMENT**

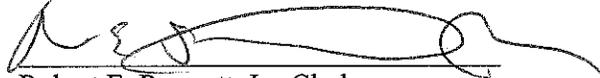
With no further business to discuss, *Motion and Seconded to adjourn . Robert E. Prescott vote Aye , Kendra J. Dumont vote Aye, and David N. Swain, vote Aye .*

Respectfully submitted,  
Kathleen Rocco, Executive Assistant

Date Accepted: March 23, 2015

  
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David N. Swain, Chair

  
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Kendra J. Dumont, Vice Chair

  
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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.*