



# Town of Shirley

## BOARD OF SELECTMEN

7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*Robert E. Prescott, Jr., Chair*

*David N. Swain, Vice Chair*

*Kendra J. Dumont, Clerk*

TEL: (978) 425-2600, x200

Fax: (978) 425-2602

[Selectmen@shirley-ma.gov](mailto>Selectmen@shirley-ma.gov)

## BOARD OF SELECTMEN

### MINUTES

April 11th, 2016

7:00 pm

### TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, April 11th, 2016 at the Town Offices, Meeting Rooms A & B, Chairman Robert E. Prescott, Jr. presiding, with Selectmen Kendra J. Dumont, David N. Swain, and Town Administrator Patrice Garvin in attendance.

#### CALL TO ORDER

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

#### TOWN ADMINISTRATOR REPORT

The Town Administrator gave her weekly report.

The Annual Town Meeting Warrant has been posted and will be mailed out to residents in Town. The Meeting will be held on Saturday, April 23rd at 9am. The warrant will not be left in every post office box, but rather placed in the post office vestibule, so mailbox holders can pick a copy up if they choose. This is to address Mr. Quinty's concern at a prior meeting of wasted warrants.

The new hours for Town Hall will take effect Monday, April 11th. The new hours will accommodate residents on Monday evenings, who are unable to make it to Town Hall during the day.

MassDOT has confirmed out Chapter 90 money for FY2017, letter attached, pending final passage of bond authorization. The total of \$253,372 is slightly less than FY2016 of 253,904. However, we did receive additional funding for FY16 totaling approximately \$37k from the Winter Rapid Assistance Program, which the Town used to pave a portion of Clark Road.

Notice has been given to all employees that a bi-weekly payroll will begin on July 1st. This notification is to comply with the MGL that the Town notify all employees ninety (90) days prior to the change. This change will create efficiencies and save time for the financial departments.

Open enrollment for health insurance has begun. This is the time when employees can reevaluate their benefits and decide to stay on or jump off the Town's health insurance.

Town Administrator Garvin concluded her report.

**TREASURY WARRANTS**

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

**APPROVAL OF MINUTES**

**OLD BUSINESS**

1. Energy Committee Update

**NEW BUSINESS**

2. Legislative Update

Senator James Eldrige and Representative Jenifer Benson came to give their annual legislative update outlining their budget goals for the fiscal year including protecting chapter 90 funding, regional bonus aid, and prison mitigation aide. The house budget will come out April 13<sup>th</sup> and budget week will be the week of April school vacation. Anyone with any questions or positions on budget funding should contact the legislature before this week.

The legislators went into a discussion regarding funding for regional schools and the amount each student requires to make whole in the eyes of the school system. They also discussed chapter 70 and the effect school choice students will have on the regions chapter 70 amount.

Selectmen Swain brought up the problem with beavers and the effect it is having on local infrastructure. Sen. Eldridge stated that there is trapping mechanism in place within the state and legislation pending on what to do with this beaver population issue.

*A letter detailing Senator Eldridge's priorities is attached*

3. Appointment of Interim Building Inspector

*Selectman Swain Motions to appoint Edward Cataldo to the position of Interim Building Inspector for a term to expire when a full time inspector is hired. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

4. Road Cut Applications

*Selectman Swain Motions to accept the road cut permit for 24 Little Turnpike Road. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

5. Final Review of Cash Management Policy

Town Administrator Garvin requested more time on this item.

6. Community Compact Best Practice Financial Management Policy Discussion

TA Garvin presented a Financial Management Policies that are the Towns goals while meeting with the Collins center which would be funded by the Massachusetts Community Compact Initiative  
*\*List Attached*

Chairmen Prescott stated that one time revenue and free cash would be areas that he is concerned with and would like to see worked on during development with the Collins Center.

7. Sign Warrant for Annual Town Election

*Selectman Swain Motions to sign the warrant for Annual Town Election scheduled for May 3<sup>rd</sup> 2016 between the hours of 7 am and 8 pm. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

**PUBLIC COMMENTS**

Selectmen Dumont stated she went to the volunteer luncheon at the senior center where they were presented with a “check” for over 73,000 dollars which would signify the dollar value of all volunteer time as a donation. Selectmen Dumont thanked the volunteers for all they do for the COA.

Chairmen Prescott stated that he received a letter full of accusations. He read the letter and discussed how there is little to no truth to the statements made and the board considers the letter slanderous and an improper way to go about an issue.

Mr. Cappucci stood and claimed the letter as his and stood behind his points and accusations. Mr. Cappucci claims he had never seen a Board go around Town Meeting and give a raise to a Town employee. Cappucci claims the addendum created was wrong and a slap in the face of the townspeople.

Discussion occurred back and forth.

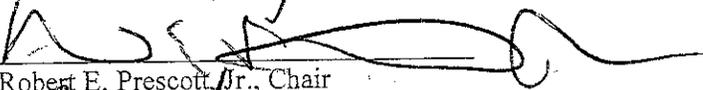
**ANNOUNCEMENTS**

1. Next Meeting: Monday 4/23/16 at 8:45a.m. (Prior to Annual Town Meeting)
2. Annual Town Meeting 4/23/16 at 9:00am at Ayer Shirley Regional Middle School.
3. Annual Town Election May 3<sup>rd</sup> 7am – 8pm Shirley Town Hall

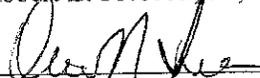
**ADJOURNMENT**

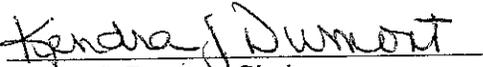
With no further business to discuss, *Motion and Seconded to adjourn at 8:04 p.m., Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye, and David N. Swain, vote Aye.*

Respectfully submitted,  
Nathan Boudreau, Executive Assistant

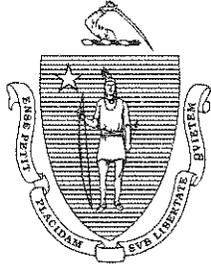
Date Accepted: MAY 2nd 2016  


Robert E. Prescott, Jr., Chair

  
David N. Swain, Vice Chair

  
Kendra J. Dumont, 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.*



The Commonwealth of Massachusetts

MASSACHUSETTS SENATE

SENATOR JAMES B. ELDRIDGE

*Middlesex and Worcester District*

STATE HOUSE, ROOM 218  
BOSTON, MA 02133-1053  
TEL. (617) 722-1120  
FAX (617) 722-1089

JAMES.ELDRIDGE@MASENATE.GOV  
WWW.MASENATE.GOV

*Chairman*  
COMMITTEE ON FINANCIAL SERVICES  
*Vice Chairman*  
COMMITTEE ON STATE ADMINISTRATION  
AND REGULATORY OVERSIGHT  
*Vice Chairman*  
SENATE COMMITTEE ON GLOBAL WARMING  
AND CLIMATE CHANGE

DISTRICT OFFICE  
225 MAIN STREET, ROOM 106  
MARLBOROUGH, MA 01752  
TEL. (978) 460-8564

April 11, 2016

Dear Shirley Board of Selectmen,

As the second year of our 2015-2016 Legislative Session begins our state continues to face challenges that my colleagues and I will work to address. The budget process for FY17 is getting underway and it looks like we will be facing another gap between ongoing revenue and the cost of maintaining current services and commitments. As a result, the budget will dominate the legislative agenda for the next few months, as we make the hard choices as to which priorities we will continue to fund, what will be cut, and what new revenue, if any, we will seek out.

During the FY17 budget process, my priorities will be:

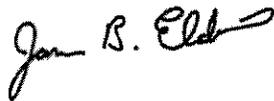
1. Protect local aid to my cities and towns, including Chapter 70, Chapter 90, SPED circuit breaker, lottery aid, and prioritizing full funding for regional school transportation.
2. Continue to work closely with my colleagues and Governor Baker to dramatically improve public transportation across Massachusetts, including the MBTA, RTAs, bus service, and roads and bridges.
3. Maintain funding for vital social safety net services, including programs to help the homeless, low-income families, at-risk children, those with disabilities, and the elderly.
4. Begin to fully fund the recommendations of the Foundation Budget Review Commission.
5. Continue to advocate for significant investments in capital infrastructure, including transportation, water, higher education, libraries, and public schools.
6. Protect the environment, including water infrastructure, such that 1 percent of the budget is dedicated to the environment.

Approving the annual budget is one of the Legislature's most important jobs. Please stay in touch with me regarding your priorities for funding as we move through the budget process.

I encourage you to call or email me with any inquiries, and if you do not receive email updates from my office about important pending legislation, please contact my office and provide me with your email. Finally, I would highlight that I have an e-newsletter that I regularly send out to all interested citizens, which you can sign up for at [www.senatoreldridge.com](http://www.senatoreldridge.com).

As always, please do not hesitate to contact my office if I can be of any assistance to you or the Town of Shirley as we progress through this legislative session. I have a strong commitment to getting back to municipal officials when they make an inquiry to my office, so please do not hesitate to call me directly.

Sincerely,

A handwritten signature in black ink that reads "James B. Eldridge". The signature is written in a cursive style with a long, sweeping tail on the letter "e".

James B. Eldridge

**State Senator**

*Middlesex and Worcester District*

**MUNICIPALITY:** Town of Shirley

**PROJECTS:** Financial Management Policies

### **Background**

Shirley is a town with a population of 7,211 (2010 Census) with 15.9 square miles of land area and a proposed FY2017 operating budget of \$13.08 million. The Town has a growing tax levy and local receipts, but in recent years has experienced budget shortfalls. In order to address these shortfalls, the Town has had to use funds from its stabilization account, aka, free cash. The Town seeks assistance from the Collins Center in establishing a series of financial policies that will address key topics such as balancing the annual budget, enterprise fund self-sufficiency, use of free cash and stabilization, capital improvement planning, etc.

### **Project: Development of Financial Management Policies**

**Tasks:** The Collins Center project team will review the Town's existing written financial policies and will meet with the Town Accountant, Assessor, Collector, Treasurer, and the Town Administrator to discuss current policies and practices, written or unwritten. The project team will contact the Town's financial advisor and bond counsel for financial information about Shirley, and will otherwise gather financial information from up to five comparison communities, on key data points such as General Fund Debt service as a % of GF Budget, Free Cash as a % of GF Budget, etc. The project team will draft a series of policies based upon best practices in the Commonwealth and across the U.S. for initial review by Town staff and will include data on comparison communities to aid in the discussion of financial targets.

After review by Town staff is complete, the project team will facilitate up to three (3) meetings with Town officials, as identified by the Town, who will serve as a review board for the draft policies. Participants could include members of the Board of Selectmen and Finance Committee, among others. The project team will prepare a final draft of the Shirley Financial Policies for consideration. Project team members will attend up to one (1) additional meeting to make a presentation on the financial policies, including the process followed and the content of the proposed policies.

**Town efforts:** The Town will provide electronic copies of all existing policies, whether they be included in Town Bylaws, in a procedure manual, or memorandum format, etc. and will make staff available to meet with the Center project team. The Accountant, Assessor, Collector, Treasurer, the Town's financial advisor, and bond counsel will provide relevant, accurate information to the Center in a timely manner upon request. The Town will identify participants to contribute to the review of the draft policies, will identify a location, and schedule meetings. The Town will be responsible for carrying the policies through the process of adoption.

**Cost estimate:** \$13,500

## **SAMPLE FINANCIAL POLICIES**

### **A. GENERAL BUDGET POLICIES**

- A-1 Balanced Budget
- A-2 Submission of Budget and Budget Message
- A-3 Revenue and Expenditure Forecast
- A-4 Position Control/Vacancies
- A-5 Labor Contracts/Personnel Policies

### **B. ENTERPRISE FUNDS POLICIES**

- B-1 Self Sufficiency and Rates

### **C. RESERVE FUNDS/FUND BALANCE POLICIES**

- C-1 Free Cash
- C-2 Stabilization Funds
- C-3 State Mandated Capital Reserve Fund
- C-5 State Mandated Fiscal Stability Fund
- C-5 Overlay Reserve

### **D. CAPITAL IMPROVEMENT PROGRAM AND POLICIES**

- D-1 Capital Improvements Program Budget
- D-2 Capital Improvement Financing Policies
- D-3 Capital Improvements Program Process

### **E. GRANTS MANAGEMENT POLICIES**

- E-1 Grant Administration
- E-2 Impact on Operating Budget
- E-3 Impact on Capital Improvement Program and Debt Management

### **F. USER FEES POLICIES**

- F-1 Fees and Charges

### **G. ONE-TIME REVENUES POLICIES**

- G-1 Use of One-Time Revenue

### **H. UNFUNDED LIABILITIES POLICIES**

- H-1 Pensions/Retirement
- H-2 Other Post Employment Benefits (OPEB)

### **I. RISK MANAGEMENT POLICIES**

- I-1 Risk Management Program

### **J. ACCOUNTING/AUDITING/FINANCIAL REPORTING POLICIES**

- J-1 Annual Audit

J-2 Comprehensive Annual Financial Report

J-3 Audit Committee

J-4 Monthly Reporting

J-5 Cash Collections

J-6 Reconciling Cash and Receivables

J-7 Cash Flow Forecasting and Budgeting

**K. PROCUREMENT AND PURCHASING POLICIES**

**L. INVESTMENT POLICIES**

L-1 Investment Policy

L-2 Post-Issuance Tax Compliance Procedure

**APPENDICES**

APPENDIX 1: Town Charter Sections XXX

APPENDIX 2: Town Charter Sections XXX

APPENDIX 3: Massachusetts Trust Fund Policies

- Workers Compensation
- Unemployment Compensation
- Municipal Buildings Trust Fund