

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

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BOARD OF SELECTMEN MINUTES

February 29th, 2016

7:00 pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, February 29th, 2016 at the Town Offices, Meeting Rooms A & B, Chairman Robert E. Prescott, Jr. presiding, with Selectmen Kendra J. Dumont, David N. Swain, 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.

1. Last year we held a joint meeting with the Finance Committee on a Saturday to discuss specific department's budgets. I would like to schedule this again for FY17's budget. The date would be Saturday, March 19th at 9am. I have alerted the Finance Committee of this date and time.

2. The Town Accountants position has been posted. Interviews will begin in the middle of March, and I have asked the Interim Accountant to sit in on interviews. It would also be good to have a Selectman sit in on the interviews, since this is such a critical position in the Town. Please let me know if you would like to sit it and possible times you are available.

3. The DPW Foreman, the Public Safety Administrative Assistant and I met with George Durante of the State Department of Economic Dvlp., to discuss the Massworks grant. Mr. Durante stated that we had a very strong application last year, but due to the competitive nature of the grant, we just missed receiving funds. Mr. Durante reviewed how to assure success during the next round. Mr. Durante also offered to come out and meet with us again sometime in the summer prior to submitting our application. We were encouraged and feel next year is our year to receive this grant.

4. I am attending a transportation meeting on Devens Friday. There is an effort to have a shuttle service in Shirley and surrounding communities. I will give you more detail on this initiative at Monday's meeting.

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
 - a. Energy Aggregation Plan

Mr. Bryan Dumont took the microphone and introduced Mr. Orlando Pacheco

Mr. Pacheco then took the time to discuss the energy aggregation plan which would allow residents to shop their energy around without any complications. Mr. Pacheco stated that he does not expect much change and expects to be somewhere within the 30,000,000 kilowatts range. Pacheco states that we are at historic lows in regard to energy prices and Shirley has picked the right time to do what they are doing with prices within the mid 8 cents per kilowatt hour range. Pacheco discussed a green potential option for the people of Shirley that would be a little more expensive but would be a bit greener than the standard option that is fairly green itself.

Chairmen Prescott asked Mr. Pacheco how many pricing options will be available to the residents of Shirley.

Pacheco states that there will be a few levels of pricing options based on structure of economically friendliness and green energy options. Also, residents will be allowed to opt out and back in to energy aggregation.

Selectman Swain asked Pacheco if you move into a new or existing home would you get updates through National Grid.

Pacheco states that a time period before the initial roll out their will be a marketing platform informing the general public about their option to opt out before energy aggregation.

Mr. Dumont states that Mr. Pacheco will be using Shirley as their flagship program and we will get special lower rates for our 25 Government 1 level accounts. Dumont states he will be going in front of the School System to present energy options to them and save money.

Selectmen Dumont asks if someone new moves to town could they enter the energy aggregation program?

Pacheco states that there is no enrollment timeframe or cap and anyone can come or go at any reasonable time.

An unnamed resident asked Pacheco when this would likely kick in.

Pacheco states that it would take a few months to get this rolling and would only take place if the current price is lower than the energy prices at that time.

Selectman Swain Motions to accept the Energy Aggregation Plan as presented. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

Pacheco states that they have purchased a domain name for the Shirley Aggregation to make it easier and more user friendly. Pacheco states that working with the Shirley Energy Commission has been nothing short of a privilege and he is happy they share his passion for a greener community and saving money.

b. Patterson Road Lease

Mr. Dumont presented the lease to the Board of Selectmen that they were electronically given weeks ago and has now been vetted by several legal teams. Dumont states that the selectmen would sign and send to Town Administrator Garvin to sign and have notarized before sending out if approved.

Mr. Lee Mirkovic took the stand and stated that it might be smart to wait on the signing of this lease due to pending legal action.

Town Administrator Garvin stated that she has spoken with Town Counsel and is weary of moving forward without a lease in place.

Selectman Swain Motions to accept the Patterson Road lease as presented. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

NEW BUSINESS

2. Appointments

Selectman Swain Motions to appoint Michael Fleming to the position of Conservation Agent for a term to expire June 30, 2016. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

Selectman Swain Motions to appoint Sarah Widing to the position of Economic Development Committee for a term to expire June 30, 2016. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

Selectman Swain Motions to appoint Emilie Faucher to the position of Election Worker for a term to expire June 30, 2016. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

Selectman Swain Motions to appoint Jennifer Howald to the position of Conservation Commission Member for a term to expire June 30, 2016. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

Selectman Swain Motions to appoint Michael Lance to the position of Conservation Commission, Associate Member for a term to expire June 30, 2016. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

3. Complete Streets Grant Policy

Town Administrator Garvin stated that Complete Streets is a grant that Shirley is now more qualified for due to our Community Compact with the Governor's Office. To qualify municipalities would need to create a policy and attend a workshop. This grant would assist Shirley in fixing up our damaged sidewalks.

Selectman Swain Motions to accept the Complete Street Grant Policy as presented. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.

4. Conservation Commission Allocation

Conservation Commission Chairmen Dave Bortel took the microphone and stated that he would like to triple check the allocation and table it for a later meeting.

5. FY17 Proposed Operating Budget

Town Administrator Garvin presented her proposed operating budget for the Fiscal Year 2017

Presentation is Attached

PUBLIC COMMENTS

ANNOUNCEMENTS

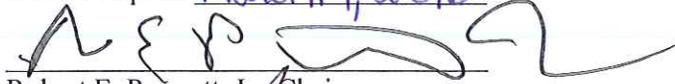
1. Next scheduled meeting is on Monday March 14th at 7 p.m.

ADJOURNMENT

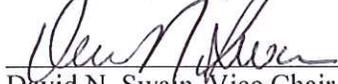
With no further business to discuss, *Motion and Seconded to adjourn at 8:10 p.m., Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye, and David N. Swain, vote Aye.*

Respectfully submitted,
Nathan Boudreau, Executive Assistant

Date Accepted: March 14, 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.



FY 2017 Proposed Operating Budget Presentation

February 29, 2016

3/10/2016 #1

FY 2017 Budget

- Budget moving target
- **NO** reduction in Services/Staff
- **Municipal: Level Funded Budget**
Expenses Approx. .22% Increase over FY 2016
- **FY 2017 focus on vehicle and building maintenance**

3/10/2016 #2

Estimated Revenues

Revenue Source	Actual FY 2016	Estimated FY 2017
Estimated Tax Levy**	\$ 10,139,176.00	\$ 10,453,633.69
Unexpended Tax Capacity	\$ (139,655.30)	\$ 3,500.00
State Aid	\$ 1,393,118.00	\$ 1,448,228.00
Local Receipts	\$ 1,637,100.00	\$ 1,669,899.00
Other Available Funds	\$ 935,138.42	\$ 65,556.00
Indirect Costs Enterprise	\$ 50,131.73	\$ 50,131.73
Free Cash (One Time)	\$ -	\$ 293,000.00
TOTAL	\$ 13,415,805.65	\$ 13,373,756.32

3/10/2016 #3

Estimated New Growth

- **Assessors - \$87k**
- **\$130k Budgeted**
- **Overlay for difference**

3/10/2016 #4

Revenue Summary

- Used Governor's number for State Aid; increased \$55k
- Carried increased Local Receipts from FY16; approx. \$136k
- Set aside \$293k of Free Cash to apply to budget
- Other Available Funds decreased due to the withdrawal of more than \$600k from savings at ATM
- Used \$40k from Cap Stab to offset non excluded debt
- Estimated some solar revenues-lease; not taxes
- Growth in the Community is a concern

3/10/2016 #5

Estimated Expenses

Function	FY16 Appropriated	FY 2017 Proposed
*General Government	\$ 695,609.99	\$ 1,013,663.26
*Land Use Departments	\$ 320,661.46	\$ 322,228.86
*Protection of Persons and Property	\$ 1,341,518.92	\$ 1,311,183.05
Department of Public Works	\$ 584,068.53	\$ 595,466.04
*Library and Citizens Services	\$ 363,871.74	\$ 367,574.76
Debt Service (includes Benefits)	\$ 623,272.54	\$ 654,872.00
Employee Benefits	\$ 1,342,799.84	\$ 1,419,435.04
TOTAL	\$ 5,572,200.02	\$ 5,584,622.00

3/10/2016 #6

Expenses Summary

- Expenses increase approximately \$12k
- Health Insurance moderate increase of 4.5%
- Funded vehicle and building maintenance
- More Training funds for Police Department
- More Funds for Tree Warden
- Funds set aside for Union negotiations
- Arranges for hours in work stressed departments
- Offers competitive wages for vacant positions
- Internal review of Police Department overtime

3/10/2016 #2

Regional Schools

- Overall increase both regional schools 4.7%
- Nashoba Tech decreased assessment; due to loss of 13 students
- Ayer Shirley Regional School District increased 8.5%, due to RLC increase of 34 students and increase fixed costs. My proposed increase is 7.5%, \$59k under the requested school budget

3/10/2016 #5

Spring 2015 – Spring 2016

<u>At Time Of</u>	<u>Approx. Deficit</u>
2015 ATM	\$950k
2015 Free Cash	(\$293k)
2016 Revenues	(\$136k)
Solar Revenues	(\$91k)
2015 Fall Town Mtg	\$430k
2017 Proposed Budget	\$203k

3/10/2016 #8

How did we get to \$203k?

- Consolidation/Turnover of Positions
- Health Insurance 4.5%
- Energy Savings
- Increased Recurring Revenues
- Nashoba Tech decrease
- Solar lease revenues
- Debt Drop off

CURRENTLY THE DEFICIT IS \$203K
(Snow and Ice \$ will be available)

3/10/2016 #13

Conclusion

In Conclusion the proposed FY2017 Budget does the following:

- Increases by approximately .22%
- Has a deficit is \$203,000.00
- Keeps services/staff level
- Addresses vehicle and all town owned buildings maintenance
- Gives more training to the Police Department
- Puts money aside for contract negotiations
- Arranges for hours in work stressed departments
- Increases funding for the Tree Warden
- Offers competitive wages for vacated positions
- Gives a healthy increase to the Ayer Shirley Regional School District
- Release of budget, moving target

3/10/2016 #11