

# 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 1<sup>st</sup>, 2016

7:00 pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, February 1st, 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 6:30 pm.

#### TOWN ADMINISTRATOR REPORT

The Town Administrator gave her weekly report.

Garvin states that at your regular scheduled meeting next week the school superintendent will be coming in to present her FY17 operating budget. The Finance Committee will also be in attendance.

TA Garvin announced that the Governor's Budget was released on 1/27/16, giving the Town an increase in local unrestricted aid. We will be using the Governors state aid number moving forward in the FY17 budget. The Town will receive an additional 50k next year in state aid.

Garvin states that through our Shining Community Award from National Grid the Town is receiving an outdoor water station. We will be coordinating the delivery in the upcoming weeks.

Nadia Madden has resigned as Conservation Agent due to a personal conflict. This position is being advertised and we hope to address the vacancy as soon as possible. This is a part time union position, 19 hours per week. Nadia will be missed

Garvin states that we received our first construction rent check from Borrego Solar for \$10,000. This will be part of our Free Cash next year.

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*

## OLD BUSINESS

### 1. Energy Committee Update

## NEW BUSINESS

### 2. CDBG Grant Update

Garvin states that a few meetings ago Brian Keating brought up an inter-local agreement that is in the packet and needs approval.

Selectman Swain *Motions to approve the Interlocal Agreement between the Town of Shirley and the Town of Townsend and authorize the Chairmen to sign documents necessary to move forward in regards to Community Development Block Grant. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

### 3. Joint Appointment of Planning Board Member

Chairmen Prescott read the resignation of Jonathan Greeno from the Shirley Planning Board. Prescott then read a letter from candidate Sarah Widing proclaiming that she is an abutter to an abutter to a local solar field.

Selectman Swain *Motions to appoint Sarah Widing to the position of Planning Board Member for a term to expire June 30, 2017. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

Selectman Swain *Motions to accept Sarah Widings letter and allow her to vote on the item foreclosed within said letter. Selectman Dumont Seconds the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

### 4. Conservation Commission Appointments

TA Garvin states the conservation commission has approved the following members

Marie Elwyn took the stand and spoke of her back round and desires to join the conservation commission due to nature being her favorite part of Shirley

Selectman Swain *Motions to appoint Marie Elwyn to the position of Conservation Commission Member for a term to expire June 30, 2017. 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 Jeff DiNardo 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.*

5. Appointment of Treasurer Collector Search Committee Members

Town Administrator Garvin spoke on the need to form a vast committee to vet and make a reference to the Board of Selectmen for the new appointed Treasurer Collector.

Town Collector Holly Haase took the stand and asked to bring the proposed Treasurer Collector to the Town Meeting for a vote before moving forward and hiring a new Treasurer Collector. Haase claims that this is very fast and she feels it should be slowed down and brought to the Town before moving forward too hastily.

Chairmen Prescott states that he believes forming a committee will allow the Board of Selectmen more opportunity to find quality candidates for a new appointed position that was voted on by Town Meeting.

Garvin states that there is a strong need for a more than part time treasurer and the time is now to move forward.

Holly Haase states that the Selectmen are putting the "cart before the horse" and not coming up with a job description, duties and responsibility, and needs a plan in place before moving forward.

Selectmen Swain states he would like a written plan with potential job description with duties and responsibilities of the office of Treasurer Collector.

Holly Haase states she believes that many steps are being skipped and she is being thrown out of the building when this could be slowed down and an interim could be appointed while this is done correctly.

Selectmen Dumont requests job descriptions and to put the appointment of a committee off for now.

Selectmen Swain stated that there should be job descriptions provided to the Board of Selectmen and the Treasurer / Collector but we will put all appointments off until the next regular scheduled meeting.

6. Ayer- Shirley School Stabilization Approval

Selectman Swain *Motions t. Selectman Dumont Seconds the Motion to move 13,640.00 from the stabilization fund and move it to school assessment fund. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

7. Re-Vote on Full Time Police Officers

Town Administrator Garvin states that due to an administrative issue the Board must Re-Vote on the new Police Officers from last regular meeting.

Selectman Swain *Motions to appoint William McGuiness to the position of Full Time Police Officer 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 Joseph Santiago to the position of Full Time Police Officer 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 Brodmerkle to the position of Full Time Police Officer for a term to expire June 30, 2016. Selectman Dumont Secons the Motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

8. Warrant – March 1<sup>st</sup> 2016 Presidential Primaries

*Selectman Swain Motions to sign the warrant for the March 1<sup>st</sup> 2016 Presidential Primaries as presented. Selectman Dumont seconds the motion. David N. Swain vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye.*

9. Town Administrator Annual Evaluation

Chairman Prescott states that the Board has received a self-evaluation on TA Garvin along with goals and objectives from 2015 and a set for the upcoming year. Each objective allows the Selectmen to give TA Garvin a numbered score from 1 – 5.

**Ratings Key**

**Performance Levels**

Please place an "X" under the level of achievement which most accurately reflects the employee's performance corresponding to the number in the Ratings Key. Provide examples or reasons for the ratings.

- 1. Consistently Below Expectations
- 2. Below Expectations
- 3. Meets Expectations
- 4. Exceeds Expectations
- 5. Consistently Exceeds Expectations
- N/A

**Evaluation**

Performance Factors	Overall Rating					
	1	2	3	4	5	N/A
<p><b>1. QUALITY OF WORK:</b> How accurate, thorough, and complete is the individual's work. Consider the degree to which work meets acceptable standards.</p> <p>Prescott noted that he can always count on Garvin to have quality work whenever needed and gives her a 4.</p> <p>Swain and Dumont state that he gives Garvin a 4 as well</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2. PRODUCTIVITY:</b> Does the individual produce a volume of work at expected levels? Consider how person effectively uses available working time, plans and prioritizes work, sets and accomplishes goals and completes assignments on schedule.</p> <p>Prescott states on behalf of all that Garvin works long hours and is always there for them and all other boards when needed and gives her a 5 in this category</p>	1	2	3	4	5	N/A
<p><b>3. KNOWLEDGE OF JOB:</b> Does the individual demonstrate the knowledge and understanding of the requirements of position as well as methods, practices, and resources to do the job? Consider knowledge gained through experience, education and specialized training.</p> <p>Selectmen Swain stated that Garvin does indeed have knowledge of her job and the selectmen give her a 4 in this category</p>	1	2	3	4	5	N/A

<p><b>4. ADAPTABILITY:</b> How does the individual adjust to changes? Consider ability to learn quickly, to adapt to changes in job assignments, methods, personnel, or surroundings.</p> <p>Prescott states that he has seen Garvin switch gears many times and is completely adaptable when the need arises. He gives her a 4 in this category</p> <p>Both Swain and Dumont announced 4's as well</p>	<p>1 <input type="checkbox"/></p>	<p>2 <input type="checkbox"/></p>	<p>3 <input type="checkbox"/></p>	<p>4 <input checked="" type="checkbox"/></p>	<p>5 <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p><b>5. ACCOUNTABILITY:</b> How reliable is the individual in performing duties and carrying out instructions? Are tasks performed in compliance with applicable laws,</p> <p>Prescott states Shirley is in a transition phase and it is a pleasure to count on Garvin and gives her a 4.</p> <p>Swain and Dumont give 5's due to the amount that has fallen on Garvin's plate this year</p>	<p>1 <input type="checkbox"/></p>	<p>2 <input type="checkbox"/></p>	<p>3 <input type="checkbox"/></p>	<p>4 <input type="checkbox"/></p>	<p>5 <input checked="" type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p><b>6. INITIATIVE AND RESOURCEFULNESS:</b> Does the individual recognize things needed to be done and then take appropriate action?</p> <p>Prescott – 4 Swain – 4 due to responsiveness and reachability Dumont – 4 close to 5 because Garvin reaches out daily.</p>	<p>1 <input type="checkbox"/></p>	<p>2 <input type="checkbox"/></p>	<p>3 <input type="checkbox"/></p>	<p>4 <input checked="" type="checkbox"/></p>	<p>5 <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p><b>7. JUDGMENT:</b> Does the individual exhibit the ability to choose the best course of action when a decision must be made?</p> <p>Prescott – 4 Swain – 4 Dumont - 4</p>	<p>1 <input type="checkbox"/></p>	<p>2 <input type="checkbox"/></p>	<p>3 <input type="checkbox"/></p>	<p>4 <input checked="" type="checkbox"/></p>	<p>5 <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p><b>8. RELATIONSHIPS WITH PEOPLE:</b> Does the individual work effectively with others. Consider respect and courtesy shown to others, how attitude affects the work environment, willingness to accept direction and/or suggestions, and attitude exhibited in performing job duties.</p> <p>Prescott – 4 Swain – 3 as she meets expectation but needs to work on certain relationship due to turnover and new/old relationships. Dumont - 4</p>	<p>1 <input type="checkbox"/></p>	<p>2 <input type="checkbox"/></p>	<p>3 <input type="checkbox"/></p>	<p>4 <input checked="" type="checkbox"/></p>	<p>5 <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p><b>9. LEADERSHIP ABILITY:</b> Does the individual foster and encourage support from employees and coworkers to accomplish objectives, follow procedures, and accept direction.</p> <p>Prescott – 4 Swain – 4 Dumont - 4</p>	<p>1 <input type="checkbox"/></p>	<p>2 <input type="checkbox"/></p>	<p>3 <input type="checkbox"/></p>	<p>4 <input checked="" type="checkbox"/></p>	<p>5 <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>

<p><b>10. APPRAISAL AND DEVELOPMENT OF PEOPLE:</b> Does the individual demonstrate the ability to select, train and effectively develop subordinates by recognizing their abilities and improving their weaknesses?</p> <p>Prescott – 4 Swain – 4 Dumont - 4</p>	<p>1</p> <p><input type="checkbox"/></p>	<p>2</p> <p><input type="checkbox"/></p>	<p>3</p> <p><input type="checkbox"/></p>	<p>4</p> <p><input checked="" type="checkbox"/></p>	<p>5</p> <p><input type="checkbox"/></p>	<p>N/A</p> <p><input type="checkbox"/></p>
<p><b>11. PLANNING AND ORGANIZATION:</b> Does the individual effectively set goals, plan ahead and establish priorities?</p> <p>Prescott- Garvin has reorganized and planned multiple big moves over the past year – 5 Swain – 5 Dumont- Garvin successfully meets all goals asked of her from the Board of Selectmen - 5</p>	<p>1</p> <p><input type="checkbox"/></p>	<p>2</p> <p><input type="checkbox"/></p>	<p>3</p> <p><input type="checkbox"/></p>	<p>4</p> <p><input type="checkbox"/></p>	<p>5</p> <p><input checked="" type="checkbox"/></p>	<p>N/A</p> <p><input type="checkbox"/></p>
<p><b>12. COMMUNICATION SKILLS:</b> Does the individual communicate effectively, both verbally and in writing with coworkers, professional associates, and the general public?</p> <p>Prescott- 4 Swain-4 Dumont- 4</p>	<p>1</p> <p><input type="checkbox"/></p>	<p>2</p> <p><input type="checkbox"/></p>	<p>3</p> <p><input type="checkbox"/></p>	<p>4</p> <p><input checked="" type="checkbox"/></p>	<p>5</p> <p><input type="checkbox"/></p>	<p>N/A</p> <p><input type="checkbox"/></p>
<p><b>13. BUDGETARY MANAGEMENT:</b> Does the individual have the ability to prepare and administer their budget effectively?</p> <p>Prescott – Garvin consistently makes budget work and delivers more to the community through restructure.- 5 Swain – 5 due to her strength in budgeting and being able to squeeze the most out of each and every dollar. Dumont – Garvin has each year moved us more and more out of a deficit - 5</p>	<p>1</p> <p><input type="checkbox"/></p>	<p>2</p> <p><input type="checkbox"/></p>	<p>3</p> <p><input type="checkbox"/></p>	<p>4</p> <p><input type="checkbox"/></p>	<p>5</p> <p><input checked="" type="checkbox"/></p>	<p>N/A</p> <p><input type="checkbox"/></p>
<p><b>14. OTHER PERFORMANCE FACTORS:</b></p> <p>Prescott spoke to Garvin's ability to problem solve and is successfully perform during stressful times.</p> <p>Swain states Garvin is doing amazing with problem management and keeping the Selectmen informed.</p> <p>Dumont states that Garvin has made the selectmen much more informed and allowed them the ability to be aggressive when needed but to also step back and allow the office to work.</p>	<p>1</p> <p><input type="checkbox"/></p>	<p>2</p> <p><input type="checkbox"/></p>	<p>3</p> <p><input type="checkbox"/></p>	<p>4</p> <p><input type="checkbox"/></p>	<p>5</p> <p><input checked="" type="checkbox"/></p>	<p>N/A</p> <p><input type="checkbox"/></p>

Selectmen Swain states that Garvin's biggest strength is in budgeting and he is impressed with her ability to keep the office running professionally while updating the practices and procedures of the Town. Garvin does an outstanding job working with the boards and committees while dealing with issues with a calm respectful manner.

Prescott states the only thing he could think of to tell Garvin to work on is taking the long approach with School entities and school budgetary requirements.

Swain states Garvin needs to work more on communications with the public, but the new Facebook has worked on that this year.

**PUBLIC COMMENTS**

**ANNOUNCEMENTS**

1. Next scheduled meeting is on Monday February 8 at 7 p.m.

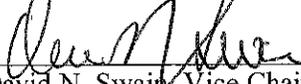
**ADJOURNMENT**

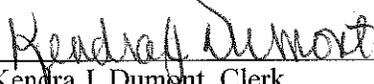
With no further business to discuss, *Motion and Seconded to adjourn at 7:09 p.m., Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye, and David N. Swain, vote Aye.*

Respectfully submitted,  
Nathan Boudreau, Executive Assistant

Date Accepted: March 14, 2016

  
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Robert E. Prescott, Jr., Chair

  
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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.*