

BOARD OF SELECTMEN
SELECTMEN MEETING
TUESDAY, MAY 3, 2011 - 7:30 P.M.
SELECTMEN MEETING ROOM

Meeting came to order at 7:30 p.m. with Selectmen Troy E. Garron, Kim R. Roy and Michael J. Schleiff present.

The following business was discussed:

AGENDA

The Agenda for Tuesday, May 3rd, was unanimously approved without revision.

MINUTES

Moved by Roy and seconded by Schleiff, the Board approved the following Selectmen Minutes:

Selectmen Meeting 4-12-10 - Regular Session

ABATEMENTS/BILLS/COMMITMENTS/WARRANTS

Moved by Roy and seconded by Schleiff, the Board unanimously affirmed approval for the payment of the following warrant:

Withholding Warrant # 89 \$ 118,414.27

Moved by Roy and seconded by Schleiff, the Board unanimously approved payment of the following warrant:

Vendor Warrant # 90 \$ 375,172.47

The Board acknowledged payment to the Treasurer for the following turnovers:

<u>TURNOVER</u>	<u>AMOUNT</u>
2011-67	\$ 5.00

GENERAL MAIL / BUSINESS

A. Fireworks Contract

Moved by Schleiff seconded by Roy, the Board voted to have the Chair, Troy Garron, sign the fireworks contract with American Thunder.

B. Commendation – Officer Caprio and Srg. Broderick

Chief Carrico wanted the Board aware of Caprio & Broderick's quick and decisive actions on April 26th when they assisted paramedics with a resident who went into cardiac arrest.

Moved by Garron and seconded by Roy, the Board recommended that a letter be sent to both men praising them on their actions.

Schleiff suggested that at the next ceremony they be invited to attend.

C. Housing Production Plan

The Department of Housing and Community Development has approved the Halifax Housing Production Plan. The next thing that needs to be done is changes in the by-law, which Seelig will talk with Tom Millias regarding this. Also the 2010 census was not included in the plan but has since been incorporated.

D. Driving and Parking on the Athletic Fields

It has been brought to Seelig's attention that there has been driving on the athletics fields. This is an issue that comes up every year. Seelig has contacted Mark Hill in reference to this and he has sent out a reminder to the person in charge of the numerous sports stating that this is not permitted. The Board is aware that there are occasions when items need to be dropped off therefore requiring vehicles on the field but this can't be happening day after day as well as the vehicles staying parked on the field. Roy has spoken with Halifax Baseball and they have purchased a sign that will be put up.

E. Letter of Support – Thompson Street Project

The Housing Authority is asking the Board if they could write a letter of support for the Thompson Street Project. A letter has already been written that just needs a signature from the Chair of the Board.

Moved by Schleiff and seconded by Roy, the Board voted to have the Chair, Troy Garron, sign the letter of support for the Thompson Street Project.

F. Cemetery Superintendent & Burial Agent Reappointment

Moved by Roy and seconded by Schleiff, the Board unanimously voted to reappoint Robert Badore as Cemetery Superintendent & Burial Agent contingent on him being re-elected as Highway Surveyor on May 14th, with a term to expire on May 12, 2012.

G. Temporary Help – Administrative Assistant to the Chief of Police

A Job description for this position is available at the Police Station or on the Town's website. This will be a temporary position for a minimum of two months and consist of 16-30 hours per week. Resumes will be accepted to the Halifax Police Department until the close of business on May 16, 2011.

H. Family Medical Leave – Theodore Benner

Move by Roy and seconded by Schleiff, the Board unanimously granted Family Medical Leave to Theodore Benner as per his request dated April 28, 2011.

SCHEDULED APPOINTMENTS

Richard Pomroy – PA Pomroy Associates

John Campbell wanted to start this discussion on as to why a project manager is needed. At this time the state mandates that a project manager be hired for large projects. Back in 1985 the Town Hall and the Senior Center were the first two buildings in town to be renovated. We are now in 2011 and it has come full circle for these buildings to be done again. The seniors have increased as well as the needs for them and the town needs a building that can fit their needs. Bids were put out for an OPM manager of which four firms were interviewed and Mr. Pomroy's firm was chosen. Mr. Pomroy explained the advantage in having a project manager. Listed below are a few:

- Handles entire project
- Researches the needs of the town
- Reviews sites to see which one fits
- Is an advocate for the town
- Lets the taxpayers know that their tax \$ are spent wisely
- Strict quality control process before going out to bid
- The amount appropriated is what is worked with, no going back for more money

Schleiff had asked what he could bring to the table that committee could not. Pomroy said that you need one voice and a committee can not design or construct a project like this and a project manager will take you through all the steps from start to finish. John Campbell stated over the years he has made decisions on some projects that he was not qualified to make but had to because he was the Chair of the committee. For this project you will need a person who can do this and make the right decisions and Mr. Pomroy is that person. The OPM takes the political aspect out of the situation within the town.

Pomroy added that he would be the mediator to make sure things run smoothly, see that the project is finished and within budget.

Roy has asked what would you say to the person who feels the more money spent on the project the more the OPM gets and Pomroy said if the project comes in too large then the voters will not vote for it therefore not needing a OPM.

The Board thanked Mr. Pomroy for coming in and explaining the OPM role.

Town Meeting Review

The following articles are being proposed by the Board of Assessors:

Special – Article 5

To see if the Town will vote to accept the provisions of paragraph nine (9), Section 16 of Chapter 182 of the Acts of 2008 which exempt the excise taxes in any year when a resident who is in active and full time military service as a member of the armed forces of the U.S. or the National Guard, Army or Air, of any state, and has been deployed or stationed outside the boundaries of the continental United States for at least 45 days in the calendar year of the exemption, to be effective January 1, 2012.

If the town accepts this article then \$3 would need to be added to the demand bill for those who do not pay their excise tax on time. This increase is to cover loss in revenues for the individuals who are exempt and will go back into the general fund. Suzan Duggan, Appraiser, stated that the demand fee will go from \$5 to \$8 and pointed out that other towns are at \$10 for demand fees. Those who qualify for this exemption will need to come in to put in for it. Schleiff thinks that it is nice to give the men and women in uniform a break but felt that adding money on the demand fee for people who cannot afford it is hard and the reason they are late is that they probably are prioritizing their bills.

Special – Article 6

To see if the Town will vote to accept the provisions of G.L c.59, s.5, Clause 56. Clause 56 exempts up to 100% of the real and personal property taxes assessed to Massachusetts National Guardsmen and Military Reservists who are on active duty for any fiscal year they are serving in a foreign country. This option to be effective July 1, 2011.

The property would need to be in the name of National Guardsmen or Military reservists. A policy would be set by the Board of Assessors. This exemption will expire after 2 years and would need to be re voted.

The following article is being proposed by the Wage and Personnel Board

Annual – Article 2 (1)

To create the position of Personnel Administrator and classify the position as a Grade 8.

John Grace from the Wage and Personnel Board spoke on this. At this time town employees do not have a central person to go to regarding human resource issues or a central location where records are kept. They do not want a director but start off small and have the position be temporary for 1 year and see how it works. Also W&P would work with the Board of Selectmen to work the logistics out then hire someone to fill the position.

Roy went on to say that she has looked at the description of the position and talked with numerous people and thinks that it is a great idea but they should really look at the needs to warrant this position as well as where would this person's office be. W&P should build on the position then fill it. She thinks that research should be done on the role of the position, look at the needs of

the town, and the grade of the position. Grace is in agreement to Roy's suggestion.

Garron had asked if this position was created would there still be a need for Wage & Personnel (Maureen Roger said yes). He added that W&P was set up because we did not have a personnel board. He also asked if hired who would that person report to.

Linda Cole, Assistant Treasurer, realizes that there are lots of questions to be answered and the position needs to be modified but suggested that if the position was created and the money was put aside then the kinks could be worked out. There is no hurry to hire someone by July 1st but could be put off until September until everything is figured out.

The Personnel Administrator would report to W&P and work with them and this new position would not take away from what W&P currently does. Issues that the Personnel Administrator would be dealing with would be reclassification, redoing wage scale, benefits, FML, keeping in touch with the various department to make sure information is getting to them, and address co-worker issues. Grace added there would be someone there on a day to day basis.

Garron does not see the need to create this position and does not think that we could find someone qualified with the pay rate that is being proposed. He had suggested an internship might be a better way to go and that this avenue should be explored (Maureen Rogers will look into this). Schleiff agreed that this position is warranted but thought it should be looked into and that a full study should be done and added that he wants to see that it is done right. Karen Fava, Finance Committee member, stated that the committee has not made a decision yet on their recommendation because they would like more information and also wanted to add that personnel files would then be kept in one area as opposed throughout the building in various departments.

Peg Fitzgerald, member of Finance Committee, also wanted to add that the need for position has existed for a long time and that the position could be funded then developed. She also suggested that the appointing authority could have control, and the relationship between the Personnel Administrator and W&P could be that they work together and be equal.

REVIEWING ARTICLES IN THE WARRANT

Annual – Article 2 (6) Amend Section V Classes and Rates

Moved by Schleiff and seconded by Roy, the Board voted as follows for a 1.5% step increase for Article 2 section 6.

Troy E. Garron	-	Abstained
Kim R. Roy	-	Yes
Michael J. Schleiff	-	Yes

passed by a 2/1 vote

Annual – Article 3

To see if the Town will vote to determine the salaries of several Town Officers, July 1, 2011 to June 30, 2012, or take any action thereon.

Moved by Schleiff and seconded by Roy, the Board voted as follows for a 1.5% increase for Article 3.

Troy E. Garron	-	Abstained
Kim R. Roy	-	Yes
Michael J. Schleiff	-	Yes

passed by a 2/1 vote

Annual - Article 4

Seelig mentioned that a revised printout for Article 4 will be handed out at Town Meeting reflecting a 1.5% pay increase.

Annual – Article 15

To see if the town will vote to raise and appropriate or transfer from available funds the sum of \$92,000 to send 4 fulltime Firefighters to the Fire Academy located in Stow, to complete the 12 week Fire Fighter class.

Beals stated that the Finance Committee is not recommending this article.

Moved by Roy and seconded by Garron, the Board unanimously voted not to support Article 15 of the Annual Town Meeting.

Annual – Article 20

To see if the Town will vote to raise and appropriate or transfer from available funds **\$23,000** to pave and make improvements to the Council on Aging parking lot or take any action thereon.

Finance Committee is changing the figure from \$23,000 to \$7,500.

Annual – Article 30

To see if the Town will vote to transfer the amount of \$5,760.89 plus any interest accrued before July 1, 2011, from the Stabilization #2 Fund, set up in Article 50 of the May 12, 2008 Annual Town Meeting for Unfunded Liability and Future Compensation and Benefits to an “Other Post Employment Benefits Liabilities Trust Fund” to be considered an irrevocable trust fund where the funds can be used only for post employment benefits offered to the Town’s retirees and to raise and appropriate or transfer from available funds \$100,000 for said Fund or take any action thereon.

Schleiff did not feel comfortable committing to \$100,000 without having a plan/policy in place and suggested putting the \$100,000 towards debt and then the interest saved put towards funding this. Roy suggested going with a lesser amount and then if more is needed we could transfer in because once established we can’t get the money back if needed. Garron supports this article seeing as it is being recommended by the Finance Committee.

Annual – Article 45

To see if the Town will vote to raise and appropriate or transfer from available funds a **sum of money** to the Stabilization Fund in accordance with Chapter 40, Section 5B of the Massachusetts General Laws or take any action thereon.

Seelig and the Town Accountant will continue to work on an amount. Fitzgerald is suggesting that any extra money should stay in overlay surplus.

Question 1

Shall the Town of Halifax accept Massachusetts General Laws, Chapter 40, Section 6C which allows the Town to appropriate money for the removal of snow and ice from private ways within its limits and open to the public use as may be designated by the Board of Selectmen?

Moved by Schleiff and seconded by Roy, the Board is in favor of supporting Question 1.

Special – Article 5

To see if the Town will vote to accept the provisions of paragraph nine (9), Section 16 of Chapter 182 of the Acts of 2008 which exempt the excise taxes in any year when a resident who is in active and full time military service as a member of the armed forces of the U.S. or the National Guard, Army or Air, of any state, and has been deployed or stationed outside the boundaries of the continental United States for at least 45 days in the calendar year of the exemption, to be effective January 1, 2012.

Troy E. Garron	-	Yes
Kim R. Roy	-	Yes
Michael J. Schleiff	-	No

passed by a 2/1 vote

Special – Article 6

To see if the Town will vote to accept the provisions of G.L c.59, s.5, Clause 56. Clause 56 exempts up to 100% of the real and personal property taxes assessed to Massachusetts National Guardsmen and Military Reservists who are on active duty for any fiscal year they are serving in a foreign country. This option to be effective July 1, 2011.

Moved by Roy and seconded by Schleiff, the Board voted to accept Article 6 of the Special Town Meeting.

Special – Article 7

To see if the Town will vote to raise and appropriate or transfer from available funds or transfer from the stabilization fund, \$75,000 to fund an Owner's Project Manager (OPM) to assist the Council on Aging in planning and to oversee the construction of a new Senior Center.

Moved by Roy and seconded by Garron, the Board unanimously voted to support Article 7 of the Special Town Meeting with the amount not to be more than \$55,000.

Special – Article 11

To see if the Town will vote to transfer from available funds a **sum of money** to the Halifax in Lights Account, or take any action thereon

Moved by Garron and seconded by Schleiff, the Board voted as follows for \$1,000 to be transferred into the Halifax in Lights Account.

Troy E. Garron	-	Yes
Kim R. Roy	-	No
Michael J. Schleiff	-	Yes

Special – Article 12

To see if the Town will vote to accept a donation of land (Assessors' Map 32, Lots 171, 172, 201, 202), 20,000 square feet in size, on Buttonwood Road, from Margaret T. O'Leary or take any action thereon.

Moved by Schleiff and seconded by Roy, the Board unanimously recommended Article 12 of the Special Town Meeting.

Special – Article 17

To see if the Town will vote to transfer from available funds the sum of **\$25,000** to the Unemployment Compensation Fund or take any action thereon.

Finance Committee is recommending this article but is changing the amount to \$40,000.

GENERAL MAIL / BUSINESS (CONTINUED)

I. Aldana Road – New Trails

The Selectmen's Office has received a complaint that there are trails being used on the south side of this street. These trails seem to be partially on the town's property at the eastern end or on the property owned by RW Perry. There has been paths developed on the State's land in the past but were blocked off but it appears that there are two new entrances connecting to a new path. The complainant has been informed by the individuals using the path that they have permission to be riding on the property. Seelig just wanted to inform the Board of this complaint.

EXECUTIVE SESSION

Moved by Garron and seconded by Roy, the Board voted as follows to enter into Executive Session at 10:45 p.m. to discuss collective bargaining:

Troy E. Garron - Yes
Kim R. Roy - Yes
Michael J. Schleiff - Yes

Garron announced that no statement would be made at the end of the Executive Session and the Board would not reconvene in open session.

Moved by Garron and seconded by Roy, the Board voted as follows to come out of Executive Session at 11:00 p.m.

Troy E. Garron - Yes
Kim R. Roy - Yes
Michael J. Schleiff - Yes

There being no further business, moved by Garron and seconded by Roy, the Board unanimously voted to adjourn the meeting at 11:00 p.m.

Kim R. Roy
Clerk
/pjm