

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

Armand Deveau, Clerk

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BOARD OF SELECTMEN

MINUTES

of March 12, 2012

7:00pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, March 12, 2012 at 7:00 p.m. at the Town Offices with Chairman David N. Swain presiding and Selectmen Armand Deveau and Kendra Dumont and Chief Administrative Officer David Berry in attendance.

CALL TO ORDER

Announcement: In addition to the SPACO audio and video taping of this meeting, the Board records the meeting with an audiotape player for the purpose of creating these minutes

TREASURY WARRANTS

Payroll warrant # <u>0137</u>	<u>03/14/12</u>	\$ <u>4,480.77</u>
Payroll warrant # <u>6137</u>	<u>03/14/12</u>	\$ <u>22,201.74</u>
Payroll warrant # <u>9137</u>	<u>03/14/12</u>	\$ <u>8,481.38</u>
Payable warrant# <u>2372</u>	<u>03/14/12</u>	\$ <u>22,638.22</u>

Motion to accept the following Treasury Warrants as presented. Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.

APPROVAL OF MINUTES

Motion to accept the Minutes of March 5, 2012. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.

NEW BUSINESS

1. Executive Assistant Job Description

Discussion on the Executive Assistant's Job Description. (*See Attached- CAO's version*)

Selectman Dumont raised concern on the change of Executive Assistant's job title to Assistant Chief Administrative Officer. She further noted the change from working under the BOS to working under the BOS and the CAO.

Selectman Deveau submitted his version of the job description to the Selectmen (*See attached*), and he explained that the BOS hired the CAO to perform duties different from the past Town Administrator. He noted that the much of the Town Administrator's duties were pushed back down to the Executive Assistant. Selectman Deveau stated that he simplified the job description and removed all the "fluff", and was able to organize the categories under 3 criteria: (1) Management Responsibilities (2) Business Responsibilities and (3) Administrative Responsibilities. Thus with this document, one can now establish a criteria necessary for performance evaluation.

Chairman Swain agreed that this is simplified, but have just a couple of comments on this new version. He would like to see the some edits done, such as "Has *some* access to town-wide confidential information..." He would also like to put back the language regarding *Recommended Qualifications*. CAO will have the job description forwarded to the Personnel Board for their review.

Selectman Dumont made the **Motion to approve the job description for the Executive Assistant with the edited changes. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

2. FY 13 Budget Discussion

The Board of Selectmen reviewed the FY13 Budget submitted by CAO David Berry. (*See Attached*) Chairman Swain noted that FY12 Sewer Assessment of \$48,000 needs to be an article in the Warrant. The FY13 Budget will need to reflect a new budget item of the \$48,000 for the Sewer Assessment.

CAO Berry stated the with all wish list items included, the deficit amount he has calculated is \$321,015.09.

Within the submitted budget, CAO Berry created a "wish list" column.

Line Item 122 – *Selectmen's Budget*: the Executive Assistant's grade change is included in the "wish list" in the amount of \$4807.

Line 422 – *DPW*: Additional 10 Hours for the Administrative Assistant - \$8,437.99

Selectman Dumont made the **Motion to approve Line 422 Wages/hourly for 10 hours per week for the DPW Administrative Assistant. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

Line 541 – *Council on Aging*: Additional 6 hours that was covered by donation for the Director - \$5952.99 as well as an additional 9 hours in the amount of \$8929.49

Selectman Dumont made the **Motion to approve Line 541 Council on Aging Wages/hourly for 6 hours per week for the COA Director in the amount of \$5,952.99 to maintain his hours. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

Board of Selectmen recommends the additional hours subject to an override should it come to Town Meeting Floor.

Line 129 – *Town Administrator*: Chairman Swain asked CAO to explain the expense line of \$1000. CAO stated the expenses were used to cover courses to keep up with education.

Line 211 – *Police Department*: Reflects a step and COLA as well as an additional Officer to start on July 1st. Police line also includes the Capital Outlay – Cruiser in the amount of \$35,000.

Chairman Swain noted the Police Chief is currently on a 4-2 schedule, and would like to see him on a Monday – Friday schedule as a Chief, (putting him on a 5-2 schedule).

Selectman Deveau asked what the savings is, when hiring another officer. CAO stated the savings would only be if the Chief remained on the 4-2 schedule. Selectman Dumont would like to have the exact numbers to understand the savings. CAO Berry will ask the Police Chief to supply him with exact figures. It was further noted, that the purchase of the Police Cruiser, as stated in the Town Bylaw, cannot be put in the operating budget.

Line 915 – *Longevity Pay*: This would include all nonunion employees of the Town in the amount of \$20,000.

Selectman Deveau noted that the Unions get longevity and that it is unfair to single out one group of employees. He has no problem with this request.

Selectman Dumont made the **Motion to support the Longevity pay for the Town of Shirley Non Union Employees, in the amount of \$20,000. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

3. Update on Capital Plan

Selectmen discussed the creation of the Capital Improvement Stabilization Fund. This Stabilization Fund will allow the Town to put money in a designated fund for the purchases of capital items. Chairman Swain stated that this is setting a precedent. Selectman Deveau acknowledged there has been a change in the mind set. It is the attempt to withdraw when needed to purchase capital items. The idea is to take the one time revenue sources and putting them into this special purpose account, in which would require a 2/3 rd's vote at a Special or Annual Town Meeting for it to be approved.

Selectman Dumont made the **Motion to add to the FY13 Annual Town Meeting Warrant, the Capital Stabilization Fund Request. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

Selectmen reviewed the various requests from the Departments for the Capital Items. Chairman Swain questioned the capital item for the DPW, the GMC Sierra Pick Up Truck. It was his

understanding that the DPW could put that item off one more year. Instructed the CAO to push that item back to FY14.

Recreation Fields Committee: Wilde Road Irrigation System for \$35,000. The Committee thought it best to put this item on for FY14. Chairman Swain asked if there was an agreement with MCI on those fields in question. CAO David Berry stated that it may take some time for an agreement. Chairman Swain instructed the CAO to remove that item.

Police Department's Capital Item Request for flooring. CAO Berry noted that the Police Chief did not have a quote at this time. Selectman Deveau questioned why the PD was not looking at something more resilient rather than carpet. He felt carpeting not as durable. Chairman Swain had concern that these requests and costs should have been in sooner, as it makes it harder to put the capital improvement plan together and submit to the Finance Committee for their approval.

Fire Department's request for the \$136,140 Airpacks. At this time Fire Chief Levesque has submitted a grant for this item, however is still awaiting word if he will receive this grant. Chairman Swain stated that this item should be subject to receiving a grant. The Electronic Solar Power Message Board has a value of \$15,000. The Town has received a grant for \$5000 from MIIA, and Chief is working on another grant to help supplement the cost. Selectman Dumont stated that the Town should help pay for this as well, since it is important to inform the public during times of emergency.

Information Technology: Request for FY13 is \$92,195. CAO Berry reported that the Email Server as well as other servers, are in tough shape. These items need to be replaced or upgraded. Selectman Deveau stated that there is a necessity to keep the Town up to date with the IT.

Sewer District: Capital the Grinder Control Panel Emergency Power Upgrade request is in the amount of \$200,000, which is paid through the user feels.

ASRSD: Capital Request is \$15,000 for the middle school replacing the lighting controls. Chairman Swain asked what is Ayer's portion of this cost? CAO will research that number.

Potential Ballot Questions – Capital Exclusion

The CAO submitted to the Board of Selectmen possible Capital Exclusion ballot questions for the upcoming Annual Town Election on May 8th. The CAO offered 2 questions that were recommended by the CIP Work Group (*See Attached*).

Chairman Swain voiced his concern that the voters had shown distaste for any debt exclusions. He further stated that he would these requests funded out of free cash.

UPDATE FROM THE CAO

CAO gave an update with regards to the Purchase and Sale Agreement between the Town of Shirley and the buyer for the Old Municipal Building located on 3 Lancaster Road. CAO Berry noted that he is waiting to hear back from Town Council and will submit the draft to the buyer then the BOS. Selectman Deveau recommends all parties concerned receive the draft at the same time.

CAO Berry spoke about the upcoming event for the Town of Shirley Business Community. This event is scheduled for April 10th at 6pm to be held at the Bull Run Restaurant. The Nashoba Chamber of Commerce will split the costs with the Town of Shirley. The CAO stated that the costs for this will be paid out of his expense line.

CAO spoke about the MCI Fund and noted that the \$72,000 that was held for the costs associated with the building of the Middle School several years ago, will be reviewed by Town Counsel with respect to the statute of limitations.

CAO Berry is working with Keith Begun of the Recreational Fields Committee on securing a long term lease from MCI for the Wilde Road Fields.

With respect to the Omnibus Budget, CAO and Town Accountant have drafted a policy and procedures for the internal control of the budget.

Frank Esielionis, member of the Energy Committee asked who is in charge of the street lights, (ie maintaining them)? Wonder if there were policies and procedures on this issue. Chairman Swain stated that at this time National Grid is responsible for their lights, but as for the Village Lights, that would come under the CAO and BOS office.

With no further business to discuss, Motion and Seconded to adjourn at 8:32 p.m., David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.

Respectfully submitted,
Kathleen Rocco

Date Accepted: _____

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

Armand Deveau, Clerk