

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 26, 2012 7:00pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, March 26, 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 # 0139	<u>03/28/12</u>	\$ <u>6,332.75</u>
Payroll warrant # 6139	<u>03/28/12</u>	\$ <u>21,358.47</u>
Payroll warrant # 9139	<u>03/28/12</u>	\$ <u>21,801.35</u>
Payable warrant# 2392	<u>03/28/12</u>	\$ <u>160,166.34</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 12, 2012. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.

NEW BUSINESS

1. Review of Capital Budget

The Board of Selectmen reviewed the Capital Budget as presented. CAO David Berry explained the replacement of the Police Cruisers, as one will be replaced with insurance monies received and will be removed from the Capital Plan, with the understanding that will be replaced in 2012. Review of the request from the Police Department regarding replacement of the flooring. CAO Berry noted that with respect to Computer Technology, currently there is discussion with the consultants, IT Guardian, in which they will be putting a 3-5 year plan for the Town and defining the need for the requested \$92,000.

Chairman Swain noted the Town Budget has included the 3 ½% increase with the Regional School District. Selectman Deveau noted that with the increase in Nashoba Valley Technical High School of \$113,000, or 12 more additional students, this should come off the Regional School District's assessment. Selectman Dumont stated that when she met with *Leadership Team*, the assessment to the Town of Shirley was 6.4% increase. She asked that Dave Berry set a meeting with the BOS of both towns as well as the Finance Committees, as she would like to know what effect this has on Ayer and Shirley.

Chairman Swain questioned the Hazen Library Line item #611, and asked if the Finance Committee had reviewed their budget. Discussion on the Library Director's increase in her steps, as recommended by the personnel board. It was noted that the Personnel Board asked that Director's hours be increase from 35 hour to 40 hours.

Selectman Dumont questioned Line item #211, Police Department, and their request to the Personnel Board for step increases for the Executive Secretary. She noted that the Personnel Board has recommended a 2 step increase for that position. It was her understanding that the Chief should have gone before the Board of Selectmen first with this request. The Selectmen would like the Chief to come before the Board with this request.

CAO Berry noted that the Personnel Board has recommended that the Executive Assistant to the Board of Selectmen go from a grade 6 to a grade 7. However, the Board of Selectmen will need to go before Personnel Board in requesting a step change.

Selectman Dumont made the **Motion to place the Executive Assistant to the Board of Selectmen to a grade 7 step 7 with the grid. Selectman Deveau Seconded. Kendra Dumont vote Aye, Armand Deveau vote Aye and David Swain vote Aye.**

Selectmen would like to have a joint meeting with Finance Committee, Monday April 2nd, and they are also requesting that the CAO provide all the final numbers with all the requests and balanced by Thursday.

Selectman Deveau stated that he is conscious that the original budget was based on the 3 ½ % assessment with the School, and that budget is close to being balanced with the FinCom.

2. Cable Advisory Committee – TABLED

3. Review CAO Response for Performance Evaluation

Chairman Swain explained that each of the three Selectmen did a performance review on the CAO separately, and had asked the CAO respond to those individual performance evaluations. Chairman Swain read into the minutes, CAO David Berry's memo to the Selectman regarding his performance evaluation. (See Attached)

Selectman Deveau read into minutes his response regarding his evaluation on CAO Berry. (See Attached).

Selectman Dumont stated that she used a different form for Mr. Berry's evaluation, which she understood was the accepted form from the Personnel Board. She further stated that she rated Mr. Berry 116 points out of a possible 200, which identified him at average and meets some expectations to needs improvement. Selectman Dumont noted that the Board of Selectmen was very careful to protect David Berry from the past actions of the last Town Administrator. Her major concern is the morale of the Town Employees, which are more unhappy now, than they have ever been.

Chairman Swain remarked that he used the same evaluation form as Selectman Dumont. His rating of the CAO was 110 points out of a possible 200. He agrees with Mr. Berry, that there needs to be goals worked for him in the future. However, at this time, the employee moral is as low as it has ever been. He felt, Mr. Berry should rely and help his staff as much as possible.

Selectman Deveau stated that he will compile a working draft for goals and objectives for the Board. He stated that there needs to be short term goals as well as long term goals. This will be further discussed on the April 23rd Agenda. Selectman Deveau stated that the Board needs to have him help this community become sustainable.

With no further business to discuss, **Motion and Seconded to adjourn at 8:10 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