

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

Armand Deveau, Chair

David N. Swain, Vice Chair

Kendra J. Dumont, Clerk

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BOARD OF SELECTMEN MINUTES of September 17, 2012 7:00pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, September 17, 2012 at 7:00 p.m. at the Town Offices with Chairman Armand Deveau presiding and Selectmen David Swain 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	# 0112	<u>09/19/12</u>	\$ <u>6,673.92</u>
Payroll warrant	# 6112	<u>09/19/12</u>	\$ <u>24,727.84</u>
Payroll warrant	# 9112	<u>09/19/12</u>	\$ <u>10,193.68</u>
Payable warrant	# 2123	<u>09/19/12</u>	\$ <u>56,205.75</u>

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

APPROVAL OF MINUTES

Selectman Swain made the Motion to accept the Minutes of August 20, 2012. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.

NEW BUSINESS

1. Debt Exclusion/Override Ballot Discussion

Continued discussion on what will be the best way to hold a debt exclusion. Chairman Deveau stated there was a consensus to have the School vote and the debt exclusion and the school vote to be held on Saturday, November 17th as well as the start time will be at 8:00 am.

Superintendent Carl Mock stated that he had met individually with the School Regional Committee with this concern, and they too felt that to alleviate any confusion, to have the possible Prop 2 ½ ballot question be held on the same day as the National Election on November 6th and the school question as well as the school debt exclusion be held on November 17th from 8am to 4pm.

Chairman Deveau felt that all ballot questions and the school question be held on the 17th as a matter of being efficient and have the school ballot run from 8-4, while the debt exclusion and override question run the full 13 hours or 8am-8pm.

Selectman Dumont has concern on the hours of voting, since historically the voters always had 13 hours to vote.

Selectman Swain stated that the school vote and the debt exclusion vote should be done on the same day and at the same time. The Prop 2 ½ Ballot question, in his opinion, should be held on the same day as the Presidential Election.

Town Clerk Amy McDougall, although realizing the importance, is struggling with having to have two separate elections. She stressed her concern with educating the voters with regard to the ballot questions.

After much discussion, it is her recommendation that the Prop 2 ½ Ballot be held on November 6th and the School question and debt exclusion be held on November 17th from 8am – 4pm.

FinCom member, Mike Swanton, speaking for himself, echoed Town Clerk's recommendation and noted that it is the simplest and easiest to implement with less risk. He stressed that there should be a simple and concise message to the voter.

Chairman Deveau agrees with Mr. Swanton, but still has a concern with giving the Voter the full time to vote.

Selectman Dumont is not in favor of cutting anytime from taxpayers ability to vote, but with this circumstance, she is in favor of the Saturday, November 17th voting hours to be from 8am – 4pm

Selectman Swain made the **Motion to authorize a debt exclusion ballot on November 17, 2012 from 8:00 am to 4:00 pm to be held at the Town Offices, and in conjunction authorize the Regional School Committee to seek a vote for the renovation of the Ayer High School during the same time period. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote No. Motion passes.**

2. Sign Contract for Catacunemaug Culvert

Chairman Deveau updated the Board on the progress on the Catacunemaug Project. He informed all that he, Mr. Berry and Paul Farrar met with the contractor, who was tentatively awarded the contract, and went over the timeframe for this project.

Chairman Deveau stated that Catacunemaug Road will be closed for approximately ten (10) days, starting October 15th. Further the Town has made provisions with a private property owner, adjacent to the culvert, to have emergency vehicles and busses pass through his property. He further noted that that is a pretty aggressive time frame.

CAO David Berry informed the Selectmen, that upon advise of Town Counsel, the Contractor shall first provide the performance bond and all necessary insurance forms first before the town signs the contract. Further, Mr. Berry noted that the Town will need to have a project manager on a as needed basis; in which Doug Miller of GPR has agreed to do. Finally, Mr. Berry stated the Selectmen will need authorize someone to sign off on the payment requisitions.

Selectman Swain made the **Motion to approve the Contract with Onyx Corporation, subject to providing the performance bonds and necessary insurance. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

Selectman Swain made the **Motion to nominate Paul Farrar to authorize any payment requisitions. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote Aye.**

OLD BUSINESS

3. CAO Evaluation Form

Chairman Deveau stated that the CAO Evaluation Form has been bouncing around for some time, and Selectman Swain took what the Chairman Deveau presented to the Board with respect to the Chief Administrative Officer's Evaluation Form, and separated the goals and objectives from the evaluation form. Selectman Swain used the Town of Shirley's Supervisor's Evaluation Form, which was the document that had been approved by the Personnel Board. He explained that he assigned the same rating system, (the 1-5 application as approved by the Personnel Board), for the goals and objectives. He did note that he added the Procurement and Contact Management and weekly CAO reports.

Selectman Dumont asked that Grants be added to the CAO goals. She noted that the creation of a succession plan seemed to be wasteful.

Discussion on the rating comparison guide, in which Chairman Deveau raised concern how to appropriately weigh each category with Selectman Swain's proposal. Chairman Deveau stated that the numbers as presented do not make any sense at all. Selectman Swain used a percentage based system, using an example of 95% and above would be "outstanding", 84% and below would be *needs improvement*.

Chairman Deveau stated that the Goals and Objectives will need to go before the Personnel Board. Selectman Swain stated the Performance Evaluation is approved by the Personnel Board and the Goals and Objectives are ongoing and can be updated every 6 months by the Board of Selectmen.

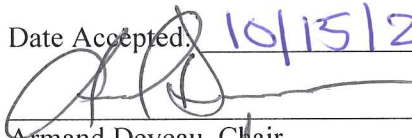
Selectman Dumont made the **Motion to approve the original form from the Personnel Board Evaluation with the attached Goals and Objectives as presented. Selectman Swain Seconded. David N. Swain vote Aye, Kendra J. Dumont vote Aye and Armand Deveau vote No, due to the confusion in the document. Motion Passes.**

Selectman Swain made the **Motion to go into Executive Session under M.G.L. c.30A, Sec.21 (6), To Consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have detrimental effect on the negotiation position of the public body, and go into public session for the purposes of adjournment only. Selectman Dumont Seconded. David N. Swain vote Aye, Kendra Dumont vote Aye and Armand Deveau vote Aye.**

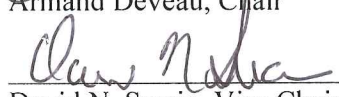
Respectfully submitted,
Kathleen Rocco

Date Accepted,

10/15/2012



Armand Deveau, Chair



David N. Swain, Vice Chair



Kendra J. Dumont, Clerk