

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

Kendra J. Dumont, Chair

Robert E. Prescott, Jr., Vice Chair

David N. Swain, Clerk

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BOARD OF SELECTMEN MINUTES

January 6, 2014

7:00pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, January 6, 2014 at the Town Offices, Meeting Rooms A & B, with Chairman Kendra J. Dumont presiding, with Selectman Robert E. Prescott, and Town Administrator Patrice Garvin were in attendance. Selectman David Swain was not in attendance.

CALL TO ORDER

Chairman Dumont called to Order the Board of Selectmen's Meeting at 7:00pm

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

TOWN ADMINISTRATOR REPORT

Town Administrator Patrice Garvin gave her weekly report. She noted that due to the holidays, she was able to concentrate on budget projections and the revenue estimates in anticipation of the FY15 budget. She stated that most of the Departments have submitted their budgets that were due in her office on January 2nd. In the next week, the Finance Team will begin meeting with the Departments to review their budgets.

The Personnel Policy Manual has been updated and will be given to Department Heads on Thursday, January 9th. Once the Departments have had a chance to review the manual, the TA will present it back to the Selectmen's meeting on January 27th for their approval to adopt said manual.

Ms Garvin noted that the Town will begin advertising for the position of a 15 hour a week custodian. The custodian will work under the general direction of the Facilities Manager. Town Offices is currently outsourcing to a cleaning service on a month to month basis. The cost for this service is \$1139/month; this includes custodial service for four days a week and cleaning supplies. She noted that she would like to start the new custodian during the first weeks in February.

COA Director John Oelfke has resigned, effective February 1, 2014. The job is presently 28 hours per week at \$19.76 per hour. She is requesting that the Board of Selectmen discuss this position prior to any

advertisement. She has reached out to the Council on Aging Chairman to discuss the resignation and will hopefully have more to report.

She reported that she has met with the Town Auditor Guisti, Hingston & Company and requested that a review of cash procedures be completed. She had requested this be done due to the high turnover in the Town Administrator position in recent years. The Auditor has reported that the internal control procedures relating to cash reconciliation are being followed and that all reconciling items were verified with supporting documentation. She further noted that this service was done free of charge by the auditing firm as part of its annual fee.

TREASURY WARRANTS

Selectman Prescott made the *Motion to accept the following Treasury Warrants as presented. Seconded. Robert E. Prescott vote Aye, and Kendra J. Dumont vote Aye..*

APPROVAL OF MINUTES

Selectman Prescott made the *Motion to accept the Minutes of December 16, 2013. Seconded. Robert E. Prescott vote Aye, and Kendra J. Dumont vote Aye.*

OLD BUSINESS

1. Energy Committee Update on Maintenance – Tabled

NEW BUSINESS

2. School Debt Discussion

Treasurer Kevin Johnston and Assessor Becky Boucher came before the Board of Selectmen to update them on the Financing for the Ayer Shirley Regional School District High School Construction Project. Mr. Johnston noted that the ASRSD School Committee will make the decision on the financing plan for the high school construction project. After analyzing the financing options the working group endorsed a financing model that will provide substantial savings for the conventional debt issue process. The project will be financed under the State Qualified Bond program, applying the Massachusetts bond rating of AA to the debt. Financing the entire project now provides the opportunity to take advantage of all time low interest rates, apply a recent change by the DOR in how a bond premium is handled, avoid any tax impact in FY14, eliminate added interest costs for short term borrowing during construction, and provide flexibility in applying payments from Ayer for a share of the Shirley Middle School debt to the Shirley's share of project costs.

Principle Assessor Becky Boucher reviewed with the Selectmen the tax rate impact for the Project for the High School. Understanding that the initial project startup debt payment will begin in Fiscal year 2015, and Fiscal Year 2016-Fiscal Year 2026 will be the time period of Amendment to Regional Agreement for the Middle School Deb Sharing and Fiscal Year 2027 – Fiscal Year 2034 the remaining payments on High School Project after Middle School Debt is satisfied.

Ms. Boucher gave three options on how to apply the credit (\$163,000) for the ASRSD High School Debt.

- *Option A – Apply Credit for Ayer Share of MS Debt in Excess of HS Debt in FY15.*
- *Option B – Apply Credit for Ayer Share of MS Debt in Excess of HS Debt to Stabilize Costs*
- *Option C – Apply Credit for Ayer's Share of MS Debt in Excess of HS Debt in Equal Amounts.*

Boucher noted that the Finance Team recommended either Option A or Option C.

Although Selectman Swain was not present for the meeting, he conveyed to TA Garvin that his preference would be Option C. Chairman Dumont concurred. Selectman Prescott was satisfied with either A or C.

Chairman Dumont noted that she would like to have the full board present for the Vote. She further asked that this information be placed on the Town's Website.

3. Forestry Management Plan – Tabled

Conservation Commissioner Nancy Askin report to the Board that Conservation Commission is in the process of updating the Forestry Management Plan, noting the harvesting of trees is focused on the Rich Tree Farm (110 Acres), and the Pumpkin Brook Link (130 Acres). She further stated that the last time this was done was back in 2006.

Ms. Askin informed the Selectmen that they will go through the State for a Cost Allocation, which should cover most of the costs associated with the Foresters. However, Conservation Commission will need to develop a Forest Management Plan for harvesting and thinning out those designated areas. Any kind of income from this project will go directly to the General Fund.

4. Annual Town Election Discussion

Town Clerk Amy McDougall came before the Board of Selectmen to discuss the Annual Town Election. She is asking that the Selectmen formally vote to add a 2-yr unexpired Recreation position and the 4-yr unexpired Planning Board position in addition to the other positions that are scheduled to be on the ballot for Tuesday, May 13th.

Selectman Prescott made the Motion to approve the Annual Town Election to be held on Tuesday, May 13, 2014 and approve the addition of a 2 year unexpired Recreation position and a 4 year unexpired Planning Board position, as presented by the Town Clerk. Chairman Dumont Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.

PUBLIC COMMENTS


ANNOUNCEMENTS

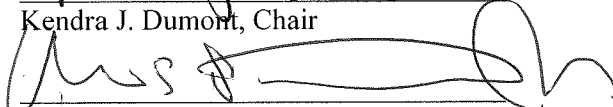
ADJOURNMENT

With no further business to discuss, *Motion and Seconded to adjourn at 7:33 p.m., Robert E. Prescott vote Aye, and Kendra J. Dumont vote Aye .*

Respectfully submitted,
Kathleen Rocco

Date Accepted: 1/14/2014


Kendra J. Dumont, Chair


Robert E. Prescott Jr., Vice Chair

David N. Swain, 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.