

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

Robert E. Prescott, Jr., Clerk

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BOARD OF SELECTMEN MINUTES

September 15, 2014

7:00pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, September 15, 2014 at the Town Offices, Meeting Rooms A & B, with Chairman David N. Swain presiding, with Selectmen Kendra J. Dumont, Robert E. Prescott, Jr., Town Administrator Patrice Garvin and Executive Assistant Kathleen Rocco in attendance.

CALL TO ORDER

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

TOWN ADMINISTRATOR REPORT

Town Administrator Garvin gave her weekly report for September 15, 2014. She noted that her September online report is focused on financial solvency and how the Town can improve this through multiple efforts being initiated at the upcoming Fall Town Meeting.

TA reported that the Town has received two applications for the Alternate Wiring Inspector. In the past the TA would normally have the Department Head or Manager sit in with her during the interview process, but due to conflict of interest; she asked the Wiring Inspector to recuse himself from the hiring process. She noted that one of the applicants is an employee of the Wiring Inspector. Given the perceived conflict, TA called Town Counsel and asked if the town needed to repost the position given one of the applicants was an employee of the current Wiring Inspector. It was the opinion of Town Counsel that as long as the Wiring Inspector was not involved in the interviews, and that neither inspected the other's work, no conflict appeared. A disclosure form could be made, but was not required, according to Town Counsel. Given clearance, Executive Assistant Kathi Rocco and Town Administrator Garvin conducted the interviews. After consideration of flexibility and experience, Executive Assistant and TA decided to recommend to the Board of Selectmen, Eric Wiljanen of Fitchburg, as the Alternate Wiring Inspector. Mr. Wiljanen is working toward becoming a Master Electrician and has an extremely flexible schedule. It is conditional on his appointment, that he not inspect the Wiring Inspector's work, as it was a condition on the Wiring Inspector not to conduct business in the Town of Shirley; therefore, all conflicts are avoided.

Selectman Dumont moved to appoint Eric Wiljanen of Fitchburg, as the Alternate Wiring Inspector, on the condition he would not inspect the Wiring Inspector's work and the Wiring Inspector would not inspect his work, term to expire June 30, 2015. Selectman Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

Garvin reported that she held the monthly Department Head meeting. She went over the Warrant for the upcoming Fall Town Meeting. She also informed the everyone at the meeting, that all contracts and MOU's needed to go through the Selectmen's Office, and that all original contracts needed to be in the Accountant' office. This will make sure that the Town does not enter into any contract that could violate clauses and conditions in other contracts.

TA noted that she met with the Police Union to start discussion on their contract. As the Board of Selectmen are aware, the past MOU's were created and the main contract was not updated. The first step in negotiations is creating one document to work off of. She will inform the Board, once proposals are given. She also noted that she is speaking with the Dispatch Union and will update the Board of Selectmen at a later date.

Finally, the Moderator, Enrico Cappucci was present to introduce the newest member of the Finance Committee, Audra Moore. TA noted that she looks forward to working with her as the Town moves into Town Meeting. Garvin further noted that she was very impressed with her financial background and believes she will make a great new member.

TREASURY WARRANTS

Payroll warrant # <u>0112</u>	<u>09/17/14</u>	<u>\$ 6,086.36</u>
Payroll warrant # <u>6112</u>	<u>09/17/14</u>	<u>\$ 23,888.34</u>
Payroll warrant # <u>9112</u>	<u>09/17/14</u>	<u>\$ 9,769.17</u>
Payable warrant# <u>9205</u>	<u>09/16/14</u>	<u>\$ 185,733.00</u>
Payable warrant# <u>2125</u>	<u>09/17/14</u>	<u>\$ 56,228.25</u>

Selectman Dumont moved to accept the following Treasury Warrants as presented. Selectman Prescott Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye, and Kendra J. Dumont vote Aye..

APPROVAL OF MINUTES

Selectman Dumont made the Motion to accept the Minutes of September 8, 2014. Selectman Prescott Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

OLD BUSINESS

1. Energy Committee Update - Tabled

NEW BUSINESS

2. 7:10 – National Grid Pole Hearing – Hazen Road

Chairman Swain opened the National Grid Pole Hearing for Hazen Road at 7:10pm. Seconded. Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

Selectman Prescott read the legal notice into the Minutes:

The Shirley Board of Selectmen will hold a public hearing on Monday, September 15, 2014 at 7:10 p.m., at the Town Offices, 7 Keady Way for National Grid who requests permission to install on Hazen Road, 1 SO Pole beginning at a point approximately 312 feet West of the centerline of the intersection of Brown Road. Persons unable to attend the public hearing, may forward their comments in writing to the Board of Selectmen, 7 Keady Way, Shirley, MA 01464 prior to the hearing

Discussion:

Iris Price, the representative from National Grid, came before the Board of Selectmen to answer any questions they or the audience might have. Seeing none, Chairman Swain asked the Clerk to close the hearing.

Selectman Dumont closed the hearing at 7:12 p.m. Selectman Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

Selectman Dumont moved to approve the order from National Grid to install on Hazen Road, 1 SO Pole beginning at a point approximately 312 feet West of the Centerline of the intersection of Brown Road. Selectman Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

3. Appointments : Veterans Day Committee

Selectman Dumont made the Motion to amend Veteran's Memorial Day Committee to Veterans events Committee. Selectman Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

4. Financial Policies

The Selectmen reviewed the overall Financial Management Policies. Noting that the Selectmen sets forth the following financial principles; these principles provide a broad framework for overall fiscal planning and management of the Town of Shirley's resources. These principles are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. Further, it is understood that the Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject of course, to statutory limits such as Proposition 2 ½.

Selectmen reviewed the following:

- Cash Solvency – the ability to pay bills in a timely fashion.
- Budgetary Solvency – the ability to balance the budget annually.
- Long-term Solvency – the ability to pay future costs.
- Service Level Solvency – the ability to provide needed and desired services.
- Public Confidence – the ability to garner public support for decisions that promote financial stability.

5. STM Warrant

Article 1: Town Administrator Garvin reported that the only change on the Salary Classification was the addition of a Land Use Clerk, Grade 4.

Article 2: Garvin noted that the addition of a new Police Officer and DPW Laborer would be funded through New Growth.

TA Garvin reported that the Hazen Memorial Library is requesting \$4,602 in supplemental appropriations to meet their mandated materials spending requirement. Chairman Swain asked the Library Director Deb Roy to speak to this matter. Mrs. Roy stated that the library is anticipating a shortfall within their budget noting that with the library's portion of the capital debt for performance contracting; they are not realizing any savings in energy costs to date.

Chairman Swain noted that there is approximately \$5200 in the wage line for a library page that has never been filled. He suggested that the Library look into that funding source rather than going to a Special Town Meeting.

Town Administrator Garvin stated that rest of the articles have remained unchanged.

PUBLIC COMMENTS

ANNOUNCEMENTS

Next Board of Selectmen's meeting is Monday, September 29, 2014.

ADJOURNMENT

With no further business to discuss, *Motion and Seconded to adjourn at 7:38 p.m., Robert E. Prescott vote Aye , Kendra J. Dumont vote Aye, and David N. Swain, vote Aye .*

Respectfully submitted,
Kathleen Rocco

Date Accepted: Sept 21, 2014
David N. Swain
David N. Swain, Chair

Kendra J. Dumont, Vice Chair
Robert E. Prescott, Jr., 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.