

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

March 10, 2014

7:00pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, March 10, 2014 at the Town Offices, Meeting Rooms A & B, with Chairman Kendra J. Dumont presiding, with Selectmen David N. Swain, Robert E. Prescott, Town Administrator Patrice Garvin and Executive Assistant Kathleen Rocco 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 in her weekly report to the Board of Selectmen, noted that she spoke to the DPW Foreman about parking concerns at the Train Station. The DPW has placed 2 hour parking signs on Ayer Road, as instructed by the Board of Selectmen. There have been tickets issued by the Police Department and the Selectmen's office has received one complaint stating that the signs were not visible. DPW placed flyers on cars after the signs were put up. Ongoing discussion regarding the parking is occurring. There have been ideas to charge for stickers to allow people to park. MART has been invoiced for the \$1,629 to remove the snow to allow for more parking. Given the low amount to remove the excess snow (totaling 108 hauls in 6.25 hours in seven locations, the Garvin will approach MART to ask for an annual billing of excess snow removal.

Garvin reported that she has instituted some cuts and layoffs following the direction from the Board of Selectmen. The Assistant Tax Collector's position was eliminated saving the Town approximately \$45k in FY15. She explained that this falls within the plan to merge the Tax Collector/Treasurer position at Annual Town Meeting. She has also initiated a cut of 5 hours per week for the Planning Board's Assistant. She currently scheduled to work 20 hours per week and Garvin has estimated a savings in FY15 of \$24k. The Planning Board met Wednesday, March 5th to discuss this cut and they voted to address the cut at Annual Town Meeting. Therefore, the implementation of this cut will be determined by a Town Meeting vote. The savings for both positions include health insurance benefits. The Assistant Tax Collect is eligible to retire,

but no final decision has been made on this, therefore the savings include the benefit. As far as other potential cuts and layoffs, there is more work to be done and more decisions that need to be made within the next few months.

Selectman Swain inquired about the Planning Board's Assistant 20 hour work week. Garvin noted that based on a payroll analysis that she conducted over a two year period, she found that time and leave had been taken constantly and the regular number of hours actually worked in the building was far less than 20 hours a week. She stated that the average number of hours over 104 weeks was a little over 8 hours per week.

After meeting with the Ayer-Shirley Regional School Official, Garvin reported that it was conveyed to the Town that the Ayer Shirley Regional School Assessment will be certified for FY15 with additional \$900K over last year's assessment. Shirley's total increased assessment will be \$460K, +8.6%. Given Prop 2 ½ and an estimated Free Cash total of \$400K, the Town of Shirley will not be able to pay this assessment without further cuts in addition to the ones mentioned above. She further stated that she is meeting with the employees and should have a decision from the IAC regarding the health insurance plan design. The maximum saving for this change will be \$54,978, noting that this needs to be negotiated with the unions. Garvin noted although working hard to identify savings, her concern is that the Town will not have enough to cover the increased school assessment of 8.6%. There is also indication that the School Committee will not look within their budget.

She attached the updated report of Shirley's Bond rating. The Town has received an upgrade. This upgrade is in line with other communities receiving the same upgrade.

Finally, Nashoba Tech sent its certified Assessment for FY15. As she mentioned previously, the assessment has decreased from last year, but the Town is still waiting for costs on their proposed roof project.

TREASURY WARRANTS

Payroll warrant #9537	<u>3/05/14</u>	<u>\$ 1,531.80</u>
Payroll warrant # 537	<u>3/06/14</u>	<u>\$ 2,999.06</u>
Payroll warrant # 137	<u>3/12/14</u>	<u>\$ 4,368.36</u>
Payroll warrant #6137	<u>3/12/14</u>	<u>\$ 23,750.70</u>
Payable warrant#2374	<u>3/12/14</u>	<u>\$ 28,677.34</u>

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

APPROVAL OF MINUTES

Selectman Prescott made the *Motion to accept the Minutes of March 3, 2014. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.*

OLD BUSINESS

1. Energy Committee Update

Bryan Dumont, Chairman of the Energy Committee reported to the Board, that the Energy Committee voted on Friday, March 7th to enter into a Contract with Beacon Integrated Solutions. Dumont is asking approval from the Board of Selectmen for a Contract not to exceed one year with the Owner's Agent, Beacon Integrated Solutions, to put a RFQ out to get responses to develop additional solar assets with the town of Shirley. Primary locations would be the Shirley Landfill located on Leominster Road and Bartkus Property on Walker Road.

Dumont further explained the Energy Committee would like to fully develop the assets to the Town of Shirley that have no value or receive no revenue. The Landfill on Leominster Road produces methane which is perfect for solar arrays. Bryan Dumont clarified that there will be no cost to the tax payers, as the Energy Committee received a grant in the amount of \$12,500 specifically for Owner Agent Technical Assistance for Solar Development. Dumont is requesting permission from the Selectmen to expedite this process.

Further discussion from Selectman Prescott on the potential revenue on the discussed properties. Mr. Dumont noted that there are some issues with the Bartkus property that may preclude them from commercial development, however perfect for the Solar. Both properties in discussion may potentially bring in revenue with the PILOT, between \$30K up to \$100K. TA Garvin stated that this is a continued revenue source for the Town.

Chairman Dumont asked Mr. Dumont to update the Selectmen on the parking lot outside the Town Offices, noting that some of the outside lights do not work. He stated that they are in the process of replacing the lights with motion detectors and sensors to make the parking lot safe as well as a cost savings to the Town. Further noting that ABM donated \$1100 worth of lighting equipment, specifically the library and the lighting in that building. He has an updated punch list for the Selectmen's review, and discussed briefly where ABM is in this process.

Selectman Prescott made the Motion to accept the Owner's Agent Contract with Beacon Integrated Solutions dated March 1, 2014, as presented. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Prescott made the Motion to amend the Contract with ABM to allow them to expend the \$2,170 that's pending this evening. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

NEW BUSINESS

2. Autism Awareness Month

Shannon Mountford came before the Board to ask once again for permission to hang a banner and blue LED lights for Autism Awareness month at Whitely Park. National Autism Awareness month being April 1st and she would like help spread Autism Awareness for the entire month of April. She will be decorating the same as last year, but would like to hang the banner across the road from Whitely Park.

Selectmen Prescott made the Motion to hang the banner and light Whitely Park for Autism Awareness month, starting April 1st, as presented. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

3. 7:05 Public Hearing – National Grid – Walker Road

Chairman Dumont opened the Public Hearing at 7:08pm.

Selectman Prescott made the Motion to open public hearing at 7:08 pm. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Swain read into the Minutes the legal notice that was posted in the Shirley Volunteer:

The Shirley Board of Selectmen will hold a public hearing on Monday, March 10, 2014 at 7:05 p.m., at the Town Offices, 7 Keady Way, for National Grid of North Andover, MA, who requests permission excavate the public highways and to construct a line of underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, and said underground conduits to be located substantially in accordance with the plan filed herewith marked Walker 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.

DPW Foreman, Paul Farrar sent a Memo to the Selectmen that National Grid will need to submit an application for a Permit for Pavement Cut.

Representative from National Grid, stated that he would do what ever is required from the Town. They just need to the permission to cut the roadway in order to install underground electric conduits.

Seeing no further discussion:

Selectman Prescott made a Motion to close the Public Hearing at 7:13pm. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Prescott made the Motion to approve Roadway and Pavement cut for Walker Road as presented, with the attached Order of Conditions. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

4. Appointment – EMT – Tabled

5. DLTA Grant

Selectman Prescott made the Motion to authorize the Economic Development Committee to submit the DLTA Grant for 2014 to MRPC, as presented. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

6. Police Chief Search Committee

Town Administrator Patrice Garvin drafted a charge regarding the Police Chief Search Committee, stating that this is just a starting point. She is currently calling Police Chiefs from other towns, to see

if they would be interested in sitting on the Committee. She further informed the Board, that Fire Chief Dennis Levesque said he would sit on the Committee. Chairman Dumont would like the Town Administrator be on the Police Chief Search Committee as well. Selectman Swain would like to have either two acting Police Chiefs on the Committee or one acting police chief and one retired police chief.

Town Administrator Garvin will draft a job description for the Police Chief for their review at the next Selectmen's meeting.

7. Award the RFP – Information Technology Support Services

Selectman Prescott made the Motion to award the RFP for Information Technology Support Services to IT Guardian of Nashua, New Hampshire, for a 3 year contract as outlined in their offer letter. Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

PUBLIC COMMENTS

ANNOUNCEMENTS

ADJOURNMENT

With no further business to discuss, *Motion and Seconded to adjourn at 7:43 p.m., Robert E. Prescott vote Aye, David N. Swain vote Aye, and Kendra J. Dumont vote Aye .*

Respectfully submitted,
Kathleen Rocco

Date Accepted: March 17, 2014

Kendra J. Dumont
Kendra J. Dumont, Chair

Robert E. Prescott Jr.
Robert E. Prescott Jr., Vice Chair

David N. Swain
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.