

# Town of Shirley

## BOARD OF SELECTMEN



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*Enrico C. Cappucci, Chair*

*Holly J. Haase., Vice Chair*

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## BOARD OF SELECTMEN

### MINUTES

### April 8th, 2017 9:00am

### TOWN OFFICES

The Board of Selectmen convened its Joint Meeting with the Shirley Finance Committee in open session on Saturday, April 8th 2017 at the Town Offices, Meeting Rooms A & B. Members present were Selectmen Enrico Cappucci and Holly Haase, Town Administrator Patrice Garvin, Town Accountant Donna Allard, as well as Finance Committee Members Bryan Sawyer, Mike Swanton, William Hildebrant, and Jim O'Keefe.

Chair Cappucci welcomed the members of the Finance Committee and expressed interest in hearing their opinions on the proposed Fiscal Year 2018 Operating Budget.

#### Department of Public Works

Forman Paul Farrar of the Department of Public Works came forward to discuss the DPW Budget. Mr. Farrar states that his budget is essentially level funded from FY17. Town Administrator Garvin notes that Mr. Farrar did ask for additional monies for Snow and Ice but it was level funded as you cannot predict winter events and it is the only part of the budget that a Town can legally deficit spend and fix afterwards since it is an incident driven budget.

Mr. Swanton agrees with Garvin in taking a conservative approach to Snow and Ice.

Selectmen Haase expressed concern in the \$79,000.00 Snow and Ice budget as she believes it does not reference a true expectation.

Mr. Farrar expressed his concern for his aging fleet of department vehicles.

*Finance Committee Member Stewart Cady arrived at 9:12am*

Mr. Swanton speaks about the value of having a precise Capital Improvement Plan with Mr. Farrar so that all of the Department Vehicles do not go at the same time.

#### Cemetery

Town Administrator Garvin states that she believes this should act much like an enterprise account as it brings in enough monies to almost self-fund. Much of the needed monies over the course of a year are incident driven.

Mr. O'Keefe asks why the Town does not raise burial fees if the income of the cemetery is not covering the expenses. Farrar states that since it is not an enterprise account it is not expected to run in that fashion.

### Police Department

Acting Chief Santiago came forward to discuss the Police Department Budget. He expressed concern in costs associated with over time as it is incident driven.

Mr. Swanton expresses worry that there is no separation between pieces of the budget that would not change due to different situations and pieces that would.

Town Administrator Garvin believes that the overtime part of the budget is incident driven and acknowledges this as an issue. This is a difficult issue to address as there are major parts based off of the negotiation of Union Contracts. Garvin admits that the overtime budget is underfunded but she does not know by how much as it is a moving target.

Acting Chief Santiago states that they are attempting to remedy this by having a Reserve Police Officer filling in the full time hours left by his tenure as Acting Chief.

Chair Cappucci states that he is aware how suave these professional negotiators are as they like to use tactics like right of first refusal to make their union's money on the back end. Cappucci believes this will have to be negotiated efficiently by Mrs. Garvin and the Town's negotiation team.

Selectmen Haase states that FY16 was over \$86,000.00 in overtime.

Garvin states that there were some circumstances in FY16 that contributed to that.

Town Administrator Garvin states that due to an error Pam Callahan's salary was added two times leaving an additional \$41,000.00 in this budget.

Selectmen Haase states that she would like to see this money re-allocated into fixing the fact that many current employees have picked up added responsibilities. Haase knows that the Personnel Board HR Study points to the need of a Human Resources Director instead of having the responsibilities spread all around Town Hall.

Mike Swanton states that in his line of work that is exactly what happens. Sometimes people become overburdened but in the most part it causes the organization to run more efficiently and grow employees.

Selectmen Haase states that she also believes in growing employees but this is getting to an extreme point as people are forced to run all around the building for something as simple as new hire benefits being housed in two offices.

Town Administrator Garvin points to a budgetary problem within Dispatch regarding capital costs, a rotating door of employees, and overtime costs. Garvin has heard recently that Devens Regional Dispatch Center would be willing to take the Town of Shirley into their center.

Acting Chief Santiago states that if regionalization did occur he would still be interested in having someone attend to the front desk at the Police Station for a majority of the day.

Selectmen Haase asks if elder services would go away if regionalized.

Santiago states that the Shirley Police Department will maintain all services provided regardless of the location of dispatch services.

Chair Cappucci believes an advantage of regionalization would be the fact that the Town would not have to pay for equipment updates as the Regional Dispatch Facility would keep their equipment up to date and operational.

The Animal Control Officer Expense Line is getting quite expensive as it is approximately \$35 a day to keep animals in the shelter. Although, some people pay these fees upon picking up their pets there is a number of stray animals that get left in the shelter for a considerable amount of time

Mr. O'Keefe asked if this is expected to be a net neutral expense. Garvin answered that this was not the expectation as it is something the town is mandated to do.

Acting Chief Santiago spoke upon his request to replace an older Crown Victoria with a new cruiser. Santiago believes the Department has been doing fairly well sticking to a strict capital plan over the last few fiscal years.

#### Fire Department

Chief Leveque expressed concern in the level of pay for the departments on call fire fighters.

Selectmen Cappucci asks if there have been any increases over the last five years.

Leveque states that there have been increases but it does not keep up with the going rate of on call Fire Fighters in the state of Massachusetts.

Chief Leveque speaks about purchasing a new ladder truck. The last one has been on the fleet for over 15 years and is riddled with expensive issues. A new truck can be purchased for approximately \$750,000.00.

Town Administrator Garvin notes that this will have to be sent to Town Meeting for a vote.

Mr. Swanton asked what the benefit to the Town would be since there are not many tall buildings.

Chief Leveque states that it would be for getting higher ground on fires and numerous other fire tactics. It is a very valuable tool.

#### Hazen Memorial Library

Members of the Hazen Memorial Library Board of Trustees and Director Deb Roy came forward to discuss the library budget.

The Board is requesting a higher salary for Director Deb Roy due to experience and longevity. They would also like to bring her to a similar salary range to other Directors in the region. They are suggesting a Grade 11 Step 1 on the 2017 Wage and Classification Scale.

Director Roy states that she has also worked many additional hours over her scheduled hours over the years. Roy is also requesting more hours for her employees as the hours of operation of the library call for it.

Town Administrator Garvin states that this difficult because once again most of the library employees are in the union.

Library Trustee Quinty pointed out that the library trustees do not have a seat at the negotiating table.

Town Administrator Garvin notes that the Library does have an employee on the Union Negotiation team.

Mr. O'Keefe ask Town Administrator Garvin if there is a way to give union employees a range of hours with a certain total at the end of the year so that they may use the hours during busy times.

Town Administrator Garvin again expresses that this would be based on union negotiations.

Selectmen Haase states that she does not understand why a contract is dictating how many hours an employee can work when the financial allocation is there to pay them for their time.

Mrs. Quinty claims that Director Roy uses her allocations appropriately and should not be tied down by a union dictating her employee's hours.

Selectmen Cappucci thanks the Finance Committee and believes this session was very helpful and useful.

## ADJOURNMENT

With no further business to discuss, Ms. Haase moved to adjourn the meeting at **11:48am**. Mr. Cappucci seconded the motion. Unanimous. Motion Passed.

Respectfully submitted,  
Nathan Boudreau, Executive Assistant

Date Accepted: \_\_\_\_\_

  
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Enrico C. Cappucci, Chair

  
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Holly J. Haase, Vice Chair

  
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James D. Wilson, 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.*

	<b>Documents used</b>
<b>1</b>	<b>Proposed FY18 Operating Budget</b>
<b>2</b>	<b>FY18 Proposed Capital Budget</b>
<b>3</b>	
<b>4</b>	
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