



AGENDA – NOVEMBER 29, 2011

INVOCATION ROLL CALL RECORDS

HEARING: NONE

COMMUNICATIONS FROM THE MAYOR

- Presentation – Special Olympics Massachusetts/Jolly Jaunt
- Presentation – Taunton Pop Warner Cheerleaders

APPOINTMENTS

COMMUNICATIONS FROM CITY OFFICERS

- Pg. 1 Com. from Assistant City Solicitor – Responding to request regarding fence and vehicle in Leonard Court
- Pg. 2-5 Com. from Executive Director of Retirement – Notifying of a vote
- Pg. 6 Com. from Executive Director of Retirement – Notifying of election results
- Pg. 7-11 Com. from Executive Director of Retirement – Submitting a copy of the PERAC Memorandum
- Pg. 12 Com. from Captain Robert Bastis, Fire Inspector – Requesting change of ownership of flammable storage license
- Pg. 13-24 Com. from Human Resource Director – Responding to request for training Session
- Pg. 25 Com. from Gerard Perry, Director of Accounts, Massachusetts Department of Revenue Division of Local Services – Notifying of certification of the FY2012 tax rate

PETITIONS

Class II License

1. Costa's Service Center located at 28 Leonard Street, Taunton
2. Mello's Auto Repair & Sales located at 45 South Street, Taunton
3. Cruisin Classics located at 632 Winthrop Street, Taunton
4. County Street Motors, 603 County Street, Taunton
5. Loftus Auto City, Inc., located at 450 Winthrop Street, Taunton
6. Fogg Auto Sales, Inc., located at 346 Winthrop Street, Taunton
7. Hill Top Motors located at 1 Lawton Street, Taunton

Claim

Claim submitted by Kristen Francisco, 8 Billings St., Taunton seeking reimbursement for a plumbing bill due to a sewer backup.

Flammable Storage License

Petition submitted by Matthew St. Germain, MALK Realty Trust requesting a license to install/store flammable liquids for proposed underground storage tanks at 342 Winthrop Street, Taunton for a service station. **(Public Hearing Required)**

COMMITTEE REPORTS

UNFINISHED BUSINESS

- **Executive Session** – Meet to discuss the status of negotiations with all bargaining units of the City of Taunton, any outstanding issues with regard to negotiations, and progress made with regard to said issues

ORDERS, ORDINANCES AND ENROLLED BILLS

NEW BUSINESS

Respectfully submitted,



**Rose Marie Blackwell
City Clerk**



City of Taunton

LAW DEPARTMENT

141 Oak Street

Taunton, Massachusetts 02780

Phone (508) 821-1036 Facsimile (508) 821-1064

cotlawdept@tmlp.net



CHARLES CROWLEY
MAYOR

PETER J. BERRY
CITY SOLICITOR

JORDAN H. F. FIORE
ASSISTANT CITY SOLICITOR

November 18, 2011

Mayor Charles Crowley and
Members of the Municipal Council

Re: Fence and Vehicle parked in Leonard Court

Ladies and Gentlemen:

You have inquired of this office and the Building Department as to the maintaining of a fence blocking access to Leonard Court and the removal of a vehicle parked in that roadway. Superintendent Walkden has responded as to the need for the fence and has referred the matter of the vehicle to the Police Department.

Leonard Court is not a public way. Technically, the abutters own the roadway to its center line. This office does not have access to Registry of Motor Vehicle records, so only the police can ascertain the owner of the vehicle. If it is parked on a portion of the way belonging to the City, the police should give notice to the owner that the vehicle is a trespass to the city's property and request that it be removed. If it is not removed in a reasonable period of time, the city is justified in towing and storing it as it would with any vehicle that is illegally parked on city property.

Very truly yours,

Jordan H. F. Fiore
Assistant City Solicitor



CITY OF TAUNTON
Contributory Retirement System
40 Dean Street, Unit #3
Taunton, Massachusetts 02780
Tel (508) 821-1052 Fax (508) 821-1063
www.tauntonretirement.com

2.

**BOARD OF
RETIREMENT**

Chairperson:
Ann Marie Hebert, City Auditor

Elected member: Richard T. Avila
Elected member: Peter H. Corr
Mayoral appointee: Gill E. Enos
Board appointee: A. Joan Ventura

STAFF

**Executive
Director:**
Paul J. Slivinski

**Assistant
Director:**
Kathy A. Maki

November 23, 2011

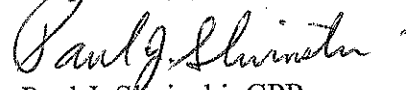
Hon. Charles E. Crowley, Mayor
Taunton Municipal Council
15 Summer St.
Taunton, MA. 02780

Dear Mayor Crowley and Councilors:

Under the provisions of Massachusetts General Laws Chapter 32, Section 22(7)c(iii), the Taunton Retirement Board voted on 11/18/2011 to certify the amount of \$12,834,834.00 for the FY2013 Pension Fund Appropriation and to notify the Mayor and Municipal Council and member units of the same.

If you have any questions, please feel free to contact our office.

Respectfully yours,


Paul J. Slivinski, CPP
Executive Director

cc: Taunton Housing Authority
Greater Attleboro-Taunton Regional Transit Authority

Encl.

PERAC

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COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

DOMENIC J. F. RUSSO, *Chairman*

JOSEPH E. CONNARTON, *Executive Director*

Auditor SUZANNE M. BUMP | ALAN MACDONALD | JAMES M. MACHADO | DONALD R. MARQUIS | ROBERT B. MCCARTHY | GREGORY R. MENNIS

MEMORANDUM

TO: Taunton Retirement Board
FROM: *Joseph E. Connarton*
Joseph E. Connarton, Executive Director
RE: Appropriation for Fiscal Year 2013
DATE: November 8, 2011

RECEIVED
2011 NOV 14 A 11:19
CITY OF TAUNTON
RETIREMENT BOARD

Required Fiscal Year 2013 Appropriation: **\$12,834,834**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2013 which commences July 1, 2012.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2013 appropriation to be paid by each of the governmental units within your system. The allocation by governmental unit was developed by Buck as part of their January 1, 2010 actuarial valuation.

If your System has a valuation currently in progress, you may submit a revised funding schedule to PERAC upon its completion. The current schedule is/was due to be updated by Fiscal Year 2014.

If you have any questions, please contact PERAC's Actuary, Jim Lamenzo, at (617) 666-4446 Extension 921.

JEC/jrl
Attachments

cc: Office of the Mayor
City Council
c/o City Clerk

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Taunton Retirement Board

Projected Appropriations

Fiscal Year 2013 - July 1, 2012 to June 30, 2013

Aggregate amount of appropriation: **\$12,834,834**

Fiscal Year	Estimated Cost of Benefits	Funding Schedule (Excluding ERI)	ERI	Total Appropriation
FY 2013	\$16,280,546	\$12,532,230	\$302,604	\$12,834,834
FY 2014	\$17,109,522	\$13,030,849	\$316,221	\$13,347,070
FY 2015	\$17,979,523	\$13,544,820	\$330,451	\$13,875,271
FY 2016	\$18,892,579	\$13,966,784	\$345,321	\$14,312,105
FY 2017	\$19,850,820	\$14,520,947	\$360,861	\$14,881,808

Pension Fund Allocation	Pension Reserve Fund Allocation	Transfer From PRF to PF
\$12,834,834	\$0	\$3,445,712
\$13,347,070	\$0	\$3,762,452
\$13,875,271	\$0	\$4,104,252
\$14,312,105	\$0	\$4,580,474
\$14,881,808	\$0	\$4,969,012

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

For illustration, we have shown the amount to be transferred from the Pension Reserve Fund to the Pension Fund to meet the estimated Cost of Benefits for each year. If there are sufficient assets in the Pension Fund to meet the Cost of Benefits, this transfer is optional.

Breakouts

	Total	City	GATRA	Landfill	Sewer	Water	Nursing Home	Light	Housing
(1) Participants									
(a) Actives	1,252	914	13	1	1	32	104	155	32
(b) Inactives	236	165	3	0	0	5	41	17	5
(c) Retirees and Beneficiaries	647	446	2	0	12	20	14	138	15
(e) Disabled Retirees	106	67	0	0	3	4	8	21	2
(f) Total	2,241	1,592	18	1	16	61	167	331	55
(2) Payroll of Active Participants	53,542,943	34,386,632	578,600	59,305	53,502	1,358,774	2,908,168	12,545,211	1,652,751
Percent of Total Payroll	100.00%	64.22%	1.08%	0.11%	0.10%	2.54%	5.43%	23.43%	3.09%
(3) Normal Cost									
(a) Total Normal Cost	6,614,146	4,407,205	55,724	4,783	3,254	122,036	356,837	1,507,393	156,915
(b) Expected Employee Contributions	4,714,531	3,005,364	52,102	5,799	2,602	113,829	257,802	1,124,407	152,626
(c) Administrative Expenses	375,000	243,606	1,784	111	3,114	10,615	8,312	99,964	7,494
(d) Net Employer Normal Cost (a) - (b) + (c)	2,274,615	1,645,447	5,406	-905	3,766	18,822	107,347	482,950	11,783
(4) Actuarial Accrued Liability	293,303,727	190,534,263	1,394,979	87,158	2,435,412	8,302,381	6,501,207	78,186,546	5,861,409
(5) Assets*	197,520,054	128,311,830	939,423	58,695	1,640,084	5,591,087	4,378,119	52,653,306	3,947,252
(6) Unfunded Actuarial Accrued Liability (4) - (5)	95,783,673	62,222,433	455,556	28,463	795,328	2,711,294	2,123,088	25,533,240	1,914,150
(7) Amortizations									
(a) Unfunded Actuarial Accrued Liability	9,777,029	6,351,309	46,500	2,905	81,182	276,753	216,712	2,606,282	195,385
(b) Early Retirement Incentive	170,150	72,741	0	0	15,170	29,053	6,276	20,551	26,360
(c) Holiday	110,839	75,731	0	35	968	3,300	2,584	28,221	0
(8) Total Required Employer Contributions (3d) + (7)	12,332,633	8,145,228	51,906	2,035	101,086	327,927	332,919	3,138,004	233,528
(9) Fiscal 2011 Cost	13,188,674	9,252,551	59,675	3,152	84,291	294,706	343,235	2,947,571	203,492
Percentage of total	100.00%	70.16%	0.45%	0.02%	0.64%	2.23%	2.60%	22.35%	1.54%
(10) Fiscal 2012 Cost	12,529,240	8,320,541	51,025	1,603	99,704	322,389	355,053	3,149,541	229,383
Percentage of total	100.00%	66.41%	0.41%	0.01%	0.80%	2.57%	2.83%	25.14%	1.83%
(11) Fiscal 2013 Cost	12,834,834	8,521,834	52,271	1,651	102,545	331,088	363,443	3,226,535	235,468
(12) Fiscal 2014 Cost	13,347,069	8,857,243	54,499	1,760	107,137	345,705	376,402	3,358,595	245,729
(13) Fiscal 2015 Cost	13,875,271	9,205,581	56,822	1,875	111,935	360,968	389,791	3,496,007	252,293
(14) Fiscal 2016 Cost	14,312,105	9,522,261	59,243	1,998	102,948	376,904	403,622	3,611,596	233,532

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CITY OF TAUNTON
Contributory Retirement System

Address: 40 Dean St., Unit 3
Taunton, Massachusetts 02780
Tel (508) 821-1052 Fax (508) 821-1063
www.tauntonretirement.com

**BOARD OF
RETIREMENT**

Chairperson:

Ann Marie Hebert, City Auditor

Elected member: Richard T. Avila

Elected member: Peter H. Corr

Mayoral appointee: Gill E. Enos

Board appointee: A. Joan Ventura

STAFF

Executive

Director:

Paul J. Slivinski

Assistant

Director:

Kathy A. Maki

November 23, 2011

Hon. Charles E. Crowley, Mayor
Sherry Costa-Hanlon, Council President and
Members of the Taunton Municipal Council
141 Oak St. (interim city hall)
Taunton, MA. 02780

Dear Mayor Crowley and Councilors:

Please be advised that the Taunton Retirement Board recently held an election on November 3, 2011 to fill one of the "elected" member terms on the board. Incumbent board member Richard T. Avila was re-elected to the board for a term of December 1, 2011 to November 30, 2014. At a meeting of the retirement board on November 18, 2011, the board voted to certify Mr. Avila's re-election. The following is a summary of the board members and terms:

Ex-officio member: Ann Marie Hebert, Chair
City Auditor

Elected member: Richard T. Avila, term expires: 11/30/2014
Retired firefighter

Elected member: Peter H. Corr, term expires: 12/31/2013
Retired police officer

Mayoral appointee: Gill E. Enos, term is at mayor's discretion
Budget director

Board appointee: A. Joan Ventura, term expires: 01/27/2012
Retired Norfolk County retirement executive director

Respectfully yours,

Paul J. Slivinski, CPP
Executive Director



CITY OF TAUNTON
Contributory Retirement System

Address: 40 Dean St., Unit 3
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November 23, 2011

Hon. Charles E. Crowley, Mayor
Sherry Costa-Hanlon, Council President and
Members of the Taunton Municipal Council
141 Oak St. (interim city hall)
Taunton, MA. 02780

Dear Mayor Crowley and Councilors:

At a meeting of the Taunton Retirement Board on November 18, 2011, it was voted to forward a copy of the attached memo for your attention. The memo is from the Public Employee Retirement Administration Commission (PERAC) and pertains to the calculation of retirement creditable service and regular compensation with regard to Shift Substitution or similar practices.

Respectfully yours,

Paul J. Slivinski, CPP
Executive Director

cc: Timothy Bradshaw, Fire Chief
Edward Walsh, Police Chief
Maria Gomes, Human Resources Director

Encl.

MEMORANDUM

TO: All Retirement Boards
FROM: *Joseph E. Connarton*
Joseph E. Connarton, Executive Director
RE: Shift Substitution, Creditable Service and Regular Compensation
DATE: October 26, 2011

RECEIVED
OCT 27 A 10: 02
CITY OF TAUNTON
RETIREMENT BOARD

This memorandum pertains solely to the calculation of creditable service and regular compensation with regard to shift substitution or similar practices where the responsibility for filling a work shift is transferred between or among employees. This should not be construed to exclude other forms of authorized leave from the calculation of regular compensation or creditable service. Recent newspaper articles and editorials have focused attention on "shift substitution." The practice of shift substitution is widespread and, if safeguards are not put in place by the municipality in question, it may adversely affect a member's retirement allowance.

Shift substitution is a common practice across the state and can be a valuable tool in certain professions (i.e., firefighting, police, and corrections) where the ability to take a day off when personal matters arise may be difficult if not impossible. These public safety professions obviously need full staffing at all times, causing some departments to require that time off be taken in two week increments, and a member has no ability to take a day off here and there as the need arises. Shift substitution keeps public safety departments fully staffed and also gives individuals members flexibility in attending to personal matters.

In most cases, shift substitution works as follows, using a fire department as an example. Firefighter A wants to attend his child's kindergarten graduation, but cannot take one day off. He contacts Firefighter B, a firefighter who has the same specialized training as he. Firefighter B agrees to work Firefighter A's shift. The shift supervisor is informed and agrees to the substitution, and the proper notation is made on the duty log. Firefighter A will then repay Firefighter B by working a shift for him in the future.

Shift substitution is provided for in numerous collective bargaining agreements throughout the state and the country. There is at least one software provider who offers "shift substitution" software for employers. This common practice is mentioned in the Fair Labor Standard Acts of 1938, or "FLSA."

The practice of substitution shifts is sanctioned by the FLSA. FLSA does not require documentation of a shift swap, or that the shift "substituted" ever be paid back. However, the



MEMORANDUM - Page Two

TO: All Retirement Boards
FROM: Joseph E. Connarton, Executive Director
RE: Shift Substitution, Creditable Service and Regular Compensation
DATE: October 26, 2011

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FLSA concerns itself with wages, overtime and child labor. That Act is not focused on retirement benefits, and the practice of shift substitution has the potential of adversely affecting a member's retirement allowance. This is because a collective bargaining agreement may not alter the dictates of G.L. c. 32. See, generally, G.L. 150E, § 7. The provisions of G.L. c. 32, §§ 1 and 4 prohibit the grant of regular compensation or creditable service for time during which the member did not work.

Massachusetts General Laws, Chapter 32, Section 1, as amended by Chapter 21 of the Acts of 2009, provides as follows:

"Regular Compensation", during any period subsequent to June 30, 2009, shall be compensation received exclusively as wages by an employee for services performed in the course of employment for his employer.

Massachusetts General Laws, Chapter 32, Section 4(1)(a) provides as follows:

(1) *Qualifications for Credit for Service.* -- (a) Any member in service shall, subject to the provisions and limitations of sections one to twenty-eight inclusive, be credited with all service rendered by him as an employee in any governmental unit after becoming a member of the system pertaining thereto; provided, that in no event shall he be credited with more than one year of creditable service for all such membership service rendered during any one calendar year.

Where shift substitution occurs, there must be safeguards in place to assure that an individual, prior to retirement, has "repaid" all shifts owed by him.

When a member applies to retire and the retirement board is aware that the member's employer permits shift substitution, the retirement board must request and receive documentation that the member has actually worked the requisite number of shifts in a calendar year to qualify for all regular compensation and creditable service claimed. This documentation should be readily obtainable in departments with restrictions and safeguards on this practice.¹ In other departments where safeguards are not in place yet, a member may have a difficult time establishing his entitlement to creditable service and regular compensation when attempting to calculate his or her retirement allowance.

Because it is so imperative that no one retire utilizing creditable service for which they have not worked or regular compensation which they have not earned, PERAC has constructed a new form which is attached to this memorandum. This form must be utilized whenever a member who has engaged in shift substitution seeks to retire.

¹ While the FLSA does not mandate documentation, an Employer may require this, and an Employer must always agree in advance to the substitution of a shift. This is why documentation should be readily obtainable.

MEMORANDUM - Page Three

TO: All Retirement Boards
FROM: Joseph E. Connarton, Executive Director
RE: Shift Substitution, Creditable Service and Regular Compensation
DATE: October 26, 2011

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We are in the process of adding to the "Application for Voluntary Superannuation Retirement" form the following question: "Have you ever engaged in the practice of shift substitution?" If the answer to that question is yes, the new "Employer's Certification of Creditable Service and Regular Compensation in Connection With Shift Substitution" form must be filled out by the Employer prior to the calculation of a retirement allowance for the member.

We trust the foregoing will be of assistance to you.

enclosure

/ker

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Employer's Certification of Creditable Service and Regular Compensation in Connection with Shift Substitution

11

October 2011

Retirement Board: Please place your address and phone number here. ▶

Applicant's Last Name

First

M.I.

Former or Maiden Name (if different)

Street Address

Social Security #

City

State

Zip

Massachusetts General Laws, Chapter 32, Section 1, defines "regular compensation" as "compensation received exclusively as wages by an employee for services performed in the course of employment for his employer." "Shift Substitution" is a widespread practice, which permits a member to work a shift for another similarly situated employee. Given the dictates of Chapter 32, §§ 1 and 4(1)(a), it is imperative that a member repay shifts prior to retirement so that the member is able to utilize all available creditable service and regular compensation in calculating his or her retirement allowance.

Therefore, if a person who has engaged in shift substitution seeks to retire, his/her Employer must certify that all shifts have been repaid for the time period in question.

This should not be construed to exclude other forms of authorized leave from the calculation of regular compensation or creditable service.

I, (name) am the Employer of the above-named employee at (place of employment) and hereby certify that he or she has engaged in the practice of shift substitution, but that all shifts worked for this employee have been repaid by the employee.

I am attaching documentation to this effect.

In the absence of documentation, I am attaching my sworn affidavit and/or the affidavits of others.

The statements and facts contained in this document are correct, complete and accurately presented to the best of my knowledge and belief.

Signature of Employer

Print Full Name

Title

Date





FIRE DEPARTMENT
TAUNTON, MASS. 02780

12.

Chief of Dept.
Timothy J. Bradshaw

FIRE PREVENTION BUREAU
2 KILMER AVENUE

Fire Inspector
Capt. Robert J. Bastis Jr.

TEL. (508) 821-1453 – FAX # (508) 821-1491


To: Municipal Council, City of Taunton
From: Capt. Robert J. Bastis Jr.
Date: November 18, 2011
Re: Morton Hospital, a Steward Family Hospital, Inc.
88 Washington Street
License to install/store flammables

Dear Council,

Please make the necessary change of ownership for the license to store flammables above 10,000 gallons.

Any questions please call Capt. Bastis @ (508)328-8140 cell.

Thank you,


Captain Robert J. Bastis Jr.
Fire Inspector

CC: Chief Bradshaw



CITY OF TAUNTON
MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Maria V. Gomes
Director

Sandra B. Peavey
Office Manager

Noreen Skwarto
Benefit Clerk

City Hall
141 Oak Street
Taunton, MA 02780
(508) 821-1060
FAX (508) 821-1066

November 22, 2011

Ms. Sherry Costa-Hanlon, Council President
Taunton Municipal Council
141 Oak Street
Taunton, MA 02780

Dear Council President Costa-Hanlon:

I am in receipt of a communication from the City Clerk in which she indicated that the Municipal Council had made a motion for my office to schedule a training session relative to recognizing the signs of sexual abuse of children. Additionally, the Municipal Council wanted to know whether our employment packets included materials that stated "if anyone who witnesses child abuse and does not report it, they will be subject to termination."

The Human Resources Department that I am the director of is responsible for providing guidance and policies to all general government and public safety personnel. My department has no control or supervision of any school department or Taunton Municipal Light Plant employees. Respectfully, each of those departments has their own personnel departments.

The only city-side department that I believe your concerns could be directly addressed to would be our recreation and summer programs run through the Parks, Cemeteries and Public Grounds Department. In that department, children's programs are administered on a regular basis. I have contacted Marilyn Greene of that department and asked her to explain the current orientation program that volunteers and seasonal employees are required to have before being allowed to interact with children under the age of eighteen.

In addition to the annual criminal offender record information (CORI) background check that my office performs, seasonal employees are given an orientation and an employment packet which I have attached for your review. All employees are orientated on the subject of being a mandated reporter and that subject is highlighted on page six of the packet. We are currently developing a

condensed packet of information that we can provide to all volunteers who assist with the various recreation programs.

I believe that this information addresses the motion of the Municipal Council. Should you have any additional questions, please do not hesitate to contact my office.

Sincerely,



Maria V. Gomes. Director
Human Resources Department

CC: Marilyn Greene

City of Taunton – Parks Department
170 Harris Street
Taunton, MA 02780 508- 821-1415

I. General Employment/Schedule Information

- ◆ Summer Festival 2011 counselors have been hired on a part-time seasonal basis.
- ◆ The workweek will consist of no more than 40 hours.
- ◆ The program hours are from 8:30am until 3:30pm. Extended care is also offered to all program participants between 6:45am-8:30am and between 3:30pm-5:15pm. Please note, employees are needed to cover all of these hours. You will be assigned up to an 8-hour shift (minus ½ hour for lunch), based on our program and personnel needs. *Shift changes may occasionally be necessary. There will be no overtime.*
- ◆ Counselors are expected to be at work on time (as a rule, you should try to arrive at least 10 minutes prior to the beginning of your shift in order to prepare for your day). You are expected to be prepared and working by your start time.
- ◆ If you anticipate being late, or if you need to call off due to illness or emergency, you must contact the administrative staff at 508-821-1415. You will not be paid for any time not worked. *It is required that in the event of unavoidable absences the office receives at minimum, 1-hour prior notification. All absences must be reported to the office. You are required to call in to the office each day you will be out sick. It is not acceptable to call in to another seasonal employee and this may result in the termination of your employment.*
- ◆ Non-illness/emergency absences such as doctor’s appointments or school commitments should be arranged prior to the start of Summer Festival 2011.
- ◆ All counselors must have completed all necessary work papers at the Treasurer’s Office located at the TMLP Building on Weir Street as well as provided the Office with any requested certifications prior to beginning work.
- ◆ Counselor’s hours will be closely monitored. It will be your responsibility to clock in and out at the time clock located inside the pool house. *Please be advised that you are required to punch in and out during all lunch breaks. You in no circumstances may have anyone punch in or out for you. You may not be compensated for any time worked not reflected on your timesheet. If there are questions regarding your pay, please contact Jaime in the Office.*
- ◆ The City of Taunton’s pay period is weekly running from Sunday to Saturday. Paychecks will be brought to the program site every Thursday.
- ◆ Mandatory staff meetings will be held at least once weekly. They will last for approximately ½ hour and will be planned ahead of time when possible, or as necessary. The Program Director will determine the time and the day for these meetings.

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City of Taunton -- Parks Department
170 Harris Street
Taunton, MA 02780 508- 821-1415

II. Rules of Conduct

All Summer Festival staff members shall, while in the employment of the City of Taunton, adjust his/her personal habits and actions to the customs and policies of the City of Taunton, Parks, Cemeteries & Public Grounds Department. Staff shall conduct themselves at all time in a manner consistent with the values and ideals promoted at the Summer Festival and are asked to remember that upon employment with the City of Taunton, they are representative of themselves, the city, and the program. Staff must be able to commit to giving 100% of their enthusiasm and talent to the maintenance and functioning of the Summer Festival and always keep in mind that this program is for and about the children and families it serves.

At no time and under no circumstance will the following actions or behaviors by Summer Festival staff be tolerated:

- ◆ Physical coercion, in any manner, is deemed inappropriate and is cause for immediate dismissal.
- ◆ Smoking of cigarettes or the use on any tobacco products is prohibited. Personnel who smoke must extinguish their cigarette before entering the school grounds, and must leave the property before lighting another.
- ◆ Personnel under the influence of alcohol or other drugs while on work time or on or in the vicinity of the program site during program hours will be required to immediately vacate the premises. Such an infraction is cause for immediate dismissal.
- ◆ Use of offensive or vulgar language (verbal or physical) while in any official capacity or while in the presence of program participants will not be tolerated.
- ◆ Appropriate attire must be worn at all times. T-shirts and shorts of a reasonable length are acceptable. Summer Festival STAFF T-Shirts must be worn each day. This makes staff easy to identify.
- ◆ It is required that tattoos be covered whenever possible and all body piercing be removed while at Summer Festival.
- ◆ Personal matters need to be left at home. Please avoid talking about such things at Summer Festival with other staff members and/or in front of the children.
- ◆ The carrying and use of personal cell phones is not permitted. Your personal phones must be kept in your vehicles, or concealed in purse or backpack and must be off during program hours.
- ◆ Under no circumstances should you transport any child in your personal vehicle unless written documentation from a parent is received and placed on file.

Additionally,

Please read the attached Sexual Harassment Policy of the City of Taunton.
Should any of these policies present major difficulties for a staff member, it may be in your interest to rethink your employment with the City of Taunton's Summer Festival.

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III. Staff Goals

- ✓ To function as a team
- ✓ To maintain a positive and enthusiastic attitude
- ✓ To get to know one another
- ✓ To provide a positive, fun and rewarding experience for all children and families involved with Summer Festival
- ✓ To share your ideas, personality, and special skills and gifts with program participants and with other staff
- ✓ TO SMILE & LAUGH, A lot
- ✓ To be prepared and organized
- ✓ To understand, promote, and practice safety at all times
- ✓ To participate enthusiastically in all activities
- ✓ TO HAVE FUN
- ✓ To treat others with dignity and respect
- ✓ To learn
- ✓ To...
- ✓ To...
- ✓ To...
- ✓ To...
- ✓ To...

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IV. Making Summer Festival an enjoyable experience

Summer Festival should be a fun and rewarding experience for all participants. Your abilities to provide leadership and create an uplifting environment that makes each child feel both special and included is a critical element contributing to our success. Remember, impressions are lasting. From the moment a child has contact with you until the time they leave, they should be made to feel secure and welcome. Keep in mind that initially children may be a little frightened for the following reasons:

- *They are away from home*
- *That are new to the program, have not made friends, and do not see a familiar face*
- *They are unfamiliar with their new environment*
- *They are unsure of what to expect*
- *They do not know you*

To combat this, we can:

- *Have a cheerful and understanding approach and attitude*
- *Be positive and upbeat*
- *Let the child(ren) know that he/she will have a wonderful time at the program*
- *Tell the child(ren) what to expect*
- *Greet the child(ren) with a smile and use their name (or nickname) with frequency*
- *Answer any child's questions openly and honestly*
- *Be sensitive to each child's unique personalities, special needs, and moods*

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V. Summer Festival Staff Responsibilities

All Summer Festival staff will be responsible to:

- ◆ *To lead and supervise a group of children*
- ◆ *To coordinate and lead activities enthusiastically*
- ◆ *To develop a personal relationship with each child (this includes learning all names)*
- ◆ *To maintain a clean and safe environment at all times*
- ◆ *To be prepared and organized in advance for any and all activities*
- ◆ *To lead assigned groups on field trips and remain with your assigned children for that day*
- ◆ *To fill out accident/incident reports as necessary*
- ◆ *To contribute ideas and opinions to all phases of the program*
- ◆ *To act in a professional manner at all times*
- ◆ *To supervise and maintain assigned posts unless otherwise instructed by Program Director*

Staff should keep in mind that:

- ◆ *You may not leave the park grounds for any reason without the permission of the Program Director*
- ◆ *Children should remain within sight at all times and should never be unaccompanied for any reason. When it is necessary to accompany a child to restroom, bathhouse area, etc. it is important that two staff members are present at all times.*
- ◆ *Should you encounter a person not associated with the Summer Festival who appears to be problematic, or should you encounter an unsafe situation of any kind, you should immediately remove your group from that situation and report it immediately to the Program Director*
- ◆ *You will be evaluated two times, once at the midpoint and once at the end by the program director. Ongoing feedback may also be offered*
- ◆ *Should you be experiencing any problems that are affecting either your job performance (including but not limited to problems with staff, program participants, or medical and/or personal problem) then these should be communicated as*

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necessary. First however, you should make every effort to resolve these problems personally.

- ◆ You are a mandated reporter. Should you suspect a child is being abused or neglected you are responsible to immediately bring it to the attention of the Program Director. The Program Director and Departmental Director will determine based on the evidence presented whether or not to file a 51A with OCCS and DSS. The Program Director will be responsible to report back to you the determined course of action. Should it be determined that no report is to be filed and you still suspect abuse or neglect, you are obligated to report it yourself. Reports are always anonymous. Should you follow this course of action you must inform both the Program Director and the Departmental Director of your decision to report. A person filing a report "in good faith" (based on concern for the child's well being) assumes no liability, and may not be discharged, discriminated against, or retaliated against for making such a report. Failure to report a known situation could result in up to a \$1,000 fine.

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Daily Responsibilities Checklist

- Clock in & out at the start and end of every shift and break.**
- Greet participants and parents on a daily basis.**
- Check parent/adult caregiver’s picture identification before releasing a child to them until you become familiar with them, and make sure they are on list.**
- Have parent’s initial the attendance sheet both when dropping children off and picking them up.**
- Supervise and engage in activities at all times.**
- Maintain a clean, organized and safe environment at all times. Safety is our top priority.**
- Document any injury or unusual incident and report to Program Director.**
- As scheduled, or as necessary, organize bins, refill drinks, pick up trash, clean tables, and inventory and organize equipment.**
- Go through Lost & Found on a daily basis.**
- Clean and store equipment and supplies properly immediately after use.**
- Appearances Matter! Please avoid “clustering” with your fellow counselors at all times, but especially during drop-off and pick-up times. Remember- we are here for the children.**

VI. Discipline of children

All staff should be aware of the fact that there will be instances where it will be necessary to discipline children for behavior problems. Effective counselors may keep this at a minimum by providing age appropriate activities, being fair and consistent, establishing clear and defined limits and boundaries, being even tempered, and being sensitive to the unique needs of both the group you are leading and the individuals whom comprise your group.

Keys to Success

- ☞ *Keep your children busy. Busy children rarely get in trouble.*
- ☞ *Role modeling is important. Your enthusiasm and cooperation with others and the example you set will set the tone.*
- ☞ *Handle problems swiftly.*
- ☞ *Define expectations.*
- ☞ *Be fair and consistent.*
- ☞ *Listen.*
- ☞ *Communicate. Explain to your group or an individual child what is unacceptable with their behavior.*
- ☞ *Be impartial. Do not have favorites.*
- ☞ *Compliment and reward good behavior.*
- ☞ *Mean what you say. Do not threaten.*
- ☞ *Follow through.*
- ☞ *Accept and seek assistance when necessary.*
- ☞ *Demonstrate caring.*
- ☞ *Support other staff*

NEVER

- *Use any type of physical coercion.*
- *Withhold food or drink.*
- *Scream at children.*
- *Argue.*
- *Purposely embarrass or humiliate a child.*
- *Compromise the safety of the group for a child with unmanageable behaviors.*
- *Question the actions of other staff publicly unless grossly inappropriate or unsafe.*

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Disciplinary Code

The following disciplinary code will be enforced at any Taunton Recreation facility:

- 1) All program participants will refrain from any behavior that endangers the health, safety, and welfare of any other participant.
- 2) The Taunton Park and Recreation Department expects all participants in Summer Festival to use reasonable judgment and common sense concerning good conduct, safety, and sportsmanship.
- 3) All participants under the age of 18 in the Taunton Recreation activities require permission slips. No one will be permitted to leave any activity in which they are in attendance, unless the supervisor of the said activity is personally notified by the participant's parent/guardian, or the participant brings a note of dismissal to the supervisor of said activity from his/her parent/legal guardian.
- 4) Any participant who does not adhere to the disciplinary code set forth by the Taunton Park and Recreation Department will be subject to the following actions:

1st Infraction

Verbal warning & verbal parent notification of violation

2nd Infraction

1-3 day suspension from said activity and both written and verbal parent notification of violation

3rd Infraction

1 week suspension from said activity and both written and verbal parent notification of violation

4th Infraction

Expulsion

Should the Taunton Commissioner of Park and Recreation deem an infraction of the disciplinary code to be of an extreme nature, the Commissioner has the authority to immediately expel the participant from the said activity.

Zero Tolerance Offenses

- Possession or use of any weapons
- Drug or alcohol use of any kind
- Extreme violence of any sort
- Vandalism
- Sexual inappropriate acts or Sexual Harassment

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VII. Safety Considerations

Safety is our number one priority. Program participants are our responsibility during Summer Festival hours, and every measure must be taken to provide for their safety and well-being. Preventative safety and risk management is our best policy. Please consider the following while helping us to create the safest environment possible:

- 1) Fighting or other behaviors that physically endanger any program participant will not be tolerated.
- 2) Use equipment only for its intended purposes.
- 3) Do not throw or play tag with objects that are sharp or hard.
- 4) Inspect the condition of equipment before using.
- 5) Report any child’s illness, no matter how seemingly trivial, to the program secretary.
- 6) Report any injuries and provide necessary care for child and group.
- 7) Be aware of your surroundings. Learn to recognize any potentially unsafe situations.
- 8) Keep safety in mind when planning your activities. Less strenuous activities during extremely hot and muggy days are recommended.
- 9) Use sunscreen and take frequent water breaks.
Be aware of program participants pre-existing allergies and/or medical conditions.

Counselors should be in close proximity to playground areas while children are on swings, play apparatus, etc. While children are in the wading & swim pools, counselors should be in outer apron or in the water. At no time should counselors be “clustering”.

Barry Cooperstein

From: <recapdata@dor.state.ma.us>
To: <ahebert@tmlp.net>; <cotas1@tmlp.net>; <mayor@tmlp.net>; <astmayor@tmlp.net>; <treasurer@tmlp.net>; <dlsitgroup@dor.state.ma.us>
Sent: Wednesday, November 23, 2011 1:05 PM
Subject: Tax Rate Approval Notification

Massachusetts Department of Revenue *Division of Local Services*
Amy Pitter, Commissioner
Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs

Taunton Assessors Date: 11/23/2011 1:05:48 PM

Dear Assessors:

The Fiscal Year 2012 tax rate has been certified by the Bureau of Accounts for Taunton.

The four pages of the tax rate recapitulation form and the levy limit worksheet (not applicable to districts) are available on the Division of Local Services website:

[Tax Rate Recapitulation Form](#)

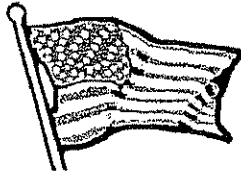
[Levy Limit Worksheet](#)

Page one of the tax rate recapitulation form includes the Director of Accounts' electronic signature and the date of approval. This letter is your notification of approval pursuant Massachusetts General Laws Chapter 59, section 23. Please forward copies of this notification to other officials as you deem appropriate.

We wish to thank you for your cooperation and assistance in the tax rate setting process.

Sincerely,
Gerard D. Perry
Director of Accounts

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at postmaster at dor.state.ma.us.



NOVEMBER 29, 2011

HONORABLE CHARLES CROWLEY, MAYOR
COUNCIL PRESIDENT SHERRY COSTA-HANLON
AND MEMBERS OF THE MUNICIPAL COUNCIL

PLEASE NOTE:

THE FOLLOWING COMMITTEE MEETINGS HAVE BEEN SCHEDULED FOR **TUESDAY, NOVEMBER 29, 2011 AT 5:30 P.M. AT THE TEMPORARY CITY HALL AT MAXHAM SCHOOL, 141 OAK STREET, TAUNTON, MA. 02780, IN THE CHESTER R. MARTIN MUNICIPAL COUNCIL CHAMBERS**

5:30 P.M.

THE COMMITTEE ON FINANCE & SALARIES

1. MEET TO REVIEW THE WEEKLY VOUCHERS AND PAYROLLS FOR CITY DEPARTMENTS
2. MEET TO REVIEW REQUESTS FOR FUNDING
3. MEET TO REVIEW MATTERS IN FILE

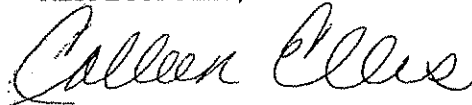
THE COMMITTEE ON ORDINANCES AND ENROLLED BILLS

1. MEET TO DISCUSS REPORT OF CITY SOLICITOR REGARDING ISSUE WITH PEOPLE CONTINUOUSLY VIOLATING THE RULES & REGULATIONS FOR RECYCLING AND TRASH PICK UP AND HOW THIS CAN BE ENFORCED.
2. MEET WITH THE ASSISTANT CITY SOLICITOR TO DISCUSS 147 WINTHROP STREET AND ACTIONS TAKEN ON CONTEMPT
3. MEET WITH THE CITY PLANNER TO DISCUSS DRAFTING AN ORDINANCE RELATIVE TO BUSINESSES THAT ARE NOT IN COMPLIANCE WITH THE LAW REGARDING HANDICAPPED PARKING SPACES
4. MEET WITH THE ASSISTANT CITY SOLICITOR AND HUMAN RESOURCE DIRECTOR TO DISCUSS CONSISTENT POLICY REGARDING CITY DEPARTMENT AND ACCEPTING CASH ONLY, CHECK ONLY OR BOTH
5. MEET FOR AN UPDATE ON THE STATUS OF THE FORECLOSING RESIDENTIAL PROPERTY ORDINANCE AND RECOMMENDATIONS OF THE ASSISTANT CITY SOLICITOR.
6. MEET WITH THE CITY SOLICITOR AND POLICE CHIEF TO DISCUSS THEIR RECOMMENDATIONS CONCERNING THE PROPOSED NUISANCE ORDINANCE
7. MEET TO REVIEW MATTERS IN FILE

THE COMMITTEE OF THE COUNCIL AS A WHOLE

1. MEET TO REVIEW WRITTEN COMMUNICATION OF PAUL SLIVINSKI, EXECUTIVE DIRECTOR, TAUNTON RETIREMENT BOARD EXPLAINING THE ACTUARIAL VALUATION OF THE POST RETIREMENT BENEFITS PLAN THAT WAS PROVIDED TO THE COMMITTEE ON MAY 31, 2011.
2. MEET WITH THE CITY PLANNER TO DISCUSS THE NEIGHBORHOOD DIRB APPOINTMENTS AND THE TERM FOR THESE APPOINTMENTS
3. MEET TO REVIEW MATTERS IN FILE

RESPECTFULLY,

A handwritten signature in cursive script, reading "Colleen Ellis".

COLLEEN M. ELLIS
CLERK OF COUNCIL COMMITTEES