

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

Kendra J. Dumont, Chair

Robert E. Prescott, Jr., Vice Chair

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BOARD OF SELECTMEN MINUTES

January 14, 2014

7:00pm

TOWN OFFICES

The Board of Selectmen convened its meeting on Tuesday, January 14, 2014, at the Town Offices, Meeting Rooms A & B, with Chairman Kendra J. Dumont presiding, with Selectman Robert E. Prescott, Town Administrator Patrice Garvin and Executive Assistant Kathleen Rocco in attendance. Selectman David N. Swain was not in attendance.

CALL TO ORDER

Chairman Dumont called to Order the Board of Selectmen's Meeting at 7:02pm

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 Garvin gave her weekly report to the Selectmen. She noted that the Finance Team has been meeting with the Department Heads discussing their FY15 Budget requests. She further explained that there will be a consolidation of the budgets regarding utilities, in which will come under Public Building Line.

She reported the Department Heads had their second meeting this past Thursday. All Department Heads received their copy of the Draft Personnel Manual for review. They were also updated by Bryan Dumont of the Energy Committee on the projects. TA noted that she will be scheduling a support staff meeting in February to inform them of issues and events.

Garvin updated the Selectmen her discussion with Senator Eldridge.

The MMA will be having their Annual Trade Show on January 24th. Garvin stated that she will be attending and will report back to the Board on the Governor's Budget, which will be announced at MMA Meeting. She also will a Health Insurance report, as she is meeting with MIIA Health Insurance Representative and will be discussing options to save the Town money in health insurance expenses. The report will lay out a detailed plan which the Board may vote on if they choose.

TA Garvin reported that she had a public safety meeting last week and it came to her attention that the residents should be shoveling their sidewalks. The DPW distributes periodic notices in the tax bills outlining the state and local bylaws concerning snow removal. The DPW Flyer has also been placed the Town's Website.

Finally, she reported that Town Moderator George Knittel has decided not to seek re-election in the spring; noting that all Town Elected Positions will be made available on Tuesday, January 21, 2014.

TREASURY WARRANTS

Payroll warrant	<u># 128</u>	<u>1/18/14</u>	<u>\$ 8,449.44</u>
Payroll warrant	<u>#6128</u>	<u>1/8/14</u>	<u>\$ 27,125.28</u>
Payroll warrant	<u>#9128</u>	<u>1/8/14</u>	<u>\$ 10,578.15</u>
Payroll warrant	<u># 533</u>	<u>1/8/14</u>	<u>\$ 181.37</u>
Payroll warrant	<u># 129</u>	<u>1/15/14</u>	<u>\$ 6,513.63</u>
Payroll warrant	<u>#6129</u>	<u>1/15/14</u>	<u>\$ 25,862.28</u>
Payroll warrant	<u>#9129</u>	<u>1/15/14</u>	<u>\$ 9,450.69</u>
Payable warrant	<u>#9354</u>	<u>1/9/14</u>	<u>\$ 3,725.47</u>
Payable warrant	<u>#2294</u>	<u>1/15/14</u>	<u>\$ 42,809.36</u>
Payable warrant	<u>#9334</u>	<u>2/1/14</u>	<u>\$369,266.25</u>
Payable warrant	<u>#9344</u>	<u>2/1/14</u>	<u>\$ 1,250.00</u>

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 January 6, 2014. Seconded. Robert E. Prescott vote Aye, and Kendra J. Dumont vote Aye.*

OLD BUSINESS

1. Energy Committee Update – Tabled

2. Economic Development Committee

Rico Cappucci, member of the Economic Development Committee came before the Board to request that they support the DLTA Renewal Grant with regard to Lancaster Road. He noted that MRPC has the RFP and needs it to be submitted.

Selectman Prescott made the *Motion to authorize the Town Administrator to sign the DLTA Letter on the Selectmen's behalf. Chairman Dumont Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

NEW BUSINESS

3. Open ATM Warrant with Schedule

Discussion on the Annual Town Meeting Warrant for Fiscal Year 2015. Selectmen will open the Warrant January 14, 2014 and close the Warrant on March 12, 2014. The Annual Town Meeting will be held on May 19, 2014.

Selectman Prescott made the *Motion to open the Annual Town Meeting Warrant for Fiscal Year 2015, the Annual Town Meeting will be held on May 19, 2014 contingent upon the Middle School's availability. Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

4. Town Administrator Goals & Objectives

Chairman Dumont spoke about the Town Administrator's Goals and Objectives. Items of review are Personnel, Budgets and Board of Selectmen. Selectman Prescott asked about evaluation mechanism to be used for the Town Administrator.

Both Chairman Dumont and Selectman Prescott agreed on the format for the Town Administrator's Goals and Objectives.

5. Health Insurance Write Off – Tabled

6. School Debt Vote - Tabled

7. Appointment – Sewer Commission – H. Muffoletto

Selectman Prescott made the *Motion to appoint Hugh Muffoletto to the Sewer Commission, term to expire June 30, 2014. Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

8. Discussion on COA Director position

Council on Aging Chairman, Jon Pender was present to discuss the COA Director's position. He is requesting that the Selectmen support the position at 28 hours a week. Town Administrator Garvin recommended 19 hours for the COA Director's position for FY15 and add more hours to the

Outreach Worker; emphasizing the need to budget for the position not the person. Chairman Dumont concurred with the TA's position, stating that the Town does not have the funds to support 28 hours at this time.

Selectman Prescott made the *Motion to advertise for a COA Director for 19 hours a week; Grade 6 Step 1. Chairman Dumont Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

9. One Day Liquor License – Shirley Rod & Gun Club

Selectman Prescott made the *Motion to approve the Special License for the sale of Wines and Malt Beverages only, to be drunk on the premises Under Chapter 138, Section 14 of the Liquor Control Act for Shirley Rod & Gun Club, Incorporated, for their month meetings to be held from 6:00pm to 10:00pm., as presented. Licenses to expire on December 11, 2014 at 10:01p.m. Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

Selectman Prescott made the *Motion to approve the Special License for the sale of Wines and Malt Beverages only, to be drunk on the premises Under Chapter 138, Section 14 of the Liquor Control Act for Shirley Rod & Gun Club, Incorporated, for the Game Supper to held on March 29, 2104 from 6:00pm – 9:00pm, license to expire on March 29, 2014 at 9:01pm. Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

Selectman Prescott made the *Motion to approve the Special License for the sale of Wines and Malt Beverages only, to be drunk on the premises Under Chapter 138, Section 14 of the Liquor Control Act for Shirley Rod & Gun Club, Incorporated, for the Easter Meat Raffle to be held on April 17, 2014 from 6:00pm – 10:00pm, license to expire on April 17, 2014 at 10:01 pm. Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

10. Driveway Permits – 15 Myles Lane (Lot 60)

Selectman Prescott made the *Motion to approve the Application for Permit to Construct &/or Blacktop Driveway or Accessway for 15 Myles lane, Lot 60, as presented with the attached Order of Conditions. Seconded. Robert E. Prescott vote Aye and Kendra J. Dumont vote Aye.*

PUBLIC COMMENTS

ANNOUNCEMENTS

Town Office will be closed January 20, 2014 in observance of Martin Luther King Day
Next BOS meeting – Monday, January 27, 2014

ADJOURNMENT

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

Board of Selectmen
Minutes of January 14, 2014

Respectfully submitted,
Kathleen Rocco

Date Accepted:

Jan 27, 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.