

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 June 23, 2014 6:45 pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, June 23, 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 Open Meeting at 6:45pm

EXECUTIVE SESSION

Selectman Prescott moved to go into Executive Session as authorized under M.G.L. c. 30A, §21(2) (8): To discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining session or contract negotiations with non-union personnel and to consider or interview applicants for employment by a preliminary screening committee, in the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. Return to Open Meeting at 7:15pm in Meeting Rooms A & B. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Chairman Dumont called to order to go back into Open Session at 7:20pm.

TOWN ADMINISTRATOR REPORT

Town Administrator Garvin gave her weekly report for June 23, 2014. She reported that she had a meeting with the Land Use Chairs this past week. Going forward, these meetings will be held once a month for the purpose of keeping all of the Land Use Boards up to date on permits, applications and all other matters.

TA met with the Personnel Board and they have a meeting scheduled for July 7th at 5pm. The purpose of this meeting is to discuss completing job descriptions. She noted that the HR Consultant Group failed to give the Town a final report. Therefore, the Personnel Board is going to review all of the draft job descriptions and also create a wage scale that will coincide with Performance Evaluations. The Performance Evaluations process is going to be developed and presented to the Town Meeting. The idea is to have performance be tied to a merit increase. She will report to the Board as the plan progresses.

Garvin met with two members of the War Memorial Trustees and Town Counsel. The decision of Town Counsel is clear; the care and custody of the building can fall under the WM Trustees, but the control stays with the Board of Selectmen; per the statute. The lease for the WM Building, by law, has to be between the Board of Selectmen and at the American Legion. Garvin is working with the Trustees to create language in the current lease to present to the Board at their meeting on June 30th. The Board should be aware that June 30th is the last day of the lease before it expires.

TA met with the Facilities Manager and they are working on a priority maintenance list for Town Buildings. They are moving some offices around this summer. She reported that the merging of the Town Collector and Town Treasurer into one office will start and the Ambulance Billing Clerk will be placed in that office as well.

Town Meeting will need to take place on November 10th not November 3rd, due to Veteran's Day being on the second Tuesday of the month; when the state usually holds its election.

Garvin noted that she had a meeting regarding the Driveway Permitting Process. Currently it is the applicant's responsibility to gather signatures from various departments. Once those signatures are acquired, the DPW Assistant gathers more signatures. This delays the process; therefore, Garvin suggested that the DPW Assistant email all the departments for approval. Once the emails have responded to the DPW Foreman, he will sign the application and then the application will go before the Selectmen for approval. Discussion on the possibility of having the bylaw state, "a driveway permit has to be approved by the Board of Selectmen or their designee."

TA reported that her Town Administrator's Report for June is on the Town's website. She further noted that Robert Demoura will be the Interim Police Chief starting July 1st. Selectman Prescott moved to approve the appointment of Robert Demoura as Interim Police Chief, from July 1, 2014 to August 30, 2014, subject to final negotiations. Seconded. Robert Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Finally, the Conservation Commission is holding an Open Space Meeting on August 5, 2014 at 7:15pm. The purpose of this meeting is to recruit volunteers and to look at establishing a Trails Committee.

Garvin noted that before the Selectmen are the Surplus to Deficit Transfer regarding the Custodial Hours. Rocco stated that the Town had out-sourced custodial, and now have hired a custodian. Wage line is coming out of DPW's, therefor need to transfer money from Public Building into that line item.

TREASURY WARRANTS

Payroll warrant # <u>0539</u>	<u>06/19/14</u>	\$ <u>321.78</u>
Payroll warrant # <u>9539</u>	<u>06/19/14</u>	\$ <u>68.81</u>
Payroll warrant # <u>0152</u>	<u>06/25/14</u>	\$ <u>7,384.89</u>
Payroll warrant # <u>6152</u>	<u>06/25/14</u>	\$ <u>25,058.72</u>
Payroll warrant # <u>9534</u>	<u>06/25/14</u>	\$ <u>34,192.70</u>
Payable warrant# <u>0252</u>	<u>06/25/14</u>	\$ <u>49,821.09</u>
Payable warrant# <u>9534</u>	<u>06/25/14</u>	\$ <u>34,192.70</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 June 16, 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 - Tabled

NEW BUSINESS

2. MSPP – Betsy Dolan

Betsy Dolan of the MSPP Interface (Massachusetts School of Professional Psychology) explained that the MSPP Interface works to increase awareness of mental health issues impacting children and families and to facilitate access to appropriate services. The program helps those to find what services exist in and around the community, how to navigate the mental health system in the State and where can one find information about topics related to a child's or family's mental health. She noted that Ayer Shirley Interface Activity Report between the ages of 0 -24 years of age from November 2012 through December 2013 total cases are 98 (Ayer -55; Shirley -40; Devens -3). (Copy of power point attached).

Ms Dolan noted that the Contract is coming up for renewal on November 1, 2014 (two year Contract). Total Cost \$6,000 for each year. She stated that consideration for the Town of Shirley would \$3,000 each year.

Garvin noted that there may be some options for this service, but would have to be discussed at a later date.

3. Surplus to Deficit

Selectman Swain moved to approve the Surplus to Deficit of \$1500.00 from 192.5240 to Public Works hourly wage line – custodian . Selectman Prescott Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

4. Employee Benefits – Dental & Flex Plan

Town Administrator Garvin and Executive Assistant Rocco presented to the Board of Selectmen options for dental. They explained that currently the dental plan is voluntary and would like to offer the employees more options, however, the Town would have to contribute a certain said amount. Rocco presented the Altus Dental Insurance Plan which has an annual maximum of \$1000 per member per calendar year as well as an added service regarding restorative procedures. The cost to the employee is \$37.13/single and \$109.38/family. TA Garvin noted that there savings due to the design plan change in health insurance.

Selectmen saw no problem with this.

Selectman Prescott moved to approve \$4,000 contribution for the Town of Shirley's dental plan as presented. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Town Treasurer Kevin Johnston presented to the Board the Flex Plan, which allows the employee save pre-tax said amount out of their paychecks for medical, dental, day care and elder care. Currently, the employee must pay \$60 in administrative cost to be on the Plan. Treasurer Johnston recommended the Town pay the administrative fee, noting that the exposure to the Town is approximately \$2400. Currently there are on 3 employees using this service. He further noted that the Flex Plan will issue "debit cards" to use for medical purposes only, at no cost to the town. Open enrollment for this will be in December 15th.

Selectman Prescott moved to approve \$2400 exposure to cover the flexible spending account as presented. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

5. Renewal of Financial Audits

Guisti, Hingston and Company presented to the Board of Selectmen their Contract for June 30, 2014, 2015 and June 30, 2016. Fees for services will be at their standard hourly rates plus out-of-pocket costs, except that Guisti, Hingston & Company agree that their gross fee, including expenses, will not exceed \$23,000. The above-fee is based on anticipated cooperation from the Town's personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, Guisti, Hingston and Company will discuss it with the Town and arrive at a new fee estimate before they incur the additional costs.

The Board of Selectmen had no problem with renewing the Contract.

Selectman Prescott moved to approve the Guisti, Hingston and Company Engagement Letter for three years, as presented. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

6. Appointments

Selectman Prescott moved to approve the Appointment as presented. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

7. ZBA Clerk Interim Appointment

Town Administrator Garvin discussed with the Board the vacancy for the ZBA Clerk as well as the recent vacancy of the Planning Board Administrator. Garvin noted that Pam Callahan will work 6 hours for the ZBA and 4 hours for the Planning Board; that money will come from ZBA at this time, and will be adjusted at the Fall Town Meeting.

Selectman Prescott moved to approve the additional 4 hours for Planning and 6 hours for ZBA for Pam Callahan. Said hours to be paid out of ZBA's Budget Line. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Prescott moved to approve the Appointment of Pam Callahan as Interim ZBA Clerk, term to expire November 30, 2014. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

8. Driveway Permits – 27 Hazen Rd. & Walker Rd

Selectman Prescott moved to approve the Application for Permit to Construct &/or Blacktop Driveway or Accessway for 102 Walker Road with the attached Order of Conditions as presented. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

Selectman Prescott moved to approve the Application for Permit to Construct &/or Blacktop Driveway or Accessway for 27 Hazen Road with the attached Order of Conditions as presented. Selectman Swain Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye

9. Reorganization of Board

Chairman Dumont moved to approve David N. Swain as Chair for the Board of Selectmen. Selectman Dumont Seconded. Robert E. Prescott vote Aye, and Kendra J. Dumont vote Aye .

Selectman Swain moved to approve Kendra J. Dumont as Vice Chair for the Board of Selectmen. Selectman Prescott Seconded. Robert E. Prescott vote Aye, and David N. Swain vote Aye.

Selectman Swain moved to approve Robert E. Prescott as Clerk for the Board of Selectmen. Selectman Dumont Seconded. David N. Swain vote Aye, and Kendra J. Dumont vote Aye.

PUBLIC COMMENTS

Selectman Swain announced that the Summer Concerts at the Common will begin on Friday, June 27th with the Nashoba Valley Concert Band. Food opens at 6:00pm; Music at 6:30pm.

ANNOUNCEMENTS

Next Board of Selectmen's meeting is Monday, June 30, 2014.

ADJOURNMENT

With no further business to discuss, *Motion and Seconded to adjourn at 8:30 p.m., Robert E. Prescott vote Aye, David N. Swain vote Aye, and Kendra J. Dumont vote Aye .*

Respectfully submitted,
Kathleen Rocco

Date Accepted: June 30, 2014

Kendra J. Dumont
Kendra J. Dumont, Chair

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.