

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

Armand Deveau, Clerk

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BOARD OF SELECTMEN MINUTES of February 27, 2012 7:00pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, February 27, 2012 at 7:00 p.m. at the Town Offices with Chairman David N. Swain presiding and Selectman Kendra Dumont and Chief Administrative Officer David Berry was in attendance. Selectman Armand Deveau was not present.

CALL TO ORDER

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

TREASURY WARRANTS

| | | |
|-----------------------|-----------------|----------------------|
| Payroll warrant #9132 | <u>02/08/12</u> | \$ <u>8,706.75</u> |
| Payroll warrant # 133 | <u>02/15/12</u> | \$ <u>5,177.19</u> |
| Payroll warrant #6133 | <u>02/15/12</u> | \$ <u>20,791.60</u> |
| Payroll warrant #9133 | <u>02/15/12</u> | \$ <u>8,315.93</u> |
| Payroll warrant # 134 | <u>02/22/12</u> | \$ <u>5,522.66</u> |
| Payroll warrant #6134 | <u>02/22/12</u> | \$ <u>20,252.92</u> |
| Payroll warrant #9134 | <u>02/22/12</u> | \$ <u>8,145.24</u> |
| Payroll warrant # 135 | <u>02/29/12</u> | \$ <u>6,431.30</u> |
| Payroll warrant #6135 | <u>02/29/12</u> | \$ <u>22,722.97</u> |
| Payroll warrant #9135 | <u>02/29/12</u> | \$ <u>25,363.94</u> |
| Payable warrant#9372 | <u>01/16/12</u> | \$ <u>175,778.82</u> |

| | | |
|------------------------------|-----------------|----------------------|
| Payable warrant# <u>9362</u> | <u>02/01/12</u> | <u>\$ 383,141.25</u> |
| Payable warrant# <u>2332</u> | <u>02/15/12</u> | <u>\$ 128,608.59</u> |
| Payable warrant# <u>2342</u> | <u>02/22/12</u> | <u>\$ 141,567.80</u> |
| Payable warrant# <u>2352</u> | <u>02/29/12</u> | <u>\$ 24,176.00</u> |

Motion to accept the following Treasury Warrants as presented. Seconded. David N. Swain vote Aye, and Kendra J. Dumont vote Aye .

APPROVAL OF MINUTES

Motion to accept the Minutes of January 23, 2012 & February 6, 2012. Seconded. David N. Swain vote Aye, and Kendra J. Dumont vote Aye .

NEW BUSINESS

1. Joint Meeting with FinCom on FY13 Budgets- BOS; DPW; PD; COA

Present from Finance Committee are Frank Kolirk, Michael Swanton, Rebecca Caldbeck, Dan Meehan, McNiff

Chairman Swain stated that the purpose of meeting is to review submitted budgets from the Board of Selectmen, DPW, Police Department and the Council on Aging.

Board of Selectmen

Chairman Swain and CAO David Berry presented the item specifications; (See Attached)

Line 122 Selectman's Budget :review of the Executive Assistant's job description with the Personnel Board to be upgraded. Basing position on much more of a responsibility entailing the trouble shooting and responsibility of upgrading this position.

Line 155 Computer Operations Budget. COA Dave Berry noted that the increases are due to licenses, email (cloud service). Possible projections: server replacements. With the projected resolutions the cost of this would hopefully level off.

Line 159 Office Machines: Replacements of toners and the Lease on the new Copier Machine.

Line 192 Public Buildings: Increase due to the for the telephones, as the Town is no longer sharing with the School System. Towns Betterments were once paid out of MCI budget, and now have come under the Public Buildings. Town did not pay the Town Betterments last year and have budgeted an additional \$48,000 for FY13.

Line item 945Insurance Budget: Increase over last year.

Department of Public Works

DPW Paul Farrar presented his budget. (See Attached)

Line items 422. Request an increase of 10 hours for Administration Assistant from 20 hours a week to 30 hours a week. Discussion following diesel fuel for ice and road budget.

Police Department

Police Chief Massak presented Police Department Budget. (See Attached)

Discussion on the Police Chief should not serve in the field positions and he should reflect the fact to be in the office Monday through Friday. Discussion for projected fuel costs budget. Green Communities request for patrol car idling and cost effective solution. Projected gas costs.

Chief's suggestion for various projected budget for shift and week changes. Overtime, hiring of extra officer, ergo taking Chief out of rotation. Various projections involve overtime as an example. Communication budget has reflected a decrease. Discussion involving possible two cruisers for Capital Budget.

Council on Aging.

COA Director John Oelfke presented COA's budget. (See Attached) Noted that at level funding they are surviving on Grants and donations.

Council on Aging Director's level service budget for \$4,878.00 for 19 hours. Override from 19 to 28 hours for the Director. Reason is the 30% increase in Senior Population thereby an increase in hours would counter-effect this increase. Many programs offered by funding such as the Angel on Wheels' which is a Program to assist seniors in going to Doctors and Hospital appointments

Discussion on Capital monies for sale of old Municipal Building thereby increasing budget.

Change in percentage for the School District for a planning number by Town Administrators between Ayer and Shirley.

Longevity number, steps are set by the Union Contracts. Longevity pay included in the Union Contract only and not across the Board.

Capital exclusions would be part of the annual Town elections and to be determined.

Intent to have an Omnibus Budget with an explanation section.

BOS supporting the above referenced funding.

Next proposed join meeting with Finance Committee may be in the next three weeks for discussion.

2. Resignation – Conservation Commission Member – Sheri Bean

Selectman Dumont made the **Motion to accept Conservation Commission member Sheri Bean’s resignation, with regret. Chairman Swain Seconded. Kendra Dumont vote Aye and David Swain vote Aye.**

3. Final Draft of Emergency Shelter

Discussion on the final draft of the Regional Emergency Shelter for Ayer-Shirley. Chairman Swain noted the concern for time element when shelter would become available to those in need. Selectman Dumont stated when she met with Fire Chief Levesque, she noted her concerns regarding the 48 hours, Chief explained to her, that both Shirley and Ayer Fire Chiefs will make the determination on when to open up the Shelter. Recommendation to send the draft noting the changes off to Ayer for their comments.

4. 6 Hill Lane First Right of Refusal

Selectman Dumont made the **Motion per Section 4 Rights of Mortgagees that the Board of Selectmen not exercises its option for First Right of Refusal. Chairman Swain Seconded. Kendra Dumont vote Aye and David Swain vote Aye.**

5. Sign Warrant for the Presidential Primary

Selectman Dumont made the **Motion to approve the Presidential Primary Warrant to be held on March 6, 2012 from 7am to 8pm at the Town Offices. Chairman Swain Seconded. Kendra Dumont vote Aye and David Swain vote Aye**

6. Letter to JBOS

Selectman Dumont made the **Motion to authorize the Chairman to sign the MRPC Letter to JBOS. Chairman Swain Seconded. Kendra Dumont vote Aye and David Swain vote Aye.**

With no further business to discuss, **Motion and Seconded to adjourn at 8:55 p.m., David N. Swain vote Aye and Kendra J. Dumont vote Aye .**

Respectfully submitted,
Kathleen Rocco

Date Accepted: _____

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

