

**Town of Mansfield
Board of Selectmen
Minutes of May 4, 2011**

Present: Chairman Kevin Moran, Vice Chairman George Dentino, Clerk Douglas Annino, Selectman Olivier Kozlowski, Selectman Jess Aptowitz, William Ross Town Manager

Absent:

Selectman Dentino took a moment to thank Chairman Moran for his leadership over the past year and also commented on how well Selectmen Annino and Kozlowski have acclimated to the board.

North Bound Rt. 495 ramp discussion

Chairman Moran stated that over the years some residents have lobbied for a Rt. 495 north bound ramp while other resident groups have vehemently opposed it. As such he would like the board to discuss it before responding to MA Highway regarding their position.

Mr. Ross then stated that while researching the subject he found that this issue has been discussed quite a bit over the past 20 years. Correspondences from the Town of Norton indicate that their Board of Selectmen was opposed to a north bound ramp as well.

Selectman Annino stated that he is also opposed to supporting instillation of the ramp as it would displace families that have lived in Mansfield for over 50 years. Selectman Aptowitz also stated that he is not in favor on it either.

Selectman Dentino is uncertain on the issue as he lives in the area that the ramp would be.

Chairman Moran does not see the value to the town in adding the ramp. Nothing has really changed in the past 20 years to cause the need for it now.

Gavel passed to Vice Chairman Dentino -

Motion: To send MA Highway a letter restating their opposition to a northbound ramp.
(Moran/Annino) 4:0:1 Dentino abstain

Compensatory time policy

Mr. Ross provided a brief overview of both State and Federal law in regards to overtime/comp time. He has made a few final revisions to the policy and is presenting it to the Board of Selectmen for review.

Selectman Kozlowski suggested a rewording that comp time for a meeting end at the end of your required attendance at the meeting. (paragraph 2)

Selectman Aptowitz thanked Mr. Ross for all his hard work on this policy and will support it.

Selectman Dentino had questions about the accumulation of time and the use of by the end of the year. He does like the part about written approval from the TM or Manager. (paragraph 1)

Question about time maintained by Treasurer's office. He would like a calendar date attached to time earned and taken. (paragraph 4)

Compensatory time may only be earned with prior approval of the Town Manager. The Town Manager may waive the prior approval requirement in instances of unforeseen work such as emergency call out. No person may carry a "comp. time" accrual balance which exceeds the person's scheduled work week. In the event that a person will earn comp. time which will result in his or her comp. time balance exceeding the normal work week threshold, he or she must notify the Town Manager of that fact at the time of making the request to earn additional comp. time and he or she must receive written approval from the Town Manager authorizing the employee to exceed the normal work week comp. time balance. Employees who have accumulated comp. time in excess of the normal work week on the effective date of this policy shall utilize said comp. time by the end of the 2011 calendar year.

Compensatory time which is being sought to attend a meeting which begins more than thirty minutes after the end of an employee's regularly scheduled work day will only be granted for the actual length of the meeting itself or, for the length of the meeting.

Compensatory time accumulated within a calendar year must be used within the first six months of the next calendar year. Employees with excessive compensatory time accumulated may have the time frame extended to one year. An employee who wishes to use his or her compensatory time must request advance approval from the Town Manager or his or her designee. For purposes of this policy, the Town Manager has designated the Department Heads as his designee regarding requests by non-supervisory bargaining unit personnel to accrue and use compensatory time.

The Treasurer's Office shall maintain records of all compensatory time earned and compensatory time taken.

Requests for use of compensatory time shall be made in writing at least forty-eight (48) hours before use of the compensatory time and shall be processed within forty-eight hours of submission.

Compensatory time can only be earned after 37.5 or 40 hours of a normally scheduled work week depending on the employee's normal work week.

Employees are encouraged to take time off during the same work week as comp. time would be earned in order to avoid accumulating compensatory time or to "flex" their hours to avoid accumulating compensatory time.

Motion: To accept policy as presented. (Aptowitz/Kozlowski) 5:0 passes

Finance Committee FY12 budget update

Andy Gazzolo, Finance Committee Chairman and James Lazarra, FinComm member are present for meeting.

Overview: Revenues are growing at a very slow pace. Expenses are based on no major union concessions in salaries and/or benefits.

Targets: Administration cuts already done by Town Manager Ross.

School Administration still needs to further reduce request by \$516K.

Net School Spending based on proposed numbers of \$1,158K over:

Use of Free Cash:

- Sewer \$200k
- Unfunded liabilities \$200k
- Snow & Ice \$500k
- Software Programs \$200k
- Road repairs \$380k
- School Administration \$300k

Exposures:

- Union increases
- Hires under school stimulus (\$1,100K)
- Diminishing chapter 70 funds

- Maintenance of buildings
- Road Maintenance.

Need To Do:

- Maintain salary increases peg to revenue increases
- Reorganizations to be more efficient. Town side has started this process.
- Common software/systems to minimize labor
- Ensure unfunded liability is addressed
- Union concessions

Others:

Capital projects in Mansfield Electric and Water/Sewer are needed.

Selectman Kozlowski has questions about unfunded liabilities (primarily retiree pensions and health care). After a lengthy conversation about where the monies come from and go the board continued to other items.

Selectman Aptowitz brought up comments about the municipal accounting systems. The school and municipal sides need systems that are the same or can easily communicate with each other. That is not happening now so money is being put aside for assistance in that area.

Road repairs will be a huge expense this year as our traffic infrastructure has been suffering and needs immediate repair/replacements.

Q & C

Karl Clemmey, Essex St. Thank you for discussion on RT. 495 North Bound ramp. Comments about Mill St. garage being ordered to come down by the ZBA.

Weekly Business

Warrant No. 11044T in the amount of \$77,622.71

Motion: To approve (Aptowitz/Kozlowski) 5:0 passes

Warrant No. 11044E in the amount of \$16,207.49

Motion: To approve (Aptowitz/Kozlowski) 5:0 passes

Warrant No. 11044S in the amount of \$229,050.70

Motion: To approve (Aptowitz/Kozlowski) 5:0 passes

Warrant No. 11044PT in the amount of \$264,586.20

Motion: To approve (Aptowitz/Kozlowski) 4:1 passes (Dentino nay)

Warrant No. 11044TV in the amount of \$80,601.38

Motion: To approve (Aptowitz/Kozlowski) 5:0 passes

Meeting minutes of April 20, 2011

Motion: To approve (Aptowitz/Kozlowski) 4:0:2 passes (Kozlowski/Annino abstain)

Meeting minutes of April 27, 2011

Motion: next week

Annual parking permit for Comcast Center. Public safety has approved

Motion: To approve (Aptowitz/Kozlowski) 5:0 passes

Correspondence

- Eagle Court of Honor being held for Matthew Small, Troop 17 on May 7th at the Orthodox Congregational Church.
- Eagle Court of Honor being held for James Flannigan, Troop 17 on June 12th at the Orthodox Congregational Church.
- Request from Max Performance to run through Mansfield on August 14, 2011 during annual Triathlon. Public safety has approved.
Motion: To approve (Kozlowski/Dentino) 5:0 passes
- Request for proclamation from Gale Farrugia, COA Director for Older Americans Month. This will be celebrated on May 13th this year.
- Park and Recreation summer entertainment schedule. Great duck race is June 29th and the DBA family fun night is July 12th.
Selectman Dentino has a question about the funding on the movies and performances on the common. He wonders if the town can really afford to have these in such a tight budget year. Mr. Ross will review with the dept.

Selectman Kozlowski made additional comments about the state cultural council grant system.

- Announcement about Corey Shea flag memorial dedication on June 26th.

Town Managers Report

- We have revised agenda to reflect more information in compliance with the new open meeting laws. We will continue to modify our documents as necessary.
- Mr. Ross has provided Selectman Dentino with the information on his invoice concerns from last week.
 1. We have had custom furniture made for us over the years and he thinks perhaps it would be more cost effective to buy stock desks and cabinetry. Mr. Ross stated that we have needed to utilize this service as town office space is quite tight and this assists with office performance.
 2. Projector for laptop may be a luxury as it may only be used during storms and disasters. Mr. Ross stated the reasons that this projector may be needed for an alternate location. This purchase is part of the town's disaster planning program.
 3. Plumber from Lynn is on state bid list and was low bidder.
- Bids for water projects have come in lower than expected so the town may be able to save more than anticipated.

BOS Updates

- Selectman Kozlowski: Update on executive session minutes requests? Atty. DeRensis is handling request for the bos.

Thank you to Mr. Ross for fine letter written to Senator Timilty's office. Please continue to contact the Senators office with your concerns.

- Selectman Aptowitz: MMA personnel and labor meeting was Monday. He brought back info for the bos to review on health care legislation.

Flag pole update: Old pole is down and was quite rotted. The new pole will be delivered soon. In the meantime work will start on the concrete portion of the project.

Mr. Ross: Please provide FY11 budget update when you can.

- Selectman Annino: None

- Selectman Dentino: Kudos to DPW employees that helped with The Clean Up Day activities. Special thanks to the Keep Mansfield Beautiful members that have organized this every year. And exceptional points to South Main St. residents that cleaned up even after the end of the event.

Comments about the Comcast Center hearing from last week and the resulting news media coverage. He does not feel the public was served with having a subcommittee. All discussion should be made during public meetings.

Chairman Moran and Selectman Aptowitz stated they disagreed and felt the Board of Selectmen had ample time and opportunity during meetings to address issues. Discussion ensued about how to handle the negotiations next year.

- Chairman Moran: We need to set a meeting date to go over warrant articles. Town elections are May 10th so please get out and vote.

Adjournment

Motion: Adjourn meeting at 9:20pm to executive session to discuss labor negotiations.
5:0 passes (Aptowitz)

ROLL CALL: Chairman Moran aye, Vice Chairman Dentino aye, Clerk Annino aye, Selectman Kozlowski aye, Selectman Aptowitz aye. 5:0 passes

Douglas Annino

Signature of Clerk

May 18, 2011

Date of Approval