

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

Enrico C. Cappucci, Chair

Holly J. Haase., Vice Chair

James D. Wilson, Clerk

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Selectmen@shirley-ma.gov

BOARD OF SELECTMEN MINUTES April 10th, 2017 TOWN OFFICES

The Board of Selectmen re-convened its meeting in open session on Monday, April 10th 2017 at the Town Offices, Meeting Rooms A & B. Members present were Chair Enrico Cappucci, Holly Haase, James Wilson and Town Administrator Patrice Garvin.

TOWN ADMINISTRATOR REPORT

Town Administrator Patrice Garvin gave her weekly report:

1. I am happy to report that the Town of Shirley has received a DLTA grant for Technical Assistance in writing a Permitting Guidance Handbook, submitted in January. Conditions on the grant award and award letter are attached.
2. As the Board knows we have started the arduous process of union negotiations. We are reviewing language and meeting to discuss proposals. I am hoping negotiations wrap up sometime in June.
3. I met with the Finance Committee, who is continuing their review the budgets. Both boards are meeting on Saturday to meet with departments as well as discuss the FY17 projected budget shortfalls and FY18 proposed Operating Budget.

TREASURY WARRANTS

Selectman Haase moved to accept the treasury warrants as presented this evening. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.

OLD BUSINESS

1. Annual Town Meeting Warrant – Public Hearing 4/24

2. Regional Dispatch

Chairman Cappucci gave an overview of some issues with our Dispatch Center not having the personnel available to cover shifts. There were a couple of weekends where no one was available and we had to have any calls forwarded to the Ayer Dispatch. Because of this Nathan Kenney the Executive Director of the Nashoba Valley Regional Dispatch District came forward to request the Board vote to become part of their center so they be part of the grant process for the following fiscal year. Mr. Kenney also invites the Board to come visit the Nashoba Valley Regional Dispatch District.

Selectman Haase motioned to draft a letter requesting that the Town of Shirley join the Nashoba Valley Regional Dispatch District to be received before 5/15/2017. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

Selectman Wilson motioned to schedule a Board visit to the Nashoba Valley Regional Dispatch District. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

3. Aggregation- Tabled

4. Control Audit Recreation Commission - Tabled

NEW BUSINESS

5. Public Hearing, 7:15pm Earth Removal Renewal, 206 Great Road

Selectmen Haase read the Public Hearing Notice for this hearing.

Selectman Wilson motioned to approve the Earth Removal permit for 206 Great Road. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James Wilson vote Aye. Motion Passed.

6. Benjamin Hill Park Committee, Discussion

Mr. Andy Deveau came forward to discuss an issue with the Benjamin Hill Park Committee not having a Town issued Credit Card for small and unforeseen purchases. It was noted that the credit had been cancelled in January. Mr. Deveau stated that the Committee keeps very tight records and he does not believe there has ever been in issue over the many years they have had a Town issued Credit Card. He expressed urgency in this matter as it is almost time to get the pool ready for the season. Mr. Wilson stated his support to reissue the Home Depot credit card to the Benjamin Hill Park Committee.

A draft credit card policy was given to the board to review at the next meeting. Selectmen Haase requested that the Town Administrator have the Treasurer/Collector look into reapplying for a Home Depot Credit card.

Selectman Wilson motioned the Town apply for a Home Depot Credit Card to be available as needed to the Benjamin Hill Park Committee. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

7. Appoint and Enter Contract with Paul J. White, Investigator regarding the Goulden Matter

Selectman Haase motioned to appoint Paul White to investigate a matter involving Thomas Goulden. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James Wilson vote Aye. Motion Passed.

8. Main Street Bridge Contract, New England Infrastructure – Tabled

9. Vote to transfer \$13,640 from non-Town Stabilization Fund

Selectman Haase motioned to transfer 13,640.00 from non-town stabilization fund to reduce Shirley's payment of the High School Debt. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

10. Driveway Permit

Selectman Haase motioned to approve the driveway permit for 12 Maple Street. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

11. FY2018 - Selectmen Budget - Discussion on budget items that fall under the Board of Selectmen.

Selectmen Haase asked a few questions regarding budgetary items that fall under the Board of Selectmen.

- 1) The Selectmen opted to not take their salaries and the 300.00 is still in the budget. Town Administrator Garvin suggested moving the monies to legal postings.

Selectman Haase motioned to move \$300.00 within the proposed FY18 budget from Selectmen Wages to Legal Postings. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

- 2) There is a three hour add in the Executive Assistant Salary line. Garvin states that she did this due to increased volume within the Board of Selectmen's Office.
- 3) Haase asked about the hours worked by the accountant, Garvin states that the Accountant works thirty hours per week.
- 4) Haase states that there is \$1000.00 for longevity within the Treasurers Collectors Office and no employee has been there long enough to receive longevity. Garvin thanks Selectmen Haase for pointing out that 1,000.00 as it was there erroneously from the year prior.
- 5) Haase asked if she could see the Tech Budget, Garvin will get her that information.
- 6) Haase points out that the two positions held by Erin Deforge add up to more than 40 hours per week. Garvin states that she has to budget what is in the union contract just in case the current employee leaves and they fill the two positions with separate people.

SELECTMEN REPORTS

Selectmen Haase announced that the Boards Meeting Packets will now be posted online.

PUBLIC COMMENTS

Janet Farber Snow thanks Samuel Santiago for stepping up as the Acting Chief

ANNOUNCEMENTS

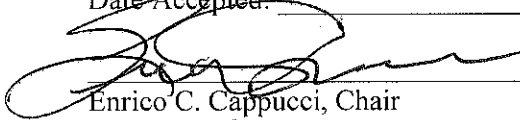
Next Meeting 4/24/17 at 7:00pm

ADJOURNMENT

With no further business to discuss, Ms. Haase moved to adjourn the meeting at **8:17p.m.** Mr. Wilson seconded the motion. Unanimous. Motion Passed.

Respectfully submitted,
Nathan Boudreau, Executive Assistant

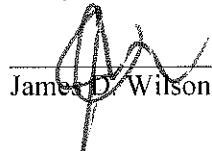
Date Accepted: _____



Enrico C. Cappucci, Chair



Holly J. Haase, Vice Chair



James D. Wilson, 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.

	Documents used
1	Draft Town Meeting Warrant
2	Earth Removal Documentation – 206 Great Road
3	Investigator White Documentation
4	Email from William Plunkett requesting funds
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