

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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BOARD OF SELECTMEN

MINUTES

April 3rd, 2017

TOWN OFFICES

The Board of Selectmen re-convened its meeting in open session on Monday, April 3rd 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. Finance Committee Schedule for Warrant and Budget is attached.
2. I have asked the Personnel Board to schedule meetings to discuss the Wage and Classification schedule for FY18. As the Board knows, per the bylaw, the Personnel Board has to have a public meeting and to notify employees of the wage and classification schedule/COLA. I will update the Board once a hearing is scheduled. This adjustment for COLA will impact small number of employees, the remaining employees fall under a union or employee contracts.
3. I received a request from the Ayer Shirley Superintendent, at the suggestion of Ayer Board of Selectmen, for the schools to become Green Schools. Each town would have to update their energy savings plans to include the school buildings. A meeting would need to be scheduled to review what is required to add the schools to the energy savings plans. I will also be reaching out to the Energy Committee to see if they would like to attend this meeting.
4. I have had a meeting with MCI and the Chairman of Energy Committee regarding the efforts to have an anaerobic digester. This project was presented by MCI a few years ago and the purpose of the meeting is to see where MCI is with their process and how the Town could benefit.
5. The Ayer Shirley School Committee met and certified its operating budget. As the Board knows I recommended a 6% increase over last year's assessment, which was \$37k lower than what had been previously presented to the selectmen and the Finance Committee. I am happy to report that the School Committee voted to certify their budget at the 6% amount that I recommended in the FY18 operating budget. This means that the Town would not need to tap the general stabilization fund at Annual Town Meeting to appropriate the 6.6% increase that was originally presented.

6. Finally, we received notice that our Chapter 90 apportionment for FY2018 will be \$252,028, which is down a nominal amount from FY2017 of \$253,372

TREASURY WARRANTS

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

APPROVAL OF MINUTES

Selectman Haase moved to accept the minutes of the 3/13/2017 Board of Selectmen's Meeting as presented. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

Selectman Haase moved to accept the minutes of the 3/20/2017 Board of Selectmen's Meeting as presented. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

Selectman Haase moved to accept the minutes of the 3/27/2017 Board of Selectmen's Meeting as amended - add the time the board entered and exited the meeting. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

OLD BUSINESS

1. Annual Town Meeting Warrant

Town Administrator Garvin requested the Board of Selectmen re-open the Town Meeting Warrant to add Articles requested by the Ayer Shirley Regional School District.

Selectman Wilson moved to open the Town Meeting Warrant specifically to accept articles by the Ayer Shirley Regional School District. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

Selectman Wilson moved to close the Town Meeting Warrant. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

2. Regional Dispatch- Tabled

3. Aggregation- Tabled

4. Control Audit Recreation Commission - Tabled

5. Non-Union Employee Self Evaluation

Selectmen Haase stated that in the employee handbook it states that all raises will be based on the Employee Evaluations and she believes all employees should be evaluated annually. The first step in process is the employee self-evaluation. After discussion the Board felt that we should proceed with employee evaluations as outlined in the employee handbook. The first step being the employee self-evaluations which will be due to the Board of Selectmen by the April 24, 2017 meeting.

Selectman Haase moved to have all non-union employees complete their self-evaluation to be turned in three weeks. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

NEW BUSINESS

6. Financial Policies, Final Document Presentation

Steven Cirillo presented the Collins Center's Final Financial Policies written for the Town of Shirley in conjunction with the Town Administrator, Financial Department Heads, and members of the Finance Committee. **Final Presentation Attached*

Chair Cappucci expressed that he agrees with Mr. Cirillo in not using Free Cash to balance a general operating budget. He felt the study was well done and thanked all those who were involved.

Selectmen Haase would like to hear from other Boards and Committees before making a final decision regarding these financial policies.

Town Administrator Garvin informed the Board that this is part of the Community Compact that the Town signed with the Commonwealth, and they have about one year before voiding that contract and having to pay back the monies.

Finance Committee Member O'Keefe encourages the Board of Selectmen to have as much open dialog about this as possible, as the planning went on in closed session. He noted that he felt we could add more to the report section.

The document will be uploaded to the website for other boards and committees to review and send comments to the Selectmen.

7. May 2nd 2017 Election Warrant

Selectman Haase motioned to accept the Annual Town Election Warrant as presented. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.

8. Driveway Permit – 17 Lancaster Road

Selectman Haase motioned to approve the driveway permit for 17 Lancaster Road contingent upon payment of unpaid sewer usage fees. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. Motion Passed.

9. 2017 Budget Update

Town Administrator Garvin stated that she has plans for budget shortfalls within police wages, legal, snow and ice, unemployment, and dispatch wages. She would like to use money from free cash, finance committee reserves, and existing FY17 budgeted funds, and will seek Finance Committee input tomorrow evening hoping to solve this problem at Town Meeting.

10. Appointments

Selectman Haase motioned to appoint Stephanie Hervean to the position of Full Time Dispatcher with a term to expire 6/30/2017. Selectmen Cappucci Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. Motion Passed.

11. Authorize Solar City Letter Regarding Citizens Petition

Selectman Haase moved to take no action regarding a letter by Solar City regarding a citizen's petition. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson vote Aye. Motion Passed.

SELECTMEN REPORTS

Selectmen Wilson thanks the DPW for their work this winter season.

PUBLIC COMMENTS

Barbara Yocum presented a letter pointing out issues within a Solar Lease with Solar City on Patterson Road.

Tim Hatch asked a number of questions regarding the re-opening of the Town Meeting Warrant. He wanted to understand under what circumstances this would be allowed.

ANNOUNCEMENTS

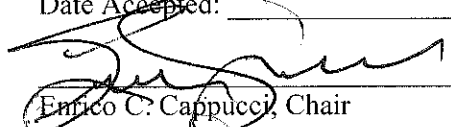
Next Meeting 4/8/17 from 9:00 – 12:00 in a joint meeting with the Finance Committee.

ADJOURNMENT

With no further business to discuss, Ms. Haase moved to adjourn the meeting at 8:15p.m. Mr. Wilson seconded the motion. Unanimous. Motion Passed.

Respectfully submitted,
Nathan Boudreau, Executive Assistant

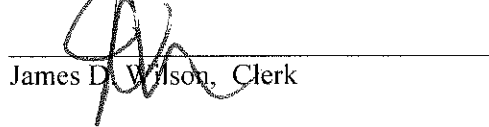
Date Accepted: _____



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	Collins Center Final Draft Financial Policies
3	KP Law letter regarding Solar City Lease
4	Letter Regarding Solar City by Barbara Yocum
5	Annual Town Election Warrant
6	Driveway permit 17 Lancaster Road
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