

# Town of Shirley

## BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*Holly J. Haase, Chair*

*Enrico C. Cappucci, Vice Chair*

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### BOARD OF SELECTMEN MINUTES August 7, 2017 Town Office Building – Meeting Room A&B

#### 1. Call to Order

The Board of Selectmen convened its meeting on Monday, August 7, 2017 at the Town Offices, Meeting Rooms A & B. Members present were Chair Holly Haase, Enrico Cappucci and Town Administrator Patrice Garvin.

#### 2. Announcements

There will be a Debt Exclusion Override Election to decide if Shirley will purchase a new Fire Truck on 9/12/2017.

Chair Haase announces that it is with regret that the Board of Selectmen accepts the resignation of Selectmen James Wilson effective immediately. The Board would like to thank Mr. Wilson for his service to the Town of Shirley.

Selectmen Cappucci notes that the job of Selectmen is very overwhelming at times and is much more time consuming than most people imagine. Cappucci believes this and his young family had a major hand in the decision of Mr. Wilson, and wishes him the best.

#### 3. Meetings with other officials, boards or committees (votes may be taken on these items)

##### a. Public Records Policy, Discussion with Town Clerk

Records Access Officer and Town Clerk William Oelfke spoke regarding his work as the Town's contact person for Freedom of Information Requests. He notes that during his tenure there have been a number of requests and they have been handled professionally and in a timely manner.

Oelfke reviews the new Town of Shirley Public Records Policy in terms of timing, fees, and the appeal process with the Commonwealth of Massachusetts.

*Selectmen Cappucci motions to accept the Town of Shirley Public Records Policy as presented. Chair Haase seconds. All in favor, motion passed.*

b. Social Media Policy, Discussion with Communication Committee

Melissa Lynch and Alexandra Begun of the Communications Committee came forward to discuss the Town of Shirley Social Media Policy.

Committee Member Lynch states that this is not an internal policy but instead a set of guidelines and procedures so that Town of Shirley residents may access and enjoy the Town of Shirley Social Media Applications freely without discriminations, profanity, or threat. It also will allow the administrators of the application support when removing a post or comment that goes against the Social Media Policy.

Lynch also notes that anything written on a Town Social Media Application is subject to the Commonwealth of Massachusetts Open Meeting Law Guidelines.

Pamela Torres asked if since the sites will not be monitored 24/7 is there a way to make all posts/comments subject to approval of the application administrator.

Lynch states that posts will go up subject to approval, however it is a slippery slope to monitor and approve all comments on Town posts.

*Selectmen Cappucci motions to accept the Town of Shirley Social Media Policy as presented. Chair Haase seconds. All in favor, motion passed.*

c. Joint Board of Health Meeting to discuss Landfill Invoice from Altus

Board of Health Members Jay Howlett, Donald Farrar and Jackie Esielionis came forward to discuss an \$80,000.00 invoice sent from Altus Power in regards to work done at the landfill solar project. Howlett believes that this invoice should not fall under the Board of Health, but under the Town since the Board of Selectmen overtook the Landfill to put up the solar field.

Howlett spoke to the poor job that Altus did with the rut around the landfill that was meant to support heavy rain runoff from the hill, and with cleaning numerous pipes before the Solar field was supposed to go live.

Howlett stated that the Board of Health does not look favorably on using the monies from their account to solve this issue.

Town Administrator Garvin notes that that money is left over Free Cash that was not used in capping the landfill, and would like to see this issue solved in a calm communitive manner.

Chair Haase would like the Board of Health to forward their concerns to Altus and they will discuss this again at the next Board of Selectmen's meeting.

d. Chapter 61 Land, Right of First Refusal, Center Road, 11 acre Parcel 35A2

Conservation Commission Chair Dave Bortell spoke regarding the gracious offer of this land adjacent to numerous other Town of Shirley Conservation Areas. Bortell recommends the Town accept this property.

Tom Christopher and Shirley Griffin of the Griffin Family Trust noted that their family trust has owned this property for a number of years and have carved out 2 acres of land that meet the zoning requirements to be sold and developed. The Griffen Family Trust would then donate over 9 acres of land to Town that connect other existing conv

*Selectmen Cappucci motioned to exercise the right of first refusal on the Center Road 11 Acre Parcel 35A2 based on that 9.5 acres of land are donated to the Town of Shirley Conservation Commission. Chair Haase seconds. All in favor, motion passed.*

e. Groton Road Solar Lease, Request for consent to sublease.

Justin Woodard an Engineer from National Grid is looking for consent to sublease the back corner of their leased property on Groton Road to Bionix to build a Department Of Environmental Resources approved energy storage unit. This would be a part of the Governors Energy Storage Initiative.

Chair Haase would like time to review this matter and have Mr. Woodard return for the 8/21/2017 Board of Selectmen's meeting.

**4. Town Administrators Report**

1. The Town received an update regarding the Longley Road Bridge. LEC Environmental Consultants has been contracted to assist in this project. LEC is seeking input regarding the environmental impact in that area. The attached letter was forwarded to all Land Use Boards for comment. According to the letter construction is scheduled to start in 2020.

2. On July 31st I attended a public hearing regarding the MBTA Wifi Project. This project is designed to provide free wifi service to MBTA customers. The project proposes the construction of 75 foot poles along MBTA routes. At the meeting it was announced that only towns North of the city were notified of this project. Shirley heard about this project from another town, just last week. Many communities are frustrated due to the height of the poles and the proposed locations. I have provided the Board with some information on the project, as well as my best guess as to where the poles may be located along the MBTA route in Shirley. Given the information that I have found it appears two, if not three, poles will be located along Front Street. I will continue to update the Board on this project. The next hearing is scheduled for August 14th.

3. After your last meeting I inquired about a Historical Grant for the school house on Church Street. I am researching whether or not there are funds available to conduct a feasibility study. I will inform the Board if there are grant applications available for this project.

4. We are asking employees to volunteer at the senior center for the centers weekly lunches. This idea came from when one of the employees asked if she could volunteer. I spoke with the interim director and asked if we could open this up to all the employees. We will be working with the interim director to figure out the logistics. I think it's a great opportunity for employees to volunteer at the Senior Center.

5. Grants

a. Attached is a letter of support to the Water Department. The Water Department is seeking a MassWorks grant. It is customary that a letter of support come from the Town.

b. MIAA is seeking applications for a one time grant up to \$10k. I am working with staff to prioritize small projects in Town that the grant covers, which is very specific. I will let the board know more once we begin to get quotes for various projects.

6. Attached are proofs for signs the we would like to order to better direct residents as they come into Town Hall. As the Board knows currently offices are lacking signs.

**5. New Business (votes may be taken on these items)**

a. Meeting House request for use of Center Town Common

*Selectmen Cappucci moves to approve the use of the Center Town Common for a fundraiser on Saturday September 16<sup>th</sup> from 3-6pm. Chair Haase seconds. All in favor, motion passed.*

b. One Day Liquor License, Bull Run

*Selectmen Cappucci moves to approve the one day liquor license for the Bull Run on Saturday September 16<sup>th</sup> from 3-6pm. Chair Haase seconds. All in favor, motion passed.*

c. One Day Liquor License, Shirley American Legion

*Selectmen Cappucci moves to approve the one day liquor license for the Shirley American Legion on August 17, 2017 for the Shirley Fire Fundraiser. Chair Haase seconds. All in favor, motion passed.*

d. Open Special Town Meeting Warrant, November 13, 2017

Chair Haase reviewed the Draft Warrant as presented by Town Administrator Garvin

*Selectmen Cappucci motions to close the Special Town Meeting Warrant on 9/7/2017 at the close of business. Chair Haase seconds. All in favor, motion passed.*

e. Ratify DPW Contract

*Selectmen Cappucci moves to ratify the Department of Public Works Contract. Chair Haase seconds. All in favor, motion passed.*

f. Emergency Dispatcher Appointment

Acting Chief Santiago states that there is an extreme need for more dispatchers and recommends Colleen Sheehy of Tyngsborough for a part time position.

*Selectmen Cappucci moves to appoint Colleen Sheehy to the position of Part Time Dispatcher. Chair Haase seconds. All in favor, motion passed.*

**6. Old Business**

a. Aggregation

Town Administrator Garvin gave an announcement on Municipal Aggregation where she stated that the Town is waiting on final Department Of Environmental Resources approval before being able to go out to bid.

b. Treasurer Collector Position

Chair Haase would like this position posted on the MMA website and the Massachusetts Collectors and Treasurers Association, and brought back on the 8/21 agenda with an update on potential candidates.

7. Selectmen's Comments / Liaison Reports

8. Public Comments

DPW Foreman Paul Farrar came forward and presented the Selectmen with a document requesting to be paid a directors salary, or he will retire.

Selectmen Haase asked Mr. Farrar if he would like to sit down with her.

Town Administrator Garvin notes that she believes this is a union issue and should be dealt with through the proper channels.

9. Correspondence

Chair Haase acknowledges an Open Meeting Law Complaint against the Council of Aging for not putting an election of a member on their Agenda for a meeting in which they elected a new member.

Town Administrator Garvin notes the COA will be meeting within the next week to fix this issue and re-elect a new member of their board.

10. Minutes

*Selectman Cappucci moved to approve the Minutes of June 6, 2017 as presented. Selectmen Cappucci Seconds. All in favor. Motion Passed.*

11. Treasury Warrants

*Selectman Cappucci moved to accept the weekly treasury warrants as written. Chair Haase Seconded. All in favor. Motion Passed.*

Next Meeting 8/21/17 at 7:00pm

With no further business to discuss, Mr. Cappucci moved to go into Executive Session returning only to adjourn. Chair Haase seconded the motion. Unanimously in favor. Motion Passed.

Respectfully submitted,  
Nathan Boudreau, Executive Assistant

Date Accepted: 9/14/17

  
Holly J. Haase, Chair

  
Enrico C. Cappucci, Vice Chair

*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.*

	<b>Documents used</b>
<b>1</b>	<b>Resignation of James Wilson</b>
<b>2</b>	<b>Public Records Policy</b>
<b>3</b>	<b>Social Media Policy</b>
<b>4</b>	<b>STM Draft Warrant 8/7/2017</b>
<b>5</b>	<b>Letter requesting directors pay – Paul Farrar</b>
<b>6</b>	<b>OML Complaint against COA Directors</b>
<b>7</b>	<b>Minutes of June 6, 2017</b>
<b>8</b>	<b>Weekly Treasury Warrants</b>