

# Town of Shirley

## BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*Robert E. Prescott, Jr., Chair*

*David N. Swain, Vice Chair*

*Kendra J. Dumont, Clerk*

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Selectmen@shirley-ma.gov

## BOARD OF SELECTMEN

### MINUTES

### January 9th, 2017

### TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, January 9<sup>th</sup> 2017 at the Town Offices, Meeting Rooms A & B, Chair Kendra Dumont, presiding, with Selectmen Robert Prescott, Selectmen Enrico Cappucci and Town Administrator Patrice Garvin in attendance.

#### TOWN ADMINISTRATOR REPORT

Town Administrator Patrice Garvin gave her weekly report:

At a selectmen's meeting in December the license for Insurance Auto Auction was approved. There were some concerns from residents regarding idling, off-hour parking, and debris. The Police Chief and I met with representatives of the Auto Auction and discussed ways to address the residents' concerns. The representatives of the Auto Auction expressed their desire to be good neighbors and wanted to help with the issues that the Chief and I presented. We concluded the meeting with some action items. The chief would start to patrol the business during the off hours. Signs would go up, at the owner's expense, stating no idling, parking police take notice. We would check in with them in a few months to see if things had improved. In terms of the use of streets; direction are on the website and handouts are given to drivers to reflect which access roads to drive.

The Town received over 25 applications for the Assistant Treasurer/Collector position. We hope to have a candidate for you at your next meeting.

#### TREASURY WARRANTS

Selectman Prescott moved to accept the Treasury Warrants as presented. Selectman Cappucci Seconded. Kendra J. Dumont vote Aye and Robert E. Prescott, Jr. vote Aye. Enrico C. Cappucci vote Aye. Motion passes.

#### APPROVAL OF MINUTES

#### OLD BUSINESS

1. Energy Committee Update

**NEW BUSINESS**

2. Public Hearing 7:05pm – FY15 CDBG Grant

*Selectman Prescott moved to open the Public hearing for FY2015 CDBG Budget Revision. Selectman Cappucci Seconded. Kendra J. Dumont vote Aye, Robert E. Prescott, Jr. vote Aye, Enrico C. Cappucci vote Aye. Motion Passes.*

Selectmen Prescott read the following:

“The Town of Shirley will hold a Public Hearing on Monday, January 9, 2017 at 7:05 p.m. at the Shirley Town Offices, 7 Keady Way Shirley MA 01464 to solicit citizen comments and input on a budget revision request to the State Department of Housing & Community Development (DHCD) for the FY2015 Shirley-Lancaster CDBG grant. The Town is requesting to transfer funds from the Fuel Assistance (FA) activity to the Housing Rehabilitation (HR) activity. This request represents an amount greater than 15% of the original FA budget. This request is being made because the original FA budget is not expected to be expended before the grant expiration date of 6/30/2017. Any person or organization wishing to participate or provide comment is strongly encouraged to attend or contact the Board of Selectmen. Reasonable accommodation will be attempted upon written request to the Selectmen’s Office prior to the meeting. The meeting room is accessible to persons with disabilities.”

Brian Keating from the MRPC states that they are working to wind down last year’s grant. Keating states that what is happening here is a common occurrence when working with grants. Keating states that fixing the original budget to reflect what actually happened will not take very long. It is a very good thing that fuel assistance funding will move to housing rehabilitation as more residents will be assisted.

Selectmen Cappucci asked if someone wished to sell their home how long would they have to wait.

Mr. Keating states that in order to have their loan forgiven they must live in the project home as their primary residence for 15 years. They may move at any time but the money would be owed to the Town. Keating reminds the viewers that if they believe their home is not up to code for health or safety reasons they should reach out to him.

*Selectman Prescott moved to close the Public hearing for FY2015 CDBG Budget Revision. Selectman Cappucci Seconded. Kendra J. Dumont vote Aye, Robert E. Prescott, Jr. vote Aye, Enrico C. Cappucci vote Aye. Motion Passes.*

*Selectman Prescott moved to accept the FY2015 CDBG Budget Revisions as presented this evening. Selectman Cappucci Seconded. Kendra J. Dumont vote Aye, Robert E. Prescott, Jr. vote Aye, Enrico C. Cappucci vote Aye. Motion Passes.*

3. Appointments

Chief Goulden came forward to present candidate Shawn Demoura, an individual he recommends to fill a full time position with the Town of Shirley.

Selectmen Cappucci states that he is concerned that Officer Demoura would be taking the place of a person that may come back to work and he does not want to give someone a position only to lay him off down the road.

Chair Dumont states that in the end it would be cheaper to lay someone off in the long run rather than continue to pay the overtime rates to fill the open position.

Selectmen Prescott states that this position will be open for the foreseeable future and the Town needs to be financially smart about the way they fill these positions to save money.

Selectmen Cappucci states that the Chief could use Reserve Officers to fill this position and save more money than filling the position, but the chief may do as he sees fit.

*Selectman Prescott moved to appoint Shawn Demoura to the position of Full Time Police Officer with a term ending 6/30/2017. Selectman Cappucci Seconded. Kendra J. Dumont vote Aye, Robert E. Prescott, Jr. vote Aye, Enrico C. Cappucci vote No. Motion Passes.*

4. Regional Dispatch Feasibility Study – Tom Kennedy

TA Garvin introduces Tom Kennedy who has done a feasibility Study on Regional Dispatch opportunities for the Town of Shirley.

*\*Mr. Kennedy's entire report and presentation attached\**

Chair Dumont states that she would like to view the two purposed opportunities as well as hear the opinions of the Police and Fire Chief.

5. MOU Fire Chief Contract.

TA Garvin states that this new contract is an extension address the retirement of the Ambulance Director and new responsibilities assumed during the FY17 year.

*Selectman Prescott moved to sign the Memo Of Understanding with Fire Chief Denis Leveque. Selectman Cappucci Seconded. Kendra J. Dumont vote Aye, Robert E. Prescott, Jr. vote Aye, Enrico C. Cappucci vote Aye. Motion Passes.*

6. Thatcher Kezer, Devens, MBTA Assessment Discussion

Mr. Kezer states that there is a critical need to establish a regional shuttle service that is geared towards the staggered shifts of the employees in the region. Kezer states that this would specifically request monies that are already allocated towards the MBTA service; any town can divert those towns towards your regional transit authority. Mr. Kezer is requesting that the Board does just this.

Chair Dumont asked how the routed for this regional transit would be scheduled, and who would be responsible to get the information to the residents of the region.

Mr. Kezer states that as soon as this is finalized the buses could begin two weeks later. The demand will then be tailored based on what they are hearing from the residents of the region and different Council on Aging.

Tim Hatch asked if since this is primarily benefitting Fitchburg and Leominster has their City Council's voted to divert their funds as well.

Kezer states that they will be contributing and a yes a large portion of this is to get people from those cities to their jobs are Devens.

Mr. Hatch suggested that TA Garvin reach out to MBTA authorities to find out what the actual risks are if we do reallocate our funds.

Selectmen Cappucci states that we must remember that Devens does a lot for the community before questioning their intentions.

\*Entire presentation attached\*

7. Driveway rules and regulations discussion

Selectmen Prescott states that he feels the boards have gone to the extreme in terms of driveway regulations. Prescott is nervous about residents being unable to pay to pave a whole drive way due to our restrictive regulations. DPW Foreman Paul Farrar is the main point of contact and should be treated as so during the entire process.

*\*Proposed changes attached\**

Chair Dumont suggests bringing this forward for a vote after speaking with the DPW Foreman.

8. Driveway Permits

*Selectman Prescott Motions to approve the Driveway Permits for 5, 7, 9, and 11 Pond View Circle. Selectmen Cappucci, Seconds. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott votes Aye. Motion Passes.*

9. Cy Pres Discussion

Chair Dumont states that there are numerous gift accounts sitting untouched that will never be used due to the regionalization of the Schools. Dumont states that it would be in the best interest of the town to reallocate these funds.

TA Garvin states that she suggests using the funds for something involving the schools, but it would take monies and time to seek this money legally.

TA Garvin states she will look into how much seeking this money would cost.

**PUBLIC COMMENTS**

**ANNOUNCEMENTS**

Next Meeting 1/23/17 at 7:00

**ADJOURNMENT**

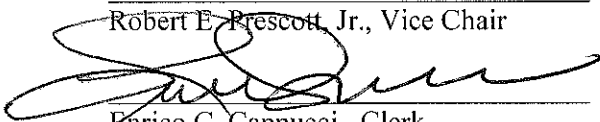
With no further business to discuss, *Motion and Seconded to adjourn at 8:41 p.m., Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye.*

Respectfully submitted,  
Nathan Boudreau, Executive Assistant

Date Accepted: \_\_\_\_\_

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Kendra J. Dumont, Chair

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Robert E. Prescott, Jr., Vice Chair

  
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Enrico C. Cappucci, 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.*



THOMAS J. GOULDEN II  
CHIEF OF POLICE

# TOWN OF SHIRLEY POLICE DEPARTMENT

11 Keady Way  
Shirley, Massachusetts 01464

## DEPARTMENT/OPERATIONS

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December 28, 2016

Board of Selectmen  
Town of Shirley  
7 Keady Way  
Shirley MA 01464

Dear Members of the Board,

May this find you all well. I would like to recommend the following individuals to be appointed to full and part time positions within the police department as described below.

**Full Time Police Officer:** I would like to recommend Shawn Demoura for the vacant Full Time Police Officer position. Officer Demoura is currently employed by the Town of Shirley as a Reserve Police Officer. He graduated from the Lowell Police Academy in 2015 and is certified by the Massachusetts Municipal Police Training Committee as a Full Time Police Officer. Officer Demoura has done a great job working as a reserve officer. He has a strong work ethic and I believe that he possess the personal qualities that will make him an asset to the agency.

**Part Time Dispatcher:** Kelley Roberts is currently a Full Time Dispatcher for the Town of Shirley Police Department. However, Ms. Roberts recently accepted a Full Time Dispatching job with the City of Leominster Police Department. Even though she will be working elsewhere, Ms. Roberts has indicated to me that she would like to continue to be employed by the Town of Shirley as a Part Time dispatcher. Ms. Roberts has done a good job since joining Shirley Police Dispatch and I believe that she will be able to assist with covering open dispatch shifts.

**Full Time Dispatcher:** I would like to recommend Kyla Mahoney for the Full Time Dispatcher's position that is going to be open due to Ms. Roberts resigning her full time position as described above. This position will be open effective January 5, 2017. Ms. Mahoney currently works for the Town of Shirley Police Department as a part time dispatcher. She has done a wonderful job working in dispatch and has proven herself to be very reliable. She has consistently helped to cover open dispatch shifts when Full Time Dispatchers have requested time off.

If you have any questions regarding these requests, please feel free to contact me at my office.

Respectfully submitted

Thomas J. Goulden  
Chief of Police

**Shawn R. DeMoura**  
128 Burnham Road  
Lowell, MA 01852  
ShawnDeMoura@gmail.com  
Cell Phone: 978-973-0385

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### Professional Experience

**ADP Management**  
**Consultant**

**Tewksbury, MA**  
**03/2016 - Present**

- Perform background investigations on prospective new hires for policing and related agencies.
- Meet with and call references.
- Cross check and verify information stated on reports and knowledge gained.
- Write reports in regards to information obtained.
- Conduct professional interviews in an appropriate and timely manner.
- Complete all task in a timely manner.

**Commonwealth of Massachusetts**

**Lowell Police Academy Class 2015 R.O.C. 01&02**

**Recruit Officer**

**05/2015 -10/2015**

- Successfully completed the Basic Training Course for Police Officers.
- Commendation for Physical Fitness.
- CPR / First Responder certified.
- COBWEB certified, FEMA 100&700 Certified.
- Firearms certification by MPTC.

**DeMoura Enterprises**  
**Owner**

**Chelmsford, Ma**  
**04/2004 - Present**

- Design and develop plans for private and commercial clients.
- Effectively communicate with property managers and general clientele.
- Maintain and oversee weekly lawn and site maintenance.
- Manage construction deadlines on a timely basis and cost effective budget.
- Plan, coordinate and manage sub-contracted workers.
- Design/build retaining walls, decks, patios, stone walkways and driveways.
- Manage all invoicing, payroll, book keeping, job site budgets.
- Plan strategic and effective marketing based of community data and creating targeted areas.
- Currently hold and maintain a flawless safety record with no injuries to date.

**Pro Service**

**Engineering Technician**

**Wilmington, Ma**

**03/2013 – 03/2014**

- Work along with engineering staff to improve and implement new technology into the manufacturing plant.
- Assist with checking quality of incoming, in-process and processed material.
- Train new shift mechanics and perform maintenance tasks alongside them.
- Perform preventive maintenance task on all operating equipment.
- Develop routine and preventative maintenance procedures.
- Preparing and coordinate the daily work process and other activities that involve maintenance related work.

**Mill City Properties**

**Property Management**

**Lowell, Ma**

**10/2002 - 05/2006**

- Supervising crew.
- Manage building restoration projects.
- Renting / Leasing apartments, condominiums.
- Building Maintenance upkeep schedule.
- Construction, carpentry, electrical, and HVAC work

**Education**

**Chelmsford High School, Chelmsford, Massachusetts graduated: 2005**

**Middlesex Community College, Bedford, Massachusetts**

- Consecutive Dean's List

Focus on:

- Computer Aided Design, Mechanical Drafting – AutoCad Inventor, Solid Works, PCB Design, Mechanical Design and Drafting, Architectural Design and Drafting, Design quality.

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References are available upon request.