

# Town of Shirley

## BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*Holly J. Haase, Chair*

*James D. Wilson., Vice Chair*

*Enrico C. Cappucci, Clerk*

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### BOARD OF SELECTMEN MINUTES July 10, 2017 Town Office Building – Meeting Room A&B

#### 1. Call to Order

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

#### 2. Announcements

##### A. Police Chief Statement - Chair Haase read the following:

- a. “Shirley Police Chief Thomas Goulden and Shirley Board of Selectmen jointly state that they have mutually resolved their employment differences. As such, both parties feel that this resolution remains in the best interest of the Town of Shirley.”
- b. In Memoriam - Chair Haase asked that all in attendance observe a moment of silence for members of the Shirley Community that have passed in the past 6 months. All of these individuals were volunteers or employees of the Town of Shirley.

Kyle Keady, Board of Assessors, Board of Selectmen, Town Administrator, Baseball program

Janina Forest, Senior Work Off

Donatien Forest, Senior Work Off

Jeanette Albert, Shirley Health Committee, Secretary/Treasurer Council on Aging help establish and manage the MART bus program

Randy Freidricks, Senior Work Off

Donald Reed, Shirley Historic Committee, Council on Aging

#### 3. Public Comments - None

#### 4. Hearings, Meetings, Licenses, and/or Appointments

- A. Nashoba Technical High School Alternate Member Appointment, Joint with School Committee and Town Moderator

Chair Haase welcomed Moderator Karen Ludington and School Committee Member Jonathan Deforge up to the table for a joint election of a member of the Nashoba Valley

Technical School Committee. Brian Fulmer introduced himself as the lone applicant for the position on the Nashoba Valley Technical School Committee. Mr. Fulmer is a safety professional with a strong appreciation for trades and trade schools, which made him interested when he heard of a position on this committee, had become vacant.

*Moderator Ludington motioned to appoint Brian Fulmer to a seat on the Nashoba Valley Technical School Committee with a term set to expire on 6/30/2020. Selectmen Cappucci seconded. Selectmen Haase vote aye, Selectmen Wilson vote aye, Selectmen Cappucci vote aye, Moderator Ludington vote aye, Committeeman Deforge vote aye. Motion Passed.*

Moderator Ludington asked for volunteers to serve on the Finance Committee.

#### B. Annual Appointments

*Selectman Wilson motioned to appoint the following:*

Leonard Guercio, Zoning Board of Appeals; term to expire 6/30/2020  
Lora Prescott, Zoning Board of Appeals; term to expire 6/30/2020  
Lee Mirkovic, Zoning Board of Appeals; term to expire 6/30/2019  
Kevin Kelley, Zoning Board of Appeals; term to expire 6/30/2019  
Joshua Bedarian, Zoning Board of Appeals; term to expire 6/30/2018

Darrin Ohanesian, Police Search Committee; term to expire 6/30/2018  
James Quinty, Police Search Committee; term to expire 6/30/2018  
Kristen Denocore; Police Search Committee; term to expire 6/30/2018  
Patrice Garvin, Police Search Committee; term to expire 6/30/2018  
Samuel Santiago, Police Search Committee; term to expire 6/30/2018

*Selectmen Cappucci seconded all the appointments as moved by Selectmen Wilson. He also asked to add one member to the Police Search Committee. After discussion it was decided not add any other members at this time. Vote: Unanimous. Motion Passed.*

#### 5. Town Administrators Report

The Main Street Bridge construction will be starting this week. We plan on utilizing the electronic sign to notify residents of this project.

The Town Clerk has informed me that he would like to add a non-binding question to the Debt Exclusion Election, being held on September 12th. Currently the Planning Board is working on bylaws for marijuana. As the Board knows many Towns have placed moratoriums or created zoning bylaws to deal with the changing legislation around this issue. The Town Clerk thought it may help the Planning Board to understand what the residents of Shirley would consider in regards to the marijuana issue, when drafting the bylaws. I will be working with counsel to draft questions and presenting it to the Board sometime this month.

I will be holding a Department Head meeting at the end of the month of July. This meeting will focus on the beginning of the new fiscal year as well as go over policies and procedures.

I met with the Jamie Merz of ScreenGem Productions who is currently filming a movie around Shirley. There is concern regarding the second movie date of July 14th and the summer concert occurring at the same time. Jamie will be at the meeting to go over plans as to not disrupt the

concert that day.

## 6. New Business

### A. Police Chief Position, discussion

Selectmen Cappucci states that he has watched Acting Chief Santiago excel in the position of Acting Chief of Police, and he would like to see him made full time Town of Shirley Police Chief.

Selectmen Wilson agrees with Selectmen Cappucci, but believes there is no rush to get a new Police Chief and there should be time for pause before the appointment of a new Police Chief. Wilson would like Santiago to continue in his role as Acting Chief while different options for Chief are considered.

Selectmen Haase echoed the sentiment of her colleagues regarding Acting Chief Santiago but would also like more time to consider community input before making a decision regarding the position of Police Chief.

*Selectman Cappucci motioned to appoint Samuel Santiago to the position of Police Chief with a term to expire on 6/30/2020 so long as a contract can be established and agreed upon. No second. Motion Failed.*

Acting Chief Santiago states that he will be loyal and continue serving and protecting the Town of Shirley regardless of his status as Chief. Police Chief's come and go, but he is loyal to the community. Santiago states he would like to bring some stability and unity to the Shirley Police Department while enhancing community policing, updating the protective equipment used by the officers.

Selectmen Haase asks to table this agenda until the next meeting and for members of the community to express their opinion to the Board of Selectmen.

### B. Acting Chief Samuel Santiago

Town Administrator Garvin states that Acting Chief Santiago has been paid his stipend for the work as Acting Chief during Fiscal Year 2017.

*Selectman Wilson motioned to move Samuel Santiago to a Grade 14 Step 1 on the Wage Scale for the remainder of his tenure as Acting Chief of Police. Selectmen Cappucci seconds. All in favor. Motion Passed.*

### C. Tax Collector/Treasurers Office Restructure, Discussion

The following points were made concerning the position of Treasurer/Collector:

- There are a number of towns around the state with the current the position opened unable to find candidates to fill it
- The state is looking for form a task force to look into the problem.
- Should we find an interim Treasurer / Collector to help close out FY2017 and staff the office.

- Should we advertise the position at 30 hours to offer flexibility and look into adding a 19 hour per week assistant help in the office.

After discussion *Selectman Cappucci motioned to have Town Administrator Garvin seek an Interim Treasurer/Collector. Selectmen Wilson Seconded. All in favor. Motion Passed.*

D. FY17 Transfers

Town Administrator Garvin presented the following end of the year transfers to cover potential deficits. The Board of Selectmen and Finance Committee will both need to approve the transfers before they can go into effect.

Transfers to	PD Wages	\$ 6,800.00
	Fire Wages	\$ 1,750.00
	Selectmen's Exp	\$ 14,350.00
	Public Buildings	\$ 2,431.00
	Snow and Ice	\$ 45,687.54
	Library Wages	\$ 2,200.00
	Total	\$ 74,118.54
Transfers from	Dispatch	\$ 6,800.00
	Inspectional Services	\$ 1,750.00
	Computer Operations	\$ 14,350.00
	Assessors	\$ 2,431.00
	Land Use	\$ 900.00
	DPW wages/expenses	\$ 36,079.97
	Street Lights	\$ 1,820.44
	Grounds/Maint	\$ 4,819.12
	Cemeteries	\$ 2,968.01
	Debt	\$ 2,200.00
Total		\$ 74,118.54

*Selectman Cappucci motioned to approve the \$74,118.54 in FY2017 Year End Transfers. Selectmen Wilson Seconded. All in favor. Motion Passed.*

7. Old Business

a. Board of Health Discussion regarding Phase III Landfill – Tabled

b. Town Website

Selectmen Haase introduced Alexandra Begun and Gaynor Beiglebach of the Communications Committee to discuss upgrades to the Town of Shirley Website. Virtual Town Hall presented a new

version of the website to the Communications Committee that would cost \$6,000.00 paid over a three year period (\$2,000.00 per year) plus our annual maintenance fee of \$2,500.00. The upgrade would bring the site to modern standards as well as creating a more user friendly experience.

*Selectmen Cappucci took the chair for the purpose of Selectmen Haase making a motion.*

*Selectman Haase motioned to allow the Communications Committee to move forward with the re-design of the Town of Shirley Website at a cost of \$6,000.00 payable over three years, in addition to the \$2,500.00 annual fee. Selectmen Wilson Seconded. All in favor. Motion Passed.*

**8. Selectmen’s Comments / Liaison Reports**

**9. Correspondence**

Selectmen Haase notes that when the Selectmen receive correspondence for the community it gets forwarded to the appropriate department the issue falls under.

**10. Minutes**

*Selectman Wilson moved to approve the Minutes of June 5<sup>th</sup> and June 26<sup>th</sup>, 2017 as presented. Selectmen Cappucci Seconds. All in favor. Motion Passed.*

**11. Treasury Warrants**

*Selectman Haase moved to accept the weekly treasury warrants. Selectmen Wilson Seconded Selectmen Wilson Seconded. All in favor. Motion Passed.*

6261	7/5/2017	Payroll Warrant	\$814.86				
131	7/5/2017	Payroll Warrant	\$167.23				
6111	7/5/2017	Payroll Warrant	\$5,982.19				
6262	7/5/2017	Payroll Warrant	\$58.01				
		<b>Total Payroll Warrants</b>	<b>\$7,022.29</b>				
2537	7/7/2017	Payable Warrant	\$28,041.29				
2018	7/7/2017	Payable Warrant	\$580.00				
		<b>Total Payable Warrants</b>	<b>\$28,621.29</b>				
		<b>Total Warrants</b>	<b>\$35,643.58</b>				

Next Meeting 8/24/17 at 7:00pm

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


Respectfully submitted,

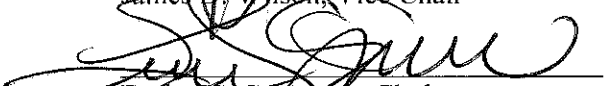
Nathan Boudreau, Executive Assistant

Date Accepted: 6/29/17

	Documents used
1	FY17 End of Year Departmental Transfers
2	Joint Statement Regarding Thomas Goulden
3	Board of Selectmen Minutes of June 5, 2017 and July 10, 2017
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5	
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Holly J. Haase, Chair

  
James D. Wilson, Vice Chair

  
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.*