

# 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

### June 26, 2017

### TOWN OFFICES

The Board of Selectmen re-convened its meeting in open session on Monday, May 22, 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 ADMINISTRATORS REPORT

1. I am pleased to announce that Nate Boudreau completed the MMA Municipal Governing Course, sponsored by Suffolk University. To be accepted into this program the Town has to sponsor the applicant, while the employee pays for their admission. This is a yearlong program, which sole focus is training in municipal government. I want to congratulate Nate on his accomplishment.
2. I wanted to notify the Board that Pat Wojtas the Land Use Assistant has resigned. Pat will be taking on another role in another community. I wish her well. I am in discussion with the Union on how to proceed with this position.
3. After speaking with the Chairman the Town Hall will close early on Monday, July 3<sup>rd</sup> at noon, in reference to the holiday. We will be sending around a memo and placing a notice on the town's webpage.
4. As the Board knows I will be on vacation for Tuesday, June 27<sup>th</sup> until Friday, June 30<sup>th</sup>. I will be available by phone, and Nate will be in the office to offer assistance.

**TREASURY WARRANTS**

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

129	6/21/2017	Payroll Warrant	\$9,214.88				
6125	6/21/2017	Payroll Warrant	\$79,158.72				
9225	6/21/2017	Payroll Warrant	\$13,483.70				
9125	6/21/2017	Payroll Warrant	\$4,362.64				
		<b>Total Payroll Warrants</b>	<b>\$106,219.94</b>				
9607	6/30/2017	Payable Warrant	\$251,362.57				
2517	6/23/2017	Payable Warrant	\$68,921.49				
		<b>Total Payable Warrants</b>	<b>\$320,284.06</b>				
		<b>Total Warrants</b>	<b>\$426,504.00</b>				

**APPROVAL OF MINUTES**

*Selectman Haase moved to accept the minutes of the 5/22/2017 Board of Selectmen’s Meeting as presented. Selectmen Wilson Seconded Selectmen Wilson Seconded. All in favor. Motion Passed.*

1. Regional Dispatch - Tabled
2. Aggregation - Tabled
3. Lawton Road, No Commercial Truck Signs – Tabled
4. Building Access Policy  
 Selectmen Haase stated that she read the policy and would like to sit down and truly re-visit this and all other policies.
5. Abandoned Property request from Historical Commission, discussion - Tabled
6. Nashoba Valley Technical High School – School Committee Appointment - Tabled
7. Chapter 61A Land, Right of First Refusal, Detillion Land 133 Hazen Road

Town Administrator Garvin noted that there was vote from the prior board to refuse the purchase of this property. There was a vote to have the party settle and the Board will need to vote to not exercise their right of first refusal.

*Selectman Haase motioned to not exercise the right of first refusal on 133 Hazen Road. Selectmen Cappucci Seconded. Selectmen Cappucci and Haase in favor, and Selectmen Wilson Abstains. Motion Passed.*

## **NEW BUSINESS**

### 8. MRPC Request for mortgage refinances – 1 Hill Lane

Brian Keating of the MRPC announced that the Department of Housing and Community Development have approved a request from 1 Hill Lane to refinance a mortgage under their affordable homes program. They now request that the Board of Selectmen approve this refinance request.

*Selectman Haase motioned to approve the request to re-finance 1 Hill Lane not to exceed \$90,000.00. Selectmen Wilson Seconded. All in favor. Motion Passed.*

### 9. Appointments of Special Police Officers

*Selectman Haase motioned to approve the appointments of Special Shirley Police Officers from Townsend and Lunenburg as presented with a term to expire 6/30/2018. Selectmen Wilson Seconded. All in favor. Motion Passed.*

### 10. Appointment of Wiring Inspector

Chair Cappucci stated that there are two candidates for this position this year Mr. James Thibaut and Mr. Mark Prokowiew.

Selectmen Wilson applauded both men for their work for the community and as previous Wiring Inspectors. Wilson then asked if they could be appointed Assistant and Wiring Inspector. Selectmen Cappucci points out that there is already an Assistant Wiring Inspector.

*Selectman Haase motioned to appoint James Thibault as Wiring Inspector with a term to expire 6/30/2020. Selectmen Wilson Seconded. All in favor. Motion Passed.*

### 11. Petty Cash Policy and Procedures

Selectmen Haase said that she brought this due to the fact that the Town does not currently have a Petty Cash Policy. Haase announced that she has viewed a number of other communities' policies and would like to see one instituted in Shirley.

### 12. Communication Committee, Discussion - Virtual Town Hall Update

Selectmen Haase states the Communication Committee had a meeting with Virtual Town Hall on Tuesday. The Committee is looking into updating and upgrading the Town's Website and will present to the Board of Selectmen in the upcoming weeks.

13. Actuarial Study Contract

*Selectman Wilson motioned to sign the actuarial study contract. Selectmen Haase Seconded. All in favor. Motion Passed.*

14. Authorization to sign bond anticipation note

Treasurer Collector Smith noted that this was general paperwork to borrow for the MassWorks Grant (Main Street Bridge) that the Town would be reimbursed.

*Selectman Wilson motioned to sign the Authorization to sign bond anticipation note for the Main Street Bridge. Selectmen Haase Seconded. All in favor. Motion Passed.*

**SELECTMEN REPORTS**

Chair Cappucci announces that it has been a pleasure to be the Chair of the Shirley Board of Selectmen for the last 6 months.

*Selectman Cappucci motioned elect Holly Haase as the Chair of the Shirley Board of Selectmen effective 7/10/2017. Selectmen Wilson Seconded. All in favor with Selectmen Haase abstaining. Motion Passed.*

*Selectman Haase motioned elect James Wilson as the Vice Chair of the Shirley Board of Selectmen effective 7/10/2017. Selectmen Cappucci Seconded. All in favor with Selectmen Wilson abstaining. Motion Passed.*

**PUBLIC COMMENTS**

**ANNOUNCEMENTS**

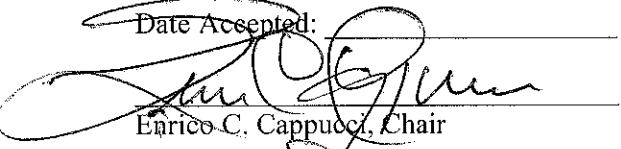
Next Meeting 7/10/17 at 7:00pm


**ADJOURNMENT**

With no further business to discuss, Ms. Haase moved to adjourn the meeting at **7:50p.m.** Mr. Wilson seconded the motion. Unanimously in favor. Motion Passed.

Respectfully submitted,  
Nathan Boudreau, Executive Assistant

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

  
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Enrico C. Cappucci, Chair

  
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Holly J. Haase, Vice Chair

  
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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.*

	<b>Documents used</b>
<b>1</b>	<b>Town of Shirley – Building Access Policy</b>
<b>2</b>	<b>133 Hazen Road – Right of First Refusal Application</b>
<b>3</b>	<b>Townsend and Lunenburg – Special Officers List</b>
<b>4</b>	<b>Actuarial Study Contract</b>
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	