

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  
 May 8th, 2017  
 TOWN OFFICES**

The Board of Selectmen re-convened its meeting in open session on Monday, May 8th 2017 at the Town Offices, Meeting Rooms A & B. Members present were Chair Enrico Cappucci, Holly Haase, James Wilson and Town Administrator Patrice Garvin.

**TREASURY WARRANTS**

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

Warrant #	Warrant Date	Warrant Type	Warrant Amount				
2447	5/5/2017	Accounts Payable	\$98,518.00				
		<b>Total Payable Warrants</b>	<b>\$98,518.00</b>				
		<b>Total Warrants</b>	<b>\$98,518.00</b>				

**MINUTES**

*Selectman Haase moved to approve but not release the minutes of April 6<sup>th</sup> 2016, May 2<sup>nd</sup> 2016, and June 6<sup>th</sup> 2016. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

*Selectman Haase moved to approve the minutes of April 8<sup>th</sup> 2017. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

## **PUBLIC HEARINGS**

### **1. National Grid Pole Hearing**

*Selectman Wilson moved to open the Public Hearing at 7:05. Selectmen Cappucci Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

A National Grid representative spoke regarding the need for these two poles to connect a solar farm.

*Selectman Wilson moved to close the Public Hearing at 7:09. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

*Selectman Wilson moved to approve the Pole application as presented. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

### **2. Personnel Board Wage and Classification Hearing**

*Selectman Haase moved to open the Public Hearing at 7:10. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

Personnel Board Member Paul Przybyla spoke regarding the board FY18 proposal. This year they were able to use a Human Resources Study done in 2015 to move positions into grades that the board believes are more appropriate.

Hazen Memorial Library Board of Trustee Elizabeth Quinty states that she would be bringing an amendment forward at Town Meeting to amend the Library Directors salary.

*Selectman Haase moved to close the Public Hearing at 7:17. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

*Selectman Haase moved to accept the FY18 Wage Scale and Classification Schedule. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

## **OLD BUSINESS**

### **3. Annual Town Meeting Warrant**

Town Administrator Garvin announced that the Warrant was printed and posted, and should be arriving via mail in the upcoming days. The Warrant is also on the Town of Shirley Website and Facebook Page.

### **4. Regional Dispatch – Tabled**

### **5. Aggregation – Tabled**

### **6. Public Postings**

Town Administrator Garvin spoke regarding the rising costs of posting in the Nashoba Valley Voice

and other publications. She stated, as requested by the BOS, she checked with Action Unlimited it was determined that it would be about half the cost and still count as a regional paper.

7. Lawton Road – No Commercial Truck Sign – Tabled

**NEW BUSINESS**

8. Request for use of Credit Card – Recreation Commission

Commission Member Begun came forward to request use of the Town Credit card to purchase patches from a vendor that does not invoice.

*Selectman Haase moved to allow the recreation commission to use the Town Credit Card to buy patches. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

9. Process of Notifying Abutters

Selectmen Haase read a memo from Executive Assistant Nathan Boudreau regarding the process in which the Board of Selectmen's Office notifies abutters of Public Hearings.

10. Downtown Sign Use

Selectmen Haase spoke regarding the Downtown Electronic Sign she believes should be used for Town business strictly. With Town Meeting within the next week she believes it may not be appropriate to advertise charitable events at this time.

11. Letter to District Attorney regarding recreation Audit

Selectmen Haase read a letter she wrote on behalf of the Board of Selectmen to the District Attorney regarding the audit of the Recreation Commission.

*Selectman Wilson moved to sign the letter to the District Attorney and send with a copy of the audit included. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

12. Interim Principal Assessor

Assessor Dorothy Wilbur announced that Principal Assessors Connor has resigned. They would like to appoint an interim clerk to keep the office open during the hiring process of a new Principal Assessor.

Town Administrator Garvin states that she would need to speak with the Clerical Union before moving forward with any interim position.

*Selectman Haase moved to post the Interim Clerk Position while seeking union approval. Selectmen Wilson Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

**PUBLIC COMMENTS**

Acting Chief Santiago came forward to request permission to hire a full time Police Officer and a Full Time Dispatcher.

Selectmen Wilson suggests putting together a Police Officer Search Committee.

*Selectman Wilson moved to create a Police Officer Search Committee. Selectmen Haase Seconded. Enrico C. Cappucci vote Aye. Holly Haase vote Aye. James D. Wilson votes Aye. Motion Passed.*

Keith Begun requested a Town Credit Card be issued to the Recreation Commission. He stated they did have one in the past. The use is for items over the weekend that may be needed.

Keith Begun also asked about additional key cards for the Receptions Commission. He stated that it is difficult for them to get into the building for equipment on weekends with just once card for all Commission members.

**ANNOUNCEMENTS**

Next Meeting 5/15/17 at the Ayer Shirley Middle School at 6:45 p.m.

**ADJOURNMENT**

With no further business to discuss, Ms. Haase moved to adjourn the meeting at 7:50p.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.*

	<b>Documents used</b>
<b>1</b>	<b>Town Meeting Warrant</b>
<b>2</b>	<b>FY2018 Wage and Classification Schedule</b>
<b>3</b>	<b>Letter to District Attorney Regarding Recreation Commission Audit.</b>
<b>4</b>	<b>Memo from Nathan Boudreau regarding process of notifying abutters of public hearing.</b>
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