

Town of Shirley

BOARD OF SELECTMEN



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

David N. Swain, Chair

Kendra J. Dumont, Vice Chair

Armand Deveau, Clerk

TEL: (978) 425-2600, x200

Fax: (978) 425-2602

Selectmen@shirley-ma.gov

BOARD OF SELECTMEN MINUTES of June 18, 2012 7:00pm TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, June 18, 2012 at 7:00 p.m. at the Town Offices with Chairman David N. Swain presiding and Selectmen Armand Deveau and Kendra Dumont and Chief Administrative Officer David Berry in attendance.

CALL TO ORDER

Announcement: In addition to the SPACO audio and video taping of this meeting, the Board records the meeting with an audiotape player for the purpose of creating these minutes

TREASURY WARRANTS

The following warrants are for your attention tonight:

Payroll warrant	# 0150	<u>06/13/12</u>	\$ <u>5,639.92</u>
Payroll warrant	# 6150	<u>06/13/12</u>	\$ <u>23,854.28</u>
Payroll warrant	# 9150	<u>06/13/12</u>	\$ <u>9,657.27</u>
Payroll warrant	# 0151	<u>06/20/12</u>	\$ <u>7,449.08</u>
Payroll warrant	# 6151	<u>06/20/12</u>	\$ <u>24,216.47</u>
Payroll warrant	# 9151	<u>06/20/12</u>	\$ <u>10,408.51</u>
Payable warrant	# 2502	<u>06/13/12</u>	\$ <u>54,615.00</u>
Payable warrant	# 2512	<u>06/20/12</u>	\$ <u>116,186.69</u>

Selectman Dumont makes a **Motion to approve the Treasury Warrants as posted for June 18, 2012.** Selectman Armand Deveau **Seconded.** Armand Deveau vote **Aye**, Kendra J. Dumont vote **Aye** and Chairman David Swain vote **Aye**.

APPROVAL OF MINUTES

Selectman Dumont made the **Motion to approve the Minutes of April 30, 2012 and May 14, 2012. Selectman Deveau Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chairman David Swain vote Aye.**

NEW BUSINESS

1. Appointments: Town Boards, Committees and Commissions

Selectman Dumont makes a **Motion to appoint Nicole Hunt Assistant Accountant term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Michael Labbe, A. Dawn McCall and Pamela Torres to the Advisory Board, Board of Health (Recycling), terms to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Ward Baxter and Brian Callahan to the Benjamin Hill Park Committee term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Robert Huxley and Thomas Sefranek to the Board of Registers term to expire June 30, 2015 for Robert Huxley and June 30, 2013 for Thomas Sefranek. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Kathleen Rocco as the Executive Assistant to the Board of Selectman for three years, term to expire June 30, 2015. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Gary Rhodes to the Building Commission term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Paulette Arakelian, Enrico Cappucci Rich Dill and Carl Mock, to the Cable Advisory Committee term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Henry Hoecker, Jodie Rachman, and Mary Sullivan, Henry Hoecker term to expire June 30, 2013, Jodie Rachman to expire June 30, 2013 and Mary Sullivan to expire June 30, 2015. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Steven Schneider to Conservation Agent term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Anna MacDonald as the Conservation Secretary term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint as Members to the Conservation Committee, Nancy Askin term to expire June 30, 2013, Rita Bortell term to expire June 30, 2015 and Robert Burkhardt Term to expire June 30, 2015. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint John Oelfke as the Director for the Council of Aging term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Council of Aging Members, Barbara Nole term to expire June 30, 2015 and Nancy Siedlinski term to expire June 30, 2015. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Dennis Levesque as the Emergency Management Director, term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Katie Hawthorne as the E-911 coordinator term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Sally Carlson to the Insurance Advisory term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Enrico Cappucci to the J-BOS as a member for the Board of Selectman term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Donald Farrar as the local Inspector term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Richard Hatch as Mart Advisory term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Douglas Perry and Robert Perry as full-time Meals on Wheels Bus Program terms to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Olga Pender and Aida Dombrowski as part-time coordinator dispatch terms to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint to the Personnel Board, Bobbi Jo Colburn and Ellen Doiron terms to expire June 30, 2015 and Holly Haase term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint John Bigelow term to expire June 30, 2013 as the alternate Plumbing Gas Inspector. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Robert Friedrichs as the Plumbing & Gas Inspector term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Dennis Levesque as the Right-to-Know coordinator term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye**

Selectman Dumont makes a **Motion to appoint Pamela Callahan as Assistant to the Public Works term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint as Junior Laborer Lee Farrar, term to expire June 30, 2013 and as part-time place Michael Hampson and Robert Perry terms to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Deveau makes an amendment to strike Public Works for DPW. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.

Selectman Dumont makes a **Motion to appoint Eric Aaltonen as the Sealer of Weights and Measures term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Janet Poitras as Assistant Treasurer term to expire June 30, 2013 and Kevin Johnston as Treasurer term to expire June 30, 2015. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Mark Prokowiew to the Assistant Wiring Inspector term to expire June 30, 2013 and James Thibault as the Inspector term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Dwight Detillion as the Veterans Agent term to expire June 30, 2013. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Kathy Davis to the Zoning Board of Appeals Associate term to expire June 30, 2016. Heather Hampson as the Clerk, term to expire June 30, 2013. Charles Green as a Member term to expire June 30, 2015 and Marcia Kovner term to expire June 30, 2016. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Dumont makes a **Motion to appoint Donald Farrar as the Zoning Officer term to expire June 30, 2015. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

2. Request from COA Director for Grant from Winslow Fund

Chairman Swain addressed the request from COA Director John Oelfke, who is requesting CO-2 Detectors for the needy senior. Chairman Swain stated that all requests should go-through the Shirley Charitable Organization. He reminded Mr. Oelfke that the Shirley Charitable Association became the conduit for all future funds from the Winslow Fund Account and was voted by the Board of Selectman. Mr. Oelfke stated that the issue he has is with the process of and lack of book-keeping. Kevin Johnston, Administrator for the Shirley Charitable, explained the process with the Winslow Fund.

3. Old Hazen Memorial Library RFP

Chairman Swain addressed the Old Hazen Library RFP. He stated that the Town of Shirley received one bid in the amount of \$65,000.00. Having only one bid, the BOS would like to then receive an appraisal on the value of the building to render a decision. They noted that they would pay for the Appraisal out of the Public Buildings Account to get an appraisal.

Selectman Kendra J. Dumont makes a **Motion to get an appraisal for the Old Hazen Library monies to come from the Public Buildings Fund not to exceed \$1,000.00. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

4. Driveway Permits – 9 Brown Rd & 78 Patterson Rd

Chairman Swain addressed the driveway permits. With respect to the Application for 9 Brown Road, the BOS previously approved it but a minor change has occurred in the layout. Selectman Deveau noted to the Chairman as to the time constraints and sign-offs for the prior approval.

Selectman Kendra J. Dumont makes a **Motion for the driveway permit for 9 Brown Road for Kevin and Susan Heinz subject to the sign-offs from all appropriate departments providing that all terms and conditions are met. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Kendra J. Dumont makes a **Motion for 78 Patterson Road for Ruth Zimmerman providing all terms and conditions are met. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

5. Review and Endorse Assessors' Financial & Tax Recap Timeline

Review and endorse the Timeline schedule for the Recap as well as the Special Town Meeting that will occur on Monday, September 24, 2012. (See Attached)

6. Surplus to Deficit Transfer

Chairman Swain addressed the Surplus to Deficit Transfer. The Request will need to be endorsed by both the BOS and the Finance Committee, which is allowed under State law for the last two months of the Year.

First request is for \$2,500.00 for an additional Town Audit as required by the Town Accountant.
The second request is for \$1,000.00 for the Police Chiefs Salary per the Contract that we signed.
The third request is for \$2,750.00 for the remaining payroll and stipends for EMT's.

Selectman Kendra J. Dumont makes a **Motion to transfer from line item 4235000 to line item 125313 the amount of \$2,500.00 for the Audit. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Kendra J. Dumont makes a **Motion to transfer from line item 4235000 to budget line item 2115102 the amount of \$1,000.00 for the Police Chiefs Salary. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

Selectman Kendra J. Dumont makes a **Motion to transfer from line item 640002315107 to line item 6400023315103 the amount of \$2,750.00 for the remaining payroll and stipends for EMT's. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

7. Review Options for Town Signs

Chairman Swain addressed the review of options for the Town Signs that CAO Dave Berry researched. Mr. Berry noted that Job Corps did not want to involve themselves because of the gold-leaf lettering. He further noted that he did get estimates from Duvall Sign Company, which involved replacing the signs with various materials. Pricing ranged up to \$4,000.00 with two sided lettering and replacing the sign. The conclusion would be two sets of signs would need to be replaced equating to double the cost. (See Attached)

Selectman Deveau stated having our existing signs refinished and re-planed without the gold-leaf and just gold lettering using the color scheme found on the Benjamin Hill signs as an example. Use gold paint with a maroon background. CAO Berry will check with Duval Signs with the above criteria and come back with the outcome.

8. Request for 5-Ton Limit on Longley Rd

This request is from a citizen in Town whom could not attend this meeting, being out of Town. Discussion ensues between the BOS and CAO Berry as possible solutions to circumventing and restricting traffic of the trucks to another route. Selectman Dumont suggests that the BOS let the individual come in next week to present his issues to the BOS.

9. Discussion – Town Offices Hours

Chairman Swain contemplates the reasoning behind the reduction of Town Office Hours in prior years. He would like to have the BOS have an open discussion on should the Town Offices be open on Friday up until Noon. This would require all employees to have a 40 hour work week and adjustments could be made to accommodate this change. Access to the public should present a priority in the Town. Further discussion

ensues that a 40 hour work week would become necessary and Town Employees would adjust their schedule accordingly. The Town Hall should be staffed 5 days a week with normal business hours.

Selectman Kendra J. Dumont makes a **Motion to open Town Hall with traditional business hours, Monday through Friday, a 40 hour work week with the building to be closed at Noon on Fridays, effective starting fiscal year, July 2, 2012. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.**

10. One Day Liquor License – American Legion

Chair Swain noted that the BOS will only be signing the one day liquor license for the American Legion Fund Raiser consequently because of a rain date to be held on June 23, 2012 on the grounds of the War Memorial Building from Noon till 6 PM and the rain date would be Sunday June 24, 2012 from Noon till 6 PM as well. This fund raiser is specifically for a family.

UPDATE FROM Chief Administrative Officer

CAO Berry addresses the BOS with several updates.

- Chief Massek was able to procure Grant funding from the State for \$15,900.00 of the Grant to offset the dispatcher salary from June 5 through June 30, 2012 returning these funding. Also funding was procured for other cosmetic upgrades for the dispatch area.
- The RFP for the ball fields closed on June 7, 2012 without any proposals
- The BOS signed an application for Massachusetts Municipal Management Program and the Town has been selected along with twenty other Towns to possibly receive funds from the State. The Town will be participating in that program from Late July into December. CAO Berry will be vigilant in updating the Board with specifics as they occur. This will assist the Board of Selectmen in analyzing performances in Town departments.
- Chief Massek and CAO. Berry met with George Ramirez in discussion for Frost Street. After Mr. Ramirez would like to do research and suggests that he would like to meet again with a MOA from the Town.
- Headwall from the collapsing of the Catacunemaug bridge and has been cleaned by the DPW. Results of securing the bridge with a steel plate has segued into its safety. A cost effective solution will be researched and updates will be occurring systematically. The Conservation Commission did issue an emergency certificate.
- The working group for Solarize Shirley will be including CAO Berry, Mr. Dumont and Mr. Johnston and will be meeting with the solarized Shirley Group to discuss and interview the four proposals they have received and narrow down to the final selection.
- The benches in front of the Net Variety Store had been installed and maintained by Verizon approximately 20 years ago and needs to be addressed because of the rundown condition. John Guthrie is checking with Verizon's Real Estate office for the removal of said benches.

PUBLIC COMMENTS

Rich Dill has taken care of a SPACO document concerning another channel through Comcast and all proper documentation has been received by the Town of Shirley. On a go-forward basis, after consulting with the

proper departments and to alleviate any further confusion, SPACO will be receiving any correspondence from Comcast.

ANNOUNCEMENTS

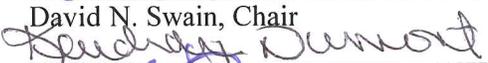
Next BOS Meeting – Monday, June 25, 2012
Town Offices will be Closed - Wednesday, July 4, 2012
SPACO Government Channel 10 has been moved to Channel 99

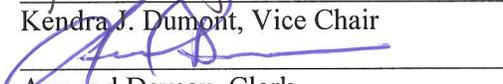
With no further business to discuss, Selectman Kendra J. Dumont makes a Motion to adjourn at 7:52 PM. Seconded. Armand Deveau vote Aye, Kendra J. Dumont vote Aye and Chair David Swain vote Aye.

Respectfully submitted,
Kathleen Rocco

Date Accepted: July 9, 2012



David N. Swain, Chair


Kendra J. Dumont, Vice Chair


Armand Deveau, Clerk