



# Town of Shirley

## BOARD OF SELECTMEN

7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*David N. Swain, Chair*

*Kendra J. Dumont, Vice Chair*

*Robert E. Prescott, Jr., Clerk*

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## BOARD OF SELECTMEN

### MINUTES

**January 5, 2015**

**7:00pm**

**TOWN OFFICES**

The Board of Selectmen convened its meeting on Monday, January 5, 2015 at the Town Offices, Meeting Rooms A & B, Chairman David N. Swain presiding, with Selectmen Kendra J. Dumont, Robert E. Prescott, Jr., and Town Administrator Patrice Garvin in attendance.

#### CALL TO ORDER

Chairman Swain called to Order the Board of Selectmen's Meeting at 7:00pm

#### TOWN ADMINISTRATOR REPORT

Town Administrator Patrice Garvin gave her weekly report to the Board of Selectmen. She reported that she met with John Hume of MRPC to discuss the Block Grant they will be writing on behalf of the Town of Shirley. MRPC has decided to waive the \$3000 fee that we were going to fund from a special revenue account for housing. The block grant will be submitted sometime in February. The Block grant is also an agenda item to discuss community priorities for the grant.

TA further reported that she also met with Mr. Hume regarding the Master Plan. The Master Plan Committee disbanded back in the spring of 2014. Rather than reinstitute and try and find members, she asked the Planning Board Chairman if they could use the meeting with the Land Use Chairs that she holds every month. Garvin will post these meeting and the agenda to allow anyone in the public to attend. The using of this group will assist in disseminating information to all Land Use Boards in a more effective manner. She will plan to speak with the town Clerk to let her know, and if she has issues, Garvin will simply have the Planning Board appoint this group as the Master Plan Committee.

TA Garvin informed the Board of the Trash shortfall for FY15. She noted that they have been monitoring this shortfall and feel that it has come to the point where it needs to be addressed. Currently for FY15 the shortfall is at \$50,000. The selling of the bags and the money the Town funds the Trash each year is not enough to run the program. Garvin stated that they need to take money from the stabilization fund to cover the shortfall, which will also affect FY16. She was told that the funding of the trash was cut back several years ago, and Garvin thinks they are now seeing that it may have been too deep of a cut for the program and

it is coming to a head this year. The Board of Selectmen needs to decide whether to have it on the February Town Meeting or April's Town Meeting.

Garvin noted that interviews for the DPW Laborer will be held on January 6<sup>th</sup> and will bring a candidate to the Selectmen for approval at their next meeting.

TA reported that the FY16 budget process has begun. Department budgets are due January 16<sup>th</sup> and will supply the Selectmen with a budget schedule.

Garvin stated that she has received a letter from Town Counsel regarding Determinations and Consent. She has forward to the Selectmen and asked that they vote and sign the consent form. Once she hears back from Town Counsel, she will update the Board.

Selectman Dumont moved to approve Kopelman & Paige's letter for Determinations and Consent. Selectman Prescott Seconded. Robert E. Prescott, Jr., vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

TA was please to inform the Board that the Fire Chief has received a check for \$9500 from the Shirley Hose Company, to put towards the purchase of a new Thermal Image Camera. Fire Chief Levesque received a grant for \$4300 from Emergency Management to put with the \$9500 donation, which will allow the Department to make this purchase. She thanked the Shirley Hose Company for their donation.

Town Administrator announced her next open office hours for the public is January 20, 2015 at 5:00pm.

Garvin reported that Fire Fighter Cody Roberts had resigned effective January 5<sup>th</sup>. Chief Levesque, as strong chief, appointed Mathew Glennly to replace Roberts.

<b>TREASURY WARRANTS</b>
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Payroll warrant # 0126	<u>12/24/14</u>	<u>\$ 5,459.57</u>
Payroll warrant # 6126	<u>12/24/14</u>	<u>\$ 27,955.66</u>
Payroll warrant # 9126	<u>12/24/14</u>	<u>\$ 11,254.87</u>
Payroll warrant # 0127	<u>12/31/14</u>	<u>\$ 4,618.06</u>
Payroll warrant # 6127	<u>12/31/14</u>	<u>\$ 28,818.14</u>
Payroll warrant # 9127	<u>12/31/14</u>	<u>\$ 29,797.65</u>
Payable warrant# 2265	<u>12/24/14</u>	<u>\$ 120,637.26</u>
Payable warrant# 2275	<u>12/31/14</u>	<u>\$ 5,613.91</u>
Payable warrant# 9305	<u>12/31/14</u>	<u>\$ 175,577.00</u>
Payable warrant# 2285	<u>01/07/15</u>	<u>\$ 33,079.35</u>

Selectman Dumont moved to accept the following Treasury Warrants as presented. Selectman Prescott Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye, and Kendra J. Dumont vote Aye..

## APPROVAL OF MINUTES

Selectman Dumont made the Motion to accept the Minutes of December 16, 2014 and Executive Session Minutes of November 17, 2014. Selectman Prescott Seconded. Robert E. Prescott vote Aye, David N. Swain vote Aye and Kendra J. Dumont vote Aye.

## OLD BUSINESS

1. Energy Committee Update - Leases - Tabled

## NEW BUSINESS

2. 7:05 Public Hearing – Community Development Block Grant Application

John Hume of MRPC reviewed with the Selectmen the process of the CDBG application. Mr. Hume noted that the intention of this program is to assist low and moderate income residents to improve their housing situation. Examples of eligible improvements include:

- Repair or replacement of roofs, windows, doors;
- Upgrade to heating, plumbing and electrical systems;
- Structural repairs;
- Repair or replacement of septic systems;
- Addressing energy efficiency issues;
- Fuel Assistance

He noted that the Town of Lancaster has indicated in teaming up with the Town of Shirley in the CDBG process, which jointly could bring the grant amount of \$1million, each town receiving \$500,000.

War Memorial Trustee Norm Albert inquired if this grant could be used for the War Memorial Building. Mr. Hume explained that the current round of the Block Grants is designated towards low to moderate income residents of the Town. He recommended that the Trustees submit grant applications for next year's round in February.

Selectman Dumont moved to support the Housing Rehabilitation Program and the Home Heating Fuel Assistance Program for the Community Development Block Grant. Selectman Prescott Seconded. Robert E. Prescott, Jr., vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

3. CDBG/GMS Online grant submission request

Selectman Dumont moved to authorize Glenn Eaton to be the Town's designated person to have access to IntelliGrants. Selectman Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

4. War Memorial Trustees Request for Use of Legal Counsel

War Memorial Trustees Theresa Richards and Norm Albert came before to the Board of Selectmen to request that the Trustees have a face-to-face time with Town Counsel regarding the responsibilities and accountabilities of the War Memorial Trustees and the War Memorial Building.

Town Administrator Patrice Garvin suggested that once Town Counsel rules at this point in time, the War Memorial Trustees must accept that opinion.

Town Counsel will be coming to Shirley mid-February, for preparation for the upcoming Special Town Meeting. At that meeting, the War Memorial Trustees may meet with Town Counsel.

5. Cash Audit Discussion

Town Administrator Patrice Garvin and Town Accountant Bobbi Jo Colburn went through the report submitted by Guisti, Hingston and Company regarding cash reconciliation. It was noted that after the departure of the past Town Treasurer, an audit was done on the bank reconciliations prepared the Treasurer's office. Colburn stated overall in the end, everything reconciled to the Ledger. Selectman Prescott thanked the Town Employees through work in this process.

6. Temporary Assistant Treasurer Position Discussion –Vote may be taken

TA Garvin noted that the current Treasurer and Town Accountant have asked to have some temporary help in their offices to help them catch up in their work. Noting that the Treasurer has been delayed in trying to focus doing her work due to trying to catch up with all the back log.

Garvin stated that position will be part time temporary position, ending June 30, 2015. Chairman Swain asked if this position will also assist with the Town Collector as well. Garvin stated that temporary position will help her office, but, the financial offices will handle the internal part of this job.

Selectman Dumont moved to approve the 16 hour temporary assistant treasurer position until June 30, 2015. Selectman Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

7. BOS Handbook Discussion

Board of Selectmen reviewed the Board of Selectmen Handbook that was put together by Town Administrator Patrice Garvin. Chairman Swain noted that vast majority of the handbook has been already approved.

The Selectmen reviewed the section of the handbook with some corrections and clarifications for the Town Administrator to fix.

8. Driveway Permit – Lot 1 Morse Circle

Selectman Dumont moved to approve the Driveway Permit for Lot 1, House 1 on Morse Circle with the attached Order of Conditions. Selectman Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

9. Draft STM Warrant

Town Administrator Garvin reviewed the Draft Special Town Meeting Warrant with the Selectmen.

- Article 1 – Amend Article 1.4 “Zoning Districts’ of the Zoning Bylaw
- Article 2 – Insert Article 1.8 “Electronic Copies” of the Zoning Bylaw
- Article 3 – Amend Section(s) 3.7-3.8 District Regulations
- Article 4 – Amend Section 13 “Description of District Boundaries”
- Article 5- Amend Zoning Map \_\_\_ Parcel \_\_\_
- Article 6 - National Grid Easement
- Article 7 - Solar Tax Agreement
- Article 8 – Trash Shortfall

**EXECUTIVE SESSION**

Selectman Dumont moved to go into Executive Session under M.G.L. c.30A, § 21 (3): For the purpose to discuss strategy with respect to the Police Union if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares; votes may be taken and to return to open session for adjournment purposes only. Selectmen Prescott Seconded. Robert E. Prescott, Jr. vote Aye, Kendra J. Dumont vote Aye and David N. Swain vote Aye.

**PUBLIC COMMENTS**

**ANNOUNCEMENTS**

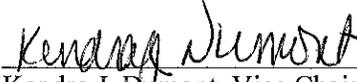
**ADJOURNMENT**

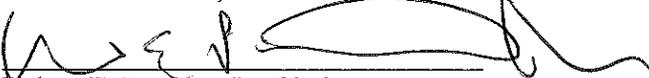
With no further business to discuss, *Motion and Seconded to adjourn, Robert E. Prescott vote Aye , Kendra J. Dumont vote Aye, and David N. Swain, vote Aye .*

Respectfully submitted,  
Kathleen Rocco

Date Accepted: JAN 12, 2015

  
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David N. Swain, Chair

  
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Kendra J. Dumont, Vice Chair

  
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Robert E. Prescott, Jr., 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.*