



# Town of Shirley

## BOARD OF SELECTMEN

7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812

*Robert E. Prescott, Jr., Chair*

*Kendra J. Dumont, Clerk*

*Enrico C. Cappucci, Member*

TEL: (978) 425-2600, x200

Fax: (978) 425-2602

[Selectmen@shirley-ma.gov](mailto:Selectmen@shirley-ma.gov)

## BOARD OF SELECTMEN

### MINUTES

June 6th, 2016  
7:00 pm

### TOWN OFFICES

The Board of Selectmen convened its meeting on Monday, June 6th, 2016 at the Town Offices, Meeting Rooms A & B, Chairman Robert E. Prescott, Jr. presiding, with Selectmen Kendra J. Dumont, Enrico C. Cappucci, and Town Administrator Patrice Garvin in attendance.

#### CALL TO ORDER

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

*Selectmen Cappucci announced that he would be recording the meeting on his own personal voice recorder.*

#### TOWN ADMINISTRATOR REPORT

The Town Administrator gave her weekly report.

The Town's Complete Streets prioritization plan has been submitted in order to comply with the Complete Streets grant the Town is submitting. We worked with the DPW to determine the prioritization plan and are awaiting the states response.

The Draft Master Plan has gone to the Planning Board. The Planning Board discussed the Master Plan at their meeting on June 1st. Once the Master Plan is reviewed by the Planning Board it will be distributed to all other Boards/Committees for review. The final review step before adoption will be to hold public hearings sometime this summer. The Master Plan is a very in-depth document that will take time to review.

The Economic Development Committee is finalizing their Business Directory of almost 300 businesses. A letter will be going out to the all the local businesses and a Business Summit is being planned for sometime this summer. We will be inviting local businesses to gather to give input on how the Town can best serve these local businesses.

The Shirley Charitable Foundation Summer Concerts on the Common begins on Friday, June 17th at 6pm. More information can be found on the Towns website.

Finally, Eric Downes had given his notice and his last day will be June 10th. Eric worked at the DPW and is leaving for better opportunities. I would request permission to post the position, with the ability to obtain a CDL license within 15 months.

**TREASURY WARRANTS**

Selectman Cappucci *Motioned to accept the following Treasury Warrants as presented. Selectman Dumont Seconded. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye and Robert E. Prescott, Jr. vote Aye.*

Payroll warrant	<u>149</u>	<u>6/1/16</u>	<u>\$ 4,433.86</u>
Payroll warrant	<u>6149</u>	<u>6/1/16</u>	<u>\$ 32,007.52</u>
Payroll warrant	<u>9149</u>	<u>6/1/16</u>	<u>\$ 1,479.53</u>
Payable warrant	<u>2256</u>	<u>6/1/16</u>	<u>\$143,673.11</u>
Payable warrant	<u>9446</u>	<u>6/1/16</u>	<u>\$ 61,633.38</u>
Payable warrant	<u>2266</u>	<u>6/3/16</u>	<u>\$ 37,966.38</u>

**APPROVAL OF MINUTES**

*Selectmen Cappucci motions to approve the minutes of the May 23<sup>rd</sup> 2016 meeting as presented. Selectman Dumont Seconds the Motion. Enrico C. Cappucci votes Aye, Kendra J. Dumont votes Aye, Robert E. Prescott votes Aye. Motion Passes.*

*Selectmen Dumont motions to approve the minutes of the September 12<sup>th</sup> 2015 Executive Session as presented. Chairmen Prescott Seconds the Motion. Enrico C. Cappucci Abstains, Kendra J. Dumont votes Aye, Robert E. Prescott votes Aye. Motion Passes.*

*Selectmen Dumont motions to approve the minutes of the October 19th 2015 Executive Session as presented. Chairmen Prescott Seconds the Motion. Enrico C. Cappucci Abstains, Kendra J. Dumont votes Aye, Robert E. Prescott votes Aye. Motion Passes.*

*Selectmen Dumont motions to approve the minutes of the October 27<sup>th</sup> 2015 Executive Session as presented. Chairmen Prescott Seconds the Motion. Enrico C. Cappucci Abstains, Kendra J. Dumont votes Aye, Robert E. Prescott votes Aye. Motion Passes.*

*Selectmen Dumont motions to approve the minutes of the November 3<sup>rd</sup> 2015 Executive Session as presented. Chairmen Prescott Seconds the Motion. Enrico C. Cappucci Abstains, Kendra J. Dumont votes Aye, Robert E. Prescott votes Aye. Motion Passes.*

*Selectmen Dumont motions to approve the minutes of the November 16<sup>th</sup> 2015 Executive Session as presented. Chairmen Prescott Seconds the Motion. Enrico C. Cappucci Abstains, Kendra J. Dumont votes Aye, Robert E. Prescott votes Aye. Motion Passes.*

**OLD BUSINESS**

1. Energy Committee Update

**NEW BUSINESS**

2. Shirley Meetinghouse Grant Award Announcement

Mr. Robert Adam announced that the Shirley Meetinghouse has received a \$97,000 cultural grant for facilities improvement. This is a matching grant and Mr. Adam believes this is the largest cultural grant received in the history of the Town. This grant will assist in upgrading the facility without changing its historical significance. Also included in the grant will add a handicap accessible restroom which will allow much more activity.

Chairmen Prescott thanked Mr. Adam and the whole Shirley Meetinghouse Committee.

3. Joint Election of Recreation Commission

Chairman Prescott reads the following:

The Shirley Planning Board and Board of Selectmen will hold an election on Monday, June 6<sup>th</sup> at the Town Offices, 7 Keady Way, to elect a member of the Shirley Recreation Commission. Any persons interested in serving on the Recreation Commission are asked to send letters of interest to Executive Assistant Nathan Boudreau at Town Hall or nboudreau@shirley-ma.gov no later than 5/19/2016 at noon. Persons unable to attend the public hearing, may forward their comments in writing to the Board of Selectmen, 7 Keady Way, Shirley, MA 01464 prior to the hearing.

*Recreation Commission Chair HK Begun opened the meeting of the Recreation Commission for the purpose of the Joint Election.*

*Selectmen Cappucci motions to appoint Erin Deforge to the Recreation Commission for a term to expire at the 2017 Shirley Annual Town Election. Prescott vote Aye, Dumont votes Aye, Cappucci Votes Aye. Begun vote Aye, Cournoyer vote Aye. Motion Passed.*

*Recreation Commission Chair HK Begun motions to close the meeting of the Recreation Commission for the purpose of the Joint Election. Cournoyer votes aye. Motion passes.*

4. Signing of Collins Center Community Compact Contract – Vote May Be Taken

TA Garvin states that as a member of the Governors Community Compact Initiative the Town had to pick points of interest which financial policies was one of. To do this the Town will need to sign into an agreement with The Collins Center to work on Financial Policies. This would award a \$13,500 grant and cost nothing for the Town.

*Selectman Cappucci Motions to allow the Chairman to sign the Collins Center agreement. Selectman Dumont Seconds the Motion. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott votes Aye. Motion Passes.*

5. Recommendation of Candidate for Town Accountant Position

TA Garvin stated that after an extensive search with many ups and downs and a need to re-advertise the position there is finally a recommended candidate for Town Accountant. After two formal interviews Donna Allard is the recommendation from the Board of Selectmen.

Chairmen Prescott said after a positive interview with Donna and hearing some of the positive things she could assist the Town with he is positive on bringing her on as the Town Accountant.

Selectmen Dumont states Mrs. Allard has a wonderful resume and believes she would be a great asset for the community.

Selectmen Cappucci asks Allard if she has a degree from Anna Maria College.

Allard states she does not have a degree but is a certified municipal accountant.

*Selectman Cappucci Motions to appoint Donna Allard as the Town Accountant pending contract negotiations. Selectman Dumont Seconds the Motion. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott votes Aye. Motion Passes.*

6. Adoption of MRPC Hazard Mitigation Plan

TA Garvin states this has been kicked around for a while and the MRPC is asking for movement on the matter. There is an 800+ page document on this in the Selectmen's office.

*Selectman Cappucci Motions to adopt the MRPC Hazard Mitigation Plan. Selectman Dumont Seconds the Motion. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott votes Aye. Motion Passes.*

7. FY17 Annual Appointments.

*Selectman Dumont Motions to appoint / re-appoint all of the appointees brought forward that are not litigants against the Town. Selectman Prescott Seconds the Motion. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott vote Aye. Motion Passes.*

Selectmen Cappucci states that he has spoken with the Fire Chief and Ambulance Director and he knows that there is no coverage for the remainder of the month of June. He knows TA Garvin is working on this issue but believes it is priority and the Board needs to do something about it.

Garvin states that the Town is indeed covered just by people that are on call and are not in the actual building awaiting calls.

Chairman Prescott says that one year ago the Board of Selectmen had to deal with something very similar to this. There is a stipend plan in place to guarantee that people are on-call and to lower the amount of tone outs which were as high as 75 in 2014.

Garvin states the Town cannot afford to staff the ambulance 24/7 and there are prime times that there is staff on hand. There was a fire last week where a decent portion of the home was saved by the fact that there were a number of Fire Fighters/ EMT's in house to get there quickly and a number of on call reservists to get there quickly.

Selectmen Dumont states that she believes the Town has seen an 80% improvement since last year but she believes there should be no tone outs and the Town is working towards that day.

Selectmen Cappucci says he's never been comfortable with only having two full time fire fighters and is not comfortable with only having on call EMT's at night.

TA Garvin states that she is currently having meetings with the Fire Chief and Ambulance Director to see how they can work as a team to fix these issues going forward.

8. Appointment of Special Police Officers for FY17

*Selectman Cappucci Motions to appoint the officers in Lancaster, Townsend, Lunenburg Groton, and Ayer as Special Municipal Police Officers for FY17. Selectman Dumont Seconds the Motion. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott votes Aye. Motion Passes.*

9. Road Cut Permit – 25 Harvard Road

*Selectman Dumont Motions to approve the Road Cut permit for 25 Harvard Road. Selectmen Cappucci Seconds. Enrico C. Cappucci vote Aye, Kendra J. Dumont vote Aye, Robert E. Prescott votes Aye. Motion Passes.*

**PUBLIC COMMENTS**

**ANNOUNCEMENTS**

1. Next Meeting: Wednesday 6/15/16 at 7:00 p.m.

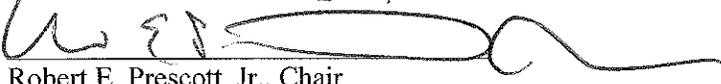
*The Selectmen will now enter into Executive Session returning only to adjourn*

**ADJOURNMENT**

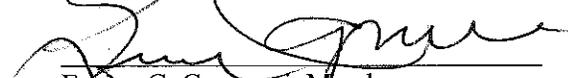
With no further business to discuss, *Motion and Seconded to adjourn at 8:34 p.m., Robert E. Prescott vote Aye, Kendra J. Dumont vote Aye, and Enrico C. Cappucci, vote Aye.*

Respectfully submitted,  
Nathan Boudreau, Executive Assistant

Date Accepted: July 11, 2016

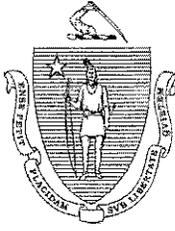
  
Robert E. Prescott, Jr., Chair

  
Kendra J. Dumont, Clerk

  
Enrico C. Cappucci, Member

*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.*

**DRAFT**



Executive Office for Administration & Finance

COMMONWEALTH OF MASSACHUSETTS

STATE HOUSE • BOSTON, MA 02133

(617) 727-2040

CHARLES D. BAKER  
GOVERNOR

KRISTEN LEPORE  
SECRETARY

KARYN E. POLITO  
LIEUTENANT GOVERNOR

June 3, 2016

Dear Robert Prescott:

It is with great pleasure that I inform you that your community has been awarded a \$37970 grant through the Community Compact Cabinet's (CCC) Information Technology grant program. The competition for the \$2 million of available funding was intense, with more than 100 eligible municipalities applying for grants totaling more than \$16 million. Your application was chosen because it clearly met the overarching goal of driving innovation and transformation at the local level via investments in technology.

Lieutenant Governor Polito, as Chair of the Community Compact Cabinet, and I want to congratulate you for becoming a "Compact Community" and striving to make your community a better place by virtue of implementing best practices. Your participation not only provided you with technical assistance, but it also placed you in a more competitive position for other state grants, such as this IT program. I am glad to see your community taking advantage of the benefits the CCC program offers.

Attached are the grant documents that need to be completed in order to get the funds to your community. These should be sent to Pam Kocher at the Division of Local Services as soon as possible, but no later than **June 24<sup>th</sup>**.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kristen Lepore".

Kristen Lepore, Secretary  
Executive Office for Administration and Finance

FOR IMMEDIATE RELEASE

For more information contact:

Robert Adam

Vice President

The Shirley Meeting House

978 425 9335

[robtadam@yahoo.com](mailto:robtadam@yahoo.com)

**Shirley Meeting House Receives \$97,000 Grant from Massachusetts Cultural Council**

(Shirley, Massachusetts, 31 May, 2016) The Shirley Meeting House is proud to announce that it has received a \$97,000 matching grant from the Massachusetts Cultural Council Facilities Fund (MCCFF) for the construction phase of its handicapped accessibility project. The new grant builds on a Technical Assistance and Planning Grant received from MCCFF in 2013 which provided matching funds for the development of detailed plans for the project.

The new grant demonstrates a continued commitment to the Meeting House on the part of the MCC and is the result of months of hard work by dedicated volunteers with invaluable support from Senator James Eldridge, Representative Jennifer Benson, the Shirley Board of Selectmen and many local community leaders. According to their website, the Massachusetts Cultural Council is a state agency that “promotes the arts, humanities, and interpretive sciences to improve the quality of life for all Massachusetts residents and contributes to the economic vitality of our communities.”

With construction scheduled to begin this fall, the handicapped accessibility project includes raising the grade to the Meeting House portico, thus creating a natural “ramp” to access the vestibule without altering the historic facade. Interior access from the vestibule to the main seating area will also be ramped in a similarly unobtrusive fashion. Finally, a handicapped accessible bathroom will be added in the vestibule for the convenience of visitors.

Dating from 1773, the Shirley Meeting House has been deemed one of the region’s “unique historic treasures” by the Freedom’s Way National Heritage Area. Originally built as a meeting place for governance and worship, the Meeting House is currently home to a three-season offering of concerts, recitals and programs of historic interest. Completion of the handicapped accessibility project will ensure access to these events for all members of the community.

For more information about events at the Meeting House, or to become a member or make a donation, visit the Meeting House website at [www.shirleymeetinghouse.org](http://www.shirleymeetinghouse.org). ■

# Donna M. Allard

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**Objective**            Town Accountant Position

**Experience**            2013-Present            Town of Winchendon            Winchendon, MA

**Town Accountant**

- Performs all duties as the Town Accountant in compliance with Massachusetts General Laws.
- Maintains all financial records of the Town of Winchendon, in MUNIS software as well as through the use of Microsoft Excel spread sheets.
- Submits all required financial reports such as the annual Combined Balance Sheet, and Schedule A in a timely manner to the Department of Revenue.
- Prepares detailed revenue and expense reports for departments on a monthly basis.
- Assists in the tax rate setting process.
- Participates in financial team meetings with the DOR and the school business office.
- Maintains the General Ledger for both the School and Town.
- Coordinates the annual audit performed by independent auditors.
- Work closely on a monthly basis with an independent auditor.
- Department Head of the Accounting Department with supervisory authority for the Assistant Town Accountant.
- The responsibilities listed here serve as a sampling of the many varied and detailed duties that I successfully perform as Town Accountant.

**Experience**

2007-2013

Town of Westminster

Westminster, MA

**Town Accountant**

- Performs all duties as the Town Accountant in compliance with Massachusetts General Laws.
- Maintains all financial records of the Town of Westminster, in accounting software as well as through the use of Microsoft Excel spread sheets.
- Submits all required financial reports such as the annual Combined Balance Sheet, and Schedule A, in a timely manner to the Department of Revenue.
- Prepares detailed revenue and expense reports for departments on a monthly basis.
- Successfully implemented departmental operational procedures for expense voucher processing.
- Participates in financial team meetings.
- Serves as an Ex Officio of the Capital Planning Committee.
- Coordinates the annual audit performed by independent auditor.
- Oversees the annual MIIA comp audit.
- Supervisory authority over the Assistant Town Accountant.

2003-2007

Town of Hubbardston

Hubbardston, MA

**Town Accountant**

- Performed all duties as the Town Accountant in compliance with Massachusetts General Laws.
- Participation in the development of a five year capital plan and a ten year financial forecast.
- Ex Officio member of the Capital Planning Committee.
- Assisted town administration with the annual budget process.
- Developed reserve policies.
- Implemented departmental operational procedures for expenses and receipts which were approved by the Board of Selectmen.
- Coordinated all yearly audits performed by independent auditing firms.
- Conducted internal departmental audits.
- Supervisory authority over payroll and accounts payable clerks.

**Experience** 2001-2005 Asnacomet Fed. Credit Union Hubbardston, MA

**Treasurer/Manager**

- Managed all daily operations of a 500 member credit union.
- Supervised membership services staff.
- Served as Chief Lending Officer, served as Compliance Officer.
- Prepared all semi-annual audit requirements for the federal oversight agency NCUA, National Credit Union Association.
- Served on Board of Directors of Credit Union as Treasurer.
- Prepared the agendas for monthly Board of Directors meetings.
- Organized all annual Board of Directors member meetings during a six year period.
- Initiated and implemented the successful merger of Asnacomet Federal Credit Union, AFCU, with Gardner Franco American Credit Union, GFA.

2001-2003 Town of Hubbardston Hubbardston, MA

**Municipal Finance Clerk**

- Assistant to both the Accountant and Treasurer.
- Performed the duties of both Accountant and Treasurer in their absence.
- Prepared all aspects of the Treasury Warrant.
- Processed the payroll for submission to the payroll company.

1996-2001 Asnacomet Fed. Credit Union Hubbardston, MA

**Assistant Treasurer**

- Served on Board of Directors as Assistant Treasurer.
- Responsible for membership service.
- Organized and updated all member files.

**Education**

- 2011- Attended an education program for Enterprise Fund accounting presented by The Abrahams Group.
- 2005- To Present – Attended various programs offered by The Department of Revenue such as The New Officials Finance Forum and “What’s New in Municipal Law.”
- 2004- Participated in the Melanson, Heath and Co. education program for Finance Officials in Needham, MA
- 2003- to Present – Annually attend the Massachusetts Municipal Auditor’s and Accountant’s Association Education Program offered at the University of Massachusetts in Amherst MA
- 1974-1977- Anna Maria College, Paxton, MA
- Special Education Major Quinsigamond Comm. College, Worcester, MA
- Accounting and Business Administration courses

**Professional Memberships**

- Member of the Massachusetts Municipal Auditors’ and Accountants’ Association, Inc.
- Current professional status: Certified Governmental Accountant

Department Head Recommended Appointments

	Kathleen Bradley	6/30/2017	
	Shirley Deyo	6/30/2017	
	Frank Esielionis	6/30/2017	
	Emilie Faucher	6/30/2017	ZBA Litigant
	Susan Hartman	6/30/2017	
	James Krycka	6/30/2017	
	Mary Krycka	6/30/2017	
	Nancy Landry	6/30/2017	
	Thaddee Landry	6/30/2017	
	Meredith Marcinkewicz	6/30/2017	ZBA Litigant
	Elaine Quilty	6/30/2017	
	Ann Towne	6/30/2017	
	Claudette Williams	6/30/2017	
	Laurie Witherell	6/30/2017	
	Sandra Wixom	6/30/2017	
Warden	John Tonline	6/30/2017	
Emergency Management Director	Dennis Levesque	6/30/2017	
Energy Committee	Bryan Dumont	6/30/2017	
	Frank Esilionis	6/30/2017	
	Lee Mirkovic	6/30/2017	ZBA Litigant
	Ann Towne	6/30/2017	
Executive Assistant to the BOS / Benefits Coordinator	Nathan Boudreau	6/30/2017	
Building Commissioner	Vacancy	6/30/2017	
Cemetery Committee	Sandra Marcinkewicz	6/30/2017	
	Barbara Yocum	6/30/2017	
Conservation Agent	Michael Fleming	6/30/2017	
Conservation Commission - Member	Ann Brady	6/30/2019	
	Marie Elwyn	6/30/2019	ZBA Litigant
	Michael Lance	6/30/2019	
Center Town Hall Committee	Henry Hoecker	6/30/2017	
	Linda Malone	6/30/2017	
COA Director	Katherine Becker	6/30/2017	
	Barbara Lugin	6/30/2019	
	Don Parker	6/30/2019	
	Vacancy	6/30/2019	
Cultural Council	Bruce English	6/30/2019	
	Vacancy	6/30/2019	

Department Head Recommended Appointments

Custodian	Patrice Fullhart	6/30/2017	
Devens North Post Master Planning Project	Heidi Ricci	6/30/2017	
	John Rounds	6/30/2017	
Devens Open Space and Recreation Advisory Committee	Natalie Delorey	6/30/2017	
	Heidi Ricci	6/30/2017	
Dispatch (Full Time)	Katie Hawthorne	6/30/2017	
	Paul Topolski	6/30/2017	
	Robert Wilmont	6/30/2017	
Dispatcher (Part Time)	Ian Brown	6/30/2017	
	David Bryce	6/30/2017	
	Mark Lafferty	6/30/2017	
		6/30/2017	
Animal Control Officer	William McGuiness	6/30/2017	Interim J. Howald
Police Matron	Richard Clements	6/30/2017	
	Elaine Clements	6/30/2017	
Officer	Joseph Barker-Santiago	6/30/2017	
	William McGuiness	6/30/2017	
	Everett Moody	6/30/2019	
	Craig Laprade	6/30/2019	
	Matthew Eullano	6/30/2017	
Reserve Officer	Mark Lafferty	6/30/2017	
	David Lange	6/30/2017	
	Ryan Strianese	6/30/2017	
	Alan Rice	6/30/2017	
	Ian Brown	6/30/2017	
Sergeant	Alfreda Cromwell	6/30/2019	
	Samuel Santiago	6/30/2019	
Public Safety Administrative Assistant	Pamela Callahan	6/30/2017	
DPW Forman	Paul Farrar	6/30/2017	
Laborer (Full Time)	Arthur Flynn	6/30/2017	
	Eric Downs	6/30/2017	
	David Schwartz	6/30/2017	
Laborer (Part Time)	Lee Farrar	6/30/2017	
Recreational Fields Committee	Keith Begun	6/30/2017	
	Erica Crawford	6/30/2017	
	Sue D'Amico	6/30/2017	
	Mark Pinard	6/30/2017	
Right To Know Coordinator	Denis Levesque	6/30/2017	
Tax Collector with Treasurer Responsibilities	Victoria Smith	6/30/2017	

Department Head Recommended Appointments

Assistant Treasurer	Janet Poitras	6/30/2017	
Veterans Agent	Dwight Detillion	6/30/2017	
Veterans / Memorial Day Celebrations Committee	Norman Albert	6/30/2017	
	Marianne Coalter	6/30/2017	
	Alfred Cromwell	6/30/2017	
	Dwight Detillion	6/30/2017	
	John Guthrie	6/30/2017	
	Neal Guthrie	6/30/2017	
	Joe Landry	6/30/2017	
Sealer of Weights and Measurers	Eric Aaltonen	6/30/2017	
Sewer Commission	Leonard Guercio	6/30/2019	
Government Study Bylaw Sub Committee	Bryan Dumont	6/30/2017	
	Frank Esielionis	6/30/2017	
	Patrice Garvin	6/30/2017	
	Amy McDougall	6/30/2017	
Government Study Committee	Bryan Dumont	6/30/2017	
	Frank Esielionis	6/30/2017	
Historical Commission	Peter Kidd	6/30/2017	
	Jodie Rachman	6/30/2017	
	Vacancy	6/30/2017	
Honor Roll Planning Committee	Dwight Detillion	6/30/2017	
	David Esielionis	6/30/2017	
	George Lambert	6/30/2017	
Household Hazardous Waste Oversight Committee	Donald Farrar	6/30/2017	
	Jaqueline Esielionis	6/30/2017	
Insurance Advisory Board	Vacancy	6/30/2017	Retiree Rep
	Vacancy	6/30/2017	Clerical Union Rep
Mart Senior Van Program Dispatcher	Laurie Picinich	6/30/2017	
Mart Senior Van Program Dispatcher (Back up)	Carolyn Schold	6/30/2017	
Mart Senior Van Program Driver (Back up)	William Schold	6/30/2017	
Meals on wheels / MART Bus Program Driver (FT)	Robert Perry	6/30/2017	
Meals on wheels / MART Bus Program Driver (PT)	Douglas Perry	6/30/2017	
MCI Community Relations Committee	Kendra Dumont	6/30/2017	
	Patrice Garvin	6/30/2017	
	Richard Hatch	6/30/2017	
	Denis Levesque	6/30/2017	
	Meredith Marcinkewicz	6/30/2017	

Department Head Recommended Appointments

	Robert Prescott	6/30/2017	
	David Swain	6/30/2017	
	James Thibault	6/30/2017	ZBA Litigant
Nashua River Wild and Scenic Study - Member	Heidi Ricci	6/30/2017	
Nashua River Wild and Scenic Study - Alternate	Trish Garrigan	6/30/2017	
	Elizabeth Mirkovic	6/30/2017	ZBA Litigant
Personnel Board	Paul Pryzbyla	6/30/2017	
Plumping / Gas Inspector	Jeremy Pierce	6/30/2017	
Plumping / Gas Inspector - Alternate	John Murphy	6/30/2017	
Wiring Inspector	Mark Prokowiec	6/30/2017	
Wiring Inspector-Alternate	Eric Wiljanen	6/30/2017	
Zoning Board of Appeals	Joshua Bedarian	6/30/2017	
	Laurel Hayes	6/30/2018	
	Kevin Kelly	6/30/2017	
	Lora Prescott	6/30/2019	

Department Head Recommended Appointments

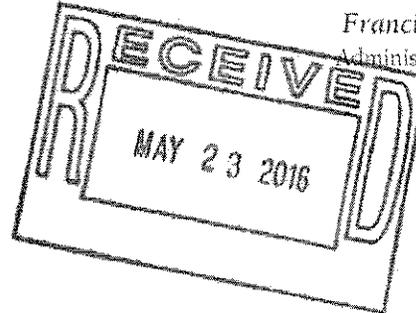
<b>Position</b>	<b>Name</b>	<b>Appointment</b>	<b>Notes</b>
ADA Coordinator	Patrice Garvin	6/30/2017	
Advisory Board to Board of Health (Recycling)	Vacancy	6/30/2017	
	Vacancy	6/30/2017	
Ambulance Director	Dwight Detillion	6/30/2017	
Ambulance Administrative Assistant	Erin Deforge	6/30/2017	
EMT	Matthew Callahan	6/30/2017	
	Donald Denning	6/30/2017	
	Tyler Farley	6/30/2017	
	Joseph Hawthorne	6/30/2017	
	Steven Henry	6/30/2017	
	Joseph Holmes	6/30/2017	
	Brandon O'Connor	6/30/2017	
	Jennifer Ouelette	6/30/2017	
	William Poitras	6/30/2017	
	Derek Ranno	6/30/2017	
	Kellie Shakarian	6/30/2017	
EMT-I	Adam Ouellette	6/30/2017	
EMT (Full Time)	Troy Cooley	6/30/2017	
	Albert Deshler	6/30/2017	
Ayer Special Fire Fighters	Matthew Boutilier	6/30/2017	
	Brian Federson	6/30/2017	
	Ian Hurley	6/30/2017	
	Jared Wayne	6/30/2017	
Benjamin Hill Park Commission	Neil Guthrie	6/30/2017	
	John Rounds	6/30/2017	
Board of Registrars (Republican)	Carolyn Tohline	6/30/2017	
Election Clerk (Deputy)	Christine Connors-House	6/30/2017	
	Marie Elwyn	6/30/2017	ZBA Litigant
Election Clerk (Democrat)	William Oelfke	6/30/2017	
Election Worker (Democrat)	Christine Connors-House	6/30/2017	
	Marie Elwyn	6/30/2017	ZBA Litigant
	Charline Oelfke	6/30/2017	
	John Oelfke	6/30/2017	
	William Oelfke	6/30/2017	
Election Worker (Republican)	Don Parker	6/30/2017	
	Judy Stainslaw	6/30/2017	
Election Worker (Unenrolled)	Linda Blackwell	6/30/2017	



# Town of Lancaster Police Department

Edwin H. Burgwinkel  
Chief of Police

Francine L. Moody  
Administrative Secretary



TOL            Thomas Goulden, Chief  
  
FROM:        Edwin H. Burgwinkel, Chief  
  
DATE:        May 20, 2016  
  
RE:            Appointments – FY 2017

Dear Chief,

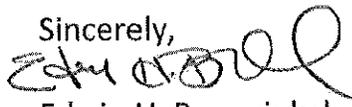
I would respectfully request that you reappoint the following officers as Special Police Officers in your town for fiscal year 2017:

LT. Everett L. Moody

Sergeant Christine A. Duggan  
Sergeant Patrick Mortimer

Ptl. Ronald W. Knoll  
Ptl. John T. McNally  
Ptl. Gary L. Henderson  
Ptl. Jose Miletta  
Ptl. Gary Henderson  
Ptl. Andrew Shaw

Ptl. Frederick Hatstat  
Ptl. Eric M. Schmidt  
Ptl. John A. O'Malley  
Ptl. Douglas DeCesare  
Ptl. James A. McNamara  
Ptl. Patrick Hazelrigg  
Ptl. Stephen Fields

Sincerely,  
  
Edwin H. Burgwinkel  
Chief of Police



ROBERT M. EATON, JR.  
CHIEF OF POLICE

# TOWNSEND POLICE DEPARTMENT

70 BROOKLINE STREET • TOWNSEND, MASSACHUSETTS 01469  
TEL. 978-597-2242 FAX. 978-597-1718

DATE May 24, 2016

TO: Chief of Police, Groton Police Department  
Chief of Police, Pepperell Police Department  
Chief of Police, Lunenburg Police Department  
Chief of Police, Shirley Police Department  
Chief of Police, Ashby Police Department

FROM: Robert M Eaton, Jr.  
Chief of Police

RE: Special Police Officer Appointments: July 1, 2016 – June 30, 2017

I respectfully request the following list of Townsend Police Officers be appointed as Special Police Officers in your town:

## FULL-TIME

Chief Robert M. Eaton, Jr.  
Lt. Mark Giancotti  
Sgt. John Johnson  
Sgt. Kimberly Mattson  
Sgt. Randy Girard  
Officer James Marchand  
Officer Thaddeus Rochette  
Officer George Reidy  
Officer Mark Francis  
Officer David Phillips  
Officer James Landi  
Officer Brent Davis  
Officer Jeffery Giles  
Officer Michael Marchand

## RESERVE OFFICERS

Tony Brennan  
Chris VanVoorhis  
Austin Cote  
Joseph Quinn  
Thomas Kalil

Respectfully submitted,

Robert M. Eaton, Jr.  
Chief of Police

RME/sjm

cc: Appointment file

# Town of Lunenburg, Massachusetts POLICE DEPARTMENT

**CHIEF**

James P. Marino  
TEL: (978) 582-4151  
FAX: (978) 582-4158



655 Massachusetts Ave.  
Lunenburg, MA 01462

DATE: June 1, 2016

TO: Chief of Police, Townsend  
Chief of Police, Shirley

FROM: Chief James P. Marino  
Lunenburg Police Department

RE: Appointment of Special Police Officers  
July 1, 2016 -- June 30, 2017

I respectfully request the following list of Lunenburg Police Officers be appointed as Special Police Officers in your town:

**FULL-TIME**

Chief James P. Marino  
Lt. Michael Luth  
Sergeant Thomas L. Gammel  
Sergeant Sean J. Connery  
Sergeant Jack A. Hebert  
Det/Sgt. Jeffrey Thibodeau  
Officer Jonathan Broc  
Officer Robert D. DiConza  
Officer Peter Lekaditis  
Officer Bradley McNamara  
Officer Joshua Mathieu  
Officer Deven O'Brien  
Officer Joshua Tocci  
Officer Sean Zrate

**RESERVE OFFICERS**

Ofc. Stanley W. Barney  
Ofc. Benjamin Campbell  
Ofc. Robert R. DaCosta  
Ofc. Jacob LaChance  
Ofc. Meagan Landry  
Ofc. Donald Letarte  
Ofc. Zachary Levasseur  
Ofc. Todd Lynch  
Ofc. Jonathan May  
Ofc. Lisa Melnicki  
Ofc. John Morreale, Jr.  
Ofc. Chad Stateler  
Ofc. John Wagner



# GROTON POLICE DEPARTMENT

## Office of the Chief of Police

99 Pleasant Street  
Groton, MA 01450



**Donald L. Palma, Jr.**  
*Chief of Police*

Tel: (978) 448-5555  
Fax: (978) 448-5603

To: Chief David Scott, Pepperell  
Chief Robert Eaton, Townsend  
Chief Matthew King, Littleton  
Chief Richard Howe, Tyngsborough

Chief James G. Downes, III, Dunstable  
Chief Thomas Goulden, Shirley  
Chief Thomas McEnaney, Westford  
Chief William A. Murray, Ayer

From: Chief Donald L. Palma, Jr.

Date: April 1, 2016

RE: Appointments – FY2017

I would respectfully request that you reappoint the following officers as Special Police Officers in your town for fiscal year 2017:

Chief Donald L. Palma, Jr.  
 Sgt. Derrick J. Gemos  
 Sgt. Paul R. Connell  
 Det. Cory E. Waite  
 Det. Rachael E. Mead

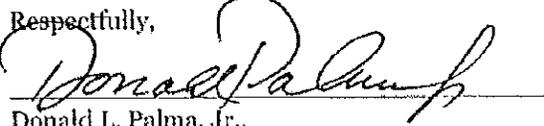
Deputy Chief James A. Cullen, III  
Sgt. Edward P. Sheridan, Sr.  
Sgt. Jason M. Goodwin  
Det. Michael A. Lynn

Ptl. Nicholas C. Beltz  
 Ptl. Robert L. Breault  
 Ptl. Peter S. Breslin  
 Ptl. Gordon A. Candow  
 Ptl. Omar A. Connor  
 Ptl. Timothy Cooper  
 Ptl. Kevin T. Henehan  
 Ptl. Dale P. Rose  
 Ptl. Gregory W. Steward  
 Ptl. Patrick A. Timmins

R.O. Edward J. Bushnoe  
 R.O. Stephen C. McAndrew  
 R.O. Victor J. Sawyer  
 R.O. Kathleen Newell  
 R.O. Michael F. Ratte

Should you have any questions please do not hesitate to contact my office.

Respectfully,

  
Donald L. Palma, Jr.,  
Chief of Police



# AYER POLICE DEPARTMENT



54 Park Street • Ayer, Massachusetts 01432-1161  
Tel. (978) 772-8200 • Fax (978) 772-8202

William A. Murray  
Chief of Police

To: Chief Thomas Goulden – Shirley  
Chief Donald Palma, Jr. – Groton

From: Chief William Murray

Date: April 27, 2016

RE: Appointments – FY2017

I respectfully request that you reappoint the following officers as Special Police Officers in your town for the Fiscal Year 2017.

- Chief William Murray
- Lt. Brian Gill
  
- Sgt. Michael Edmonds
- Sgt. Todd Crumpton
- Sgt. Austin Cote
- Sgt. John MacDonald
  
- Ptl. Matthew Callahan
- Ptl. Brian Cunningham
- Ptl. Matthew Harty
- Ptl. Jennifer Bigelow
- Ptl. Richard Krasinskas
- Ptl. Eric Pearson
- Ptl. George Fichter
- Ptl. Paul Burns
- Ptl. Stephen Lucier
- Ptl. Casey Scott
  
- Det. Andrew Kularski
- Det. Kellie Barhight
  
- R.O. Dan Morrison

Should you have any questions, please do not hesitate to contact my office.

Respectfully,

William Murray  
Chief of Police

To Name  
5/12