

**TOWN OF HOLLISTON**  
**SELECT BOARD**

June 8, 2020

Town Hall

7:00 P.M.

703 Washington Street

**Present:** Mark Ahronian, Chairman; John Cronin, Vice Chairman; Tina Hein, Clerk

**Also Present:** Jeff Ritter, Town Administrator; Michael Cassidy, Emergency Management Director.

At 7:00p.m. M. Ahronian called the meeting to order.

COVID-19 UPDATE: Chief Cassidy stated that currently there are 56 cases total in Holliston; 50 recovered, 2 fatalities, and 4 active cases. T. Hein thanked Chief Cassidy and all others who helped with the Class of 2020 successful car parade which took place on Sunday June 7<sup>th</sup>, 2020. J. Cronin asked the Chief if he could comment on the plans for phase 3 and how that is expected to impact the Town. The Chief responded that he expects it to last into the Fall of 2020. Phase 4 being implemented when a vaccine is available. The Town Hall is taking steps to reopen to the public shortly. M. Ahronian asked the Chief to comment on the upcoming July Town Meeting. At this time the Chief stated that discussion is under way and will be ongoing to determine when the safety requirements can be met and when and where to hold the upcoming meeting. T. Hein explained that the Town officially has 7 days to notify the public as to when Town Meeting will be held.

**WARRANTS:** T. Hein made a motion to approve the warrants totaling \$830,698.53. Second, J. Cronin. Voted 3-0.

**PUBLIC COMMENT:** T. Hein wanted to express her gratitude to everyone who supported the Class of 2020. As well as congratulation to the Fred Miller Elementary School and its partnership with SRTS. M. Ahronian also wanted to express his congratulations to the class of 2020 and thank Stacey Raffi, the Scholl Committee Chair for her efforts. The Board will hold a meeting on June 12<sup>th</sup> with the finalist candidates for the Town Administrator position. Anyone who has questions for the Board they would like asked at the meeting may submit them to a board member prior to the June 12<sup>th</sup> meeting. Beth Hopper a Winthrop Street resident phoned in to ask about the Water Filtration Plant Project. She had been told that the loan to fund the project could only be applied for once a year, and there seems to be confusion on if loans have been applied for and what the status is. M. Bousquet, the Treasurer/Collector joined the

conversation via phone and stated the 1 application had been applied for in the past and was denied. At this point the Town has to wait till November of 2020 to reapply. J. Cronin will ask S. Reese, DPW Director to attend the next scheduled Board Meeting to address her questions regarding this matter.

**REPORT OF THE TOWN ADMINISTRATOR:** J. Ritter will be requesting a Reserve Fund Transfer for additional staff support as there have been an unprecedented amount of zoom meetings that Chris Meo is currently handling. Holliston is on track for applying for a recycling grant this month. Merchants in Town have received a "Sales Policy" for goods to be sold. Currently none have been returned. The crossing signals for the Pinecrest crossings have been ordered and should be installed in the next several weeks. The cleanup at 260 Woodland Street has been ordered and should be completed in the next two weeks.

Bernie Lynch of Paradigm Associates attempted to present a power point presentation however due to technical difficulties it was tabled till it could be resolved.

**9 GREEN STREET COMMITTEE:** Kevin Conley of 44 Cranberry Lane was present to present the report on 9 Green Street. The Committee members consist of Brian Moran, Lisa Diluzio, Scott Moles and Tina Hein. The committee recommends that the building be demolished down to ground level and dispose of in accordance with MassDEP. In its place put in a parking lot. The surrounding neighbors have been informed of the details of the report. J. Cronin stated that the funding for the demolition of the building may be an Article on the Fall Town Meeting. Going forward the Committee recommended that the Health Director S. Moles and the Facilities Manager could work with the current engineering firm and obtain MassDEP approval to start the process. **J. Cronin made a motion to disband the 9 Green Street committee, second T. Hein. Voted 3-0. T. H made a motion to appoint Scot Mole the liaison to LEI and to work with the Facilities Manager and the DEP to coordinate an RFP to proceed with the demolition of 9 Green Street. Second J. Cronin. Voted 3-0.**

#### **BERNIE LYNCH PARADIGM ASSOCIATES: RECRUITMENT PROCESS FOR TOWN ADMINISTRATOR**

Mr. Lynch explained to the Board the process in which his firm used to review potential candidates for the open Town Administrator position. There were 42 applications received and reviewed and then narrowed down to 7 semifinalist, who were then interviewed via zoom on May 28<sup>th</sup> and 29<sup>th</sup>. This then resulted in 3 finalists. Travis Ahern, currently employed by the MWRA Advisory Board as director of policy and finance. Tom Gregory, currently Town

Administrator of the Town of Spencer MA, and Kate Hodges, currently the Deputy Town Manager of the Town of Concord MA. Mr. Cronin thanked Mr. Lynch and the screening committee for their work. The finalist interviews begin on Friday 12<sup>th</sup> at 4:00pm.

**AMBULANCE RECEIVABLES:** Chief Cassidy spoke with the Board regarding the possibility of using a collection agency to recover unpaid charges. Last year the Town hired a new billing company. According to the Town Treasurer there is a list of 114 patients who bills are still outstanding for fiscal 20. In hiring a collection agency it may recover approximately 25% of the outstanding receivables. The Board requested that the Chief and the Treasurer draft a collection policy.

**CARES ACT:** Chief Cassidy explained that the Town of Holliston is eligible to receive \$1,317,137.00 under the CARES Act Grant. It is with the understanding that if any of these funds are not used for known COVID-19 expenses it must be paid back to the State. After some discussion it was decided the Town Administrator will manage the grant monies with the approval of the Select Board. The deadline to apply for the grant is June 12<sup>th</sup>. **J. Cronin made a motion to approve the request of \$1,317,137.00 from the CARES Act Grant application in which the Town Administrator will manage the grant monies with the approval of the Select Board for relief due to COVID-19. Second by T. Hein. Voted 3-0.**

**CAPITAL REQUEST POLICY :** Several members of the School committee were present via zoom to discussed the language in the current policy which was approved by the Board in May of 2019. The School Committee finds that the current guidelines make it difficult to adhere to the timeline. The discussion lead to the Boards decision to rework the language and present it at next Monday's Meeting for a vote.


**BOARD BUSINESS:** The Board was asked to revote on the 1/12<sup>th</sup> Budget to be sure the proper amount had been voted at the last meeting. **J. Cronin made a motion to approve the total of \$8,244,067.25 for the 1/12<sup>th</sup> budget. Second by T. Hein. Voted 3-0.** The Board discussed several edits and suggestions regarding the Town Meeting Warrant. Article 4 requires an edit concerning the Town Clerk FY20 salary. J. Ritter will see that that is corrected. It was suggested that Article 5 and 6 be deleted from the Warrant. Article 7, Consolidated Personnel Bylaws requires an update which the Treasurer/Collector will supply as she has access to the Paid Classification Plan. Articles 8, 9, 10 and 11 will remain as written. Article 12, Capital Expenditure Fund Transfer was discussed. D. Alford a member of the Finance Committee explained that this article is meant to approve funds to be transferred into the account, however it does not authorize the spending of those funds. The School Committee sent an update request through

to the Fin Com recently pertaining to the School Articles on the Warrant. J. Cronin suggested that all items be deleted from Article 13, Capital Expenditures except the following; \$125,000 for the Miller School Roof, \$8,600 for the Washington Street Improvement, \$12,000 for the Senior Center Improvement and \$100,000 for the Radio Operability Improvement. J. Ritter recommended that the funds for the Waste Water Treatment Plant Improvement remain as well. The Board made the decision to defer the Sidewalk Improvement Plan, the Water Asset Management Plan and the DPW Study until Fall Town Meeting. Articles 16 and 17 will remain as written. The Board is waiting to hear back from the Rail Trail Committee to determine if Article 18 will remain. Article 19, 20, 21 and 22 will remain as written. A decision was made to remove Article 23 and obtain advice from Town Counsel prior to being put back on a future Warrant. Article 24 and 17 appear to be redundant. J. Ritter will check and determine if only one article is needed. Articles 25, 26, 27 and 28 need no changes. Article 29, Electrical Aggregation Fund needs some clarification from Town Counsel to verify if a vote is needed. Article 30, Water Supply Planning will be removed and bundle within the DPW Improvements at Fall Town Meeting. Article 31 will remain as written. J. Ritter stated that he would do his best to revise the articles mentioned and have the Board review them at next weeks meeting. The following 2 donations were made to the Senior Center Nutrition Program. 1. \$125 donated by Charles Rappaport. 2. \$100 donated by Donna Muzzy. **T. Hein made a motion to approve the above 2 donations. Second by J. Cronin. Voted 3-0. T. Hein made a motion to approve a permit for the annual Hazardous Waste Collection on Saturday, July 11, 2020 at Adams Middle School in compliance with all the COVID-19 safety requirements. Second by J. Cronin. Voted 3-0. T. Hein made a motion to approve meeting minutes as written for May 26, May 27 and May 28, 2020. Second by J. Cronin. Voted 3-0.**

**OTHER BUSINESS:** Anne Louise Hanstad, the Vice-chair of the School Committee informed the Board of the State's preliminary guidelines for the reopening of the schools. Dr. Jackson has placed an order for technology that will be needed. T. Hein stated that a recently passed State Law, Chapter 92 Act of 2020 may have an impact on the Town. The Board will discuss at a future meeting. **T. Hein made a motion to approve the flying of the Pride rainbow flag this weekend in support of Pride month. Second by j. Cronin. Voted 3-0.**

**Voted At 10:07 a motion was made by J. Cronin to adjourn. Second by T. Hein.3-0**

Respectfully submitted,

  
Margaret M. Driscoll

Approved 8/3/20