

HOLLISTON BOARD OF SELECTMEN

May 27, 2015
7:30 p.m.

Town Hall – Room 105
703 Washington Street

MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANT

15-48	GENERAL WARRANT	\$ 2,165.00
	DEBT SERVICE TOWN (001)	\$313,725.00
	EXPENDABLE TRUST (722) HOUSING TRUST	\$136,191.00
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,208.39
	TOWN PAYROLL	\$104,588.46
	TOTAL PAID WARRANT	\$556,669.46

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 26,904.14
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 16,239.11
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THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Conley said that the Memorial Day parade was a great success. He said that it was well attended.

Mr. Leary said it was a nice day. He said that he and Town Clerk Liz Greendale presented the Boston Post Cane to Claire Mazzenga. He said that the cane goes to the oldest resident of Town. The Town gives them a plaque and the cane stays at Town Hall in a display case.

Mr. Marsden said the DPW and Mark Ahronian have been putting in many hours to beautify the pathway between the Exchange Street parking lot and Central Street. Mr. Marsden said that the parking lot will be striped with parking lines.

There were no comments from the audience

TOWN ADMINISTRATOR SCREENING COMMITTEE

Fran Colantonio, Steve Apesos, Jackie Dellicker and Leslie McDonnell from the Screening Committee were present. Missing was John Cronin, Bill Numbers and Chris Guccione. Mr. Colantonio said that they are going to present three candidates to the Board. He passed out a folder to the each Selectmen with a cover letter and a copy if their resume for the Board to read and consider. Mr. Colantonio said that 21 applications were received and the Screening Committee was able to bring the number to 9. He said that only 8 were available for interviews. He said that after they were interviewed, the top 3 were submitted to the Board of Selectmen for interviews. Mr. Colantonio said that this was a great Committee to work with. He said that the Collins Center was a great help. Mr. Colantonio said that 3 they are presenting to the Board are very solid candidates and all have experience in Town Government. Mr. Leary thanked the Screening Committee for all their hard work. They got a lot done in a short time. Mr. Marsden said that the Screening Committee had a hard job to do, and they brought us 3 solid candidates.

Mr. Le Beau said that interviews will start next Wednesday June 3, 2015, at 4:00 p.m., 5:30 p.m. and then at 7:00 p.m. Mr. Le Beau said that each candidate could have a tour of the Town. And there could be a meet and greet.

Mr. Marsden asked if the interviews would be done in open session? Mr. Le Beau said yes.

TREASURER/COLLECTOR AND TOWN ACCOUNTANT – FINANCIAL PROCEDURES AND HEALTH INSURANCE ELIGIBILITY POLICY

Mary Bousquet, Town Treasurer/Collector, and Sharon Emerick, Town Accountant, were present.

Ms. Bousquet said that over the years, they have had some informal policies and now is the time to put everything in writing. She spoke about the clothing allowance and uniform. She said that this policy is for union and non-union employees. There is also the policy that no-one can carry over more than two weeks vacation from one fiscal year to the next. She said that comp time has to be used before the end of the fiscal year and can't be carried over from one fiscal year to the next. Ms. Bousquet said that the Town now has a debit card and they would prefer that it be used instead of reimbursing. Mr. Leary asked if there was a limit to the amount that can be put on the debit card. Ms. Bousquet said that there is a \$5,000 per day use maxim.

Ms. Emrick said that a debit card is the last resort, they would prefer that a vendor be set up. But sometimes it does not happen. The debit card does come in handy for the odd ball items that we need and we need it fast.

Mr. Le Beau said that the card can be used to purchase on EBay when it is for sale now and you have to purchase it fast. That way, the employee is not out of funds from their own pocket.

Mr. Leary said that he would like to see a dollar limit put on the card per purchase. Mr. Leary said that a purchase over a set amount would need more conversation.

Mr. Leary said that he would like to see a limit on the amount that can be put on the debit card. He suggested \$1,000, per transaction. Mr. Conley asked if a copy of the policies will be stored in the Town Clerks office, they will be on the website as well. Mr. Marsden suggested that if the dollar amount is over the suggested \$1,000 they would have to go to the Town Administrator to get permission.

Mr. Le Beau spoke about the Health Insurance Eligibility. That policy contains a requirement if an employee wants to take the Towns health insurance into retirement, they have to have been enrolled in the insurance before the day that they retire. He said that has not been a policy in the past. Ms. Bousquet said that if they do not have Town insurance when they retire, they can't pick it up.

Mr. Le Beau said that if a surviving spouse remarries, they no longer qualify for Town insurance.

MR. CONLEY MOVED TO APPROVE THE CLOTHING ALLOWANCE AND CLOTHING REIMBURSEMENT POLICY, DEPARTMENT RECEIPTS PROCEDURE, EMPLOYEE ACCRUALS FOR NON-COLLECTIVE BARGAINING EMPLOYEE POLICY, FINANCIAL POLICIES, FRAUD RISK ASSESSMENT POLICY, HEALTH INSURANCE ELIGIBILITY POLICY-RETIREE & SURVIVING SPOUSES, INVESTMENT POLICY, PROCUREMENT PROCEDURES AND PURCHASING/REIMBURSEMENT PROCEDURES. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Mr. Le Beau said that with the purchase of the Veristat building, 1750 Washington Street, Bond Council has said that we can't lease out any portion of the property. Mr. Marsden said that if we do lease out a portion of the building/property, we would lose out tax exempt status on the bond.

MR. LEARY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN A CERTIFICATE FROM THE BOARD OF SELECTMEN THAT THE PROPERTY AT 1750 WASHINGTON STREET WITH LAND ACQUISITION BONDS WILL NOT BE LEASED OR RENTED. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. WOLFSON - RAIL TRAIL – POSTPONED

AT 8:44 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

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