

HOLLISTON BOARD OF SELECTMEN

February 10, 2016
6:30 p.m.

Holliston High School Auditorium
370 Hollis Street

Present; Jay Marsden, Chairman; Jay Leary, Vice Chairman; Kevin Conley, Clerk and Jeff Ritter, Town Administrator.

MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANT

16-33	GENERAL WARRANT	\$534,312.54
	GIFT ACCOUNTS POLICE LAW ENF (245)	\$ 397.50
	AGENCY (890) VETERANS DISTRICT	\$ 565.82
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,219.50
	TOWN PAYROLL	\$ 105,967.91
	TOTAL PAID WARRANT	\$ 641,243.77

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 30,148.75
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 18,879.20
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THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Leary said that the DPW did a great job in clearing the snow. He said that there were a lot of power outages and many streets were closed because of downed trees. He said that emergency responders did a great job. Mr. Leary said that once we were able to contact Eversource, they were able to get things going and power restored.

Mr. Marsden said that the DPW did a great job. He said that they have been doing this for a long time and they know what they are doing.

There were no comments from the audience.

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter, Town Administrator, said that he has several up-dates. He said that 1750 Washington Street has completed drawings for the renovation by architect, Ed Clinton. Mr. Ritter said that his plan is to have Mr. Clinton come before the Selectmen on February 24, 2016. He said that the Park Commission, Youth and Family Services, Historical Commission and the Veterans' District will be at this meeting as well. Mr. Ritter said that the plans will be presented to the Selectmen for consideration. He said that if the Selectmen approved a formal bid package will go out. He said that this will take place in March, with response back from contractors by April and construction completed by June 30, 2016.

Mr. Ritter said that today he had a call from the Governor's Office about our Town being a Community Compact Community. He said that the Selectmen have been invited to a ceremony in Framingham on Tuesday February 16, 2016, at 11:30 a.m. to formally sign the Community Compact Community. Mr. Ritter said that funding is available through the Community Compact.

Mr. Ritter said that on Tuesday, February 16, 2016, at 3:00 p.m., the Lieutenant Governor will be in Holliston, in the Upper Town Hall, for a Green Community Presentation. He said that five Towns will be recognized.

Mr. Ritter said that the fire alarm at the Library is almost complete.

Mr. Ritter said that the update on the Senior Center kitchen has exceeded \$30,000. He said that he has sent a letter to Elder Affairs requesting another \$30,000. He said that we were awarded \$100,000. He said that we will get the funds in instalments. He said that the funds will help with the renovations of the bathrooms, class rooms and new carpeting will be installed. The walls will be painted and there will be new chairs.

Mr. Ritter said that we went out to bid on the Senior Center Parking Lot. He said that there will be a pre-bid conference on Thursday, February 18, 2016, at 1:00 p.m. at the Senior Center. He said that as of today, we have sent the bid package out to six contractors.

BUDGET REVIEW – COUNCIL ON AGING, D.P.W., FIRE, AMBULANCE AND EMERGENCY MANAGEMENT

Senior Center Director, Jean Boulette, was present. She said that she asked for an increase in the Directors salary. She said that she was hired as an M4 and which, she thinks it was mis-classified. She said that she is asking for \$65,101. She said that she is increasing the van drivers to \$6,120. She said that we have a contract with the MWRTA that pays for the regular driver's salary. The portion that she is asking for pays for sick time, personal days and vacation time. Ms. Boulette said that the clerical staff will have a step increase and a grade increase. That is for the Office Manager and Out-Reach Coordinator. She said that those positions are under contract. Ms. Boulette said that she is looking for small increases in the gas and electric line, postage, phone cell phones for the drivers and the copier. Ms. Boulette said that all the programs that are taught at the Center are paid out of donations or the Senior Support Foundation. She said that right now, town funds pay for the programs. She said that the Lions' Club, The Leo Club, Celebrate Holliston and the Knights of Columbus all make donations to the Center to help with the programs. Ms. Boulette said that she is looking for a small increase in the building maintenance to cover the cost of the monitoring of the alarm and D & T Pest Service. They also had trouble with the air conditioning and thermostats. The septic will need to be pumped.

Mr. Conley asked Ms. Boulette what was the guide-line for the budget?

Ms. Boulette said that it was 2.5%. She said that her position was mis-classified and she should be at the 2/3 point that would bring her salary up to \$63,513. She said that this would be an increase of \$3,020.

Mr. Conley said that it is 4.5% over guide-line, and he said that he has some concerns about that. Mr. Conley said that some jobs get changed by classification, he said that he is disturbed by that. Mr. Conley said it is a significant increase.

Ms. Boulette asked Mr. Conley if he had read everything that she sent him in the package.

Mr. Conley said yes he did. He said that if we go along with this, then it will start all departments re-classifying their jobs. Mr. Conley said that the guide-line is there for a reason.

Ms. Boulette said that she should not be at the bottom level, she has been the Director for over one year and has nine years of experience. She said that the salary was on the low side.

Mr. Conley asked then why did you take the position?

Ms. Boulette said that is what the salary was, but while she was investigating the position, she found that she should have been paid higher.

Mr. Conley said that Ms. Boulette is doing a fantastic job. He said that he is troubled by the precedent of such a large increase over guide-line. Ms. Boulette said that in just three year's there will only be a \$5.00 difference in pay between the Director and the Out Reach Coordinator, because of step increases. Mr. Conley asked if Ms. Boulette was looking for a re-classification of her job? Ms. Boulette said yes. Mr. Marsden said that the difference will not be in salary, it would be hourly. Ms. Boulette said yes. Mr. Marsden said that he reviewed all the paperwork that Ms. Boulette sent over. He said that he had several conversations with the Council and the previous Director about changing the classification of this position. Mr. Marsden said that the Selectmen are not in the business of re-classifying any position at this time. He said that in the future, we may go back and look at all the positions. Ms. Boulette asked if the Selectmen would move her up in the classification to the 2/3-M4 level. Mr. Marsden asked Ms. Boulette what did her contract say. Ms. Boulette said that she did discuss it with Mr. Ritter, she said that there was not much in the contract. Mr. Marsden said they will have to go back and look at it again. Mr. Marsden said Ms. Boulette should go back to 2.5% cost of living increase in her salary. He will not endorse a job re-classification. Mr. Leary said that we can have that discussion but not tonight. Mr. Leary said that the Selectmen need to see a guideline budget. She said that there is a reason that a guideline was put in place. Mr. Leary asked Ms. Boulette for the backup paper work for the part-time clerical and the Out Reach Coordinator salaries. Ms. Boulette said that all she deals with is building issues. She said that there is something wrong all the time in the building. Ms. Boulette suggested that a maintenance person be hired to help with some of these issues.

DPW

Sean Reese, DPW Director, was present. The Highway Department budget was presented first. Mr. Reese said that the guideline was met. He said that no town services were cut to make this guideline. Mr. Reese said that he reduced the temporary labor line in order to meet the guideline. He said that the clothing allowance was increased from \$450 to \$475 per the contract. Mr. Reese said that they are requesting \$50,000 for the purchase of a 2016 4X4 truck with a platform body and snow plow. This will replace the 2001 truck of the same type. He said that we must remove and replace the underground gasoline storage tanks per the DEP. He said that this must be done before September 2017. He said that it is estimated to cost \$245,000. He said the truck and the underground storage tanks will be voted on at Town Meeting as a Capital Expense. Mr. Conley thanked Mr. Reese for a great job. Mr. Reese said that the Highway and Water Departments have a great bunch of guys. He said that they all work hard. Mr. Leary asked why is the Foreman's line up 4%? Mr. Reese said that his overall wage increase is the 2.5% this percent but the difference reflects the retro payment for FY 2015.

MR. LEARY MOVED TO APPROVE THE HIGHWAY DEPARTMENT FY 2017 BUDGET IN THE AMOUNT OF \$1,306,184. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Sean Reese, DPW Director, was present with the Water Department Budget. Mr. Reese said that the guideline was met. He said that no Town services were cut to make this guideline. He said that they

were able to benefit by re-financing Debt Services. He said that the Water Foreman is now making the same as the Highway Foreman.

Mr. Reese said that he increased the overtime budget and the emergency overtime budget.

Mr. Leary asked if there was a plan for Capital Expenses? Mr. Reese said that they are going to request two engineering contracts. He said that one will be for Shaw Farm Road and the other for the Mudville neighborhood. He also said that they would like to finish up with Birchwood Drive and Oakridge Road.

Mr. Leary said that the other night there was a power outage on Ashland Street and Maple Street well was not able to be used. Mr. Reese said that there was no emergency generator put in place at the Maple Street well.

Mr. Reese said that they are planning on renting a portable generator and they will have a transfer switch installed. He said that he can pay for that out of the operating budget.

Mr. Leary suggested a backup system to purchase that will automatically come on if the power went out. Mr. Reese said that it would cost a lot of money.

MR. LEARY MOVED TO APPROVE THE WATER DEPARTMENT FY 2017 BUDGET IN THE AMOUNT OF \$2,263,547. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

FIRE, AMBULANCE AND EMERGENCY MANAGEMENT BUDGET - POSTPONED

BOARD BUSINESS CHAPTER 90 PROJECT REQUEST FORM

Mr. Marsden said that this is for Adams Street from Marshall Street to Washington Street, Rockland Street from Adams Street to Washington Street. Marshall Street from Adams Street to Hanlon Road. Chamberlain Street from Prentice Street to Underwood Street, Gorwin Drive from Chamberlain Street to Marshall Street

MR. LEARY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE CHAPTER 90 REQUEST FOR THE ABOVE LISTED ROAD WORK IN THE AMOUNT OF \$500,000. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Marsden said that Mr. Ritter has put a letter together to send the Carolyn Dykema and Karen Spilka telling them about the Community Compact and the Capital Improvement Plan. He said that there is also the possibility of a vehicle to monitor the Rail Trail. He said also a charging station for an electric vehicle to be used by the Building Inspector, Board of Health Director, Conservation Agent and the Assessor. They will be looking into an electric vehicles and we will be looking for a places to charge them. He also said that the flashing school zone lights will go solar, if possible. Mr. Marsden said that we have been working at the Library and the Senior Center with many updates. He said that we have been able to preserve some very old documents that are kept in the Town Clerk's vault.

MR. CONLEY MOVED TO APPROVE THE SIGNING OF THIS LETTER TO KAREN SPILKA AND CAROLYN DYKEMA. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Mr. Marsden said that the Board needs to sign a warrant for the Presidential Primary on March 1, 2016.
MR. LEARY MOVED TO SIGN THE WARRANT FOR THE PRESIDENTIAL PRIMARY ON TUESDAY, MARCH 1, 2016, ALL VOTING AT THE HIGH SCHOOL FROM 7:00 A.M. TO 8:00 P.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

AT 7:15 P.M., MR. LEARY MOVED TO RECESS FOR FIFTEEN MINUTES. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

AT 7:30 P.M., THE BOARD EMERGED FROM THE RECESS AND MOVED TO OPEN SESSION.

DOWN TOWN DISCUSSION

Mr. Marsden said that tonight's meeting is to talk about downtown. He said that the Selectmen and the Planning Board have been working on a downtown design plan. He said that the plan is to signalize the three intersections. He said that McMahan and Associates have been working with them on this project. Mr. Marsden said that this was presented at Town Meeting last October and it was not approved. Mr. Marsden said that we had two plans to choose from. He said that it was voted down at the last Town Meeting. He said that in December there was an accident in downtown and now the thought is to re-look at this again. He said that there is one plan to look at now and he is hoping that anyone interested can look at it. He said that the plan that the Selectmen chose will give more plan that would give us the most flexibility and involve the least amount of interruption. He said that the Planning Board did the same at one of their meetings. He said that both Boards will support the same plan. Mr. Marsden said that tonight is the first of many meetings about downtown. Mr. Marsden said that Carolyn Dykema has been in downtown talking to the shop owners about some of the changes. Mr. Marsden said that Ms. Dykema said that all suggestions would be going to McMahan and Associates for consideration. Some of the suggestions may be used and some may not. Mr. Marsden said that McMahan and Associates are the professionals and they do traffic studies for a living.

Mr. Marsden said that McMahan and Associates are here tonight to give us a presentation. Mr. Marsden said that all questions and suggestions should be written down and given to the Selectmen. He said that you can drop off any suggestions to the Selectmen's Office. He said that they would be passed along to McMahan and Associates to see if the suggestion would work with the downtown plan.

Maureen Chlebek and Kristine Palmer from McMahan and Associates were present.

Ms. Chlebek said that they started the study of downtown about two years ago. She said that the goals were to minimize the impact of parking and to minimize a disruption in downtown. She said that the main goal was to improve safety and get the cars through downtown. She said that they did a traffic study. She said that there are three major intersections. Hollis Street at Washington Street, Central Street at Washington Street and Green Street and Exchange Street at Washington Street. Ms. Chlebek said that in the past, there were three traffic studies done. They recommended the same thing that they are recommending. She said that they looked at other options as well. She said that they could not come up with a plan to help downtown without putting in signals. At first they were hoping not to put signals in all three locations, but the plan does need three signals. She said that having the Fire Station on Central Street made it a problem, that is why the decision was made to signal all three intersections. Ms. Chlebek said that there is a lot of traffic on Washington Street in the morning and in the evening. She said that when the traffic signals are put in, the traffic will have to stop at the red light or pedestrian crossing signal. She said that if the traffic does not flow, there will be stack up from signal to signal. She said that they are looking to balance the signals.

Ms. Palmer put the plan on the screen for the residents to see. She said that there will not be a change in the curve line. All sidewalks will stay and the brick bands before the street will all stay the same.

Ms. Palmer said that the crosswalks will be modified to help with pedestrian safety. Residents will be only allowed to cross at the crosswalk at the light. Ms. Palmer said that they will be adding a crosswalk at Hollis Street and Washington Street. She said that there is a crosswalk near the Library but that will be removed because there will not be a signal there. The travel lane will be 12 to 12 ½ feet wide. Ms. Palmer said that there is some parking loss in downtown because of the travel lanes. She said that eleven spaces will be eliminated.

Ms. Chlebek said that there was a parking study done as well. She said that there is adequate parking in downtown, even with the removal of the eleven spaces. She said that you may have to do a little walking but there are plenty of parking spaces.

Mr. Marsden said that if anyone has any suggestions to please submit them to the Selectmen. They will be handed over to McMahan and Associates to review. Mr. Marsden said that some of the suggestions they may be able to use in the plan. Mr. Marsden said that the last time we did this, we gave McMahan and Associates all the information and suggestions and they were able to make some adjustments.

Carolyn Dykema, State Representative, thanked the Selectmen for hosting this informational meeting. She said that she met with a group of people from the downtown area about this plan. Ms. Dykema said that downtown is the heart of our community. She said that it will be hard to go from no traffic lights to three. Ms. Dykema said that the lights will protect pedestrians. She said that the signals will be placed at the side of the road so they will be easier to see. She said that there is also a feature that will allow the Fire Department to flip a switch to have all the lights turn red at the same time so all traffic will come to a stop, so that the fire trucks can go through. Ms. Dykema said that one of the biggest concerns was going from one travel lane to two. She said that McMahan and Associates looked at this again and made a few changes. Ms. Dykema said that the Highland Street light does put pressure on the downtown. She said that the parking loss was due to the two lanes going through downtown. If there was only one lane in each direction, the parking spaces could be put back in the plan. She said that there are three crosswalks one in front of the Mobil Gas Station and they asked McMahan and Associates to move it over to Green Street and Exchange Street. That way, there will be a traffic light lined up with the crosswalk. Ms. Dykema said that the most used crosswalk is between Fiske's General Store and the Superette. It is a very long crosswalk. She said that when the State was out and surveyed the area one of the things that they talked about was the length of the crosswalk. She said that it was suggested that bump-outs be added to the crosswalk. Ms. Dykema said that the police department did not want bump-outs. She said that they talked to the Engineers about the extra traffic that would be going through Mudville. The Engineers are going to look into that as well. Ms. Dykema said that they also talked about a bike lane.

Mr. Marsden said that they will be collecting all the suggestions and pass them along to McMahan and Associates. He said that there will be another meeting to talk about the plan and the suggestions. That meeting will be in April so the plan will be ready for a Town Meeting vote. Mr. Marsden said that McMahan and Associates may have to work on the lights at Highland Street so that traffic will flow better.

A resident asked what will the lights look like.

Ms. Chlebek said that it will be a modern light head with countdown numbers.

Penny Boulette, 165 Holly Lane, asked if you push the button to cross will all traffic stop?

Ms. Chlebek said that is one of the things that they have been talking about. She said that they could operate either way. But, if all traffic stops it will be safer.

Gene Crowley, owner of several downtown buildings, said that he supports the letter that Ms. Dykema sent. Mr. Crowley said that the plan is to eliminate 30% of the parking spots. Ms. Chlebek said yes. He said that there was a study done a while ago that said that 40% of the parking spaces go un-used. Mr. Crowley said that with retail, you have to support the peak times. He said that he is not sure when that study was done. But if you are in downtown on a Saturday morning, most spaces are taken. He said to take away 30% is not a good idea. Mr. Crowley said that he has an office in downtown and he recommends the staff park behind the central fire station. He said that way there is more parking for customers.

Pam Zicko, Fiske Street, and owner of the Holliston Grill said that she likes the plan very much. She asked about handicap spaces, are there going to be any?

Mr. Marsden said that they are not planning or adding or taking away any more handicap spaces.

John Varrell, 928 Washington Street, asked how far do we expect traffic to be backed up on Washington Street? Ms. Chlebek said that she is not sure. Mr. Varrell said that the traffic study that was done was done on a Thursday and ended at 6:00 p.m. He said that there is a big piece of parking that was never considered and that would be at the Chesemore Funeral Home. He said that when there is a funeral, the entire street has cars parked on both sides. He said that they are not marked spaces but you can park all the way to School Street. He said that the parking study that was done only counted marked spaces.

He said that we are going to lose a lot more than 30% of the parking.

Mr. Marsden said that anyone that has a suggestion or a comment to please bring it to the Selectmen's Office and we will take suggestions until Friday.

Valerie Ogilvie, 3 Partridge Way, asked about the lanes going in front of Fiske's General Store? She said that when you merge, it always causes a traffic back up. She said that two lanes merging down to one lane is not going to help.

AT 9:00 P.M., MR. LEARY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____