

HOLLISTON BOARD OF SELECTMEN

June 22, 2016
7:00 p.m.

Holliston Town Hall
703 Washington Street – Room 105

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

AT 7:00 P.M., MR. MARSDEN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS POTENTIAL LAND ACQUISITION. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR. A ROLL CALL VOTE WAS TAKEN.

	AYE	NAY
MR. LEARY	X	
MR. CONLEY	X	
MR. MARSDEN	X	

MR. MARSDEN SAID THAT THIS DISCUSSION WOULD LAST ABOUT 30 MINUTES.

AT 7:32 P.M., THE BOARD EMERGED FROM EXECUTIVE SESSION AND MOVED TO OPEN SESSION.

MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANTS

16-52	GENERAL WARRANT	\$ 907,611.03
	STUDENT ACTIVITY (8030) PLACENTINO	\$ 3,073.30
	MEALS TAX (220)	\$ 43.89
	PAY.COM (APPLICATION FOR MEDICARE-HEALTH)	\$ 548.20
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 20,609.83
	EXPENDABLE TRUST (722) HOUSING TRUST	\$ 300.00
	PERFORMANCE DEPOSIT (801)	\$ 3,512.10
	AGENCY (890) VETERANS DISTRICT	\$ 68.74
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,633.50
	TOWN PAYROLL	\$2,758,836.39
	TOTAL PAID WARRANT	\$3,694,603.48

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 435,738.99
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 385,942.01
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THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

There were no comments from the Board.

There were no comments from the audience.

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter, Town Administrator, was present. Mr. Ritter said the Assessors had hired a Principal Clerk to fill a vacancy. She will be starting on July 1, 2016. He said the Flagg/Cole School asbestos project was advertised today in the Central Register. He said that this project could cost \$400,000. He said that three sets of specs have gone out to bidders. He said that they will also be advertising this in the Metrowest Daily News on Monday June 27, 2016, and on Monday July 5, 2016. He said that on June 29, 2016, there will be a walk through for interested contractors at 10:00 a.m., with a bid opening on July 11, 2016. Mr. Ritter said that the asbestos closest to the school will be removed first.

Mr. Ritter said that there is an opening for the Conservation Agent position. He said that we have 13 applications already and that closing is not until July 1, 2016.

Mr. Ritter said that he was notified about a potential grant application in the amount of \$12,500 to assist the Town in developing a solar field at the landfill on Marshall Street. He said that he would be looking into this. He said that the Senior Center parking lot is coming along. He said that the big work will start on July 1, 2016. He said that he is working with Verizon to move the poles in the middle of the parking lot. Mr. Ritter said that he is having a meeting with McMahon and Associates next Tuesday June 28, 2016 to talk about the traffic lights. He said that the DPW will be involved in this project.

Mr. Ritter said that there is an opening in the Youth and Family Services Department as a Court Diversion and Community Therapist position. He said that the posting will close on July 1, 2016.

SENIOR CENTER DIRECTOR – SENIOR CENTER GOALS

Jean Boulette, Director, and Bob Malone were present. Mr. Malone said that there have been a number of improvements to the Center, and they are very happy about it. Mr. Malone said that the seniors like this building and do not have any plans on moving. Mr. Malone said that senior's needs have changed. There are computer classes, exercise and a nutrition program. Mr. Malone said that Ms. Boulette has expanded her programs to help residents stay in their own home.

Mr. Malone said that with everything that has been going on at the Senior Center, Ms. Boulette has become the Clerk of the Works. She has to oversee everything that happens. Mr. Malone said that there has to be a person who is in charge of Town buildings. He said that the Program Directors can't do their job and not have to worry about every repair that needs to be done in the building.

Mr. Malone said that seniors are living longer. Mr. Malone said that 24% of the population is over 65 years of age. He said that there are many residents within the next ten years will be 55 and over. He said that will be over 30% over the age of 55 in Holliston. He said that we will have to contribute more of our resources to the growing senior population. He said that they should increase in small increments. Mr. Malone said that with the growing population, they will require more staff and programs. He also said the staff has no down time. They are always busy.

Mr. Malone said that another goal now that the kitchen is a certified cooking kitchen, he said that they would like to bring the job of cooking in house. He said that they do not want to hire additional staff to cook. He said what they are currently thinking is taking some of the catering resources and use that to hire someone on a contract who will be based out of the kitchen at the Senior Center. Someone who will do the ordering and the cooking and keep track of inventory. He said all on a part-time basis. He said that they will be able to use the kitchen to have better control over the program and maybe expand it to three days per week.

Mr. Malone said that they are also looking for alternative funding. He said that all the programs are funded by other sources. He said that they raise a lot of funds when the fall fair is held. He said that there could be a problem this year because of the parking lot.

Mr. Malone said that Pultie Homes said that they would be making a contribution the Library and the Senior Center. He said that the \$10,000 that they said that they were going to donate would help out a lot. He said that they would like to fundraise to some of the larger business in Town. He said any funds that would come in would go to the nutrition program.

Mr. Malone said that they would like to talk about the classification of the Senior Center Director's position. He said that they could talk about that in the future.

Mr. Malone said that they have not asked the Town for any program funding. He said that it may be time for the Town to start to contribute to some of the programs.

Mr. Leary said that Mr. Malone should put this in writing. He said that he wants to see the numbers from the My Senior Program every month. Mr. Leary asked if the My Senior does a breakdown of the ages of seniors that check in?

Mr. Malone said that they do not ask residents how old they are.

Mr. Leary said that he was glad Ms. Boulette was in the building while construction was taking place. She could keep an eye on things.

Mr. Leary said that the COA budget has grown over the years.

Mr. Malone said that he is one of the voices for the seniors. He said that Ms. Boulette is a fantastic Director. He said that the employees are great and they have a number of wonderful volunteers.

Mr. Malone said that they would like to have programs at different locations. He said that would be in July because of the work that is going to be done in the parking lot. He said that Ms. Boulette did a great job in finding locations for the programs. He said that programs will be at the Fire Station, Upper Town Hall and Mission Springs.

Mr. Conley said that a salary review has gone to the Collins Center.

Mr. Conley asked how many visitors did the Center have last year? Mr. Malone said that the average visit is five per senior. He said that they had 16,000 cards that were swiped in last year.

Mr. Conley said that the Senior Center is a great place. He thanked Mr. Malone and Ms. Boulette for attending the meeting.

DPW DIRECTOR – RECYCLING CENTER FEE PROPOSAL

Sean Reese, DPW Director, and Tom Smith, Highway Superintendent were present. Mr. Reese said that he is looking to institute a sticker program for Marshall Street. He said that Ms. Kellogg has put together a spread sheet on what Town do at their recycling. Mr. Reese said that he thinks that residents from other towns are coming in to get rid of items. He said that a sticker program would take care of that. Mr. Reese said that it is expensive to get rid of CRTs. He said that on average it is about \$20,000 per year. He said that there is not a company that will do it for free any more. He said that there are costs associated with brush and grinding it up. He said that if we sell stickers for CTRs, it could be self funding. Mr. Reese said that they looked at Millis, Medway, Hopkinton, Natick, Milford, Plainville, Blackstone and Mansfield. He said that every town was a little different on what they charge.

Mr. Reese said that Medway has a \$250.00 annual fee that they pay and they have curbside pickup.

He said that Ashland will take tv's four times per year for a fee based on the size of the screen. He said that it could cost up to \$45.00 for a large tv.

Mr. Reese said that he would like to see a \$45.00 per car sticker. He said that a \$20.00 sticker for a tv that would need to be purchased at Town Hall for that tv. He said that he did not want to get involved with different prices based on size of the tv. He said a monitor would be \$20.00 as well. Mr. Reese said that there would not be a fee for a grill or other metals. He said that we will not take propane tanks. Mr. Reese said that there would not be a charge for a push lawn mower but a riding mower, yes there would be a fee of \$20.00.

Mr. Marsden asked what did we do before? He said that you needed a yellow sticker for your window. He said that if you need a yellow sticker to get into the Recycling Center how come all these people can come in and get rid of tvs? He said that we need more enforcement.

Mr. Reese said that Holliston residents are bringing in items from friends who are out of town to dispose of because we do not charge for it.

Mr. Leary said that the yellow sticker is not effective. He said that what they do in New Hampshire is great. He said that he has property in New Hampshire and his sticker has his license plate number on it and it is good for one year. He said that you have to renew your sticker every year. He said that they match your registration to the sticker to make sure that it is correct. He said that for us, he would like to see the initial fee lower. He suggested \$20.00 or \$25.00 for the first car and then \$5.00 for any additional car.

Mr. Marsden asked who was going to collect the money? Mr. Leary said the Treasurer's Office will.

Mr. Marsden said that if he wanted to get rid of a tv he needs to come to Town Hall and purchase a sticker, he can't buy one at the gate. Mr. Reese said no you have to get it at Town Hall in the Treasurer's Office. Mr. Leary said that no money will be collected at the gate.

Mr. Leary said that sometime the Recycling Center needs to be open more. He said that Saturday is just not enough. He said that opening on April 1 through Memorial Day weekends, Saturday and Sundays. He said that residents will be doing their spring cleanup.

He also in the fall for leaf drop off.

Mr. Marsden said that we will have to let residents know what is going on. He said that this will not happen overnight. We have to give the residents time.

Mr. Reese said that they will put a sign on the gate letting residents know that this is going to happen. He said that they will have flyers to pass out.

Mr. Marsden asked if Ms. Bousquet knows that she will be giving out car stickers and selling them? Mr. Ritter said that she knows.

Mr. Reese said people just drop items off at the gate.

Mr. Smith said that Norfolk has a bigger recycling program than what we have. He said there is a different price for everything that you drop off. He said that you pay for an annual sticker.

Mr. Smith said that the grinding of the brush costs and the screening of the compost is almost \$12,000. He said then we are looking at \$17,000 to \$20,000 every year for CRTs.

Mr. Marsden said that there are organizations that do collect CRTs during the year.

Mr. Smith said that the vendor that is collecting the CRTs can't believe the volume of tvs that are dropped off every week. He said that once we go to the sticker program, the amount of tvs will drop off.

Mr. Leary said that we will have to order stickers and that will take time. Mr. Smith said that he would like this sticker program to start September 1st.

Mr. Malone, 414 Central Street, asked if this sticker was going to take the place of the yellow one that he has now? Mr. Leary said yes. It would be a new sticker with your license plate written on it.

Vincent Murphy, 432 Norfolk Street, said that he thinks it is a good idea. He said that he is concerned about getting a sticker for a CRT. He said that you have to come to Town Hall to get it. He said that is hard to do. He said that the trash sticker is available many places and they are open on Saturday, but Town Hall is not. Mr. Smith said that could be possible for the CRTstickers, but not for the vehicle stickers. He said that the Treasurer needs to log your plate number. Mr. Smith said that he will look into that.

Mr. Malone, 414 Central Street, asked what items will require a \$20.00 sticker.

Mr. Marsden said CRTs, monitors, printers, tv's, stereos, electronics, exercise equipment and ride on lawn mowers.

Mr. Conley said that he thinks that there will be a huge drop because you now have to pay for it.

Mr. Leary said that it will have to be enforced. Mr. Leary said that when he goes to the recycling center in New Hampshire, the vehicle is weighed when he enters and then again when he exits.

Mr. Leary said that they need to set a sticker fee.

Mr. Marsden said that \$20.00 across the board for each electronic or exercise equipment or ride on mower item that is disposed of at Marshall Street.

Mr. Leary said that \$10.00 is reasonable for each car, and \$20.00 for each item. Mr. Leary said that this should start September 1, 2016.

Mr. Reese said that he and Mr. Smith will come back to the Selectmen in a few week to talk about this again.

MR. CONLEY MOVED TO APPROVE TEN DOLLARS PER STICKER AND A TWENTY DOLLAR FEE FOR THE ELECTRONIC, EXERCISE OR RIDE ON MOWER THAT IS DROPPED OFF AT MARSHALL STREET. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Reese said that we still have a water ban in place. He said that we are going to do an odd/ even water ban. He said that odd homes can water Wednesday and Friday and even numbered homes can water Tuesday and Thursday. He said that there is no watering 9:00 a.m. to 5:00 p.m. All watering can be done after 5:00 p.m. He said that Saturday, Sunday and Monday are hand held watering only.

Mr. Reese said that we have to follow the water ban. We need to save as much as possible.

Mr. Leary said that we are in a dry spell. Mr. Reese said that they have noticed that.

Mr. Reese said that we are pumping less water this year. He said that they found several leaks and had them fixed. He said that has helped.

Mr. Reese said that the golf course runs on a well, so they can water any time.

FIRE CHIEF – DEPARTMENT GOALS

Michael Cassidy, Chief, was present. He said there was a promotion in the Department. He said that after having only one Deputy Chief for the past eight years, we now have two. He said Mark Dellicker

was promoted on January 1, 2016. Chief Cassidy said that he is doing a great job. He said that he has been a great addition.

Chief Cassidy said that with training and different approaches they are able to take a fire down quicker than before.

Chief Cassidy said that the EMT's have new pagers. He said that the Rescue Company loves the stabilization equipment. The Company has had lots of training from the factory representative. He said that they were able to bring in multiple cars and put them on their sides and even roll them over. He said that they enjoyed that exercise.

Chief Cassidy said that last spring they had invited the Board to training for Fire and Ice and the training, but there was a storm and the training got rained out. He said that the gel is a great way to fight fires. He said that it is expensive. He said that two engines have the gel. The other two engines will be fitted to use the gel. Chief Cassidy said that they have the gel on the water cannons.

Chief Cassidy said that there have been improvements to the Gates Fire House. He said that Engine #3 is in the building. Chief Cassidy said that many man hours were donated to redo this building.

Chief Cassidy said that in 2017, they want more staffing. He said that 20 members of the Department have been with the Department for 5 years or less. He said that he has 11 members that have been with the Department for over 25 years. He said that he sees some retirements in the future.

He said that these people have a lot of experience and if they are going to be replaced, they need quality people.

Chief Cassidy said that their records are all on paper. He said that he would like to go to a digital record. He said that Millis has one ambulance and the software is in the dispatch office. The cost is over one hundred thousand dollars. Chief Cassidy said that is why we still use paper. He said that this is something for us to think about.

Chief Cassidy said he has spoken with representatives from the Green Community. And now that Town Meeting is over, he thinks the vendor will be back to discuss this again.

Mr. Ritter asked if the digital records is on the Departments Capital improvement plan?

Chief Cassidy said no. Mr. Ritter suggested that he talk to UMass Collins Center about adding that.

Chief Cassidy said that it would depend on who was doing the talking for the Department, they may not think that it would be a Capital Item. He said that it is software.

Mr. Leary and Mr. Marsden think that this is a Capital Request.

Mr. Leary said that this should be added as a capital item and discussed with the Collins Center.

Mr. Leary said that he thinks that this would be more than the one hundred thousand that Millis paid. He said that Holliston has multiple ambulances.

Chief Cassidy said that they were able to upgrade the HVAC through the Green Community Grant. He said that the system was sixteen years old and needed updating. He said that it was not energy efficient and it was leaking. Chief Cassidy said that the only project left is a new roof.

Chief Cassidy said that now his biggest concern about station is the station in Pope industrial Park. He said the Town does not own this building, we pay rent. He said that if the Town ever takes the land, he has plans for the garage.

BOARD BUSINESS

MR. CONLEY MOVED TO RE-APPOINT JUDY GROSJEAN TO THE HISTORICAL COMMISSION FOR A THREE YEAR TERM. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

MR. CONLEY MOVED TO APPOINT MARK BUSH AS AN ASSOCIATE MEMBER OF THE ZONING BOARD OF APPEALS FOR A ONE YEAR TERM. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

MR. CONLEY MOVED TO APPOINT JAY PEABODY AS AN ASSOCIATE MEMBER OF THE ZONING BOARD OF APPEALS FOR A ONE YEAR TERM. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

CONTRACT – MCMAHON ASSOCIATES

MR. MARSDEN MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE CONTRACT FOR THE SIGNALIZATION IN DOWNTOWN WITH MCMAHON AND ASSOCIATES. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MARSHALL STREET LEASE EXTENSION

Postponed

JOHNSON GOLF COURSE CONTRACT EXTENSION

Mr. Leary said that Johnson Golf has sent the Board a proposal. He said that Bill Harrison, New England Golf, has expressed interest in coming back and running the course again.

Mr. Conley said that Glen Ellen is going to be closing and that will make Pinecrest very valuable.

Mr. Leary said that with two parties interested he thinks that we should put this out to bid.

Mr. Conley said that he agrees.

Mr. Marsden said that he remembers that Johnson Golf had a three year contract and was given an extra year to opt in if they choose to.

Mr. Marsden said that if we are going to go down this path again with a bid, he wants to make sure that everyone knows what is going on and understands it.

Mr. Leary said that this will be tabled until July 6, 2016. He said that they will invite the Golf Course Advisory Committee to join them.

ONE DAY ALCOHOLIC BEVERAGE PERMIT

MR. CONLEY MOVED TO APPROVE A ONE DAY ALCOHOLIC BEVERAGE PERMIT FOR OCTOBER 1, 2016, IN THE UPPER TOWN HALL FROM 2:00 P.M. TO 8:00 P.M.. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

GOALS AND OBJECTIVES

Mr. Leary said that this can wait until next week.

RESERVE FUND TRANSFER REQUEST – SELECTMEN

MR. LEARY MOVED TO APPROVE A RESERVE FUND TRANSFER IN THE AMOUNT OF \$55,300 FOR INSURANCE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE A RESERVE FUND TRANSFER IN THE AMOUNT IF \$28,000 FOR PROFESSIONAL SERVICES. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

LINE TRANSFER – SELECTMEN AND EMPLOYEE BENEFITS

MR. MARSDEN MOVED TO APPROVE A LINE ITEM TRANSFER FOR THE SELECTMEN IN THE AMOUNT OF \$100,500 FOR THE CHARTER SCHOOL AND SCHOOL CHOICE PROGRAM. TO OFFSET HIGHER STATE ASSESSMENTS THAN PREDICTED. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE A LINE ITEM TRANSFER FOR THE YOUTH AND FAMILY SERVICES IN THE AMOUNT OF \$1,000 FOR COMMUNICATIONS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE A LINE ITEM TRANSFER FOR THE DPW DEPARTMENT IN THE AMOUNT OF \$10,000 FOR THE COST OF ELECTRICITY. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE A LINE ITEM TRANSFER FOR THE STREET LIGHT ACCOUNT IN THE AMOUNT OF \$5,000 FOR EVERSOURCE AND CONSTELLATION. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE A LINE ITEM TRANSFER FOR THE SEWER DISPOSAL FEE IN THE AMOUNT OF \$10,500. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Leary said that Town Clerk Elizabeth Greendale received a resignation from Gretchen Powers who was part of the Youth and Family Services.

AT 9:03 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved _____