

HOLLISTON BOARD OF SELECTMEN

July 20, 2016
6:30 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 6:30 p.m., the Board met and had a tour of the Community Garden on Rogers Road.
At 7:35 p.m., the Board left the Rogers Road property and moved to Open Session at Town Hall.

AT 7:40 P.M. MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

16-55	GENERAL WARRANT	\$265,284.97
	MEALS TAX (220)	\$ 61.38
	PERFORMANCE DEPOSITS (801)	\$ 8,775.00
	AGENCY (890) VETERANS DISTRICT	\$ 133.36
	TOTAL PAID WARRANT	\$274,254.71

THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

17-03	GENERAL WARRANT	\$ 975,893.45
	STUDENT ACTIVITY (8030) MIDDLE	\$ 11,017.82
	HEALTH INSURANCE TRUST	\$ 496.99
	AGENCY (890) VETERANS DISTRICT	\$ 21,318.96
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,331.99
	TOWN PAYROLL	\$ 671,084.52
	TOTAL PAID WARRANT	\$1,679,811.74

ACCOUNTANT’S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 149,317.11
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TREASURER’S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 119,058.82
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THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Conley said that they just had a tour of the Rogers Road property, The Community Farm. Mr. Conley said that they are doing a wonderful job with the property.

Mr. Leary said that this is a great group of volunteers. He said that they have done so many things in a short time. Mr. Leary said that there are a few farming plots to be rented out. He said that the Community Farm is always looking for volunteers.

Mr. Leary said that tomorrow July 21, 2016, is the America in Bloom open house. He said that it will take place at the Historical Society and is open to the public and it starts at 6:00 p.m.

There were no comments from the audience

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter, Town Administrator, was present. He said in a message Highway Superintendent, Tom Smith, said that several street signs are missing. He said that there are at least 15 signs missing. All of the signs have been ordered and it will take some time for them to come in.

Mr. Ritter said that they are working on the bid for the elevator at 1750 Washington Street. He said that they would like to award the contract on September 1, 2016. Mr. Ritter said that this is an \$80,000 project. This will be one of many steps in the renovation of 1750 Washington Street.

Mr. Ritter said that the MIIA simulator is behind the Fire Station on Central Street. He said that Fire Fighters have been training in the simulator. He said that the DPW will have training next and then the Police Department.

Mr. Ritter said that the Senior Center parking lot project has a binder coat and the top coat will be applied on July 29, 2016. He said that this week, curbing and sidewalks will be going in. He said that there is a change order to put in a retaining wall, for the Selectmen to approve tonight. He said that this project is on time and they will re-open on August 1, 2016.

DRIVEWAY WIDENING 134 FISKE STREET

Mr. Leary said that this request is to widen the driveway at 134 Fiske Street.

Bill Duffy, 134 Fiske Street, was present. He said that he would like to extend the driveway to make it circular. He said that it will move the driveway about ten feet. He said that he will be able to see better coming out of the driveway. He said that his driveway is about twenty five feet wide and he will reduce the width if the Selectmen would like him to.

Mr. Leary said that he talked to the Highway Superintendent and he had no problem with this.

MR. CONLEY MOVED TO APPROVE THE DRIVEWAY OPENING FOR MR. DUFFY AT 134 FISKE STREET. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MARSHALL STREET LEASE – HOLLISTON YOUTH SOCCER ASSOCIATION (HYSA)

Mr. Ritter said that the paperwork is complete and the Board just needs to sign it.

Mr. Leary said that the Selectmen met with the Board members of HYSA about the lease. They have ironed out all the details. He said that the Parks and Recreation Commission has already signed the lease. Mr. Leary said that the HYSA Board members were going to sign the lease tonight.

Mr. Leary said that HYSA has done a great job in keeping up the fields.

Mr. Ritter said that there is a 20 year lease agreement and a consent agreement.

MR. MARSDEN MOVED TO AUTHORIZE THE BOARD TO SIGN THE LEASE AGREEMENT AND THE CONSENT AGREEMENT WITH HYSA FOR THE MARSHALL STREET SOCCER FIELDS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

CLASS II LICENSE APPLICATION – P. COAN CORP.

Postponed

COLLINS CENTER – CAPITAL IMPROVEMENT PLAN

Bob Rooney and Tony Torrisi from the Collins Center were present. Mr. Rooney said that Mr. Torrisi is the financial expert. Mr. Rooney said that he will be doing the background work.

Mr. Rooney gave a slide presentation. Mr. Rooney said that they would like to set up a five year Capital Improvement Plan (CIP) he said that it will cover 2017-2021. He said that he knows that some projects have already been approved and funded. He said that a Capital Improvement Plan should cost over ten thousand dollars and have a life over five years. He said that they did get some requests for Capital Improvement Plans, but they were under three thousand dollars. He said that they put them together on a separate page. He said that the Town has applied for several grants and loans to help fund some projects.

Mr. Rooney said that he was impressed by the Rail Trail because they have raised a lot of money to keep the trail up and going. He said that they are very committed.

Mr. Rooney said that he and Mr. Torrisi would like to have a working session with the Finance Committee and the Selectmen. He said that they could have better direction to follow. He said that they would like to get this wrapped up by September. He said that the Selectmen can present the finding at Fall Town Meeting.

Mr. Conley asked if Capital be indexed in the budget by a percent rate?

Mr. Rooney said that typically in some communities there would be a policy that would designate that 3% but at times it could be 6%. He said that it did not affect their bond ratings.

Mr. Conley asked if there should be a maintenance budget of one or two percent to go along with the Capital Budget?

Mr. Rooney said that you could almost have it for each facility. He said that if you built a brand new building it is not like building in the 1920's. He said that everything is very modern and sophisticated. He said that there is do much technology, you do have to look at preventative maintenance. He said that you can add a percentage to it. That is a great idea. He said that the funds could go into a Stabilization account. He said that it would be available if it was needed.

Mr. Conley asked what do you think about dividing up the Capital and giving each Department so much funding?

Mr. Rooney said that it is not advised. He said that things can change.

Mr. Leary said that if items made the Capital Request list, then the Departments need the items within five years.

Mr. Rooney said that most should be replaced within five years. If they are replaceable. He said that if a Town was looking to put in a new Dog Park for example, it may not be a priority.

Mr. Rooney had a copy of his spread sheet that he passed out to the Selectmen.

Mr. Rooney said that a new facility for the DPW is not on this list. He said that a feasibility study must be done first.

Mr. Leary said that the Board knew what each Department was looking for in Capital Items. He said that some items have been on the Capital Request list for many years.

Mr. Leary said that if we do ten projects a year, we have done a lot. He said that they replace Police cars and Highway Equipment on average every year.

Mr. Rooney asked if old police cars could be passed on to different departments?

Mr. Leary said not anymore, because we are a Green Community.

Comments from the audience.

Vincent Murphy, Norfolk Street, also on the Finance Committee, asked about debt and how could we fund the Capital Projects.

Mr. Leary said that this is an idea and this will get the discussion going about new Capital projects.

Mr. Rooney said that there are different programs that will split the cost for replacement of a roof as an example. He said that the Town would pay 60% and the State program will pay 40%. He said that we would need to look into this. He said that they are usually quick with a turnaround.

Mr. Rooney said that Adessa is close to Holliston. He said that they could offer an auction car to the Town.

Lisa Kocian, 158 Winthrop Street, also a member of the School Committee, asked the Board to read off the top five or ten Capital Requests.

Mr. Leary said Woodland Street Wastewater Treatment Plant is four hundred thousand dollars.

Road maintenance sidewalks and repairs, may be Chapter 90 money.

Utility and energy updates.

Replace high school boilers and to design a new high school.

Mr. Leary said that the Town repaved seven miles of roadway. He said that this was all paid for by Chapter 90 funding. He also said that we are re-doing the Senior Center parking lot. He said that we have done a lot of work this year already.

Mr. Leary said that the high school is only fifteen years old. He said that we redid it, what we should have done was knock it down and start from the beginning.

Mr. Leary thanked Mr. Rooney and Mr. Torrasi from the Collins Center for attending this meeting. He will look forward to talking with them next month.

BOARD BUSINESS

MR. MARSDEN MOVED TO RE-APPOINT KEVIN CONLEY TO THE HOUSING TRUST. THE MOTION WAS SECONDED BY MR. LEARY. TWO IN FAVOR. MR. CONLEY ABSTAINED.

FLAGG ASBESTOS ABATEMENT REPORT AND RECOMMENDATIONS

Mr. Ritter, Town Administrator, and Paul Matuszko, Environmental Consultant, were present. Mr. Ritter gave the Selectmen a copy of the reports from the Flagg Building. Mr. Ritter said that at the last Town Meeting it was approved to demolish and remove the asbestos from the Flagg/Cole building.

Mr. Ritter said that there were two walk-throughs of the building. He said that four contractors went through the school and we received bids from two. He said that we have to work under a timeline because there is a school just next door. He said that they want to minimize the amount of asbestos exposure in the air. He said that if they had the time they would be taking care of the area closer to the school in the month of August. He said that this is the end of July and there would not be enough time to do it.

Mr. Matuszko said that they did the bid on this project at the busiest time of the year. He said that most asbestos removal companies are working now. He said that is why we did not get many contractors to look at this project.

He said that the first step was going to remove the asbestos closest to the Miller school in the fall. He said that there were extra costs because now they would have to board up the windows, because we

can't leave the building open. He said that asbestos would be in the air. He said that the building is full of items. He said that everything would have to be removed before they could start.

Mr. Matuszko said that he thinks a more competitive price can be received if this is re-bided out in the winter.

He said that early January contractors are setting their schedules and are looking for work. He said that the Town could save a lot of money if the work was done during the winter.

Mr. Matuszko and Mr. Ritter feel that the bids should not be considered. He said that they should re-bid this again in the winter. He said that the bid should have the asbestos removal and the demolition as one package. He said that the bid package could go out in January and they could start the project in early March. He said that this project could take up to three months to complete the asbestos removal. He said that it would be close to the end of the school year then they could start to demolish the building.

Mr. Leary said that they would have to have a discussion with the schools, before they can commit to that.

Mr. Ritter said that he has spoken with Brad Jackson, Superintendent of schools and also Keith Buday, the Business Manager, he said that they have come up with a plan to address this.

Mr. Ritter said that if they can clean out the school of all its items it will reduce the cost of the project as much as twenty-five thousand dollars. Mr. Ritter said that Mr. Matuszko is going to get some demolition estimates. Mr. Ritter said that they can present this at the Special Town Meeting in October to supplement the funding that we already have in place for the project. He said then we can start in March of 2017.

Mr. Leary said that did not answer his question. He asked if the asbestos was going to be removed during the school year?

Mr. Ritter said that the interior asbestos will be removed during the school year.

Mr. Leary asked why don't we do it now? He said that there is nobody in the building.

Mr. Matuszko said that there is not enough time to do the removal of the asbestos and the demolition during the summer when school is not in session.

Mr. Buday said that the schools concern was having the asbestos removed on the outside while school was in session. He said that when they do it, the school will shut down the ventilation system to the school.

Mr. Buday said that they can remove the asbestos while school is in session because they will put up plastic to keep the dust in. Mr. Buday said that the project would be inspected over the time that work is being done.

Mr. Leary asked if they would be putting up a fence around the school?

Mr. Matuszko said no they do not need one to remove the asbestos. He said that if they were taking down the building, then yes there would be a fence around the property. He said that it would be an added expense.

Mr. Leary asked Mr. Matuszko how long will it take to take down the building?

Mr. Matuszko said about two to three weeks. He said then another three weeks to remove all the building materials. Mr. Marsden asked how much appropriation funds do we have for this project?

Mr. Ritter said that we have \$620,000.

Andrew Morton, 72 Stoney Brook Drive, also School Committee member, said what he thinks most of this work should be done while school is not in session. He said that if school is in session, then there would be some big concerns.

Mr. Leary asked if some work could be done during February and April vacation?

Mr. Leary said that this could affect the final cost.

Mr. Ritter said that the Superintendent of Schools, Brad Jackson, said that the trucking and the demolition of the building was not a major concern for him.

Mr. Leary said that they will talk about this again at next week's meeting. He said that will give Mr. Buday time to talk to Mr. Jackson.

Mr. Conley said that he would like to see the removal of the asbestos and the demolition of the building all as one price.

Marth Devoe, 35 Robin Hill Road, also School Committee member, asked if the planned time plan is going to be on schedule. She said that she is hearing that it may take longer than they originally thought. She said that when you plan construction, you have to plan on it running late.

She said that summer is only ten weeks, but the staff is in the building for a week after school lets out and the week before school starts, and some staff is in the building all summer long.

Ms. Devoe said that there will be exposure to staff and children. She said the school schedule will overlap the demolition project.

Mr. Leary thought that they could get this completed during the summer months, but now that they have looked into this further, it will take longer.

Mr. Leary said that they will talk about this again at next week's meeting.

GASOLINE STORAGE TANK CONTRACT

Mr. Leary said that they received a bid from MECO Environmental and the bid has been reviewed by the DPW and it is recommended that they use MECO Environmental for the new gas tanks.

MR. MARSDEN MOVED TO EXCEPT THE BID FROM MECO ENVIRONMENTAL FOR THE NEW GAS TANKS AT THE DPW GARAGE AND TO SIGN THE CONTRACT IN THE AMOUNT OF \$219,000. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

SENIOR CENTER PARKING LOT PROJECT CHANGE ORDER

Mr. Ritter said that there is a small embankment near the building a retaining wall needs to be installed. He said that this is at the recommendation of the engineer. He said that the contractor sent a quote in the amount of \$2,500 for the work.

MR. CONLEY MOVED TO APPROVE THE CHANGE ORDER FOR THE EMBANKMENT AT THE SENIOR CENTER FOR THE PARKING LOT IN THE AMOUNT OF \$2,500. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

ONE DAY ALCOHOLIC BEVERAGE LICENSE – SPECIAL OCCASION SERVERS

MR. CONLEY MOVED TO APPROVE THE ONE DAY ALCOHOLIC BEVERAGE LICENSE FOR SPECIAL OCCASIONS SERVERS FOR A CLASS REUNION, IN THE UPPER TOWN HALL, ON OCTOBER 8, 2016, FROM 6:00 P.M. TO MIDNIGHT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

FEE WAIVER REQUEST

There was no action taken

EXECUTIVE SESSION

TABLED UNTIL NEXT WEEK

APPOINTMENT – SPECIAL POLICE OFFICER

MR. CONLEY MOVED TO APPOINT JASON FITZGERALD AS A SPECIAL POLICE OFFICER. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

MINUTES

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF MAY 9, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Leary said that the Board received a letter from Lieutenant Denman saying the he is stepping down as the Director of the Auxiliary Police and he is recommending Sergeant Matt Stone be his replacement. **MR. CONLEY MOVED TO APPROVE MATT STONE AS THE NEW DIRECTOR OF THE AUXILIARY POLICE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

Mr. Marsden said that Lieutenant Denman has done a fantastic job in this position. The Board thanked Lieutenant Denman for his many years of devoted service to the Town.

AT 9:22 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved _____