

**HOLLISTON BOARD OF SELECTMEN**

December 21, 2016  
7:30 p.m.

Selectmen’s Meeting Room – 105  
Town Hall

**MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT**

17-25	GENERAL WARRANT	\$ 722,797.69
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 10,784.43
	SPECIAL FUELS TAX	\$ 1,064.40
	EXPENDABLE TRUST (710) HOUSING TRUST	\$ 1,731.21
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,501.64
	TOWN PAYROLL	\$1,123,194.81
	TOTAL PAID WARRANT	\$1,859,572.54

**ACCOUNTANT’S NOTE:**

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 220,391.51
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**TREASURER’S NOTE:**

WIRE TO HEALTH INSURANCE TRUST	\$ 182,808.18
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**THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**COMMENTS FROM THE BOARD**

Mr. Conley wished everyone a Merry Christmas and a Happy Hanukka. Mr. Conley said that they would like to get the downtown traffic lights done as soon as possible. He said that this project will start this summer. He said that this project will not be delayed.

Mr. Leary said there was a structure fire in Town. He said that everyone got out ok. Mr. Leary said that the public safety personnel did a great job in putting out the fire. Mr. Leary said that it was a windy and very cold morning. Mr. Leary said that a Go Fund Me page has been set up to help the family.

Mr. Leary said that this meeting in being recorded and broadcast live on Cable Access TV and is being recorded on audio tape to be transcribed into minutes. He said that news outlets may be recording this meeting. Mr. Leary said that any member of the public may record this meeting, by asking the Chairman for permission.

There were no comments from the audience

**REPORT OF THE TOWN ADMINISTRATOR**

Jeff Ritter, Town Administrator, said that the Selectmen met with the surrounding Town’s Boards of Selectmen. He said that they had the meeting at the Senior Center. Mr. Ritter said that he has completed the meeting minutes from that meeting. He said that the Selectmen have reviewed them and he will release them. Mr. Ritter said that the next meeting will be on March 9, 2017, in Ashland. Mr. Ritter said that the Andrews School project will be advertised next week in the Central Registrar and the Milford daily News. Mr. Ritter said that there will be training on the Conflict of Interest law. He said that it is good to take the online course. He said that it can be done once a year, but it is only required for every two years. He said that he has started working on the FY 18 budget.

**BOARD BUSINESS – MINUTES**

**MR. CONLEY MOVED TO APPROVE THE MEETING MINUTES OF JULY 27, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**CONTRACT – FLAGG BUILDING DEMOLITION PROJECT – A PROJECT MANAGER**

Mr. Ritter said that this is for the demolition of the Flagg School. He said that we received three proposals. GZA, Nobis and Pare Corporation. He said that the Board has interviewed two of the three and he feels that GZA would do a great job.

**MR. CONLEY MOVED TO APPROVE THE CONTRACT FOR GZA AS PROJECT MANAGER FOR THE DEMOLITION OF THE FLAGG SCHOOL BUILDING PROJECT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**8 ARCH BRIDGE COMMITTEE APPOINTMENT**

Mr. Leary said they are looking for this Committee to put out a design to preserve the bridge.

Mr. Leary said that on November 9<sup>th</sup>, they established a committee of five.

He said that Mary Greendale, Dennis Ferreira, Alison Lima, Jay Robinson and Paul Saulnier have all expressed an interest.

**MR. MARSDEN MOVED TO APPOINT MARY GREENDALE, DENNIS FERREIRA, ALISON LIMA, JAY ROBINSON AND PAUL SAULNIER TO THE 8 ARCH BRIDGE COMMITTEE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**1750 WASHINGTON STREET ELEVATOR BID AND CONTRACT**

Mr. Ritter said that the Architect, Ed Clinton, was present to talk about this project. Mr. Leary said that there was some of the Park and Recreation Commission members present.

Mr. Clinton said that they put this project out to bid on December 7, 2016. He said that there is one Addendum with the contract. He said that there were three bidders. Mr. Clinton said that he feels comfortable with all three bidders. Mr. Clinton said that he paid close attention to TR McGrath Construction, he was much less than the other two bidders. Mr. Clinton said that he has worked with Mr. McGrath in the past. He said that he is fair. Mr. Clinton said that he will enforce the terms of the contract. Mr. Clinton said that any changes made early will be for weather related. He said that there will be some winter conditions. Mr. Clinton said that Mr. McGrath said that the best way to do this is a concrete shaft. He said that construction will start the first week of January. He said that there are blankets on the ground already to keep the ground warm. He said that frost will not get into the ground. He said that the Board of Health said that the elevator shaft and lobby are within the Title V clearances for the septic system. Mr. Clinton said that they will come up with a design to water proof the foundation. Mr. Clinton said that the Board of Health is going to review these plans tomorrow night. Melissa Kasporn, Park and Recreation Commissioner, asked about the size of the elevator. She asked if it was a standard use elevator? Mr. Clinton said that it is a limited use elevator. Ms. Kasporn asked if they needed a variance for this type of elevator? Mr. Clinton said that no variance was needed because all the work that is being done is all related to handicap accessibility. Mr. Clinton said that if more work was needed, then they would have needed that variance. Ms. Karporn said the 521 CMR has to do with

the size of an elevator. Ms. Kaspersn said that when she had a meeting with the Building Inspector, he said that they needed the variance.

Mr. Clinton said that the Local Building Inspector has the final say on this building project. Mr. Clinton said that he will ask the Architectural Board for a letter saying that we do not need a variance. Mr. Clinton said that a standard size elevator has a weight limit of 2,100 pounds. He said that a limited use elevator has a weight limit of 1,400 pounds.

Ms. Kaspersn said that we have three bids and she is concerned because there is a huge difference. She said that they range from \$109,800 to \$207,000. She said that is a big difference.

Mr. Clinton said that he will oversee this project. He said that Steve Gallagher is the mason who will be doing the masonry work. Mr. Clinton said that he is confident that TR McGrath Construction will finish the work.

Ms. Kaspersn asked who the project manager will be for this project?

Mr. Clinton said that this is a small project. Mr. Leary said that he did not think that need a project manager. Mr. Clinton said that it would be very expensive to have a project manager. Mr. Clinton said that he would field the questions.

Ms. Kaspersn said that the original plan was to have the elevator inside the building. But that did not happen because of the cost or moving the mechanical room. She said that she and other members of the Commission and staff have found another location for the elevator, inside the building. She said that the Commission would still like to explore this option.

Mr. Clinton said that Tom Chipman, Park Commissioner, told him about that location for an inside elevator. Mr. Clinton told Mr. Chipman that it would be more expensive to have the elevator inside. He said that it would be hard to get equipment in and out of the building. He said that the shaft on the outside is the way to go. Mr. Clinton said that he will work not to have change orders on this project. Mr. Clinton said that contractors see projects different that architects. He said that he would like to have the most beautiful elevator built for this building.

Ms. Kaspersn asked Mr. Clinton if he had any references from other municipalities that McGrath has done work for?

Mr. Leary said that in the Selectmen's packet for tonight's meeting there are references.

Ms. Kaspersn asked if anyone has contacted the references?

Mr. Ritter said yes they have been contacted. He said that everything came out ok.

Mr. Conley asked if the elevator shaft was in the back of the building?

Mr. Clinton said yes. He said that there is a lower level entrance and it will be put there. He said that there will be an elevator lobby, and an elevator equipment room.

Mr. Clinton said that the building elevator shaft is going to be stucco. The same color as the building.

Mr. Conley asked what is the expected life of the elevator?

Mr. Clinton said that it is a piece of commercial equipment and could last about 25 years. He said that elevators need to be maintained and inspected every year.

Mr. Leary asked if you could access this elevator from the inside and outside?

Mr. Clinton said the inside only.

Mr. Conley asked how long the warrantee is for the elevator?

Mr. Clinton said that he thinks it is five years but he will double check it.

Mr. Clinton said that for one year it is parts and labor warrantee as part of state law.

Mr. Leary said that they can postpone the awarding of the bid until next meeting, because the Board of Health will be meeting tomorrow night and making a decision.

Mr. Marsden said if we wait too long winter will be starting.

Mr. Leary asked the Board if they were comfortable with awarding the bid?

Mr. Conley said yes and Mr. Marsden said yes.

Mr. Leary asked the Park Commission if they were comfortable with all the questions that were asked at the meeting?

Ms. Kaspersn said that she would like to see the elevator inside.

Mr. Leary said then we would have to start at square one. He said that it will be more expensive.

Ms. Kaspersn said that she is not an expert but she has been asking a lot of questions. And she has been told that it is not more expensive to put an elevator inside a building.

Ms. Kaspersn said that she has concerns.

Mr. Clinton said that he has spoken with the Architectural Board, and it is not good to open a public building and not have handicap access. He said that the elevator should be installed before any renovations start.

Kristen Hedrick, Park and recreation Director, said that this looks like the best option for the building.

**MR. CONLEY MOVED TO AWARD THE 1750 WASHINGTON STREET ELEVATOR BID TO TR MCGRATH CONSTRUCTION IN THE AMOUNT OF \$117,300. SUBJECT TO THE BOARD OF HEALTH VOTE ON THE VARIANCE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **DRUG AND ALCOHOL USE POLICY**

Mr. Ritter said that several years ago the Board approved a Drug and Alcohol Policy. He said that this is a tune-up on the policy. He said that this will bring the policy up to date with the new regulations.

**MR. CONLEY MOVED TO APPROVE THE UPDATED DRUG AND ALCOHOL POLICY. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **SELECT THE AXTON CROSS ATTORNEY**

Mr. Leary asked the other Board members if they were comfortable with making a decision tonight about the Axton Cross Attorney.

Mr. Marsden said that he is comfortable but not sure about all members.

Mr. Leary asked if there was a budget for Axton Cross property?

Mr. Ritter said that we do not have any appropriation for it.

Mr. Leary said that they would have to talk to the Finance Committee about it. He suggested a reserve fund transfer. Mr. Leary said that he does not want to hire an Attorney without any money to pay them. Mr. Leary said that he has someone in mind to hire, but we need funds to pay them.

Mr. Leary asked Mr. Ritter to talk to Attorney Doliner about what the cost would be for his help with Axton Cross.

#### **ANNUAL TOWN MEETING WARRANT**

Mr. Ritter said that there are about 20 Articles with more to follow. He said that he would like open the Annual Town Meeting Warrant today December 21, 2016, and close the Annual Meeting Warrant on January 18<sup>th</sup>, 2017.

**MR. MARSDEN MOVED TO OPEN THE ANNUAL TOWN MEETING WARRANT 2016, AND THEN CLOSE IT ON JANUARY 18, 2017. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Ritter said that the Chairman needs to sign several documents for Habitat for Humanity.

**MR. MARSDEN MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE DOCUMENTS FOR HABITAT FOR HUMANITY. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Leary asked Mary Greendale about Holliston in Bloom. Do they have any questions on the light project? Ms. Greendale said that the Selectmen do not have a time line for the placement of the lights. Mr. Leary said that they asked McMahon and Associates to step-up the work so that it will be completed before America in Bloom comes to Holliston.

Mr. Marsden said that he has spoken with Mark Ahronian and they are more than willing to help in any way they can.

**AT 8:40 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Respectfully submitted,

Donna A. Muzzy

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