

HOLLISTON BOARD OF SELECTMEN

March 22, 2017
7:30 p.m.

Selectmen's Meeting Room – 105
Town Hall

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

MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

17-38	GENERAL WARRANT	\$474,104.13
	VOIDS	\$ (776.00)
	EXPENDABLE TRUST (701) HOUSING TRUST	\$ 2,757.00
	PERFORMANCE DEPOSITS (801)	\$ 250.00
	AGENCY (890) VETERANS DISTRICT	\$ 83.74
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,312.64
	TOWN PAYROLL	\$ 101,444.53
	TOTAL PAID WARRANT	\$ 577,863.40

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 31,963.68
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 20,393.95
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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. He said that the Police Chief Search has been narrowed down to four candidates. He asked the Board when did they want to have the interviews?

Mr. Marsden said that it should be done on a night when they do not have a regular meeting planned.

Mr. Marsden said that if they could meet during the week a Saturday would work for him.

Mr. Leary said that he can meet on Fridays or every other weekend.

Mr. Marsden asked Mr. Conley if he could meet this Friday?

Mr. Conley said yes.

Mr. Marsden said let's meet next Friday, March 31.

Mr. Ritter said that they Board can't meet this Friday March 24th, because it is too late to post.

Mr. Conley said that we can do all the interviews on that day. Mr. Ritter said that they can start at 9:00 a.m.

Mr. Marsden suggested one hour per interview.

Mr. Leary said that they could meet on two different nights. He suggested a Tuesday and a Wednesday. Both Mr. Marsden and Mr. Conley said that would work better for them.

Mr. Leary said that they could start at 7:00 p.m. on Tuesday they will have two interviews, and then on Wednesday they would have the other two but starting at 7:30 p.m.

Mr. Ritter said that the Mass DOT Grant for two electric vehicles was filed. He said that we should know around June if we will be receiving one.

Mr. Ritter said that he had an update on the Flagg Building. He said that there will be a walk through on March 31st. He said that all bids need to be in the office by April 21, 2017.

Mr. Ritter said that the Senior Center Director's position has been narrowed down to seven from nineteen. He said that the Committee then took the seven candidates and have recommended two finalists. He said that he, Ms. Bousquet and Ms. Minihan will do the interviews on Friday morning.

Mr. Ritter said that the Board recommended that the Director of Youth and Family Services post the ad again for a Social Worker for the Court Diversion Program. Mr. Ritter said that they have received four resumes.

TOWN CLERK – PUBLIC RECORDS LAW

Liz Greendale, Town Clerk, and Chris Meo, Technology Director, were present. Ms. Greendale said this is not the Open Meeting Law, this is a Public Records Law. She said that the Town Clerk is the keeper of records. She said that it is her job to make sure that all Town Departments and Boards and Committees follow the rules. Ms. Greendale said that she would like to have Ms. Minihan as the backup.

Ms. Greendale said that there are a few changes. She said that it has always been ten business days to respond, that has not changed. Ms. Greendale said that if there is an emergency, and you could not get to work, that day will still be counted as part of the ten days.

Mr. Leary said that someone could request something very large, and it may take a long time to do it, is it still ten days? Ms. Greendale said that if it is a valid reason it could take longer to finish the request, She said that she can apply for an extension. Ms. Greendale said that we can do away a lot with these types of requests if we put everything on the website.

Mr. Leary said what if they do not have a computer, what happens next? Ms. Greendale said that she would get them a paper copy as soon as possible. Ms. Greendale said that there are fines that we will have to pay if we do not respond. Ms. Greendale said that there are a few companies out there that are trying to sell us tracking equipment. She said that she thinks that there will be a few requests around July 1, just to see what will happen.

Mr. Meo said that the law requires us to track all requests and how it was handled. All requests have to be recorded how long this took and if we charged a fee. Mr. Meo said that there have been about 500 requests since January 6, 2017.

Mr. Marsden asked does the request need to be in writing? Ms. Greendale said it can be verbal.

Ms. Greendale said that the regulations will be up on the Town's website. Ms. Greendale said she would prefer all requests in writing. She said that it will be easier to track, because it will create a paper trail.

Mr. Leary said that this could become a full time job, answering all the requests.

Mr. Leary asked if Chief Cassidy received a Public Records Request, would Ms. Greendale know about it?

Ms. Greendale said that as soon as the request is put in the system by Chief Cassidy, yes she knows about it.

Mr. Leary asked how is the staff being trained on Records Requests?

Ms. Greendale said that her staff knows what to do. She said that Department Heads will need to have a discussion on it. She said that it is simple, there just may be a lot of requests.

MR. MARSDEN MOVED TO APPOINT THE FOLLOWING DEPARTMENT HEADS AS RECORDS ACCESS OFFICERS, KATHY PIERCE, MARY BOUSQUET, PETER TARTAKOFF, SCOTT MOLES, SHERI O'BRIEN, KAREN SHERMAN, LINDA MANN, ANN KELLOGG, MICHAEL CASSIDY, CRAIG DENMAN, KRISTEN HEDRICK, SHARON EMERICK, AND BRAD JACKSON. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPOINT ELIZABETH GREENDALE AND ANDREA MINIHAN AS THE SUPER RECORDS OFFICER. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Marsden said that if Ms. Greendale has missed anyone, the Board can always add them to the list.

BOARD BUSINESS – FY 18 INSURANCE BUDGET

Mary Bousquet, Treasurer/Collector, said this budget is different from the last one, this one has the rates. She said that the rate savers will see a 15% increase. She said that the bench marks will increase 13%. Ms. Bousquet said that everything else stayed the same.

Mr. Conley asked about the rate increases? Ms. Bousquet said that it went up on average 15%. Ms. Bousquet said that in FY 19, the rate Saver planes will not be offered anymore.

Mr. Conley said that insurance is very expensive.

MR. MARSDEN MOVED TO APPROVE THE EMPLOYEE BENEFITS BUDGET FOR FY 19 IN THE AMOUNT OF \$7,244,580. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Ms. Bousquet said that she has an agreement that spells out the allocation, so these numbers are correct.

Mr. Ritter said that the insurance is part of the Selectmen's budget. He said that it is part of the Chart of Accounts prepared by the Town Accountant. The Town Accountant suggested that the insurance be removed from out of the Selectmen's Budget and stand alone in its own budget line.

Mr. Ritter said that insurance budget is \$264,878. This will cover a host of different insurance lines.

Mr. Marsden said that we are already carrying this amount it will just be in a different line.

Mr. Leary asked if we have to re-vote the Selectmen's budget?

Mr. Ritter said no.

MR. MARSDEN MOVED TO APPROVE AND CREATE AN INSURANCE BUDGET LINE FOR LIABILITY INSURANCE FROM THE SELECTMEN'S BUDGET TO A BUDGET LINE OF ITS OWN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MINUTES – SEPTEMBER 21, 2016, SEPTEMBER 28, 2016, OCTOBER 5, 2016 AND OCTOBER 12, 2016.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF SEPTEMBER 21, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF SEPTEMBER 28, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF OCTOBER 5, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF OCTOBER 12, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE BUT NOT RELEASE THE EXECUTIVE SESSION MEETING MINUTES OF MARCH 1, 2017. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

FIRE DEPARTMENT SUPPLEMENTAL BUDGET REQUEST

Chief Cassidy was present. Chief Cassidy said that this request is for the ambulance. He said that there have been some staffing problems. He is looking for incentives to keep staff. He said that he is looking to add \$214,321 to the ambulance budget. He said that \$33,246 is for the hourly rate of pay.

Chief Cassidy said that \$181,075 would be for stipends. Chief Cassidy said that he wants to pay the EMTs the same as a Firefighter. He said that most of his EMTs are firefighters.

Mr. Marsden asked what is the stipend amount for a firefighter? Chief Cassidy said \$425 per month, all firefighters are on call seven days per week and twenty four hours per day. Chief Cassidy said that the EMTs if they commit to a shift, they have to be available. Chief Cassidy said that we have 50 on call firefighters. He said that there is more flexibility for a firefighter to take a day off.

Mr. Leary said that he does not think that an EMT should get the same as a firefighter.

Chief Cassidy said that their jobs are dangerous and they are working at a reduced rate.

Mr. Marsden said that he does not think that an EMT should make the same as a firefighter.

Mr. Leary suggested that we could look into a private ambulance carrier. Chief Cassidy said that it costs over \$700,000 for only one ambulance per year.

Mr. Leary asked if we have three shifts now?

Chief Cassidy said yes but it is a struggle to fill the positions.

Mr. Marsden said that if we raise the EMT rates it could cause a problem. Mr. Marsden said that he thinks that there should only be two EMTs not three.

Mr. Leary suggested a shift differential for an EMT that comes in to cover a run, if they are not scheduled. He said a 10% increase in the rate of pay, and paid at least for 1 ½ hours.

Mr. Conley said that he would like to see the liaisons to the Chief from the Selectmen and the Finance Committee sit and talk about this.

Vin Murphy, Finance Committee, said that they have talked about this with the Fire Chief.

Mr. Murphy said that they are close to an agreement with the Chief. He said that they do not have final numbers from the schools and the final numbers for health insurance.

Mr. Murphy asked if we did go to a private ambulance service is it really \$700,000?

Chief Cassidy said that a private ambulance company gave him that number.

Mr. Marsden said that they can talk about this again and get back to the Fire Chief next week.

Mr. Leary said that he would like to take care of this tonight. He said that there are thirteen weeks between now and Town Meeting. They are going to have to go back to the Finance Committee to ask for more funds.

MR. MARSDEN MOVED TO APPROVE THE EMTS STIPEND TO \$80 FOR FOUR TWELVE HOUR SHIFTS TO \$80 PER SHIFT WITH THE CHANGE TO COVERING A SHIFT IF NOT CARRYING THE PAGER TO 1 ½ HOUR MINIMUM PER CALL. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Chief Cassidy said that he is happy that this is moving forward because he wants to make sure that in July FY 18 his budget is correct.

Mr. Marsden said yes this is a problem that we need to address.

Mr. Leary said that in the future we should look into a hydraulic lift ambulance.

YOUTH AND FAMILY SERVICES FY 18 BUDGET REQUEST

Margaret Fitzpatrick, Director, could not be present. Mr. Ritter said he and the Accountant, Sharon Emerick, has come to a resolution on the budget. He said that she bumped up her salary by taking funds from the Administrative Assistant. He said that it has been corrected. So, the Director will be getting a 1% raise, just like everyone else. Mr. Ritter said that the add was placed again for a Social Worker and there are some promising prospects.

Mr. Marsden said that the hours for the Administrative Assistant was for 40 hours per week. He said that they advertised this position for 30 hours per week. He said that the pay for this position at 30 hours per week is more in line. Mr. Marsden said that this would be a grade 500 step 1 to start.

MR. MARSDEN MOVED TO APPROVE THE FY 18 YOUTH AND FAMILY SERVICES BUDGET IN THE AMOUNT OF \$122,484. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

LABOR COUNSEL APPOINTMENT

Mr. Marsden said Dan Brown has great credentials. Mr. Marsden said that he has a lot of experience.

Mr. Conley said that he would be a good fit.

MR. CONLEY MOVED TO APPROVE DAN BROWN AS LABOR COUNSEL. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR. (FEELEY & BROWN LAW FIRM)

ON-CALL FIREFIGHTER APPOINTMENT

MR. MARSDEN MOVED TO APPOINT COLLIN MATTHEWS AS AN ON-CALL FIREFIGHTER. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

DEP CONTRACT

Mr. Ritter said that this is a standard contract that DEP has sent to the Town. They are asking us to allow them to apply for future grants.

MR. CONLEY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE DEP GRANT CONTRACT FOR FUTURE GRANTS. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

CURBLINE ADJUSTMENT – HOLLIS STREET

Mr. Marsden said that when you come down Hollis Street on the right hand side when you get to Washington Street there is a curblin that is two feet shorter than the one in front of the Congregational Church. He said that it should line up. Mr. Marsden said that McMahon and Associates would like to extend the curb by two feet.

MR. MARSDEN MOVED TO APPROVE THE TWO FEET CURBLINE EXTENSION ON THE RIGHT HAND SIDE OF HOLLIS STREET WHERE IT MEETS WASHINGTON STREET. PER THE RECOMMENDATION OF MCMAHON AND ASSOCIATES. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

EVENT PERMITS – HOLLISTON TRAIL RUN AND COMMUNITY FARM EASTER EGG HUNT
MR. MARSDEN MOVED TO APPROVE THE HOLLISTON TRAILS RUN ON JUNE 11, 2017, AT 9:00 A.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE COMMUNITY FARM EASTER EGG HUNT ON APRIL 8, 2017, AT 10:00 A.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

TOWN MEETING WARRANT

Mr. Ritter said that this is just informational.

COMMENTS FROM THE BOARD

Mr. Leary said that he has decided that he is going to step down as Chairman of the Board of Selectmen. He said that his work schedule is very busy, and he just does not have the time to put into it.

Mr. Conley and Mr. Marsden thanked Mr. Leary for all his hard work.

MR. MARSDEN MOVED TO APPOINT KEVIN CONLEY AS CHAIRMAN. THE MOTION WAS SECONDED BY MR. LEARY. TWO IN FAVOR. MR. CONLEY ABSTAINED.

MR. LEARY MOVED TO APPOINT JAY MARSDEN AS VICE CHAIRMAN. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. MARSDEN ABSTAINED.

MR. MARSDEN MOVED TO APPOINT JAY LEARY AS CLERK. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY ABSTAINED.

AT 9:32 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____