



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
DECEMBER 4, 2017**

Present: Kevin Conley, Chairman; Jay Marsden, Vice Chairman; Mark Ahronian, Clerk

Also present: Jeff Ritter, Town Administrator, Ken Szajda, Chairman of the Finance Committee and Chris Meo, Director of Technology.

K. Conley called the meeting to order at 7:00p.m.

1.) Warrants: M. Ahronian read the Warrants. J. Marsden made a motion to approve the weekly vendor (expense) and payroll warrants in the amount of \$1,932,357.65. Second, M. Ahronian. Voted 3-0

2.) Public Comment: M. Ahronian stated he really enjoyed the Senior Center Holiday party this afternoon and thanked the Police Department personnel for serving food to the seniors and others. He also observed the new parking lot was at full capacity.

J. Marsden noted that 293 years ago Holliston was founded.

3.) Report of the Town Administrator: J. Ritter briefed the Board on recent Town activities. The 8 Arch Bridge renovation work has started. There is a construction fence now in place and those using the Upper Charles Rail Trail have been detoured. Work has started in preparing the FY19 budgets under the Selectmen's authorization. Plans are in place to start presenting those budgets to the Board next week. The Request for Qualifications for project consultants has been prepared and reviewed and approved by Town Counsel. This item should be on the Board's Agenda next week.

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4.) Board Business:

Minutes October 17, 2017 & November 27, 2017: J. Marsden made a motion to approve and release the meeting minutes from October 17, 2017. Second, M. Ahronian. Voted 3-0. J. Marsden made a motion to approve and release the meeting minutes from November 27, 2017. Second, M. Ahronian. Voted 3-0

Common Victullers' License Renewals: K. Conley read the licenses renewals for the CommonVictuller's licenses. J. Marsden made a motion to approve and grant Common Victullers' Licenses as part of the annual renewal process to Anthony's on the Green; Bazel's Pizza and Subs, Inc.; Bertucci's Restaurant Corporation; Casey's Crossing Limited; Central Café and Convenience' Coffee Haven; Dolce Tempo Ice Cream and Café; Holliston Donuts; Holliston Grill; Jasper Hill Café and Bristo; Jing's Garden; Sisters Corporation d/b/a Subway; and Table Top Pizza and to sign the licenses starting January 1, 2018. Second, M. Ahronian. Vote 3-0

Finance Committee Budget Guidelines: Ken Szajda, Chairman of the Finance Committee was present and reviewed the proposed FY19 Budget Guideline document.

Specifically, the Finance Committee is recommending a pay for performance program be rolled out. The base salary increase is one (1%). However, based on performance reviews if an employee is exceeding expectations then the employee would be eligible for a higher increase.

There is currently nothing in place for FY18. Under the program there would be winners and losers. The Finance Committee wants to incentivize employees to exceed expectations.

M. Ahronian asked if less funding is anticipated from the State? K. Szajda stated funding from the State does not change much from year to year. The State likes to say local aid is increasing but it really does not account for much after the buy backs are taken into consideration.

K. Conley asked if employee pay goes up is it likely some lower performing employees pay might be reduced? K. Szajda said the Finance Committee is not looking at reducing anyone's pay it would simply be a lower incentive. There would be a one (1%) percent base increase with up to two (2%) incentive for those exceeding expectations.

J. Ritter noted the Board approved a performance evaluation tool a couple of weeks ago and that will be used shortly.

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Appointments – Blair Square Committee: The Board acknowledged receipt of a letter of interest from Jamie Erickson to serve on the Committee. The Board recognized the following appointments have already been made: Walter McGrath (Veterans); Peter Barbieri ((frequent user). J. Marsden made am motion to appoint Jamie Errickson to serve on the Blair Square Committee and to appointment Board member K. Conley until the project is completed. Second, M. Ahronian. Vote 3-0

Donation Acceptance Forms – Council on Aging and Police Department: J. Marsden made a motion to accept a donation to the Council on Aging in the amount of \$100 dollars in the memory of a long time participant. Second, M. Ahronian. Voted 3-0

J. Marsden made a motion to accept a \$400.00 from Superette in support of the nutrition program for the Senior Center. Second, M. Ahronian. Voted 3-0

J. Marsden made a motion to accept on behalf of the Police Department a \$10,000 donation from the Birch Foundation and \$250 in support of suicide and addiction prevention.

Town Hall Door Project Bid: J. Ritter reviewed the bid specifications for the five (5) door replacement project at the Town Hall. Town Meeting approved a \$30,000 appropriation for this project. The bid documents have been reviewed by Town Counsel and have been advertised. Bids are expected to be received by Thursday, December 21, 2017 at 10a.m.

J. Marsden made a motion to approve the release of the bid documents. Second, M. Ahronian. Voted 3-0.

Green Communities Annual Report: C. Meo was present and presented a PowerPoint report regarding the status of the Green Communities program. The Town is seeing significant savings although we have not yet achieve the 25% goal over five years. There is more savings on the way after we complete Round #2 of the grant.

J. Ritter thanked all those involved.

J. Marsden made a motion to approve and authorize the Chairman to sign the Annual Green Communities Report to be submitted to the Commonwealth.

Flagg Project Close-Out: J. Ritter reviewed the final status report of the former Flagg School demolition project. The project came in on schedule and under budget. The

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access revenues are \$134,478.12. The project will be formally closed out at the end of the Fiscal Year by the Town Accountant.

J. Marsden made a motion that end of the Fiscal Year the Town Accountant shall turn over the remaining balance for the project to Free Cash. Second, M. Ahronian. Voted 3-0. J. Marsden thanked all those involved with the project.

Goals and Objectives: J. Ritter stated that as part of the Finance Committee budget review process they are seeking input on specific Board goals and objectives and that the Board should be thinking about these as part of the budget review process.

5.) Any Other Business: The Board signed the Weekly Treasury Warrant in the amount of \$1,932,357.65. The gifts and donations forms for the Police Department and the Council on Aging. The Green Communities Annual Report and the Common Victuallers' Licenses were signed.

Adjourn: At 7:56p.m. M. Ahronian made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator