

**TOWN OF HOLLISTON  
BOARD OF SELECTMEN**

**703 Washington Street  
Holliston, MA 01746**

**508-429-0608**

**BOARD OF SELECTMEN  
MEETING MINUTES  
HOLLISTON TOWN HALL  
JANUARY 29, 2018**

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

Also present: Jeff Ritter, Town Administrator

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

- 1.) **Warrants**: M. Ahronian read the Warrants and made a motion to approve the weekly vendor (expense) and payroll warrants in the amount of \$1,765,041.10. Second, J. Marsden. Voted 3-0
- 2.) **Public Comment**: M. Ahronian read a Memorandum of thanks to all Town Hall employees reading their cooperation during the recent water damage as a result of a heating coil break in the main hallway of the Town Hall.

J. Marsden read a Memorandum of thanks to Chief Cassidy, Chris Meo, Andrea Minihan and Donna Muzzy regarding their extraordinary response during the recent water damage at Town Hall. The Board thanked all those involved with the emergency response on Sunday, January 7, 2018.

- 3.) **Report of the Town Administrator**: J. Ritter reported that the 8 Arch Bridge project appears to be on schedule and on budget. The first weekly conference call was held last Wednesday with the engineers, the contractor and the Chairman of the 8 Arch Bridge Committee. Pre-cast concrete and railing were discussed among other topics.

The first meeting of the Blair Square Committee is scheduled to meet next Monday at 6:00p.m. Town Hall.

The Community Farm off Rogers Roads has been surveyed.

The Economic Development Committee will be meeting this Thursday morning at 8:00a.m.

**Page Two**  
**Meeting Minutes**  
**1-29-18**

The monthly Department Heads meeting will be this Thursday morning at 10:00a.m. all are welcome.

Regarding performance evaluations, he will be meeting with the Treasurer/Collector this week.

The bid documents for the Pinecrest deck project were issued last Wednesday.

Five (5) bids were received for the Town Hall door replacement project. The bids are currently under review and he is seeking additional information which could take some time.

**8.) Board Business:**

**Minutes from March 29, 2017:** J. Marsden made a motion to approve and release the Meeting Minutes from March 29, 2017. Second. K. Conley. Voted. 2-0-1 (Ahronian)

**Minutes from April 26, 2017:** J. Marsden made a motion to approve and release the meeting minutes from January 17, 2018. Second, K. Conley. Voted 2-0-1 (Ahronian)

**Minutes from January 22, 2018:** J. Marsden made a motion to approve and release the meeting minutes from January 22, 2018. Second, M. Ahronian. Voted 3-0

**Re-Appointment – Constable Nelson Goldin:** J. Marsden made a motion to re-appoint Nelson Goldin as a Constable for the Town with a term to expire on January 29, 2021. Second, M. Ahronian. Voted 3-0

**Wine House Special Act:** J. Marsden read “An Act Relative to the Number of All Alcoholic Beverage Licenses in the Town of Holliston.” The Special Act will be sent to State Representative Carolyn Dykema to be filed with the State Legislature.

J. Marsden noted that as the licensing authority the Board should be clear about a specific location going forward. As the licensing authority should determine which applicant is best suited to get a license. This could be accomplished by meeting in advance with the applicants.

M. Ahronian made a motion to approve submitting the Special Act to the State Legislature. Second, J. Marsden. Voted 3-0

**Page Three**  
**Meeting Minutes**  
**1-29-18**

**4.) Joint Meeting with the Housing Authority for Appointment to Fill Vacancy: K.**

Conley invited the Housing Authority to join the Board of Selectmen. From the Housing Authority the following were present: Thomas J. Dumas; Karen Lipetz-Bowles; and Anthony Damigella.

Mr. Dumas stated the Housing Authority had a resignation due to health reasons. The joint appointment will be to fill the position until the next regular municipal election. Mr. Damigella stated he reviewed the qualifications of both candidates.

Shirley Melle, 22 Greenview Drive stated she had lots of local connections and ties to the community. She has lived in Holliston since 1971 and has worked with the elderly and the Garden Club among other civic organizations. She is presently President and Treasurer of the Xaverian Mission League at Our Lady of Fatima Shire. She has also worked on the Conservation Associates with Mr. Damigella.

Hayley Fetrow, 55 Kingsbury Drive said she has lived in Holliston since 2011. She stated that she has significant experience in housing and government. She is looking for an opportunity to help the Town. She worked for Boston Mayor Menino while attending law school. She worked with HUD promoting affordable housing not only in Boston but also in Washington, D.C. and New Jersey. She has also lived in public housing so she understand the issues and challenges.

Mr. Dumas said he has researched HSF Consulting and was impressed. He asked if Ms. Fetrow had any direct experience with DHCD. Ms. Fetrow said no but her experience with HUD is very similar.

Ms. Lipetz-Bowles asked both candidates if they planned on running for the open position at the next election. Both candidates stated they would run for the open position on the Housing Authority.

K. Conley asked both candidates what their top goals are. S. Melle to serve the people of Holliston. H. Fetrow said financial stability and sustainable affordable housing.

T. Dumas asked if they would be available to attend Wednesday meetings at 6:00p.m. Both candidates said yes.

J. Marsden made a motion to appoint Hayley Fetrow to fill the unexpired term on the Housing Authority. Second, K. Conley. Voted 3-0

**Page Four**  
**Meeting Minutes**  
**1-29-18**

T. Dumas made a motion to appoint Hayley Fetrow to fill the unexpired term on the Housing Authority. Second, K. Lipetz-Bowles. Voted 3-0

- 5.) **Library Request for Qualifications – Roof and HVAC Projects:** Ernesto Vazquez and Jason Knutson from CGKV Architects were present. K. Conley asked for a briefing and why the Town should hire CGKV.

E. Vazquez reviewed the firm's qualifications. They have a team of six (6) professionals and have worked on many public building projects. They are familiar with the DECAM and MSBA programs and requirements.

K. Conley asked if they researched the project. J. Knutson said they have scoped out the project and under what is needed to prepare the bid documents to address the roof and the HVAC system. K. Conley said the Town does not like change orders. E. Vazquez said they take great pride in preparing very tight bid specifications.

M. Ahronian asked if they did larger buildings or if this was a small project. J. Knutson said this is a mid-range project but they have done larger and smaller projects.

E. Vazquez stated their objective is to keep the building open to the public while the work is being completed. They will work closely with the building department and library staff to minimize the impact.

Leslie McDonnell, Librarian, pointed out the work will be done on the shingles the flat section is in pretty good shape. It would be alright to close one entrance.

J. Marsden asked what about this project attracted you. E. Vazquez said it was the historic building that attracted them to the project. We don't always get the opportunity to work on a historic building.

J. Ritter asked if they were comfortable with the timeframe for issuing the bid documents.

K. Conley L. McDonnell if the Board could meet at the Library in April. L. McDonnell will check the dates and get back to the Board.

- 6.) **Treasurer/Collector and Debt Budgets:** Mary Bousquet was present and reviewed her 1% and 2% Treasurer/Collector and Debt budgets with the Board. M. Bousquet noted the Debt budget is declining from last year.

**Page Five**  
**Meeting Minutes**  
**1-29-18**

M. Ahronian asked about the volume of foreclosures. M. Bousquet said it depends on the year and how long it takes also depends. People generally make payments at the last moment but the process could take 20 years and people have the option to go on a payment plan.

M. Bousquet asked the Board to designate J. Marsden to be the point person for the health insurance discussions. M. Ahronian made a motion to designate J. Marsden to be the primary point of contact on behalf of the Board for the West Suburban Health Insurance discussions. Second, K. Conley. Voted 3-0

J. Marsden made a motion to approve and forward the 1% budget to the Finance Committee. Second, M. Ahronian. Voted 2-1 (Ahronian)

- 7.) **Town Accountant Budget:** Sharon Emerick, Town Accountant was present and reviewed her budgets with the Board. S. Emerick noted the increase is because now instead of splitting the wages for her part-time clerical person between two departments it is now all included in her budget.

J. Marsden made a motion to approve and forward to the Finance Committee the 1% budget to the Finance Committee. Second, K. Conley. Voted 2-1 (Ahronian)

K. Conley asked S. Emerick to prepare a spreadsheet showing the revenues for the calendar year at Pinecrest Golf Club.

**Adjourn:** At 8:10p.m. J. Marsden made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter