

**HOLLISTON BOARD OF SELECTMEN**

January 28, 2015  
7:30 p.m.

Town Hall – Room 105  
703 Washington Street

Present; Jay Marsden, Vice Chairman; Jay Leary, Clerk and Paul Le Beau, Town Administrator. Kevin Conley, Chairman was absent.

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

15-31	GENERAL WARRANT	\$1,207,396.79
	MEALS TAX	\$ 67.54
	PAY.COM (APPLICATION OF MEDICARE-HEALTH)	\$ 661.00
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 16,707.09
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 998.39
	TOWN PAYROLL	\$1,198,523.69
	TOTAL PAID WARRANT	\$2,423,356.11

**ACCOUNTANT’S NOTE:**

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 57,497.82
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**TREASURER’S NOTE:**

WIRE TO HEALTH INSURANCE TRUST	\$ 26,682.96
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**THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

**COMMENTS FROM THE BOARD**

Mr. Leary thanked the residents for staying off the roads yesterday so that the plows could do their work. Mr. Leary said that there is still more snow to remove. He said that there is a lot of it. He said that last week we had a discussion on sidewalk plowing. He said that we have two sidewalk plows that can plow sidewalks and one is broken. Mr. Leary said that DPW is getting to the high priority areas first. Mr. Leary said that starting tomorrow January 29<sup>th</sup>, they will start removing snow from downtown. He said that it is time consuming. He is asking for people to take it slow. Mr. Leary said that the DPW and first responders have done a great job. Mr. Leary said that in a memo from the Police Chief on January 27, 2015, they were called 135 calls for service. He said that Chief Cassidy had a number of calls. Mr. Marsden said that the DPW did a great job. He said that they have a priority list. Plowing will be done. Mr. Marsden asked all residents to please clear out the hydrants. He said that if there were a fire, it could save valuable time. Mr. Marsden said that if you have a question on your trash, check the Town web site for information.

Mr. Le Beau thanked the Town Departments who responded to the storm especially the DPW. He said that the police and fire were all very busy as well.

There were no comments from the audience

**COLLINS CENTER**

Dick Kobayashi from the Collins Center, was present. Mr. Marsden said that the Selectmen have been busy.

Mr. Kobayashi said he would give the Board some guidelines to follow to help with the transition. Mr. Kobayashi is a Senior Associate of the Collins Center. He said that he has been working there since 2008. He said that the Collins Center is the public management consulting of UMass Boston. He said that it was created by Legislature in 2008 to provide management consulting to municipalities and State Agencies. He said that the bulk of their work is with municipalities. He said that one of their practice areas is assisting Municipalities in Executive Recruitment. He said that they have helped hire 40 plus managers over the years. He said that out of the 40 that they have placed, only two are no longer in those positions. Mr. Kobayashi said that there are two components. The first is that they work with the members of the Board of Selectmen and other key personnel in Town, that the Board directs them too. He said that typically that would be the Finance Committee and other key Committees and key Department Heads. He said that it is his job to get to know the Town, so they can look for the correct person to fill the position. He said that when they have a good idea, they put together a profile of the Town and the position and then review the draft with the Board of Selectmen. When the Board thinks it is right, they ask for a vote. Mr. Kobayashi said then they transform a document to a marketing piece for the Town and the position. Then they will start the recruitment. He said that recruiting candidates that takes about one month. He said that they use regular advertising and electronic. He said that they would work with a Screening Committee, appointed by the Selectmen.

He said that there is usually a member of the Selectmen on the Committee and citizens or Officers of the Town who have a deep familiarity with the Town. He said that the Screening Committee will work with the Collins Center for interviews when they have a list of applicants. He said that the Collins Center will do all the background, reference checks. He said that the Screening Committee votes for the ranking of the applicants for the Boards consideration. Mr. Kobayashi said that the Collins Center will do a professional job to help bring in the applicants. It is up to the Screening Committee to see if the applicant is a perfect match for the Town. Mr. Kobayashi said that from the beginning to the end of the process, takes about 120 days.

Mr. Leary said that we have a good working relationship with the Collins Center. He said that Chief Cassidy has recommended the Collins Center. Mr. Leary said that he has confidence in the Collins Center because they have done this before. Mr. Leary said that he would like to have an overlap in time, so that Mr. Le Beau can share his knowledge with the new Town Administrator.

Mr. Marsden said that when they were looking for a DPW Director they met with three local DPW Directors and they sat in on the interviews. They were able to participate in the interviews. Mr. Marsden asked if there was any value on having Administrators from other towns be on the Screening Committee. Mr. Kobayashi said he had seen that only once in the thirty seven placements. Mr. Kobayashi said that people do not feel comfortable sitting in judgment of each other. Mr. Kobayashi said that it helps if the people on the Screening Committee know the Community. He said that a lot of this is not technical. He said that some applicants will look great on paper, but they don't have the skills. Mr. Kobayashi said that it takes four months to have someone in place.

Mr. Leary asked what does the typical applicant look like? He asked what would you expect to see on the application? Mr. Kobayashi said that the total number of applications usually runs from eighteen to twenty-five. He said that sometimes they will get thirty applications depending on the town. He said that the Screening Committee will interview six to ten applicants, then present three or four applicants to the Board of Selectmen for consideration. Mr. Kobayashi said that this is a public process,

he said that anyone can apply. Mr. Leary asked the typical number of people for a Screening Committee? Mr. Kobayashi said five to seven people. Mr. Kobayashi said that the Screening Committee members should have the same values as the Board of Selectmen.

Mr. Marsden said that we are going in the right direction with the guidance of Mr. Kobayashi and the Collins Center.

Mr. Leary asked if Mr. Kobayashi sees the same names for positions in several towns? He said sometimes. Mr. Kobayashi said that there are people who will apply for every position that come their way, whether they are qualified or not. Mr. Kobayashi said that Holliston is a nice town and is in the Metrowest area. The person that is going to be replaced has been with the Town for many years. Mr. Kobayashi said that is a selling point for the town.

The Board thanked Mr. Kobayashi for taking the time to come and discuss the plans for the replacement of the Town Administrator.

#### **BOARD BUSINESS – MINUTES**

**MR. LEARY MOVED TO APPROVE THE SELECTMEN'S MEETING MINUTES OF JANUARY 13, 2015, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

**MR. LEARY MOVED TO APPROVE THE ALL BOARD'S MEETING MINUTES OF JANUARY 14, 2015, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

#### **FEE WAIVER REQUEST – LIONS CLUB**

**MR. LEARY MOVED TO APPROVE THE WAIVER OF FEES FOR THE RENTAL OF UPPER TOWN HALL, FOR THE LIONS CLUB SPIRIT SOCIAL, ON FEBRUARY 27, 2015, IN THE UPPER TOWN HALL. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

**MR. LEARY MOVED TO APPROVE THE WAIVER OF FEES FOR THE LIQUOR LICENSE FOR THE LIONS CLUB SPIRIT SOCIAL ON FEBRUARY 27, 2015, IN THE UPPER TOWN HALL. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

#### **MEMORIAL RELOCATION REQUEST – AMERICAN LEGION**

Mr. Marsden said that the American Legion would like to relocate the Joseph Serocki Memorial from Washington Street and Whitney Street to Rogers Road and Jeffrey Avenue. He said that they Highway Department will have to help with the moving of the Memorial.

**MR. LEARY MOVED TO APPROVE THE REQUEST TO MOVE THE MEMORIAL FROM WASHINGTON STREET TO ROGERS ROAD WITH THE HELP OF THE HIGHWAY DEPARTMENT. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

#### **METROWEST REGIONAL COLLABORATIVE GRANT APPLICATION TO MAPC FOR THE STUDY OF GOVERNMENT STRUCTURES**

**MR. LEARY MOVED TO APPROVE THE GRANT APPLICATION AND TO BE THE LEAD COMMUNITY FOR THE GRANT REQUEST TO THE MAPC. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

**AT 8:15 P.M., MR. LEARY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.**

Respectfully submitted,

Donna A. Muzzy

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