

## **HOLLISTON BOARD OF SELECTMEN**

September 18, 2013  
7:30 P.M.

Selectmen's Meeting Room  
Town Hall

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

Mr. Leary noted that this meeting is being broadcast by Holliston Cable Access and being recorded by Holliston Cable Access, as well as audio tape for the purpose of preparing minutes. Mr. Leary said that the general public can record or tape an open session meeting. Anyone who wishes to record a meeting must inform the Chairman of this before the meeting starts. You may not interfere with the meeting.

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

14-13	GENERAL WARRANT	\$175,506.64
	STUDENT ACTIVITY (830) MS SCHOOL	\$ 10,735.55
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 22,540.89
	MEDICARE (001)	\$ 661.00
	PERFORMANCE DEPOSITS (801)	\$ 665.00
	AGENCY (890) VETERAN'S DISTRICT	\$ 320.00
	AGENCY (890) VETERAN'S DISTRICT PAYROLL	\$ 1,017.54
	GENERAL PAYROLL WARRANT	\$ 89,239.43
	TOWN PAYROLL	\$ 90,256.97
	TOTAL PAID WARRANT	\$300,686.05

### **ACCOUNTANT'S NOTE:**

#### **ACCRUED DEDUCTION LIABILITIES NOT PAID**

\$ 26,994.12

### **TREASURER'S NOTE:**

#### **WIRE TO HEALTH INSURANCE TRUST**

\$ 16,284.63

**THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

### **COMMENTS FROM THE BOARD**

Mr. Marsden said that Celebrate Holliston would be this weekend starting with the parade at 9:00 a.m., then on to the field day at Goodwill Park. Mr. Marsden also said that they are still looking for volunteers. Mr. Marsden wished a happy birthday to Jay Leary.

Mr. Conley said that Celebrate Holliston is a big time event and a lot of fun.

Mr. Le Beau wished Bobby Blair and Marc Ahronian good luck with America in Bloom, they had gone for the awards presentation in Florida.

Mr. Leary wished Mr. Blair and Mr. Ahronian luck in Florida as well.

There were no comments from the audience

**CABLE ADVISORY COMMITTEE – COMCAST CONTRACT**

Barry Simms of the Cable Advisory Committee, was present. He said that this contract negotiation has been on going for one year. Mr. Simms said that the Comcast license expired in June 2013. Mr. Simms said that they have met and they went over all the terms of the contract that are in the best interest of Holliston.

Mr. Simms thanked Walter McGrath, Jim Mitro and Dennis Bergeron who have been working on this contract. Mr. Simms said that they were able to get a little bit more revenue with this new license. He said that a separate video line would be going in from Town Hall to the Cable Studio for the purpose of broadcasting and it will be at the expense of Comcast and will not be passed along to subscribers. Mr. Simms said that there will be no expense to the homeowner if you are within 200 feet of the street for installation.

Mr. Bergeron said that there is a fiber cable that connects all the Town buildings. The Selectmen thanked the Cable Advisory Committee for all their hard work in negotiating this contract with Comcast.

**MR. MARSDEN MOVED TO APPROVE AND SIGN THE NEW CONTRACT WITH COMCAST STARTING OCTOBER 1, 2013 WITH A DOLLAR AMOUNT TO BE DETERMINED IN ADDITION THE SIDE LETTERS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**TOWN MEETING WARRANT ARTICLE – ELIZABETH GREENDALE**

Ms. Greendale said that back in January when she met with the Finance Committee they suggested that she raise the dog fine for not licensing a dog. Ms. Greendale said that in October 2012 the Mass General Laws Chapter 140 section 173 was amended. A Town could charge a penalty of up to \$50.00 for an unlicensed dog. Ms. Greendale said that our dog fees have not changed in 26 years. She said that it went from \$10.00 to \$20.00 for not licensing your dog back in 1988. Ms. Greendale said that when they collect on a fine, it is for the individual house not the number of dogs in the house. She did a survey with the surrounding Towns and their fines are per dog. Ms. Greendale said that she would like to change our Town By-laws and charge per dog and it would have to go before Town Meeting. It needs to be sponsored by the Selectmen. If this passes, it would go into affect in 2014.

Mr. Marsden asked how much did we take in for late fees this year? Ms. Greendale said that in 2012 they took in \$100.00. She said that in 2013 they took in \$1,520.00. She said that now that she has a part-time staff person in the office, they were able to do this. Ms. Greendale said that there have been a number of elections this year and she could use more hours for her part-time staff. She said that they also licensed 125 dogs more this year than last year. She said that the application to license a dog is sent to every house with the Town censes and you have from January to April to license your dog. She said that the fee to license will stay the same but the late fee should go up. Ms. Greendale would like the Selectmen to sponsor the Article to raise the late fee for licensing your dog from \$25.00 to \$50.00 per household not per dog.

**MR. MARSDEN MOVED TO SPONSOR THE ARTICLE TO RAISE THE LATE FEE TO \$50.00 PER HOUSEHOLD FOR A LATE LICENSED DOG. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**CAPITAL REQUEST – HIGHWAY SUPERINTENDENT**

Tom Smith, Highway Superintendent, was present to discuss this request. Mr. Smith said that they are looking for large truck with a plow and a chipper. Mr. Smith said that the chipper is in need of repairs and it is getting very expensive to do that. Mr. Smith said that they want to replace S-15 because it is getting old. He said that the rails under the truck are all rotten, and the air tanks are rotten. Mr. Smith said that he did order a new truck and it will be delivered on Friday, September 20<sup>th</sup>. Mr. Smith said that if this request was approved, the new truck would not arrive until April or May of 2014. Mr. Smith said that he is still planning on using truck S-15 until it gives out. He also said that the chipper is used all year long, it is not just seasonal usage. He said that it is getting very tired. It is blowing smoke and it is taking a long time to chip up a tree branch. Mr. Conley asked about the oldest truck, the Sterling dump truck. Mr. Smith said that it is a 1999 truck. Mr. Conley asked what brand dump truck would you be looking at when it is going to be replaced. Mr. Smith said the same a Sterling dump truck. Mr. Smith said that 15 years is the max that a truck and sander could be used. He said that if the truck is not sanding or plowing, it is hauling hot top. Mr. Conley asked if Mr. Smith was going to scrap the truck. Mr. Smith said no it would be a back-up truck. Mr. Leary asked Mr. Smith what would be more important to the Highway Department? If he had to choose just one item what would it be? Mr. Smith said a truck and they would baby the chipper until they could replace it.

**CAPITAL REQUEST – POLICE DEPARTMENT**

Chief John Moore was present. Chief Moore had a handout with the number of police cars, a description of each and the mileage on each. Chief Moore said that within the last two years, they were able to get three new cars. Chief Moore said that the K9 car has had extensive work done to it. This year they are requesting three new cruisers. One would replace the Lieutenants car because it is an older car with high mileage and it is starting to get expensive to fix it. He also said that they would like to replace the K9 car. This is a specific car with special equipment. He said that most of the equipment in the K9 car can be transferred to a new one. He said the third vehicle that they would be looking for would be an all wheel drive SUV. Chief Moore said that they would like to purchase the cars at Imperial Municipal Partners in Milford. He said that all warrantee work would be done there. He also said that they would like an undercover car. He said that this car would cost virtually nothing to the Town because of work that Detective Todd did. Mr. Marsden asked how many miles are on car 2? Mr. Leary said 101,231 miles. Chief Moore said that they took one of the SUV's and turned it into a K9 car. He said that it has cost the Department a lot of money to fix it. Chief Moore said that the Water Department has requested an old cruiser for their department. He said that if car 5 is replaced, the Water Department will take it over. Mr. Conley asked why they did not

want a SUV to replace car 2? Chief Moore said that the 4 wheel drive vehicles should be marked cars not for the administration.

Mr. Leary said that an SUV is good to have because of the winters. Mr. Leary asked if Imperial could get the cruisers faster, because of there inventory. Chief Moore said that they wait for Town Meeting approval before they place the order.

Mr. Conley asked why, do you want to purchase a Ford Taurus and not a Dodge Charger? Chief Moore said that the Taurus is cheaper. There would be less wear and tear because it would be an administrative car.

Chief Moore also spoke about replacing weapons. Chief Moore said that after researching, replacement of weapons should be done every ten years. He said that the weapons that they have now they have had for twelve years. Chief Moore passed out a copy of the inventory sheet listing all the hand guns. He said that we can trade them in and the new ones will fit the same holster and there would not be any required training. Mr. Marsden asked if a weapon lasts longer if it is not discharged. Chief Moore said that every weapon is used at lease twice a year for practice at the range. Then you are responsible for cleaning it. Chief Moore said that a weapon is exposed to weather and it does get banged around in the cruiser. He said that ten years seems to be the standard length of time.

Chief Moore said that he has an unpaid detail bill for NStar Electric for emergency police details after hurricane Sandy in the amount of \$1,624.49. Chief Moore said that they have contacted NStar and have sent invoices but NStar said that because there was a state of emergency, they are not going to pay it. Mr. Marsden asked if other Town's had not been paid by NStar as well? Chief Moore said yes. Mr. Marsden said that we should forward this to the Attorney General and the regulator of the utilities.

Chief Moore said that he also has one late bill to add for the Special Town Meeting for \$11.03.

#### **CAPITAL REQUEST TREASURER COLLECTOR/ACCOUNTANT**

Mary Bousquet, Treasurer, and David Nalchajian, Accountant, b were present to discuss purchasing new software. Ms. Bousquet said that they are requesting \$70,000 to purchase new Munis software. She said that the system that we have now, if you want to generate a report you can but it will not allow you to save it. If you needed the report again you would have to regenerate it. She said that all residents would still be able to pay their bills on-line. She said that this will be available 24 hours a day. You can log in to get what bills have been paid to the Town including interest up to that date.

Ms. Bousquet said that they are going to have a link for the employee so that pay statements go directly to the employee. She also said that all new employees got their employee package from the new Web/Site instead of coming into the office and getting the package. They could come in with the paperwork all filled out.

Mr. Marsden asked if they could customize the reports that they are looking for.

Mr. Nalchajian said that Munis had pre-developed many reports. Mr. Nalchajian said that Munis is not user friendly.

Mr. Marsden said that people are reluctant to change.

Mr. Conley asked about how many hours per day are you generating reports in the Munis program? Ms. Bousquet said between two and three hours per day. Mr. Conley said that this new program would make the Treasurer's Office more efficient. Mr. Conley said what he likes about this new program is that the general public can access their own information at their own convenience.

Ms. Bousquet said that the Technology Director has purchased scanners for the office and it is saving time with the processing of checks.

### **CAPITAL REQUEST FIRE DEPARTMENT**

Chief Michael Cassidy was present to discuss his two capital requests. He said that he would like to replace one of their front line pumpers. He said that it is a 1989 vehicle. He said that they also have a 2000, 2005 and a 2008 pumper. Chief Cassidy said that the pumper that they want to replace does not meet the current NFP guidelines. He said that there is a greater liability issue. Mr. Leary asked at what location is this pumper. Chief Cassidy said East Holliston, just behind the Dunkin Donuts.

Mr. Marsden asked what is the life of the truck? Chief Cassidy said that it is not on its last leg just yet. But, the cost to keep it going is increasing. He said that they have already spent \$2,500 to keep it going this fiscal year.

Mr. Conley asked if you were to get a new truck what would the impact be as to where it will be housed? Chief Cassidy said that if the funds were appropriated at Town Meeting they would have to determine if they would get a custom pumper that would be short enough to fit in the existing station or if they would have to retro fit the existing station. Mr. Leary said that if they were able to purchase a stock truck, they may have issues on housing it. But if they ordered a custom pumper it would fit in the station. Mr. Leary asked if Chief Cassidy had a place in the east side of Town to house the new truck if it does not fit in the station? He said not at this time.

Chief Cassidy said that if he need to, if the truck become too dangerous, he will take it off the road. But, it could take a while for a new one to arrive.

Chief Cassidy said that his second capital request is to replace the back-up ambulance. He said that we have a 2001, 2007 and a 2011 ambulance. This would replace the 2001 ambulance. Then they would not be looking to replace an ambulance for another 4 to 5 years. Mr. Marsden asked what is the life of an ambulance? Chief Cassidy said about 50,000 miles. Mr. Leary asked if there was any equipment in the ambulance that we could move to a new one? Chief Cassidy said some of the radios but not all can be moved to the new ambulance. Mr. Leary asked where are the ambulances stored? Chief Cassidy said that they are all stored at Central Station.

### **COUNCIL ON AGING/SENIOR CENTER DIRECTOR – INCREASE IN HOURS**

Lina Arena-DeRosa, Director and Bob Malone and Mark Ahronian, both Council on Aging Board Members were present.

Ms. Arena-DeRosa said that the Center continues to grow and the building is struggling with repairs. She said that there are more and more seniors that use the Center. She said that there are a lot of new programs. Ms. Arena-DeRosa said that Linda Marshall is doing two jobs for the Center. She is Outreach Director and the Transportation Director

and she should be paid for doing both jobs. Ms. Arena-DeRosa said that she does a fantastic job and she should be compensated for it. Along the same guidelines, she would like to be on the same line as the Library Director and Youth and Family Services Director. Ms. Arena-DeRosa said that they would like to hire one more staff person. She said that they get lots of requests to open at night and extend the staff hours. She suggested that the center stay open until 4:00 p.m. with a goal to open until 8:00 p.m. on Tuesday. Ms. Arena-DeRosa said that this person would be full time at \$18.50 per hour with a title of Assistant Program Manager at 37.5 hours per week. Ms. Arena-DeRosa passed out a guideline of what the job would entail. Ms. Arena-DeRosa said that she spends a lot of time writing grants and they could use the help. She also said that they are doing more and more fuel assistance. And they could use the help with all the paperwork. She said that they will also help with the application for Food Stamps if anyone needs it.

Mr. Conley asked Ms. Arena-DeRosa what is her job? Ms. Arena-DeRosa said that she does grant writing, the financials, budgeting, building maintenance and Program Director. Mr. Ahronian said that there is an open door policy for the Director. He said that there are always seniors going in to her office asking questions. Mr. Malone said that they are getting requests to be open in the evening. They do not have the staff to cover that. He said that there are some programs that are run in the morning but they are being requested to be run at night and there is not the staffing.

Mr. Marsden asked how many hours does each staff member work.

Ms. Arena-DeRosa said that she works 7:00 a.m. to 2:00 p.m. Linda Marshall works 8:30 a.m. to 3:30 p.m. Ginger Moody works 9:00 a.m. to 2:00 p.m. Monday through Thursday. Mr. Malone said that Ms. Arena-DeRosa has received so many grants that we do not realize it. You don't see it because she puts it all back into the programs. Mr. Leary asked what are the hours of the Senior Center? Ms. Arena-DeRosa said 9:00 a.m. to 3:00 p.m. with lunch served twice a week.

Mr. Leary asked if the staff members changed their hours around, would you be able to stay open later? Ms. Arena-DeRosa said that just two years ago they did and they were open until 7:00 p.m. on Tuesday but they were already putting in more hours. Mr. Malone said that Ms. Marshall is the Transportation Director and if she is not there in the morning, someone would have to make the schedule. He said that something is going to get missed. He also said that Ms. Marshall does the fuel assistance, and it is not just for seniors.

Mr. Leary said that the Senior Center is looking for one more full time employee along with a title. Mr. Leary said that he would like to see the number of seniors that go to the Center before they add another staff member. Ms. Arena-DeRosa said that they are in the process of adding a computer system that logs in all seniors called (My Senior).

Mr. Leary said that beside tracking the number of seniors that come in and out what else can it do? Ms. Arena-DeRosa said that they do State and Federal reports. It will give her all the information and not have to do it manually. She said that there is a breakdown by volunteers and the number of people that are attending each program. She said that there will be a portable one for the van drivers so they will have better stats for the number of

times the van is used. Mr. Leary asked what is going on with the parking lot? Mr. Ahronian said that Conservation has come out to look and do markings. He also said that the Town Planner has done some deed work and there are no restrictions. Mr. Ahronian said that this is going to be positive plan. He said that there could be another 20 to 30 cars added to the parking lot. Mr. Ahronian said that they would like this done as soon as possible but it probably would not be until next year. Mr. Malone said that with the roof done and a larger parking lot there would very little left to do, insulation and new appliances in the kitchen. Ms. Arena-DeRosa said that the steps that come into the building are rotting and will need to be replaced soon.

Mr. Le Beau asked if they would be looking for funding for the design of the parking lot? Mr. Ahronian said yes they would be looking for funding.

#### **BOARD BUSINESS - MINUTES**

**MR. MARSDEN MOVED TO APPROVE THE MINUTES OF JULY 10, 2013, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

#### **APPOINTMENTS – GOLF COURSE ADVISORY AND WEIGHERS**

**MR. MARSDEN MOVED TO APPOINT SYLVIA STICKNEY TO THE GOLF COURSE ADVISORY COMMITTEE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO APPOINT AS WEIGHERS FOR ELECTRONIC RECYCLERS INTERNATIONAL IN HOLLISTON, ANDREW NUNAN, GARY KEITH, JOHN BERRY, RANDY BICKFORD, PAUL GARNEAU, SCOTT DAY, JIM SCHULZ, ALAN ARRAJJ AND ANTHONY HERTZLER. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

#### **FEE WAIVER REQUEST – SENIOR CENTER AND TOWN HALL**

Mr. Leary said that the Senior Center would like to provide free space for the American Legion annual Police and Fire Department breakfast on October 6, 2013.

**MR. MARSDEN MOVED TO APPROVE THE FEE WAIVER FOR THE AMERICAN LEGION BREAKFAST ON OCTOBER 6, 2013. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Leary said that Ann Maries Dance studio would like to put on show for the Breast Cancer walk the weekend of October 18<sup>th</sup>. They are asking for a reduction on fees.

**MR. MARSDEN MOVED TO APPROVE THE REQUEST FOR ANN MARIES DANCE STUDIO FOR THE NON-PROFIT RATE OF \$100.00 FOR THE DANCE ON OCTOBER 18, 2013. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**RAIL TRAIL GRANT**

**MR. CONLEY MOVED TO AUTHORIZE AND HAVE THE CHAIRMAN SIGN THE RAIL TRAIL GRANT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**PROCLAMATIONS – CITIZENS OF THE YEAR**

The Board signed the proclamations for the citizens of the year, Linda Ahronian and Michael Tyman.

**ONE DAY LICENSES - SPECIAL OCCASIONS SERVERS AND PEPPER'S FINE FOOD CATERING.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALCOHOLIC BEVERAGE LICENSE FOR SPECIAL OCCASIONS SERVERS FOR A PARTY IN THE UPPER TOWN HALL ON SEPTEMBER 28, 2013 FROM 6:00 P.M. TO MIDNIGHT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR PEPPER'S FINE FOOD CATERING FOR A WEDDING IN THE UPPER TOWN HALL ON OCTOBER 5, 2013 FROM 3:00 P.M. TO 7:00 P.M. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO DISBAND THE GIS COMMITTEE AND THE WEBSITE COMMITTEE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**AT 9:48 P.M., MR. LEARY SAID THAT THERE WAS A NEED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS DEPLOYMENT OF SECURITY PERSONNEL. MR. MARSDEN MOVED AND MR. CONLEY SECONDED. ALL IN FAVOR. MR. LEARY SAID THAT THEY WOULD BE RETURNING TO OPEN SESSION TO SIGN DOCUMENTS AND TO VOTE ON CAPITAL REQUESTS. A ROLL CALL VOTE WAS TAKEN.**

	<b>AYE</b>	<b>NAY</b>
<b>MR. MARSDEN</b>	<b>X</b>	
<b>MR. CONLEY</b>	<b>X</b>	
<b>MR. LEARY</b>	<b>X</b>	

**MR. LEARY SAID THAT EXECUTIVE SESSION WOULD LAST APPROXIMATELY 30 MINUTES.**



**AT 10:20 P.M., THE BOARD EMERGED FROM EXECUTIVE SESSION.**

Mr. Leary said that they will be discussing Capital Requests and the possibility of raising the late fee for late registration of dogs.

**MR. MARSDEN MOVED TO AUTHORIZE THE LATE FEE FOR THE LICENSING OF DOGS FROM \$25.00 TO \$50.00 IF NOT PAID BY APRIL 30<sup>TH</sup>. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Leary said that Capital requests would be next.

**MR. CONLEY MOVED TO APPROVE THE CAPITAL REQUEST FOR THE HIGHWAY DEPARTMENT FOR A NEW DUMP TRUCK WITH PLOW IN THE AMOUNT OF \$130,000.00. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO APPROVE THE CAPITAL REQUEST FOR THE POLICE DEPARTMENT FOR NEW WEAPONS IN THE AMOUNT OF \$4,000.00. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE THE CAPITAL REQUEST FOR THE POLICE DEPARTMENT TO ADD AN SUV TO THE FLEET AND TO REPLACE CAR 9 WITH A NEW EXPLORER IN THE AMOUNT OF \$87,000.00. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE THE CAPITAL REQUEST FOR THE FIRE DEPARTMENT FOR A NEW AMBULANCE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**NO ACTION WAS TAKEN FOR THE PUMPER TRUCK.**

**MR. MARSDEN MOVED TO APPROVE THE CAPITAL REQUEST FOR THE TREASURER/COLLECTOR AND ACCOUNTANT FOR NEW MUNIS SOFTWARE IN THE AMOUNT OF \$70,000.00. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**NO ACTION WAS TAKEN TO EXTEND THE HOURS FOR THE SENIOR CENTER. THE BOARD IS GOING TO WAIT UNTIL THE COMPUTER COUNTING SYSTEM IS IN PLACE TO SEE HOW MANY PEOPLE ARE ENJOYING THE CENTER.**

**AT 11:00 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS  
SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Respectfully submitted,

Donna A. Muzzy

approved\_\_\_\_\_