

## HOLLISTON BOARD OF SELECTMEN

February 12, 2014  
6:30 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.

**AT 6:30 P.M., MR. LEARY MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING COLLECTIVE BARGAINING STRATEGY WITH THE LABORERS' COUNCIL. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR. A ROLL CALL VOTE WAS TAKEN.**

	AYE	NAY
MR. LEARY	X	
MR. CONLEY	X	
MR. MARSDEN	X	

**MR. LEARY SAID A PUBLIC DISCUSSION COULD HAVE AN ADVERSE EFFECT ON THE TOWNS' BARGAINING POSITION. HE SAID THE EXECUTIVE SESSION WOULD LAST ABOUT ONE HOUR.**

**AT 7:20 P.M., THE BOARD EMERGED FROM EXECUTIVE SESSION AND MOVED TO OPEN SESSION.**

Mr. Leary said that this meeting is being taped so that minutes can be transcribed and that this is being broadcasted on HCAT TV. Mr. Leary said that the general public may record this meeting, but first they must notify the Chairman of the Board. This recording may not interfere with the meeting.

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

14-34	GENERAL WARRANT	\$ 483,582.17
	VOIDS	\$ (221.25)
	GIFT ACCOUNTS POLICE LAW ENF (245)	\$ 660.39
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,086.51
	GENERAL PAYROLL WARRANT	\$1,114,485.30
	TOWN PAYROLL WARRANT	\$1,115,571.81
	TOTAL PAID WARRANT	\$1,599,593.12

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

ACCRUED DEDUCTIONS LIABILITIES NOT PAID	\$ 187,975.06
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### **TREASURER'S NOTE:**

WIRE TO HEALTH INSURANCE TRUST	\$ 149,903.91
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**THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

### **COMMENTS FROM THE BOARD**

Mr. Conley said that the Valentine's Day wine tasting in the Upper Town Hall on February 13, 2014, has been postponed to April 10, 2014, due to the upcoming snow storm.

Mr. Leary reminded residents of the overnight parking ban and to please shovel out the hydrants.

There were no comments from the audience

#### **TOWN ACCOUNTANT BUDGET REQUEST**

David Nalchajian, Town Accountant, was present to discuss his budget. He said that there is one full time position and a part-time clerical position. He said that the part-time position averages about 4 hours per week. He said that he would like to keep his part-time help. Mr. Nalchajian also said that there are no communications charges to his line. He said that the cost of office supplies has increased, he needs to increase his budget just to cover the costs. He said that paper and storage boxes is what he commonly uses. Mr. Nalchajian said that he is working 10 to 12 more hours per month with MUNIS because he needs to look up data and the new MUNIS that we have he can't access it. Mr. Leary asked if we are paying for this? Ms. Bousquet said that as soon as MUNIS loads the software, we start paying for it. She said that we are waiting for MUNIS to train us on how to use it. Mr. Marsden said that he is not happy that MUNIS has not had the time to train us. He said that we are paying for a service that we are not getting. He said that it could be May before we get the training. Mr. Marsden asked if we were going to get credit for the months that we were not able to use it. Ms. Bousquet said that once the software is loaded they start billing us.

**MR. MARSDEN MOVED TO APPROVE THE ACCOUNTANT'S BUDGET REQUEST. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

#### **TREASURER/COLLECTOR BUDGET REQUEST**

Mary Bousquet, Treasurer/Collector, was present to talk about her budget. Ms. Bousquet said that there are going to be a few changes in the budget. She said that the payroll clerk who has been HERE for 20 years is going to retire in June. She said that she would like to hire and get someone started by April 1, because there is a lot of things that need to be learned. She said that Ms. Nichols will have three months to train someone so they learn the position. Mr. Leary asked if Ms. Bousquet wanted to hire a payroll company to do it? Ms. Bousquet said she is not comfortable doing that. She said that it is so much easier to have in-house payroll. Mr. Leary asked if it was worth looking into it. Ms. Bousquet said no it could become a headache. Ms. Bousquet said that this person will also answer the phone, take payments and do accounts payable.

Mr. Nalchajian said that he was working for the Town of Westwood and they hired a company to do payroll and Westwood gave it up and went back to in-house. Mr. Leary said all he wants us to do is look into it. Mr. Nalchajian said that we have spent a lot for our payroll software through MUNIS.

Mr. Conley said that he likes the fact that we have control over our own records. Mr. Conley said that the company that he owns went to a payroll company and it did not work out well. Mr. Conley said that he likes the way things are going now. Ms. Bousquet said that she and the school Business Manager have talked about this. She will bring it up again now and if there was to be one payroll clerk they could possible cover the schools and the town side. Mr. Marsden said that if we take this outside how many vendors do we look at and how well will they fit in. Mr. Leary said that with technology, it could be easier than we think.

Ms. Bousquet said that her communications is down from last year. She said that Professional Development is up a little due to training costs. She also said that she has an RFP out for the printing of bills. The cost of mailings is so expensive. She also said that office supplies has gone up. She said that

paper is very expensive. They also had to purchase an HP printer to print checks because of the new software. And they have to have the forms that fit the printer.

**MR. CONLEY MOVED TO APPROVE THE TREASURER/COLLECTORS BUDGET REQUEST. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **EMPLOYEE BENEFITS BUDGET REQUEST**

Ms. Bousquet said that she increased Unemployment by 5%. She said that Health Insurance is going up .5%. She also said that the Country Retirement is even, and we will be able to put \$37,101 towards our unfunded liability. Mr. Le Beau said that would be a change from our past practice. He said that by paying the full assessment in July we get a discount of about 2%.

Mr. Le Beau said that the sick leave and vacation buy back number is huge. He said that she took everyone who is eligible to retire into account in that dollar amount, he said that most will not retire but they will be on the safe side. She said that she took into account anyone over the age of 60 and has 10 or more years of service into her dollar amount of \$62,000. Mr. Leary asked what are the guidelines for retirement. Ms. Bousquet said that there are no guidelines. Mr. Le Beau said that the retirement system encourages people to contact them three months in advance, but that does not mean that they will let us know. Mr. Conley said that we could put it the employment contract. Ms. Bousquet said that we have many employees that do not have contracts.

**MR. MARSDEN MOVED TO APPROVE THE EMPLOYEE BENEFIT'S BUDGET REQUEST. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Ms. Bousquet asked for a Reserve Fund Transfer Request in the amount of \$8,000 and that will cover a Principal Clerk at grade 8 step 1 from April 1 to June 30<sup>th</sup> for training as the new payroll clerk. Ms. Bousquet said that come July 1st, the step will be increased to a step 2. Mr. Leary asked what would the salary be? Ms. Bousquet said \$35,479.94.

**MR. MARSDEN MOVED TO APPROVE A RESERVE FUND TRANSFER IN THE AMOUNT OF \$8,000 FOR TRAINING OF THE NEW PAYROLL CLERK. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

#### **BOARD BUSINESS**

##### **EXECUTIVE SESSION MINUTES OF FEBRUARY 5, 2014.**

**MR. MARSDEN MOVED TO APPROVE BUT NOT RELEASE THE EXECUTIVE SESSION MEETING MINUTES OF FEBRUARY 5, 2014, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

#### **CHANGE TO TRAFFIC RULES AND ORDERS – GROVE STREET**

Mr. Leary said that Sergeant Waugh sent a memo to the Selectmen about the on-going problem with parking on the street.

**MR. MARSDEN MOVED TO APPROVE THE PARKING RESTRICTIONS ON GROVE STREET AS RECOMMENDED BY CHIEF MOORE AND SERGEANT WAUGH. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**ONE DAY ALCOHOLIC BEVERAGE LICENSES**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR SPECIAL OCCASION SERVERS FOR AN AUCTION IN THE UPPER TOWN HALL, ON MARCH 1, 2014, FROM 5:00 TO MIDNIGHT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY BEER AND WINE LICENSE FOR THE HOPKINTON PTA FOR A CHILI COOK-OFF AT THE LUTHERAN CHURCH ON MARCH 22, 2014, FROM 6:00 P.M. TO 10:00 P.M. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**DPW DIRECTOR JOB DESCRIPTION**

Mr. Conley said that Mr. Le Beau did a great job with writing the description. Mr. Leary asked if there should be a salary range added? Mr. Le Beau said that he can add a salary information.

**MR. CONLEY MOVED TO APPROVE THE JOB DESCRIPTION FOR THE DPW DIRECTOR WITH A SALARY RANGE FROM \$95,000 TO \$115,000. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**DAM GRANT CONTRACT**

**MR. CONLEY MOVED TO APPROVE THE DAM CONTRACT AND MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE CONTRACT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**KEEFE TECH ROOF**

Mr. Leary said that Keefe Tech has received some funding to help with the cost of the roof. They have sent a copy to all the Towns that use Keefe Tech. Mr. Le Beau said that under the District agreement, the cost is divided by the average of the last three years enrollment and that becomes the share that each Town pays as a capital expense. He said that Keefe Tech has received certification from the Mass Building School Building Association that states that the State will pay 69.89% of the project. He said that our share would be about \$87,000, principal and interest, for a five year term. He said that if we paid our share up front, it would save us just about \$8,000. Mr. Le Beau said that we can request a Special Town Meeting to talk about this or the Selectmen can decide.

**MR. MARSDEN MOVED TO APPROVE THE TOWN OF HOLLISTON'S SHARE OF THE ROOF PROJECT FOR KEEFE TECH. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**AMENDMENT TO THE VETERANS' DISTRICT SERVICE AGREEMENT**

Mr. Le Beau said that there were By-laws when we started the district he said that this is the up-dated version. He said that there have been a few small changes.

**MR. MARSDEN MOVED TO APPROVE THE AMENDMENT TO THE VETERANS' DISTRICT SERVICE AGREEMENT AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**OVER SPENDING ON THE SNOW AND ICE BUDGET**

Mr. Leary said that the Highway Superintendent has notified the Board that the next storm will deplete all his budgeted funds. He is asking to over-spend the budget in order to maintain the roads.

**MR. CONLEY MOVED TO ALLOW THE SNOW AND ICE BUDGET TO BE OVER SPENT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR FEBRUARY 17, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR FEBRUARY 20, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR MARCH 2, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR MARCH 4, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR MARCH 8, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR MARCH 9, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR MARCH 16, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**AT 8:43 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

Respectfully submitted,

Donna A. Muzzy

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