

HOLLISTON BOARD OF SELECTMEN

March 5, 2014
6:30 p.m.

Selectmen's Meeting Room
Town Hall

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

AT 6:30 P.M., MR. MARSDEN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS STRATEGY FOR COLLECTIVE BARGAINING WITH THE LABORERS' COUNCIL. THE MOTION WAS SECONDED BY MR. CONLEY. 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' NEGOTIATING POSITION. HE SAID THAT EXECUTIVE SESSION WOULD LAST ABOUT ONE HOUR. AT 7:32 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 broadcast 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 WARRANT

14-37	GENERAL WARRANT	\$ 699,703.47
	STUDENT ACTIVITY MILLER SCHOOL (8030)	\$ 1,000.00
	HEALTH INSURANCE TRUST (701)	\$ 382,771.92
	AGENCY VETERANS' DISTRICT PAYROLL (890)	\$ 1,086.01
	GENERAL PAYROLL WARRANT	\$ 100,358.60
	TOWN PAYROLL	\$ 101,445.11
	TOTAL PAID WARRANT	\$1,184,920.50

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 27,537.09
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 16,964.38
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THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Leary said that he will be hosting office hours on Saturday March 8, 2014, from 8:00 a.m. to 9:00 a.m. at Coffee Haven.

There were no comments from the audience

CONSERVATION COMMISSION BUDGET REQUEST

Chuck Katuska was present to talk about his budget. Mr. Katuska said that they are pinching pennies. He said that the guideline budget includes a 1% raise for the Clerk in the office and himself. He said that it brings his budget just under guideline. He said that his preferred budget is that the Clerk become a Principal Clerk. He said that the position must function at an elevated level when he is not in the office. He said that salary line item would be increased from \$12,708 to \$13,142. He said that includes longevity pay of \$50.00. Mr. Katuska said that with his salary line he is requesting a 3% raise. He said that he knows that it is above the guideline. He said that he supports other departments and he works closely with the Commission. He said that he is worth the 3%. Mr. Katuska said that the Commission supports this and it was voted at last night's meeting. Mr. Katuska would like the Selectmen to take this into consideration. He said that it would increase his salary by \$1,262.

Mr. Leary asked Mr. Katuska if he was aware that we have been discussing salary and the Stone Report. Mr. Leary said that there could be changes in the future. Mr. Leary said that there has been discussion with the Finance Committee on the Stone Report. Mr. Katuska said that they had a public records request and he said that it took several hours to complete. He said that they are a part-time office so Mr. Le Beau helped the office. Mr. Katuska said that there was a lot of research that needed to be done for this request. He said that they had to go through twenty-five years of records. He said that it took himself and the Clerk just about eighteen hours to complete. Mr. Marsden asked if we charged for the request. Mr. Katuska said yes we charged them. Mr. Le Beau said that when they collect the fee it goes into the General Fund not the Conservation Budget. Mr. Katuska said that they would like to be open more and expand the service to the public. Mr. Conley said that they should follow the guideline and wait until the Stone Report is approved.

MR. CONLEY MOVED TO APPROVE THE GUIDE-LINE BUDGET FOR THE CONSERVATION COMMISSION IN THE AMOUNT OF \$43,969. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

POLICE DEPARTMENT BUDGET REQUEST AND RESERVE FUND TRANSFER REQUEST

Chief Moore was present to discuss his budget. Chief Moore said that he was able to come in at the guideline. He said that he presented two budgets, one with a 1% increase and a second with a 2% increase. He said that the Town is in negotiations with the Police union and he has no idea what will happen. He did say that a 1% increase will affect the overtime line items. He said that it would be harder to make budget. He said that his biggest challenge is the overtime budget. He said that the only other problems that they have had are problems with the cars and the building. He said that there have been problems with the generator, the elevator and the heating and air conditioning. He said that two cars were involved in accidents. Mr. Leary said that the K9 unit was involved in a crash. Chief Moore said that the K9 is back in service. Mr. Leary thanked Chief Moore for getting the new car very fast and outfitting it. Mr. Leary said that the K9 unit was only out of commission for a short time.

Chief Moore spoke about his request for a Reserve Fund Transfer.

Chief Moore spoke about building repair and maintenance. He said that they had budgeted just a little over three thousand dollars in this line. He said that they have overspent by almost eight thousand dollars because of the heating and air conditioning generator. He also said that they had to have bird netting put in the lower garage and they did not expect to have to do that. He said that now

they have a problem with the elevator. Chief Moore said that they have been able to save with the civilian dispatchers. He said that all shifts are covered by civilians.

Mr. Conley said that he appreciates all the efforts of the police. He said that he knows that it is hard to put together a budget.

MR. MARSDEN MOVED TO APPROVE THE GUIDELINE POLICE BUDGET IN THE AMOUNT OF \$2,390,685. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Leary said that earlier today they interviewed two candidates for the second Lieutenant's position. He said that both candidates are very well qualified. Mr. Conley said that both are very qualified and excellent candidates. Mr. Conley said that Sergeant Gatchell has been doing the job for a while now. Mr. Marsden said that both candidates gave praise to the Chief. They said that he is a leader and good to work for and with. Mr. Marsden said that Sergeant Denman has been a Sergeant for 12 years, more than Sergeant Gatchell. Mr. Marsden said that Sergeant Gatchell was very comfortable during the interview. Mr. Leary said that Sergeant Gatchell has been doing the position for about five months and he is comfortable doing it. Mr. Leary said that he thinks that Sergeant Gatchell would be a better fit. Chief Moore said that he gave Sergeant Gatchell a few tasks and he was able to complete them. He said that he was happy with his work. Mr. Leary said that we would like to have two Lieutenants and if anything were to happen, the one who was not chosen would be the next in line. Mr. Marsden said that Sergeant Denman has been running the Auxiliary for over seventeen years and that is no small task. Mr. Conley said that this is a very difficult decision to make. Both are very qualified and both would handle the position well, but Sergeant Gatchell has been doing this position for about five months already.

MR. MARSDEN MOVED TO APPOINT DAVID GATCHELL AS LIEUTENANT. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Mr. Leary said that when an opening for Lieutenant becomes available Sergeant Denman will be next in line for the promotion. Mr. Leary said that it would be good for Sergeant Denman to have a few opportunities to work with the Lieutenant so that he can see how things are done. Mr. Leary asked if Sergeant Gatchell could be sworn in tomorrow morning. Chief Moore said that would be good because he is going on vacation in the afternoon.

Chief Moore thanked the Board for making a decision. He said that he knew that it was going to be a hard one to make.

MR. CONLEY MOVED TO APPROVE A RESERVE FUND TRANSFER IN THE AMOUNT OF \$10,055 FOR THE POLICE STATION BUILDING MAINTENANCE LINE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

FIRE, AMBULANCE AND EMERGENCY MANAGEMENT BUDGET REQUESTS

Chief Cassidy was present to talk about his budget. Chief Cassidy said that the Emergency Management budget covers the cost of the BlackBoard Connect system. He said that multiple departments have used it in the last year. Chief Cassidy said that he is waiting to be reimbursed by the State for the large snow

storm last year (Nemo). He said that once we receive it, it will be disbursed to the Fire Department, Police Department and the Highway Department.

Chief Cassidy said that the Fire Department Budget comes in at guideline. Chief Cassidy said that his contract expired last June and he would welcome a discussion about it. Chief Cassidy said that he did make a cut in the training budget. Mr. Leary asked if he was concerned about it. Chief Cassidy said no. Chief Cassidy said that he is concerned about his vehicles. He said that you never know what is going to happen. Chief Cassidy said that even the newer vehicles are expensive to repair. He said that the radios are working well but the pagers are out of warranty. He said that to have a repaired it is a flat fee of \$90. And that comes with a 90 day guarantee. He said that the Department has about 80 pagers. Chief Cassidy said that to replace all the pagers it could cost about \$35,000. Chief Cassidy said that his vehicle should be up for replacement in the fall. Chief Cassidy said that he would like to discuss putting solar panels on the Fire Station. He said that they have five different locations. Mr. Leary said that Chief Cassidy does a great job writing grants and asked if he had any going on now. Chief Cassidy said that he is working on two. Mr. Conley asked about an equipment list for a Capital Plan. Chief Cassidy said that he has had a Capital Plan for the last ten years.

Chief Cassidy said that February was a busy month for them. He said they went for mutual aid to surrounding Towns. He said that they went to Medway three times, and Hopkinton once.

Chief Cassidy said that the ambulance budget is not at guideline. He said in Fiscal Year 13 the cost exceeded revenue by \$26,500. He said that the runs were lower in Fiscal Year 13. Chief Cassidy said that last year they went out to bid for a new ambulance and both quotes were over the amount appropriated. He said he is comfortable waiting, he would like to keep a cushion. He said that he will re bid the ambulance at another time. Chief Cassidy said that the collection rate for ambulance is between 80% and 90%.

He said that the 10% is sometimes a little slow in coming or it will not come in at all. He said that we do have a billing company that sends out the bills and does the follow up.

MR. MARSDEN MOVED TO APPROVE THE EMERGENCY MANAGEMENT BUDGET IN THE AMOUNT OF \$10,519. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE FIRE DEPARTMENT BUDGET IN THE AMOUNT OF \$ 799,789. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE AMBULANCE BUDGET IN THE AMOUNT OF \$416,025. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

BOARD BUSINESS

MEETING MINUTES

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF JANUARY 8, 2014, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF JANUARY 15, 2014, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF JANUARY 22, 2014, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF FEBRUARY 25, 2014, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

EXECUTIVE SESSION MEETING MINUTES

MR. MARSDEN MOVED TO APPROVE THE EXECUTIVE SESSION MEETING MINUTES OF FEBRUARY 25, 2014, BUT NOT TO BE RELEASED. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

AMENDMENT TO TRAFFIC RULES AND ORDERS

Mr. Leary said that we approved this at the last meeting. All we need to do is sign it.

RENTAL REDUCTION REQUEST – DANCING ARTS CENTER

MR. MARSDEN MOVED TO APPROVE THE NON-PROFIT RATE FOR THE DANCING ARTS CENTER FOR THEIR ANNIVERSARY FOR JUNE 6, JUNE 7 AND JUNE 8TH IN THE UPPER TOWN HALL. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

FEE WAIVER REQUEST – AMERICA IN BLOOM

Mr. Leary said America in Bloom is planning a fashion show in the Upper Town Hall on May 18, 2014 and they are looking for a waiver of the rental fee.

MR. MARSDEN MOVED TO APPROVE THE WAIVER OF THE RENTAL FEE FOR AMERICA IN BLOOM ON MAY 18, 2014, IN THE UPPER TOWN HALL. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

SECOND BANNER REQUEST – AMERICA IN BLOOM

MR. MARSDEN MOVED TO APPROVE THE SECOND LOCATION FOR THE BANNER REQUEST FOR AMERICA IN BLOOM. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

ONE DAY ALCOHOLIC BEVERAGE LICENSES – SPECIAL OCCASION SERVERS, LIONS' CLUB AND ANTHONY'S ON THE GREEN

MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR THE HBA FUNDRAISER ON MAY 2, 2014, IN THE UPPER TOWN HALL. THE MOTION WAS SECONDED BY MR. LEARY. TWO IN FAVOR. MR. MARSDEN ABSTAINED.

MR. MARSDEN MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR THE LIONS' CLUB ON APRIL 10, 2014, IN THE UPPER TOWN HALL. THE MOTION WAS SECONDED BY MR. LEARY. TWO IN FAVOR. MR. CONLEY ABSTAINED.

MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN FOR MARCH 15, 2014. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

EVENT PERMIT – HOOFIT 5K ROAD RACE

MR. CONLEY MOVED TO APPROVE AN EVENT PERMIT FOR SEPTEMBER 13, 2014, ON ADAMS STREET AT BREEZY HILL FARM FOR THE HOOFIT 5K ROAD RACE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Leary noted that the Board would be discussing the State's Green Community program next week.

AT 9:29 P.M. MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____