

HOLLISTON BOARD OF SELECTMEN

March 26, 2014
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. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANTS:

14-40	GENERAL WARRANT	\$ 652,279.22
	STUDENT ACTIVITY (830) PLACENTINO	\$ 1,768.50
	MEALS TAX (220)	\$ 45.35
	GIFT ACCOUNTS POLICE LAW ENF (245)	\$ 550.17
	HEALTH INSURANCE TRUST (701)	\$ 392,966.64
	PERFORMANCE DEPOSITS (801)	\$ 175.00
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,086.51
	GENERAL PAYROLL WARRANT	\$1,079,604.80
	TOWN PAYROLL	\$1,080,691.31
	TOTAL PAID WARRANT	\$2,128,476.19

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 179,693.33
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 145,218.41
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THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Conley spoke about the fire in Boston that killed two Boston Firefighters.

Mr. Leary said that the rabies clinic will be on April 5, from 9:00 a.m. to 11:00 a.m. at the Highway garage. He also congratulated Patti Austin and Sergeant Craig Denman who both received awards from the Cystic Fibrosis foundation. Mr. Leary asked for a moment of silence for the two firefighters that were killed.

SECOND LIEUTENANT SWEARING IN – DAVID GATCHELL

Mr. Leary said that David Gatchell was promoted to Lieutenant last week and tonight Elizabeth Greendale, Town Clerk will swear him in.

Chief John Moore said that David Gatchell has been with the Department for 26 years and has had an accomplished career. He said that he has held every post that there is to offer.

Lieutenant Gatchell thanked Chief Moore for having such faith in him. He also thanked his family for putting up with all the shift changes that he has made over the last few years.

There were several members of the department there to watch the swearing in

WATER ENTERPRISE / DPW DEPARTMENT BUDGET REQUEST

David Keating and Doug Valovcin were present for the Water Department to discuss the budget.

Mr. Le Beau said that following up on last week's discussion he sent around some financial information

over the weekend. He said that this is an expanded water budget that includes information concerning the projected revenues for fiscal year 15. He said that the projected indirect costs will be attributed to the Water Department and credits that will come to the benefit to the Water Department and he projected a fund balance of water surplus. He said that they projected water revenue through fiscal year 2018. Mr. Le Beau said that there is a comparison of the budget that he did and the one that the Water Department did. He said that both budgets are much closer this week than they were last week. He said that the Water Department did pass along some comments on account items so that was helpful. Mr. Le Beau said that this budget was to go before the Finance Committee next week but he had asked to be postponed for a week or so. He said that they still need to talk about the water operating budget. He said that there will be a reduction in the debt service so the budget will reflect that reduction. Mr. Le Beau said to replace the water pipes the last estimate was three years ago and it is over \$800,000 per mile. Mr. Le Beau said that they will need to talk about staffing and what positions to budget for. He said should they budget for a Chief Operator vs. a General Foreman. He said that the difference is about \$7,000. He said that the Water Department suggested that \$30,000 should be budgeted for overtime and that is more than Mr. Le Beau had in his version of the budget. Mr. Le Beau said that if the Water Department were to hire a new operator that shift would be Tuesday through Saturday so overtime would be reduced. Mr. Le Beau said that with merging the two Departments we should be saving on resources and be able to cut back on costs. Mr. Le Beau said that the Water Department spent close to \$30,000 for outside backhoe contract last year. He said that when he did his portion of the budget he left in half of that amount he did not wipe it out. He said that the difference in the two versions of the budgets is about \$42,000. Mr. Le Beau said that the vehicles are getting older and some are in need of major repairs and the cost of repairing is increasing.

Mr. Keating said that there is a difference between a Forman and a Chief Operator. Mr. Keating said that a Chief Operator is the higher of the two and has the most responsibility. Mr. Keating said that he does not know what the new DPW Director will want a Foreman or a Chief Operator. Mr. Keating said that the Water department has an on-call person for water main breaks off hours that is why they have an overtime budget line. Mr. Keating also said that they have an old ambulance that needs to be modified so that they can use it as a service vehicle. That is why the maintenance of vehicles line is so high.

Mr. Le Beau asked about the utilities. Mr. Valovcin said that at well #4 there is electricity, propane and heating oil. Mr. Valovcin said that most of the wells have natural gas. He said that at the wells there are generators and they will go on one once a week just to keep them up and going. He said that some of the chemicals can't get cold, so the heat is set high. Mr. Le Beau said that he and Mr. Valovcin talked about having one well cleaned every year and put it on a rotating schedule.

Mr. Marsden said that there are a lot on unknowns going into this organization with a new DPW. Mr. Marsden said that they should go with Mr. Le Beau's budget. Mr. Conley said that he likes the budget that Mr. Le Beau did for the Water Department. He said that he ran the history of the department and he did a great job.

Mr. Leary asked about well cleanings, and are you planning on doing any this fiscal year. Mr. Valovcin said that in May they will be cleaning well #5. Mr. Valovcin said that the emergency overtime they consider it like snow and ice it is only used for emergencies. Mr. Valovcin said that utilities in the wells are high in the summer because there is a dehumidifier in the wells and in the lab area there is air-

conditioning. Mr. Leary asked about vehicle repairs and who does it. Mr. Valovcin said the Highway Mechanic does some of the repairs for them and the rest is contracted out. Mr. Leary asked if the Highway Mechanic would be taking over all the repairs on the Water Department vehicles when they merge. Mr. Valovcin said that there is only one mechanic at the Highway and he is always busy so he does not know if he could take them on. He said that if there were another mechanic that would be helpful. Mr. Keating said that even if repairs were done in house they would still have to pay for it. Mr. Le Beau and Mr. Keating agreed with the following for the budget a Chief Operator instead of Forman. Correcting the number for the Office Manager. Mr. Leary said the salary for the Superintendent is in line with market information and the Stone compensation study report recommendation and it matches the Highway Superintendents salary. Mr. Le Beau said that the Principal Clerk number that he budgeted is again based on the market analysis based on the Stone report so his number is higher for now. Mr. Le Beau talked about adding back \$3,000 for overtime and increasing the vehicle repair line. He said that there was some going back and forth about the dollar amount for the well cleaning. Mr. Valovcin said that he has a quote for cleaning of one of the wells and it is just around \$10,000. Mr. Keating said you are not going to honor the contract that Mr. Valovcin has with the Town. Mr. Le Beau said that the Board of Water Commissioners was urged strongly to reconsider its thoughts about appointing a new Superintendent because of the discussion of forming a DPW. Mr. Le Beau said that the Board chose to designate a new Superintendent and to pay the new Superintendent more than the Superintendent who retired. Mr. Le Beau said that the information that was available to everyone when that decision was made, including the market survey and the Stone compensation Report, indicated that the appropriate level for a Water Superintendent salary is the amount the he is suggesting that go into the budget. Mr. Le Beau said that our standard agreement, that he hopes the Water Commissioners followed, provides for notice in the event the employer chooses to terminate the agreement. Mr. Le Beau said that it is not to say that we want to terminate the incumbent as far as the employment but we do want to transition to a DPW. Mr. Le Beau said that we want the transition to be smooth and efficient with appropriate compensation and without tying the hands of the incoming Director. Mr. Le Beau said that he thinks the Commissioners, with respect to the Superintendent and the Commission attempt to make promotions, were unfortunate in view of every one's effort as endorsed by Town Meeting to merge both Water and Highway to form a DPW and move forward together. Mr. Le Beau said please do not say that he is not going to honor the contract. Mr. Le Beau said that he would like more cooperation from the Water Department to make this work. Mr. Keating said that they have demonstrated cooperation to move forward. Mr. Keating said that Mr. Valovcin is doing a tremendous job. He is doing more than the Superintendent's job. Mr. Keating said that at the beginning of the next fiscal year you will be cutting his salary and terminating his contract. Mr. Keating said that they will have to renegotiate a new one at a lower pay scale. Mr. Keating said that Mr. Le Beau reviewed the contract before it was signed. Mr. Keating said that his recommendation is to maintain the salary for one year through the transition. That way we will all have a better understanding of where the job and job content is going to be. Mr. Keating said that we are not going to have a Chief Operator the first day of the fiscal year because of labor negotiations. Mr. Le Beau said that there could be a new DPW Director in place on July 1st. He also said that there may be a Chief Operator on July 1st as well. Mr. Le Beau said not to

make assumptions because they may not be accurate. Mr. Keating asked Mr. Le Beau to work with him so this will happen. Mr. Leary said that when Mr. Valovcin was made Superintendent the Board of Selectmen asked the Water Commissioners to wait and they did not.

Mr. Marsden said that every suggestion that the Selectmen made the Water Commissioners, did whatever they wanted to do. He said that with every suggestion that the Selectmen made the Board of Water Commissioners came back with a list of reasons why it could not be done. Mr. Marsden said that it has been very difficult to work with the Water Commissioners. Mr. Conley said that he feel bad for Mr. Valovcin because everyone thinks that they are valued more. Mr. Conley agrees with Mr. Le Beau budget for the Water Department. Mr. Conley said that Mr. Valovcin did a great job but it is time to correct it and put it in line with all the other departments.

MR. CONLEY MOVED TO APPROVE THE WATER DEPARTMENT BUDGET IN THE AMOUNT OF \$2,243,076. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Keating asked for a copy of this budget. Mr. Leary said sure.

MR. MARSDEN MOVED TO OPEN THE TOWN MEETING WARRANT TO INSERT TWO ARTICLES FOR THE WATER DEPARTMENT A SPEED CONTROL FOR WELL #8 AND THE CLEANING OF THE PIPES IN THE DALTON ROAD AREA. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO CLOSE THE TOWN MEETING WARRANT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

EVENT PERMITS – MEMORIAL DAY AND YOUTH BASEBALL/SOFTBALL PARADES.

MR. MARSDEN MOVED TO APPROVE THE EVENT PERMIT FOR THE ANNUAL MEMORIAL DAY PARADE ON MONDAY MAY 26, 2014. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE EVENT PERMIT FOR THE YOUTH BASEBALL/SOFTBALL PARADE ON SUNDAY MAY 4, 2014. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

ONE DAY ALCOHOLIC BEVERAGE LICENSES – SPECIAL OCCASIONS SERVERS, XAVERIAN MISSION LEAGUE AND ANTHONY'S ON THE GREEN.

MR. MARSDEN MOVED TO APPROVE A ONE DAY BEER AND WINE LICENSE FOR XAVERIAN MISSION LEAGUE FOR MAY 17, 2014, FROM 5:00 P.M. TO 10:00 P.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE WAIVER OF THE FEE FOR THE XAVERIAN MISSION LEAGUE. THE MOTION WAS SECOND BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR SPECIAL OCCASIONS FOR THE FORD/CUTLER WEDDING IN THE UPPER TOWN HALL ON MAY 31, 2014. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN ON APRIL 1, 2014, FROM NOON TO 11:00 P.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR ANTHONY'S ON THE GREEN ON APRIL 2, 2014, FROM NOON TO 11:00 P.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

CONSERVATION COMMISSION FY 15 BUDGET REQUEST

MR. MARSDEN MOVED TO ENDORSE AND APPROVE THE CONSERVATION COMMISSION BUDGET REQUEST TO OFF SET 25% OF THE BUDGET FROM FILING FEES WITH A REVIEW EVERY YEAR AND THAT THEY ARE AVAILABLE MORE TO THE PUBLIC AND IT IS NOT TO BE USED FOR INCREASING SALARIES. THE MOTION WAS SECOND BY MR. CONLEY. ALL IN FAVOR.

CONSERVATION COMMISSION BY-LAW REVIEW

Mr. Leary said that the Commission asked for a review of their wetlands By-laws and they will need legal counsel to help with this. Mr. Le Beau said that McGregor and McGregor is a very experienced firm.

MR. CONLEY MOVED TO APPROVE USE OF SPECIAL COUNSEL FOR AN UPDATE OF THE CONSERVATION COMMISSION WET LANDS BY-LAW TO BE PAID FROM THE WETLANDS FEE ACCOUNTS. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

GOLF COURSE MANAGEMENT AGREEMENT

Mr. Leary said that the agreement has been signed by Johnson Golf. Mr. Le Beau said the new company that will be managing the golf course is Johnson Golf Management. Mr. Le Beau said that the pro shop will be open this Saturday March 29th, from 10:00 a.m. to 2:00 p.m. to answer any and all questions.

MR. CONLEY MOVED TO SIGN THE AGREEMENT WITH JOHNSON GOLF MANAGEMENT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

DRAFT WARRANT FOR ANNUAL TOWN MEETING

Mr. Leary said that with the addition of the Water Departments two articles we are up to 34 articles for the Annual Town Meeting. Mr. Marsden said that some are just housekeeping issues.

Mr. Conley said that the Senior Center is growing and they are open more hours. He said that there is pressure to do more with the same staff. He said that he thinks that it is time for a part-timer program manager. He said that it will be 18 hours per week there will not be any benefits involved. He said that the rate of pay would be 16.77 per hour and it would be a trial basis for one year. Mr. Conley said that this would have to be approved by the Finance Committee.

Mr. Marsden said that he is hoping that this does not become 18 hours plus 3 more hours. He said that this would be a part time position with no benefits.

MR. CONLEY MOVED TO ADD A PART TIME PROGRAM DIRECTOR FOR 18 HOURS PER WEEK TO THE SENIOR CENTER BUDGET REQUEST FOR A ONE YEAR TRIAL PERIOD WITH THE APPROVAL FROM THE FINANCE COMMITTEE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Leary said that it has been about 20 years since we have looked at our government structure. He said that it was 20 years ago that we adopted the term Town Administrator. He asked if we should be looking into changing to a Town Manager. Mr. Leary said that when we were working on the casino there were Town Managers involved as well as Town Administrators. Mr. Marsden said that he is open to the idea, but would like more information about it first. Mr. Conley said that the title is not that big of a deal. Mr. Leary said that this could take a while to put this in place if we were to make that choice. Mr. Conley asked if the Town Clerk should be appointed or elected. He said now it is an elected position.

AT 9:05 P.M., MR. LEARY SAID THAT THERE IS A NEED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING STRATEGY WITH THE LABORER'S COUNCIL AND TO DISCUSS BARGAINING STRATEGY WITH NON-UNION PERSONNEL. 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 SAIS A PUBLIC DISCUSSION COULD HAVE AN ADVERSE AFFECT ON THE TOWN'S BARGAINING POSITION. HE SAID THE EXECUTIVE SESSION WOULD LAST ABOUT 30 MINUTES.

AT 9:37 P.M., THE BOARD EMERGED FROM EXECUTIVE SESSION AND MOVED TO ADJOURN.

Respectfully submitted,

Donna A. Muzzy

approved_____