

HOLLISTON BOARD OF SELECTMEN

May 23, 2014
1:00 P.M.

Selectmen's Meeting Room
Town Hall

Present Jay Marsden, Vice Chairman; Jay Leary, Clerk, and Paul Le Beau, Town Administrator.
Kevin Conley, Chairman arrived at 1:05 p.m.

MR. LEARY MOVED TO APPROVE THE FOLLOWING WARRANT

14-48	GENERAL WARRANT	\$ 604,744.08
	VOIDS	\$ (1,240.20)
	DEBT SERVICE TOWN (001)	\$1,020,071.94
	STUDENT ACTIVITY (8030) PLACENTINO	\$ 542.75
	STUDENT ACTIVITY (8030) MS	\$ 10,112.69
	MEDICARE (001)	\$ 661.00
	COMMUNITY PRESERVATION (265)	\$ 253.32
	CONFISCATED TRUSTS (300)	\$ 120.00
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,086.51
	GENERAL PAYROLL WARRANT	\$1,072,484.72
	TOWN PAYROLL	\$1,073,571.23
	TOTAL PAID WARRANT	\$2,708,836.81

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 179,855.69
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 144,991.77
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THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

MICHAEL WARD – COLLINS CENTER

Mr. Ward said that the Collins Center was created in 2008 by the Commonwealth of MA as a resource for cities and towns and state agencies, also school districts. He said that it is like a public consulting firm for public entities. He said that they provide assistance and training. He said that they help with putting policies in place, they will help with an audit. He said that they have seen a lot of changes. He said that many years ago, most people did not travel to work. They lived in the town that they worked in. He said that they work with city charters, and can help with providing services to them. Mr. Ward asked the Board what are their concerns and what are they interested in for services? Mr. Conley said that on multiple levels. He said that the Town Administrator will be retiring in a few years and he is a valuable asset to the Town. Mr. Conley said that when Mr. Le Beau retires, all that information will be going out the door as well. Mr. Conley said that Mr. Le Beau has been working for the Town for thirty-one years and has been the Town Administrator for more than half. Mr. Conley said that Town government is now running like a business. Mr. Conley said that the Town should have a Capital Plan. He said that the Town of Arlington has a five year plan. Mr. Conley said that downtown should have lights. He said that it could hurt business or it could help business. Mr. Conley said that a traffic study has been done and they are talking about three sets of lights and he thinks that is too many. Mr. Conley said that many residents like the look of the town as it is without lights. Mr. Conley said that he is not

sure what the best solution would be. Mr. Conley also spoke about a sidewalk bump-out for pedestrian traffic it could be helpful. Mr. Conley also said that the rail trail is great. I is always busy and many people use it for walking and riding their bikes. Mr. Conley said that he would like to see downtown and the rail trail all be incorporated into one. Mr. Leary asked if the Town Administrator route is the way to go? Should we have a Town Manager instead? Mr. Leary said that in the next few years there will be some changes and we have to keep up. Mr. Leary said that the Town needs to be more efficient. Mr. Marsden said that they have all talked about how knowledgeable Mr. Le Beau as the Town Administrator. He knows everything that is going on in Town and how it works. Mr. Marsden said that with Mr. Le Beau retiring soon, should we change the role of Town Administrator to Town Manager. Mr. Marsden said that there needs to be more on the position and not on the people. Mr. Marsden said that when Mr. Le Beau retires he may be replaced with someone who does not live in Town and may not know the history behind things. So that is why we need to work on the position. Mr. Ward said that those are all excellent points and he will address them. Mr. Le Beau said that he can give Mr. Ward an organizational chart to look over. Mr. Le Beau asked do we still want an elected Finance Committee and elected Board of Assessors? Those are some of the things that we should talk about. Mr. Le Beau also asked about the proper support staff structure. He said that we do not have a personnel specialist, or a finance specialist. Mr. Le Beau said that the Treasurer/Collector is doing all the day to day human relations things. He said that he has been doing all the finance coordination. He said that things are chopped up because there are so many independent elected entities. Mr. Le Beau said that we have been lucky because we have all been able to work together to get things done. He said that if there are changes in staff, we may not be as lucky. Mr. Ward said that having a long term Town Administrator is a very strong thing for a town, but when there is a change, the new Administrator is weak. Mr. Ward said that when we go to look for a new Administrator they are going to be looking at the organizational chart to what the duties include. Mr. Ward said that he looked at the Town Annual Report and did notice that we have a large number of Elected Boards. Mr. Leary asked if all boards should be appointed instead of elected. Mr. Ward said that some towns have done that because you can un-appoint them at any time or not re-appoint them when their term is up. Mr. Ward said that the Finance Committee was put in place in the 1920's as an advisory Board to the Board of Selectmen for Town Meeting. Mr. Ward said that there is a lot to talk about with Committees and Boards. He said that they do not come in and tell you what to do about them but they suggest doing it this way or that way. Mr. Leary said that Mr. Le Beau has a tremendous amount of power, but he chooses to work well with Department Heads. Mr. Ward said that Holliston could be considered a city because there is over twelve thousand residents. Mr. Conley asked if we could follow another Towns Charter and filled in the staff in positions? He said that it could go to a Charter Review Committee and see what they think about it. Mr. Conley said that the Selectmen would look at it first then decide if that is the way we should go. Mr. Ward said that it could be opposed because no two towns are alike. Mr. Leary asked about the cost associated with this. Mr. Ward said that they would have to get a little deeper about the details. But, it could be as much as \$15,000. Mr. Le Beau said that if they wanted to do a formal charter process, you would have to elect the Charter Members or Commission. Mr. Ward said that is one way. He said that is a long and formalized process. He said that 15% of the registered voters would have to sign a petition for the question to be on the ballot. He said that if it passes, the Committee would have 18 months to produce the Charter. He said then the Charter goes to the Attorney General for approval.

He said that it could take a few years for that to happen. He said that the fastest way to create a Charter is by a Special Act of the Legislature. He said after it has been written, it has to go before Town Meeting and if it passes, then it goes to the Legislature for review. Then it will go to the Legislative Review Committee for adoption. Mr. Leary asked if went from a Town Administrator to a Town Manager would we have to go through Legislation as well? Mr. Ward said that it would depend on what is included in it. Mr. Leary said that we are just going to change the title. Mr. Ward said that it would have to be changed by a Special Act. Mr. Ward said that when he did the Town of Hubbardston Charter, he was in the Town twice a month for one year attending meetings. Mr. Leary asked if they went from Administrator to Manager. Mr. Ward said that they kept the title Town Administrator but gave him/her more manager power. They took out a few Committees and Boards as well. They also changed the Town Clerk from an elected position to an appointed position. He said that most Towns when they changed from an elected Clerk to an appointed Clerk, they grandfathered in the incumbent for the remainder of the term or they kept that person on until they decided they did not want the position any more. He said that was for the Town Clerk and the Treasurer/Collector as well. Mr. Ward said that they want that person to stay in their position because they are doing a great job. He said it is not about the staff now, it would be the future staff. Mr. Marsden asked if Mr. Ward had any suggestions? Mr. Ward said the Town Clerk and the Treasurer/Collector have extraordinary skills and the learning curve is tough. Mr. Leary said that the Town Clerk hardly ever changes. He said that once they have been elected they stay until retirement. Mr. Marsden said that most people hate change. Mr. Ward said that he would be available to discuss this more with the Board. Mr. Ward thanked the Board for their time.

AT 2:00 P.M., MR. LEARY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

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