

HOLLISTON BOARD OF SELECTMEN

February 27, 2013
7:30 P.M.

Selectmen's Meeting Room
Town Hall

Present; Jay Marsden, Chairman; Jay Leary, Vice Chairman and Paul D. Le Beau, Town Administrator. Kevin Conley, Clerk and Andrea Minihan, Administrative Assistant were absent.

MR. LEARY MOVED TO APPROVE THE FOLLOWING WARRANT

13-36 GENERAL WARRANT	\$ 472,222.82
STUDENT ACTIVITY (830) HIGH SCHOOL	\$ 1,473.33
AGENCY (890) VETERANS DISTRICT	\$ 80.80
HIGH SCHOOL STUDENT ACTIVITY-MONEY MARKET(8030)	\$ 29,356.00
AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,021.08
GENERAL PAYROLL WARRANT	\$1,064,986.46
TOWN PAYROLL	\$1,066,007.54
TOTAL PAID WARRANT	\$1,569,140.49

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID

\$ 173,285.47

TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST

\$ 135,053.31

THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

COMMENTS FROM THE BOARD

Mr. Leary said that the Holliston Fire Department went to Ashland for a house fire last week and the Ashland Chief sent a letter of praise for our department.

Mr. Marsden said that now that the recipients of the Melvin Jones award (the highest award that the Lions' Club gives out) have been awarded, he announced that Gordon Maxfield and Andrew Porter were the recipients.

Mr. Marsden said that last week he attended a West Suburban Health Group Meeting with Treasurer Mary Bousquet. He said that all the things that we have been talking about were brought up at this meeting. He said that the surplus of funds is larger now that it had been. He said that the spoke about that and the Board voted to adopt a measure that will keep the surplus between 8% and 12%. Mr. Marsden said that the West Suburban Health Group was going to look at the past 12 months of claims. He said that there was conversation about looking into 18 months as well. He said that they also spoke about overages and how they would give the funds back. Mr. Marsden said that they may do a reduced premium as they move forward. He did say that there was input from the audience so there was a discussion.

Mr. Leary said that when the West Suburban Health Group meets it is only four times a year, they meet quarterly.

Mr. Le Beau thanked everyone for all their support and thoughts with the passing of his mother.

Comments from the audience

Paul Saulnier asked if Holliston was thinking of restricting the sale of bottled water. The Board had no comment.

POLICE DEPARTMENT FY 14 BUDGET REQUEST

Police Chief John Moore was present. He said that he has prepared two budgets under the guidelines set by the Finance Committee. One that is level funded and the other with a 1.5% increase. He said that the only issue that sticks out is on a level funded budget with the requirement of a 1% raise in the collective bargaining agreement it affects his personnel services line. He said that it is 95% of his budget. He said that his operating lines will suffer repair and maintenance, supplies and materials and purchased services. He said that with a 1.5% budget there would be play in that 1% increase and keep the operating expenses where they should be. Chief Moore is looking for a raise for the Administrative Assistant. He said that they have been holding out for this because of the salary and benefits survey that was done last year. He said that he would like the Board to reconsider at this time. He said that if they go with the 1.5% increase they can fit it in to the budget and it is warranted with the study that they did. He said that also under personnel services they are looking to put on a third dispatcher. He said that they have two civilian dispatchers now and the approximate cost of a third dispatcher would be about \$36,000. He said that they would take that away from scheduled and unscheduled overtime. Chief Moore said that overtime is a daily struggle.

Mr. Leary asked about the civilian dispatchers and he said that it is working well. Mr. Leary said that with the civilian dispatchers it puts the police back on the street. He asked about court time and the amount of time that is involved with going to court. Mr. Leary asked if there was a requirement that a police officer has to go or can it be someone who had training as a dispatcher or someone who might not be an officer to go to court and represent the Town. Chief Moore said that we have a Court Officer who goes to court almost every day. He may be there for as little as one hour or he could be there an entire day. Chief Moore said that this court officer brings things to the courts attention so that things can be resolved fast. He did say that sometimes the arresting officer needs to go to court as well to testify. Chief Moore said that they use an officer and in some towns they use their Town Counsel. Chief Moore said that could be very expensive to use Town Counsel. Mr. Leary said that they as a Board may reclassify the positions of several employees. Mr. Leary said that many departments and boards have asked the same question of raises for their staff. Chief Moore said that he would like to take this Administrative Assistant position out of personnel and have it be a contracted employee like some of the other departments. He said that the title will change and the salary would go up. Chief Moore said that when they did their survey there is a big difference

in the pay. Mr. Leary asked about the dispatcher, are you looking for someone with experience. Chief Moore said they want to look over the list from the first round and ask the next few in the ranking to come in for another interview.

Mr. Leary thanked Chief Moore for all the detailed information in his presentation. He also asked about the accreditation that is going on now. Chief Moore said that Lieutenant Moore is working on that and it over 50% done. Mr. Leary said that we have a very professional Department.

Mr. Marsden asked if Chief Moore thought that we had enough staff. Chief Moore said that a third dispatcher would help getting another police officer on the road.

8:00 P.M. MR. LEARY READ THE HEARING NOTICE FOR THE HIGHWAY SUPERINTENDENT – ROAD PROJECTS

Tom Smith, Highway Superintendent was present. Mr. Leary said that plans for Church Street, Elm Street and Grove Street were available. This will also include the sidewalks. Mr. Leary said that this will be for re-paving Church Street from Railroad Street to Washington Street, repaving Grove Street from Hampshire Street to Church Street, and repaving Elm Street and improving the sidewalks on the west side of Grove Street and on the north side of Church Street and Elm Street.

Mr. Smith said they will be re-paving and cleaning up the area. Also when they fix the sidewalks they will be improving the drainage. Mr. Smith showed a map of the area. Mr. Smith said that the sidewalk is an existing sidewalk and is 5 feet wide but it needs to be repaired. He said that there will be granite curbing on both sides of the road. He said that all driveways will be repaired to match the road if they are in need of repair. Mr. Smith showed the Board all the road and sidewalk repairs on a map of the downtown area. Mr. Smith said that they will replace the guardrail at the Winthrop Canal. He said that there would not be any sidewalks on Fruit Street. He said that they would put down loam and seed the areas. Mr. Leary asked about trees that would need to be taken down. He said that there may be one or two trees that will need to be taken down. Mr. Smith said that he and Mark Ahronian, the Tree Warden, took a good look at all the trees in this part of Town.

Mr. Marsden asked when did he want to start. Mr. Smith said right after school gets out for the summer. Mr. Smith said that the area is a busy walking area and the busses pass through the area. Mr. Smith said that this project could take up to 80 days. Mr. Marsden asked if the curbing on the sidewalks would create a problem with church parking. Mr. Smith said on Elm Street they will put in sloped granite just in case there is parking there.

Paul Saulnier, 29 Church Street, asked if there was going to be granite curbing on both sides of the street. Mr. Smith said yes. Mr. Saulnier said that in front of his house there is a grass strip. Mr. Smith said that it will be loamed and seeded along with the granite curbing. Mr. Saulnier said that at the corner of Fruit Street there is a catch basin that feeds water into the Winthrop Canal and every time it rains it turns into a pond. Mr. Smith said that it would be taken care of.

Ron Evans, 18 Elm Street, asked if there was still going to be no parking on the even side of the street. Mr. Smith said that where ever there is no parking it will stay the same. Mr. Evans also asked about the grass strip between the curb and the sidewalk. Mr. Smith said no not at that area. There will be curbing. He said that there would not be any grass on the north side because they will be removing the trees that have rotted out. Mr. Evans asked if the road was going to be wider. Mr. Smith said no. Mr. Smith said that the sidewalk now in that area is less than four feet wide. When this is complete the sidewalk will be five feet wide. Mr. Evans asked how did they decide on what to do with the driveways. Mr. Smith said that when they do the road after they grade some will be brought up in the lower areas and some may be brought down in the higher areas. He said that once they have the uniformed grade with the binder (first coat) you match the driveways. Mr. Smith said that he will be matching the existing driveway widths.

Fr. Mark Coiro, Pastor of St. Mary's Church said that he has a safety concern about the sidewalk at the corner of Elm Street and Washington Street. He said that is the side of the street that the cars are required to park on during Saturday and Sunday services. He said that they use the sidewalk to access the main parking lot. Fr. Coiro said that in past discussions with the Highway Department he thought that the sidewalk was going to be repaired not eliminated. He said that if you do that there would not be a safe way for people to walk to the parking lot. He also said that this year the Highway Department did not even plow the sidewalks on the south side. He said that they have to walk in the street and that is not safe. Mr. Smith said that they could look at leaving that section of sidewalk. Fr. Coiro asked if it could be repaired. Mr. Smith said yes. Mr. Smith said that if they do that it would be done by the Highway Department after the roadwork is done. Mr. Marsden asked if the large tree that is in the sidewalk will be removed. Mr. Smith said that the tree is causing the problem with the sidewalk and yes it would have to be removed.

Someone from the Timothy Daniels House asked about street parking on Grove Street. Mr. Smith said that the street will be wider for a few cars to park along the street. Mr. Smith said that there should not be any parking to close to the corner because it is a blind corner. Mr. Smith said that where the steps are, is where they can start parking but not after the steps because of the corner. The resident from the Timothy Daniels House said that they would like brick and was wondering if the Town would work with them. Mr. Smith said that may be something that they should take up with the contractor. Mr. Smith said that brick is not in his plans. Mr. Leary said that brick becomes a maintenance issue. Mr. Leary said that bricks will crack and weeds will grow through the mortar.

Mike Perkins, 52 Church Street, said that he has a stonewall in front of his house and he is not sure how deep it is. He asked how can we make sure that they do not tip over. Mr. Smith said that they will not be undermining the stone walls. He said that if anything they may put a granite step in front if they come down lower. Mr. Perkins said that they just put in a cobblestone drive way per the request of the Conservation Commission and they can't take out five to seven feet for paving how will that get remedied. Mr. Smith said that the cobblestone driveway will stay.

Inga Daniels, 38 Grove Street, asked about the oversized trucks that go to the nursing home. They have been driving over the sidewalks to get in to the parking lot. She asked if there was going to be a granite curb. Mr. Smith said that the sidewalks are five feet wide and the vertical granite curb will be six inches high. He said that they would be driving over the sidewalk; he said the reason that they are doing that now is because there is no sidewalk or curbing.

Mr. Le Beau said that the Town has a Blackboard Connect this is the Town notification system you can sign up yourself for notifications by phone, text or by e-mail. Mr. Le Beau said that for this meeting only 17 of the 90 residents had email addresses in the Blackboard notification system. Mr. Smith said that there could always be a change in the plan or the timing as things move forward.

Melisa Smith, 35 Church Street, asked if all the sidewalks were going to be five feet wide. Mr. Smith said yes. She said that the new sidewalk will be on the opposite from her house, will you be taking the old sidewalk in front of her house to make the road wider. Mr. Smith said yes and then they will loam and seed it. Melisa Smith said that the end of her driveway is cobblestones and she asked if the Town would be willing to work with them to keep it the same. Mr. Smith said they would have to talk to the contractor. Mr. Smith said that would be part of the construction meeting.

Melisa Smith asked when the street is open is there anything else that they should be going. Mr. Smith said that he has contacted all the utilities. He said that if they have to change out underground equipment they can.

Kristen Ward, 41 Church Street, asked about the crosswalks; will they just be repainted or will they be new. Mr. Smith said that new ones will be installed and then painted. He said that they will be at every intersection and at the ends of Church Street and Elm Street. Mr. Smith said that it is in the plans to have the crosswalks painted every few years. Ms. Ward asked if they could put in a "slow children sign". She said that there are a lot of kids in the area. Mr. Marsden said not a problem.

Fr. Coiro asked about the left turn that many people take coming out of Church Street. He said that there is a sign that says right turn only. He asked if a painted arrow could be put in the road to help with the illegal turns. Mr. Smith said that they have only used the sign. Mr. Smith said that he can make a bigger sign so that drivers can see it.

A resident asked if there was going to be curbing on both sides of every street like in front of his building at the corner of Grove Street and Elm Street will there be curbing there as well. Mr. Smith said that yes there will be curbing on both sides of Elm Street and Grove Street.

Another resident asked about drainage and how are they going to do it at the low point on Elm Street. Mr. Smith said at this time the drainage does not meet the low point that is why there is standing water. He said that when they grind up the road into gravel they will re-grade it to the low point. And at that low point the basin will be. Ms. Smith said that they will use gravel to bring up a low point in the road.

A resident asked if there was going to be any new culverts in the road. Mr. Smith said no.

Fr. Coiro asked about the tree and whether it is on the far side of the driveway entrance. He said that he does not think the tree is on the sidewalk. Mr. Smith said that as the tree has grown it is lifting the sidewalk. So they will have to take the tree out and grind it down.

AT 9:00 P.M. MR. LEARY MOVED TO CLOSE THE HEARING. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

BOARD BUSINESS

ONE DAY ALCOHOLIC BEVERAGE PERMITS – PROFESSIONAL BARTENDING SERVICE AND SPECIAL OCCASION SERVERS.

MR. LEARY MOVED TO APPROVE A ONE DAY ALCOHOLIC BEVERAGE PERMIT FOR A WEDDING IN THE UPPER TOWN HALL ON APRIL 27, 2013, FROM 5:00 P.M. TO MIDNIGHT. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT

MR. LEARY MOVED TO APPROVE A ONE DAY ALCOHOL BEVERAGE PERMIT FOR SPECIAL OCCASIONS SERVERS FOR A SURPRISE PARTY IN THE UPPER TOWN HALL ON MARCH 22, 2013, FROM 6:00 P.M. TO MIDNIGHT. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

MR. LEARY MOVED TO APPROVE A ONE DAY ALCOHOL BEVERAGE LICENSE FOR THE TEMPLE BETH TORAH FOR A FUNDRAISER IN THE UPPER TOWN HALL ON MAY 11, 2013, FROM 6:00 P.M. TO MIDNIGHT. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

MR. LEARY MOVED TO APPROVE A ONE DAY ALCOHOL BEVERAGE PERMIT FOR THE HOLLISTON YOUTH LACROSSE FUNDRAISER IN THE UPPER TOWN HALL ON MARCH 23, 2013, FROM 6:00 P.M. TO MIDNIGHT. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

ONE DAY ENTERTAINMENT LICENSE – CASEY'S CROSSING

Mr. Marsden said that this will be on March 9, 2013, from 9:00 p.m. to midnight.

MR. LEARY MOVED TO APPROVE A ONE DAY ENTERTAINMENT PERMIT FOR CASEY'S CROSSING FROM 9:00 P.M. TO MIDNIGHT ON MARCH 9, 2013. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

APPOINTMENTS – AGRICULTURAL COMMISSION AND MEMORIAL DAY COMMITTEE

MR. LEARY MOVED TO APPOINT PATRICK KILKELLY TO THE AGRICULTURAL COMMISSION AS AN ASSOCIATE MEMBER. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

MR. MARSDEN MOVED TO APPOINT ROBERT BLAIR, STEPHEN NAPOLITANO AND STEPHEN BRADFORD FROM THE AMERICAN LEGION TO THE MEMORIAL DAY COMMITTEE. THE MOTION WAS SECONDED BY MR. LEARY. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

MR. MARSDEN MOVED TO APPOINT ROBERT HOPKINS AND STAN FEINBERG FROM THE VFW TO THE MEMORIAL DAY COMMITTEE. THE MOTION WAS SECONDED BY MR. LEARY. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

RESIGNATION – INSURANCE ADVISORY COMMITTEE – DEBORAH NICHOLS

Mr. Marsden thanked Ms. Nichols for all her hard work and time that she invested with the committee. Mr. Leary said that we will be taking letters for anyone interested in joining.

SNOW & ICE BUDGET – DEFICIT SPENDING

MR. LEARY MOVED TO APPROVE SNOW & ICE DEFICIT SPENDING FOR THE HIGHWAY DEPARTMENT IF IT IS NEEDED. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY WAS ABSENT.

SELECTMEN FY14 BUDGET REQUEST

Mr. Le Beau presented two different versions of the Selectmen's budget. One with the 1.5% increase and the other level funding. He said that in both versions he applied the 1% to wage and salaries for the staff positions. He said that they did not apply the 1.5% increase to the Selectmen or the Town Moderator. Mr. Le Beau said that in the purchased services section of the budget there was a modest increase of \$50.00 for the copy machine. He said that this copy machine is available to everyone in Town Hall and it is occasionally used by a few other departments in other buildings.

He said that there is a decrease in the communications of \$500.00 because of the new phone system. He said that the professional development is \$3,000 and that will remain the same. He said that it covers the Town's membership in the Massachusetts Municipal Association. He said that it is a town wide membership. He said that all Boards and Committees have access to the resources that the MMA provide.

Mr. Le Beau said that under professional services they have two different versions. He said that with the 1.5% guideline version we are showing \$47,600 that is a \$4,600 increase. He said that in the 1% the level funded version they are showing \$41,682 that is a \$1,300 decrease. Mr. Le Beau said that he has been working with a program from

UMASS Boston at the Ed Collins Center. He said that the program has been free to the Town this year and they have done an analysis of the Police, Highway, Water and they are now doing work with the Assessors. He said that if we were to continue with that program going into the next fiscal year the State supported funding will not be available at this time. He said that they are asking the towns that have been in this program to consider funding it to allow it to continue. Mr. Le Beau said that he likes the program and would like to continue with it. Mr. Le Beau said that it would be expensive to work with MetroWest and the Performance Management. He said that we should use one or the other. Mr. Leary asked how much would it be for the service. Mr. Le Beau said that each one is \$6,000. He said that the Performance Management had a deluxe version that costs about \$12,000. He said that at the \$6,000 level they are very much comparable. Mr. Le Beau said that this budget is going to assume the on-going expense of the GIS program. The level fund version of the budget would not support either Metro West or the Performance Management system because we would have to make a modest cut in the professional services budget to get to level funding. He said that he did not think that we would be able to afford either of those two programs in order to continue the GIS under a level fund.

Mr. Leary said that of the two he thinks that the Performance Management Program would be the one to continue with. Mr. Le Beau said that he agrees. He said that they get a lot of good information from this program. Mr. Marsden said that the blueprint has been laid out. Mr. Le Beau said that in the professional services budget it covers the audit and it covers legal counsel. Mr. Le Beau said that the balance of the budget as proposed is the same as this year. Mr. Le Beau said that the liability insurance is the largest item in the budget. It covers all the Town owned buildings and contents, and employees and all the equipment.

Mr. Leary asked about property and liability insurance if we overspent. Mr. Le Beau said yes. Mr. Le Beau said that they way that this works is if we make the full premium payment at the beginning of the fiscal year we get a significant discount. He said that it could be up to 6% to 8%. He said that through the year they will award refunds based on low claims history, good performance and participation in programs that they offer. He said that they also award dividends from the program, so that they put the funds together and look at the claims history for the year and they turn some of it back to the Towns. He said that between now and June we will be getting credits to bring the budget back into balance.

Mr. Leary asked about the new Web/site. Mr. Le Beau said that figure is incorporated in the budget and it is a small amount compared to the GIS maintenance. Mr. Le Beau said it is in the purchased services line. Mr. Le Beau said in the last two weeks they sent out a draft of the new Web/site. He said that it is starting to build.

SPECIAL STATE ELECTION

Mr. Marsden said that we had the ability to change our Town Election with the Special Election. Mr. Marsden said that he thinks it would be confusing. He said that it would create more problems. Mr. Leary said that when he spoke with Elizabeth Greendale the Town Clerk, she was not in favor of changing the Town Election. Mr. Marsden said that

this is a different election. Mr. Leary said that there may be some reimbursement from the State because of this Special State Election.

MILFORD CASINO

Mr. Marsden said that they hope to have a meeting with Milford to discuss this again. Mr. Leary said that the Casino group is going to present their findings at a Selectmen's meeting in Milford on March 18th. Mr. Leary said to let them have their say then we can set up a meeting. Mr. Leary asked if April 8th would be a good night for them to meet. Mr. Le Beau said that he would send the Milford Selectmen an e-mail.

AT 9:20 P.M. MR. MARSDEN MOVED BY ROLL CALL TO ENTER INTO EXECUTIVE SESSION TO DISCUSS LAND ACQUISITION.

MR. MARSDEN SAID A PUBLIC DISCUSSION COULD HAVE AN ADVERSE AFFECT ON THE TOWN'S NEGOTIATING POSITION. HE SAID THE DISCUSSION WOULD LAST ABOUT 30 MINUTES AND THERE WOULD BE NO FURTHER PUBLIC BUSINESS.

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

AT 9:40 P.M. THE BOARD EMERGED FROM EXECUTIVE SESSION AND VOTED TO ADJOURN.

Respectfully submitted,

Donna A. Muzzy

approved_____