

HOLLISTON BOARD OF SELECTMEN

February 4, 2015
7:30 p.m.

Town Hall – Room 105
703 Washington Street

MR. LEARY MOVED TO APPROVE THE FOLLOWING WARRANT

15-32	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 998.39
	TOWN PAYROLL	\$101,024.18
	TOTAL PAID WARRANT	\$101,024.18

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 26,519.00
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 15,995.38
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THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Comments from the Board

Mr. Marsden thanked the DPW, Public Safety and the people who work in Town Hall. He said that we have had a challenging week of snow. Mr. Marsden said that they are trying to get to all the roads in town as fast as they can. Mr. Marsden said that the DPW has put in a lot of overtime and they are working around the clock.

Mr. Leary said that the DPW has been working to clear the roads. Mr. Leary said that if you do have a complaint please be professional, there is no need to yell. He said that things will be done as soon as they can. Mr. Leary said that he thinks that there will be more snow on the way, so please be safe. Mr. Leary also asked that you shovel out the hydrants.

Mr. Conley said that the DPW did a great job on very little sleep. He said that this has been a stress and strain on everyone. Mr. Conley said that some of the sidewalks have been plowed, but there are a few more that need to be done. He said that most parents have been driving their kids to school.

Mr. Leary said that the DPW will be removing snow from east Holliston. He said that they will be working through the night to make the street wider.

Mr. Le Beau said we are running out of space to put the snow.

MUNICIPAL ELECTRICAL AGGREGATION

Leo Sullivan, with Global Companies, said that he has met with Mr. Le Beau several times for the final part of the Department of Public Utilities (DPU). He said that they made some changes in the templet that they will be supplying the DPU. He said that they are waiting for confirmation from the Board, and they are authorized by the Board to proceed with aggregation. Mr. Sullivan said that this did not go out to bid. And that they were appointed by the Board of Selectmen. Mr. Sullivan said that they were first approved in October 2013. Mr. Sullivan said that this has been in the state process with the Department of Energy Resource's (DOER) and now it is in the final process is with the DPU. Mr. Sullivan said that with this final approval he will be able to start the process to go out for lower electric rates. He said that he hopes to do this this summer.

Mr. Le Beau said that this will be going to the DPU and then scheduled for a hearing. He said that the Town Administrator can make any changes necessary in order to complete the process. He said that this would give us the chance to respond quickly.

Mr. Sullivan said that Mark Cappadona from Colonial Power has been working on this proposal with him. Mr. Cappadona said that he has paperwork that need to be signed that says you understand what the plan is. He said that this paperwork will be going back and forth. He said that we will have to make sure that everything is correct. He said that he would like the order to go out in late May. He said that our rates will be changing in July.

Mr. Leary asked what is the advantage to go through Colonial/Global and not NStar? Mr. Sullivan said that they do not have the exact difference. They expect to get a much lower rate and they hope to get the Green Power into the supply that is coming into Town. He said that they do not have the ability for an exact number. Mr. Leary said that NStar said that their rates will be jumping this winter by 30%. Mr. Leary asked how can we compare the difference in the rates? Mr. Cappadona said that some of the Towns have already sold off. He said that City of Lowell has 100% Green Power at 10.8 that is compared to NStar at 14.293. He said that is a difference of 29% in savings. Mr. Cappadona said that NStar can only trade twice a year and Colonial can go out 210 trading days per year. He said that he hopes to get better pricing. Mr. Leary said that there is an add-on fee for consulting at .012 is that based on having a successful rate? Mr. Cappadona said that the only time he would be paid was when the Town Administrator signed off. Mr. Cappadona said that if we do not like the price, he will not get paid until it has been signed off on. Mr. Leary asked what other Towns have you been working with? Mr. Cappadona said the City of Marlboro, City of Lowell, North Adams, WilliamsTown, Florida, Clarksburg, West Stockbridge, Sheffield and New Marlboro. He said that they also have 34 Towns with the Hampshire Council of Government in Public Utilities. He said that they have all of Merrimack Valley as well. Mr. Cappadona said that Ashland is on hold. He said that the rate was too high, so they are waiting. Mr. Le Beau said that to give the authority to the Town Administrator to modify in respond to the DPU it is limited so that when and if we go into the market place for rates, those rates will come to the Board of Selectmen and this Board will make the decision. And he would expect in addition to having a rate, there will be options to the degree of Green. He said from 25% to 100%. He said all decision will be brought to the Board for approval and/or discussion.

MR. MARSDEN MOVED TO APPROVE AND ENDORSE COMMUNITY CHOICE POWER AND POWER SUPPLY PROGRAM AGGREGATION AND AUTHORIZE THE TOWN ADMINISTRATOR AUTHORITY TO APPROVE AMENDMENTS TO THE PLAN FOR THE DPU. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

PRELIMINARY DPW BUDGET

Sean Reese, DPW Director, was present to discuss his budget. Mr. Reese said that his budget will be completed by February 25 for the Selectmen's Meeting. He will then meet with the Finance Committee on March 17, 2015. Mr. Reese said that the Water Department increases are salary based. He said that the Union may be asking for an increase in salary so he wanted to be ready. He said that there is an increase in the hydrant line for repairs and maintenance. He said that they are looking into purchasing a few more hydrants. He said that they are very expensive, so he may put them on a Capital plan. Mr. Leary asked if Mr. Reese can re-motley access and control systems from home. Mr. Reese said that he has 100% capability to do that. He said that he can use an iPad or a cell phone. He said that they can dial into the system. He said that they can follow-up on alarms and they can change set points. He said

that they are purchasing H2O software to allow remote entry from any place. He said that his operators carry iPads and can directly enter daily information from the wells into the iPad and then up-load it into the software. He said that they do not have to write it down, just type it in. He said that this is making it more efficient. Mr. Reese said that they have done away with the Water Superintendent and the Water Operation Manager positions. Those line items will be zero. Mr. Reese said that when he started, he was and is working on the Water side to get things in shape. He said that he will be spending more time on the Highway side this coming year.

Mr. Leary said that it looks like we are moving away from the Operations Manager to a Forman's position. Mr. Reese said yes. He said that he has two Formen. He said that there is a Distribution Forman and Treatment Forman. He said that the staffing levels meet the states requirements. He said that he needs one Systems Operator. Mr. Leary said that Water Licenses have to be renewed and do we have a line number for those continuing education funds? Mr. Reese said it is under Professional Development. Mr. Reese said that he may want to increase that line as well. He said that there are a few classes that the Operators must take for licenses because of expirations every two years. Mr. Reese said that they are starting a safety committee for both Highway and Water. Mr. Reese said that the Town should help defer the cost of the class fees. Mr. Reese said that any additional licenses is a benefit to the employee and the Town. He said we should help pay for that. Mr. Reese said that they would like to add another line. He said that they have a Water System Operator and he would like to create Water System Operator #2. He said that would be for the senior Operators and the more highly licensed operators. Mr. Reese said that someone from the Highway Department is now working with the Water Department and he has been having on the job training. He has also passed his distribution test. Mr. Reese said that they will help him with classes to get the higher licenses.

Mr. Reese said that one of the things he would like to make sure is that there are enough funds for overtime and police details.

HIGHWAY BUDGET

Mr. Reese said there will be rate increases and performance based increases. He also said that the uniform allowance will go up a little, but it will be a fixed number.

Mr. Le Beau said that going forward, the Director's salary is 60% coming from the Water budget and 40% from the Highway budget. That will be a big change on the Highway side of the budget. It will be a new line item for the Highway. Mr. Le Beau said that the two budgets, Water and Highway, are about \$9,000 below the combined guideline. He said with the help of the Treasurer/Collector, they would like to pay off a note early by one year. He said that we will be saving thousands of dollars in interest and administration fees. Mr. Le Beau said that they are planning on adding \$300,000 to Water Surplus. Mr. Le Beau said that we are required to hold a public hearing for water rates 120 days before the start of the new fiscal year. He said that this hearing will take place on February 25, 2015. Mr. Le Beau said that Mr. Reese is looking into capital needs. Mr. Reese said that he is planning on adding an additional person to the water side.

TOWN ACCOUNTANT BUDGET – TREASURER/COLLECTOR BUDGET

Sharon Emerick, Town Accountant, and Mary Bousquet, Treasurer/Collector, were present to talk about their budgets. Ms. Emerick said that she and Ms. Bousquet have changed the Warrant schedule from

every week to every other week because there is only a part-time person in the office. Ms. Emerick said that the Treasurer's office is doing a lot of work for the Accountant. Ms. Emerick said that she is looking for a 25 hour week clerk in the Accountant's office. She can continue to do the bills every other week, and take the cash receipt process out of the Treasurer's Office. Ms. Emerick said that the Treasurer will print the checks and then they would go back to the Accountant for stuffing and mailing. Ms. Emerick said that she does have a Clerk, but she only works about 6 to 7 hours per week. Ms. Bousquet said that she has been making the deposits and posting to the ledger, but she should not be doing both. Ms. Bousquet said that the payroll clerk has been doing the checks but there are other things that she can be doing. The stuffing of the checks should be done in the Accountant's office. Ms. Bousquet said that her office deals with everything. Mr. Leary asked how did you get the number of 25 hours per week for clerical? Mr. Leary asked if 12 hours would be enough to help the office? Ms. Emerick said that 25 hours would be helpful for cash receipts. She said that if they went to 12 hours they could do a warrant every week with-out a problem. She said that she would be taking on the cash receipts as well. Mr. Leary said that his concern is that 25 hours is the correct number of hours. Mr. Leary said that we should start lower then add if needed. Mr. Leary said 18 hours a week is three times the number of hours that you have now for a clerk. Mr. Conley said he would like to keep the position under 20 hours because of the benefits. Mr. Marsden said that they have been approached by other departments for additional staff. He said he would like a better understanding of it. Mr. Le Beau said the Town does not have a Finance Director and no Human Resource's Director. He said that most of those positions exist in neighboring towns that are our size. He said that we have been fortunate to rely upon the Treasurer and the office for those needs. He said that the Accountant with a background in Finance is big help. He said that it is getting more and more difficult to put it all together because there are more and more demands put on each office. Mr. Le Beau said that a large amount of work goes into the warrant and it continues to chew up more of the Accountant's time and it leaves the Accountant with less time to work on larger projects. Mr. Le Beau said that the Treasurer's office has been helping but it is becoming too much. Ms. Emerick said that 18 hours is fine for now and she said that if it is not enough she will be back next year asking for more hours for the part-time clerk. Mr. Leary asked Ms. Bousquet if she spends 18 hours per week doing cash receipts? She said at least ten hours per week doing the cash receipts. Mr. Conley asked about job sharing. If they know it is going to be a busy week, 2 people could be doing the work, and if it is a quiet week they could have the week off. Mr. Leary said that they will have more conversation on this.

TREASURER/COLLECTOR

Ms. Bousquet said that she met the guideline. She said that she has some residents that are part of the tax work program that come in to file and put bills in order. Ms. Bousquet said that all of her line items have gone down a little. She said that she is looking for off-site storage for paperwork on retired and former employees. Ms. Bousquet said that they have to keep all the paperwork for 30 years. Mr. Leary asked about a Human Resources Department. He said it may help. Mr. Leary said that the Treasurer and the Accountant do work hand-in-hand.

Mr. Le Beau said that the Selectmen have been budgeting for the Audit. This time is going to come out of the Accountant's budget.

AUXILIARY POLICE BUDGET

Lieutenant Craig Denman was present. He said that the Auxiliary Police donated 2,315 hours of service. He said that it provided a savings in overtime of \$101,923 dollars. He said that the appointed two new Auxiliary Police Officers and they are now in a field-training program. He said that training continues. He said that they do CPR and re-certifications for first responders. He said that the Auxiliary Police have received donations from Celebrate Holliston and the New Comers Club and Lions' Club. He said that the Auxiliary Police covered a number of events in and out of Town.

He said that his budget for capital replacement is for portable radio replacement. He said that they have 19 radios. He said that they were transferred from the Fire Department to the Auxiliary Police in 2008. He said that they can't get service for them anymore because they are so old. Lieutenant Denman presented the Board with a proposal for new portable radios in the amount of \$36,244, for 20 radios. He presented a payment plan. Lieutenant Denman said that he has been working with the Auxiliary Police for a number of years and this is the first time he has asked for a Capital Request. He is also looking for a car to be transferred from the Police Department to the Auxiliary Police.

Lieutenant Denman said that the budget came in at guideline.

Mr. Leary thanked all the Auxiliary Police for all their hard work and time that they give to the Town.

Mr. Leary said that you can't tell the difference between the Auxiliary Police and the HPD. He said that they are all professional.

Mr. Marsden asked when did Lieutenant Denman want to make his presentation for Town Meeting in the spring or the fall? He said the fall would be better. Mr. Marsden said that we are blessed with great people who donate their time to the Town. Mr. Marsden said that he is in full support of the request for new radios.

Mr. Le Beau thanked the Auxiliary Police for all their hard work. He said that our office uses the Auxiliary Police to work the Hazardous Waste Day in July. He said that it is a big event.

Mr. Leary asked Chief Moore when is the expiration on his radios? Chief Moore said he will be coming with a proposal in the fall as well for new radios.

SELECTMEN'S BUDGET

Mr. Le Beau said he is proposing some significant changes. He said that he is asking for an increase of \$14,000 for the new Town Administrator for next fiscal year. He also asked that the Collins Center be included in this. Mr. Le Beau said that Liability insurance will be going up. He said that we have maxed out our credit portions of the insurance. He said that Ms. Minihan has been doing web based training in order to receive credit. Mr. Le Beau said that the Selectmen's office was paying for the audit, now it will come out of the Accountant's budget. Mr. Le Beau also said that he would like to increase the legal line for anything that may happen. He said that we are over guideline by \$15,000.

PUBLIC BUILDINGS BUDGET

Mr. Le Beau said this budget is a catch-all relating to building activities. He said that this includes custodial services for Town Hall and the Flagg Building, the copy machines at Town Hall, the software

system that runs the accounting system, energy and utilities for Town Hall, and a portion to the Flagg building, and our share of the energy expenses for the Golf Course, and general maintenance and repair to a variety of buildings including Town Hall, Flagg Building, Golf Course and anything else that may come up. He said that the total budget this year is \$240,833. He said that he is suggesting an increase to \$266,292, an increase for grounds and maintenance from \$37,000 to \$60,000. He said that this was a suggestion by the Finance Committee. Mr. Le Beau said that the Library is looking to replace the alarm system. He said that the Club House is going to be 15 years old and things are going to need to be replaced. He said that the renovations at Town Hall are ten plus years old and things need to be repaired. He said that we know we have an issue with the gutters over the back door and that will have to be addressed when the weather clears. He said that things do come up. He said that we have been working with the Highway Department for small repairs.

Mr. Marsden said that he, Mr. Ficco and Mr. Le Beau had a meeting to discuss the Club House. He said that when the contract was signed, the utilities were going to be split 50/50 for the first year and then the second year it was going to be 75/25 and then the third year Mr. Ficco was going to cover the cost of all the utilities. Mr. Ficco asked if the Board would be open to the idea of keeping the arrangement the same, with a 50/50 split on the utilities. Mr. Le Beau said that in the history of the restaurant this was the second highest year in revenues. Mr. Marsden said that Mr. Ficco has been a great tenant and has been great to work with. He has made some improvements out of his own pocket. Mr. Marsden asked the rest of the Board if they would consider Mr. Ficco's request? Mr. Marsden asked Mr. Ficco what was he going to bring to the table if the 50/50 was granted? Mr. Marsden said that Mr. Ficco talked about bringing in new equipment, lighting and new tables.

Mr. Leary said that he has no problem with working with Mr. Ficco on this issue. He said that he would like to see a list of the things that Mr. Ficco wants to do. Mr. Leary said that Mr. Ficco has done a great job with the Club House. Mr. Marsden said that we do have a vested interest in the Club House. Mr. Marsden said that Mr. Ficco would like to put a sign on Highland Street and he is willing to pay for it, but he is looking for a little help.

ARTS COUNCIL APPOINTMENTS

Mr. Conley said that there are five residents who have applied to be appointed to the Council. Mr. Conley said that the five appointments will fill the Council.

MR. LEARY MOVED TO APPOINT H. SCOTT CLOSE, KENT KISSINGER, ANN M. HOYE-LAVIN, RICHARD MORSE AND WALTER CZARNEC TO THE ARTS COUNCIL. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

MR. CONLEY MOVED TO INCREASE THE NUMBER OF ARTS COUNCIL MEMBERS FROM SEVEN TO NINE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Marsden thanked Chuck Katuska for overseeing the demolition of Axton Cross.

AT 9:15 P.M., MR. LEARY MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS DEPLOYMENT OF SECURITY PERSONNEL. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR. A ROLL CALL VOTE WAS TAKEN.

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

MR. CONLEY SAID EXECUTIVE SESSION WOULD LAST ABOUT 30 MINUTES AND THE BOARD WOULD NOT RE-ENTER INTO OPEN SESSION, ONLY TO SIGN WHAT HAD BEEN PREVIOUSLY APPROVED.

AT 9:45 P.M., THE BOARD EMERGED FROM EXECUTIVE SESSION AND MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____