

HOLLISTON BOARD OF SELECTMEN

January 21, 2015
7:30 P.M.

Selectmen's Meeting Room
Town Hall

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

MR. LEARY MOVED TO APPROVE THE FOLLOWING WARRANT

15-30	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 998.39
	TOWN PAYROLL	\$95,542.92
	TOTAL PAID WARRANT	\$95,542.92

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$26,624.21
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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.

There were no comments from the Board

Comments from the audience

Kenny Fisher, 199 Ashland Street, wanted to know why the Highway Department will not plow the sidewalk. Mr. Fisher said that he has called about this many times. Mr. Fisher said that it is a busy street and there are a few kids who walk along it to get to the Keefe Tech bus. Mr. Fisher said that in the past it was always plowed, but not anymore.

Mr. Conley asked Sean Reese, the DPW Director, what the policy is for sidewalk plowing?

Mr. Reese said that roads are prioritized, then the sidewalks. He said Ashland Street is 2 miles from the closest school zone. Mr. Reese said that where there is heavy pedestrian traffic, they plow the sidewalk. Mr. Reese said that sidewalk on Ashland Street does not go anywhere. He said that it goes to the Ashland Town line. He said that it is not a high priority for foot traffic. Mr. Reese said that we do not have the man power to be plowing that sidewalk after every storm. Mr. Reese said that if you do it once, then everyone in Town that has a sidewalk in front of their house will want it plowed. Mr. Reese said that the sidewalk plow goes one mile past Baker Street on Concord Street. He said that is the end of the route. He said then it is another mile to Ashland Street. He said that no-one is walking to school from there. Mr. Reese said that they can plow it every once in a while, but not after every storm.

Dennis Miles, 229 Ashland Street, asked what are the requirements for plowing? Mr. Reese said that the roads are prioritized, as A/B/C for traffic volume and sidewalks in a school zone. Mr. Reese said that Ashland Street is on the other side of Town.

Mr. Leary said that we plow the sidewalks that are close to the schools because there are a lot of walkers.

Mr. Miles said that the Town put the sidewalk in and they should be responsible for plowing it.

Mr. Reese said that they will make the effort to plow the sidewalk, in a reasonable amount of time.

POLICE CHIEF UPDATE

Mr. Conley said that Chief Moore said that his Officers are doing a great job and deserve to be recognized. He said David Gatchell, Chuck Todd, Matthew Stone, John Scanlon, Matthew Waugh, Todd Hagan, and Auxiliary Police Officer Joseph Cibotti Sr. have done a great job and have been so helpful. Chief Moore said that each and every one of them all have gone above and beyond in their jobs.

Mr. Conley said that he is proud of the Town's Police Department. He said they are all professionals. Chief Moore said community involvement is very important. Chief Moore said that number of calls for services was well over seventeen thousand last year in 2014. He said that they have a Court Officer, a Fire Arms Instructor, and this Officer also handles the license to carry applications. Chief Moore said that his Officers all work well together.

Chief Moore said that his Officers stop a lot of cars, but they mostly give out written warnings. He said that they explain why a person had been stopped. He said that they like to educate the public.

Chief Moore said that the Officers all take part in Holliston activities. He said that the Department is very involved. He said that it helps the Department if the officers are involved.

Chief Moore said that there have been a few changes in the Department. There have been officers promoted; David Gatchell and Craig Denman to Lieutenant and Matthew Stone to Sergeant, and hiring of two new officers. Officer Remkus has already started working and Kate Hickey will be starting the Academy in the spring.

Chief Moore also thanked Fire Chief Cassidy, D.P.W. Director Sean Reese and Technology Director Chuck Corman for all the hard work that they do on a day to day basis for the Police Department. He said that they work hand-in-hand and the Department could not do it with their help.

Mr. Conley said that the Department is well run by Chief Moore.

Mr. Marsden said that Chief Moore has done a great job. Mr. Leary said that the Chief is always in communication with the Board.

Lieutenant Gatchell said that the Police Department is a great one. He said that they all work hard and they are very professional and each and every officer goes above and beyond.

DPW DIRECTOR UPDATE – SEAN REESE

Mr. Reese said that the DPW continues to make improvements. He said that he has been working on the budget for next fiscal year. He said that he will present the budget as one but with a breakdown of water and highway. Mr. Reese said that we have had seven storms snow and/or ice so far. He said that the private contractors have only been called in once. He said that they have used 30% of the snow and ice budget so far. He said that they are in good shape. Mr. Reese said that we are having a mild winter. Mr. Reese said that half the Town was done for leak detection, east of Highland Street. He said that in forty miles, they found six leaks. He said that the other half of Town will be done in the spring.

Mr. Reese said that there is going to be a Water Rate Hearing later in February to set the rates. He also said that he has a Capital Improvement Plan for the Water Department. He said that it will be a five year plan. He said that when the Highway Department is putting in a new road, he would like to be replacing the water lines as well. Mr. Reese said that there are six open Articles that were approved at previous Town Meetings totaling \$380,000. He said that they are planning on using about \$40,000 to complete the work at Well #4. He said that when that project is finished, they will put the remainder back into surplus. He said that the Water Surplus will have about \$940,000. He said that they have the

opportunity to pre-pay some of the Water Debt. Mr. Reese said that is something positive that can be done and save the Town some funds. Mr. Reese said that the Water Department receives about \$14,000 per month in leasing fees for cell phone antennae on the water towers. He said that the Water Department or the DPW do not receive any of those funds. He said that 50% goes to Open Space and the other 50% goes to the Capital Expenditure. Mr. Reese is suggesting that it be broken down into thirds. The Water side would be able to those funds in a special account for infrastructure in the future. He said that after a time, it would add up. Mr. Reese said that the new backhoe has been a huge benefit to the Town. He said that we have the staff and the knowledge to run the equipment. Mr. Marsden said that he is pleased that they were able to find the water leaks, because it has been a big mystery as to where the water has been going. Mr. Reese said that they have to continue to be checking for leaks all the time, not just once every five years. Mr. Leary said that he has been sitting in on the meetings that Mr. Reese has been having with Mr. Le Beau and he is happy to see things looking up and repairs being done as needed. Mr. Leary said that Mr. Reese has done a great job.

ZONING BOARD OF APPEALS BUDGET

John Love and Karen Sherman were present. Mr. Love said that they came in at budget. He said that in the past, they have had some cash on hand for legal matters. He said that they would like to reduce that amount and put it in professional development. He said that they have three new members and they can take a class or two. Mr. Love said that in the past few years, they have only had to ask for legal council once or twice.

MR. LEARY MOVED TO APPROVE THE ZONING BOARD OF APPEALS BUDGET FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$10,690. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

BUILDING INSPECTOR

Peter Tartakoff was present to talk about his budget. He said that he put together a chart showing meeting the 1% salary increase guideline and the 1 ½% overall. He said that there is the possibility for him to up-grade his vehicle, a hand me down but new to him. He said that this should take place next month. Mr. Tartakoff said that this would happen before we became a Green Community.

Mr. Tartakoff said that his budget is coming in at 3% over guideline. He said that the vehicle he has been driving to make inspections will need frontend work, the air conditioner needs repair. He said that it could cost about \$1,600 in repairs. Mr. Leary said that the repairs that are needed for the vehicle that Mr. Tartakoff is using now is not an emergency to get it done. Mr. Tartakoff said he can only spend what is in his budget to cover the repairs, but it is not an emergency to have it fixed. Mr. Tartakoff said that there are a few line items that he will be asking to put into the vehicle line. He said that there would extra cash in purchased services. Mr. Tartakoff said that the department has been very busy. He said that they are way ahead of last year. Mr. Tartakoff said that Lisa Kirby is his Principal Clerk and does a wonderful job. She has been learning about zoning and planning.

MR. LEARY MOVED TO APPROVE THE BUILDING DEPARTMENT BUDGET IN THE AMOUNT OF \$129,137. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

TECHNOLOGY BUDGET

Chuck Corman was present to talk about the Technology budget. Mr. Corman said that he came in under budget guideline. He said that he has a parts inventory that has helped in this. He said that he was able to reduce the Capital request by \$1,000 because he has computers and monitors in stock. Mr. Corman said that he was able to reduce his office supply budget as well. He said that he is under budget by \$1,833. Mr. Corman said that he will be in need of a file server. He said that this server holds every record in Town Hall. He said that this server is over ten years old. He said that it has served us very well but it is time to have it replaced. He said that it should have been replaced last year, but that did not happen. Mr. Corman said that if the server goes down, there are parts available but for the amount of time it takes to get the parts in, it could take a long time. Mr. Conley asked if there was a backup on the server? Mr. Corman said yes it is backed up by tapes. He said that the tapes are getting old fast. He was able to take an old server and remove the tape drive and re-install it in the server that is in his office. He said that this is a band-aid approach to keep the server going without wasting money. Mr. Leary said that they will be talking about the server with the Finance Committee to find out if they have any concerns. Mr. Leary said that the server is ten years old and it is time for a new one. Mr. Leary asked if the company that Mr. Corman was thinking of purchasing the server from could come to a meeting to talk about what a server does and how it works? Mr. Corman said that he will have all the specs so that the Board can look at them. Mr. Corman said that he is going to send this out to bid. Mr. Marsden said that ten year old technology is old. It would too expensive to fix equipment. He also said that it would be harder to find parts. Mr. Marsden asked if a used server could be the fix for us. Mr. Corman said that you never know what you are going to get with used equipment. Mr. Marsden suggested that we use a data storage company to hold all our files. Mr. Corman said that he checked it out and it was cost prohibited for business use. Mr. Leary asked Mr. Corman what, would he do if he has a bigger budget. Mr. Corman said that he would stock up his supplies, that if someone needed a new printer, he would have one in stock.

MR. LEARY MOVED TO APPROVE THE TECHNOLOGY BUDGET IN THE AMOUNT OF \$97,811. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

FIRE CHIEF UPDATE

Chief Michael Cassidy was present to talk about what the Fire Department has been doing this past year. He said that the majority of their calls were false alarms, there were 158 of them. He said that there were 78 good intent calls. He said that structure fires were very low. He said that there were 6. He said that on average, there are usually 5 to 8 per year. He said that the majority of the building fires were contained to one room. He said that there were 2 vehicle fires. He said that there was a forest fires. He said that they spent several days in the woods putting out brush fires. Chief Cassidy said that several of the surrounding towns use foam to put out a fire. Chief Cassidy said that it is a good idea if the equipment is used all the time, but we are very lucky and we have very few fires. Chief Cassidy said that the ambulance transported 693 people to hospitals. He said that there were 124 who refused to be transported. He said that 2 went by Medi Flight. Mr. Leary said that this information is great to have. Mr. Leary said that people do not know what goes on in the Fire Department. From fighting fires to medicals. Mr. Leary said that this is an active Town. Mr. Leary said that the Fire

Department is a very professional Department to work with. Mr. Leary asked Chief Cassidy when his new fire truck was going to come in. He said it should be in in mid-March.

VETERANS' BUDGET

Mr. Le Beau said that the proposed budget for Fiscal Year 16 is way over guide-line. He said that there is a projected large case load and it will be expensive. Mr. Le Beau said that that they are expecting a large increase over this year's budget. Mr. Le Beau said that just last week there was a request for a Reserve Fund Transfer to cover some of the expenses. Mr. Le Beau said that we were only servicing one person last year, now we are servicing five. Mr. Le Beau said that the estimate of services for next year will be about \$30,000. Mr. Le Beau said that the Town pays the benefits and then the paper work is submitted to the State for reimbursement. He said that we are reimbursed at 75% but it is a two year lag. Mr. Le Beau said that Mass Municipal Association just filed a bill proposing that the process be reversed. The State will pay the benefits and then look to the Town to reimburse them the 25% share. Mr. Le Beau said that this does not look hopeful but they are trying. Mr. Le Beau said that there is a full time Veterans' Director who splits his time between Holliston, Medway, Ashland and Hopkinton. Mr. Le Beau said that Mr. Givner has a part-time agent who helps with the paperwork. Mr. Le Beau said that the projected budget is \$52,437. Mr. Le Beau said that this is about \$13,000 over the guide-line. He said that this is something that we need to cover.

MR. LEARY MOVED TO APPROVE THE VETERANS' SERVICES BUDGET FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$52,437. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

BOARD BUSINESS – MINUTES

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF DECEMBER 17, 2014 AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY ABSTAINED.

MR. MARSDEN MOVED TO APPROVE BUT NOT RELEASE THE EXECUTIVE SESSION MEETING MINUTES OF DECEMBER 17, 2014. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY ABSTAINED.

MR. MARSDEN MOVED TO APPROVE BUT NOT RELEASE THE EXECUTIVE SESSION MEETING MINUTES OF JANUARY 7, 2015. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

CONSULTING SERVICE FOR TOWN ADMINISTRATOR RECRUITMENT

Mr. Conley said that he and Mr. Le Beau have worked out a time-line on how things will work. Mr. Conley said that the Collins Center is the one that he would like to go with. Mr. Conley reminded the Board that Mr. Le Beau will be retiring on July 4, 2015. He said that by May 4, 2015, he would like to have made the decision on who will be replacing Mr. Le Beau. Mr. Conley said that whoever is hired for the Town Administrator's position will have to give notice where they are working now.

Mr. Marsden said that will put us ahead. He said that he would like this done soon.

MR. LEARY MOVED TO HAVE THE COLLINS CENTER CONSULTING SERVICES WORK WITH THE TOWN ON REPLACING THE TOWN ADMINISTRATOR. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Le Beau said that he has spoken with the Collins Center and they will have a representative attend the next meeting to discuss the replacement of the Town Administrator.

SOLID WASTE FEE

Mr. Conley said that we have discussed the Solid Waste Fee and the Board will take a formal vote to eliminate.

MR. LEARY MOVED TO ELIMINATE THE SOLID WASTE FEE FOR 2015. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Leary congratulated Karen Spilka who was appointed as Chair of the Senate of the House Ways and Means.

AT 8:20 P.M., MR. LEARY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____