

## HOLLISTON BOARD OF SELECTMEN

February 18, 2015  
7:30 p.m.

Town Hall – Room 105  
703 Washington Street

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

### MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

15-33	GENERAL WARRANT	\$ 663,664.48
	STUDENT ACTIVITY (8030) HIGH SCHOOL)	\$ 10,774.73
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 998.39
	TOTAL PAID WARRANT	\$1,769,758.46

### ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 200,184.27
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### TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 157,843.84
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**THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

### MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

15-34	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 998.39
	TOTAL PAYROLL WARRANT	\$ 113,297.59
	TOTAL PAID WARRANT	\$ 113,297.59

### ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 26,823.53
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### TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 16,105.61
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**THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

Comments from the Board

Mr. Marsden thanked the DPW for all their hard work plowing. He said that they have been working around the clock to keep the roads clear.

Mr. Conley suggested residents start clearing hydrants, just in case it is needed. He said that it could save valuable time.

There were no comments from the audience

### TOWN ACCOUNTANT – SHARON EMERICK

Ms. Emerick is asking for a part-time person to help in the office so that some of the work that the Treasurer has been doing can come back to the Accountant's office. Ms. Emerick said that the Treasurer has been working hard to help her office catch-up. She said that this will help with checks and balances. She said that processing of the checks should be done by the Accountant.

Mr. Conley asked if this position will be for Fridays? Ms. Emerick said that they can set hours as needed. Mr. Conley said that is the busiest day of the week and that must be a work day.

Mr. Marsden said that this newly created position is for a new person, and the part-timer that you have now will be able to continue their support in the office. Ms. Emerick said yes.

Mr. Marsden said that with more help in the Accounting Office, there will be more time for the checks and balances that need to be done. He thinks that this a move in the right direction. Mr. Marsden said that each department is taking on more and more, it may be time for a Human Resources Department. Mr. Conley asked for an up-date from time to time during the year.

Mr. Le Beau said that he looked at about ten different towns that are comparable to Holliston and the average for staff is 2 full time people. He said that four out of the ten towns had Finance Directors and there were three full time employees. Mr. Le Beau said that having the extra body in the Accounting Office will make a big difference. Mr. Le Beau said that FY 2016 budget for the Accountant, is \$139,076. He said that there is a large increase in this line because of the Audit that is done every year.

**MR. MARSDEN MOVED TO APPROVE THE TOWN ACCOUNTANT'S PROPOSED BUDGET FOR FY 2016, IN THE AMOUNT OF \$139,076. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

#### **RESERVE FUND TRANSFER REQUEST ACCOUNTANT**

**MR. MARSDEN MOVED TO APPROVE A RESERVE FUND TRANSFER IN THE AMOUNT OF \$20,900 FOR DATA PROCESSING FOR A RE-DESIGN OF CHART OF ACCOUNTS. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

#### **EMPLOYEE BENEFITS – MARY BOUSQUET**

Mr. Le Beau said that Ms. Bousquet has done a lot of work on this budget. He said that this budget includes the annual OPEB contribution, of 1.5 million dollars. He said that this has not been in the budget before. He said that it has been a Town Meeting Article transaction up until now. He said that they have talked about it and think that it should be in the benefits budget. Mr. Le Beau said that they are also going to budget the benefits for Water because in previous years, they deducted their share of the benefits out of the budget. Mr. Le Beau said that they are going to budget the benefits and that will show how much the Water Department will pay the Town for those benefits coming in as revenue to off-set the expense. Mr. Le Beau said that the sick and vacation leave, we have had a budget of \$10,000 to \$20,000. That just covered the cost of someone who retired. He said that for this year's budget they have checked on employee who could retire and have done the calculations. It is just about \$65,000. Mr. Le Beau said that health insurance is the biggest component and the rate will be going up 12.5%. Ms. Bousquet said that most of the employees are on Harvard Pilgrim and that is going up 14%. Mr. Marsden asked about employees going to a GIC. Ms. Bousquet said that would not be good. She said moving them to the benchmark would be something to think about.

**MR. MARSDEN MOVED TO APPROVE THE EMPLOYEE BENEFITS BUDGET FOR FY 2016, IN THE AMOUNT OF \$8,492,941. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

**FIRE, AMBULANCE AND EMERGENCY MANAGEMENT BUDGETS – CHIEF MICHAEL CASSIDY**

Mr. Conley asked how this bad weather has been impacting the services that the Fire Department provides? Chief Cassidy said that they have been very busy. He said that there have been a lot of investigations and several carbon monoxide detectors going off, so they have been investigating. He said that they have been called to several houses that have ice dams and water leaking into the house. Chief Cassidy said that the Town has been pro-active in having the roofs shoveled off. Just to be on the safe side. Mr. Le Beau said that we have had the Senior Center roof, Police Station, Golf Course, the entrance of the Flagg Building and the flat portion of the Library all shoveled off.

Chief Cassidy said that the Fire budget of \$816,420 is with-in guideline. He said in 2000 when he was appointed Chief, there were three Deputy Chiefs and one full time Fire Inspector. Over the years, due to budget cuts and retirements, he has one Deputy and no Fire Inspector. He said that his duties and responsibilities have increased. He would like to add one more Deputy Chief in FY 2016. He said that it would help.

**MR. CONLEY MOVED TO APPROVE THE FIRE DEPARTMENT FY 2016 BUDGET IN THE AMOUNT OF \$816,420. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

Mr. Conley asked how is the Fire Equipment holding up? Chief Cassidy said that they went to a structure fire yesterday and Engine 2 is now out of service. The check engine light came on, so they called for service.

**AMBULANCE BUDGET**

Chief Cassidy said when put the budget into Munis in December, it was at guide-line, but since that time it is out of line because of employee benefits going up. He said that the ambulance is very busy on average two to three times a day. He said that sometimes two are out at the same time. He said that in July, they has three ambulances all out at the same time.

Mr. Conley said that OPEB is the thing that put this budget out of guideline.

**MR. MARSDEN MOVED TO APPROVE THE AMBULANCE BUDGET FOR FY 2016, IN THE AMOUNT OF \$461,068. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

**EMERGENCY MANAGEMENT BUDGET**

Chief Cassidy said this is used for the Black Board Connect Emergency Notification System. He said that phone calls, text messages and e-mails are sent during an emergency.

**MR. MARSDEN MOVED TO APPROVE THE EMERGENCY MANAGEMENT BUDGET FOR FY 2016, IN THE AMOUNT OF \$10,677. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

**TOWN ADMINISTRATOR POSITION PROFILE**

Mr. Conley said that he liked the profile of the position. Mr. Marsden said that this is a great opportunity for someone. Mr. Le Beau said that most of the Department Heads have been with the Town for a long time, he said that there is very little turnover.

**MR. CONLEY MOVED TO ADOPT THE PROFILE FOR THE TOWN ADMINISTRATOR'S POSITION FROM THE COLLINS CENTER. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

**ONE DAY ALCOHOLIC BEVERAGE LICENSE – ST. MICHAELS CHURCH**

**MR. MARSDEN MOVED TO APPROVE A ONE DAY ALCOHOLIC BEVERAGE LICENSE FOR ST. MICHAELS CHURCH, FOR THE ANNUAL SPRING OUTREACH AUCTION, ON MAY 2, 2015. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

**AT 8:15 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.**

Respectfully submitted,

Donna A. Muzzy

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