

HOLLISTON BOARD OF SELECTMEN

September 16, 2015
7:30 p.m.

Town Hall – Room 105
703 Washington Street

Present: Jay Marsden, Chairman; Jay Leary, Vice Chairman; Kevin Conley, Clerk and Jeff Ritter, Town Administrator.

MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANT

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| 16-12 | GENERAL WARRANT | \$ 45,068.51 |
| | VOIDS | \$ (564.16) |
| | PAY.COM APPLICATION FOR MEDICARE-HEALTH | \$ 661.00 |
| | STUDENT ACTIVITY (8030) HIGH SCHOOL | \$ 12,148.81 |
| | HEALTH INSURANCE TRUST (701) | \$ 335.01 |
| | EXPENDABLE TRUST (722) HOUSING TRUST | \$ 145.45 |
| | AGENCY (890) VETERANS DISTRICT | \$ 495.54 |
| | HIGHWAY CH 90 (330) | \$ 140,013.64 |
| | AGENCY (890) VETERANS DISTRICT PAYROLL | \$ 1,275.50 |
| | TOWN PAYROLL | \$1,054,447.69 |
| | TOTAL PAID WARRANT | \$1,252,751.49 |

ACCOUNTANT'S NOTE:

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| ACCRUED DEDUCTION LIABILITIES NOT PAID | \$ 223,068.60 |
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TREASURER'S NOTE:

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| WIRE TO HEALTH INSURANCE TRUST | \$ 185,629.21 |
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THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Conley said that he went to the Senior Center yard sale. He said that at 8:00 a.m., people were already in line.

Mr. Leary said that he was at the Senior Center today and there are some items still available.

Mr. Marsden said that tonight is Open House at the Middle School. He said that it is great to back to school.

REPORT OF THE TOWN ADMINISTRATOR

Mr. Ritter said that he has an update on Records Management. He said that he had a meeting with King Informational Systems. He said that they will be looking at the records of the Town. He said that they will be coming back with a proposal. Mr. Ritter said that this is mainly for the Flagg Building.

Mr. Ritter said that he has an update on the Green Community project. He said that Energy Audits will start tomorrow. He said that it has not been done since 2009. Mr. Ritter said that he attended the Senior Center yard sale and he and his family enjoyed it. Mr. Ritter said that the Ice Bucket Challenge will be on Friday September 18th, at Town Hall, at noon. He said that we have five staff members who took the challenge. Mr. Ritter said that they have raised over \$200. But he said that he is looking for more donations. Mr. Ritter said that anyone that would like to join us can.

Comments from the audience

There were no comments from the audience

CHIEF MOORE WELCOME TO OFFICER HICKEY

Chief Moore welcomed Kate Hickey as the Town's new officer. He said that she has graduated from the academy and is already on the job. Chief Moore said that when Officer Hickey graduated, she received the 100% award. He said that this is the most prestigious award that is given out by the academy. He said that when she was a Dispatcher, she was involved with the capture of a stabbing suspect. He said that the incident took place in Framingham, but they were captured in Holliston, the same night. Chief Moore said that the Department is very proud of her.

Officer Hickey thanked everyone in the room. She said that she is very excited to be working in Holliston.

CHIEF MOORE LIFE SAVER RECOGNITION

Chief Moore said that on July 20, 2015, a Highway Department employee went into cardiac arrest while on the job. Chief Moore said that he was working alone on a street that is not well traveled. Cayla Olson, from Holliston, was riding her bike past the area and noticed the worker on the ground. He said that she got off her bike and tried to render aid to him, she called 911 and stayed with him until the first responders arrived. Chief Moore said that Sergeant Matthew Waugh and Sergeant Matthew Stone were the first to arrive. He said the ambulance was right behind them. Chief Moore said that without the help of Ms. Olson, the employee may not have made it. Chief Moore said the employee spent many days in the hospital and then a few weeks at a rehab center. Chief Moore said that he is home still recovering. Chief Moore said that the employee is very grateful for Ms. Olson coming to his aid. Chief Moore read the Life Saver Award.

Lieutenant Gatchell gave Ms. Olson a Challenge Coin.

CHIEF CASSIDY LIFE SAVER AWARD

Chief Cassidy said that the Fire Department goes to schools to cover topics like "stop drop and roll" "crawl when there is smoke", "know two ways out" and reporting emergencies. Chief Cassidy said that just this past June, Cayla took a First Aid class at the Department. Chief Cassidy said that he was the one on the dispatch desk when the 911 call came in. He said that she was very calm and knew what to do. Chief Cassidy presented Ms. Olson a Certificate of Excellent. He said that this is for her outstanding performance.

STATE FIRE MARSHALL OFFICE – JENNIFER MEITH

Ms. Meith said that she is present to award Cayla Olson with a Life Saving Award.

CHIEF MOORE CAPITAL REQUESTS FOR SPECIAL TOWN MEETING

Chief Moore said that they are requesting two SUVs. He said that the total cost would be \$80,322.50. He said that they are looking for 25 portable radios, 22 for personnel and 3 as backups and 20 tasers. He said that they would cost \$32,346.08. He said that the total request is \$171,007.58. He said that the two SUVs would be replacing sedans, the two oldest in the fleet. He said that the repair bills are getting

higher and higher. He said that an SUV would be more efficient in winter because of the amount of snow that we get. He said that they use Motorola for the portable radios, and they do not have the parts to fix then any more, they are old. Chief Moore said that the Auxiliary Police will be coming to the Board looking for new portable radios. He said that he is hoping to make a bulk purchase.

Mr. Conley asked about the new SUVs. Chief Moore said that they would be all wheel drive. Mr. Conley asked about the tasers. He asked if the officer in training will be tased? Chief Moore said that in the past, that was mandatory, but now no because if they fall, they might get hurt. He said that it is optional.

Mr. Conley asked in the past 12 to 24 months, how many times could you have used a taser? Chief Moore said maybe 10 to 12 times. Mr. Conley asked how old are the radios? Chief Moore said that they are 8 years old. He said that life expectancy is 8 to 10 years. He said that they have had them since 2007 and have had a few problems with them. He said that there are a few dead spots in Town.

Mr. Leary asked about the vehicles, he said that the mileage is low are they having issues with maintenance? Chief Moore said that one has cost about \$3,200 to fix and the other close to \$2,000.

Mr. Leary asked if some of the equipment in the old car can be put in a new one? Chief Moore said yes some things. Chief Moore said that his request for these items are first tasers, radios then SUVs.

Mr. Marsden asked about tasers. Why do we need 20? Chief Moore said every Officer should have their own and be responsible for it.

MR. LEARY MOVED TO APPROVE THE REQUEST IN THE AMOUNT OF \$80,322.50 FOR TWO SUV'S, \$59,339 FOR 25 PORTABLE RADIOS AND \$32,347 FOR 20 TASERS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Leary said that this is subject to the Finance Committee approval.

LIEUTENANT CRAIG DENMAN – AUXILIARY POLICE REQUEST

Lieutenant Denman said that the Auxiliary Police are looking for portable radios. He said that the radios that the Auxiliary Police have now were transferred to them in 2008 from the Fire Department. They are very old. He said that Motorola does not have the parts to fix them anymore. Lieutenant Denman said that they are looking for 20 radios. He said that the total would be \$46,671.20. Lieutenant Denman said that this is the same radio that the Police are requesting.

Mr. Leary asked if we are purchasing 45 portable radios is there a price break? Lieutenant Denman said he does not think there is a price break.

Mr. Conley said the Police are replacing 25 portable radios, could the Auxiliary Police use them if they lasted a year or two. Lieutenant Denman said that was something that was talked about.

Mr. Leary said that the Auxiliary Police deserve new radios.

Mr. Marsden said that the Auxiliary Police save the Town over one hundred thousand dollars every year. He said that there are a few dead spots in Town and the new radio would come in a little better. He said that they should have them.

MR. LEARY MOVED TO APPROVE THE AUXILIARY POLICE REQUEST FOR 20 PORTABLE RADIOS IN THE AMOUNT OF \$46,671.20. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Leary said that this is subject to the Finance Committee approval.

SEAN REESE, DEPARTMENT OF PUBLIC WORKS, DIRECTOR WATER DEPARTMENT CAPITAL REQUESTS FOR SPECIAL TOWN MEETING.

Mr. Reese, DPW Director, said that the DPW has two Capital requests. One from the Water Division, coming out of water surplus, in the amount of \$214,000, for the completion of Pinecrest Road.

He said that the second request is for \$47,791 for a new Water Department vehicle. He said that it will have four wheel drive and it will be equipped with a plow. Mr. Reese said that in water surplus, there is \$840,000. He said that they are in good shape.

Mr. Leary said that it is important for the Water Department to have this vehicle. Mr. Leary asked if Pinecrest Road is complete, with new utilities and water pipes? Mr. Reese said as soon as it is paved it will be complete. Mr. Reese said that there are more projects starting soon.

Mr. Leary said that Mr. Reese has done a great job.

Mr. Marsden said that the two Departments are running very well. Mr. Marsden asked how old is the truck that you want to replace? Mr. Reese said that it is a 2001. He said that they will not get much for a trade-in so they may just keep it, because there are not enough vehicles for staff.

MR. LEARY MOVED TO APPROVE THE CAPITAL IMPROVEMENT REQUEST FOR THE DPW IN THE AMOUNT OF \$47, 791 FOR A NEW TRUCK WITH PLOW AND TO FINISH PINECREST ROAD IN THE AMOUNT OF \$214,000 FROM THE WATER ENTERPRISE FUND. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

COUNCIL ON AGING CAPITAL REQUEST FOR SPECIAL TOWN MEETING

Mark Ahronian said that he was not able to attend the Finance Committee meeting yesterday. He said that Bob Malone went to the meeting for him. Mr. Ahronian said that the parking lot at the Senior Center needs spaces added. He said that they want to expand the parking lot in front of the garage. He said that this is to the left of the building. He said that they plan on taking some of the grass away and building a retaining wall closer to the building. Mr. Ahronian said that there is a lot of ice buildup in the parking-lot. He said that the Highway Department does a great job of sanding the lot and chipping the ice, but it comes back. He said that some seniors have fallen. He said that they are hoping that with a bigger parking-lot, the icing will correct itself. Mr. Ahronian said that there will be 5 handicap parking spots. Mr. Ahronian said that to re-do the parking lot and make it bigger, the cost would be about \$228,000. Mr. Ahronian said that they had an energy audit done to the building a few years ago. He said that it was put on the back burner because they were not sure that they were going to be staying in the building or moving. He said that this audit said that within three years they would have saved that amount in energy costs. Mr. Ahronian said that there are many things that need updating. Mr. Ahronian said that there has been talk of having a few classes at 1750 Washington Street, but the building is on the other side of town and they need staff members to ride the bus back and forth. He said that they do not have the staff to be moving to other locations. Mr. Ahronian said that the seniors like to have their own place. He said that they like to be together. He said that they should stay at 150 Goulding Street. He said that we can update the Center with a few improvements. He said that the kitchen needs improvements, the bathrooms and insulation.

Mr. Conley said that the age to use the Center is 55 and over.

Mr. Leary said that he has no problem spending the money for the improvements, but he needs a commitment from the seniors. He said that if we put all this funding into the Center, they have to stay

in that building. Mr. Ahronian said that the seniors can stay if they handle the parking. He said that the senior population is growing and growing. Mr. Leary asked Mr. Ahronian, in 5 years will we be looking for more parking? Mr. Leary said that there are 38 parking space now with 5 handicap. Mr. Leary said that they want to add 25 more spaces to the lot. Mr. Leary said that he does not want to out grow of the building. Mr. Ahronian said that the seniors want to stay in the building and have no plans of moving. Mr. Marsden asked Mr. Ahronian what the hours at the center? He said that the center is open 9:00 a.m. to 3:00 p.m. He said that part-time, the center is open on Tuesday nights. Mr. Marsden said that there must be a commitment by the seniors to stay at the center if the Town is going to fund major repairs. Mr. Ahronian said that the COA Board members voted unanimously at their last meeting to stay at 150 Goulding Street.

Mr. Ahronian said that in order to do that they would like the parking lot expanded then work on the building. He said that the roof is new. He said that that they need downspouts. Mr. Ritter said that they are waiting for an estimate for the parking lot, but he thinks that this request should wait till the Annual Town Meeting in May. Mr. Ahronian said that the Town can save funds by having the Highway Department cut down the trees. Mr. Reese said that they can cut them down but they can't remove the stumps.

MR. LEARY MOVED TO APPROVE THE PARKING LOT AND BUILDING REPAIRS TO THE SENIOR CENTER IN THE AMOUNT OF \$228,000. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Pending the decision of the Finance Committee

Mr. Leary said that the Town Administrator will go out to bid for the repairs to the Senior Center in the beginning of the New Year.

TREE WARDEN ISSUE – MARK AHRONIAN

He said that he has 3 requests. He said that he has to measure trees to see how far away they are from the curb. He said that he has gotten poison ivy and lots of ticks. He is asking for a laser measuring instrument. He said all he has to do is point to the tree and it will measure the distance for him. Mr. Ahronian said that there are funds in the Up Branch account. He said that he does not know how much this item would cost.

Mr. Ahronian is looking for blinking light to put on his car so that it can be seen on the small country roads that we have. Mr. Ahronian said that he would like to request a case of orange spray paint to mark trees. Mr. Reese said that in the Up Branch account he is sure that they can meet Mr. Ahronian's requests. Mr. Ahronian said that in the Up Branch account they also plant three new trees every fall. He said that the average cost per tree is \$150.00.

Mr. Leary thanked Mr. Ahronian for helping with the up branching of Town owned trees so that when it snows, they will not take down the power lines. Mr. Ahronian said that Brian Fisher from the Highway Department, the Tree Forman, does a great job. He said that we can do a lot in-house and it saves a ton of money.

Mr. Ahronian thanked the Board for all their support for Holliston in Bloom. He said that there are five members going to Michigan for the awards.

1750 WASHINGTON STREET - DRAFT STORAGE POLICY

Mr. Marsden said that many groups in Town have asked if they could store their items at 1750 Washington Street. Mr. Conley said the departments that are in the building need to find out how much space they really need.

Mr. Leary said that he would like the Departments at 1750 Washington Street time in the building to get settled. Mr. Leary said that the DPW Director may want an office in the downstairs. He said that the Fire Chief may want to have an Emergency Management office down stairs. Mr. Leary said that the building could be used for meetings because there are only a few meeting rooms at Town Hall. Mr. Marsden said that they will have a meeting with Park and Recreation to discuss this.

BOARD BUSINESS - APPOINTMENTS

MR. CONLEY MOVED TO APPOINT LISA ZAIS, SUSAN RUSSO, KATE LAMONTAGNE, PETER BARBIERI, BOB WARBURTON AND DAVID THORN TO THE ECONOMIC DEVELOPMENT COMMITTEE. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR. Mr. Marsden said that this is an appointment by the Town Administrator. He said that the Board can veto the vote if they choose. Mr. Marsden said that they are still looking for one more member and that member must be a Commercial Real Estate Agent.

ENERGY COMMITTEE PROFILE/CHARGE

Mr. Marsden said that this will be a five member Committee. He said that there will be two members for a three year term, two appointments for two years and one appointment is for one year.

He said that they are looking for two members of the Town who work in an energy related field, two members who have a background in finance or accounting experience, and one who has a background in facility or building management.

Mr. Leary said that they are planning on going after grants.

MR. LEARY MOVED TO APPROVE THE FIVE MEMBER COMMITTEE, TWO MEMBERS OF THE TOWN WHO WORK IN ENERGY RELATED FIELD, TWO MEMBERS WHO HAVE A BACKGROUND IN FINANCE OR ACCOUNTING EXPERIENCE AND ONE WHO HAS A BACKGROUND IN FACILITY OR BUILDING MANAGEMENT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

CSX RIGHT OF WAY APPRAISAL AUTHORIZATION

Mr. Marsden said that this is for the last piece of the trail that goes from Church Street to Washington Street at the Sherborn line.

MR. LEARY MOVED TO AUTHORIZE THE CHAIRMEN TO SIGN THE APPRAISAL AUTHORIZATION FOR THE RAIL TRAIL, FROM CHURCH STREET TO WASHINGTON STREET, AT THE SHERBORN LINE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

SPECIAL TOWN MEETING WARRANT

Mr. Ritter asked the Board to look at the Town Meeting Warrant and make any corrections that they feel are necessary. Mr. Ritter said that we are going to print on October 7, 2015.

EVENT PERMIT

Mr. Marsden said the Historical Society is looking to hold their annual Harvest Fair on September 20, 2015. **MR. LEARY MOVED TO APPROVE THE EVENT PERMIT FOR THE HISTORICAL SOCIETY FOR THEIR HARVEST FAIR ON SEPTEMBER 20, 2015. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

ANDREWS SCHOOL DRAFT REQUEST FOR PROPOSALS

Mr. Marsden said that at the last Town Meeting the vote was to have the Andrews School become senior rental housing. Mr. Marsden said that they would like to get the RFP finalized so that they can move forward. Mr. Ritter said that Town Meeting the Andrews School was going to be senior rental housing. Mr. Ritter said that yes, we can have option A or option B.

Mr. Ritter said that the neighborhood would like it owner occupied, not for rentals.

Mr. Leary said that they should have the neighbors in to see what they are willing to work with.

Mr. Ritter reminded the Board that the Warrant will be closing soon. Mr. Leary said that we can have the neighbors and the Housing Trust come to our next meeting. He said that we need to have input from the Housing Trust.

AT 9:15 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____