

## HOLLISTON BOARD OF SELECTMEN

January 20, 2016  
7:30 p.m.

Town Hall  
Selectmen's Meeting Room – 105

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

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

16-30	GENERAL WARRANT	\$ 328,534.08
	MEALS TAX (001)	\$ 46.69
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 9,474.28
	CAPITAL PROJECTS (3900)	\$ 2,465.00
	HEALTH INSURANCE TRUST (701)	\$ 15.21
	EXPENDABLE TRUST (722) HOUSING TRUST	\$ 181.80
	PERFORMANCE DEPOSITS (801)	\$ 3,200.00
	AGENCY (890) VETERANS DISTRICT	\$ 103.22
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,569.50
	TOWN PAYROLL	\$1,056,932.88
	TOTAL PAID WARRANT	\$1,400,953.16

### ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 208,886.69
--	---------------

### TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 174,321.05
--------------------------------	---------------

**THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

### COMMENTS FROM THE BOARD

Mr. Conley said that he had lunch with P.J. Kilkelly to talk about the Rogers Road property. Mr. Conley said that the Town purchased the property. Mr. Conley said that there could be a lot going on at the property. He said that the Agricultural Commission may need some help with this. He said that they discussed a Holliston Community Farm Board that would get this project going. He said that they would be responsible for getting the funding started. Mr. Conley said that Mr. Kilkelly has some great ideas for the use of the property. Mr. Conley said that he would like to see this group be formed and then report back to the Selectmen.

Mr. Conley said that the Agricultural Commission will be at next week's meeting, and they can discuss this again.

There were no comments from the audience.

### REPORT OF THE TOWN ADMINISTRATOR

Mr. Ritter said that work was approved to be done at the Library for the installation of a new fire alarm. He said that work will start on February 1, 2016. He said that it should only take a week to complete. Mr. Ritter said that today they had a project meeting regarding 1750 Washington Street. He said that Ed Clinton is the Architect and he will be doing the plans.

Mr. Ritter said that the Community Compact application has been submitted. He received an e-mail saying they received the application. He said that they are looking for full accreditation of the Police Department. Community Health Indicators working with UMass Boston Collins Center. He said that they try and identify key public health issues and substance abuse issues. They will develop a plan on how to address those issues.

He said that they are also looking for a full Capital and Asset Plan. Mr. Ritter said that there are funds available for all of these projects through the Community Compact.

Mr. Leary said the Holliston Fire Department was able to secure grant funds for student awareness for younger students in the amount of \$4,237.

Mr. Leary said that the second part of the grant is for Senior Safe, for older adults in the amount of \$2,716.

Mr. Leary thanked Chief Cassidy for receiving these grants.

Mr. Marsden said that all Department Heads are always on the lookout for grants.

#### **BUDGET REVIEW – BUILDING INSPECTOR, TECHNOLOGY, ZONING BOARD OF APPEALS, SEALER, WASTEWATER TREATMENT PLANT, SELECTMEN, PUBLIC BUILDINGS**

Building Inspector, Peter Tartakoff, was present to talk about his budget. He said last year, they found some errors in the salary lines. He said that the clerk in his office salary was short, but he will be able to make it up from another line. He said that he went back and fixed the incorrect lines, to show what they should be. Mr. Tartakoff said that the MUNIS numbers are up to date. He said that because of the correction, he changed the guideline for this year to reflect the 1.5% increase. He said that moving forward he is looking for 2.5% increase for himself and 2.5% for his clerk.

He said that he added \$50.00 to the longevity line, because his clerk now has eleven years of service.

Mr. Tartakoff said that they added to the vehicle line. He said that he was able to get an old car from the Police Department and it needed some work and he waited until this budget to add the cost of the work in FY 2017. He said that he is looking for \$1,000 for the vehicle repair line.

Mr. Tartakoff said that most of the educational seminars that he attends are free, and that is a big savings. He said that there have been changes to codes, so he is required to purchase a new code book.

Mr. Marsden suggested that Mr. Tartakoff go back and look at his budget and revise it and then come back to the Selectmen.

Mr. Tartakoff said that he has a revolving account for gas and electric inspections. He said that they are increasing the fees. He said that the Inspectors get a percent or a portion of the fee as part of their compensation. He said that will increase the line. Mr. Tartakoff said that he is planning on having a very busy spring, there is a lot of building going on.

Chris Meo, Technology Director was not present to talk about his budget he was home ill.

Mr. Marsden said that his budget was in at guideline. Mr. Leary said that this budget is salary driven. He said that Professional Development is the same as last year. He said that there is a slight drop in the office supplies and computer equipment.

Mr. Leary suggested that Mr. Meo upgrade the antivirus software in the amount of \$1,500. He said that we should do that now and not wait.

Mr. Marsden said that he agrees with this, it should be done now.

**MR. CONLEY MOVED TO APPROVE THE TECHNOLOGY BUDGET FOR FY 2017, IN THE AMOUNT OF \$99,270. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

Karen Sherman, Town Planner was present to talk about the Zoning Board of Appeals budget.

Ms. Sherman said that they are trying to meet guideline. She said that they are personnel heavy. She said that the clerk in her office is going to have a step increase this January and it is a big increase. Mr. Leary asked how does the Zoning Board of Appeals bring in funds? She said that all funds go into the General Fund. Most of the funds are for Special Permits. She said that fee is \$250.00. Ms. Sherman said that a variance fee is \$500.00. Ms. Sherman said that the applicant pays for the mailing and the advertising. She said that the application goes out to fifteen reviewers, every Department and every Board Member. She said that the Board meets just about once a month.

**MR. LEARY MOVED TO APPROVE THE ZONING BOARD OF APPEALS BUDGET FOR FY 2017 IN THE AMOUNT OF \$10,850. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Marsden said that the Sealer of Weights and Measures is looking for a small increase in his stipend this year. Mr. Marsden said that he has not had an increase in a long time. Mr. Marsden said that the Sealer is responsible for the testing of the scales, gas pumps and oil pumps. He said that the business pays a fee for this service and that is how the Sealer gets paid.

**MR. LEARY MOVED TO APPROVE THE SEALER OF WEIGHTS AND MEASURES SALARY BUDGET FOR FY 2017 IN THE AMOUNT OF \$4,000. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Ritter said that the last year, \$74,300 was budgeted for the Wastewater Treatment Plant. He said that over the past six months we have spent \$42,579. He said that we are requesting \$74,000. Mr. Ritter said that this amount will pay for the electricity, gas and the contract to run the plant.

Mr. Leary asked if Sean Reese would like to take over the running of the Wastewater Treatment Plant? Mr. Marsden said that it has been discussed.

**MR. LEARY MOVED TO APPROVE THE WASTEWATER TREATMENT PLANT BUDGET FOR FY 2017 IN THE AMOUNT OF \$74,000. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Selectmen and Public Buildings Budgets  
postponed

Mr. Leary said that Mr. Marsden has a different way of reviewing budgets.

Mr. Leary said that the biggest budgets are the schools, Police, Fire, DPW and Health Insurance.

Mr. Leary said that if the Selectmen proposed a guideline and that guideline was met, that department would not have to go to the Finance Committee for their approval. He said that there could be the chance that there could be some questions.

**GREEN COMMUNITY PROJECT GRANT APPLICATION**

Mr. Marsden said that the deadline is Friday January 22, 2016. He said that the grant funds we get we would use for the Fire Station boiler, insulation, programmable thermostats. Town Hall boiler, lighting and a portion of the lighting at the Police Station inside and out. He said that with another grant, there will be additional lighting done. Mr. Ritter said that the annual savings if all tasks are completed will be about \$16,369.

**MR. CONLEY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE LETTER FOR THE GREEN COMMUNITY GRANT APPLICATION. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

**APPOINTMENT TO THE AUXILIARY POLICE**

Mr. Marsden said in a memo from Lieutenant Denman, they are asking the Selectmen to appoint Jason Fitzgerald as an Auxiliary Police Officer. Mr. Marsden said that Mr. Fitzgerald is a Dispatcher as well.

**MR. LEARY MOVED TO APPOINT JASON FITZGERALD AS AN AUXILIARY POLICE OFFICER. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**LIONS' CLUB REQUESTS**

**MR. CONLEY MOVED TO APPROVE THE PROCLAMATION FOR THE LIONS' CLUB. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.** Mr. Marsden did not want to name the individual in case they were watching the meeting.

**MR. CONLEY MOVED TO APPROVE THE CERTIFICATE OF RECOGNITION FOR THE LIONS' CLUB. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.** Mr. Marsden did not to name the individual in case they were watching the meeting.

**DOWNTOWN DISCUSSION**

Mr. Marsden said that the Board committed to discuss the two plans for the lights in downtown. Mr. Marsden said that on February 10, 2016, McMahon and Associates will be at Town Hall to discuss the plan and how it will work. Mr. Marsden said that there are two plans, the Selectmen will be doing their best to choose the best plan. He said that there may be a few things that are on plan one that may work on plan two. He said that they are going to be taking a close look at this with McMahon and Associates. He said that the plan would be a base plan or model. He said that things can be added or taken away from the plan. Mr. Marsden said that McMahon and Associates may not be able to incorporate all the suggestions, but they will do the best that they can. He said that once they have a plan in place, they will have McMahon and Associates come to Town Meeting and present it to the Town.

Mr. Conley said that McMahon and Associates did a thorough look at downtown. He said that they looked at rotaries, bump-outs and pedestrian safety. He said that they looked at the traffic lights, he said that they looked at a lot of items in this plan. Mr. Conley said that we have had many studies done in the past. Mr. Conley said that in one plan, there is a crosswalk that will be moved, the one in front of the Library will be moved to Hollis Street. Mr. Conley said that he likes the plan. He said that in plan one, there are no changes to the curb lines. He said that plan two will have some curb changes. Mr. Conley likes plan one.

Mr. Leary agreed. He said that some of the public safety concerns will be covered with plan one.

Mr. Marsden said that plan had the least impact for parking spaces. Mr. Leary said that plan one we will lose six parking spots, plan two we will lose eight parking spots.

Mr. Leary asked Chief Cassidy what plan would he prefer?

Chief Cassidy said that he prefers plan one, because a roundabout would take up too much room and that would happen in plan two.

Mr. Conley said with plan one downtown, will look more or less the same. He said that people like the way downtown looks now. Mr. Conley said that if we do lose parking spots and there are traffic lights, he thinks that more shoppers will come to downtown, because they can cross the street with the light.

Chief Cassidy said there have been so many suggestions some were good some not. He said that McMahon and Associates got rid of the suggestions that they know would not work.

Mr. Marsden said that we have to start someplace. Mr. Marsden said that there may be a lot of feedback from the meeting on February 10, 2016.

Mr. Leary said that the type of crossing signals was a concern for the Mr. Zeamer of the Planning Board.

Mr. Leary said concurrent fading is traffic is allowed to move while pedestrians move in the same direction the traffic moves. He said that there is a risk that an accident can happen. He said that it is exclusive pedestrian fading that can't happen. He said that when the cross button is pushed everything will go to red to stop the cars. He said that the only one that should be moving is the pedestrian.

Chief Cassidy said that if someone pushes the button and all the traffic stops and they cross the street, if someone comes and pushes the button again, there is a time out session to let the cars move forward, then the light will turn red. The pedestrian will have to wait their turn. Mr. Leary said that there will be signs put up that say no turn on red.

**MR. LEARY MOVED TO USE PLAN ONE FROM MCMAHON AND ASSOCIATES FOR THE DOWNTOWN LIGHTS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Conley is asking residents to come to the meeting on February 10, 2016.

Mr. Marsden said that this meeting may be at the High School. He said that they would advertise the location of the meeting.

Mr. Ritter said that we will need a Reserve Fund Transfer for this project. Mr. Leary said that we should spend what we have now and look for more funding down the road.

Mr. Leary said that if this passes at Town Meeting, then it will go on the Ballot for a Town Election vote.

Mr. Leary said that it is pointless to try and have a Special Town Meeting, he said that we do not have enough time.

Comments from the audience

Warren Chamberlain, 16 Roy Avenue, Planning Board member, asked if plan one was the plan that the Selectmen were going with. Mr. Marsden said yes. Mr. Chamberlain said that the Planning Board is having a meeting on January 21, 2016, and they can take up plan one and discuss it. Mr. Chamberlain asked if a few amendments could be added to plan one. Mr. Chamberlain said that the Planning Board does have a vision and they would like a third plan for the residents to choose from.

Mr. Marsden said that goal of these plans is pedestrian safety.

Mr. Chamberlain said that when a developer comes in to the Planning Board with plans, sometimes the Board has to tweek it because of wet-lands issues. He said that they also have the abutters come in to look at the plans. He said that the developer has to pay and go back to the drawing board. He said that

they have to make adjustments on the plans. Mr. Chamberlain said that in this case, the Town is the developer we have to put up the funds. Mr. Chamberlain said that he would like to see as many ideas as possible for downtown. Mr. Marsden said that will take place at the February 10, 2016, meeting. Mr. Marsden said that there may be suggestions made that will not work with the McMahon and Associates plans. He said that some suggestions have already been suggested and they will not work. Mr. Marsden asked all residents to come to the February 10, 2016, meeting. the location will be announced soon.

**AT 9:00 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

Respectfully submitted,

Donna A. Muzzy

approved\_\_\_\_\_