

## HOLLISTON BOARD OF SELECTMEN

February 3, 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

16-32	GENERAL WARRANT	\$ 312,255.13
	HEALTH INSURANCE TRUST (701)	\$ 886.36
	PERFORMANCE DEPOSITS (801)	\$ 2,875.00
	AGENCY (890) VETERANS DISTRICT	\$ 86.50
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,415.50
	TOWN PAYROLL	\$1,112,242.25
	TOTAL PAID WARRANT	\$1,428,345.24

### ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 221,946.38
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### TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 180,597.79
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**THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

### THERE WERE NO COMMENTS FROM THE BOARD

There were no comments from the audience.

### REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter said last week he attended a meeting in Millis about the proposed development at Glen Ellen Country Club on Orchard Street. He said that this was an informational meeting only. He said that Toll Brothers ran the presentation. Mr. Ritter said that he talked to them about traffic and in impact on the Senior Center on Goulding Street. He said that on February 4, 2016, he and Karen Sherman, Town Planner will be attending another meeting with Toll Brothers.

Mr. Ritter said that there is a meeting coming up with Toll Brothers and the Conservation Commission in Millis on Monday, February 8, 2016. He said that he is planning on attending. He said that the Selectmen are welcomed to join him. He said that there is going to be Millis Selectmen meeting on Wednesday February 10, 2016, at 7:30 p.m. Mr. Ritter said that there is a conflict with the Holliston Selectmen's Board, Holliston Selectmen will be at the High School having the downtown presentation. Mr. Ritter said that if the Selectmen want him to attend the Millis meeting he will.

Mr. Conley asked Mr. Ritter if he could be in contact with the Selectmen from Millis and have a group meeting.

Mr. Ritter said that he will make the arrangements for a joint meeting.

Mr. Ritter said that the Selectmen's Office has received several calls about this project. He said that big truck traffic was the biggest concern. He said that the proposal is for over three hundred homes to be built. He said that it has drawn a lot of attention from the neighbors. Mr. Ritter said that we know

what they are planning on doing. He said that Holliston has no say, it is a Millis project. He said that he will continue to go to the meetings, if he can.

Mr. Conley said that he was talking to a Planning Board member from Millis, and he said that this project will not affect Holliston at all.

Mr. Ritter said the some of the staff participated in a MIIA training session. Mr. Ritter said that Paul Le Beau, former Town Administrator, and current Chairman, Jay Marsden participated as well.

Mr. Ritter said that the formal Senior Center parking lot bid will be on March 3, 2016.

Mr. Ritter said that the Souper Bowl will be held on February 6, 2016, at the Congregational Church.

He said that all profits will be donated to the Holliston Pantry Shelf.

Mr. Ritter reminded the residents that next Wednesday, February 10, 2016, the Board will be at the High School for the downtown discussion starting 6:45 p.m.

Mr. Ritter read a letter of appreciation for Scott Moles, Health Agent, from MRC Advisory Board. He is a volunteer on the MRC Advisory Board.

Mr. Ritter said that the Economic Development Board will be meeting on Thursday, February 4, 2016, at 8:00 a.m. in the Selectmen's Meeting Room. He said that at 10:00 a.m., there will be the monthly Department Head meeting. He said that on Tuesday, February 2, 2016, the financial team met to talk about several different issues. He has spoken with Allied Waste, our trash company, about the pending renewal of the contract.

Mr. Ritter said that he has his monthly meeting with the Superintendent of Schools. He said that they talked about the allocation of the OPEB benefits to the Extended Day Care.

### **SUSTAINABILITY PRESENTATION**

Jamie Cerulo said he is a senior at the Holliston High School and this is his Senior project. He said that he did his project on sustainability in Holliston. He said that Mary Greendale was his mentor. He presented this to the High School Advisory Committee. He was asked to present at this meeting by the Selectmen.

Mr. Cerulo did a power point presentation.

The board thanked Mr. Cerulo for a great presentation.

### **BUDGET REVIEW – CONSERVATION COMMISSION, YOUTH AND FAMILY SERVICES, VETERANS SERVICES AND TOWN ACCOUNTANT**

Conservation Agent, Chuck Katuska, was present to discuss his budget. Mr. Katuska said that the Commission met last night to go over the budget with him and to approve it. He said that the requests for allocations is the same as last year, except for the increase in the clerical part-time position.

Mr. Katuska said that he is looking for one hundred dollars extra in the communications line. He said that postage is going up. He said that they lowered the supply line. Mr. Katuska said that his budget is three hundred dollars over guideline.

Mr. Leary asked why the large increase in salary for the part-time clerk. Mr. Katuska said that there will be a new rate change in July and her step rate along with her anniversary date.

Mr. Katuska said that 25% of the salary comes from the revolving account. Mr. Katuska said that the part-time clerical position is thirteen hours per week. He said that sometimes she puts in extra hours.

Mr. Leary said that he would like to look at the step rate. He said that we have been wrong in the past, he just wants to make sure that it is correct.

**MR. CONLEY MOVED TO APPROVE THE CONSERVATION COMMISSION FY 2017 BUDGET IN THE AMOUNT OF \$49,943. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

Subject to the calculation on the part-time clerks step raise.

**YOUTH AND FAMILY SERVICES**

Youth and Family Services, Director Margaret Fitzpatrick was present. Ms. Fitzpatrick said that she met the guideline. She said that they assess the community's needs. She said that they are continuing to partner with Business Association, when a citizen is in a financial crisis. She said that they received a grant from the Holliston Drug and Alcohol Awareness Collation to address the opioid issues. Ms. Fitzpatrick said the Metrowest Community Health Care Foundation has given Youth and family Services a grant in order to assess and respond to the needs of the community. She said that they continue to work with the schools, police and fire departments to provide the best service that they can.

Mr. Marsden asked if there was a large drop off in the out-reach. Ms. Fitzpatrick said no. That for many years she had a court diversion coordinator but the position was taken over by her staff member.

**MR. LEARY MOVED TO APPROVE THE YOUTH AND FAMILY SERVICES FY 2017, BUDGET IN THE AMOUNT OF \$122,537. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**VETERAN'S SERVICES**

Veteran's Services budget John Givner, Veterans Agent was present. Mr. Givner said that the District budget is \$90,900. He said that Holliston portion of this will be \$21,319. He said that the Board has not approve this yet. He said that it is only 1.1% higher than last year. He said that the benefits line is the same as last year. He said that he was able to reduce the flag allocation line. He said that there is a savings by buying in bulk.

Mr. Leary said that this budget is under-guideline. So if you wanted to put the extra funds into it just in case they need it. Mr. Givner said that in 2014 and 2015 there were huge increases to benefits.

**MR. LEARY MOVED TO APPROVE THE VETERANS' BUDGET FOR FY 2017 IN THE AMOUNT OF \$52,569. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**ACCOUNTANT**

Accountant, Sharon Emrick, was present to finalize her budget. She said that she checked to see how long Roselli and Clark have been our auditors and they have been since 2009. She said that they did not raise their rate for the past seven years. She said that 2016 is the first year with a new increased rate to \$28,000 for FY 16 and in FY 17 it will be \$29,000.

Mr. Conley asked if the part-time clerical will get an increase? Ms. Emrick said that it will be her anniversary and a step increase at the same time.

Mr. Conley said that the budget is 1.88% over the guide-line.

**MR. LEARY MOVED TO APPROVE THE ACCOUNTANT BUDGET FY 2017 IN THE AMOUNT OF \$127,529. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**BOARD BUSINESS – MINUTES**

**MR. LEARY MOVED TO APPROVE THE MEETING MINUTES OF DECEMBER 9, 2015, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**ONE DAY ALCOHOLIC BEVERAGE LICENSES – SPECIAL OCCASION SERVERS AND BON FETE**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR SPECIAL OCCASION SERVERS ON MARCH 5, 2016, IN THE UPPER TOWN HALL FOR THE UCC AUCTION. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE FOR BON FETE ON MAY 14, 2016, IN THE UPPER TOWN HALL FOR A WEDDING. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

**EVENT PERMIT – 5K ROAD RACE FOR CHILDREN'S HOSPITAL**

**MR. CONLEY MOVED TO APPROVE A 5K ROAD RACE FOR CHILDREN'S HOSPITAL ON MAY 22, 2016. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

**WATER ENTERPRISE AGREEMENT**

Mr. Leary said that they would like to formalize the Water Enterprise Agreement between the DPW and the Town. He said that this is a written agreement. He said that there will not be an Enterprise Fund because of this agreement.

**MR. LEARY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE WATER ENTERPRISE AGREEMENT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**RESERVE FUND TRANSFER REQUEST – POLICE DEPARTMENT**

Mr. Marsden said that the Police Department battery back-up system failed. Mr. Marsden said that they are looking to replace the system. Mr. Marsden said that it will cost \$14,700.

Mr. Leary said that this request will replace 60 batteries in this system. Mr. Leary said that some of the batteries exploded and others would do the same if not replaced.

Mr. Leary said that we were lucky that no one was hurt and that more damage was not done.

Mr. Ritter said that we filed a claim with the insurance company. Mr. Ritter said that even if the insurance company does not cover the replacement of the batteries, we need them.

**MR. LEARY MOVED TO APPROVE THE RESERVE FUND TRANSFER REQUEST FOR THE POLICE DEPARTMENT FOR BACK-UP BATTERIES IN THE AMOUNT OF \$14,700. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**CLASS II USED CAR DEALER LICENSE**

Mr. Marsden said this license was approved at a different meeting and did not require a vote.

**DOWNTOWN UPDATE**

Mr. Marsden said he had a meeting in the Selectmen's Meeting Room last week for anyone who was interested in the Downtown issue. He said that a number of people were at that meeting. He said that they made a list of suggestions and this will be passed out at the February 10, 2016, meeting. He said that they are hoping to build on those ideas.

Mr. Conley said that the Engineers do this for a living. He said that he is looking forward to the suggestions from the experts.

**COMMUNITY FARM ADVISORY COMMITTEE PROFILE/CHARGE**

Mr. Marsden said that they want to move forward on the Serocki property at 34 Rogers Road. He said that they have come up with a plan to move things forward. He said that they came up with a profile or charge for the Community Farm Advisory Committee.

Mr. Marsden read the overview. He said that this will be similar to the Golf Course Advisory Committee.

Mr. Conley said that Mr. Ritter did a great job in writing the overview.

Mr. Marsden said that the Selectmen have to approve the Community Farm Advisory Committee profile/charge.

He said that the Selectmen will take letters of interest for this committee. He said that there will be seven members. Three for three year term, two for a two year term, and two for a one year term.

Comment from the audience.

Nancy Dubin, 1070 Washington Street, said that the Golf Course is run like a business. She said that if the RFP is looking for a farmer, would they be running the farm like a business or more like a Community Farm? She said that there would have to be a regulation on the cost of a class that was taught.

Ms. Dubin asked if the RFP requirements be changed by the Committee?

Mr. Leary said that the Selectmen would have to approve the RFP.

**MR. CONLEY MOVED TO APPROVE THE COMMUNITY FARM ADVISORY COMMITTEE PROFILE/CHARGE, AS READ. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

**MR. CONLEY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE MOSQUITO CONTROL BUDGET. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

**AT 8:35 P.M., MR. LEARY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Respectfully submitted,

Donna A. Muzzy

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