

HOLLISTON BOARD OF SELECTMEN

April 6, 2016
7:30 p.m.

Holliston Town Hall
703 Washington Street – 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 WARRANTS:

16-41	GENERAL WARRANT	\$145,484.25
	STUDENT ACTIVITY (8030)	\$ 3,535.00
	PAY.COM (APPLICATION FOR MEDICARE-HEALTH	\$ 8,329.96
	STUDENT ACTIVITY (8030) MILLER	\$ 3,793.00
	HEALTH INSURANCE TRUST (701)	\$468,730.94
	AGENCY (890) VETERANS DISTRICT	\$ 195.00
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,009.50
	TOWN PAYROLL	\$113,177.76
	TOTAL PAID WARRANT	\$743,063.91

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 31,048.77
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 18,523.95
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THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Marsden wished his sister Lisa a happy birthday.

COMMENTS FROM THE AUDIENCE

Greg Lavin, 289 Washington Street, said that the weight limit on High Street is two and a half tons.

He said that his truck is a large one. He said that many people use High Street as a short cut. He would like to know if a "no-thru trucking" zone could apply to this. He said that if it is enforced, he thinks that the truck traffic will stop. He said that his driveway is on High Street and it is very hard to back out of it, because cars and trucks take the corner from Washington Street on to High Street very fast.

Mr. Lavin said that at Washington Street, High Street and Woodland Street, there is a crosswalk at that location. He said that it is a brick crosswalk. He said that with all the weather changes, the bricks are sinking. He said that every time a truck goes over it, there is a bang in his house. He would like the bricks removed, then fill it in with hot top so that the road is level. He said that it is very noisy when a truck drives over it. Mr. Lavin said that his house is an antique and the plaster is falling off the ceiling when a large vehicle drive over the crosswalk. He said that the trash truck make the most noise.

Mr. Marsden said that he will talk to the DPW to see what can be done.

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter said that 1750 Washington Street will be having a pre-bid conference for the renovations on Monday, April 11, 2016, and all bids will be due on April 28, 2016. He said that on April 7, 2016, there will be a meeting with the Economic Development Committee, the Selectmen are welcome to attend. He said that we received a notification from Eversource about infrared patrols on the entire system. Mr. Ritter said that this will take about four or five days.

Mr. Ritter said that the improvements for the Senior Center are coming along. He said that we will take bids up to April 20, 2016. He said that this is for bathroom improvements.

He said that last week there was a meeting about the Senior Center parking lot. He said that because of the work being done the Senior Center, it will have to be closed for about three weeks.

Mr. Ritter said that there will be a meeting with Verizon and Eversource to discuss putting the utility lines underground while the parking lot is torn up.

TOWN ACCOUNTANT AND TECHNOLOGY DIRECTOR, RE ANNUAL AUDIT

Mary Bousquet, Treasurer, was present. She said that they increased the employee benefits. She said that the Finance Committee approved this at their last meeting, but the Selectmen needed to approve it.

MR. LEARY MOVED TO APPROVE THE EMPLOYEE BENEFITS IN THE AMOUNT OF \$3,381,902. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Sharon Emerick, Town Accountant, was present to talk about the Audit by Roselli and Clarke. She said that the Audit went well and they were happy with the results. She said that they were very happy with the Policy changes that were made. Ms. Emerick said that the audit is usually done in October. Ms. Emerick said that the Auditor had a suggestion for Pinecrest Golf, that we put their funds in a Revolving Account or Receipts Reserved for Appropriation instead of the General Account. Mr. Leary asked who would get to spend the funds? Ms. Emerick said that if we use a Revolving Account, then the Golf Course Advisory Committee could spend the funds for improvements. If we go with a Receipts Reserve for Appropriation it would have to go before Town Meeting. Ms. Emerick said that they have to report all debt to the Auditor. The Board thanked Ms. Emerick for coming to the meeting.

Chris Meo, Town Hall Technology Director, was present. Mr. Meo said that about eight years ago there was a municipal security audit done. He said that there is a secure fire wall installed and keeping it updated. He said that we are monitored 24/7. He said that making sure that all computers are secure by having to log on with a password. He said that anti-virus is on the system. He said that up to this year, anti-virus has been free, but now we have to pay for it. He said that all Town Hall computers have been up-graded with a managed virus system. If a virus is detected, the infected computer will send an e-mail to him making him aware of it. He said that user training to make sure that passwords are not under the keyboard or taped to the monitor. He said that Munis requires us to change our passwords every 90 days. Mr. Meo said that the anti-virus that he has installed in the computers up-dates every hour. He said that if we do get a virus, we have five copies of back-up. He said that he backs up the server every night.

The Board thanked Mr. Meo for coming to the meeting.

GOLF COURSE ADVISORY COMMITTEE AND AGRICULTURAL COMMISSION

Debbie Moore, Golf Course Advisory Committee, and Tony Lulek, Agricultural Commission, was present. Mr. Conley said the butterfly aviary is on the Agricultural Commission agenda for next week. Mr. Lulek said that they are planning a way to move forward with it. Mr. Lulek said that it opened in July of last year and then it was closed in September. Mr. Conley asked what purpose did this aviary do? Mr. Lulek said that Mr. KilKelly wanted it for education and public awareness. Mr. Conley said that you want to raise butterflies then release them. Mr. Lulek said yes.

Mr. Conley asked who are you planning on educating? Mr. Lulek said school kids.

Mr. Conley asked if the butterfly aviary was an important issue. Mr. Lulek said yes. Mr. Conley asked why have you not discussed this with your group before now? Mr. Lulek said that they have been a little busy. Mr. Conley said that you should have been planning this since you closed the aviary last year. He said that you should have a plan in place. Mr. Conley said that the Golf Course Advisory Committee would like to take over the butterfly aviary. He said that it is on golf course property.

Debbie Moore said the Community Garden and the aviary are things the Town can be very proud of.

Ms. Moore said that Mr. KilKelly has done a great job in maintain the Community Garden. Ms. Moore said that the Golf Course Advisory Committee would like to take over the aviary. She said that they can maintain it. She said that Mr. KilKelly is willing to step up to help, and she suggested that he be appointed to the Golf Course Advisory Committee.

Mr. Lulek said that Community Garden has been a project of the Agricultural Commission from the beginning. Mr. Lulek said that the Agricultural Commission paid Mr. KilKelly to put a fence around the Community Garden. Mr. Lulek said that there are 30 plots now. He said that is the only source of income that they receive. He said that they are re-doing the beds and replacing the lumber. Mr. Lulek said that the Golf Course Advisory Committee and the America in Bloom have never contributed to the Agricultural Commission.

P.J. KilKelly said that he was never paid to work at the Community Garden. He said that he was reimbursed for materials only. He was never paid for services. He said that he donated his time.

Mr. KilKelly said that Holliston in Bloom donated \$1,500 for the fence.

Mr. KilKelly said that Holliston in Bloom was very generous and yes they have contributed.

Mr. KilKelly said that the life of a butterfly is between two weeks and four weeks.

Mr. Lulek said that the butterflies should not be kept in the enclosure. Mr. Lulek said that they are having a meeting in two weeks and the butterflies will be on the agenda.

Ms. Moore said that the Community Garden has been behind the golf course for a number of years and it is doing very well. She said that it has improved over the past two years.

Mr. Lulek said that they have been doing work every year on the gardens. Mr. Lulek said that their next meeting will be on April 26, 2016, at 7:00 p.m.

DOWNTOWN SIGNALIZATION

Mary Greendale, 57 Roy Ave, was present. She said that she knows that the Selectmen are trying to get this project started. She said that there is no question we need traffic lights in the downtown area. Ms.

Greendale said that she does not support widening the travel lanes and removing some of the parking spots. She would like to see what would happen if we just put lights in and nothing else. Mr. Leary said that he is in support of the traffic plan that was presented by McMahon and Associates. Mr. Leary said that for 21 years this has been a work in progress. He said that other Boards of Selectmen have tried to get lights installed and it has never happened. He said that he has been working on this for five years. Ms. Greendale said that if we move forward on this plan, the business in the downtown area will be effected. Ms. Greendale said that she does not like the plan. Ms. Greendale said that we did not create a Building Committee for the traffic lights. She said that we always form a committee to look into the project. She said that we should have formed a committee that had business owners, property owners and a traffic engineer. She also said that Department Heads who would be involved, DPW, Fire Police and Planning should all have been consulted. She said that the plan is only at 10%. People may not want to vote on such a small percent.

Mr. Leary said that it is going to be expensive to get to the final design. He said that to get to the final design it could cost \$200,000 to \$300,000.

Mr. Leary said that if Town Meeting wants to start from the beginning we have lost about \$35,000 and a lot of time and effort. Mr. Leary said that they do not want to rush a plan. He said that they want it done the right way.

Mr. Leary said that he has talked to the DPW Superintendent and he thinks that they can find 9 spaces to park cars. He said that they would have to re-configure some of the road work. He suggested angle parking. Mr. Leary said that some of the business that would lose parking spaces. Most have private parking lots.

Mr. Leary suggested that Erik Maki, former Planning Board member and a Traffic Consultant, he may be able to review the traffic plans that we received from McMahon and Associates.

Mr. Conley said we are missing the specifics from the study. He said that he looked over the report just the other day. He said that accidents and the speed limit were not noted in the report. He said that the cars waiting to go through Town will have to wait two minutes and forty one seconds. He said that drivers will be driving through Mudvill to get past the lights.

Erik Maki, 79 Winthrop Street and former Planning Board member, said that many cars will be traveling through Mudvill just to get past the traffic lights. He said that a simulation should be done to get a look at the real flow of traffic. He said the in the morning there have been eleven hundred cars that go through downtown.

Mr. Leary asked that there are a lot of technical terms that are used, could he explain them.

Mr. Maki said that level of service (LOS) is a report card A-F. He said that Quing is the standing time.

Mr. Maki said that this is going to be a challenge.

Mr. Leary said that this could turn into a bottleneck. He said that if we go from two lanes down to one lane, the traffic will have to merge creating a bottleneck.

Ms. Greendale said that Mr. Conley looked from the top floor of the Superette last week and you can really see that things are not lined up. She asked if this is something that can be corrected when we put the lights in.

Mr. Maki said that we may be able to move the driveway of the Mobil Gas Station a few feet a little so that it is straight. He said then we can move the crosswalk closer by adding a bump-out. He said that we just need to make sure that emergency vehicles can make the turns.

Mr. Leary asked if we needed bump-outs if a light was in place? Mr. Maki said that it will make the crosswalk shorter.

Mr. Maki said that he thinks that we only need two traffic lights, not three.

He said that a light at Exchange Street is too close to the light at Central Street. He said that we would have more parking spaces if we only have the 2 lights.

Mr. Maki said that he does not want to vote on a 10% plan, he would like to see a completed plan.

He said that the plan can change at any minute.

Mr. Leary said that yes it could change. He said that they were talking about a shared bike lane. He said that was not on the original plan.

Joanne O'Connell, 35 Erin Way, she said that parking is not an issue for her, it is the speed that the cars drive through Town. She said that we need to keep people safe when they cross the street.

Mr. Leary said that many people do not use the crosswalk they just run across the street.

Mr. Leary said that there has been a police officer in downtown giving out tickets for drivers that are not stopping for people ready to cross.

Ms. O'Connell asked if there was a law for jaywalkers, if they could be given a ticket?

Mr. Leary said yes there is a jaywalking law. He said that the police would rather educate you than give them a ticket. Mr. Leary said with the lights in place drivers will have to stop. He said that downtown will be safer.

Ms. O'Connell suggested a left arrow onto Central Street heading to Milford, instead of a full travel lane. She said like we have at Washington Street at Highland Street.

Mr. Marsden said that the Selectmen will be meeting next week at the high school with McMahon and Associates. He said that this meeting will start at 8:00 p.m.

BOARD BUSINESS

MR. LEARY MOVED TO DISBAND THE FOLLOWING COMMITTEES, SURVEY BOARD, TOWN HALL COMMITTEE, TOWN ADMINISTRATOR SCREENING COMMITTEE, REGIONAL AFFORDABLE HOUSING COMMITTEE AND THE FLAGG COLE RE-DEVELOPMENT COMMITTEE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

INSURANCE ADVISORY COMMITTEE RECOMMENDATION

Mr. Ritter asked the Board to table this for next week.

ONE DAY ALCOHOLIC BEVERAGE LICENSE – SPECIAL OCCASIONS SERVERS

MR. LEARY MOVED TO APPROVE A ONE DAY ALCOHOLIC BEVERAGE LICENSE FOR SPECIAL OCCASIONS SERVERS FOR A WEDDING IN THE UPPER TOWN HALL ON MAY 28, 2016. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

RENEWAL OF ENERGY SERVICE/CONSULTANT AGREEMENT GLOBAL MONTELLO

MR. LEARY MOVED TO APPROVE THE RENEWAL AGREEMENT WITH GLOBAL MONTELLO. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Leary would like to look into why some houses have a different transmission fee.

RESERVE FUND TRANSFER - MCMAHON ASSOCIATES

MR. CONLEY MOVED TO APPROVE THE RESERVE FUND TRANSFER IN THE AMOUNT OF \$2,000 TO COVER THE EXTRA COST OF WORK DONE BY MCMAHON AND ASSOCIATES. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Mr. Leary asked if this was going to be enough funds to pay for their services? He said that we should transfer more. He said that way, we will not have to ask twice. He said that if it is not used, it can go back in the General Fund.

MR. CONLEY MOVED TO AMEND THE MOTION FOR THE RESERVE FUND TRANSFER FOR MCMAHON AND ASSOCIATED FROM \$2,000 TO \$3,000. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE A RESERVE FUND TRANSFER IN THE AMOUNT OF \$3,000 FOR THE EXTRA WORK THAT NEEDS TO BE DONE BY MCMAHON AND ASSOCIATES. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

DOWNTOWN OVERRIDE BALLOT QUESTION

Mr. Marsden asked if the Board wanted to put an Override Ballot Question at the Election for the traffic lights. Mr. Marsden said that he does not think that it is going to be as complicated as people think it is.

Mr. Leary said that we have over one and a half million dollars for this project from design to finish.

Mr. Marsden said that he wants the Override Ballot question on the ballot.

Mr. Leary said that this is a two part question. First Town Meeting would have to approve the lights, then it would have to be approved on the ballot at the Annual Town Election. He said that they both would have to pass.

MR. LEARY MOVED TO APPROVE THE DOWNTOWN OVERRIDE BALLOT QUESTION FOR THE LIGHTS IN THE AMOUNT OF ONE AND HALF MILLION DOLLARS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

ABCC

Mr. Marsden said that last week the Board approve the liquor license transfer for Cliffs Liquors. The new name is Holliston Wine and Spirits. Mr. Marsden said that the Board could not sign it because the ABCC had not approved it. They have approved the name change so he Board can sign the license.

MR. CONLEY MOVED TO AUTHORIZE THE SELECTMEN TO SIGN THE NAME CHANGE FROM CLIFFS LIQUORS TO HOLLISTON WINE AND SPIRITS. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

LAND ACCUSATION LETTER

MR. CONLEY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE LAND ACCUSATION LETTER FOR MR. FOX. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

ANNUAL TOWN MEETING WARRANT

Mr. Marsden asked if anyone had any questions about the Town Meeting Warrant?

Mr. Ritter said that Article R is the Capital Expense. He said that any Department that has Capital projects they should come to a Selectmen's Meeting to talk about it.

Mr. Marsden said that there is no need to have the Department Heads come in, they have given us all the information we need.

Mr. Leary said that we need to have a company come in to see what is at the Flagg Building to see if we can get rid of some of the paperwork. He said that he does not think that would be a Capital Request because we are not purchasing a piece of equipment. Mr. Ritter suggested a Reserve Fund Transfer to pay for this.

Mr. Marsden said that the Flagg building needs to be cleaned out before they can take it down.

MR. LEARY MOVED TO AUTHORIZE A RESERVE FUND TRANSFER IN THE AMOUNT OF \$15,000 FOR HISTORIC DOCUMENTATION OF THE TOWN RECORDS AT THE FLAGG BUILDING. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Ritter said that we should look at updating the Personnel By-Laws. Mr. Leary asked if this could be done by the May Town Meeting? Mr. Ritter said that he would be lucky to get it done by the October Town Meeting.

There was a brief discussion about longevity pay.

There was also a discussion of the Flagg building and when it will come down. Mr. Leary said that it has to start when the children get out of school it should take about ten weeks.

AT 10:02 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____