

## HOLLISTON BOARD OF SELECTMEN

June 8, 2016  
7:00 p.m.

Holliston Town Hall  
703 Washington Street – Room 105

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

**AT 7:00 P.M., MR. CONLEY MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS POTENTIAL PROPERTY ACQUISITION. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR. A ROLL CALL VOTE WAS TAKEN.**

	AYE	NAY
MR. LEARY	X	
MR. CONLEY	X	
MR. MARSDEN	X	

**AT 7:30 P.M., THE BOARD EMERGED FROM EXECUTIVE SESSION AND MOVE TO OPEN SESSION.**

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

<b>16-50</b>	GENERAL WARRANT	\$ 492,862.29
	VOIDS:	\$ (375.00)
	STUDENT ACTIVITY (8030) MIDDLE	\$ 6,880.00
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 21,407.87
	CAPITAL PROJECTS (3900)	\$ 3,250.00
	HEALTH INSURANCE TRUST (701)	\$ 10,529.76
	PERFORMANCE DEPOSITS (801)	\$ 2,005.57
	AGENCY (890) VETERANS DISTRICT	\$ 120.00
	HIGHWAY CH 90 (330)	\$ 394,095.25
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,399.50
	TOWN PAYROLL	\$1,104,676.68
	TOTAL PAID WARRANT	\$2,035,452.42

**ACCOUNTANT'S NOTE:**

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 229,418.88
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**TREASURER'S NOTE:**

WIRE TO HEALTH INSURANCE TRUST	\$ 189,068.88
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**THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

### COMMENTS FROM THE BOARD

Mr. Leary wished his mom a happy birthday.

There were no comments from the audience

**REPORT OF THE TOWN ADMINISTRATOR**

Jeff Ritter said on June 10, 2016, between 6:00 p.m. and 9:00 p.m., the American Legion post will be hosting a community event in the Upper Town by turning over the POW/MIA Veterans Chair. Mr. Ritter said that after the dedication, the POW/MIA chair will be placed in the lobby of Town Hall just outside the Selectmen's Office.

Mr. Ritter said that the Economic Development Committee is meeting tomorrow June 9, 2016, at 8:00 a.m. They will be reviewing the Towns Website and the new video of the Town promoting Economic Development. Mr. Ritter said that the update on the Flagg School asbestos remediation project had been drafted for the invitation to bid document. He said that it is under review by the Town's Consultants. He said that he would like to get this advertised within the next few weeks. He said that they would like to get all the bids in by July and start the project to remove the asbestos in early August. He said that they would be starting closest to the school inside and then on the exterior. She said that there would be minimal impact when school opens.

Mr. Ritter reminded the Board that next week is the Lions' Club cookout. He asked the Board if they still wanted to meet or meet early.

Mr. Conley said that he is going to go to the Lions' Club cookout or the Red Sox game.

Mr. Leary said that he would still like to have the regular meeting.

Mr. Ritter said that he has an update on the Senior Center parking lot. He said that work has started. He said that they have cleared the brush and many of the trees. Mr. Ritter said this project will cost \$185,000. He said that we are waiting for Verizon to come and move some of the telephone poles.

**TECHNOLOGY DIRECTOR – FY 17 PROJECTS AND UPDATES**

Chris Meo, Technology Director, said that he has been at Town Hall full time for nine months. He said that he has installed two sound systems at the Senior Center in two different rooms. He said that he has replaced all the network switches downstairs. He said that when he installed it, he found some bad cables. He said that has all been corrected. He said that if we lose a power supply to a phone, all he has to do is flip a switch and the phone comes back on. He said that phones are powered by the internet. He said that we are saving money because we do not have to replace the power supplies. He said that he has put in a new data server and a backup server off site. He said that the water data is backed up on this off site server. He said that the water data can be backed up is sixteen minutes and the Town Hall can be backed up in four minutes. He said that this is done every night and there are at least five copies. Mr. Meo said that in this system, there is something called a Room Alert. He said that all the school server rooms have them. The Police communication room has one, and now the Town Hall has one. He said that it is used to monitor the building for power outages, hot temperatures. He said that computers like to run between 70 and 75 degrees. Mr. Meo said that Town Hall has new anti-virus software on all its computers. He said that the school has lots of resources and he is using some of them to help the Town side. Mr. Meo talked about doing a Town wide Technology inventory. He said that he will set up a program for that next year. He said that he would like to expand the maps program (GIS). He said that the Assessors would like to purchase a tablet so staff can go into the field and do the assessment while looking at the property. He said that the Board of Health is interested and a few other departments. He said that on July 1, 2016, they will be moving the Police Department e-mails over to a Gmail account. He said that they are going to try and merge the two systems together. Mr. Meo said

that the Assessors are looking for new CAMA Software. He said that they are not happy with what they are using now. He said that there are three or four different programs available.

Mr. Meo said that the Water Department has a program that reads the water meters and sends a signal to Town Hall. He said that it was installed in 2007. He said that Mr. Reese would like to change the server.

Mr. Leary reminded Mr. Meo that there should be some funding from the Meter fees. He said that every quarter, each meter is charged \$7.50. Those funds can be applied to the new server that they are looking into.

Mr. Meo said that he would like to replace the fiber network equipment that was started in 2000. He said that the remaining buildings are the Fire Station, Police Station, Library and one piece at the High School. He said that he would like to have a managed network.

Mr. Leary said that we have been able to get an updated website. He said that he does not think that we are using it to full capability. Mr. Leary said each department has all the things that they are responsible for. He said that there is no rhyme or reason to the layout. Mr. Leary suggested developing a standard set of basic information. He said that it would be a more useful tool for residents.

Mr. Conley said that he is not sure if every department has had the time to go over their webpage.

Mr. Conley asked Mr. Meo about a Town Facebook page.

Mr. Meo said that someone needs to maintain it. He said that it would have to be monitored all the time.

Mr. Conley said that he follows one Town's Facebook page and it is very informative. He said that you get notifications every day.

Mr. Ritter said that it is up to each department to update their webpage. He said that there is not a lot of time for staff members to do it. Mr. Leary asked Mr. Meo if he could do some of the updating for the departments that do not have staff to do it. Mr. Ritter said that there are a lot of committees that do not have staff.

Mr. Leary said the schools have a great website. He said that they maintain it on their own.

#### **BOARD BUSINESS**

Mr. Ritter said that we have surplus equipment stored at the Flagg building. Mr. Meo said the Flagg building has been a catch all for everything. He said that there could be up to twenty years of electronics that have been stored there. Mr. Meo said that the Flagg building will be taken down so we have to clean it out. He said that most, if not all of the equipment is outdated.

**MR. MARSDEN MOVED TO APPROVE THE SURPLUS EQUIPMENT SALE LIST. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Ritter said that Mr. Meo has done a great job taking on this big project. Mr. Ritter said that Mr. Meo has found someone to come and remove all the computer equipment, old phones and monitors at no cost to the Town. He said that all the equipment will be gone on June 9, 2016.

Mr. Ritter said that we have the permission from the Superintendent of Schools, Brad Jackson.

**MINUTES**

**MR. CONLEY MOVED TO APPROVE THE MEETING MINUTES OF MARCH 16, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**HOLLIS HILLS ASSOCIATION REQUEST**

Mr. Marsden said there is a letter from a resident of Hollis Hills with his thoughts on the trash pickup.

Mr. Leary said that letter will be read when this request is brought back to the Selectmen.

Postponed

**POLICE CHIEF CONTRACT TO SIGN**

**MR. CONLEY MOVED TO SIGN THE CONTRACT BETWEEN THE TOWN AND JOHN MOORE, POLICE CHIEF, FOR A THREE YEAR TERM. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MEETING SCHEDULE**

**MR. MARSDEN MOVED TO APPROVE THE MEETING SCHEDULE FOR FY 2017- JULY 6, JULY 13, JULY 20, AUGUST 3, AUGUST 10, AUGUST 17, AUGUST 31, SEPTEMBER 7, SEPTEMBER 14, SEPTEMBER 21, SEPTEMBER 28, OCTOBER 5, OCTOBER 19, OCTOBER 26, NOVEMBER 2, NOVEMBER 9, NOVEMBER 16, NOVEMBER 23, NOVEMBER 30, DECEMBER 7, DECEMBER 14, DECEMBER 21, AND DECEMBER 28, 2016. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**GOALS AND OBJECTIVES**

Mr. Leary asked the Board if they could get a list together for next meeting.

**EVENT PERMITS – AMERICAN LEGION, CHAPIN AND FIRE DEPARTMENT**

**MR. CONLEY MOVED TO APPROVE THE EVENT PERMIT FOR THE AMERICAN LEGION POST 47 FOOD TRUCK EVENT FOR JUNE 8, 2016, AT THE HISTORICAL SOCIETY. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE THE ERNIE KAMPERSAL ONE PITCH SOFTBALL TOURNAMENT ON JUNE 18, 2016. THE MOTION WAS SECONDED BY MR, MARSDEN. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO APPROVE THE REQUEST FOR THE FIRE DEPARTMENT BOOT DRIVE ON AUGUST 20, 2016, AT ROSSINI CORNER. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**OVERLAY CONTRACT – MASSACHUSETTS BROKEN STONE COMPANY**

**MR. CONLEY MOVED TO APPROVE MASSACHUSETTS BROKEN STONE COMPANY FOR AN OVERLAY PROJECT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**LINE TRANSFER REQUESTS – SELECTMEN AND COUNCIL ON AGING**

**MR. CONLEY MOVED TO APPROVE A LINE ITEM TRANSFER IN THE AMOUNT OF \$3,500 FOR THE COUNCIL ON AGING FOR LIGHTS DOWN, PEST CONTROL AND A SENSOR. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE A LINE ITEM TRANSFER IN THE AMOUNT OF 4,250 FOR THE SELECTMEN FOR THE ECONOMIC DEVELOPMENT COMMITTEE WEBSITE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**ALCOHOLIC BEVERAGE LICENSE – HOLLISTON WINE & SPIRITS**

Mr. Leary said that this was approved the name change at their last meeting, it just needs to be signed.

**MR. MARSDEN MOVED TO APPROVE THE SIGNING OF THE NAME CHANGE FROM CLIFFS LIQUORS TO HOLLISTON WINE AND SPIRITS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Leary said that the Board received a letter about Norfolk Street at Central Street asking for a stop sign. He said that this request went to the police Department for review. It was the Police Departments recommendation that a stop sign was not necessary.

**MR. MARSDEN MOVED TO AUTHORIZE THE BOARD TO SIGN THE LETTER FROM THE POLICE ABOUT NOT SUPPORTING A STOP SIGN ON NORFOLK STREET AT CENTRAL STREET. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Leary said that the Board has a number of letters of thanks for their participation in the Memorial Day Parade.

**MR. CONLEY MOVED TO APPROVE AND SIGN THE PARTICIPATION LETTERS FOR THE MEMORIAL DAY PARADE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

Mr. Leary said that Town Council has asked to increase his rate. Mr. Leary said that it was fine with him. Mr. Ritter said that the increase would be from \$165 per hour to \$195 per hour.

**MR. CONLEY MOVED TO APPROVE THE INCREASE PER HOUR FOR TOWN COUNCIL TO \$195. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

Mr. Marsden said that Ms. Greendale is now a Certified Massachusetts Municipal Town Clerk. He said that there will be a luncheon in her honor at the spring conference.

Mr. Leary said that Xfinity will be changing some of their channel numbers.

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

Respectfully submitted,

Donna A. Muzzy

approved\_\_\_\_\_