

HOLLISTON BOARD OF SELECTMEN

June 29, 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.

MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT:

16-53	GENERAL WARRANT	\$569,396.05
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 4,892.64
	STUDENT ACTIVITY (8030) MILLER SCHOOL	\$ 4,675.00
	DEBIT CARD (001)	\$ 6,287.46
	COMMUNITY PRESERVATION (265)	\$ 1,200.00
	PERFORMANCE DEPOSITS (801)	\$ 500.00
	AGENCY (890) VETERANS DISTRICT	\$ 787.34
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,380.00
	TOWN PAYROLL	\$113,472.01
	TOTAL PAID WARRANT	\$701,210.50

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 10,831.14
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 860.20
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THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

There were no comments from the Board.

There were no comments from the audience.

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter, Town Administrator, said the Town was awarded \$25,000 Grant to work on a Capital Improvement Plan. He said that the plan is moving forward. He said that UMass Boston, the Collins Center, was contacted to prepare the plan. He said that they will be at a Selectmen's meeting with 50% of the plan completed. He said the meeting will be on July 20, 2016. Mr. Ritter said that the Flagg Cole asbestos project went out to bid. He said that part of the bid process was a walk through and this was done on June 29, 2016. He said that there were three bidders that did the walk through. He said that the bids are due July 11, 2016. He said that we are on target of a start date of August 1, 2016. He said that eleven contractors have pulled a copy of the bid. Mr. Ritter said that there will be a second walk through next Wednesday for any contractor that was not able to make the first one.

Mr. Ritter said that the gasoline tanks at the Highway Department will be replaced. He said that they went out to bid and the bids were opened today. He said that they received two bids. He said that both bids are under review.

Mr. Ritter said that the Green Communities Program awarded the Town \$147,000 to work on energy upgrades in three buildings. He said that we should be getting the paperwork for this within the next

few weeks. He said that Police Station, Fire Station and Town Hall will have energy improvements. He said that this project should be done by October 1, 2016.

Mr. Ritter thanked Chris Meo, Chief Cassidy and Andrea Minihan for preparing the Green Community report. He said that there are two openings an Assistant Recreational Director and Youth and Family Services.

He said that both positions have been posted.

SHARON EMERICK, TOWN ACCOUNTANT, FY 16 ACCOMPLISHMENTS & FY 17 GOALS AND OBJECTIVES

Sharon Emerick, Town Accountant, was present. Mr. Leary said that the Board has been meeting with Department Heads about their goals and objectives for the coming year.

Ms. Emerick said that she is working on the Chart of Accounts. She has about three hundred more to work on, she has nine thousand in total. She said that there were over one hundred accounts that were never used, so she needs to delete them. She said that she is on track and it will be completed by September 1, 2016.

Mr. Leary asked what is the Chart of Accounts?

Ms. Emerick said all the account numbers including the General Fund and the Schools. She said that every revolving account that is voted at Town Meeting is included in this. She said that some of these accounts go far back as far as 1998. She said that she is following Munis account lines.

Mr. Leary asked if this needs to be approved by the State? Ms. Emerick said no.

Mr. Leary asked Ms. Emerick if she had ever done this before? She said that she has not done the entire thing. But this is her third time working on the change of Charter Accounts. Ms. Emerick said that she has set up step-by-step instructions.

Ms. Bousquet said that Munis will be updating the beginning of September and that will take several days to do.

Mr. Conley asked Ms. Emerick if she had a copy of her goals for next year? She no she has been working on the Chart of Accounts.

She said that she would like to train more people on Munis next year. She said that she would like to have each department enter their own bills. She said that would one of her goals.

MARY BOUSQUET, TREASURER/COLLECTOR, FY 16 ACCOMPLISHMENTS & FY 17 GOALS AND OBJECTIVES & GASB 45 CONTRACT

Mary Bousquet, Treasurer/Collector, was present. Mr. Leary said that the Treasurer's Office is a very busy office. Mr. Leary asked what her Department has been doing? Ms. Bousquet said that the Park Department staff has all their paperwork done, now they just have to add them as employees. She said that there will be two payrolls this week because of the end of the year for the schools.

Ms. Bousquet said that they have a new payroll clerk who has been putting in extra hours learning the position. Ms. Bousquet said that we have a new Assistant Treasurer who has been putting in extra hours learning the position. Ms. Bousquet said that there could be two openings, one a Principal Clerk and the other an Assistant Collector. She said that there will be a lot of training in FY 17. Ms. Bousquet said that when the accounting numbers have changed, they will then change the departmental receipts. She said that would include payroll.

Mr. Leary asked if she thought that there would be any challenges for next year?

Ms. Bousquet said the usual challenges. If we have new staff that will take time to train them. She said that they will end up with a good staff.

Mr. Conley asked Ms. Bousquet if she had a list of goals?

Ms. Bousquet gave him a copy.

Mr. Leary said that things can get very complicated and it is thought to hire a Chief Financial Officer. He said that person can oversee the finances of the Town.

Ms. Bousquet asked what kind of a financial officer are you looking for? She said that between Ms. Emerick and herself, they have been handling this for a long time.

Mr. Leary said that he thinks that we are at the point where we need one. He said that it could be a big benefit. He said that it is not uncommon to have one.

Ms. Bousquet said that she and Ms. Emerick participated in the budget more than they ever did in the past. She said that she learned another side of it.

Mr. Conley asked if we did the payroll in house? Ms. Bousquet said yes. Mr. Conley asked why don't we have a payroll company do it for us?

Ms. Bousquet said that they just survived an IRS audit. She said that the IRS went through our payroll and there was not an issue. Ms. Bousquet said the agent has been working for the IRS for 28 years and this is the first time that there was not an issue in payroll. Ms. Bousquet said that the Town has a great payroll clerk.

Ms. Bousquet said that you are more than likely to have a payroll issues if you outsource it.

Mr. Ritter said that it is tempting to outsource the payroll but the Treasurer's Office does a great job. He said that they do a magnificent job. Mr. Ritter said that he would like to keep payroll in house.

Mr. Leary said that we would be more efficient.

Ms. Emerick said that she likes that payroll is in Munis. She said that the police has a number of accounts. All she had to do is click on a line and she gets all the detail. And if there is a problem, she can call them and it can be corrected right away.

Ms. Bousquet said that there is a GASB contract for the Board to sign. She said that they have to go out and do an OPEB study every two years. Ms. Bousquet said that Segal does a great job, but they are very expensive.

The Board thanked Ms. Emerick and Ms. Bousquet for attending the meeting.

SENIOR CENTER PARKING LOT CHANGE ORDER

Mr. Leary said that there is a change order request from the contractor for the parking lot.

Highway Superintendent Tom Smith was present along with Mr. Truex from GLM Engineering.

Mr. Truex said that tree clearing has been done. When they started digging out the parking lot they hit a stump dump. He said that the hole was filled with logs, and tree stumps. Mr. Truex asked the excavator to dig out the area and get rid of the logs and stumps. He will put all the material back in except for the stumps and logs. Mr. Truex said that Mr. Smith is comfortable doing this. Mr. Truex said that the change order is an estimate, not an exact amount. He said that it will cost \$25.00 per yard to remove and bring in structural fill. He said that they will monitor the number of trucks that come and go. He said that he thinks that we can use some of the material but the stumps and the logs need to go. Mr. Leary said that he went to look at the hole in the parking lot and it is very large. Mr. Truex said that the excavator took everything out of the hole and piled it at a corner of the lot. He did not remove any

thing from the site. Mr. Truex said that all the roots and stumps need to come out because they will rot and then the lot will have issues when it settles.

Mr. Leary said that if he dug down so far, yes you will eventually find something buried. Mr. Leary said

that the excavator did not have to dig down as far as he did. He said that he went looking for it. Mr.

Leary said what bothers him the most is that they did all this digging without Mr. Truex overseeing.

Mr. Leary asked how much fill will the truck hold? Mr. Truex said that a trailer can hold 25 yards and a

10 wheeler can hold 18 yards. Mr. Truex said that he is going to charge us \$25.00 per yard. So for every

truck of roots that he takes out, he will drop off a truck filled with structural fill. Mr. Truex said that he

told the excavator that he could not exceed 600 yards.

Mr. Smith said that the area that we are talking about had three trees taken out. Mr. Smith said that the

stumps are a good size. He said that when you pull out a stump, a lot of material comes out with it.

Mr. Smith said that the excavator took out the electrical line going to the sign on Goulding Street. Mr.

Truex said that line had to be re-placed anyway. He said that Tom Chipman will take care of it.

Mr. Leary asked when is the pole going to be moved?

Mr. Ritter said that he is still waiting for Verizon to let him know when they are planning on moving the pole.

Mr. Truex said that Verizon has their timeline for the parking lot renovations. He said that one of the guide wires is attached to a tree.

Mr. Conley asked how old is the organic material? Mr. Truex said that it has been there for years.

Mr. Ritter said that the grinding date is the first week in July 2016.

Mr. Leary said that the seniors and their programs have been moved for the construction of the parking lot. He said that by August, the lot should be completed and the seniors can move back in.

MR. MARSDEN MOVED TO APPROVE THE CHANGE ORDER NOT TO EXCEED 600 YARDS OF MATERIAL TAKEN OUT AND REPLACED WITH STRUCTURAL MATERIAL, SUBJECT TO THE SUPERVISION OF MR. TRUEX. THIS IS BASED ON \$25.00 PER YARD. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

BOARD BUSINESS – REPUBLIC SERVICES CONTRACT

Mr. Leary said that this is an extension of their contract for three years.

MR. MARSDEN MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE CONTRACT WITH REPUBLIC SERVICE FOR A THREE YEAR TERM. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

ANNUAL CYSTIC FIBROSIS CYCLE FOR LIFE BICYCLE TOUR

MR. MARSDEN MOVED TO APPROVE THE EVENT PERMIT FOR THE ANNUAL CYSTIC FIBROSIS FOR LIFE BICYCLE TOUR ON OCTOBER 1, 2016. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

HOLLISTON HOUSING LIP APPLICATION

Mr. Leary said this house is at 11 Wedgewood Drive. He said that there will be a lottery for the property.

Mr. Marsden said that this will be an open lottery, anyone can apply. He said that there could be a second property, that only a Holliston resident can apply for.

MR. MARSDEN MOVED TO AUTHORIZE THE BOARD TO SIGN A LIP APPLICATION FOR THE PROPERTY AT 11 WEDGEWOOD DRIVE FOR AFFORDABLE HOUSING. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

APPOINTMENTS – AGRICULTURAL COMMISSION AND SEALER OF WEIGHTS AND MEASURES

MR. CONLEY MOVED TO RE-APPOINT HELEN MACARTHUR TO THE AGRICULTURAL COMMISSION FOR A THREE YEAR TERM. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

MR. CONLEY MOVED TO APPOINT CHARLES ROBERTS TO THE AGRICULTURAL COMMISSION FOR A ONE YEAR TERM. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Leary said that Jack Walsh has been the Town Sealer of Weights and Measures for many years. He said that he does not want to be re-appointed.

The Board thanked Mr. Walsh for his many years of service to the Town.

Mr. Leary said that Louis Sakin has applied for the position.

MR. CONLEY MOVED TO APPOINT LOUIS SAKIN AS SEALER OF WEIGHTS AND MEASURES FOR A ONE YEAR TERM. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

ONE DAY ALCOHOLIC BEVERAGE LICENSE

MR. CONLEY MOVED TO APPROVE A ONE DAY ALL ALCOHOLIC BEVERAGE LICENSE ON JULY 9, 2016, FOR A WEDDING AT THE HISTORICAL SOCIETY FROM 3:00 P.M. TO 9:30 P.M. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

CLASSIFICATION AND COMPENSATION STUDY

Mr. Leary said that we are working with the Collins Center for a compensation study.

Mr. Leary asked Mr. Ritter if the Board had signed the contract yet? Mr. Ritter said no. Mr. Leary said that we did this study about four years ago. He said that he hoped that the last study would have lasted more than four years. He said that the last time this was done the entire Town was in the study, and this was done by the Stone Group. He said that this one would be about fifty positions. He said that he thinks that this would be for the same price. Mr. Leary asked if this was the right time to do another study?

Mr. Conley said this may have the Police Chief, the Dispatchers and Lieutenants.

Mr. Ritter said that the Community Compact has allocated \$25,000 to allow the Town to undertake a wage increase compensation plan. He said that this would need to be approved by the State.

Mr. Ritter said that the no-one was happy with the findings from the Stone Report. He said that the School Department was not included in the Stone Report.

Mr. Leary said that the School Department was included, because he remembers talking about teachers wages. Mr. Ritter said that many of the jobs that the Stone Report looked at, there were no job descriptions for the position.

Mr. Leary said that when the Stone Report was shown to the staff, the Selectmen were the last ones to see it. He said that the Selectmen should have been the first to look at it.

Mr. Leary said that we just did this four years ago, He said that it is too soon to do it again.

Mr. Conley said that he disagrees. He said that it was a bad base.

Mr. Leary said that on an average, ten years for the study.

Mr. Conley asked if the funding was coming from grant funds? Mr. Ritter said that a grant will pay for the study. Mr. Conley asked what happens to the money if we do not use it? Mr. Ritter said it goes back to the Commonwealth of Mass.

Mr. Leary said that these funds were going to the police accreditation. He said that those funds were re-purposed for this study.

Mr. Conley asked who re-purposed the funds? Mr. Leary said the Board of Selectmen.

Mr. Ritter said that the Board voted to do it and they signed a letter to the State asking for permission to re-purpose the funds.

Mr. Marsden said 48 months is a very short window to now sit down and re-do the process. Mr. Marsden said that he thinks that this should be done every seven to ten years. He said that once the study is done, we may not like the results. He said that we are spending a lot of money on a report that may not be as comprehensive as the last one. He said that it is grant money, but it is still a lot of money. Mr. Conley asked Mr. Marsden if thought that the Stone Report was accurate? Mr. Leary said that the Strone Report had some huge changes.

Mr. Marsden said that they tried to operate off of the idea by not making things personnel. It is about the position not the person.

Mr. Conley said that he thinks the Stone Report was weak.

Mr. Marsden said that we have one year to decide where we spend the grant money.

Mr. Marsden said that he thinks that it is disruptive to have a compensation report done every four years. He said that seven to ten years on average is much better.

Mr. Leary asked if the Board wanted to table this or do they want to re-look at it?

Mr. Marsden said that we could have the consultant come in to ask a few questions. He said that would help the Board make a decision.

Mr. Leary said that it is too soon.

Mr. Ritter told the Selectmen that they have the opportunity to re-program the funds again. He said that he will send a letter to the Commonwealth asking to reconsider the funds.

GOALS AND OBJECTIVES

Mr. Leary said that they each set goals to be completed this year. He said that they are not in any order.

Finalize disposition of Andrews School.

Solar panels for former landfill.

Solar panels for Axton-Cross or look to do something with property.

Finalize demo of Andrews School.

Health insurance restructuring.

Finalize downtown lighting project.

Bring marijuana cultivation project online.

Hire a CFO for the town.

Finalize Town-wide Capital Plan.

Look to form Charter Commission or increase TA authorities.

Finalize plans for trash collection (auto vs. status quo).
See how new GASB rules impact Holliston (set to go into effect FY18-6/15/17).
Finalize new chart of accounts – Accountant.
Take advantage of on-going Green Community funding.
Restart a Energy Committee – look to solarizing Town buildings.
Develop a Strategic Plan (Town wide).
General By-law review and re-write.
Develop monthly BOS on the road schedule.
Affordable senior housing.
Can TA sign the warrant?
Downtown goals such as parking.
Golf course fund / building & grounds maintenance budget.
Index the budget / new growth
KPI's / benchmarking / what do we want to follow?
Personnel Board.
Set capital and maintenance budgets based on indexing.
Possibility making the tent more permanent at the Golf Course.

Mr. Ritter said that the lights in downtown will be done by December 2017.

Mr. Leary asked Mr. Conley about the KPI's? Mr. Conley said that it is part of ClearGov.

Mr. Leary said that some of these goals have already been started, and some have been talked about for years and years.

Mr. Leary said that this Board has finished a lot of projects that they started.

He said for example, the Town owns the Serocki property on Rodgers Road. He said that fit is going to be a community farm.

Mr. Leary asked if the Board wanted to do coffee once a month during the summer? Mr. Marsden said to start this up again in the fall.

MR. CONLEY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE CERTIFICATE FOR THE APPOINTMENT ELECTION FOR THE TOWN CLERK. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Mr. Leary said that he has a memo from the Park and Recreation Department. He said that Maureen Korson is resigning.

Mr. Leary said that he received a letter of thanks from a resident about all the help that the Veterans Agent gave them. He said that John Givner does a great job.

AT 9:30 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Selectmen's Meeting Minutes

8.

June 29, 2016

Respectfully submitted,

Donna A. Muzzy

approved_____