

HOLLISTON BOARD OF SELECTMEN

September 21, 2016
6:30 p.m.

Selectmen's Meeting Room – 105
Town Hall

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

AT 6:31 P.M., MR. MARSDEN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACT NEGOTIATIONS for GOLF COURSE MANAGEMENT AND POTENTIAL PROPERTY ACQUISITION. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

A ROLL CALL VOTE WAS TAKEN	AYE	NAY
MR. LEARY	X	
MR. CONLEY	X	
MR. MARSDEN	X	

MR. MARSDEN SAID THAT EXECUTIVE SESSION WOULD LAST ABOUT ONE HOUR.

AT 7:33 P.M., THE BOARD EMERGED FROM EXECUTIVE SESSION AND MOVED TO OPEN SESSION.

MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

17-12	GENERAL WARRANT	\$240,615.33
	STUDENT ACTIVITY (8030) MIDDLE	\$ 9,476.00
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 6,505.93
	STUDENT ACTIVITY (8030) MILLER SCHOOL	\$ 800.00
	EXPENDABLE TRUST (722) HOUSING TRUST	\$ 275.00
	PERFORMANCE DEPOSITS (801)	\$ 2,700.00
	AGENCY (890) VETERANS DISTRICT	\$ 2,568.74
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,033.64
	TOWN PAYROLL	\$104,399.13
	TOTAL PAID WARRANT	\$367,340.13

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 30,831.13
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 19,468.20
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THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Leary wanted to remind residents that we still have a water ban in place.

Mr. Leary said that Celebrate Holliston was a huge successes. He thanked all that participated.

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter, Town Administrator, was present. He said that on September 26, 2016, there will be a meeting about the 8 Arch Bridge. He said that this will take place in the Upper Town Hall. He said that 11 Wedgewood Drive has been approved by the Housing Trust for a first time home buyer. He said that the Housing Trust will hold a lottery. Mr. Ritter thanked Selectman Conley who did a video for America in Bloom. Mr. Ritter said that today he hosted a brown bag lunch for Town Administrators and Town Managers in the area. He said that they discussed what is going on in their towns. He said that the opioid crisis was the main topic. He said that they are planning a meeting to talk about it. Mr. Ritter said that all the cubicles at 1750 Washington Street have been sold. He said that he is working with the Historical Commission to have them remove all the documents. He said that they are moving them to 1750 Washington Street. He said that today we received some of the lighting equipment for our Green Community project. He said that he has been working with many different companies to get estimates on a new boiler for the Library. Mr. Ritter said that he will RSVP for Mr. Leary to attend the Mass with the Cardinal. Mr. Ritter said that the window decal for the car for the Recycling Center is starting up. He said that this decal is free for Holliston residents. He said that the \$20. stickers for CRTs are available.

TOWN ACCOUNTANT UPDATE

Sharon Emerick, Town Accountant, was present. Mr. Leary said that Ms. Emerick has been working on the Chart of Accounts. Ms. Emerick said that the Chart of Accounts has been put into our Munis system. She said that it is in a training mode, until she can update it. She said that as she moved everything over, everything has to balance along the way. Ms. Emerick said that she hopes to have everything transferred over in one week's time or as close as possible.

Mr. Leary asked about free cash. Ms. Emerick said she does not have all that information yet.

Mr. Leary asked if it would be ready for Town Meeting. Ms. Emerick said that yes it will be ready for Town Meeting.

Mr. Conley told Ms. Emerick that there has been discussion about the golf course contract. He said that the Town does make some money because we own it. We lease out the management and the restaurant, and the Town gets a percent. Mr. Conley said now we should think about dispersing some of those funds. Mr. Conley said that the contract for the golf course should go by calendar year, not fiscal year.

Ms. Emerick said that the contract is divided into two fiscal years. When people ask how much the golf course made in a certain fiscal year, it never matches the contract.

Mr. Ritter said that Ms. Emerick did a great job getting the Chart of Accounts up and going.

Ms. Emerick said that there were over nine thousand accounts that had to be updated.

The Board thanked Ms. Emerick for all her hard work on completing this project.

CAPITAL REQUEST FROM IT AND LIBRARY DIRECTORS

Leslie McDonnell, Library Director, was present. She said that World Energy made a proposal for the heating system at the Library. She said that the heating system is thirty years old. She said that last year, the system cost the Town a lot of money. She said that on average, the heating system breaks down about twice a winter. She said that the air conditioner is the same age but it is in better shape

than the heating system.

Mr. Leary said that he has a couple of bids for the replacement of the boiler at the Library.

Mr. Leary said that Martel HVAC's price came in much lower than World Energy. World Energy has added a circulator pump to the quote.

Mr. Ritter said that he sent an email asking Martell if they will get a better efficiency if the circulator pump is installed. Mr. Ritter said that as of tonight's meeting, he had not heard back from them.

Mr. Ritter said that we may be able to get a rebate on the new boiler.

Mr. Leary said that we have to make sure that the Town gets the rebate not the boiler installer. He asked Mr. Ritter to look into it.

Mr. Leary thinks that \$52,000 is a lot of money for a new boiler. He did say that he wants the Library to have a new system and if we wait one month for the Green Community Project, it should not make a difference. Mr. Leary asked Mr. Ritter to look into the preferred vendors list.

Ms. McDonnell said that the HVAC system is in better shape than the heat but the air conditioning is working too hard. She said that Martel has told them that.

Mr. Leary said that he has a combination heat and air condition unit. He asked if we should be looking into this.

Mr. Conley said that he has the same thing in his building.

Mr. Leary said that it would make sense that if the air conditioning is not great to get a quote on replacing both as a single unit.

Ms. McDonnell said that they are having roof troubles. She said that there is a patch on the roof that should hold for 5 years and they are in year 3. She said that this is for the front portion of the building. She said that it could cost between \$60,000 and \$110,000. She said that there is stone work that needs to be fixed at the same time as the roof if the Board decides that it need to be done. Ms. McDonnell said that we would need a mason to do that work.

Ms. McDonnell said that all these repairs are in her Capital Plan list.

IT Director, Chris Meo, was present. Mr. Meo said that he is looking for improvements for the Library, Police Station and Fire Station. He said that their equipment was built in 2002 and should be updated. He said that this would help the internet connections. He said that it will cost \$5,810 to update these buildings.

Mr. Meo said that the Land Use Departments and the Town Clerk are looking for a large format plan printer/scanner. He said that they can produce maps and plans in a large scale. He said that the size is two feet by three feet. He said that the Land Use Departments are taping maps and plans together.

Mr. Leary said that there is a cost to send out the plans and maps \$3.60 to \$12 per page. Mr. Leary asked where do they get printed? Mr. Meo said that he does not remember the name of the copy center.

Mr. Meo said that we would be charging the resident for printing costs per page.

Mr. Leary asked if we lease our regular copiers? Mr. Meo said that we lease both copiers. Mr. Leary asked if we could lease this large format printer?

Mr. Meo said that he would look into it.

Mr. Conley said that if we did have one of these large scale printers, it would save the staff a lot of time.

Mr. Meo said that the buildings need to be updated. He said that the switches are old and the time has come.

Mr. Ritter said that if Mr. Meo can come up with a reasonable lease payment for one the large scale printers, we should be able to absorb the cost.

Mr. Ritter asked if you could scan to your desk top from the large scale printer/scanner?

Mr. Meo said yes.

The Board thanked Mr. Meo for all his work. Mr. Conley said that the Senior Center is very happy with all the help that he gives them.

ELECTRICAL AGGREGATION UPDATE

Mark Cappadona from Colonial Power, and Leo Sullivan, from Global were both present.

Mr. Cappadona handed out a reference sheet. See attached.

Mr. Leary said that they are thinking of installing a solar field at the old Recycling Center.

The Board thanked Mr. Cappadona and Mr. Sullivan for attending the meeting.

FLAGG BUILDING PROJECT UPDATE

Mr. Ritter said that they have an asbestos bid, and they did not like the results. He said that we are going to have to work with an engineering firm to develop the demolition piece of the project. Mr. Ritter said that he has two recommendations and he is reaching out to them for bids.

BOARD BUSINESS

MR. CONLEY MOVED TO APPROVE THE MEETING MINUTES OF MAY 4, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

MR. CONLEY MOVED TO APPROVE THE MEETING MINUTES OF MAY 18, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

EVENT PERMIT – VETERANS' DAY PROCESSION

MR. MARSDEN MOVED TO APPROVE THE EVENT PERMIT FOR THE VETERANS' DAY PARADE ON NOVEMBER 11, 2016. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. MARSDEN MOVED TO APPROVE THE WAIVER OF FEES FOR THE USE OF THE UPPER TOWN HALL FOR THE VETERANS' DAY CELEBRATION ON NOVEMBER 11, 2016. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

DEP GRANT CONTRACT

Mr. Leary said that we received a Grant from the DEP. He said the Grant was in the amount of \$3,400 for the Sustainable Recovery and Recycling Dividends Program. Mr. Leary said that these funds will be used to purchase Compost Kits. Mr. Leary said that the Town sells the Compost Kits to residents at a reduced cost.

MR. CONLEY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE GRANT CONTRACT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

SPECIAL TOWN MEETING WARRANT

Mr. Leary said that they will finalize the Warrant by next week's meeting.

Mr. Ritter told the Selectmen that they are scheduled to sign the Warrant on October 4, 2016.

Mr. Leary said that this late item came in from Pultie Homes, Holliston Woods. Mr. Leary said that there will be low and moderate income units available.

Mr. Ritter said that there will be seven units available at low or moderate income levels.

Mr. Leary said that he is not sure if this is a change in the original proposal. He said that until he has clarity, he will not sign this.

Mr. Ritter said that he will look into this.

OTHER BUSINESS

Lieutenant Denman sent over a motorcycle proposal that was prepared by Sergeant Stone. They are asking for consideration to purchase a motorcycle.

Mr. Leary said that he thinks that this should be under the Capital Plan.

Mr. Leary said that this is the same proposal that the Board was presented at last week's meeting.

Mr. Leary and Mr. Marsden wished Mr. Conley a happy birthday.

AT 9:07, P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

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