

HOLLISTON BOARD OF SELECTMEN

January 18, 2017
7:39 p.m.

Selectmen's Meeting Room - 105
Town Hall

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

MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

17-29	GENERAL WARRANT	\$ 119,213.68
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 14,525.61
	CAPITAL PROJECTS (300)	\$ 48,100.00
	HEALTH INSURANCE TRUST (700)	\$ 707.46
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,465.64
	TOWN PAYROLL	\$1,101,695.14
	TOTAL PAID WARRANT	\$1,284,241.89

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 218,241.04
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 181,451.38
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THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

There were no comments from the Board.

There were no comments from the audience.

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter said that they are in the process of making the elevator shaft for 1750 Washington Street. He said that we are on schedule for this project. The elevator is on order it will take four to six weeks to come in. He said that renovations are almost complete in the basement of 1750 Washington Street. He said that Bob Nemet has been working hard to get it ready.

Mr. Ritter said that this morning, there was a site walk at the Andrews School. He said that the Board has this as a top priority for disposal. He said that at RFP will be available for the sale of the property. He said that two developers attended the site walk. He said that he is hopeful that by February 6, 2017, there could be two proposals. Mr. Ritter said that the warrant for the Annual Town Meeting closed this afternoon. He said that there are thirty-five articles. He said that some of the FY 18 budgets have already been reviewed by the Finance Committee.

Mr. Ritter said the new boiler at the Library has been installed and inspected by the Town and our Insurance Company.

Mr. Ritter said that McMahon and Associated will have the completed design in a few days. He said that this is for the downtown traffic lights. He said that on February 15, 2017, there will be a public hearing on the project. He said that the following week is school vacation. He said that if needed, the public meeting could be on March 1, 2017.

COUNCIL ON AGING FY 18 BUDGET

Bob Malone, COA, thanked the Selectmen for moving so quickly on the posting for a new Director.

Mr. Malone said that Jean Boulette started the FY 18 budget for the COA. Mr. Malone said that Ms. Boulette was very close to the guideline. He said that there is an increase in personnel services. He said that they have to budget for the step increases. He said that it is not fruitful to cut other budget lines to cover this increase in the step raise. Mr. Malone said that the Town pays the van drivers sick and vacation time. He said that the MWRTA will not cover those expenses.

Mr. Malone said that office supplies covers a wide variety of items. He said that they pay for custodial supplies, light bulbs, toilet paper, coffee, condiments, kitchen supplies, decorations, paper and pens. He said that this all comes out of the office supplies line. He said that these costs go up every year. Mr. Malone said that they use BJ's for most of their supplies. He said that they have a not-for-profit card that they used to use. He said that if they were able to use the Town's credit card they could purchase items in bulk at BJ's. Mr. Malone said that they are very careful on how they spend their funds. He also said that they have had luck with W. B. Mason for their office supplies. He said that W. B. Mason is more expensive than BJ's. Mr. Malone said that the hopes of using the Town's credit card can be discussed in the future.

Mr. Malone said that he can reduce the professional development line by 500.00 that will be a savings. He said that if he makes that cut, it looks like a bad message from Town and the Director.

Mr. Conley asked about the Director's salary. Mr. Malone said that this salary is up 1% at the recommendation of Jeff Ritter.

Mr. Conley said that his part-time staff does not get sick time or vacation time.

Mr. Marsden asked the biggest adjustment is in the Director's line. Mr. Marsden said that the COA has budget at the top of the scale for this salary. He said that would be the easiest place to take funds from to offset a budget.

Mr. Malone said that a mid-year budget adjustment would work for them.

Mr. Marsden said that they will plan for the worst, and hopefully they will get the best.

Mr. Malone thanked the Board for their time.

YOUTH ADVISORY COMMITTEE

Margaret Fitzpatrick, Director of Youth and Family Services, was present. She said that her Board sent the Selectmen letter about a few issues that have come up. She said that one is the pay scale to replace an employee and her pay scale. Ms. Fitzpatrick did some salary comparisons for the replacement of an employee and this position has been open since July 2016. She said that she has been running the entire Department without any staff. She said that this position has been posted three times. She has had several people that she would like to hire and they have all turned down the position because of the pay scale. She said that the person that they hire must have experience. She said that they have to deal with the schools and the police. She said that they have to have a background. She said that they have to have a Master's Degree. She said that the range of scale for her position is over eighty thousand dollars and these people have only been with their company for six years. She has been with the Town for fifteen years.

Mr. Conley said that he would need more time to look at this.

Ms. Fitzpatrick said that is why her Board sent the Selectmen a letter about this before Christmas so that they would have time to review this. Ms. Fitzpatrick said that she has had to turn clients away because she does not have enough staff. She said that has only happened a few times in the past. She said that in order to see as many people as she can she is not spending enough time with them.

Ms. Fitzpatrick said that the salary for the staff is \$35,000 for 30 hours per week. She said that you also have to have your Masters for this position and have lots of experience.

Mr. Conley asked if the level was 500 you think that you would get some quality people? Ms. Fitzpatrick said yes.

Mr. Ritter said that in the Warrant there will be a classification to move this position to a level 500.

Mr. Ritter asked Ms. Fitzpatrick how many clients has she had to turn away and what work load do you really have? He said that he does not see any data as to how many clients you have.

Ms. Fitzpatrick said that she will put together numbers for the Board.

Mr. Ritter asked how many clients have you turned away? Ms. Fitzpatrick said eight. She said that she is also doing the court diversion program as well. She said that court diversion has been very busy.

Mr. Ritter asked her how many clients does she have? She said that she has twenty clients. She said that there are eight in the court diversion.

Mr. Conley said that Ms. Fitzpatrick position is very important to the Town. He said that it is under appreciated. She said that the clients appreciate everything that she has done for them. She said that everything is very confidential. She said that have always done very good clinical work.

Mr. Marsden said that he is reluctant for grade level changes, unless it is across the board for all employees.

Mr. Ritter said that when you have Boards and Committees, sometimes when the work load gets to be too much, they ask those members to step in to help.

Ms. Fitzpatrick said that this is Clinical licensed private work. So no they can't help.

Mr. Conley asked Ms. Fitzpatrick to get Mr. Ritter the numbers that he is asking for and then at her budget meeting they can talk about this again.

A Board member said that social work is very draining. She said that Ms. Fitzpatrick has done a great job, but they are concerned that she will burnout.

BOARD BUSINESS - MINUTES

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF AUGUST 17, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF AUGUST 24, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

MR. MARSDEN MOVED TO APPROVE THE EXECUTIVE SESSION MEETING MINUTES OF JANUARY 11, 2017, AS WRITTEN, BUT NOT TO BE RELEASED. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

EVENT PERMIT

MR. CONLEY MOVED TO APPROVE THE EVENT PERMIT FOR CHILDREN'S HOSPITAL 5K ROAD RACE ON MAY 28, 2017. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. LEARY WAS ABSENT.

BUILDING INSPECTOR FY 18 BUDGET

Peter Tartakoff, Building Inspector, was present. He said that there is not enough funds to go around. He said that the Building Department has been so busy for the past four years, now it has slowed down. Mr. Tartakoff said that insurance is going up and the pay check is going down. He said that it is hard to keep up the morale of the staff.

Mr. Marsden said that every budget is going to be a challenge.

MR. MARSDEN MOVED TO APPROVE THE BUILDING INSPECTORS FY 18 BUDGET IN THE AMOUNT OF \$133,099. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

TECHNOLOGY FY 18 BUDGET

Chris Meo, Technology Director, was present. Mr. Meo said that he came in at guideline. He said that he is looking into a state of the art antivirus protection system that the school uses. He will not have a price on it until June. He said that he made an educated guess. He said that it could go one way or the other so he may have to increase his purchased services.

MR. MARSDEN MOVED TO APPROVE THE TECHNOLOGY FY 18 BUDGET IN THE AMOUNT OF \$100,271. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

ZONING BOARD OF APPEALS FY 18 BUDGET

Karen Sherman, Town Planner, was present. Ms. Sherman said that she came in at the guideline. Ms. Sherman said that this is not a large budget. She said that this is a percentage of her time and the clerk's time. She said that the ZBA only meets once a month. She said that some weeks are busier than others. She is waiting for a 40B project to start in Town.

MR. MARSDEN MOVED TO APPROVE THE ZONING BOARD OF APPEALS FY 18 BUDGET IN THE AMOUNT OF \$10,959. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

SELECTMEN'S FY 18 BUDGET

Mr. Ritter, Town Administrator, was present. He said that that Professional Services will increase because contract discussions with DPW and the Police.

Mr. Conley asked if Mr. Ritter could go back and re-visit this again to bring the budget to guideline?

He said that they could remove some of the Professional Services funds and see what happens.

Mr. Conley asked if he would do that. That way, the budget will come in at guideline.

MR. MARSDEN MOVED TO APPROVE THE SELECTMEN'S FY 18 BUDGET WITH THE REDUCTION IN PROFESSIONAL SERVICES IN THE AMOUNT OF \$261,715. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

PUBLIC BUILDINGS FY 18 BUDGET

Mr. Ritter, Town Administrator, said that this budget has come in at guideline in the amount of \$272,989.

He said that this budget includes, electric, heating gas and maintenance of Town owned buildings. He said that there is a fee for the testing of the Marshall Street landfill and the MUNIS system that the Town uses for payroll and bill paying. Mr. Ritter said that we are half way through the year and we are on budget.

MR. MARSDEN MOVED TO APPROVE THE PUBLIC BUILDINGS FY 18 BUDGET IN THE AMOUNT OF \$272,989. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

WASTE WATER TREATMENT FY 18 BUDGET

Mr. Ritter said that this is contracted through White Water to run the WWTP. He said that we pay all the utilities to run the system. Mr. Marsden asked if Mr. Reese, the DPW Director, wanted to take this over? Mr. Ritter said that there has been some discussion about this.

MR. MARSDEN MOVED TO APPROVE THE WASTE WATER TREATMENT PLANT FY 18 BUDGET IN THE AMOUNT OF \$74,740. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

POLICE CHIEF SEARCH UPDATE

Mr. Ritter said that the position has been advertised. He said that he is looking for a seven member Screening Committee. He said that the job posting will close on February 16, 2017. Mr. Ritter said that the Board may want some help from Badge Quest as part of the assessment.

Mr. Marsden asked if the MMA has a consulting group?

Mr. Ritter said that yes they do, but it works differently than Badge Quest.

Mr. Marsden asked if Mr. Ritter could reach out to both and get a comparison.

Mr. Ritter said that he would do that.

AT 8:44 P.M. MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. LEARY WAS ABSENT.

Respectfully submitted,

Donna A. Muzzy

approved _____

