

## HOLLISTON BOARD OF SELECTMEN

January 25, 2017  
7:30 p.m.

Selectmen's Meeting Room – 105  
Town Hall

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

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

17-30	GENERAL WARRANT	\$ 884,016.24
	VOIDS	\$ (143.44)
	DEBT SERVICE (001) TOWN	\$ 29,325.00
	MEALS TAX (220)	\$ 43.68
	MIDDLESEX RETIREMENT	\$ 37,860.00
	CONFISCATED TRUSTS (301)	\$ 5,400.91
	CAPITAL PROJECTS (300)	\$ 7,904.87
	AGENCY (890) VETERANS DISTRICT	\$ 2,671.09
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,456.64
	TOWN PAYROLL	\$ 112,811.68
	TOTAL PAID WARRANT	\$1,079,890.03

### ACCOUNTANT'S NOTE:

ACCRUED DEDUCTIONS LIABILITIES NOT PAID	\$ 32,223.26
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### TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 20,118.85
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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.

### AUXILIARY POLICE FY 18 BUDGET

Sergeant Matt Stone was present. Sergeant Stone said that he took over as the Director of the Auxiliary Police from Lieutenant Denman in July.

Sergeant Stone said that Lieutenant Denman has been so helpful getting him through the budget process. Sergeant Stone said that they have fourteen members and one in the academy and that will make fifteen members. Sergeant Stone thanked Judi Rizolli, Robert Ramrath and Edward Loftus for their many years of service to the Town. All three have retired. He said that the Auxiliary Police saved the Town \$105,381.78 this last FY. He said that they are asking for a 1% increase. With that they will come in at guideline. He said that the increase will be \$132.00 for this FY. He said the funds will go into their Professional Development line. He said that they plan on hiring two or three more Auxiliary Officers. Sergeant Stone said the Auxiliary Officers get the same training as a Police Officer, just not as many hours. Sergeant Stone said that they do receive grants through the year. He said that the Newcomers Club, the Lions' Club and Celebrate Holliston have been very generous.

Mr. Marsden said that they are a great group of men and women. He said that they do a lot of training and interact with residents. Mr. Marsden said that they are all very professional.

Mr. Leary asked Sergeant Stone how the Auxiliary Police car is doing. He said that there is talk about taking a Police car and making it an Auxiliary Police car with in the next couple of years. He said that they have been keeping up on all the oil changes and maintenance issues that come up.

**MR. CONLEY MOVED TO APPROVE THE FY 18 AUXILIARY POLICE BUDGET. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **REPORT OF THE TOWN ADMINISTRATOR**

Jeff Ritter, Town Administrator, was present. He said that the construction will start on the elevator shaft at 1750 Washington Street. He said that they will keep working on it until the weather stops all outside work. Mr. Ritter said that he is working with the Park and Recreation Department for the re-construction of a basketball court and tennis courts at Patoma Park. He said that this was approved in October at the Special Town Meeting. He said that there will be a pre-bid conference next week.

Mr. Ritter said that the Green Communities Projects are coming to an end. He said that there is about fifteen thousand dollars left in this account, out of one hundred forty seven thousand dollars. He said that one of the last things going on is new lighting at the Police Station. He said that this work will start on February 6, 2017. He said that when that is all finished, the State will come out and inspect. He said that the next round of grants is called the competitive grant. He said that will open us up for more funding. He said that they are looking for energy efficiency at the Senior Center, Library and a replacement boiler at Town Hall. Mr. Ritter said that he is still waiting for the energy audit to come back. Mr. Ritter said that with this grant money, we may be able to purchase an electric car.

Mr. Ritter said that we are almost at 100% of the design from McMahon and Associates for the traffic lights. He said that there will be a public hearing on Wednesday, February 15, 2017, with the Board. He said that the following week is school vacation week. Mr. Ritter said that there is a conflict with some residents already because of a school planned meeting.

Mr. Leary said that we should keep the meeting on the 15<sup>th</sup> of February.

Mr. Marsden said that we should keep the meeting on the 15<sup>th</sup> of February. He said that if someone was not able to make the meeting the Board would make arrangements to be available to answer their questions.

#### **BADGEQUEST PRESENTATION**

Robert Pomeroy, Badgequest, was present. He said that his company sent a proposal in for Police Chief Screening Committee along with the possibility of an assessment center. He said that Badgequest has been in business since 2001. He said that they do hundreds of assessments every year. He said that they work with Fire and Police Officers. He said that they do work in Massachusetts, Connecticut and Maine.

Mr. Pomeroy said that they will put together the final candidates to be interviewed by the Board of Selectmen. Mr. Pomeroy said that they can work with the Selectmen, the Town Administrator or the Screening Committee. He said that they are very flexible. He said that they will create a job description to meet Holliston's needs. He said that they will look at the Town By-laws and they will look at crime stats. He said that way they will have a good knowledge of the Town and the Police Department.

Mr. Pomeroy said that if they do an assessment center, they will have a team of three retired Police Chiefs. He said that he would not be involved in the grading process. Mr. Pomeroy said that they make sure that there are no conflicts before the process starts. He said that these interviews are not open to the public. But if the Selectmen or the Town Administrator want to view the assessments, that would be fine. He said that the assessments take all day. He said that they put the candidate through five or six exercises. He said that start time is at 7:30 a.m. and finish about 4:00 p.m. Mr. Pomeroy said that at the finish, they will submit a report on all the candidates.

Mr. Pomeroy asked the Selectmen to check their references.

Mr. Conley asked about advertising this position. Mr. Pomeroy said that this add will go out Nationwide. He said that there will be an educational requirement. He also said that they will do background checks on all candidates. Mr. Pomeroy said that they will not select the new Chief, it would be up to the Board of Selectmen. Mr. Pomeroy said that they only will bring the best candidates to the table.

Mr. Leary said that the Board has posted the position already. Mr. Leary asked if they would do just the assessment part only. Mr. Pomeroy said yes. Mr. Pomeroy said that they can give us a proposal for just the assessment.

Mr. Ritter said that the Selectmen will be appointing a five member screening Committee.

Mr. Marsden said that we have used BadgeQuest in the past and it was disappointing to hire a new Police Chief and when his contract was up he choose to retire. Mr. Marsden said that they were looking for a longer term.

The Board thanked Mr. Pomeroy for his time.

#### **BOARD BUSINESS – MINUTES**

**MR. CONLEY MOVED TO APPROVE THE MEETING MINUTES OF AUGUST 31, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE AND RELEASE THE EXECUTIVE SESSION MEETING MINUTES OF JUNE 8, 2016. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **TREASURER/COLLECTOR FY 18 BUDGET**

Mary Bousquet, Treasurer/Collector, was present. Ms. Bousquet said that the Treasurer/Collector FY 18 budget came in at guideline. She said that they pay for the printing of the tax bills and the excise tax bills out of their budget. She said that if people pay on-line, there is a .25 cent fee that the Town pays. She said that she has increased the Tax Title line for foreclosure and legal services. Ms. Bousquet said that her budget came in at budget \$323,405.

Ms. Bousquet said that they have two new clerks and they are in the learning stages. Ms. Bousquet said that her Assistant Collector has been working for the Town for over 27 years and is planning on retiring within the next year.

Ms. Bousquet said that her office is very busy. They take in real-estate taxes, excise taxes, school lunch, beach stickers and trash stickers.

**MR. CONLEY MOVED TO APPROVE THE TREASURER/COLLECTOR'S FY 18 BUDGET IN THE AMOUNT OF \$323,405. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**DEBT SERVICE FY 18 BUDGET**

Mary Bousquet, Treasurer/Collector, was present. Ms. Bousquet said that Debt Services is \$5,455,076. Mr. Leary asked if this amount could possibly change? Ms. Bousquet said yes, because the downtown traffic lights are not included in this amount. Ms. Bousquet said that we have a lot of debt that will be maturing in 2020. She said that the principal is down and so is the interest.

**MR. MARSDEN MOVED TO APPROVE THE FY 18 DEBT SERVICE IN THE AMOUNT OF \$5,455,076. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**EMPLOYEE BENEFITS FY 18**

Ms. Bousquet said that this is a preliminary budget, because we do not have a final cost for health insurance.

Mr. Leary said that we really need to wait to get the final health insurance cost before they can look at this.

Ms. Bousquet said that by February 9, 2017, they will have the rates.

**TOWN ACCOUNTANT FY 18 BUDGET**

Mary Bousquet, Treasurer/Collector, was present. Ms. Bousquet said that this budget came in at guideline at \$140,053. She said that there is a part-time clerk in the office and the annual audit is all paid out of the Accountant Budget.

Ms. Bousquet said that there is a note on the budget asking for another \$1,000 for the clerical staff to work on projects.

Ms. Bousquet said that there are many projects in the Treasurer's Office that need to be done, but they do not have the staff.

Mr. Leary asked what are the projects?

Ms. Bousquet said to send out W-9 to all our vendors, Munis needs up-dating and filing.

**MR. LEARY MOVED TO APPROVE THE FY 18 BUDGET FOR THE ACCOUNTANT IN THE AMOUNT OF \$140,053. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**SEALER OF WEIGHTS AND MEASURERS FY 18 BUDGET**

Mr. Ritter said there is no budget for this account. He said that Sealer gets paid from the Revolving Account.

Mr. Leary said that he would like to see what funds were deposited in the Sealer Account.

Mr. Ritter said that he will get a printout of it.

**MR. MARSDEN MOVED TO APPROVE THE SEALER OF WEIGHTS AND MEASURER'S FY 18 BUDGET IN THE AMOUNT OF \$0. HE IS PAID THROUGH THE REVOLVING ACCOUNT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**FIDELITY LIBRARY GIFT**

Mr. Ritter said that Fidelity contacted the Holliston Library and is offering a gift to the Children's Department Technology account in the amount of \$2,000.

**MR. MARSDEN MOVED TO EXCEPT THE \$2,000 FROM FIDELITY TO THE CHILDREN'S LIBRARY TECHNOLOGY ACCOUNT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**PMEC CONTRACT EXTENSION**

Mr. Leary said that this is for work on the Flagg Building. Mr. Ritter said that this is for the re-inspection of the Flagg building. Mr. Ritter said that much of the materials have already been removed from the building. Mr. Ritter said that PMEC Environmental wants to make sure that there are no more contaminants in the building. Mr. Ritter said that there is controlled air monitoring in the Flagg building. Mr. Marsden asked why was this not part of the original presentation.

Mr. Leary asked if this was an over sight?

Mr. Ritter said no. He said that DEP requires air monitoring samples.

Mr. Marsden said that phase III is now being added to this phase of the building?

Mr. Ritter said yes.

Mr. Marsden said that \$17,750 is now being added to this, why was it not in the original presentation?

Mr. Ritter said that we are now starting step III. He said that they will be monitoring the contractor that is taking the asbestos out of the Flagg building.

Mr. Ritter said that the Board does not have to approve the entire contract. They can approve it by phases. Mr. Leary said that after Mr. Ritter gets more information on phase III, the Board will re-look at this again. Mr. Ritter said that he should have the information by next week.

**ANNUAL TOWN MEETING WARRANT**

No action taken.

**8 ARCH BRIDGE COMMITTEE RESIGNATION AND REVISED COMMITTEE CHARGE AND SIZE**

Mr. Ritter said that Mary Greendale has resigned from the 8 Arch Bridge Committee.

**MR. MARSDEN MOVED TO ACCEPT THE RESIGNATION OF MARY GREENDALE FROM THE 8 ARCH BRIDGE COMMITTEE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO KEEP THE 8 ARCH BRIDGE COMMITTEE TO FIVE MEMBERS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO APPROVE AND ACCEPT THE CONTRACT FOR TIGHE AND BOND FOR SERVICES ON 9 GREEN STREET. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

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

**AT 8:40 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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