

HOLLISTON BOARD OF SELECTMEN

February 1, 2017
7:30 p.m.

Selectmen's Meeting Room – 105
Town Hall

Present; Jay Leary, Chairman; Kevin Conley, Vice Chairman; and Jeff Ritter ,Town Administrator. Jay Marsden, Clerk, arrived at 7:38.

MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANTS

17-31	GENERAL WARRANT	\$ 347,880.36
	PAY.COM (APPLICATION FOR MEDICARE-HEALTH)	\$ 643.20
	CAPITAL PROJECTS (300)	\$ 21,300.00
	HEALTH INSURANCE TRUST (700)	\$ 1,228.56
	AGENCY (890) VETERANS DISTRICT	\$ 948.13
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,402.64
	TOWN PAYROLL	\$1,101,568.65
	TOTAL PAID WARRANT	\$1,473,568.90

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 224,938.59
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TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 183,429.88
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THE MOTION WAS SECONDED BY MR. LEARY. TWO IN FAVOR. MR. MARSDEN WAS ABSENT.

COMMENTS FROM THE BOARD

There were no comments.

THERE WERE NO COMMENTS FROM THE AUDIENCE

REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter, Town Administrator, said today he completed a two hour training session on asbestos awareness. He said that this was important because the Town gets rewards from MIIA, the Town's Insurance agent.

Mr. Ritter said that today there was a pr- bid meeting at Patoma Park for new basketball and tennis courts. He said that the bid opening will be February 15, 2017, at 10:00 a.m. He said that this is a one hundred fifty thousand dollar project.

Mr. Ritter said that the Police Department would like to have an open meeting about marijuana, from question #4.

Mr. Ritter said that each member of the Board has been asked to read a book at the elementary school.

Mr. Ritter said that HCAT would like to interview him and Kevin Conley on February 14th.

Mr. Ritter said that he will be participating in the LED lights webinar. He said that the topic will be on street lights. He said that this is one of the Selectmen's goals. He said that we may even be able to get MIIA credits.

Mr. Ritter said that the Police Chief is also doing a webinar about Police in your Community. He is going to be one of a three member Board. He said that this will take place on February 6, 2017.

Mr. Ritter said that the Police Chief Search Committee has received 20 resumes. Mr. Ritter said that the closing date is February 10, 2017.

Mr. Ritter said that the Senior Center Directors position has received 11 resumes. He said that closing date is February 21, 2017.

Mr. Ritter said that the Shaw Farm Road project has gone out to bid for the water main improvements.

Mr. Ritter said that this is an \$840,000 project. He said that all bids are due on February 22, 2017, at noon.

Mr. Ritter reminded the Board that the Pantry Shelf Souper Bowl will be Saturday February 4th, 2017.

Mr. Ritter said that there will be a public hearing on the traffic lights on February 15, 2017.

DESTINATION IMAGINATION TEAM PROJECT

Abby, Rachel, Tessa, Josie, Sadie and Abby S. from Destination Imagination were present to talk about their project. Abby said that they are part of a group of kids that chooses a project to do every year. Abby said that this year they are going to adopt a hydrant as their project. Abby said that most residents do not know that they have to shovel out the hydrant close to their house. She said that by shoveling out a hydrant, it could save a life or property. Abby showed the Board the pledge cards that they made. She said that they are hosting an event this Saturday in the hopes of getting residents to sign up. Abby also said that they also are going to have a scavenger hunt so that residents can find the hydrants. Each hydrant will have a sticker and when you find it, you take the sticker and put it on your forms. There will be 24 locations to be found. She said that the winner will be the team that found the most hydrants in the least amount of time. She said that the end time will be at 3:00 p.m. There will be an open house at the Fire Department after the scavenger hunt.

Mr. Leary said that he was very impressed with the presentation. Mr. Leary said that shoveling out the hydrant is very important.

The Board thanked Destination Imagination for joining them at this meeting. They wished them luck with their scavenger hunt.

MMA CONSULTING GROUP – POLICE CHIEF ASSESSMENT CENTER

Mark Morse, President of MMA Consulting Group, was present. He said that they do a range of municipal consulting.

He said that he is going to talk about Assessment Centers. He said that they typically do assessments for Fire Chief and Police Chief positions. He said that they set up several different exercises and see how the participant does with them. He said that they can learn a lot about the candidate with the exercise program. He said that they usually run two panels at the same time. He said that every exercise is video - taped. Mr. Morse said that he likes to spend some time with the appointing authority, in this case the Board of Selectmen, to explain how they tailored the exercises.

Mr. Marsden said that when you hire a Police Chief, you are hiring an executive.

Mr. Conley asked if they could handle a dozen people to be screened.

Mr. Morse said that he has screened eleven but he likes a smaller number so it can be done in one day.

Mr. Morse said that the Selectmen need the information ASAP they like to do the screening in one day.

Mr. Conley asked if six was a comfortable number to work with.

Mr. Morse said that is a good number to work with.

Mr. Morse said that each candidate will have a spread sheet and comments will be added about each exercise.

Mr. Conley said that he is thinking that there may up to twenty to twenty-five applicants.

Mr. Morse said that you can't believe everything that is on paper. He said that the paper is a screening tool. Mr. Morse said that sometimes he visits an applicant at work, that way he gets a feel as to how they work.

Mr. Leary if Mr. Morse could take on additional work? Mr. Morse said that if you pick a date, they will be ready to go.

Mr. Ritter asked if there was an opportunity for input from the Police Department?

Mr. Morse said that they will listen to what they have to say.

Mr. Morse said that it is easier to work with an experienced Committee.

The Board thanked Mr. Morse for attending the meeting.

PMEC – FLAGG BUILDING ASBESTOS SERVICE

Mr. Leary said that at last week's meeting they had a few questions on some of the charges involving air samples.

Mr. Conley said that PMEC is looking for an additional \$15,000 for air samples.

Mr. Conley asked if there was some double charging going on?

Mr. Ritter said that he asked the same question. He said that at the time that the quote was written, they were not sure what kinds of asbestos were in the building and the quantity not known. He said that they were estimates.

Mr. Ritter said that PMEC has been able to fine tune the quality of their work.

Mr. Leary was concerned about the air monitoring shifts. He said that some were for half a day and some were for all day.

Mr. Leary said that pumps will be installed to help sample the air quality. He said that the pumps will run for several hours then the sample will go to the lab.

Mr. Leary said after the explanation he is comfortable with the answers from PMEC.

MR. MARSDEN MOVED TO APPROVE THE ASBESTOS ABATEMENT PROPOSAL FOR AIR MONITORING FROM PMEC. THE MOTION WAS SECONDED BY MR. CONELY. ALL IN FAVOR.

BOARD BUSINESS – RESERVE FUND TRANSFER REQUEST

Chief Cassidy said that the Board may recall that there was a fire in December and some of the equipment went down. He said that some of it they were able to get up and going very quickly, but some needed to go to the shop. He said that engine #4 was in the shop for 30 days.

Mr. Leary asked if the engine was back in service?

Chief Cassidy said yes it is.

Chief Cassidy said that it was a very cold day the day the fire broke out. He said that he got the engine back to the station as soon as possible. He said that he has other pumper trucks that all worked great and they did not have a problem.

Mr. Marsden said that the Fire Department takes great care of the equipment and sometimes things happen. He said that you can't predict it.

MR. MARSDEN MOVED TO APPROVE THE RESERVE FUND TRANSFER TO COVER THE COST OF REPAIRING ENGINE #4 IN THE AMOUNT OF \$16,023.01. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

CONSERVATION COMMISSION FY 18 BUDGET

Sheri O'Brien, Conservation Agent, and Christopher Bajdek, Chairman of the Conservation Commission, were both present.

Mr. Bajdek said that he has been Chairman since this past summer. He said that Ms. O'Brien has only been the Agent for a short time. He said that this is the first time going over the budget for the both of them.

Mr. Leary said that it looks like you almost came in at guideline. He said that you are \$3. over.

Ms. O'Brien said that they are \$3 below guideline not over.

Ms. O'Brien said that she calculated her salary and the Assistant's salary to get to guideline. She said that she works 24 hours per week. That is up from the 20 that she was working last year.

Ms. O'Brien said that they took \$150 from professional services, because that is what they have been paying their legal fees from. She said that they have not spent a lot in legal fees.

Ms. O'Brien said that they have been working closely with the Finance Committee for the past two years.

Mr. Leary asked if there were any big projects coming up?

Ms. O'Brien said that she and Mr. Ritter have been talking a lot about the dams. She said that they have a Warrant Article for the May Town Meeting to have all the dams inspected. Ms. O'Brien said that after the inspection of the dams, there will be an estimate on the repairs.

Mr. Leary asked if it is necessary to have a dam at Houghton's Pond?

Mr. Ritter said that there are residents that purchased homes around that body of water because they wanted to be on the water. Mr. Ritter said that they could talk about this with the residents who live on Houghton's Pond. Mr. Ritter said that it is not uncommon for communities to abandon dams. He said that the Town of Bellingham has done that just recently.

Mr. Leary asked Ms. O'Brien if they have talked about that?

Ms. O'Brien said that the Commission did discuss it. But there are residents that want water front property. Ms. O'Brien said that there is a lot of wildlife at Houghton's Pond.

Mr. Bajdek said that many years ago the dam was supplying a function, now it is not.

Mr. Bajdek said that it is pretty common now to have a Town abandon a dam.

Mr. Leary said that they are very expensive to maintain.

Mr. Bajdek said that the salaries are paid out of the revolving fund. He said that the revolving fund is going down because 25% of the staff gets paid out of it.

Ms. O'Brien said that the revenue has gone down since 2013.

Mr. Leary asked Ms. O'Brien if wetlands were disappearing due to building?

Ms. O'Brien said that there are a lot of wetlands. She said that beavers are very destructive.

MR. CONLEY MOVED TO APPROVE THE CONSERVATION COMMISSION FY 18 BUDGET IN THE AMOUNT OF \$50,391. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

VETERANS DISTRICT FY 18 BUDGET

John Givner, Veterans' Agent, was present. Mr. Givner said that Medway, Hopkinton, Ashland and Holliston are all part of the Veteran's District. He said that each Town contributes to the salaries, benefits, retirement, office supplies and many other items. He said that he presents his budget to his Board and then it is broken down by the number of the Town's population. Mr. Givner said that Holliston is responsible for 23.4% of the budget. He said that amount would be \$25,682.76 out of a budget in the amount of \$109,611.00.

Mr. Leary said that Ashland is the biggest, then Hopkinton, then Holliston and then Medway. Mr. Givner said that Holliston is the third in line, but we have the most Veterans.

Mr. Givner said that Veterans' Benefits is in the form of relief or support. He said that 75% is reimbursed to the Towns.

Mr. Givner said that Veterans' Supplies in the form of cemetery flags. He said that 75% is reimbursed to the Towns.

Mr. Givner said that it takes a year for reimbursement.

He said that supplies, communications, vehicle and other miscellaneous items is in the total budget of \$51,981.86.

Mr. Marsden asked if the District has already approve this budget? Mr. Givner said yes as long as the Selectmen approve it.

Mr. Ritter said that this is not a Town Department. He said that this is a contract.

Mr. Ritter said that the Metrowest District is meeting on February 27, 2017. Mr. Ritter said that he is hoping for a formal vote that night.

Mr. Marsden asked if the salary for the Director was going up \$2,672.?

Mr. Givner said that the Board decided to give him 2% automatically, he said that does not mean that he will get it. He said that is just for budgeting purposes.

MR. MARSDEN MOVED TO APPROVE THE VETERANS BUDGET SUBJECT TO THE APPROVAL OF THE DISTRICT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

YOUTH AND FAMILY SERVICES FY 18 BUDGET

postponed

POLICE CHIEF SCREENING COMMITTEE APPOINTMENTS AND CHARGE

Mr. Ritter said that he talked to the Superintendent of Schools and this topic was going to be discussed at their next meeting at the end of the week.

Mr. Leary said that we should probably be waiting to form the Committee. Mr. Leary said that we have eight resumes from interested parties.

Mr. Ritter said that the schedule is very aggressive. He suggested that the Selectmen interview the candidate on March 1, 2017. Mr. Leary said that he thinks they could do that.

Mr. Leary said that there is school vacation to think of. But, he does think that they could get it done.

Mr. Conley said that if they appoint the Screening Committee next week that would help. Mr. Conley said that he does not want to hire a Police Chief and then talk about a salary. He want the new Police Chief to know what the salary range is before they are interviewed.

Mr. Conley said that he would like to see the Assessment Center interview six candidates and not the five that was talked about. He said that it would then go down to three candidates. He said that those three candidate will be interviewed by the Board of Selectmen. Mr. Conley said that it will cost the same if the assessment center interviews five or six.

Mr. Marsden said that the Screening Committee may not even come up with six candidates.

Mr. Conley said that he was very impressed with the MMA Consulting Group.

Mr. Leary asked Mr. Marsden if he thinks that a salary range should be added to the job description?

Mr. Marsden said yes. Mr. Marsden said that he would like three or four candidateS that they could interview.

GOALS AND OBJECTIVES

Mr. Ritter said that he likes for the Board to see the list of Goals and Objectives every month. Mr. Ritter said that the Andrews School is at the top of the list. He said that they are moving forward with disposal of it. He said that the demolition of the Flagg School is next. He said that the downtown traffic lights will start in the fall.

Mr. Ritter said that the Chart of Accounts has been finished.

Mr. Ritter said that the Green Communities grant application is in the works.

Mr. Leary said that we have already had round one, now we are going after round two.

Mr. Leary asked if the General By-laws are going to be rewritten?

Mr. Ritter said that he is working on it.

Mr. Leary asked for a time line.

Mr. Ritter said that he is not sure we can do that.

Mr. Leary said yes we can do it. Mr. Leary offered to help.

Mr. Marsden asked if October would be a better time for the By-laws?

Mr. Leary said no May is the time for it.

Mr. Leary said that the Personnel Board needs to be put in place. Mr. Conley said that he was thinking the same thing.

Mr. Marsden said that we are in out fifth year of the Stone Report. He said that everyone thinks that they should be getting more money. He said there is only so much to go around.

MR. MARSDEN MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE AMENDMENT FOR THE RESTRICTIVE ON THE PULTI PROJECT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

AT 9:35 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

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