

HOLLISTON BOARD OF SELECTMEN

February 13, 2013
7:30 P.M.

Selectmen's Meeting Room
Town Hall

Present; Jay Marsden, Chairman; Jay Leary, Vice Chairman; Kevin Conley, Clerk and Andrea Minihan, Administrative Assistant. Paul Le Beau, Town Administrator was absent.

MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANT:

13-34	GENERAL WARRANT	\$ 969,507.90
	PERFORMANCE DEPOSITS (801)	\$ 968.75
	AGENCY (890) VETERANS DISTRICT	\$ 879.80
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,021.08
	GENERAL PAYROLL WARRANT	\$1,100,487.21
	TOWN PAYROLL	\$1,101,508.29
	TOTAL PAID WARRANT	\$2,072,864.74

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID \$ 170,676.14

TREASURER'S NOTE

WIRE TO HEALTH INSURANCE TRUST \$ 135,006.79

THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Conley said that we had a blizzard over the weekend and he thinks that the driving ban that was put in place by the Governor worked well. He said that you were not allowed to drive so that the crews could remove and push back the snow. Mr. Conley said that the Highway Department did a great job and they put in a lot of hours.

Mr. Leary said that he had to get to work and he could see that the roads in Town were plowed and it was easier to drive in Holliston than in any other town around. Mr. Leary commended the Highway Department for a job well done.

Mr. Marsden said that the Highway Department does have a plan when we get a big storm like we just had. He said that they are going to be removing the snow in the downtown area tonight.

Comments from the audience

William Dowd, 95 Shaw Farm Road, said that he made a request back in January for documents from the West Suburban Health Group and he never heard back from them. He said that he did not get any call back from them telling that it may take a while or that there would be a fee for the documents. So Mr. Dowd filed an appeal investigation with the Secretary of State's Office. Mr. Dowd said that it is very frustrating and unusual for a group like the West Suburban Health Group that is unwilling to produce a document that goes along with the financial statements. He also said that this is odd that they do not have a Website. Mr. Leary asked Mr. Dowd what is the status of the appeal. Mr. Dowd said that the Secretary of State has a procedure to open the appeal and make the initial contact with the Director and he will be asked by the State, why did he not respond to Mr.

Dowd's concerns. Mr. Leary said that now you as a private citizen have asked for documentation and you have no affiliation except that the Town that you live in belongs to this group. Mr. Leary asked why they would be obligated to respond to you. Mr. Dowd said that under the statute they are a public authority. They were established under section 12 of Chapter 32B, they have to follow the Open Meeting Laws that requires all public records. Mr. Dowd said that it is not required that the person who makes the request be involved with the group.

Mr. Dowd said that anyone could ask for information. Mr. Dowd said that it is part of the Open Meeting Law. They have to provide access to information for any request. Mr. Dowd said that they also have to post their meetings. Mr. Leary said that the Selectmen have been waiting for the WSHG to get back to them about some of the questions that were asked of them. Mr. Leary said that we do have to give them a chance to respond. Mr. Dowd said that if you ask a question of the WSHG you have to wait for their meeting to get an answer. Mr. Leary said that sometimes he is asked a question and he replies with his answer, it may not be the same answer that the other Selectmen would give. He said that everyone has a different opinion. Mr. Dowd said that this group is holding a lot of money for many different towns. Mr. Leary said that Holliston is not alone with their concerns. Mr. Dowd said that with more than one town asking the same question one would have thought that they would have a meeting to discuss it. Mr. Dowd said that they are taking the questions lightly and they are in no big hurry to answer them.

BUDGET REVIEWS – YOUTH AND FAMILY SERVICES

Margaret Fitzpatrick, Director of the Youth and Family Services was present with her budget presentation. She said that she is trying to get clarification on a few things that happened last year and it left her department in a short fall. Ms. Fitzpatrick said that she will be asking for a line item transfer to cover the short fall in the court diversion budget. She said that this past year they have had the most court diversion clients since the start of the program with 45 clients. She said that they have been very busy. She said that she had to reduce the hours in the court diversion line. She did say that she was hoping not to. Even if she uses the professional development line to cover, there is still not enough. She said that she would be short by \$1,200. Mr. Leary asked about the short fall, were you expecting it or did something come up. Ms. Fitzpatrick said that this was unexpected. Mr. Leary said that if it was unexpected you could always go to the Finance Committee for a reserve fund transfer. So you would not be impacting your balance of your budget. Ms. Fitzpatrick said that she is trying to get a gift account reinstated. She said that she used her gift account last year because she did not want to cut hours. She said that it is she and one other person who work in the department and they have a huge responsibility. Mr. Leary said it is like a snowball. Ms. Fitzpatrick said that the court diversion program is designed to have each client do 20 hours of community service and it is all done in Town. She also said that they are able to keep an eye on the clients because they are a small group and they make sure that all the requirements are done. Mr. Leary said that there is also a savings on the police side as they do not have to go to court. Mr. Conley asked how what happened in Newtown affected us. Ms. Fitzpatrick

said that the approach that they take is to partner with the schools, police and fire department and has provided a model that is very useful at identifying kids that are at risk. She said that by partnering with all the departments they can keep up the communication. She said that they work together so that all the kids that could be at risk are known. Mr. Marsden asked if there was anything that Ms. Fitzpatrick was really worried about. She said that it has been a busy year. Ms. Fitzpatrick also said that there is a problem with the heat in the building.

CONSERVATION COMMISSION

Chuck Katuska was present. He said the Commission has reviewed and approved the budget. He said that the budget falls under the guideline. He said that the increase in the budget is for salaries and he has decreased his purchased services line and office supplies. He said that for the clerical part-time position he is asking for this position to be re-classified from the current Assistant Clerk to a Principal Clerk. He said that he has two reasons why he would like to change the title. He said the Conservation Department does not have a Principal Clerk and he feels that Ms. O'Brien has earned it. He also said that the Department merits it. Mr. Katuska said that he and Ms. O'Brien will be separating their hours so that they are not overlapped that way they can staff the office four days a week instead of the three that they are currently working. He said that it will be a service to the public. He said that Ms. O'Brien will have to function as a Principal Clerk more often, because he may not be in the office at the same time as her. Mr. Katuska said that this is a consideration that is worth looking into. Mr. Conley asked if Ms. O'Brien would be working more hours. Mr. Katuska said that she works 18 hours now. Mr. Katuska said that occasionally she will make a site visit. If she were to be named a Principal Clerk he would schedule her to do more site visits. Mr. Katuska said that the bulk of the field work is his responsibility. Mr. Conley asked how much time do you spend doing field work. Mr. Katuska said that he works 20 hours per week and he is in the field about one-third of the time. Mr. Conley asked what would the Principal Clerk be able to do that the Assistant Clerk could not do. Mr. Katuska said that we are talking about the same performance. Mr. Katuska said that the position needs to be reclassified because as a clerk she is taking on more responsibility and she should be compensated for that. Mr. Katuska said that they have to conduct hearings and have to get the documents out in a timely order. Mr. Katuska said that application review is very time consuming and it is the highest priority. He also said that the Commission is responsible for open space and management. Mr. Conley asked if they can plan ahead with projects that involve other departments. Mr. Katuska said that sometime it works that way but sometimes not. Mr. Leary asked about the reclassification of the Assistant Clerk to a Principal Clerk position will the number of hours still be the same. Mr. Katuska said yes. Mr. Katuska said that the Clerk is paid by filing fee that come in and a wetlands act protection by-law. Mr. Katuska said that there are funds available in both of those accounts. Mr. Leary said that they may not be ready to reclassify job titles just yet. Mr. Katuska said that he understands but wanted it presented to the Board for consideration at this budget time.

Mr. Marsden asked if there was a copy of the old job description for the Clerk. That way he could compare it with the one that was presented tonight for a Principal Clerk.

Mr. Katuska said that he was looking for funds for outside counsel to review the existing Conservation By-laws. Mr. Leary asked if they were planning on changing anything or are you just making sure that you have all the bases covered. Mr. Katuska said that they just want to make sure that they have everything covered. Mr. Katuska said that the existing By-law was put into place in 1988. He said that things have changed in 25 years and there could be some changes. Mr. Katuska said that because we are a Town there is a break in the amount charged by counsel. Mr. Katuska said that there is a flat fee of \$1,800 for this company to do the review of the Conservation Commission By-laws. Mr. Katuska said that the Commission has the funds to pay this from the filing fees.

MR. LEARY MOVED TO APPROVE MCGREGGOR AND ASSOCIATES TO RE-VIEW THE CONSERVATION COMMISSION BY-LAWS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE CONTRACT WITH MCGREGGOR AND ASSOCIATES. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

AMBULANCE, EMERGENCY MANAGEMENT, FIRE DEPARTMENT BUDGETS

Chief Cassidy was present. Chief Cassidy asked residents to shovel out the fire hydrant that may be in their area.

EMERGENCY MANAGEMENT BUDGET

Chief Cassidy said that this budget is part of the community notification system. Chief Cassidy said that the system was used last week to notify residents of the up coming storm. Chief Cassidy said that this system can notify a neighborhood or the entire Town. Chief Cassidy said that many have signed up but not everyone is on the list. Chief Cassidy said that when something happens that is when we see a spike in additions to the Community Notification System. Mr. Leary asked if residents can sign themselves up. Chief Cassidy said that yes they can it is on the Town Web site. Chief Cassidy said that the program that we use is called Blackboard, and they have been going through some changes and there will be an increase in the fees.

FIRE BUDGET

Chief Cassidy thanked the Board for the support of the firefighters for their stipend increase. He said that the firefighters always show up when needed. Chief Cassidy said that he met budget. He said that there is an increase in vehicle repairs, because most of the equipment is older and will be in need of repair. He said that he has almost 20 vehicles in the fleet. And the new ladder truck is almost out of warranty. Repairs may be costly. Chief Cassidy said that it is a wonderful truck and he would never give it up. He said that this truck will keep his firefighters safe. Mr. Leary asked about the

grants that Chief Cassidy has written to get jackets and air gear. He asked if the equipment was out of date and needed to be replaced. Chief Cassidy said not yet. Chief Cassidy said that they have a couple of vehicles that need to be replaced. Mr. Leary asked about it. Chief Cassidy said that the rescue truck and a pumper truck will be on the list to be replaced next. He said in about three to five years they should be replaced. Chief Cassidy said that a pumper truck could cost about \$350,000 and a rescue truck almost as much.

AMBULANCE BUDGET

Chief Cassidy said that the ambulance budget is self-supporting; all the fees that are generated support the ambulance and the EMT's. Mr. Marsden said there has been a discussion of the purchase of another ambulance. Chief Cassidy said that they have not been able to save enough to purchase one. Chief Cassidy said that in the spring he would like to have a hearing to increase the fees for the ambulance and the false alarm fees. Mr. Leary asked if a helicopter takes a patient to the hospital can we still bill for it. Chief Cassidy said that they can bill up to the point when the patient is transported in our ambulance (base rate) and then the billing will start when the helicopter takes over. Mr. Conley asked how technology has helped the Fire Department. Chief Cassidy said that he has been with the Fire Department for 21 years and has seen many changes. He said that the primary role of the Fire Department is medical emergencies. He said that they get calls for everything; hazardous, chemical, fire, medical, biological and explosive. Chief Cassidy said that is why they train all the time and bring in personnel. He did say that they do bring in outside people to help with different training exercises. Mr. Leary asked about mutual aid and if that is a billing event. Chief Cassidy said that if they go to Medway, to help and pick up a patient, they do not charge Medway they would charge the patient as long as it is a transport. If the patient refuses and there is no transport then they can't bill.

PROCLAMATIONS – MELVIN JONES AWARD

MR. CONLEY MOVED TO SIGN AND APPROVE THE PROCLAMATIONS TO BE ANNOUNCED AT THE NEXT MEETING. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

MR. MOVED TO APPROVE THE BUDGET FOR THE YOUTH AND SERVICES. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE AMBULANCE BUDGET. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE EMERGENCY MANAGEMENT SERVICES BUDGET. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE FIRE DEPARTMENT BUDGET. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Leary said that he is not ready to approve the Conservation Commission budget. He would like more information on job classification. Mr. Conley that he feels the same way.

AT 9:02 P.M. MR. LEARY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____