## **HOLLISTON BOARD OF SELECTMEN**

February 15, 2017 7:30 p.m.

Selectmen's Meeting Room – 105 Town Hall

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

## MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

17-33	GENERAL WARRANT	\$	171,046.76	
	MEALS TAX (220)	\$	31.50	
	SPECIAL FUELS TAX	\$	1,280.16	
	CAPITAL PROJECTS (300)	\$	3,865.00	
	EXPENDABLE TRUST (710) HOUSING TRUST	\$	2,728.07	
	PERFORMANCE DEPOSITS (801)	\$	5,817.50	
	AGENCY (890) VETERANS DISTRICT	\$	1,718.16	
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$	1,429.64	
	TOWN PAYROLL	\$1	1,193,597.21	
	TOTAL PAID WARRANT	\$1	1,380,084.36	
ACCOUNTANT	'S NOTE:			
	ACCRUED DEDUCTION LIABILITIES NOT PAID	\$	232,024.27	
TREASURER'S	NOTE:			
	VALIDE TO LIEALTH INICHDANICE TRUCT	4	400 000 60	

WIRE TO HEALTH INSURANCE TRUST \$ 192,300.60

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, Town Administrator, was present. He said that at noon today, he opened five bids for the Patoma Park basketball and tennis courts. He said that the bids have been sent to Beal's and Thomas, the Town Consultant, to be reviewed. He said that the low bid came in at \$108,496. Mr. Ritter said that the Park and Recreation Commission will be awarding the bid shortly.

Mr. Ritter congratulated Chief Cassidy for applying and receiving another grant. He said that the grant amount was \$3,220, and will be used for Emergency Management (Blackboard Connect system). He said that this is a public notification notice system.

Mr. Ritter said that for the Green Communities update, we are in the final stages of submitting our final report. Mr. Ritter said that the final inspection of the Police Station was completed yesterday.

Mr. Ritter said that they will be submitting a grant for the Competitive Round in the next few weeks.

Mr. Ritter thanked Chief Cassidy, Chris Meo, Technology Director and Andrea Minihan, Administrative Assistant for all their hard work on this project.

Mr. Ritter said that the Police Chief Screening Committee is scheduled to meet tomorrow February 16, 2017. He said that the MMA Consulting Group will be asked to do an assessment center on March 4<sup>th</sup>.

He said that he would like to start the interviews ASAP, but he knows that there is school vacation next week.

Mr. Ritter said that the Senior Center Director position is closing on February 21, 2017. He said that we have sixteen applications.

## CIVILIAN LIFE SAVING AWARD PRESENTATION

Lieutenant Gatchell said that on December 31, 2016, a gentleman collapsed at Anthony's on the Green. Denise Barry, a registered nurse, started CPR. He said that by the time the ambulance and the police showed up, the gentleman was breathing on his own. The Police Department and the Board of Selectmen thanked Ms. Barry.

## WATER RATE HEARING CONTINUED

Mr. Marsden said that last week we had a Water Rate Hearing. He said that there will be no change in the rates this coming FY. Mr. Marsden said that they kept the hearing open to give residents a chance to think about it over the last week.

AT 7:35 P.M., MR. MARSDEN MOVED TO CLOSE THE WATER RATE HEARING. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

## **DESIGN CONTRACT – CEDAR STREET AREA WATER MAINS**

Mr. Marsden said that this will provide consulting work for design tasks related to the replacement of fifty-three hundred linier feet of water mains, along with a booster station in the Cedar Street area.

MR. MARSDEN MOVED TO APPROVE AND SIGN THE DESIGN CONTRACT FOR A.P. ASSOCIATES FOR THE CEDAR STREET AREA. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

## **POLICE FY 18 BUDGET**

Lieutenant Gatchell and Lieutenant Denman were present. Lieutenant Gatchell said that they met with Mr. Leary last week about the FY 18 budget. Lieutenant Gatchell said that Chief Moore and Judi Johnson did a great job in helping them come up with the budget. He said that Sharon Emerick, Mary Bousquet, Chris Meo and Andrea Minihan were also a big help. He said that this budget was a difficult one because there are so many open contracts. Lieutenant Gatchell said that the building is getting older and they want to stay on top of repairs. Lieutenant Gatchell said that they just can't predict overtime.

#### CAPITAL

Lieutenant Denman said that they are looking for a new live scan finger print machine. He said that the one that they have is obsolete. He said that repairs are difficult. The machine needs to be disconnected, he said that they have a 2005 machine. Lieutenant Denman said that they found a Morpho Trust Livescan fingerprint system. He said that he has checked with the State Police and that is what they use. He said that if there was an issue with the scanner the vender is in Billerica. He said that they can be here in less than one hour to fix it. Lieutenant Denman said that the cost of this new machine is \$17,245.

Mr. Conley asked if surrounding Towns have this type of system?

Lieutenant Denman said that yes surrounding Towns have this type of unit.

Lieutenant Denman said that the second capital item would be two new cruisers. He said that they would like a fully marked cruiser to replace car #6. He said that is the oldest patrol car in the fleet. He said that car #6 will replace the Auxiliary cruiser. He said that this is an SUV. He said that the second car would be an un-marked detective vehicle. He said that this would replace car #5. He said that the last detective car purchased was a 2003. He said that car was totaled in a crash in 2013.

Lieutenant Denman said that the total of the new cruisers would be \$72,439.

Lieutenant Denman said that the last item would be new copy machine. He said that the copier was purchased in 2009. He said that there are parts that are no longer available if it should breakdown. He said that they have forecasted \$12,000 for the replacement. He said that for an additional \$4,926 they can replace the laser jet printers.

The Selectmen thanked the Lieutenants for attending the meeting.

MR. MARSDEN MOVED TO APPROVE THE POLICE DEPARTMENT FY 18 BUDGET IN THE AMOUNT OF \$2,772,450. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

APPOINTMENTS – COMMUNITY FARM ADVISORY COMMITTEE AND MEMORIAL DAY COMMITTEE MR. MARSDEN MOVED TO APPOINT JAMES TARALLI TO THE COMMUNITY FARM ADVISORY COMMITTEE FOR A TWO YEAR TERM. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

MR. MARSDEN MOVED TO APPOINT WALTER MCGRATH TO THE MEMORIAL DAY COMMITTEE FOR A ONE YEAR TERM. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

MR. MARSDEN MOVED TO APPOINT STEPHEN NAPOLITANO TO THE MEMORIAL DAY COMMITTEE FOR A ONE YEAR TERM. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

MR. MARSDEN MOVED TO APPOINT STEPHEN BRADFORD TO THE MEMORIAL DAY COMMITTEE FOR A ONE YEAR TERM. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

ONE DAY ALCOHOLIC BEVERAGE LICENSE – SPECIAL OCCASION SERVERS

MR. MARSDEN MOVED TO APPROVE A ONE DAY ALCOHOLIC BEVERAGE LICENSE FOR SPECIAL

OCCASIONS SERVERS IN THE UPPER TOWN HALL ON APRIL 1, 2017. THE MOTION WAS SECONDED BY

MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

RESERVE FUND TRANSFER REQUEST – POLICE CHIEF ASSESSMENT CENTER

MR. MARSDEN MOVED TO APPROVE A RESERVE FUND TRANSFER IN THE AMOUNT OF \$9,000 FOR

MMA TO HAVE AN ASSESSMENT CENTER FOR THE POLICE CHIEF HIRING. THE MOTION WAS

SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

## OVER SPENDING ON THE SNOW AND ICE BUDGET

MR. MARSDEN MOVED TO APPROVE THE OVER SPENDING OF THE FY 17 SNOW AND ICE BUDGET IF NECESSARY. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

MR. MARSDEN MOVED TO APPOINT JERMAL BREVARD-JACKSON AS AN ON-CALL EMT PER THE TOWN ADMINISTRATOR JEFF RITTER. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

AT 7:59 P.M., THE BOARD TOOK A SHORT RECESS SO THAT MCMAHON AND ASSOCIATES COULD SET UP THEIR PRESENTATION.

AT 8:02 P.M. THE BOARD RESUMED THE MEETING.

## 8:02 P.M. PUBLIC HEARING - DOWNTOWN SIGNALIZATION DESIGN PLAN

McMahon and Associates were present. Mr. Conley said that the design is at 100%. Robert Smith, Alex Bulhorn and Maureen Chlebek of McMahon and Associates gave a Power Point presentation. Copy of paper work is attached

Questions from the audience

Bill George, 62 Persis Place, asked if the drivers can get out of the gas station onto Green Street? Mr. Conley said yes. Mr. George said that it would be better if all cars that went to the gas station when they exited had to go through the traffic light.

Mr. Robert Smith said that would be hard for a tanker truck. He said that they may have to talk to the owner of the Mobil gas station about this.

Parashar Patel, 3 Metcalf Drive, said that this will be a learning curve for all of us. He asked how long should we wait to make changes, after the lights are put in place?

Mr. Robert Smith said in a few weeks most people who usually travel the route will have already done it several times. He said that people who have traveled this road all their lives, it will be harder for them to adjust. He said in about three weeks it takes residents to remember a new traffic pattern.

David Aronson, 95 Westfield Drive, asked what is going to happen at Highland Street?

Mr. Conley said that Highland Street lights are run by the State.

Ms. Chlebek said that they did look at the distance from downtown to this set of lights to see if they could be coordinated with the downtown ones. She said that they were two far away.

Mr. Aronson asked if the new traffic lights will be at a different height than the crossing lights that we have now?

Ms. Chlebek said yes it is a regular traffic signal.

Mr. Robert Smith said that when someone is crossing the street, there will be a red signal all traffic will stop and there will be a countdown signal.

Robert Blair, 57 School Street, asked if the existing crossing lights will be taken down? He said that he had plant hangers on all the light poles. He said that each hanger was a special order because the poles were not standard.

Mr. Robert Smith said that the existing signals are coming down. He said that a light could be installed to light the cross walk but it would cost more. Mr. Robert Smith said that he knows that we wanted to get this done before the flower show.

Mr. Robert Smith said that when they meet with the Highway Superintendent they will discuss this again.

Mr. Marsden asked if we could use what we have now?

Mr. Robert Smith said no because they were designed just for a flashing light. He said that they would not be able to hold a full set of lights. They are two heavy.

Richard Bochner, 21 Concord Street, said that this will be a great improvement to our downtown area.

Mr. Bochner asked if the poles were going to be decorative or are they going to be brushed silver in color?

Mr. Marsden said they want to keep the look that we have now.

Mr. Robert Smith said that they have specked out what we already have only a larger size that will hold the new traffic lights.

Warren Chamberlain, 16 Roy Avenue, said that about one year ago he had a talk with the manager of the T.D. Bank on Washington Street, and he said that residents are inconvenienced because Charles Street is a one way. He said that it would be very convenient if Charles Street was a two way street again. He said a "no left turn" would be very helpful. He said that getting to and from T.D. Bank would be more convenient for customers.

Joseph Rajunas, 8 David Street, asked if there were going to be sensors in the road when you are coming from Central Street and you want to get onto Washington Street at 11:30 at night, will we have to wait for the light to change or will it be blinking?

Mr. Robert Smith said that after a certain time all lights will start blinking overnight.

Tina Hein, 142 Union Street, said that she saw counters in the Mudville area.

Mr. Robert Smith said yes they were checking the number of cars that travel the roads in the Mudville area.

Ms. Hein asked if the counters were looking for peak times of traffic?

Mr. Robert Smith said that the counters were there from 7:00 a.m. to 7:00 p.m. He said that the tubes that they put down can tell you how fast a car was driving, and the number of cars that went over it.

Mr. Robert Smith said that all the calculations are broken down in fifteen minutes intervals.

Ms. Hein asked if they could go back and review the calculations if they notice a change in the number of cars that drive through Mudville.

Mr. Robert Smith said that they would set up the same traffic count and do it again.

Mr. Marsden said that the traffic count was a baseline. So yes, they could have another traffic count done if the residents see a large amount of cars in the neighborhood.

Mr. Conley said that he does not think that after a few weeks we will know so there will not be a new traffic count done. He said after two months if needed it can be done.

David Dysert, 355 Adams Street, said that he feels like this had been a two phase project. He said that he is hoping that we are not moving ahead to fast. He is concerned about a double travel lane in front of Fiske's. He said that we will have more aggravation in the downtown area. He said that people will miss those parking spots at 8:30 in the morning. He said that it looks like we are catering to our out of town commuters. He suggested that we wait and see how the first phase goes before we go to the second phase.

Mr. Conley said that this has been discussed at length.

Mr. Dysert said that he is not buying it.

Mr. Conley said that he did not have to.

Mr. Dysert said that to have a baseline for Mudville is great, but what about all the cars that are stuck in traffic at the Sherborn line. Mr. Dysert said that queuing light is just going to frustrate drivers even more.

Susan Woodrow, 136 Union Street, asked if they have to detour traffic, where will it be detoured to. Mr. Robert Smith said that at this time they are not proposing any detours. He said that the road is wide so detours will not be needed. Mr. Robert Smith said that this project will define the roadway. A resident asked what will the next step be?

Mr. Ritter said that this will go out to bid. He said that we could have results in forty-five days.

Mr. Robert Smith said that they will have to have a small meeting just to go over some fine details about the lights.

Mr. Robert Smith said that this could start this summer. He said that a lot of prep work will be done and the equipment will be ordered. Mr. Robert Smith said that when the equipment comes in, they will resume the work. He said that would take us into the fall.

Mr. Conley said that this will be updated on the Towns website.

AT 9:12 P.M., MR. MARSDEN MOVED TO CLOSE THE HEARING. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

## FIRE DEPARTMENT SUPPLEMENTAL BUDGET REQUEST

Chief Michael Cassidy said that at last week's meeting the Board talked about his guideline budget request. He said that he has been to the Finance Committee. He said that he needs to increase funding to keep the ambulance going. Chief Cassidy said that the hourly rate for an EMT is 50% lower than a fire fighter. He said that some time ago there was an increase across the board, but the EMTs were not included in this. Chief Cassidy said that he has some employees that are both EMTs and fire fighters. He said that sometimes they need to staff the ambulance and the fire fighter will staff it as long as they are paid as a fire fighter. Chief Cassidy said that he would like to see an increase in the stipend. He said that on average, the EMTs are scheduled for 48 hours per month and they get an average a stipend in the amount of \$95. He said that if someone is going to be dedicated to be available for a shift they should be compensated. He said that some even give up their regular employment to serve the Town. Chief Cassidy said that they also miss family time. He said that they need to be staffed.

Mr. Marsden said that he would like to do a little homework on this.

Chief Cassidy said that he has an EMT that lives in Natick and he is at the fire station two days a week for twelve hours per day, and if there is not a medical he does not get paid.

Mr. Conley asked if we should wait for Mr. Leary. Mr. Marsden said that would be in two weeks and yes they should wait for him.

Mr. Conley said that he and the Board appreciates everyone on the ambulance.

## POLICE CHIEF POSITION SALARY RANGE DISCUSSION

Mr. Conley said that they have to do this tonight, because interviews will be starting soon.

Mr. Marsden said he has looked at all the data that was provided. He said that it was not accurate.

Mr. Marsden said a range from \$125,000 to \$145,000 iswhat he was thinking.

Mr. Conley said that the range he was thinking of was \$125,000 to \$135,000.

Both Mr. Conley and Mr. Marsden agreed on a salary range from \$125,000 to \$135,000 for the Police

Chief. Mr. Conley said that this will be for a three year contract.

AT 9:25 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. LEARY WAS ABSENT.

Respectfully submitted,	
Donna A. Muzzy	approved

# **WASHINGTON STREET CORRIDOR IMPROVEMENTS**

HOLLISTON
WASHINGTON BY COMBIDOR SUPPROVENENTS

TITLE SHEET AND INDEX

IN THE TOWN OF

HOLLISTON MIDDLESEX COUNTY

INDEX

DESCRIPTION

THE STREET AND REGIST

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EUROSA AND RESISCOSTO

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MARKE EGOAL PLANS

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HOLLISTON

FEBRUARY 2017

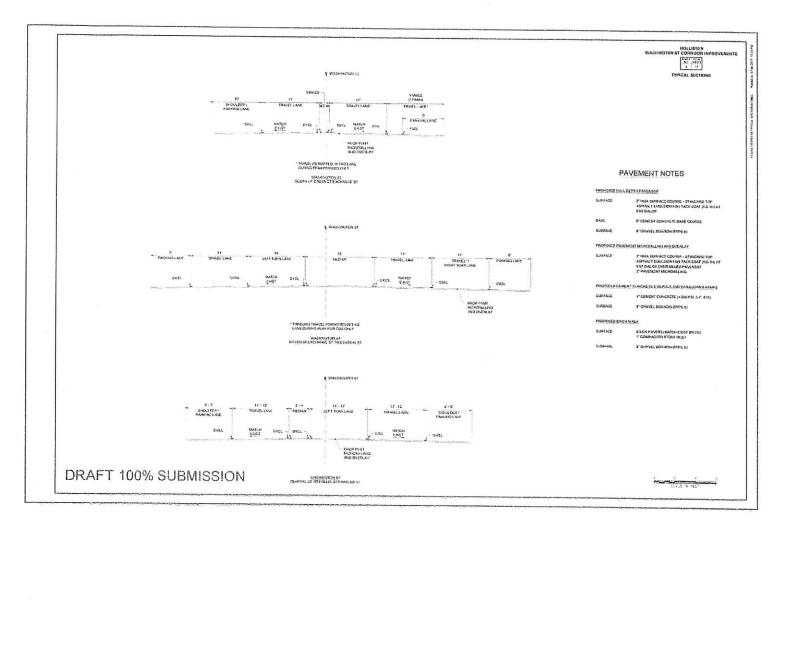
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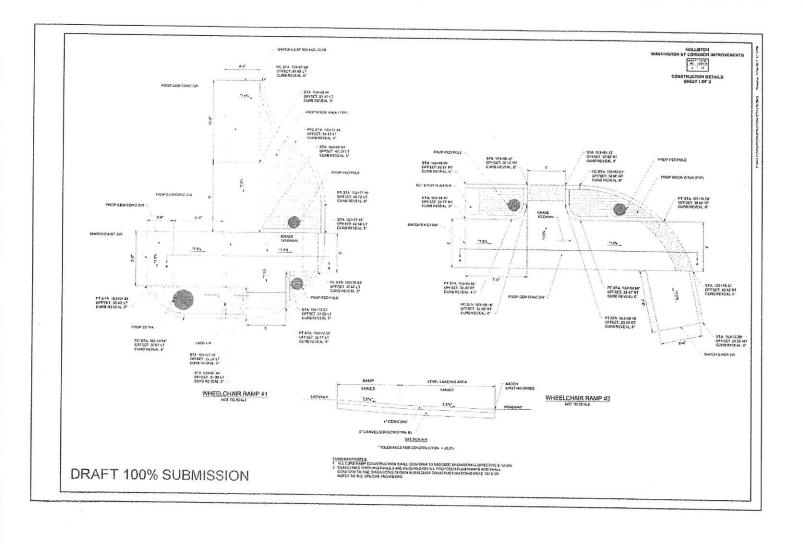
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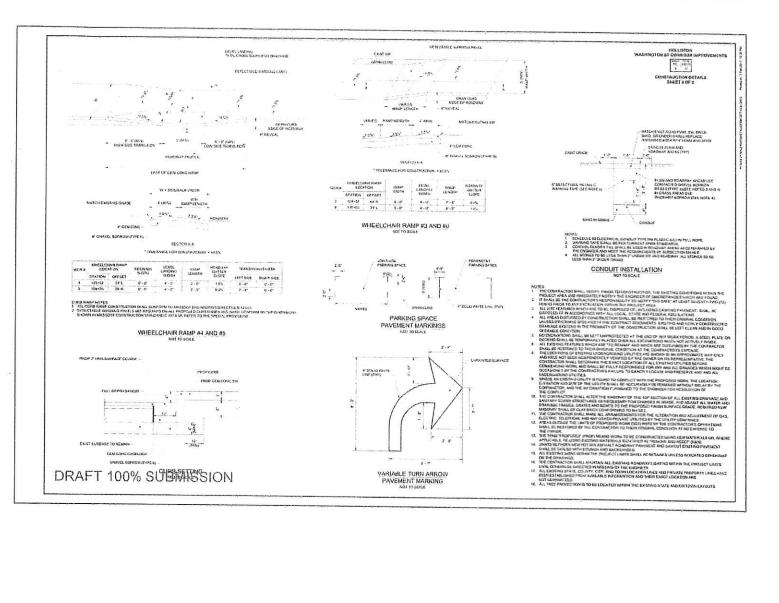
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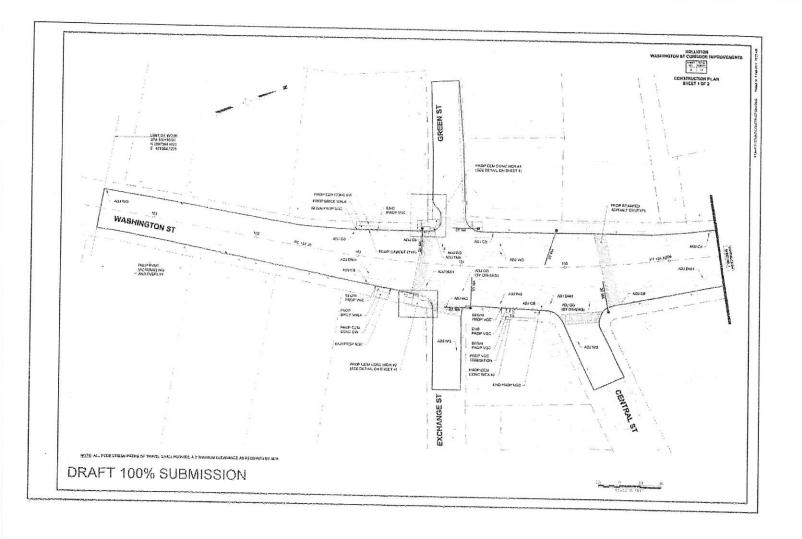
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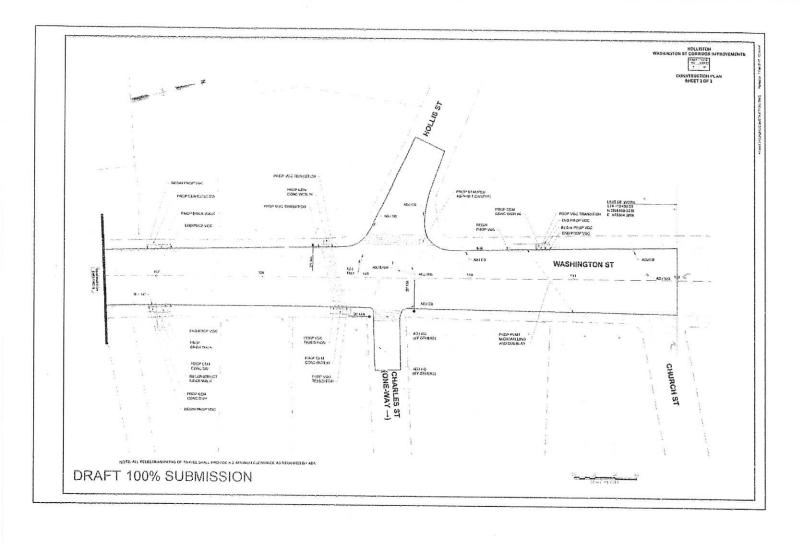
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		- TOWN OR CITY LAVOUT			DOUBLED ACTOM TWIETENE - 6, 12 MING R. REVOCE)	tic)	NUMBER	CSR	STEADY GREEN SLASH LEFT ARROW
		- COUNTY LAYOUT		ber,	BEHBLE YELLOW GEWIER LINE . 6	PC	POINT OF CURVATURE	CV	STEADY GREEN VEHICAL AUROW
	***************************************	- HAR AGAD SIGELINA	de la	10.	VELLOW CORE LAW: - 17" (15 SPACING, 178 SLDES)	POS	POINT OF COMPOUND CURVATURE	DL.	OVERLAP
		PROPERTY LINE OF APPHOXIMATE PROPERTY LINE			The state of the state of the state of	PGL	HADFEE GRADE LINE	1450	NGRIHIDUND
		- EASEMENT				Pf	POINT OF INTERSECTION	PED	PEDESTRUM
		THE PROPERTY OF THE PROPERTY O				PERC	PORT DISCURVE	PTZ	PAN, 1915, 250M
						rot	POINT ON TANGENT	Ħ	STEADY CARCULAR HED
						PRC	POWER SEVERES CURVATURE	LET.	STEADY RED LEFT ASROW
						PROF	PROJECT PROGRAM	ED .	STEADY RED RIGHT APROW
						PROP		TRISIG	THATFIC SIGNAL
						PAGE	PLANTABLE SOL BORNOW PARKING SOLID EDGG LINE - 4"	150	TRAFFIC SKINAL CONDUIT
						PER	PENT OF TANGENCY	14	STEADY WALK
-	y ==== payme					INC	PORYT OF VERTIGAL CURVATURE	NB.	WESTBOUND
1)120	1-11	00% SUBMISSION				m	POINT OF VERTICAL BITERICETION	*	STEADY CIRCULAR AUDER
	11 1 1	MOIOCHMICOLON				PVI	POINT OF VERTICAL TANGENCY	VL.	STEADY AMBER LEFT ANNOW
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DIV						PANE	PACEURIT PACEURITER WAY		

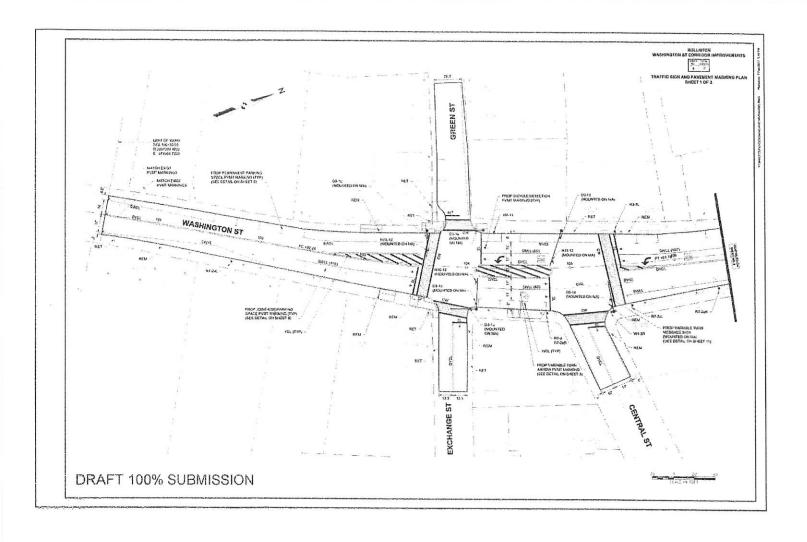


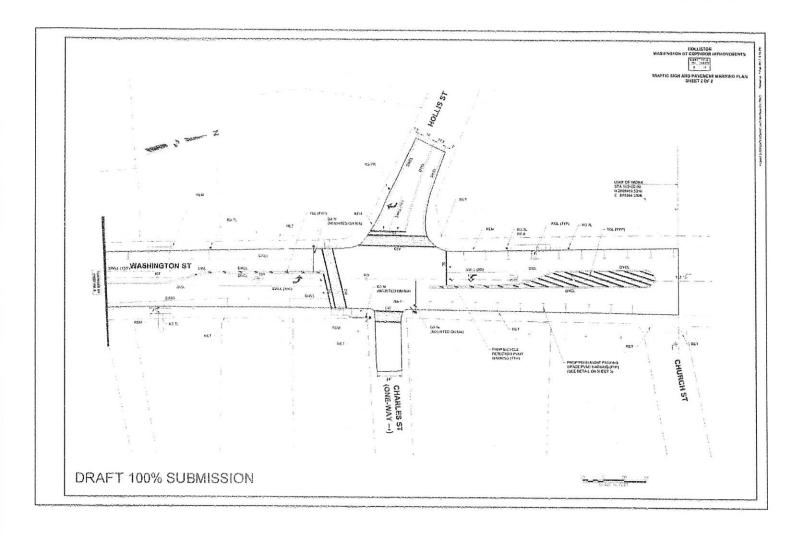










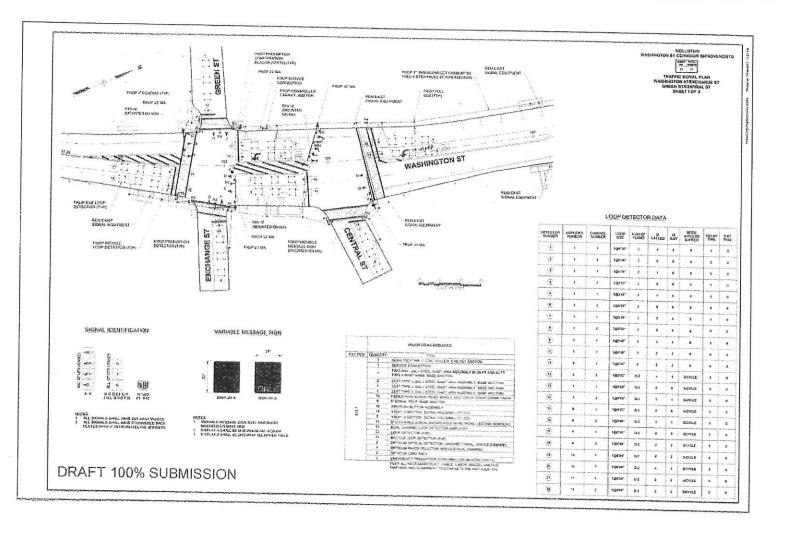


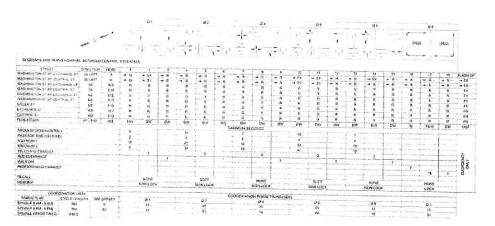
## TRAFFIC SIGN SUMMARY

ENTERCATOR	CATCE				TEX	TEXT DISTENSIONS (INCIDENT			NUMBER COLON			POST SIZE AND	una	AREAR
TAPAREN .	wane	HEIGHT	TEAT	LETTER	VERTICAL SPACING	ARROW THE MAR	NGHS REQURED	BACK- WHOLIND	LEGENO	ECROER	REQUIRED REQUIRED	AHEA (GF)	SQUARE FEET	
R3.TL	ж.	7.	11		SEE 2009 HEATON	,		si	re socia vicino	a	P5 1 4 - RED	9.50	26 20	
R3-7H	30"	56*	7.713 54 B (7.715 54)		redebbles de vibrage de		1				65-1 1-HEQ	9,00	300	
66-1	.56*	w	e				,		<u>i</u>	****	1-MOUNT	3.00	300	
-			(77)								DECHANGO	160	300	
fer-yat.	17	16.	G				,				P\$-1 2-HEQ	1.50	306	
H1-2:41	ır	16"	8		ĺ		7				P3 - 1	1.56	100	
818	12"	18"					1				2-REQ 1 MOUNTWIRE 24R	1.50	700	
		·	Marie Company of the								1- NOTHER APPLIES	1.50	300	
HZ-AP	17"		GD				1		İ		1-MOUNT WIRTE	0.50	250	
H7-13	ır	18-	8				,				P5 - 1 1 - REQ	1.50	150	
Rt0-12	20"	36"	F. 17.6 61. 17.6 16. 17.6		AND THE PERSON NAMED IN COLUMN		3				THUOM- C	0.00	27 60	
W4-JH	36"	36"	(B)				1				I-MOUNT ON MA	9.00	900	
D3-14	TeD	16"	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1				3		1		TRICKEC ANNO	Teo	750	
53-1k	TUD	18"	1 7 P W W 11				,				1 MOUNT			
											OUTUA	tao	780	
214.0	TED	16"	- and -				,				14HAHIT AMANA	TED	180	
D3-10	TEO	16"	465 2. 7				1		T T		1-MOUNT	TRE	150	
(I)-te	teb	18"									OH MA 1-DOOMF			
			-, ec. no 51				'				DHMA	TEO	184)	
D3-11	reti	12.	Par 2 S4		į		١				1 MOUNT ONNA	Tup	160	

DRAFT 100% SUBMISSION

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HOLLISTON GTON ST COURSE ON MARK UFIC SIGNAL PLAN
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#### EMERGENCY PREEMPTION SCHEDULE

AFROACH	PREEMPTICH PHANE	GALLED		
сировиткой	02	01		
DOMINGOUND	01495	Barce		
CASTROURGO	94	26		
WESTWEENES	Оe	#119t		

DRAFT 100% SUBMISSION

