



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
DECEMBER 11, 2017**

Present: Kevin Conley, Chairman; Jay Marsden, Vice Chairman; Mark Ahronian, Clerk

Also present: Jeff Ritter, Town Administrator

K. Conley called the meeting to order at 7:00p.m.

1.) Warrants: M. Ahronian read the Warrants. M. Ahronian made a motion to approve the weekly vendor (expense) and payroll warrants in the amount of \$6,054,139.83. Second, J. Marsden. Voted 3-0

2.) Public Comment: M. Ahronian noted that two (2) new trees were planted at the High School before the snow storm. This is in addition to the trees planted Church Street, Charles Street, Elm Street, and Stoddard Park. He thanked the Department of Public Works for their assistance.

K. Conley thanked all the public safety personnel for doing an outstanding job with the first snow storm of the season. Police/Fire/Ambulance and DPW all faced challenges but overall did an outstanding job.

Too often we forget to recognize these dedicated employees who are out there keeping all residents safe during these winter storms. On behalf of the Board we thank you.

K. Conley also noted that at a recent five (5) town meeting of the Board of Selectmen he was proud of the Holliston Fire Department and all that they do.

3.) Report of the Town Administrator: J. Ritter stated the closing on the Andrews School should take place before the Holidays.

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Performance evaluations have been rolled out to four (4) key department heads at Town Hall. The review process included a self-evaluation, the establishment of three (3) key goals and objectives which they will be measured against next year and the opportunity to provide input on J. Ritter's performance.

The Town Hall door replacement project is currently out to bid with a December 21, 2017 response date. There has been a strong response to date with sixteen (16) contractors seeking construction documents.

Finally, there will be a Tri-Board meeting tomorrow evening with the Board of Selectmen, Finance Committee, and School Committee. The meeting will take place at Pinecrest Golf Club starting at 7p.m.

4.) Fire Chief – Extraordinary and Unforeseen Fleet Repairs: Fire Chief Michael Cassidy was present and reported \$3,436.58 in repairs are needed on Rescue 1 which is a 1983 International. The truck is a former Coke a Cola truck and we are twelve (12) to fifteen (15) months away from the delivery of the new vehicle which was approved by Special Town Meeting in October. The steering box and drag link needs replacement. There is money in the budget but it is not an ideal situation.

The ladder truck is also in poor condition and is in need of repairs. K. Conley asked about the alignment. M. Cassidy said that would have to be addressed too.

Ambulance #2 the check engine lights is on and there is an estimate of \$2,753.50 to address those various repairs. There is money in the current budget to address these issues as well.

J. Marsden asked if the cost estimate was from a dealership and if the repairs were made would that bring your budget to zero? M. Cassidy said yes.

Regarding Engine #1, during the last preventative maintenance repairs totaling \$3,124.80 were identified, there is a leak in the seals for the fire pump.

K. Conley said regarding the backup ambulance he thought the price was high from the dealership. Also, regarding the front line pumper he assumed that vehicle was out of Warranty.

J. Marsden questioned the \$3,400 expense for the rescue truck. He understands things break especially regarding high end and frequently used vehicles and asked if there was any trade in values. M. Cassidy said the vehicles would be most likely traded in for scrap metal.

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J. Marsden stated he was not opposed to completing the repairs as outlined by the Fire Chief. M. Ahronian so moved. Second, K. Conley. Voted 3-0

5.) Board Business:

Minutes October 16, 2017; December 1, 2017 and December 4, 2017: J. Marsden made a motion to approve and release the meeting minutes from October 17, 2017; December 1, 2017; and December 4, 2017. Second, M. Ahronian. Voted 3-0.

Request for Qualifications – Library Roof and HVAC: J. Ritter presented to the Board the Request for Qualifications (RFQ) document that will be issued shortly for work to be completed on the Library roof and HVAC replacement. The RFQ is to engage a project consultant to assist with the design and actual procurement documents which be issued in the next couple of months in anticipation of funding being approved at the May Annual Town Meeting.

Special Municipal Employee Request – Trails Committee: J. Marsden made a motion to designate the Trails Committee to be Special Municipal Employees. Second, M. Ahronian. Discussion: J. Marsden asked J. Ritter to explain. J. Ritter responded that one individual can't be designated as was previously the procedure. With the change in the law the entire Committee must be designated Special Municipal Employees. The Board previously designated the Economic Development Committee under a similar provision. Voted 3-0

Housing Authority Appointment: J. Ritter briefed the Board regarding the current status of the Housing Authority and there is a critical need to advertise to the current open created with the resignation of Dally Miles. J. Marsden made a motion to advertise the opening on the Holliston Housing Authority. Second, M. Ahronian. Voted 3-0

FY19 Budget Guidelines: J. Ritter reported the performance evaluation tool has been sent out to four (4) department heads at Town Hall. They are in the process of completing a self-evaluation. The forms are to be returned this Friday. As part of the review process the department heads have been asked to identify three (3) goals and objectives and will be given the opportunity to provide feedback regarding J. Ritter's evaluation.

Since, department heads have not been given the opportunity to identify or achieve these goals it would not be fair to measure performance of department heads against these unidentified goals this year. In theory, he supports the concept of compensation based on performance but this approach is now starting to be rolled out and could be used next year.

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Regarding the proposed one (1) percent v. one and a half (1.5) percent proposal by the Finance Committee. The Board agreed to a two (2.0) percent increase for the DPW Union and it would not be fair to target non-union employees for a lesser amount.

The Board agreed with both approaches but wanted to provide the opportunity for the Finance Committee to respond and to see if we can achieve agreement for FY19 budget process at two (2) percent and to revisit the approach next year. J. Ritter will notify the Chairman of the Finance Committee and invite the Finance Committee to meet with the Selectmen next Monday.

FY19 Project List: J. Ritter stated that it has been the custom of the Board of Selectmen to share with our State Representatives the Town's project list for the next fiscal year. The Selectmen have been doing this at least two (2) years and now is the opportunity to prepare a new list. During a recent phone call from Senator Spilka's Office two (2) types of projects appear to be highlighted, innovative programs to address substance abuse and transportation projects.

J. Marsden stated he thinks actual programs are being encouraged, we are being asked if you were to receive funding how would the funds be used to help address substance abuse.

K. Conley asked if J. Ritter should reach out to the five (5) area towns to see what they are doing and perhaps make a joint appeal as a regional effort.

M. Cassidy said last year a grant proposal was prepared for a private foundation but was not funded we could use that as a basis for this new appeal. J. Ritter said education is an essential first step and exploring as part of the application a speaker bureau to address substance abuse in the home, workplace, and the community.

This item will be on a future Agenda.

Class II and Class III Auto Dealer License Renewals: J. Marsden made a motion to approve and renew the following Class II Dealer Licenses (sale of used vehicles): 3660 Motorsports, LLC; Authentic Auto Sales, Inc.; Classic Auto Sales, Inc.; Countryside Motors; Classic Motor Cars, LLC d/b/a Green Monster Motor Cars; Holliston Auto Village; Hometown Automotive Service and Sales, Inc.; Hometown Select Cars; Hometown Autobody; Keystone Automotive; Michael Orman Performance Marques, LLC; P. Coan Corporation; Below Gas Corporation d/b/a Planet Petroleum; Scooby Truck Sales; Village Service Centers, Inc. d/b/a Washington Street Auto Sales, Vintage

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Motorsports Garage, LLC; Greengus Motor Company, Inc. d/b/a WCG Enterprises; and Roadmaster Motors, LLC. Second, M. Ahronian. Voted 3-0

J. Marsden made a motion to approve and renew the following Class III Junk Dealer License: Holliston Equipment Company, Inc. Second, M. Ahronian. Voted 3-0

Site Readiness Program Point of Contact Appointment: J. Marsden made a motion to designate Karen Sherman, Town Planner to be the primary point of contact under the State's Site Readiness Program. Second, M. Ahronian. Discussion: J. Ritter briefed the Board regarding the advantage of the program and noted the Economic Development Committee also reviewed this last week and recommended Ms. Sherman's designation. Voted 3-0

6.) Any Other Business: The Board signed the Weekly Treasury Warrant in the amount of \$6,054,139.83 and the Class II and Class III license renewals. The Board agreed to meet on Wednesday, January 3, 2018.

Adjourn: At 7:48p.m. M. Ahronian made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator