



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
DECEMBER 18, 2017**

Present: Kevin Conley, Chairman; Jay Marsden, Vice Chairman

Mark Ahronian, Clerk (arrived at 7:06p.m.)

Also present: Jeff Ritter, Town Administrator

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

1.) Warrants: J. Marsden read the Warrants and made a motion to approve the weekly vendor (expense) and payroll warrants in the amount of \$1,512,877.72. Second, K. Conley. Voted 2-0

2.) Public Comment: Robert Cassidy, 10 Regency Drive was present and asked to Board to consider extending the deadline for trash collection at condominiums until January 7, 2018. This would allow for a smooth transition. Further, he requested to be placed on the Board's next meeting Agenda which is Wednesday, January 3, 2018. He would like to provide more details regarding the specific impact on the Regency townhouse/condominium complex.

J. Marsden stated the owners have been provided significant notice and lead time to plan for this change and is not in favor of meeting with them on January 3, 2018. R. Cassidy said they were only provided four (4) weeks notice and there are many issues that need to be addressed. They received notice on November 17, 2017. He understands the October Special Town Meeting vote is non-binding.

R. Cassidy noted that the residents at the Regency will have to pay about \$100 each for the 45 units

Page Two

Board of Selectmen, Meeting Minutes 12/18/17

M. Ahronian said at least a one year notice has been provided and the Board can't make an exception. The Board can't adopt a policy that favors one townhouse/condominium over others. The policy must be fair to everyone.

M. Ahronian offered no additional public comment.

J. Marsden wished everyone a happy holiday as did K. Conley.

3.) Report of the Town Administrator: J. Ritter briefed the Board regarding the status of various projects. A Press Release was issued regarding the opening on the Housing Authority any resident interested in serving on the Housing Authority Board should send a letter of interest to the Selectmen's Office. Once received there will be a joint meeting between the Board of Selectmen and the Housing Authority to consider a joint appointment until the next regular municipal election.

Performance evaluations are being completed on two (2) department heads in the Town Hall. These include a self-evaluation, three (3) goals, locating any job descriptions and or any employment agreement some of which exist some do not. The other two (2) department heads will be asked to complete their self-evaluations this week and return them to the Selectmen's Office.

Interest from contractors continues to grow regarding the Town Hall door replacement project. Questions have arisen regarding the hardware, if the existing hardware will be reused or replaced. An addendum has been prepared and there will be a mandatory onsite briefing on Thursday, December 28th at 1p.m. The new response date has been extended until Thursday, January 4th at 11a.m.

Consistent with the Board's goals and objectives the final meeting took place this afternoon regarding the establishment of a Capital Improvement Plan (CIP). Over the years there have been several attempts to codify a CIP. But with a grant received under the Community Compact program the Town was able to use UMASS Boston to facilitate a discussion between the School Committee, Finance Committee and the Board of Selectmen. The Finance Committee, per Bylaw has designated a Capital Improvement Planning sub-committee and documents including a town-wide and school department inventory with a five (5) year plan will be turning over to the CIPC.

There will be an onsite meeting this Thursday for engineers/architects interested in working on the Library roof and HVAC replacement and improvement project.

Page Three

Board of Selectmen, Meeting Minutes 12/18/17

Finally, J. Ritter extended his thanks to all the Town employees for their hard work and dedication over the year and wished everyone a safe holiday season and a peaceful new year.

4.) Board Business:

Minutes October 23, 2017; December 7, 2017; December 11, 2017; and December 12, 2017: J. Marsden made a motion to approve and release the meeting minutes from October 23, 2017; December 7, 2017; and December 11, 2017 and December 12, 2017. Second, M. Ahronian. Voted 3-0.

Community Farm Advisory Committee Revised Charge: K. Conely read the proposed revised Community Farm Committee charge. The revised charge removes any reference to the Committee preparing a Request for Proposals. The Committee would like to continue to manage the farm on Roger Road. Everything is working very smoothly.

J. Marsden thanked the Committee for doing a wonderful job. The Committee at the start had a difficult challenge given the previous Committee was off track. The new Committee is taking a hands on approach and are very active. He had no objection for the Community Farm Advisory Committee continuing to manage the property, they are a talented group.

However, he would agree with this approach provided there be a one year evaluation to see how things were working. This would be in the best interests of both parties.

M. Ahronian agreed and stated that a six (6) month or one (1) year written report or in person meeting would be preferred. The Board agreed to drop reference to the RFP and to have a one (1) annual meeting with the Community Farm Advisory Committee this would also allow the opportunity to promote a community asset to the public.

M. Ahronian made a motion to approve the plan as discussed. Second, K. Conley. Voted 3-0

FY19 Budget Guidelines: As a follow-up to the discussion last week J. Ritter asked the Board to authorize him to communicate with Department Heads that they also include a two (2) percent cost of living increase in their budget materials. This approach would be an alternative to the one (1) percent cost of living increase the Finance Committee voted as a base in their budget guidelines.

J. Marsden stated that he would continue to respect and support the Finance Committee at one (1) percent base as a starting point.

Page Four

Board of Selectmen, Meeting Minutes 12/18/17

M. Ahronian said he also respected the Finance Committee and their desire to take a conservative approach toward cost of living but thought the two (2) percent was fair and should be included in the budget preparation documents.

K. Conley stated the economy is strong and growth is strong but he also respected the opinion of the Finance Committee and noted that debt is coming off the books and now is the time to accommodate the needs non-union employees.

J. Marsden asked if FY20 would have a two (2) percent increase. J. Ritter stated that FY20 is 2.5 percent and supports the concept of making an addition .5 percent increase for those employees who are exceeding expectations based on the recently rolled out performance evaluation which stated three (3) goals and objectives so it is possible next year this time we could be looking at some non-union employees who could be eligible for up to a three (3) percent increase.

M. Ahronian made a motion for Department Heads to include in their budget presentations a one (1) percent cost of living increase and a two (2) percent cost of living increase for non-union personnel. Second, K. Conley. Voted 2-1 (Marsden)

FY19 Project List: J. Ritter brief the Board regarding the revised FY19 project list to be submitted to State Senator Karen Spilka and State Representative Carolyn Dykema.

Specifically, these include a community wide substance abuse program and education, a regional approach for an emergency fund for veterans who could access funds to bridge gap financing for emergencies such as heating oil or clothing. Senior Center building improvements and a vehicle to transport one or three seniors to medical appointments. Perhaps a Kia 501 or Honda Element. Improvements to the entry at 1750 Washington Street and public safety signals at the schools.

Alcoholic Beverage, Amusement Device and Entertainments License Renewals: J. Marsden made a motion to approve and grant for 2018 one Automatic Amusement Device License for Casey's Crossing, 81 Railroad Street. Second, M. Ahronian. Voted 3-0

J. Marsden made a motion to approve and grant for 2018 Entertainment Licenses for Casey's Crossing, 81 Railroad Street; Jasper Hill Café and Bristo, 770 Washington Street. Second, M. Ahronian. Voted 3-0

J. Marsden made a motion to approve and grant for 2018 License Alcoholic Beverages Licenses to the following: the Licensing Board of the Town of Holliston, Massachusetts

Page Five

Board of Selectmen, Meeting Minutes 12/18/17

Hereby grants a Common Victualer License to Expose, Keep for Sale and to Sell All Kinds of Alcoholic Beverage to be Drunk on the Premises to:

Anthony's on the Green, 212 Prentice Street; Bertucci's Restaurant Corporation, 414 Washington Street; Casey's Crossing Limited, 81 Railroad Street; Jasper Hill Café and Bristo, 770 Washington Street;

and Not to be Drunk on the Premises, Central Café and Convenience, 92-94 Central Street; Corner Market, 12 Concord Street; Crafted, 400 Washington Street; The Wine House, 76 Central Street;

Retail Package Goods Store, Not to be Drunk on the Premises, Depot Package Store, 110 Church Street; Inc.; Pramdaksh, Inc. d/b/a Holliston Wine and Spirits, 461 Washington Street; and Mall Liquors, Inc. d/b/a Lincoln Liquors, 1566 Washington Street. Second, M. Ahronian. Voted 3-0

J. Marsden made a motion to approve and grant one Used Car Dealer's License – Class II to Buy and Sell Second-Hand Motor Vehicles to Roadmaster Motor, LLC (Robert Ciardi and Patrick DiTucci), 543 Concord Street. Second, M. Ahronian. Voted 3-0

Pinecrest Golf Course Deck Replacement Bid Specification: J. Ritter presented the proposed bid specification for the replacement of the exterior deck and possible expansion of the deck area at Pinecrest Golf Club. He is working on issuing the bid documents but needs to coordinate with the managers of Anthony's on the Green. The hope is to get it stated on March 1st and have it completed by March 31st.

One Day Alcoholic Beverage Permit – New Year's Eve: Information was missing or could not be located at that point in time the Board will review at a future meeting. It was discovered later the request was in the to be signed folder from Basavaraj Siddappo for a New Year's Eve Celebration event to be held on December 31, 2017 from 5:00p.m. until midnight. The Board signed the One Day Alcoholic Beverage Permit and will take a confirmatory vote at a future meeting.

5.) Any Other Business: The Board signed the Weekly Treasury Warrant in the amount of \$1,512,877.72 and the Alcoholic Beverage license renewals; Amusement Device and Entertainment Licenses and Class II renewals and a One Day Alcoholic Beverage Permit for a New Year's Celebration.

Adjourn: At 8:03p.m. M. Ahronian made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Page Six

Board of Selectmen, Meeting Minutes 12/18/17

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J. Jeffrey Ritter", is written over the typed name.

J. Jeffrey Ritter

Town Administrator