



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
JANUARY 10, 2018**

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

Absent: Mark Ahronian, Clerk

Also present: Jeff Ritter, Town Administrator

K. Conley called the meeting to order at 6:01p.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 \$593,078.68. Second, K. Conley. Voted 2-0

2.) **Public Comment**: J. Ritter noted there was a large snow storm last Thursday and he thanked the DPW staff and all the DPW workers for doing an extraordinary job in snow plowing. The workers often go unrecognized for their work.

D. Moore, 183 Mill Street stated that as a nurse she often travels during all hours of the day and also noted the roads in Holliston were in excellent shape. J. Marsden and K. Conley also offered their congratulations to the DPW staff.

3.) **Report of the Town Administrator**: J. Ritter reported he attended the 8 Arch Bridge Committee meeting last evening.

The Economic Development Committee will be meeting tomorrow morning at 8:a.m.

There will be a briefing tomorrow afternoon at the Library with consultants interested in working on the roof project and the replacement of the HVAC system. The selected

Page Two

Board of Selectmen, Meeting Minutes

1/10/18

consultant will assist the Town in preparing the bid specifications and reviewing the responses.

The Town and Schools have received two (2) \$50,000 grants to assist the community in dealing with the substance abuse problem. Specifically, the Holliston Drug & Alcohol Awareness Coalition will receive \$50,000 to help them develop a strategic substance abuser prevention plan. The School Department will receive \$50,000 to develop a Holliston Schools Substance Abuse Prevention Program. K. Conley asked if the two (2) programs could be combined? J. Marsden said the two (2) programs most likely have different audiences.

Finally, regarding the water damage at Town Hall. Chris Meo and J. Ritter were at Town Hall Saturday morning. J. Ritter returned Saturday afternoon. Everything checked out fine. Sunday morning C. Meo returned at approximately 9a.m. and discovered a heating coil let go in the hallway on the first floor. The water release was stopped. J. Ritter responded at about 9:20a.m. Andrea, Donna, Chris, Mike Cassidy and J. Ritter were onsite most of the day Sunday. Service Master responded as did our insurance adjuster. Monday the building was open. Tuesday afternoon we had to close due to poor air quality. Wednesday the cleanup continued. Friday, at 10a.m. J. Ritter will be meeting with the general contractor and the Building Inspector. Saturday and next Monday, Service Master will continue the cleanup.

J. Ritter thanked the immediate response of all those involved. Especially, C. Meo for being there on Sunday morning. He saved the building and the town a lot of money.

4.) Board Business:

Minutes: January 3, 2018: J. Marsden made a motion to approve and release the meeting minutes from January 3, 2018. Second, K. Conley. Voted 2-0.

Police Department Gift Acceptance: J. Marsden noted the new policy on the acceptance of gifts as part of the Town's financial best practices and made a motion to accept a gift in the amount of \$125 from Century Wood Manufacturing. Second, K. Conley. Voted 2-0

FY19 Budgets: J. Ritter presented and reviewed the proposed **FY19 Solid Waste Budget**. It was noted this Contract expires on June 30, 2019 and the Sustainability Waste Management and Recycling Committee will be invited to meet with the Board of February 5th and provide an update on that and other projects they are working on. J. Marsden made a motion to approve and submit the FY19 Solid Waste Budget to the Finance Committee. Second, K. Conley. Voted 2-0

Page Three
Board of Selectmen, Meeting Minutes
1/10/18

J. Ritter presented and reviewed the proposed **FY19 Animal Control Budget**. It was noted this is a contracted service with the Town of Ashland. J. Marsden noted at two (2) increase is a .5 percent increase from the Finance Committee guideline or approximately \$196 over the guideline document. J. Ritter said he has consulted with the Town of Ashland and the 2 percent increase for the service is a pretty modest increase but could return to the discussion with the Ashland Town Manager. J. Marsden made a motion to approve and submit to the Finance Committee the FY19 Animal Control Budget. Second, K. Conley. Voted 2-0

J. Ritter presented and reviewed the proposed **FY19 Motor Vehicle Fuels Budget**. J. Marsden noted this budget is very susceptible to market conditions. J. Marsden made a motion to approve and submit to the Finance Committee the FY19 Animal Control Budget. Second, K. Conley. Voted 2-0

J. Ritter presented and reviewed the proposed **FY19 Celebrations (Memorial Day) Budget**. J. Marsden made a motion to approve and submit to the Finance Committee the FY19 Celebrations Budget. Second, K. Conley. Voted 2-0

J. Ritter presented and reviewed the proposed **FY19 Liability Insurance Budget**. J. Ritter stated the Workers Compensation and Police and Fire Accident insurance has been moved to the benefits budget under the Treasurer/Collector. The current budget is in deficit because we have not received the MIIA Rewards credit yet those normally applied during the month of May or June. J. Marsden made a motion to approve and submit to the Finance Committee the FY19 Liability Insurance Budget. Second, K. Conley. Voted 2-0

Reciprocal Household Hazardous Waste Collection Agreement: J. Ritter reported this is an annual renewal and it is part of a shared service provided to residents in several communities. Holliston is part of the Reciprocal Agreement. J. Marsden noted that Holliston residents, under the Agreement can go to other towns to dispose of hazardous waste materials if there is an opening to do that. J. Marsden made a motion to approve and sign the Agreement.

Pinecrest Food Concession Contract Discussion: Deb Moore, Chair of the Golf Course Committee was present. She said the Golf Course Committee has reviewed the current Contract and would like the opportunity to provide the Selectmen some input based on the following observations:

Page Four
Board of Selectmen, Meeting Minutes
1/10/18

The current contract is for three (3) years with two (2) one year extensions. The monthly rent is for approximately \$666.00 per month. The Town should take a look at the monthly rent.

J. Marsden said we should take a look at a flat base rate incorporated including the sale of liquor

K. Conley stated there has been a 2% increase over the last four (4) years.

D. Moore said the Town needs to take a look at the revenue over the last 1-12 years.

K. Conley said he has asked for a calendar year revenue reports from the Town Accountant.

D. Moore said the lights are left on which means the Town pays the bills vs. the one who holds the Contract. This is wrong and should be addressed.

K. Conley said the cost of the utilities should be rolled into the Contract.

J. Marsden said timers might help this situation. Further, J. Marsden stated, regarding page 2 of the Contract, the current agreement is working fine, they are supportive and positive. But it could be useful to develop a check list highlighting the positive service vs. negative service for the customer to complete.

K. Conley said the food concession should be open when the Golf Course is open.

D. Moore said there are times when the Golf Course is operational and the food concession is not open to golfers. This is a potential problem. They tend to be open for special events and do not provide the attention to golfers.

Page 4, of the Contract, it is not clear if and when the rugs are cleaned the Contract calls for twice per year.

Page 4, of the Contract, it is not clear if and when the bathrooms are cleaned. They should be cleaned twice per day when there are events.

Page 4, of the Contract, the Manager needs to address the trash at the side door.

Page 4, of the Contract, the Manager needs to address the dumpster doors being closed.

Page Five
Board of Selectmen, Meeting Minutes
1/10/18

Page 6, .27 J. Marsden said he would have to assume all local rules and regulations are being followed unless there is a complaint.

Page 7, .34 this provision should follow all Town policies.

Page 7, .8 smoking free signs need to be installed and a designated smoking area should be established.

D. Moore said the Golf Course Committee should be provided oversight of the Food Concession operations. The Board took that under advisement.

K. Conley said he appreciated the input and this will be part of a larger discussion the bid document will be issued this coming Fall.

Adjourn: At 8:01p.m. J. Marsden made a motion to adjourn the meeting. Second, K. Conley.
Voted 2-0

Respectfully submitted,



J. Jeffrey Ritter