



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
JANUARY 17, 2018**

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 6:00p.m.

- 1.) **Warrants**: M. Ahronian read the Warrants and made a motion to approve the weekly vendor (expense) and payroll warrants in the amount of \$1,290,161.84. Second, J. Marsden. Voted 3-0
- 2.) **Public Comment**: K. Conley stated that his trash had not been picked up today and there was a delay in several neighborhoods.
- 3.) **Report of the Town Administrator**: J. Ritter reported that he and the Chairman of the 8 Arch Bridge Committee met this morning in Needham at Gill Engineering with NEL the selected Contractor for the bridge restoration project. Topics included, pre-cast concrete time table for manufacturing and delivery and the railings as well. It was a very productive discussion and it appears the project is on schedule with an anticipated completion date of May 31, 2018.

Work will start this Thursday or next Tuesday regarding the masonry work need at the front entry to the Library.

The Request for Qualifications will be received tomorrow morning at 10a.m. for architects/engineers regarding the HVAC work and roof replacement at the Library.

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The Holliston Drug and Alcohol Awareness Coalition has been designed to receive \$50,000 from the Commonwealth to prepare a strategic substance abuse prevention plan. A letter to the Governor is in the to be signed file releasing the release of funds.

J. Ritter asked Fire Chief Cassidy to come forward and to announce and recent grant award. Chief Cassidy came forward and announced that Holliston is to receive two (2) grants. The first, is for \$3,708 under the "Student Awareness of Fire Education (S.A.F.E.) grant program. The second is for 2,415 under the Senior Safe grant program.

J. Marsden thanked the Chief for his hard work in securing the grants and education is key to fire prevention. K. Conley agreed education for both seniors and children is essential for preventing structure fires.

K. Conley asked about the hydrants in town and if they have been cleared of snow? Chief Cassidy stated there are about 900 hydrants in town and about half have been cleared. It is very important that residents adopt a hydrant and keep them clear. There was a delay in responding to a January 1, 2018 structure fire due a hydrant covered in snow.

M. Ahronian asked about the status of the deck replacement at Pinecrest Golf Course. J. Ritter responded the bid documents should be issued in the next ten (10) days.

- 4.) **Building Inspector Budget:** J. Ritter presented the FY19 Building Inspector budget. The budget guideline is \$134,471. The 1% budget is \$134,464 or \$7 under guideline. The 2% budget is \$134,463 or \$8 dollars under guideline. M. Ahronian made a motion to approve and recommend to the Finance Committee the 2% budget. Second, K. Conley. Voted 2-1 (Marsden)

5.) **Board Business:**

Minutes from January 10, 2018: J. Marsden made a motion to approve and release the Meeting Minutes from January 10, 2018. Second. M. Ahronian. Voted. 3-0

FY19 Budgets: (Selectmen): J. Ritter presented the Selectmen's budget. The budget guideline number is \$269,089. The 1% budget is \$274,690 or \$5,601 over budget guideline. The 2% budget is \$276,954 or \$7,865 over guideline.

The reason for the increase is a the Board increased the clerical part-time hours from 25-30 per week in order to be in compliance with the Public Records Law. Historically,

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Funds have been taken out of the rental fees for the upstairs hall to partly fund this position. Now it is more accurately reflected and accounted for in the actual budget line item. The clerical-part time person will also achieve the top Step 7, Grade 200 which is now accounted for in the budget. Also, in order to be in compliance with the Public Records Law we had to increase Donna's hours from 25 to 30 per week to prepare meeting minutes.

M. Ahronian made a motion not to approve the FY19 Selectmen's budget. Second, K. Conley. Voted 3-0

(Public Buildings): J. Ritter presented the Public Buildings budget. The budget Guideline number is \$277,084. The 1% budget is \$276,989 or \$95 under budget guideline.

The revenues reported under this budget are from the Town Hall rental. The revenues under the Selectmen's budget is from the annual licenses. That was part of the confusion. So there are funds available to pay for the part-time clerical person under the Selectmen's budget.

J. Marsden made a motion to approve the Public Buildings budget. Second, M. Ahronian. Voted 3-0

(Selectmen FY19 Budget): The Board returned to the Selectmen's budget. J. Marsden said he is aligned with the 1% Finance Committee approach. M. Ahronian made a motion to approve the 2% budget recommendation. Second, K. Conley. Voted 2-1 (Marsden)

(Economic Development FY19 Budget): J. Marsden made a motion to approve and recommend a 1% budget. Second, K. Conley. Voted 2-0-1 (Ahronian)

(Zoning Board of Appeals FY19 Budget): J. Marsden made a motion to approve and recommend a 1% budget. Second, K. Conley. Voted 2-0-1 (Ahronian)

A.P. Associates Contracts for the Culvert Design Phase of Westfield Drive and Engineering for Winter Street Water Main Design: Sean Reese, DPW Superintendent was present and reviewed the proposed Contracts for both projects with the Board. J. Marsden made a motion to approve and sign both Engineering Services Agreements. The first, between the Town and A.P. Associates in the amount of \$38,200 for the permitting and design phases of a culvert replacement for Westfield Drive, dated January 3, 2018; and the second, between the Town and A.P. Associates in the amount of \$78,000 for the

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design of water main and appurtenances for Winter Street. Second, M. Ahronian. Voted 3-0

Snow Removal: S. Reese stated that approximately 67% of the snow and ice budget has been spent. So far it has been a busy winter.

6.) Other Business:

Annual Town Meeting: J. Marsden made a motion to approve and post the notice of the Annual Town Meeting. Second, M. Ahronian. Voted 3-0

Adjourn: At 6:45p.m. J. Marsden made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter