

703 Washington Street
Holliston, MA 01746

**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
JANUARY 22, 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 7:00p.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 \$776,469.33. Second, J. Marsden. Voted 3-0

- 2.) **Public Comment**: M. Ahronian said next year as part of the budget process the Town needs to treat union and non-union the same especially regarding any cost of living adjustments. The Selectmen and the Finance Committee need to work closely. To treat non-union employee different than union employees is poor for morale and sends a negative message. We need to develop a process to follow and develop a team effort.

K. Conley asked if residents with a Tuesday pick-up can double up on their trash this Tuesday. J. Ritter said yes given last Tuesday's trash pick-up was skipped due to the snow storm.

K. Conley warned residents about black ice.

- 3.) **Report of the Town Administrator**: J. Ritter reported that Request for Qualifications for the Library roof and HVAC units was received last Thursday. Two (2) proposals were received and they are currently under review by Town Counsel and hopes to have a recommendation next Mondays for the Board to consider.

The Pinecrest deck replacement bid should be issued this week.

The Town Hall door replacement bids are to be received this Thursday.

The permit renewal for the Wastewater Treatment plant was submitted to DEP today.

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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.

- 4.) **Technology Department Budget:** Chris Meo, Technology Director was present and reviewed his FY19 1% and 2% budgets with the Board.

The 1% budget would jeopardize his ability to fix printers and servers. Currently, he is doing a lot of this work in house. M. Ahronian thanked C. Meo for being on site Sunday morning when he discovered the water leak. C. Meo he has sensors throughout several buildings and the sensors notify him when the temperature downs below are safe level. These sensors are part of the Technology Department's budget and are critical for protecting our buildings during cold weather. Or when the temperature reaches too high a level as it did today at the Police Department.

C. Meo noted he and staff will be working on a proposal to upgrade the Town's web site perhaps with a new vendor.

He further noted that since his budget is mostly personnel related with his salary there is very little room for adjusting it to meet the 1% guideline without cutting into equipment repairs.

M. Ahronian asked what it would take not to reduce services. C. Meo said it is very difficult to reduce the budget given the budget is mostly driven by the salary and there is not much else.

J. Marsden noted that reducing the budget and or capital requests exposes the Town to the possibility of reduced services provided by the Technology Department. Perhaps the Board should discuss with the Finance Committee before accepting the budget. There have been huge improvements and advancements even with a tighter and tighter budget

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M. Ahronian asked J. Ritter for a recommendation. J. Ritter said he supports the 2% budget.

J. Marsden made a motion to support the 1% budget for now. Second, K. Conley. Voted 2-1 (Ahronian).

5.) Board Business:

Minutes from April 12, 2017: J. Marsden made a motion to approve and release the Meeting Minutes from April 12, 2017. Second, K. Conley. Voted. 2-0-1 (Ahronian)

Minutes from January 17, 2018: J. Marsden made a motion to approve and release the meeting minutes from January 17, 2018. Second, M. Ahronian. Voted 3-0

On-Call EMT and Per Diem Dispatcher Appointments: J. Marsden reviewed the applications for both appointments to the Fire Department.

Jessica Kee of Framingham as an On-Call EMT. Ms. Kee is a recently certified EMT, who has some daytime availability. She recently was also hired by a private ambulance service, and would look to work shifts in Holliston around her full-time schedule at EasCare.

Daniel Lamme of Holliston as a Per Diem Dispatcher. Dan is an on-call member of the Fire Department with more than a decade of EMS experience. He has expressed an interest in training in dispatch. This appointment could provide the Department with some flexibility in filling openings created by vacations and sick time.

J. Ritter recommends appointment by the Board of both individuals.

M. Ahronian made a motion to approve both appointments. Second, J. Marsden. Voted 3-0

FY19 Budgets – Wastewater Treatment and Sealer of Weights and Measures: J. Ritter presented the Wastewater Treatment plant budget. The Treatment plant located at 100 Linden Street supports the elementary schools and is managed under contract with Whitewater.

M. Ahronian made a motion to approve and submit to the Finance Committee the Wastewater Treatment FY19 budget in the amount of \$75,861 at guideline. Second, J. Marsden. Voted 3-0

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J. Ritter said, regarding the Sealer of Weights and Measures, this is before the Board as a procedural matter. There is no funding or appropriation through the budget. Funding for this service is provided by a revolving account.

J. Marsden made a motion to continue the practice of funding this budget through the revolving account. Second, M. Ahronian. Voted 3-0

Andrews School Closing Documents: J. Marsden made a motion to authorize the Chairman to sign on behalf of the Board of Selectmen all closing documents for the transfer of the former Andrews School on School Street including the deed. Second, M. Ahronian. Voted 3-0

6.) Any Other Business: J. Marsden made a motion to approve and sign the notice of the Annual and Special Town Meetings for 2018. (incorrect date last week)

Adjourn: At 7:25p.m. J. Marsden made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter