

**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
FEBRUARY 5, 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.

The Board was posted for an Executive Session at 6:30p.m. There was no need for the Executive Session and the Board started its regular open session 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 \$479,387.26. Second, J. Marsden. Voted 3-0

2.) **Public Comment**: M. Ahronian Thanked the Department of Public Works for doing an extraordinary job in maintaining the roads on Saturday evening. The roads were very slippery and the Department did an outstanding job keeping the roads and sidewalks safe for the public.

J. Ritter said he and his wife attended the annual "Souper Bowl" Saturday evening. It is a great fundraiser to benefit the Holliston Food Pantry.

3.) **Report of the Town Administrator**: J. Ritter he received a proposed Agenda for the 5 Town Board of Selectmen meeting to be held in Medway, at the Thayer House on March 8, 2018 at 7:00p.m. He asked the Board if there were topics they would like to discuss.

K. Conley asked if J. Ritter could invite State Representative Carolyn Dykema and State Senator Karen Spilka. J. Ritter said he would extend the invitation to both.

The 8 Arch Bridge Committee will provide the Board with a progress report next week. Hay bales have been put in place and the survey work has started.

J. Ritter reported that State Senator Karen Spilka's Office contacted him last week and he was told the Town would receive a \$50,000 grant to address accessibility barriers at

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public buildings. These funds will help offset costs related to the Town Hall door replacement project.

The closing documents on the former Andrews School are ready for signature and the closing should take tomorrow morning.

The Board of Health FY19 budget has been reviewed by the Town Accountant and sent to the Finance Committee.

J. Ritter is working with the Librarian to replace the burglar alarm at the Library.

The Library Roof and HVAC consultant decision will take place next week.

J. Ritter has completed the performance evaluation on the Treasurer/Collector. Next he will be moving on to the Town Accountant.

The Special Act to expand the number of liquor licenses has been received at the State House.

The Town Center signals should get back on track by mid-March depending on the weather.

The FY19 Veterans budget has been received and is under review by the town Accountant.

J. Ritter reviewed upcoming Agendas items with the board.

- 4.) **Conservation Agent Interview:** The Board met with Ryan Clapp. Mr. Clapp is the recommended candidate from the Conservation Commission for the position of Conservation Agent.

Mr. Clapp reviewed his experience and qualifications including the fact that he is a recent graduate of Boston University and did an internship with the Town of Foxborough's Conservation Commission.

M. Ahronian noted that this is an outstanding opportunity to gain some experience working with a Conservation Commission at 20 hours per week.

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J. Marsden said there will be support in the land use departments to address any questions. K. Conley asked if he is comfortable working with the business community and how he deals with conflict to get things done.

R. Clapp said it is important to follow the rules and that the regulations are applied fairly for everyone.

M. Ahronian made a motion to appoint Ryan Clapp as the Town's Conservation Agent. Second, J. Marsden. Voted 3-0

- 5.) **Library Request for Qualifications – Roof and HVAC Projects – Russo Barr:** Andrew Barr and Michael Flaherty from Russo Barr were present and reviewed with the Board their qualifications for the library project to make repairs to the roof and replace the HVAC system.

Russo Barr has worked in about 400 communities in Massachusetts and their area of expertise is the public bidding and construction process. A. Barr said they take a team approach by looking at the entire project and they are very good at analyzing bids and working with DECAM rules and regulations. Russo Barr has been in business since 1996.

M. Flaherty said they are very accustomed to working around the public and keeping public buildings open during construction. A. Barr said the bid documents will include a phasing plan to keep the building open to the public.

M. Ahronian said the Library is really a historic structure did they have any recommendations as to how to protect the building? A. Barr said they will look at the entire history of the building including looking at the historical nature of the shingles. K. Conley noted this is a small job for Russo Barr what would happen if we need you on site in a very short period of time? M. Flaherty said he lives in Norwood and could respond immediately.

K. Conley asked about change orders. We like to catch those before the project spins out of control. How do you manage change orders? A. Barr said that's why the design phase is so important. Based on the design phase of a project that is the basis for a tight bid specification.

The Board thanked them for their presentation.

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- 6.) **Auxiliary Police FY19 Budget:** Sergeant George Leurini presented the Auxiliary Police Budget for FY19. The Board was very supportive of Sergeant and the Auxiliary Police force and all their efforts to support the community. M. Ahronian read the list of community activities the Department was involved in over the last year. It was also noted the Auxiliary Department not only saves the Town nearly \$100,000 but the Department also checks public buildings to make sure the buildings are secure.

G. Leurini also said the Auxiliary Department is getting more involved with the Rail Trail. They are highly visible and residents feel safe when they are around.

J. Marsden said the Department is a tremendous resource and excellent for public relations not only for the Police Department but also for the Town overall.

G. Leurini said membership is currently down by 27%. However, there are about five individuals who have expressed interest that would bring them back to full staffing. He thanked the Lions Club and the Newcomers Club for donations over the year.

M. Ahronian made a motion to approve the proposed 1% budget. Second, J. Marsden. Voted 3-0

- 7.) **Youth and Family Services FY19 Budget:** Margaret Fitzpatrick was present and reviewed the Department's FY19 proposed budget. M. Fitzpatrick presented both the 1% and 2% guideline budgets. The only significant change from last year is the Department hired a new Administrative Assistant which has to include a step increase. J. Marsden made a motion to approve the 1% guideline budget. Second, M. Ahronian. Voted 3-0

8.) **Board Business**

Minutes of January 29, 2018: J. Marsden made a motion to approve and release the meeting minutes from January 29, 2018. Second, M. Ahronian. Voted 3-0

Event Permits – Children's Hospital Road Race and Friends of Holliston Trails 5K: J. Marsden made a motion to approve a request to hold a road race to benefit the Children's Hospital of Boston on May 20, 2018 starting at 8a.m. Second, M. Ahronian. Voted 3-0

J. Marsden made a motion to approve a request to hold a road race to benefit Friends of the Holliston Trails on June 10, 2018 starting at 9a.m. Second, M. Ahronian. Voted 3-0

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- 9.) **Other Business:** M. Ahronian asked when the Board would complete the performance evaluation on the Town Administrator. K. Conley said it would be best to do that after the Town Administrator completes the evaluations on the Department Heads. M. Ahronian asked J. Ritter when that would be. J. Ritter stated in approximately one month.

K. Conley signed the closing documents regarding the sale of the former Andrews School. The Board signed thank you letters to Police Department retirees Gatchell, Todd and Johnson. The Board signed an appointment letter to Ryan Clapp as the new Conservation Agent.

Adjourn: At 7:56p.m. J. Marsden made a motion to adjourn the meeting. Second, M. Ahronian.
Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator