



**TOWN OF HOLLISTON  
BOARD OF SELECTMEN**

**703 Washington Street  
Holliston, MA 01746**

**508-429-0608**

**BOARD OF SELECTMEN  
MEETING MINUTES  
HOLLISTON TOWN HALL  
FEBRUARY 12, 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 \$2,161,637.18. Second, J. Marsden. Voted 3-0

- 2.) **Public Comment**: There was no public comment from the Board.

Cornel Catuna a resident from 32 Stable Way, Medway appeared before the Board to voice his concerns about construction of medical marijuana facility in Hopping Brook Industrial Park. The proposed facility started at 201 Summer Street. A site plan is required at the Hopping Brook facility. He is concerned the Planning Board did not provide proper notice. His concern is about the possibility of negative impact on health, and the smell that would come from the proposed facility. He noted in Franklin the smell from that facility can be detected over a mile away. Also, he has concerns about water quality and noise.

There are five (5) homes directly in this area including bus stops for children. He reviewed several dates where the project came before the Planning Board and the Conservation Commission. The project appeared on the Planning Board Agenda and then was taken off the Planning Board Agenda, apparently for no reason, and then the meeting was cancelled.

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J. Marsden said he understood his concerns but the matter should be taken up with the Planning Board and there is no one here from the Planning Board to address his concerns.

C. Catuna said in the Planning Board decision referenced items 3-4-5 which were missing and he wants them provided.

- 3.) **Report of the Town Administrator:** J. Ritter said he extended the invitation to attend the 5 Town Board of Selectmen meeting in Medway on March 8<sup>th</sup> to State Senator Karen Spilka who said she would try to attend if possible and to State Representative Carolyn Dykema who said she had a conflict that evening.

The masonry repairs that the Library are mostly completed but the mason will return in a couple of weeks to complete the work if any is needed.

He understands that given next Monday is President's Day the Board will not be meeting that week so the next meeting of the Board will be on Monday, February 26<sup>th</sup>.

- 4.) **Council on Aging Budget Request:** Linda Marshall, Senior Center Director was present and presented the FY19 budget. L. Marshall noted that the budget is at the Finance Committee guideline number. There was a small decrease in the salary accounts due to recent staff changes.

M. Ahronian said L. Marshall is doing an outstanding job at the Senior Center and thanked her for all her hard work. He understands they are working on some reorganizational changes and looks forward to hearing about those.

L. Marshall reviewed a recent edition of the "Holliston Senior Center News," a Newsletter provided to the senior citizens and others in Holliston. Also, details of the medical escort program. They are still seeking a donation of another vehicle to transport seniors to medical appointments.

K. Conley agreed L. Marshall is doing an outstanding job providing services to the senior citizens of Holliston. L. Marshall noted the Senior Center is there for the public not only senior citizens. The largest group of citizens they provide services to are the 65-70 age group but 12.5% of the population is over 85 years old. The lunch program is very popular and for \$2.00 it is the best deal in Town.

M. Ahronian thanked Superette for making frequent donations to the lunch program. L. Marshall said she is currently working on four grant for the Senior Center.

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J. Marsden noted the new lights at the Senior Center make a huge difference. L. Marshall also reported the heating bill are going down somewhat as a result of the weatherization program. M. Ahronian said the next project should be the window replacement and is hopeful the Town will receive funding from the State on that project.

K. Conley asked about the possibility of using the new electric cars to transport seniors to medical appointments. L. Marshall said they are available and staff has been trained to use them but they have to be scheduled in advance.

M. Ahronian made a motion to approve the FY19 Council on Aging budget and to submit it to the Finance Committee. Second, J. Marsden. Voted 3-0

- 5.) **Sustainable Waste Management and Recycling Committee:** Michael Lavin and Utah Nickel were present and provided the Board an update as to their activities. The Committee is currently reviewing recycling data for Holliston and it was noted that Holliston appears to be generating more trash and several surrounding communities. Total tons of trash appear to be increasing. One objective of the Committee is to reduce the trash flow and to increase the recycling flow.

Over the next several months the Committee will be exploring the possibility of issuing a bid to vendors to meet this objective. The current Contract with Republic expires on June 30, 2019. M. Lavin said there is a DEP grant available to assist Holliston sort through the procurement process. There are many questions for example should the Town purchase the containers or should the provider purchase them?

J. Marsden said the last time we went through this process the Town was up against a time line. J. Marsden made a motion to approve and authorize the Sustainable Waste Management and Recycling Committee to prepare and submit a grant application to DEP to assist the Town in reducing the flow of trash and to increase the amount of recyclables. Second, M. Ahronian. Voted 3-0

- 6.) **8 Arch Bridge Committee Update:** Jay Robinson was present and reviewed the current status of the renovation of the 8 Arch Bridge. He reported to the Board the project is currently on budget and on time. He and J. Ritter recently attend a meeting a Gill Engineering in Needham with the contractor NEL. There was a feeling among members of the Committee that the project was getting stalled or not being provided the attention required.

At the meeting in Needham they reviewed the current status of the pre-cast concrete, the railings and the grout testing procedures to make sure all materials were in compliance

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with the bid specifications. This meeting was followed up with the agreement to hold weekly project conference calls for fifteen minutes on Wednesday mornings.

J. Robinson said the Committee has reviewed in detail a request from Gill Engineering for a \$18,000 change order.

J. Marsden made a motion to approve Change Order #2 in the amount of \$18,000 for engineering related work for concrete and grout sampling and testing to ensure compliance. Second, M. Ahronian. Voted 3-0

J. Robinson reported there was a noise complaint received by the Holliston Police Department at 6:30a.m. for trucks backing up. The Contractor has been notified not to do that again and work is to start at 7:00p.m. Also, it was brought to the attention of the Committee that a DEP project sign needed to be installed. This has been done.

One take away in the future would be to have a project manager it would be well worth the money. Right now the Committee and Gill are serving that function. J. Robinson said he was really fortunate to be working with the Committee.

J. Marsden thanked him and the Committee for working so hard to see the project to completion.

- 7.) **DPW Budget Request and Snow and Ice Budget Authorization:** Sean Reese, Director of the Department of Public Works was in attendance and presented the Highway, Water, and Snow and Ice FY 19 Budgets.

M. Ahronian stressed the importance of having a tree warden program. S. Reese said he was currently being trained to take on that responsibility it is important not to fall behind with that activity.

J. Marsden made a motion noting that as of January 31, 2018 the snow and ice budget is currently 50% expended and that the Board is authorizing the Department of Public Works to overspend the budget in the event it becomes necessary this winter. Second M. Ahronian. Voted 3-0

J. Marsden made a motion to approve and to refer to the Finance Committee the FY19 Highway Department Budget. Second, M. Ahronian. Voted 3-0

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S. Reese review the Highway Department's Capital requests for a new truck. J. Marsden made a motion to approve and refer to the Finance Committee the request for a new truck for the Highway Department. Second, M. Ahronian. Voted 3-0

S. Reese reviewed the proposed Water Department Budget for FY19. The increases relate to the maintenance and cleaning of the water tanks. There will be some reduction in the appropriation for debt during the next fiscal year.

M. Ahronian asked about Exchange Street and if that street was on the schedule? S. Reese said he thought that was on the project list for next May.

- 8.) Fire, Ambulance, Emergency Management Budget Requests:** Fire Chief Michael Cassidy was present. Chief Cassidy reviewed in detail the proposed FY19 Fire Department Budget with the Board. He noted the proposed budget is at budget guideline as determined by the Finance Committee.

M. Ahronian asked about the capital outlay increase. Chief Cassidy said that was because the needed protective equipment for firefighters.

M. Ahronian, made a motion to approve and to refer the FY19 Fire Department budget to the Finance Committee. Second, J. Marsden. Voted 3-0

FY19 Ambulance budget was reviewed by the Chief with the Board of Selectmen in detail the budget is at guideline as determined by the Finance Committee. J. Marsden made a motion to approve and refer the FY19 Ambulance budget to the Finance Committee. Voted 3-0

FY19 Emergency Management budget was presented by Chief Cassidy and reviewed by the Board. The Chief noted the budget was a guideline. J. Marsden asked about the use of Blackboard Connect to notify the public about important informational messages. Chief Cassidy said they only use that system during extraordinary circumstances such as water emergencies or major storms. We want the public to take notice upon receipt. We also use cell phone and texting technologies including the Town's Web site along with the Police and Fire web sites. J. Marsden made a motion to approve and to refer to the Finance Committee the FY19 Emergency Management budget. Second, M. Ahronian. Voted 3-0

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Chief Cassidy reviewed his supplemental budget requests. In summary his two top requests are the following: 1.) \$25,000 Extractor and drying system for structural firefighting gear; 2.) \$55,000 powered ambulance cots.

K. Conley asked if the UTV for the rail trails could be obtained through a grant. Chief Cassidy said we have explored grant funding over the years but did not qualify for funding opportunities.

**9.) Board Business:**

**Minutes from April 19, 2017; May 3, 2017; May 8, 2017; and February 5, 2018:** J. Marsden made a motion to approve and release the meeting minutes from April 19, 2017; May 3, 2017; and May 8, 2017. Second, K Conley. Voted 2-0-1 (Ahronian).

M. Ahronian made a motion to approve and release the meeting minutes from February 5, 2018. Second, J. Marsden. Voted 3-0

Library Request for Qualifications – Roof and HVAC Project Rankings:

**Library Request for Qualifications – Roof and HVAC Projects Ranking:** J. Marsden stated he has reviewed the proposals, and the interviews from the last two weeks. Based on pre-established criteria he believes that Russo Barr Associates had the best breath of experience and skills to complete the job in Holliston. M. Ahronian agreed. J. Marsden made a motion to designate Russo Barr Associates to complete the bid specifications and review of responses for the Library Roof & HVAC project. Second, M. Ahronian. Voted 3-0.

**Grant Acceptance – Holliston Drug and Alcohol Awareness:** J. Marsden made a motion to accept a grant from the Department of Public Health in the amount of \$50,000 to assist the Town in the development of a drug and alcohol awareness program. Second, M. Ahronian. Voted 3-0

**Constable Re-Appointment – Robert Guyon:** J. Marsden made a motion to re-appoint Robert Guyon to the position of Constable for a term of three (3) years. Second, M. Ahronian. Voted 3-0

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**Event Permits – Truck a Truck Event:** J. Marsden made a motion to approve a request from the Holliston Newcomers Club for a Touch-A-Truck event to be held on June 10, 2018 at the Placentino-Miller School at 9:30a.m. Second, M. Ahronian. Voted 3-0.

**Adjourn:** At 8:29p.m. J. Marsden made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "J. Jeffrey Ritter", written in a cursive style.

J. Jeffrey Ritter  
Town Administrator