



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
703 WASHINGTON STREET
MAY 14, 2018**

Present: Kevin Conley, Chairman; Mark Ahronian, Clerk

Also Present: Jeff Ritter, Town Administrator

Absent: Jay Marsden, Vice Chairman

At 7:00p.m. K. Conley called the meeting to order.

1.) Warrants: M. Ahronian read the Warrants and made a motion to approve the weekly vendor (expense) and payroll warrants in the amount of \$675,092.75. Second, K. Conley. Voted 2-0.

2.) Public Comment: Robert Blair, 57 School Street was present. R. Blair requested on behalf of the Downtown Marigold Project to deploy hanging flower baskets on the newly installed pedestrian poles downtown. The proposal is to add twenty (20) baskets of flowers downtown. The hope is to have the flowers in bloom by the time the judges arrive in July from America in Bloom. There are no issues or concerns from the Highway or Police Departments.

K. Conley asked that the baskets do not obstruct vision for motorists. M. Ahronian made a motion to grant permission allowing for the baskets to be hung on the poles. Second, K. Conley. Voted 2-0

3.) Report of the Town Administrator: J. Ritter reported the 8 Arch Bridge railings are nearly half way installed. We are quickly approaching the end of the project. The project remains on schedule and on budget.

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Herb Chambers will be donating a Ford Escape to the Town for the use of transporting senior citizens and veterans to their medical appointments.

The Library roof and HVAC contracts and notice to proceed could be ready as soon as next Monday evening.

J. Ritter is working with State Representative Carolyn Dykema, and School Business Manager, Keith Buday to secure funding for the replacement of eight (8) flashing school zone speed limit signs.

Regarding the Town Center signals. There will be project meeting next Monday

4.) Board Business

Meeting Minutes from June 6, 2017; April 6, 2018 and May 7, 2018: M. Ahronian made a motion to approve and release the Meeting Minutes from June 6, 2017; April 6, 2018 and May 7, 2018. Second, K. Conley. Voted 2-0

Annual Town Meeting Follow-Up: J. Ritter briefed the Board regarding various follow-up items from the Annual Town Meeting. The unpaid bill has been processed for payment. The Library project Contract documents for the roof and HVAC could be ready as soon as next week. The Annual Town Meeting went very smoothly.

K. Conley suggested in the future for those submitting article the submitter sign-off on the article to ensure accuracy. M. Ahronian thanked the Finance Committee for all their hard over the last six (6) months. It certainly made for a smooth Town Meeting.

Adult Use Cannabis Cultivation: Attorney Adam Fine representing Mayflower Medicinal was present and asked the Board to consider allowing his client to grow for adult use. They are proposing \$175,000 as a total payment to the Town under the Host Community Agreement for both medical and adult use. He would like approval for another one his clients Mass Botanicals to grow for adult use.

J. Ritter said under the current moratorium the Town can only consider growing for medical unless the applicant had all approvals in place before the moratorium which in the case with Mayflower. A. Fine said he understood everything is subject to zoning.

M. Ahronian asked if they wanted to sell the product in Holliston. A. Fine said no, regarding Mayflower's request to cultivate medical and adult use cannabis none would be sold in Holliston.

K. Conley asked for a percent breakdown. A. Fine said he could get back to the Board, but he thought eighty (80%) percent would be for medical. Next year it could be more like 50-50.

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A. Fine said Mayflower had proposed a total of \$164,000 for both medical and adult use to be part of the Host Community Agreement. This is subject to negotiation.

K. Conley asked about the three (3%) of gross sales. A. Fine said Fitchburg has perhaps the highest revenue stream that he is aware of at perhaps \$200,000 annually, but there is a need to demonstrate community impact. There will be a twenty (20%) percent tax imposed by the Commonwealth for adult use.

M. Ahronian made a motion to allow Mayflower to cultivate for adult use. Second, K. Conley. Voted 2-0

Host Community Agreement Certification Form – New England Cannabis:
Attorney Rod Lipoff was present representing New England Cannabis. The Cannabis Control Commission is now requiring cities and towns to certify that there is a current Host Community Agreement in place.

J. Ritter said this was done a couple of weeks ago for another grower and it is a routine approval as the Board approved the same certification with Mayflower Medicinal a couple of weeks ago.

M. Ahronian made a motion to approve the statement certifying there is in place a Host Community Agreement between the Town and New England Cannabis. Second, K. Conley. Voted 2-0

Grant Gift Acceptance – Agricultural Commission and Senior Center: M. Ahronian made a motion to accept on behalf of the Agricultural Commission a gift in the amount of \$1,100 from the Holliston Garden Club for netting for the butterfly aviary. Second, K. Conley. Voted 2-0

K. Conley made a motion to accept on behalf of the Council on Aging a gift in the amount of \$400.00 from the Holliston Superette to be used in support of the nutrition program... Second, M. Ahronian. Voted 2-0

On Call EMT Appointments: M. Ahronian made a motion to appoint William Martell and Andrew Fitzsimons to be On Call EMT's pursuant to the recommendation of the town Administrator. Second, K. Conley. Voted 2-0

Auxiliary and Special Police Appointments: K. Conley made a motion to appoint the following individuals for a one year appointment: George Leurini, Director; Michael Aw; Robert Guyon; Mark Haddad; Michael Hamlet; Danny Lee; Sean McDowell; James Ray; Brian Ream; Donovan Seay; Daniel Nash.

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Auxiliary Police Officers: Hannah Ciacara. Special Police Officers: Michael Cassidy; Martha Ellis; Edward Loftus; Jean Spera; Cynthia Valovicin; and Dona Lee Walsh. Second, M. Ahronian. Voted 2-0

Eagle Scout Letter: K. Conley read a letter to Ryan Paradie regarding his recent achievement of becoming an Eagle Scout and made a motion for the Board to approve and sign a letter of recognition. Second, M. Ahronian. Voted 2-0

Performance Evaluation Town Administrator: K. Conley prepared and presented his performance evaluation of J. Ritter on behalf of the Board. K. Conley reviewed each category and provide input and feedback regarding his performance evaluation and suggest several books that should be read.

M. Ahronian said there were some unaddressed issues but J. Ritter has addressed those issues and has grown in the position. He noted his leadership and his attendance at night meetings as well as his support of department heads. He should not be afraid of sharing his opinion with the Board when he thinks it would make a useful contribution.

It would be a good idea to present one goal or objective per month and place that item on the agenda for follow-up discussion.

(A copy of the Performance Evaluation are attached to these Meeting Minutes).

Overall J. Ritter scored above average.

Event Permits – VFW Poppy Drive and Kampersal Softball Tournament: K. Conley made a motion to approve the following event permits:

VFW Poppy Drive, Saturday, May 26, 2018 from 8a.m. until noon at the Rossini Center

Kampersal Softball Tournament, Saturday, June 16, 2018 from 8a.m. until 7p.m. at the Kampersal Field.

Second, M. Ahronian. Voted 2-0

5.) Any Other Business: M. Ahronian said the roof leak at the High School needs to be addressed. He is concerned about mold and the safety and the public. K. Conley said he heard the roof had been repaired. It was agreed to invite the School Committee to meet with the Selectmen on Monday, June 4, 2018.

Adjourn: M. Ahronian made a motion to adjourn the meeting at 8:15p.m. Second, K. Conley. Voted 2-0

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J. Jeffrey Ritter".

J. Jeffrey Ritter
Town Administrator

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE <u>JEFF RYAN</u>		TITLE <u>Town admin.</u>
DEPARTMENT		EMPLOYEE NO.
DATE OF PRESENT POSITION <u>5/14/18</u>	DATE OF LAST EVALUATION <u>1/1</u>	NEXT SCHEDULED EVALUATION <u>1/1</u>

REASON FOR EVALUATION

<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> MERIT	<input type="checkbox"/> PERFORMANCE
<input type="checkbox"/> END OF PROBATION	<input type="checkbox"/> PROMOTION	<input type="checkbox"/> OTHER _____

INSTRUCTIONS: Evaluate employee's work performance as it pertains to the job requirements.

Circle the letter that best describes the employee's performance since the last evaluation. Add comments if necessary. (N/A if Not Applicable)

E - Excellent A - Above Average S - Satisfactory D - Decreased Performance U - Unsatisfactory

FACTORS	SINCE LAST EVALUATION	COMMENTS
AVAILABILITY The degree to which an employee is prompt, follows rules concerning break and meal periods and overall attendance.	E A <u>S</u> D U	
ADHERENCE TO POLICY The degree to which an employee follows safety rules and other regulations.	E A <u>S</u> D U	
BEHAVIOR PATTERN The stability, politeness, and judgement shown on the job.	E <u>A</u> S D U	
CREATIVITY The degree to which an employee suggests ideas, discovers new and better ways of accomplishing goals.	E A <u>S</u> D U	
DEPENDABILITY The degree to which an employee can be relied upon to complete a job.	E A <u>S</u> D U	
INDEPENDENCE The degree of work accomplished with little or no supervision.	E A <u>S</u> D U	
INITIATIVE The degree to which an employee searches out new tasks and expands abilities professionally and personally.	E A <u>S</u> D U	

FACTORS	SINCE LAST EVALUATION	COMMENTS
INTERPERSONAL RELATIONSHIPS The willingness and ability to communicate, cooperate, and work with co-workers, supervisors, and customers.	E A <u>S</u> D U	
KNOWLEDGE OF JOB Useful technical skills and information used at work.	E A <u>S</u> D U	
PRODUCTIVITY The accuracy of work finished in a specific amount of time	E A <u>S</u> D U	
QUALITY The accuracy, detail, and acceptability of work accomplished.	E A <u>S</u> D U	

E - Excellent A - Above Average S - Satisfactory D - Decreased Performance U - Unsatisfactory

NEW ACCOMPLISHMENTS OR ABILITIES SINCE LAST EVALUATION:

AREAS WHICH NEED IMPROVEMENT

Conflict resolution

RECOMMENDATIONS FOR CAREER DEVELOPMENT - SCHOOLING, SEMINARS, ETC.

Rate Employee's Performance overall in comparison to the Job Requirements involved with his/her position.

☐

EXCELLENT

☐

AVERAGE

☐

UNSATISFACTORY

☒

ABOVE AVERAGE

☐

BELOW AVERAGE

☐

NOT RATED

COMMENTS

Jeff has grown into his position nicely!

Individual was evaluated on 5/14/18

Employee's Signature _____

Follow up evaluation requested ☐ Yes ☒ No

Follow Up Date 1/1

Evaluator [Signature]

Date 5-14-18

Evaluator's Supervisor _____

Date _____

Holliston 2018

Annual Performance Review - Jeff Ritter

KC
JEFF
Ratings

1	Customer service and availability	5	5
2	Balances team and individual responsibility	3	4
3	Reacts well under pressure	4	5
4	Independence, creative, and meets challenges	4	4
5	Treats people with respect and inspires trust in others	4	3
6	Manages competing demands while controlling emotions	4	4
7	Motivate for increased results	3	4
8	Works with integrity	4	4
9	Confronts difficult situations	4	5
10	Uses negotiation skills to resolve conflicts	3	4
11	Trains and nurtures employees	3	4
12	Maintain a positive work environment	3	3
13	Perform regularly employee meetings	5	5
14	Recognizes contributions	5	4
15	Know status of work as it progresses	5	4
16	Quality of memo and e-mails	2	3
17	Productivity (accuracy - timing)	4	3
18	Dependability	4	4
19	Follow up	4	4
20	Job comprehension	73	4
		0	0

01
02

Ratings:
Excellent
Above average
Satisfactory
Needs work
Not acceptable

