

## HOLLISTON BOARD OF SELECTMEN

September 18, 2017  
7:30 p.m.

Selectmen's Meeting Minutes – 105  
Town Hall

Present: Kevin Conley, Chairman; Jay Marsden, Vice Chairman; Mark Ahronian, Clerk and Jeff Ritter, Town Administrator.

### MR. AHRONIAN MOVED TO APPROVE THE FOLLOWING WARRANT

18-12	GENERAL WARRANT	\$1,404,369.79
	MEALS TAX (220)	\$ 2.91
	MEALS TAX-SNACK SHACK (214)	\$ 50.35
	SPECIAL FUELS TAX	\$ 382.56
	HEALTH INSURANCE TRUST (700)	\$ 20,352.63
	AGENCY (890) VETERANS' DISTRICT	\$ 709.46
	AGENCY (890) VETERANS' DISTRICT PAYROLL	\$ 1,269.00
	TOWN PAYROLL	\$ 105,444.06
	TOTAL PAID WARRANT	\$1,531,311.76

### ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION NOT PAID	\$ 31,807.57
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### TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 20,334.15
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**THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

### COMMENTS FROM THE BOARD

Mr. Marsden said that Celebrate Holliston was a huge success.

Mr. Ahronian thanked the Marigold Committee, the Garden Club and Holliston in Bloom for planting hundreds of mums all over Town.

Mr. Conley said that Celebrate Holliston was a nice event. He said that the Town looks great.

There were no comments from the audience.

### REPORT OF THE TOWN ADMINISTRATOR

Mr. Ritter said that there will be a five Town Board of Selectmen Meeting in December. He said that he will keep the Board posted on date and location.

Mr. Conley said that it is the Town of Millis who is next.

Mr. Ritter said that they will be opening bids for the 8 Arch Bridge project on Friday September 22, 2017. He said that all bids will be reviewed by Gill Engineering.

Mr. Ritter said that the fence around the former Flagg School is down. He said that the grass has come in and it is really green.

Mr. Ritter said that he followed up on the request from Garrett Way about a light fixture on Highland Street showing their street. He said that he contacted Eversource about this and it will be taken care of. He said that we met with Republic Services about several complaints. He said that this has been going on for the past six to eight months.

He said that the Town center project will have a meeting with Larusso Corp. and McMahon and Associates. He said that Sean Reese the DPW Director will be present.

#### **TOWN ACCOUNTANT AND TREASURER/COLLECTOR – PERSONNEL AND RECYCLING STICKERS**

Mr. Conley said that Mary Bousquet and Sharon Emerick would like to increase Lea Bousquet's hours from 18 to 28 hours per week.

Sharon Emerick said that Lea works in the Accountant's office 18 hours per week. They would like to have her work 7 hours a day for four days. She said that they need to go through their Vendor files. They need to send out a mailing to get new W-9 for all vendors. She said that they want their information up to date. She said that when that project is done, they would like to cross train Lea with the Treasurer's staff. She said that Lea can work in the Treasurer's Office during their busy times.

Ms. Emerick said that all new employee's forms need to be scanned into the system. She said that it is very time consuming.

Ms. Emerick said that this would make her eligible for benefits if she chooses. Ms. Emerick said that her husband has the benefits, so she does not need them.

Ms. Bousquet said that it does make her eligible for County retirement.

Mr. Ahronian said that he liked the idea of cross training.

Mr. Marsden said that this sounds like it is project driven.

Ms. Emerick said yes the W-9 is a huge project.

Ms. Emerick said that the insurance reports have to be balanced and matched every month. She said that can take up to 20 hours.

Ms. Emerick said that in January, 1095 goes out to all vendors. She said that is a time consuming project that happens every January. Ms. Bousquet said that the balancing of the insurance is one that needs to be checked every month. She said that every month there could be twenty people who go off and on the insurance. That includes dependents. Ms. Bousquet said that they have to check the retirees every month.

Ms. Bousquet said that the Treasurer's Office has taken on all the duties that they were asked to do with out an increase in staff.

Mr. Conley asked how many new employees this year?

Ms. Bousquet said 119. She said that does not include seasonal then it brings it up to 179.

Mr. Conley said that he is concerned about the insurance benefit. He said that he remembers making this position only 18 hours just for this reason.

Ms. Emerick said yes that was done.

Mr. Conley said that he remembers at that time they talked about having a second part timer in the office and keeping the hours at 14 so no benefits would be offered.

Mr. Conley said if you need someone to scan, hire a company.

Ms. Bousquet said that when they first asked for more help, they wanted more hours.

Ms. Emerick said that they have someone very responsible and accurate now. And if we hire a second part timer we may be a lucky.

Ms. Emerick said that she would rather give Lea more hours than hire a second part timer. She said that it would be one more person that she would be in charge of.

Ms. Bousquet said that this is like hiring a firefighter, once they start, they are benefit eligible.

Mr. Ahronian said that he likes the idea of cross training. He said that the Treasurer's Office is overworked. He said that there is not a lot of time during the day to help the smaller departments in a timely manner.

Mr. Ahronian said that the Town has grown and so has the Treasurer's Department responsibilities. He said that Ms. Bousquet has only four staff members. She is shorthanded.

Mr. Marsden said that you would have more flexibility with 2 part time employees than you would with just the one.

Mr. Conley asked if they could hire someone for 14 hours for a year and see how it goes and then report back to the Selectmen.

Mr. Ritter said the Treasurer's Office is functioning very well but they are short-handed. He said that you need to give the Departments support to accomplish their mission. Mr. Ritter said that Ms. Bousquet and Ms. Emerick are not trying to pad their budget. He said that they see a critical need to accomplish their mission. He said that in his opinion, you should increase the hours.

Mr. Conley said that it is a tough decision to make.

Ms. Bousquet said that you can have things scanned, by a company but they need to be scanned into our system. She said that is not anything that can be done off-site.

Ms. Bousquet said that they need someone that they can trust.

Mr. Ritter asked Ms. Bousquet if she could fund the benefits if they were to be taken with the increase of hours?

Ms. Bousquet said yes.

**MR. AHRONIAN MOVE TO INCREASE THE PART-TIME CLERK IN THE ACCOUNTANT'S OFFICE FROM 18 HOURS TO 25 HOURS. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. MARSDEN OPPOSED.**

#### **STICKERS**

Ms. Bousquet said last October we started with a decal for the window for cars to get into Marshall Street. These stickers are going to expire on December 31, 2017. She said that they have issued 2,328 decals. She asked if the Board wanted to start charging for these decals?

Mr. Ahronian said to leave it as it is.

Mr. Marsden said to leave it alone, and not apply a fee to this decal.

**MR. AHRONIAN MOVED TO APPROVE A NO FEE FOR THE DECAL FOR THE CAR WINDOW FOR THE RECYCLING CENTER. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO AUTHORIZE THE TERM OF THE WINDOW DECAL FOR MARSHALL STREET TO BE FOR TWO YEARS. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

#### **FINANCIAL POLICIES**

Ms. Bousquet said that this is something that Paul Le Beau did before he retired. She said that it has been passed around from Board to Board. She said ah the Finance Committee has approved them, now they are asking the Selectmen to approve them.

**MR. MARSDEN MOVED TO APPROVE THE FINANCIAL POLICIES. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

Mr. Ritter said that the Assistant Clerk in his office was hired over 15 years ago. The only task that she had was to transcribe minutes. He said over time things have changed. Mr. Ritter said that this position is the first point of contact for complaints. He said that there are endless calls about trash pickup. Mr. Ritter said that he would like to make this position a Principal Clerks position. He said in order to pay for this, there are funds in the Upper Town Hall revolving account to cover the costs.

Mr. Ritter said that the hours would go from 25 hours per week to 30 hours per week.

Mr. Marsden said that there will be a salary grade increase in this position. He said that the Boards policy was not to make any increases unless it was part of a review.

**MR. AHRONIAN MOVED TO INCREASE THE ASSISTANT CLERKS POSITION FOR 25 HOURS PER WEEK TO 30 HOURS PER WEEK. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **DPW, POLICE AND FIRE, TOWN ADMINISTRATOR CAPITAL REQUESTS**

Sean Reese, DPW Director, was present. He said that they would like to replace a frontline pickup truck for the Highway Department. He said that this would replace a truck with 140,000 miles on it. It also has transmission issues.

**MR. MARSDEN MOVE TO APPROVE \$52,000 FOR A NEW TRUCK FOR THE HIGHWAY DEPARTMENT. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

Mr. Reese said that we still are struggling with dirty water. He said that the office logs every call that comes in. He said that they continue to work with DEP about water quality.

Mr. Reese is asking for \$250,000 out of water surplus for an aeration power system for Hoping Brook storage tank. He said that they have a healthy surplus of funds and they need to have this done.

Mr. Reese said that they need to have their water storage tanks cleaned every five years. He said that the last time it was done was 2007. He said to have four tanks cleaned it is \$33,600. He said that the Hopping Brook storage tank is getting cleaned tomorrow. He said that he is paying for that out of the operating budget. He said that then they will get on a maintenance plan and clean the tanks one per year.

Mr. Reese said that Winter Street will have water main replacement from Washington Street to Ashland Street. He said that it would cost \$78,000. He said then Cedar Street will be next. He said that they want to start in April of 2018. He said that it would cost one point seven million dollars.

Mr. Reese said that they are going to lengthen the water main from Hanlon Road to Forest Park Drive.

Mr. Reese said that they are doing well with their projects. He said that he has met with the Finance Committee and Mary Bousquet about a new treatment plant and the steps that they need to follow. He said that this will not be on this warrant for the fall but for the May Town Meeting.

Mr. Reese said that this needs to be done and it needs to be funded correctly.

Mr. Ahronian said that we need to raise the funds to take care of this, it needs to be taken care of.

Mr. Marsden said that Mr. Reese is on the mark with these projects.

**MR. MARSDEN MOVED TO SUPPORT THE CAPITAL REQUESTS FOR THE HIGHWAY DEPARTMENT AND THE WATER DEPARTMENT (DPW). THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

**POLICE DEPARTMENT CAPITAL REQUESTS – LIEUTENANT DENMAN**

Lieutenant Craig Denman was present. He said that he reviewed the items that they needed back in May. He reviewed the list with the Board. He said that Live Scan is a fingerprint machine to replace one that was purchased in 2005. He said that they do not use ink and print card any more. He said that the fingerprint is taken on a piece of glass and sent electronically to the Department of Criminal Justice. He said with this new system, they can compare prints in less than one minute. He said that this new fingerprint machine (live scan) is \$17,245. He said that if there is a problem with the new machine, they could have it serviced within 45 minutes. They are located in Norfolk. He said that the machine that they have now and use parts have to be shipped out of state to be fixed.

Mr. Marsden said that he has reviewed all this information with Chief Stone, and he had no questions.

**MR. AHRONIAN MOVED TO SUPPORT THE CAPITAL REQUEST FOR LIVE SCAN FINGER PRINTING MACHINE FOR THE POLICE DEPARTMENT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

Lieutenant Denman told the Board that they are in need of new cruisers. They are going to trade in a vehicle because it needed too much work. He said that they do have car 6 that will be transferred to the Auxiliary's it will stay with the fleet. Lieutenant Denman said that they have not purchased a Detective vehicle since 2003.

**MR. MARSDEN MOVED TO APPROVE THE POLICE DEPARTMENT CAPITAL REQUEST FOR NEW CRUISERS IN THE AMOUNT OF \$77,644.62. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

**FIRE DEPARTMENT CAPITAL REQUESTS – CHIEF MICHAEL CASSIDY**

Chief Cassidy, was present. He said that his request is for a Rescue truck in the amount of \$400,000. He said that this will be replacing one that is 34 years old. He said that it failed its safety inspection. He said that it is a front line piece of equipment.

This Rescue truck holds the stabilizers, jaws-of-life, air bottles can be filled at a fire scene. He said that it can be a mobile command center with communications.

Mr. Ritter asked what are you going to do with the old rescue truck?

Chief Cassidy said that he would trade it in.

Mr. Ritter asked what the trade in value would be?

**MR. MARSDEN MOVED TO APPROVE THE REQUEST OF A NEW RESCUE TRUCK FOR THE FIRE DEPARTMENT IN THE AMOUNT OF \$400,000. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

Mr. Ritter said that there is a Warrant Article for the replacement of the Town Hall doors in the amount of \$25,000. Mr. Ritter said that this was dropped from the Warrant by mistake. He said that when the Warrant was read it was not referenced. He said that we will have to do it this fall. Mr. Ritter said that this is for four doors in the front of the building and one at the back that need to be replaced. He said that he has an estimate in the amount of \$23,950.00 Mr. Ritter said that this project

could be refunded by the Mass office of Disabilities. He said that all the doors would be handicapped accessible.

**MR. MARSDEN MOVED TO APPROVE UP TO \$30,000 FOR THE REPLACEMENT OF THE DOORS AT TOWN HALL AS A CAPITAL REQUEST PROJECT. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

#### **MINUTES OF JANUARY 18, 2017**

**MR. MARSDEN MOVED TO APPROVE THE MEETING MINUTES OF JANUARY 18, 2017, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. TWO IN FAVOR. MR. AHRONIAN ABSTAINED.**

#### **EXECUTIVE SESSION MINUTES AUGUST 7, 2017**

**MR. MARSDEN MOVED TO APPROVE THE EXECUTIVE SESSION MEETING MINUTES FOR AUGUST 7, 2017, BUT NOT TO BE RELEASED. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

#### **APPOINTMENTS – ON-CALL EMT**

Mr. Conley said that Chief Cassidy would like to have Charles Dias appointed as an EMT.

**MR. MARSDEN MOVED TO APPOINT CHARLES DIAS AS AN EMT. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

Mr. Ritter had no objections to this appointment.

#### **RE-APPOINTMENTS – CABLE ADVISORY COMMITTEE AND ZONING BOARD OF APPEALS**

**MR. MARSDEN MOVED TO APPROVE THE RE-APPOINTMENT OF DAVID NICKERSON TO THE CABLE ADVISORY COMMITTEE FOR A TERM TO EXPIRE JUNE 2020. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO RE-APPOINT DANIEL SWEENEY TO THE CABLE ADVISORY COMMITTEE FOR A TERM TO EXPIRE JUNE 2020. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO RE-APPOINT MARK BUSH AS AN ASSOCIATE MEMBER OF THE ZONING BOARD OF APPEALS. FOR A TERM TO EXPIRE JUNE 2018. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

#### **CAPITAL IMPROVEMENT COMMITTEE CHARGE**

Mr. Conley said that they have talked about this in the last few meetings. He said that they have worked on a charge for a Capital Improvement Committee.

Mr. Ritter said that UMass has completed their portion of the Capital Improvement Plan. He said that all the information is in for the Town side and the School Department side. He said that they will be having a meeting with a representative from UMass Boston on Tuesday, October 3, 2017, at 5:00 p.m. He said that they will review the findings at a staff meeting.

Mr. Conley said that this Committee will follow the best practices rule. He said that there will be a Selectmen, Finance Committee member, School Committee member, Planning Board member, and a

member of the Treasurer/Collector's office, and a citizen at large, that has background in this. Mr. Conley said that there has to be adequate funding supply for Capital.

Mr. Conley said that there should be a Maintenance Plan behind the Capital Plan.

Mr. Marsden said that most departments can put a band aid on an item to hold off purchasing for one year, if the funds are not available in the capital plan at that time.

Mr. Ahronian asked if Mr. Ritter was only at this time looking for approval of the Charge. Mr. Ritter said yes. Mr. Conley said that he would like to have two Citizens at large.

**MR. AHRONIAN MOVED TO APPROVE THE CHARGE FOR THE CAPITAL IMPROVEMENT PLAN. ONE MEMBER FROM THE SELECTMEN, FINANCE COMMITTEE, SCHOOL COMMITTEE OR DESIGNEE, PLANNING BOARD, TREASURER/COLLECTOR AND TWO MEMBERS AT LARGE. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **HOST COMMUNITY AGREEMENT AND LETTER OF NON-OPPOSITION – 390 HOPPING BROOK ROAD**

Mr. Ritter said that Brighton is a medical marijuana facility at 201 Summer Street. He said that last month he was contacted by them telling us that they are planning on using Hopping Brook Road instead. Mr. Ritter said that this a better facility for them and the old paperwork for the Summer Street site needs to be redone to show 390 Hopping Brook Road.

**MR. MARSDEN MOVED TO APPROVE AND CHANGE THE ADDRESS OF BRIGHTON HEALTH CARE FROM SUMMER STREET TO 390 HOPPING BROOK ROAD. FOR THE NON-OPPOSITION LETTER AND HOST AGREEMENT. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

#### **FEE WAIVER REQUEST**

Mr. Conley said that this request for a waiver for medical clinic in Haiti. The fundraiser will be on October 28, 2017 in the Upper Town Hall.

Mr. Marsden said that we have a reduced rate for purposes like this request.

No action was taken

#### **DRAFT SPECIAL TOWN MEETING WARRANT**

Mr. Ritter said that he continues to work on the Special Town Meeting Warrant. He said that he has spoken with Ken Henderson on the Rail Trail Committee and has asked that the Warrant be open to add a small article to borrow \$5,100 for maintenance work along the trail.

**MR. MARSDEN MOVED TO OPEN THE WARRANT. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

**MR. AHRONIAN MOVED TO APPROVE ADDING THE ARTICLE FOR THE RAIL TRAIL TO BORROW \$5,100 FOR MAINTENANCE ON THE TRAIL TO THE SPECIAL TOWN MEETING WARRANT. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO CLOSE THE WARRANT. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

**AT 9:21 P.M., MR. MARSDEN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. AHRONIAN. ALL IN FAVOR.**

Respectfully submitted,

Donna A. Muzzy

approved\_\_\_\_\_