



**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
JULY 23, 2018**

Present: Jay Marsden, Chairman; Mark Ahronian, Vice Chairman; John Cronin, Clerk

Also Present: Jeff Ritter, Town Administrator

At 7:00p.m. J. Marsden called the meeting to order.

1.) Warrants: J. Cronin read the Warrant and made a motion to approve the weekly vendor (expense) and payroll Warrant (18/53) in the amount of \$958,663.29. Second, M. Ahronian. Voted 3-0.

2.) Public Comment: J. Cronin thanked all those involved with hosting America in Bloom last week in Holliston. Holliston in Bloom does an extraordinary in making everyone proud of Holliston. Kathy Shore was recognized as Holliston's 2018 Community Champion.

J. Marsden echoed these comments.

M. Ahronian recognized Cherry Fenton and Kathy Shore as outstanding citizens for their ongoing work at the Holliston Food Pantry and Holliston in Bloom. He also thanked the America in Bloom Judges who flew to Boston to judge Holliston's efforts this year.

Further, M. Ahronian thanked the Garden Club, Marigold Project, DPW, Town Planner, Park and Recreation Director for all their hard work and assistance.

M. Ahronian reported he attended an Eagle Scout presentation last Sunday and thanks the Scout for all they do to make a Holliston an outstanding community including work on the Rail Trail, Stoddard Park and the Senior Center.

Page Two

Board of Selectmen Meeting Minutes, 7-23-18

M. Ahronian thanked DPW for their assistance with the July 4th event including the opening of Rail Trail.

K. Conley, 44 Cranberry Lane, asked if the weeds could be cut back on Route 16 entering Sherborn.

Tina Hein, 142 Union Street voiced concerns about the traffic on her street. There was a recent accident at School Street and Washington Street. Drives use these streets as a cut through. The housing is very dense due to the small lot sizes. There was a bylaw change in 2017 which allows for even a great housing density.

Lesley Kennally, 32 Spring Street, said the former Andrews School site is very overgrown and the new developer is not addressing the weeds and grass. Water is draining onto private property. Temporary traffic safety measures are needed such as speed bumps on School, Spring and Pleasant Street.

3.) Treasurer/Collector – Mary Bousquet: M. Bousquet was present and presented an updated Flexible Benefits Plan prepared by Wageworks, Inc for the Town. This is a modified “Cafeteria Plan.” J. Marsden said he has reviewed the plan. It is needed to be in compliance with IRS regulations. It adds a flexible spending plan and allows for health savings accounts.

M. Ahronian made a motion to accept the Plan. Second, J. Cronin. Voted 3-0

4.) Community Farm Advisory Committee Update: Kriss Westland, Chair of the Community Farm Advisory Committee was present and provided the following update. The greenhouse is up, the septic system is in progress, all community garden plots have been rented, the Committee is working on publicity, the Second Annual Family Farm Day was held on June 10th, the Farm to Table Dinner will be August 25th. Finally, K. Westland reviewed a one (1) year and three (3) year plan for the Community Farm.

J. Cronin asked about the home on the property. K. Westland said once redeveloped the overall site can accommodate the reuse of property including the home. Judges from America in Bloom also visited the site.

J. Cronin asked if the Committee had a page on the Town’s Web site? K. Westland said yes but a community calendar would be helpful as well.

J. Cronin asked about water useage. K. Westland said the Friend of the Farm pays the water bill.

J. Cronin said it would be a good idea to provide an update at the Fall Special Town Meeting.

Page Three

Board of Selectmen Meeting Minutes, 7-23-18

J. Marsden said he was pleased to see the progress things are moving in the right direction and suggested perhaps a sign on Rt. 16 directing people to the Community Farm.

5.) Down Town Project Update: Robert Smith from McMahon Traffic Engineers was present. R. Smith reported the lights will be fully activate this Wednesday.

R. Smith reviewed a revised plan for the placement of the globes at a lower level outside the Eversource danger zone at Holliston, Exchange and Charles Streets. The cost will be approximately \$10,000 and will take about ten (10) weeks to order and install. We can keep Larusso under Contract for the install.

J. Cronin asked if Eversource was OK with the new location and if McMahon has received confirmation in writing from Eversource. R. Smith said McMahon is trying to get written confirmation from Eversource.

M. Ahronian asked if any of the parts can be returned. R. Smith said they are working on a Change Order with Lorusso.

J. Marsden said the placement of the globes will for now be the new permanent standard.

M. Ahronian asked why the parking space is 17 feet and not 19 feet, and the need for a handicapped space in front of Fisks.

R. Smith said some adjustments had to be made and parking needs to be as centralized as possible.

Sean Reese, Superintendent of the Department of Public Works asked why the Town should assume the additional expense.

J. Marsden said it is the Board's expectation that either Eversource or McMahon will pay for whatever additional expense there is to place the globes on the masts in question. This will not be paid for by the town.

The Board agreed to proceed. The lights will be activated at 6a.m. Wednesday.

J. Cronin asked about training for the Police Department personnel. J. Ritter will check with the Police Chief.

6.) DPW Update: Sean Reese, Superintendent of the Department of Public Works was present. S. Reese reported personnel is down on the Highway side and they are working to address that

Page Four

Board of Selectmen Meeting Minutes, 7-23-18

need by hiring replacements for those who have retired or resigned. There are many highway projects underway and they are doing the best they can.

Westfield Drive will be bid next Spring.

Design of the Mudville neighborhood will be started. This project will include water line replacements, road reconstruction, sidewalks and drainage.

The power vent installation at the Hopping Brook water tank should be completed by October 1st. Winter Street is being designed.

J. Cronin asked about expanding the water main replacements to more than a mile per year. The Town would have to seek a debt exclusion to enable three (3) miles per year. The plan could move all costs under the debt cost and dissolve the water rate increase that was done several years ago for one (1) mile per year. S. Reese agreed he would need the money to increase the number of miles per year.

The State Revolving Fund application for the new water treatment plant will be submitted in October.

J. Cronin asked about the timeline. S. Reese said the Town should hear in January but the entire project will take about two (2) years to complete.

Regarding sidewalks and making more improvements. This will be part of the "Complete Streets Program." DPW is working to design sidewalks along Washington Street to Whitney and Norfolk Streets. Cedar Street and Hanlon have been reconstructed.

J. Cronin said he viewed streets and sidewalks as going together.

The tree removal budget has been increased by \$15,000.

S. Reese introduced the idea of establishing a Building and Grounds Superintendent position. This person would assume responsibility for all Town owned buildings and grounds. The Town needs a facilities manager. When you bring in the Schools it is a more complex question.

S. Reese said this should also address improving the grounds at various Town parks. A proposed job description was provided to the Board. We want someone who has managed in the construction trades. He noted that Medfield advertised for a similar position today so towns are moving in this direction.

Page Five

Board of Selectmen Meeting Minutes, 7-23-18

J. Marsden said a laundry list for each building should be developed.

J. Cronin said a next logical step would be to bring the Parks Commission into the discussion and asked if the position would be a Town employee or contractor and asked for the Medfield job description. It was noted the next meeting of the Parks Commission is August 8th.

S. Reese said regarding the DPW projects in Mudville there will have to be a public hearing to look at the entire project including the possibility of bike lanes leading to the Rail Trail.

J. Cronin said we need to stick with the plan and do the traffic study in September if necessary.

7.) Board Business

Meeting Minutes from August 28, 2017: M. Ahronian made a motion to approve and release the meeting minutes from August 28, 2017. Second, J. Marsden. Voted 2-0-1 (Cronin)

Meeting Minutes from July 9, 2018: M. Ahronian made a motion to approve and release the meeting minutes from July 9, 2018. Second, J. Cronin. Voted 3-0

Appointments – Conservation Commission, Weigher, Measurers and Surveyors of Commodities: M. Ahronian made a motion to appoint Utah Nickel to the Conservation Commission with a term to expire on June 30, 2021. Second, J. Cronin Voted 3-0

J. Cronin made a motion to appoint the following police offers as Weigher, Measurers & Surveyors of Commodities Felicia Filadelfo, John Loftus, Ethan Coakley, Charles Grace, and Dave Charette for terms to expire on June 30, 2019. Second, M. Ahronian. Voted 3-0

State Primary Warrant: M. Ahronian made a motion to approve and sign the State Primary Warrant. Second, J. Cronin. Voted 3-0

Veterans Service MetroWest District FY19 Amendment: M. Ahronian made a motion to approved and to authorize the Chairman to sign the FY2019 Amendment to the District Agreement by and Among the Towns of Ashland, Holliston, Hopkinton and Medway for Veterans District and Apportionment of Expenses. Second, J. Cronin. Voted 3-0

Disband the 8 Arch Bridge Committee: No action was taken.

Pinecrest Club House Committee Profile/Charge: The Board agreed to designate one member to be appointed to the Committee from the Golf Course Advisory Committee as a liaison.

Page Six

Board of Selectmen Meeting Minutes, 7-23-18

M. Ahronian noted that this new Committee should have people with experience in event planning, and a financial background. When looking at the current facility it was not built accommodate larger functions.

Most likely the septic system would have to be upgraded but when you look at the entire facility it is paying for itself. Deb Moore the current Chair of the Golf Course Advisory Committee and her husband have done an outstanding job managing the golf course but the club is in need of attention both in short term and possible long term expansion.

J. Cronin asked about the RFP process for the restaurant. J. Ritter said he has started to mark the document up and was planning to place it on the Board Agenda next week for review.

J. Cronin asked to extend the timeline for the Committee to complete its work until July 2019. There was no objection.

J. Cronin said he thought it was important to receive input from the Golf Course Advisory Committee when it comes time to select the next person to run the restaurant.

J. Marsden reminded the Board of the history of the facility. The Advisory Committee should manage the facility and not the restaurant.

J. Cronin said he thought it to be important to have someone with golf experience on the team perhaps one (1) or two (2) designees from the Golf Course Advisory Committee to review and evaluate responses to the Request for Proposals (RFPs).

J. Marsden said he could consider input and feedback on the draft RFP.

M. Ahronian said it is a question of receiving input at the start of the process or at the point of selection. He will reach out to the Golf Course Advisory Committee to explain.

J. Cronin made a motion to approve the Pinecrest Club House Committee without the RFP language in it and extend the timeline to complete the evaluation until July 2019. Second, M. Ahronian. Voted 3-0

7.) Any Other Business – None

Adjourn: At 9:13p.m. M. Ahronian made a motion to adjourn the meeting. Second, J. Cronin. Voted 3-0

Page Seven

Board of Selectmen Meeting Minutes, 7-23-18

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J. Jeffrey Ritter", is written over the printed name.

J. Jeffrey Ritter

Town Administrator