



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

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**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
AUGUST 27, 2018**

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

Also present: Jeff Ritter, Town Administrator

1.) Warrant: J. Cronin read the Warrant and made a motion to approve the weekly vendor (expense) and payroll Warrant (19-09) in the amount of \$1,316,722.92. Second, M. Ahronian. Voted 3-0

2.) Public Comment: J. Cronin noted there was an outstanding community fundraiser Saturday in support of the community farm and it was very well attended. He thanked all those involved.

J. Cronin noted that on September 9th there will be a dedication of an affordable housing unit on Chamberlain Street. The house was built by Habitat for Humanity.

September 4th is Election Day he encouraged all voters to vote.

He noted the Town Administrator is tracking the complaints received regarding Republic Services. He is still not overly happy with Republic Services, but the data will be useful going forward to hold the vendor accountable.

M. Ahronian agreed the Community Farm event last Saturday was outstanding. There was great music and food. The event was well organized and great social event. The donation of the greenhouse and the design of the septic system has been a great boost to the Community Farm.

He thanked J. Ritter for bringing him up to date on various issues after his recent vacation. Also, schools are back in session tomorrow.

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3.) Report of the Town Administrator: J. Ritter said the Annual Fall Fair will be held on Saturday, September 8th and all residents are encouraged to attend.

The Annual Fall Festival will be held on Saturday, September 22nd.

J. Ritter reminded the public that the Town Clerk now have available the State Primary ballots and the State Primary will be held on Tuesday, September 4th.

There will be a Department Heads meeting next Thursday morning at 10a.m.

The annual Carolyn Dykema picnic will be this Wednesday starting at noon at the YMCA in Hopkinton.

Regarding economic development, he has reached out to the Massachusetts Film Bureau and have invited them to tour Holliston as a possible filming location. They are anticipated to tour Holliston in October.

Eversource will be trimming trees for the next four (4) weeks. The Finance Committee is meeting tomorrow evening.

Finally, he review several upcoming dates.

Tina Hein, 142 Union Street asked J. Ritter where the filming and photographs would be taken by the Massachusetts Film Bureau. J. Ritter stated various unique location around town. If she had suggestion to let him know.

J. Cronin note the State is looking at providing assistance with the redevelopment of 9 Green Street and the Axton Cross properties.

4.) Public Hearing – Winehouse: J. Marsden opened the Public Hearing. M. Ahronian made a motion to open the Public Hearing. Second, J. Cronin. Voted 3-0

M. Ahronian read to the public notice and legal advertisement. Michelle Wagner, owner of the Winehouse was present and reviewed the history of the application including her petition to Town Meeting, the approval of the State Legislature, and the approval of the Governor. The next steps are for the Selectmen to approve the granting of the license and to send the license application to the ABCC.

J. Marsden noted this would be a change to an all alcoholic license allowing the Winehouse to expand its business.

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J. Cronin asked if this was a new license. J. Marsden said yes but it was unique to that location and business.

J. Marsden asked if there were any public comments on the application and license. No public comments were offered.

M. Ahronian made a motion to close the Public Hearing. Second, J. Cronin. Voted 3-0

M. Ahronian made a motion to approve the license application subject to approval of the ABCC. Second, J. Cronin. Voted 3-0

5.) Inspector of Buildings/Zoning Enforcement Officer Interview (Chris Canney): J. Cronin recognized Peter Tartakoff and thanked him for the years of service to the Town of Holliston and wished him the best of luck in the future.

Christopher Canney was present. J. Cronin asked C. Canney how he goes about balancing customer service and code compliance

C. Canney said communication and how you communicate to residents and contractors is key. J. Cronin asked for an example. C. Canney said just this evening a resident from the community where he is currently employed called him about a garage he wanted to build and wanted to understand why a plot plan was required. He explained the requirements of the building code and the need for documentation. He always try to steer the applicant to understand the building code and the requirements of the code and why.

J. Cronin asked C. Canney if he was well prepared for the position. C. Canney reviewed his experience and said communication with applicants is critically important and he thought he was well prepared for the position. He always responds in a timely fashion.

J. Cronin said customer service is very important and the way you explain the requirements of the building code or zoning by-laws and to walk through an issue is important. What is your approach toward change?

C. Canney said he has experience in permit tracking and using technology he has found the use of technology is very helpful to both contractors and citizens who might want to file permits during off hours. Electronic interfaces can be very helpful.

M. Ahronian said he asked a lot of questions during the first interview. He noted that C. Canney had filled in for P. Tartakoff when he was away or on vacation.

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J. Cronin asked about his approach to achieving a balance. The applicant will ultimately get approved but many times is simply explaining how to complete the application he does whatever is needed to assist the applicant.

J. Cronin asked about the number of his decisions have been appealed. C. Canney said there was an appeal to a decision he made while in Sherborn. But if you try to be practical and work with people these are normally resolved before it gets to the level on an appeal.

M. Ahronian also thanked P. Tartakoff for his many years of service to the Town.

J. Marsden said at the end of the day sometimes the challenge is you have to say no to people. Some will be happy some will not be this position the person has to be fair and treat people the same way. He also thanked P. Tartakoff for many years of service.

M. Ahronian made a motion to approve the recommendation of the Town Administrator to hire C. Canney to be the next Inspector of Buildings/Zone Enforcement Officer. Second, J. Cronin. Voted 3-0

6.) Police Chief Matt Stone Departmental Update: Chief Stone provided the following updates to the Board:

- Five New Police Officers Have Been Hired Since November 2017
- Three New Dispatchers Have Been Hired Since January 2018
- Reinstatement of Our K-9 Program at the End of September
- Update to Our Payroll and Scheduling Process
- Community Outreach Initiatives
- Command Staff Have Started Working on the FY20 Budget
- The Department is Seeking Support from the Selectmen to Secure a Motorcycle
- In the Process of Conducting a Staffing Analysis for the Department

J. Cronin asked about Departmental coverage, mutual aid, and coverage while officers are on vacation and how that relates to accounting for overtime.

M. Stone said there is a chain of command starting with the Police Officers, Sergeants, Lieutenants, the Chief, Accountant, and Treasurer/Collector before any overtime payments appear on the Warrant for final approval.

J. Cronin asked if this procedure was a requirement of the accreditation process. M. Stone no these systems of checks and balances have been in place for years.

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J. Cronin asked about the current staffing levels and the possibility of adding a position. M. Stone said that would most likely be in the upcoming budget for FY20.

M. Ahronian said he saw many benefits of a motorcycle program as outlined by M. Stone. The motorcycle could access the rail trail if needed now the Trail is completed.

M. Stone said it is difficult to measure the benefits of a motorcycle program but clearly it is good public relations, good for traffic enforcement, and public safety in general. The Department has reviewed funding options and what other communities have done and lessons learned. They are still working on the details if it make more sense to lease the motorcycle or purchase one.

J. Cronin asked about the lease cycle and the total estimated cost. M. Stone said a lease would most likely be for three (3) years the estimated cost to purchase would be around \$25,000.

The Board decided to revisit the motorcycle program and the staffing levels as part of a policy discussion on Monday, September 17th.

J. Cronin thanked the Chief for doing a good job in taking a proactive approach.

7.) Technology Departmental Update, Chris Meo: C. Meo was present and updated the Board regarding various technology related projects. With the approval from Town Meeting last Spring \$30,000 had been allocated to phase in a desk top replacement program. There are currently about 140 desk top computers and four (4) servers.

J. Cronin asked if the replacement program covered the school department. C. Meo said not just the Town side.

C. Meo said regarding the web site it does not meet the ADA regulations. A group of staff met with several web site providers and decided to remain with the Town's current vendor.

J. Cronin asked if they compared our web site with surrounding communities. C. Meo said the looked at about fifty (50) other web site they were particularly interested in making the site easier to use for seniors.

J. Cronin suggested placing a button on the front page linked to the Economic Development Committee as well as to the School Committee.

C. Meo said in June the Town received a \$33,000 technology grant that would make it easier for the public to access the Internet at various public facilities. He will be deploying equipment to establish the wireless network.

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J. Cronin said this would be very beneficial to the public and citizen volunteers and asked about the radius.

C. Meo said one hundred (100) feet from the building.

J. Cronin asked about the capacity. C. Meo said about twenty (20) people should be able to have access at the same time.

C. Meo presented an Internet portal policy users would have to acknowledge receipt when they try to access the Internet. J. Cronin asked if had been reviewed by Town Counsel. C. Meo said it is a standard policy that many communities use.

J. Marsden said he reviewed it and he had no problem approving it as presented.

M. Ahronian made a motion to approve the policy as presented. Second, J. Cronin. Voted 3-0

J. Cronin asked about monitoring equipment. C. Meo said the equipment rooms have sensors but we could use more. J. Marsden suggested get some estimates.

8.) Board Business

1750 Washington Street Contract, Bid Specifications for Roof: M. Ahronian made a motion to approve the contract with Russo Barr to prepare bid specifications for the roof replacement project at 1750 Washington Street. Second, J. Cronin. Discussion, J. Ritter said the objective is to get the bid specifications prepared, the bid advertised, with a hard number being receive in October, Special Town Meeting approval on October 29th and the project completed by Thanksgiving. That is the plan. Voted 3-0

Houghton Pond Dam Contract, Emergency Action Plan (Lenard Engineering): J. Cronin asked about the scope of this work, is it for construction and a study. J. Ritter responded that this is an update to a required Emergency Action Plan that was completed at least ten (10) years ago. The cost is \$7,500 for Lenard Engineering to prepare the updated Plan and to submit it to the Office of Dam Safety.

M. Ahronian made a motion to approve the Contract in the of \$7,500 between the Town of Holliston and Lenard Engineering to update the Emergency Action Plan. Second, J. Cronin. Voted 3-0

Assistant Collector Appointment: J. Ritter said the Treasurer/Collector is recommending the internal promotion of Lois Saunders to the position of Assistant Collector. M. Ahronian made a motion to ratify the recommendation to the Treasurer/Collector and to

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promote Lois Saunders to assume the responsibilities of the Assistant Collector. Second, J. Cronin. Voted 3-0

Marijuana By-Law Follow-Up Discussion: J. Marsden said the Planning Board is proposing three (3) articles for the October 29, 2018 Special Town Meeting and one (1) ballot question.

J. Cronin said residents to not favor retail sales at this point in time. The Planning Board through zoning would support a ban on retail sales.

Blackstone Valley Regional Recycling Center Contract Renewal: No action taken.

Meeting Minutes from August 20, 2018: J. Cronin made a motion to approve and release the meeting minutes from August 20, 2018. Second, J. Marsden. Voted 2-0-1 (Ahronian)

Event Permits – Rolling Meadow Block Party and Cystic Fibrosis Cycle for Life: M. Ahronian made a motion to approve and grant an event permit for a block party scheduled for September 15, 2018 between 75 Rolling Meadow Drive and 82 Rolling Meadow Drive. Second, J. Cronin. Voted 3-0

M. Ahronian made a motion to approve and grant an event permit for the CF Cycle for life to be held on October 16, 2018 starting at 7a.m. Second, J. Cronin. Voted 3-0

One Day Alcoholic Beverage Licenses – Thomas and Felicia Weddings: M. Ahronian made a motion to approve and grant two (2) One Day Alcoholic Beverage licenses Dan O’Neil Bartending Service for a Andrew Thomas wedding to be held on September 1, 2018 to be held at the Historical Society from 3p.m.-10p.m.; and to Holliston Historical Society (B&B Bartending) for Felicia’s and Donald’s wedding to be held on September 16, 2018 at the Holliston Historical Society from p.m. – 9:30p.m.

Goals and Objectives: M. Ahronian said the Board established the Pinecrest Club House Committee to take a look at the expansion and maintenance of the Club House. However, the Board did not designate who would be responsible for the oversight of the restaurant. The are Contract issues for non-compliance with the current manager. For example, the restaurant is sometimes closed to golfers when it should be open. The food shack is not functioning. We need to either amend the Contract or enforce the provisions of the Contract.

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J. Ritter noted the RFP is about to be issued and now is a good time to address these issues through the new Contract.

M. Ahronian said we need to treat this issue like a business with a little bit more structure.

J. Cronin said the timing appears to be perfect to have the discussion. We now have a Club House Committee established but he would be in favor of giving the oversight of the restaurant to the Golf Course Advisory Committee the new Committee is for a long range vision for the facility.

J. Marsden said we need to be careful about any interference between a volunteer committee and a vendor providing a service at the Club House. The Club House is a successful financial model. We can pull the Contract and review it in more detail.

M. Ahronian said he thought the current vendor is doing a good job. There should be a decision made to either keep what is currently in place, amend the Contract, or stronger enforcement.

J. Cronin said there needs to be Contract oversight and there needs to be more attention to the details of the Contract.

J. Cronin said regarding the Goals and Objectives, the sidewalk improvement plan should include any sidewalks that link to the Rail Trail.

He would like to see more than one (1) mile of water main replacement per year. The Parks Commission capital improvement plan should be expanded and the entire parks should be under the DPW.

M. Ahronian said the DPW Director has offered to take on the new division of buildings and grounds but he has a lot on his plate and we should have a dedicated person focusing on the Town's facilities.

J. Cronin said we should compare to other models.

The Personnel By-Laws are under review by Special Labor Counsel and should be ready at the end of the week.

The operations manual for each department is a good idea. We need to understand what it will take to get to the finish line with the Rail Trail and Blair Square.

9.) Other Business

American Legion: J. Ritter reported the Board received a request from the American Legion to waive the rental fee for the use of the Upper Town Hall.

M. Ahronian made a motion to waive the rental fee for the use of the Upper Town Hall for their annual 9/11 Awards Ceremony to be held on Sunday, September 9, 2018.

M. Ahronian noted and thanked the Superintendent of Schools for providing a tour of the High School. However, he is looking for a cost estimate to repair the walls which was promised to him. The condition and appearance is very poor and it does not reflect well on the community or the School Department. Several residents have complained to him about this. It looks like a 3rd world school building. The Business Manager was to provide an estimate and he has not seen anything yet.

The Selectmen need to be involved and he was told the School Committee would be deciding on their capital requests soon.

J. Cronin agreed that the damage could be impacting the overall structure of the building. We want to be helpful, be cooperative and transparent with the public.

Adjourn: At 9:16p.m. M. Ahronian made a motion to adjourn the meeting. Second, J. Cronin. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator