



**TOWN OF HOLLISTON  
SELECT BOARD**

**703 Washington Street  
Holliston, MA 01746**

**508-429-0608**

**SELECT BOARD  
MEETING MINUTES  
HOLLISTON TOWN HALL  
JUNE 3, 2019**

Present: Mark Ahronian, Vice Chairman; John Cronin, Clerk; Tina Hein, Member

Also present: Jeff Ritter, Town Administrator

At 7:00p.m. M. Ahronian called the meeting to order.

**1.) Re-Organization:** J. Cronin made a motion for T. Hein to serve a Clerk to the Board. Second, M. Ahronian. Voted 3-0

J. Cronin made a motion for M. Ahronian to serve as Chair of the Board. Second, T. Hein. Voted 3-0

T. Hein made a motion for J. Cronin to serve as Vice Chair of the Board. Second, M. Ahronian. Voted 3-0

**2.) Warrant:** T. Hein read the Warrant and made a motion to approve the weekly vendor (expense) and payroll Warrant (19-49) in the amount of \$2,609,536.35. Second, J. Cronin. Voted 3-0

**3.) Public Comment:** T. Hein thanked everyone for turning out for the recent election and noted she had very big shoes to fit with the departure of J. Marsden. There is a lot to learn.

J. Cronin welcomed T. Hein to the Board. He noted it is appropriate to change the name of the Board from Selectmen to Select Board and he will bring that up under other business.

M. Ahronian thanked J. Marsden for his hard work over the years. He came to understand how much J. Marsden loves this community. He also welcomed T. Hein to the Board.

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M. Ahronian thanked all the citizen volunteers who took the time to work the elections including the Department of Public Works for helping with the set-up and take down of all the equipment. The School Committee and Department for making the facility available for the election. It is really a community effort that often goes unnoticed.

M. Ahronian thanked Mark Frank, Holliston's Parks and Recreation Director for recently organizing a meeting with those who use the parks and the ball fields. Representatives from the School Committee, Finance Committee Baseball Association, Department of Public Works and the Parks Department were all present.

There was a good community conversation with the united goal to improve the conditions of the ball fields. There is a movement to create a non-profit "Friends of Holliston Ballfields" to raise private funds to support the fields.

The former Flagg School site was mentioned as a possible location for a new field by working with the Community Preservation Committee and the Finance Committee to develop a strategy to improve the playing conditions on all the fields.

J. Cronin said this is not a bad idea. He would like to see a comprehensive master plan for all the parks and fields and to fix what the Town currently has.

J. Cronin noted he was recently contacted by resident Shawn Lively who said there was recent vandalism at one of the parks and M. Frank took it upon himself to clean up the mess.

T. Hein asked about the master plan for all the parks. J. Cronin said yes the plan is in the works and is all inclusive.

Steve Bradford, 159 Marked Tree Lane, said there will be a ceremony and memorial service on June 15th sponsored by the American Legion and the Veterans of Foreign Wars. The sister of a World War II veteran who was killed in action will be presented the Massachusetts Medal of Liberty. The service starts at 11a.m.at the 1<sup>st</sup> Baptist Church.

M. Ahronian thanked S. Bradford for all the work he did to coordinate the recent Memorial Day Parade, ceremony and reception. S. Bradford said it was really the Memorial Day Committee who did all the hard work.

A resident from 864 Washington Street asked if the Marshall Street recycling center could be cleaned up and the hours expanded. It is really muddied up there. She recently completed a community survey with 103 responses received. When asked 84 residents said the hours should be expanded.

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J. Ritter said we can look into the request but in the short term the DPW can go there and make the area less muddy.

**4.) Report of the Town Administrator:** J. Ritter said there will be a final inspection of the new roof this Wednesday at 1750 Washington Street.

Last week twelve (12) proposals were received for the reuse of the former landfill and the conversion of that site into a solar field. The review process will take about two (2) weeks.

The Library ceiling project is nearing the end. Wall have been primed and painted. The electrical and HVAC finishes were completed last week. This week the final electrical and fire alarm inspections are scheduled to be completed. The final inspection punch list will be developed and the scaffolding removal will be completed.

There will be two (2) meetings this week led by Lundgren Associates under the Municipal Vulnerability Preparedness (MVP) grant program. Both meetings will be held at 1750 Washington Street Wednesday from 12p.m. until 4p.m. and Friday from 9a.m. until 1p.m.

**5.) Pole Hearing – Underwood Street:** At 7:28p.m. M. Ahronian opened the Public Hearing and T. Hein read the Legal Notice.

Ross Bilodeau with Verizon was present and explained the project and that this was a joint pole location between 268 and 290 on Underwood Street. M. Ahronian asked if there was any public comment. No public comments were received.

J. Cronin made a motion to close the Public Hearing and to approve the pole location. Second, T. Hein. Voted 3-0

**8.) Board Business**

**Annual Appointments – Special and Auxiliary Police:** T. Hein read the following list of re-appointments for Special and Auxiliary Police Officers:

Michael Aw  
Robert Guyon  
Mark Haddad  
Danny Lee  
Sean McDowell  
Daniel Nash  
James Ray  
Brian Ream  
Donavan Seay

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and auxiliary Police Officers  
Hanna Ciavara

and the following as Special Police Officers  
Michael Cassidy  
Martha Ellis  
Edward Loftus  
Craig Denman  
Jean Spera  
Cynthia Valovcin  
Dona Lee Walsh

J. Cronin made a motion to approve and appoint for a one (1) year term the list of appointees as read by T. Hein. Second, T. Hein. Voted 3-0

**6.) Department of Public Works Update:** Sean Reese, Director of the Department of Public Works was present and provided an update.

The Notice to Proceed for the Westfield culvert replacement project has been approved and sent to the Contractor.

Regarding the recently approved transfer of \$600,000 from retained earnings the water treatment plant design will start shortly and will take approximately twelve (12) months to complete.

The Mudville water main upgrade project will be completed during the months of July and August of this year.

The Cedar Street project will have to be re-bid in January the Town receive a poor response to the recently issued bid with five (5) bids received normally twelve (12) bids would be received for a project of this scope.

The Department is working with the Town of Medway on the resurfacing of Hill Street. Holliston's share of the project would be about \$54,000 to "mill" the street and about \$100,000 to reclaim the street. They are waiting on Medway's share of the project to come forward.

J. Cronin asked if he could work with Medway to expand the sight lines. S. Reese said that would be a much more expensive project and they are only looking for now at a resurfacing project.

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T. Hein confirmed the scope of the project would be about \$54,000 and \$100,000. S. Reese said that would be the amount expended by Holliston but it would also depend on which option is used.

M. Ahronian asked about the water main project in Mudville and confirmed that should be completed during July and August of this year. S. Reese said the project is moving quickly and there is a good contractor in place doing the work and there are no major issues. They will wait for the temporary patch to settle over the next year. The infrastructure is about seventy (70) years old.

T. Hein asked about the size of the pipe. S. Reese said it is easy to break the pipe currently in the ground.

M. Ahronian asked how long the entire project will take to be complete. S. Reese said sometime between next June and November.

M. Ahronian noted one of the oldest trees in Holliston is located along School Street close to the former Andrews School location. S. Reese agreed it is a Heritage Tree and is about three hundred (300) years old and is about seventeen feet in diameter.

Regarding the Tree Warden position he might receive one (1) call per day concerning trees other days he could receive three (3) or more. The Department did receive a Reserve Fund Transfer and there is about \$25,000 remaining.

He is working to hire a Tree Supervisor and the internal posting will happen shortly. The challenge is individuals who are qualified only want to tree work and not snow plowing as an example.

Line painting will continue next week.

M. Ahronian asked about the work around Casey's. S. Reese said DPW can do the paving but there is a significant amount of drainage work to be engineered and completed we are waiting to hear about the Trails Grant application. M. Ahronian asked if it could be completed before winter. S. Reese said he was not sure of the timeframe.

T. Hein asked about the need for a crosswalk at the Rail Trail and Church Street. S. Reese said he would look into that.

Regarding Marshall Street Recycling Center S. Reese said some road grindings can spread in the area where yard waste is placed to help eliminate the muddy situation.

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M. Ahronian said it would be helpful to expand the operational hours. S. Reese said he could discuss with the current personnel but they depend on volunteers to help.

J. Cronin suggested an online resident survey to see what works best for residents.

J. Cronin asked about the trees to be removed at the Golf Course. S. Reese said all have been removed except for one (1) and a contractor would address that tree.

7.) Cable Advisory Committee: Barry Sims the previous Chairman of the Cable Advisory Committee was present. He reviewed the history of the Committee and the license Agreement currently in place.

The current License expires in 2021 but it is a long process and a very specialized field in the legal profession. Epstein and August assisted the Committee previously and the Committee was pleased with their work and he recommended the town continue to use them.

There should be an Article at the October Special Town Meeting to fund the legal expenses. The cost should be in the range of \$25,000-\$30,000. A needs assessment needs to start now and Public Hearings scheduled. To get started they will need a \$6,000 Reserve Fund Transfer.

He will be meeting with the HCAT Board next Monday.

M. Ahronian made a motion to engage Attorney William August and to request a \$6,000 Reserve Fund Transfer from the Finance Committee. Second, T. Hein. Discussion: J. Cronin asked about what services will be covered by the \$6,000. B. Sims said there needs to be a community assessment completed, a draft license with Verizon needs to be prepared, there will be meetings with the Advisory Committee, and a delegating letter needs to be prepared. Voted 3-0

J. Cronin made a motion to appoint Barry Sims to the Cable Advisory Committee. Second, T. Hein. Voted 3-0

J. Cronin asked about the local control and the efforts to have the Commonwealth assume the oversight there is a lot going on in this industry. Barry Sims said they want to retain local control and Verizon might not be interested in a ten (10) year license. Perhaps a five (5) year license would be more attractive to Verizon.

It was noted several volunteers are needed to serve on the Cable Advisory Committee.

**8.) Board Business**

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**EMT Appointment:** J. Cronin made a motion to appoint Edward Glazebrook as an on-call EMT for the Holliston Fire Department. Second, T. Hein. Voted 3-0

**Affordable Housing Committee Charge and Appointment:** J. Ritter noted edits to the Affordable Housing Committee Charge provided by Mary Greendale. The edits can be easily made.

J. Cronin made a motion to approve the revised Affordable Housing Committee Charge. Second, T. Hein. Discussion: It was noted the Committee would provide a Report to the Board of Selectmen by December 31, 2019. Voted 3-0

J. Cronin made a motion to appoint Bryan Clancy to the Affordable Housing Committee. Second, T. Hein. Voted 3-0

**Liaison Assignments:** J. Cronin provided a history of the liaison assignments including an outline of roles and responsibilities. The Board tries to match expertise and areas of interest for the Board.

For example, DPW, working with Sean Reese and J. Ritter to develop a plan to expand the water main construction schedule.

The Board reviewed the liaison assignments and reassigned as needed. (See attached Liaison List)

**Goals and Objectives:** J. Cronin said he found it easier to focus on one goal or objective instead of several. For example, a master plan for the Department of Public Works to better define what is on the horizon.

The Facilities Manager is another example now that person will not be fully on board until FY2021.

The Finance Director is another example. M. Ahronian agreed the organization is expanding and the Town needs to be prepared. J. Cronin agreed checks and balance are needed.

J. Ritter suggested a study of the structure is what is needed first. There are a lot of needs but every five (5) to ten (10) years the Board needs to take a step back to see if the current structure is currently working well. Perhaps it is but a review should be undertaken by the Collin Center or similar organization.

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Does the Town really need an elected Board of Health, Board of Assessors, and Finance Committee or should those positions be appointed. It was agreed that J. Ritter would seek a proposal and report back.

**Amendment to the Traffic Rules and Order – Prentice Street and Burnap Road:** T. Hein made a motion to approve the Amendment to the Traffic Rules and Order allowing for the removal of a No Parking signs on Burnap Road at least 300 feet from Prentice Street. Second, J. Cronin. Voted 3-0

**Solid Waste and Recycling Discussion:** J. Ritter reviewed the implementation schedule and two (2) Question and Answer documents. One prepare by himself and one prepared by the Sustainability and Recycling Committee. He thought it best to post both to the Web site.

Christine Beling of the Committee said it would be better to post one document. J. Ritter agreed.

There was a question about providing six (6) free stickers to residents. C. Beling supported this approach.

Steven Bradford, Chairman of the Holliston Food Pantry was present and recommended this topic be tabled for now. The Board of Directors have not met to discuss. From time to time the Food Pantry receives donations of stickers. He thanked everyone for looking out for his clients.

Regarding the Q&A document J. Cronin recommended removing any reference to the Food Pantry for now.

J. Cronin made a motion to approve and release the combined Q&A document. Second, T. Hein. Voted 3-0

M. Ahronian thanked the Chairman of the Committee Michael Lavin for his hard work and getting us to this point.

T. Hein asked if she could coordinate the placement of sandwich board signs around town. There was no objection.

**Event Permits – Ernie Run and Turkey Trot:** J. Cronin made a motion to approve both event permits. Second, T. Hein. Voted 3-0



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**Summer Meeting Schedule:** The Board agreed to meet every other week or as needed during the months of July and August.

**9.) Other Business:** J. Cronin made a motion to change the name of the Board from Board of Selectmen to Select Board and for an Article to be inserted in to the Special town Meeting Warrant. Second, T. Hein. Voted 3-0

**Adjourn:** At 9:06p.m. J. Cronin made a motion to adjourn the meeting. Second, T. Hein. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter  
Town Administrator