

## **HOLLISTON BOARD OF SELECTMEN**

January 30, 2013  
7:30 P.M.

Selectmen's Meeting Room  
Town Hall

Present; Jay Marsden, Chairman; Jay Leary, Vice Chairman; Kevin Conley, Clerk and Paul D. Le Beau, Town Administrator. Andrea Minihan, Administrative Assistant was absent.

### **MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANT**

13-32 GENERAL WARRANT	\$ 790,029.36
STUDENT ACTIVITY (8030)	\$ 250.00
EXPENDABLE TRUST (722) HOUSING TRUST	\$ 500.00
AGENCY (890) VETERANS DISTRICT	\$ 200.00
NEW POLICE STATION BOND (340)	\$ 1,200.00
AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 825.08
GENERAL PAYROLL WARRANT	\$1,117,034.86
TOWN PAYROLL	\$1,117,859.94
TOTAL PAID WARRANT	\$1,911,039.30

### **ACCOUNTANT'S NOTE:**

#### **ACCRUED DEDUCTION LIABILITIES NOT PAID**

\$ 39,552.03

### **TREASURER'S NOTE:**

#### **WIRE TO HEALTH INSURANCE TRUST**

\$ 12,343.64

**THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

### **COMMENTS FROM THE BOARD**

Mr. Conley said that the Souper Bowl will be in the Upper Town Hall on February 2, 2013, to benefit the Pantry Shelf.

Mr. Le Beau thanked the Town Hall employees for all their work when the heating pipes broke and flooded the building.

### **BUDGET REVIEWS:**

Town Accountant, David Nalchajian, said that he wanted each department to put their own bills into Munis. He said that most departments were not willing to do that. Treasurer/Collector, Mary Bousquet, said that you can pay your bills on line. Ms. Bousquet said that many people do pay their bills on line but she said that many do not want to put all their information out there. Ms. Bousquet said that in her department with in the next few years they have three employees that will be retiring. Ms. Bousquet said that she would like to be pro-active and hire a part-time accounts payable and payroll clerk. She said that it would be important to have well trained people to replace employees that have been with this for a long time. Mr. Bousquet said that payroll is very complicated, not only do we have the Town employees we have the School employees.

Mr. Leary asked if Ms. Bousquet has thought about farming out the payroll to a company. Ms. Bousquet said that a few years ago she looked into ADP for payroll and she said that it cost more than the employee. Ms. Bousquet said that not only does she do payroll she helps with the counter and does the accounts payable.

Mr. Nalchajian said that the municipalities that have shipped out their payroll have all brought it back in house. Mr. Leary said that it may be worth exploring. Mr. Nalchajian said that even if we do out source the payroll all the data entry needs to be done. Mr. Conley said that he is in favor of out sourcing the payroll. Ms. Bousquet said that they have been saving money because of the new telephone system.

### **DEBT**

Ms. Bousquet said that long term principal increased \$104,830 and long term interest went down \$147,327 and short term interest went down \$41,339 and general interest stayed the same. She also said that short term principal is \$215,000 and that is for the ladder truck. Ms. Bousquet said that debt was reduced by \$81,000 and can be further reduced by a refunding bond for the Flagg School, Adams School, Golf Course and Town Hall. She said that she will have more information by mid April. She did say that she is estimating a savings of \$240,000 over an eleven year time frame. Ms. Bousquet said that the interest on the ladder truck is estimated and the final figure will be out in May.

### **EMPLOYEE BENEFITS**

Ms. Bousquet said that Workers Comp is \$209,689 and this represents a 4% rate increase from last year. She also said that disability insurance is \$21,975 also at a 4% rate increase from last year. She said that life insurance is at \$13,503, and a 1% rate increase, health insurance final figures will be in by February 19<sup>th</sup>. Ms. Bousquet said that they did project a 6.5% increase for a total of \$3,755,725. Ms. Bousquet said that the employee mitigation fund will end on June 30, 2013. She said that Medicare is \$378,201 and that is a 4% rate increase and Medicare B is \$8,487 and that is with a 7% rate increase. Ms. Bousquet said that County Retirement is an estimate of \$1,795,781, miscellaneous pension/health insurance is budgeted at \$5,000. Ms. Bousquet said that unemployment is \$100,000 and sick leave is \$21,700, an increase from last year. Ms. Bousquet said that there are five or six people who are 65 and are eligible for retirement so she is planning ahead. Mr. Conley asked about the health insurance cost he said that it is a 8% increase he said that it appears to be ongoing. Ms. Bousquet said that she took the current bill and projected a 6.5% increase from the rate that they are paying now plus an estimated for new subscribers. Ms. Bousquet said that the rate is just an estimate and we will know better after February 15<sup>th</sup> when we have our rate saver meeting. Mr. Le Beau said that the last few years have been favorable. Mr. Le Beau said that we are being conservative on the high side.

**ZONING BOARD OF APPEALS**

Henry Dellicker was present. Mr. Dellicker said that with the exception of personnel expenses everything is level funded. He said that most of the ZBA expenses are related to the number of requests for variances and permits. Mr. Dellicker said that on the personnel side the suggested guideline all went to the personnel line. He said that they have to change the way that they are doing things. He said that the Clerk for the ZBA was always part time in the Planning Board office so they were there to answer questions and answer the phone. He said that the Clerk left for a full time job, the new Clerk in the Planning Board has not officially picked up work for the ZBA. He said that he knows that she is doing things for them. He said that former Clerk is the recording secretary and attends meetings and does the minutes. She also files the decisions. Mr. Dellicker said that he would like to meet with the Town Planner, Karen Sherman to talk about a plan where the ZBA can get time from the Planning Clerk. Mr. Dellicker said that they average three hearings a month. He also said that they are short one associate member.

**SEALER**

Mr. Le Beau said that this is a self funded budget. He said that the fees that are paid go into a revolving account and the Sealer receives a stipend from that revolving account. Mr. Le Beau said that the annual fee revenue exceeds the annual operating costs.

**ANIMAL CONTROL**

Mr. Le Beau said that this is a service that we contract through the Town of Ashland. Mr. Le Beau said that this has been going on for three or four years now. Mr. Le Beau said that it has been a great relationship. Mr. Le Beau said that we pay the Town of Ashland a fee of \$38,359. In exchange for that we get services for Ashland's full time and part-time Animal Control Officers. We also have access to the kennel in Ashland. Mr. Le Beau said that the services include complaints about dogs to attending public hearings and sometimes appearing in court.

**PUBLIC BUILDINGS BUDGET**

Mr. Le Beau said that this budget covers the Town Hall, Golf Course Club House and restaurant and a portion of the expense of the Flagg/Cole Building. He said that in addition this budget carries the cost of the postage machine that is used by all the departments, it also covers the town wide expense of the Munis software package and the testing of the Marshall Street landfill. Mr. Le Beau said that the software for the Munis package is \$81,000. He said that the testing at Marshall Street is projected at \$24,200 per year, the postage machine is \$3,500 per year. He said that the bulk of the expenses related to buildings is for the utilities at Town Hall and for the Golf Course and the amount is \$15,000, the Flagg/Cole building in the amount of \$3,000 and Town Hall is estimated at \$40,000.

Mr. Le Beau said that grounds and maintenance includes Town Hall, the Flagg/Cole Building, the Golf Course and on occasion the Andrews School Building.

Mr. Le Beau said that they are just coming in under the guideline, but he did say that it is difficult to predict. Mr. Le Beau said that the utility expenses are variable.

**FEE WAIVER REQUEST – RELAY FOR LIFE**

**MR. CONLEY MOVED TO APPROVE THE REQUEST TO WAIVE THE UPPER TOWN HALL RENTAL FEE FOR THE RELAY FOR LIFE LUNCHEON ON APRIL 14, 2013. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

Mr. Marsden said that the Water Department is flushing the hydrants on Central Street and Fiske Street.

**ONE DAY ALCOHOL BEVERAGE LICENSE – ST MICHAELS CHURCH**

**MR. LEARY MOVED TO APPROVE THE ONE DAY BEER AND WINE LICENSE FOR ST. MICHAELS CHURCH ON FEBRUARY 9, 2013, FROM 7:00 P.M. TO 10:00 P.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**WATER SUPERINTENDENT LETTER**

Mr. Marsden said that Mr. Sharpin the Water Superintendent is going to retire and the Selectmen thought that this would be a good time to form a D.P.W. Mr. Marsden said that they would be under one roof and share equipment and personnel. Mr. Marsden said that the Selectmen in a letter is going to ask the Water Commissioners to slow down the hiring process for a superintendent so that they can discuss more the thought of sharing the staff. Mr. Marsden said that the motion would be for all three Selectmen to sign the letter to the Water Commissioners asking them to rethink the D.P.W.

**MR. CONLEY MOVED TO APPROVE THE LETTER TO BE SENT TO THE WATER COMMISSIONERS ASKING THEM TO WITHHOLD HIRING A SUPERINTENDENT UNTIL THERE IS FURTHER DISCUSSION TOGETHER. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.**

**AT 8:30 P.M. THE BOARD VOTED BY ROLL CALL TO ENTER INTO EXECUTIVE SESSION WITH THE OPEN SPACE COMMITTEE (GEORGE JOHNSON AND ANNE MARIE PILCH) TO DISCUSS LAND ACQUISITION WAS TAKEN.**

**MR. MARSDEN SAID A PUBLIC DISCUSSION COULD HAVE AN ADVERSE AFFECT ON THE TOWN'S NEGOTIATING POSITION.**

	<b>AYE</b>	<b>NAY</b>
<b>MR. MARSDEN</b>	<b>X</b>	
<b>MR. LEARY</b>	<b>X</b>	
<b>MR. CONLEY</b>	<b>X</b>	

**AT 9:30 P.M. THE BOARD EMERGED FROM EXECUTIVE SESSION AND VOTED TO ADJOURN**

Respectfully submitted,

Donna A. Muzzy

approved\_\_\_\_\_