

HOLLISTON BOARD OF SELECTMEN

January 2, 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

13-28	GENERAL WARRANT	\$ 205,751.60
	VOIDS	\$ (13,679.30)
	TOWN MEETING TRANSFER SOURCE FUNDING	\$2,239,800.00
	STUDENT ACTIVITY (8030) HIGH SCHOOL	\$ 3,354.00
	COMMUNITY PRESERVATION (265)	\$ 2,200.00
	HEALTH INSURANCE TRUST (701)	\$ 1,400.00
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 923.08
	GENERAL PAYROLL WARRANT	\$1,083,589.41
	TOWN PAYROLL	\$1,084,512.49
	TOTAL WARRANT	\$1,283,538.79

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID

\$ 168,460.33

TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST

\$ 133,449.86

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

COMMENTS FROM THE BOARD

Mr. Conley wished everyone a happy New Year.

Mr. Marsden said that Christmas trees can be brought to Marshall Street on Saturdays from 8:00 a.m. to 3:00 p.m. or the Boy Scouts Troup 76 by email at troup76trees@aol.com or by calling 508-429-7474 by Friday January 4, 2013, for a home pick up on January 5, 2013. Mr. Marsden said that the cost is \$7.00 for a tree under 6 feet and \$10.00 for a tree over 6 feet.

There were no comments from the audience.

BOARD BUSINESS – MINUTES

MR. LEARY MOVED TO APPROVE THE MEETING MINUTES OF SEPTEMBER 4, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MEETING MINUTES OF SEPTEMBER 19, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MEETING MINUTES OF OCTOBER 3, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MEETING MINUTES OF OCTOBER 10, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MEETING MINUTES OF OCTOBER 17, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MEETING MINUTES OF NOVEMBER 14, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

**EXECUTIVE SESSION MEETING MINUTES NOVEMBER 14, 2012.
MR. LEARY MOVED TO APPROVE THE EXECUTIVE SESSION MEETING MINUTES OF NOVEMBER 14, 2012, AS WRITTEN BUT NOT TO BE RELEASED. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

UPPER TOWN HALL WAIVER OF FEES – SOUPER BOWL

Mr. Marsden that they received a letter asking that the Board waive the fees for the rental of the Upper Town Hall on February 2, 2013, for the Souper Bowl. This event is sponsored by the Pantry Shelf.

MR. LEARY MOVED TO WAIVE THE RENTAL FEE FOR THE UPPER TOWN HALL ON FEBRUARY 2, 2013, FOR THE PANTRY SHELF SOUPER BOWL. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Marsden said that they are half way through the year and he would like to talk about their goal list.

Mr. Le Beau said that they signed the GIS Contract last week.

Mr. Conley said that he has seen the GIS program for Medway and it is great.

Mr. Le Beau said that they have an agreement for the new Web/site. Mr. Le Beau said that it is called Virtual Towns and Schools. Mr. Le Beau said that this company is the one that was the closest to the dollar amount that was voted at Town Meeting.

Mr. Marsden said that they are waiting for a response from the Legislature on the OPEB.

Mr. Leary said that we have money set aside for that.

Mr. Leary said that the Firefighters stipend is done.

Mr. Leary said that regarding the By-law amendment about water discharge they decided that they were going to defer. Mr. Leary said if they discharge the water into the street in the

winter it causes a traffic nightmare. Mr. Leary said that there are a few problem property's on Pleasant Street, Stagecoach Road, David Road and Winter Street.

Mr. Leary said that it will be ready for the spring Town Meeting.

Mr. Leary spoke of Selectmen's Office hours. Mr. Marsden said that it is his turn and it will be at Coffee Haven on Saturday January 12, 2013, from 8:00 a.m. to 9:00 a.m.

Mr. Leary asked if we had an update on the Andrews School? Mr. Marsden said that he was going to call the Clerks Office. He said that he was going to ask the Clerk to check with the Judge to see if we are any closer.

Mr. Conley said that the survey is still available at Town Hall. He said that he does want to put it on the new Web/site. He said that it would be more proficient to have it on the Web/site. Mr. Leary asked what the lead time would be for the GIS. Mr. Le Beau said that they are starting with the mapping information through the Assessors Office. Mr. Le Beau said that would be the foundation for the GIS program. Mr. Le Beau said that they have done this in many Communities so it should be a quick turnaround.

Mr. Le Beau said that first they will have the mapping then they will sit down with the departments to build the layers. Mr. Le Beau said that there is a large data base feature. Mr. Leary said that it would be available to the public. Mr. Le Beau said that it would be up to each department if they wanted to make it available to the public.

Mr. Leary said that there has been conversation about a DPW. Mr. Leary said that he had the opportunity to talk to Chairman Adams about Town Hall hours. Mr. Adams said that the Water Department would not be favorable to the change in hours because some of the staff have second jobs.

Mr. Le Beau said that downstairs some of the departments are part time and the Building Department comes in early because contractors usually start early in the morning. Mr. Le Beau said that with the exception of the Water department all the offices on the main floor will be available. Mr. Leary said that all the Departments should have the same schedule or we will have 4 different schedules going on. Mr. Leary said that it will not work well. Mr. Marsden said that it would defeat the purpose. Mr. Conley asked if we could split it. Mr. Leary said that people will be confused. Mr. Leary said that the Town Clerks office is in favor of the week night opening.

Mr. Le Beau said the high traffic areas are the Town Clerk, Treasurer/Collector, Water when the bills are out, Board of Health and Selectmen's Office. He said that we may not have the Board of Health on board or the Conservation and Planning. Mr. Le Beau said that if the Water Department is not going to stay open one night a week, if you were to come in with your water bill and wanted to pay it, there would be someone in the building to take it. But if you might need information or want to question the bill you would have to come back or call the office. Mr. Leary said that it works in the summer granted we are not open until 7:00 p.m. but it is workable then. Mr. Leary said that we could try it on an interim basis to see what happens. He said we could try it for six months then it will be summer. Mr. Le Beau said that we could start on February 4, 2013, it is a Monday. Mr. Leary said that we would keep it going all through the summer as well. Mr. Le Beau said that if we are available one night a week that is to our

advantage. Mr. Marsden said that to keep track of the number of people that come in and if no one come in then back to the regular hours. Mr. Le Beau said that we can review it again in June. Mr. Le Beau said that we usually start summer hours around the school schedule toward the end of June he said that we could start looking at it the beginning of June and see what the response is.

MR. LEARY MOVED TO AMEND TOWN HALL HOURS EFFECTIVE FEBRUARY 4, 2013, AND REVIEW IT THE BEGINNING OF JUNE 2013. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Conley said that you spoke about goals he thinks that we should move the traffic study up high on the list. Mr. Conley said that we should have an expert come in. Mr. Leary said that we have had many experts. Mr. Conley said that nothing has been done. Mr. Leary said that he would like to have a meeting with the Fire Chief, Police Chief and the Highway Department to talk about the traffic study. Mr. Marsden said that he would move to the least extreme traffic counting measures. He said to start with that and then move up the list and see how we do. Mr. Marsden said that even if we put lights up there is no guarantee that it will do the trick. Mr. Leary said that they have three different traffic studies. Mr. Leary said that we should get moving on it but he would like to talk to the Police Chief, Fire Chief and the Highway Department to see if they have any ideas and then come back to the Board with there input. Mr. Conley said that we all should sit down together. Mr. Marsden said that we should be making a list together of the steps that we would want to see.

Mr. Leary said that they still need to talk about the By-laws. Mr. Le Beau said that they have a draft proposed revised set of By-laws he said that he has shared it with the Town Clerk. He said that it is a comprehensive over haul. He said that he thinks it would take an entire night at Town Meeting just by itself. He said that it would involve almost every department because there could be some changes that may affect them. Mr. Leary asked why was it only given to the Town Clerk. He said that all departments should look at the review of it and then get back to us about it. Mr. Le Beau said that it could be easily done. He said that one of the reasons that it was given to the Town Clerk was an extra set of eyes to make sure that nothing was forgotten. Mr. Leary suggested that the Board get a chance to look at it.

Mr. Leary spoke about the Community Center and they are having a difficult time with picking a date for a meeting. Mr. Le Beau said that they will have a difficult time with ten members to pick a night that is good for everyone.

Mr. Marsden said that he has spoken to Mark Ahronian about the dams. Mr. Marsden said that he has been involved because he is the Tree Warden. Mr. Leary asked if Mr. Marsden has spoken with Karen Fung who is the Dam Inspector. Mr. Marsden said that they have been e-mailing back and forth. He said that they went on a tour and on Linden Street they spoke about not fencing but caution tape to stay away from it. Mr. Marsden said that Mr. Ahronian said that these trees have caused structural damage to the dam with their roots.

Mr. Conley said that the drainage ditch in Mudville has been cleaned out and the beavers are now building a dam.

Mr. Conley said that he has spoken about key performance indicators. He said that now would be a good time to talk about the snow and ice budget that way people will have a good idea of what has been spent.

Mr. Leary asked if it is a good time to talk about the DPW. Mr. Marsden said that at our last meeting we spoke about getting both groups together. He said that there is an overlap to what those two departments do. Mr. Leary said that Mr. Sharpin is going to retire. Mr. Leary said that he spoke with Mr. Adams and they are starting to look at people. Mr. Leary said that he reminded Mr. Adams that they were looking into the idea of forming a DPW. Mr. Leary said that the Water Commissioners are accepting applications.

Mr. Leary said that he was going to talk to Mr. Bergeron about taking calls for an interactive Board meeting. He also said for a Town Meeting because technology is so advanced.

Mr. Marsden said that anyone can send them an e-mail if they have a question that they would like the Board to answer.

Mr. Leary said that the K9 is going to graduate in February 2013. Mr. Marsden said that Michael Woods will be graduating from the Police Academy.

AT 8:10 P.M. MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

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