



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
FEBRUARY 11, 2019**

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

Also present: Jeff Ritter, Town Administrator

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

1.) Warrant: J. Cronin read the Warrant and made a motion to approve the weekly vendor (expense) and payroll Warrant (19-33) in the amount of \$1,864,000.72. Second, M. Ahronian. Voted 3-0

2.) Public Comment: M. Ahronian said he wanted to thank the School Committee and the Massachusetts School Building Authority (MSBA) for the information session held this morning. It was very productive and the information presented was helpful in understanding the choices.

J. Marsden extended his thanks for those who participated in the "One Act" play. Everyone did a wonderful job. There was a lot of hard work put into the play.

Jason Cooper, 121 Mohawk Path was present and urged the Selectmen to vote in favor of submitting a Statement of intent to the MSBA for the CORE program and asked when the Selectmen were planning to vote.

3.) Report of the Town Administrator: J. Ritter reported there was a monthly meeting of the Department Heads last Thursday morning with twelve (12) Department Heads attending. The Selectmen are always welcome to attend.

The Finance Committee will be meeting tomorrow evening starting at 6:15p.m. At 6:15p.m. the Capital Improvement Sub-Committee will be meeting. The Finance Committee will be

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reviewing the FY20 Budgets for Technology, Parks & Recreation, Board of Health, Fire Ambulance, and Emergency Management.

The Green Communities, competitive third grant round will be opening shortly. Thanks to the energy team, Chief Cassidy, Andrea Minihan and Chris Meo for all their hard work in preparing the next grant application. To date the Town has received about \$500,000 in grants for energy efficiencies. We should be ready to go once the grant announcement is made.

The staff performance evaluations should be completed next week. There are about four (4) remaining evaluations to be completed.

The Senior Center Door and Window Replacement bid document has been prepared and sent to the Building Inspector for review and edits.

Finally, he met with the Superintendent of Schools last Wednesday as part of their monthly meeting series.

5.) Trash and Recycling Collection Requests for Proposals: Michael Lavin and members of the Sustainability and Recycling Committee were present.

M. Lavin reviewed the process. The Massachusetts Department of Environmental Protection (DEP) provide a grant to assist the Town in preparing the RFP and technical assistance in reviewing the responses. Four (4) responses were received.

The Committee is recommending E.L Harvey be award the Contract based on those responses. Weekly pickup of trash and recycling will continue as usual which will include a 35 gallon trash container and a 64 gallon recycling container.

To help off-set the expense of the carts there is a DEP grant available. But it would be a fully automated collection system.

J. Cronin said he reviewed the responses and the approximate Contract with the current vendor is \$756,000 the new vendor would be about \$966,000 plus the tipping fees at Wheelabrator in Millbury.

M. Lavin said the recycling market is all over the place some communities are actually spending more to remove their recycling than to remove the trash.

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M. Ahronian said if the value of the Contract is about \$966,000 and we receive a DEP for \$123,000 that would bring the total value down to around \$843,000 assuming the Town were to receive the DEP grant.

M. Lavin said the recycling market is currently running about \$95.00 to \$100.00 per ton. E.L. Harvey has locked Holliston in at \$70.00 per ton as a base line.

M. Ahronian said E.L Harvey is attractive because they are located closer in Hopkinton instead of our current vendor who is located in Auburn.

M. Lavin said E.L. Harvey will use a route manager who is very hands on. They have newer equipment and are very customer oriented.

E.L. Harvey will pay for the containers and the Town will own the containers after five (5) years.

J. Cronin said there will be a \$210,000 increase in the budget but that is accounted for by the procurement of the containers over five years and the uncertain recycling markets. How does that compare with your other experiences?

M. Lavin said it was pretty much in the ballpark. Some communities are paying up to \$140 per ton. E.L. Harvey will utilize one man one truck approach and the use of stickers will remain.

J. Marsden asked what the end user might expect and when. M. Lavin said the current Contract expires on June 30th we want to get the carts ordered so they will be ready by June. The Town would have to pay for the expense to education the public through a direct mailing. But it will be a uniform single stream process.

M. Ahronian said it should be much cleaner and fewer papers blowing around. M. Lavin said in other communities the old recycling and trash containers could be disposed of at the DPW garage.

M. Lavin also said the new barrels will come with a chip so they can be located if stolen or borrowed. Which would allow the Town to track a truck, what was put into the truck by whom and when.

J. Cronin said this would be a five year contract and some communities are paying more to remove their recycling than their trash. This is an opportunity to take advantage of the new Contract changes.

M. Lavin said he added into the budget number a 25% contingency.

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J. Ritter thanked all those involved with the process to get Holliston to this point.

M. Ahronian made a motion to authorize the Chairman to sign the Notice to Proceed and Contract Notification with E.L. Harvey subject to successful Contract negotiations starting on July 1, 2019. Second, J. Cronin. Voted 3-0

4.) School Committee Statement of Interest (SoI): Stacey Raffi, Chair of the Holliston School Committee and Dr. Brad Jackson were present along with members of the Holliston School Committee.

B. Jackson said the School Committee reached out in October to the Selectmen to explore the interest and feasibility for Holliston to submit to the MSBA a SoI for the High School. B. Jackson provided a presentation including:

Holliston High School Today, Short-Term (0-10 Years) Infrastructure Needs

B. Jackson said the community has to make a decision if you want to address the issues separately or take on a comprehensive approach. The School Committee is seeking approval to submit the SoI as part of the entire process there would be a review of the current conditions. Which could result in an entire renovation, bring the building up to the State Building Code and or use the Accelerated Repair Program (ARP).

B. Jackson stressed the point that the MSBA brings a lot of talent and expertise to the table and the MSBA requires the process to be thoughtful. The MSBA requires the community to follow their process if we are going to take their funds.

The ARP is only for windows, doors, roofs and boilers.

J. Cronin asked how the 2001 renovation was funded. B. Jackson said that was under an old funding program. The current ARP established a qualifying age of 30 years or older. Roofs and boilers need to be 20 years and older. The ARP could be used to replace windows.

Jack McCarthy, Executive Director of the MSBA stated this morning that if for example a community participated in the ARP and after t10 years decided to build a new school the community would have to return to the MSBA 50% of the total project costs.

B. Jackson said he is recommending the town go with the CORE program. The first step is to submit the SoI which requires approval by the Board of Selectmen and the School Committee. If Holliston is invited to participate the MSBA would send a team to conduct a preliminary inspection that would result in an oral report.

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B. Jackson said there is no way of knowing if Holliston would be invited in the first submittal or the tenth. It depends who is in the pool. The submittal dates is around April 15th the notification would be in November 2019.

If selected the appointment of a School Building Committee within 60 days would be the next step. Within 270 days funding for the feasibility study must be in place which would require Town Meeting approval. The cost of a feasibility study could range between \$500,000 and \$1.0 Million.

So Town Meeting approval and most likely a debt exclusion would be required. The MSBA reimbursement is approximately 31%.

J. Cronin said so once the MSBA invites Holliston to participate a School Building Committee would be estimated who would then hire an Owner's Project Manager (OPM). The designers are pre-screened by the MSBA to start the feasibility study who would gather information about the school needs.

The OPM would work to develop alternatives 1.) Code Upgrades; 2.) Renovations; 3.) New Construction.

B. Jackson noted it is very important to the MSBA and the School Committee to have a full open and transparent process, to follow the Open Meeting Law, keep public documents, and record all votes. The School Committee voted to support the SoI with the submission for the CORE application in April.

The deadline for the ARP is this Friday.

J. Cronin asked about the maintenance and if certain things are not covered under the CORE program.

B. Jackson said athletic fields and field houses are not covered and the construction costs under the CORE program is capped at \$320 per S/F. Beyond that amount the Town would have to assume the expenses.

J. Marsden confirmed the site redevelopment expenses are capped at \$320 per s/f.

J. Cronin said the process would evaluate the current location as well as other potential locations.

B. Jackson said we would want to develop an inventory of other possible locations as part of the process.

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J. Cronin said so the deadline is April for the CORE program and the notification would be in November and how long the entire application process would take.

Ann Louise Hanstad, Vice Chair of the Holliston School Committee said about 1 to 2 years to complete the feasibility phase of the project. B. Jackson added once approved there are 270 days to secure the funding.

J. Cronin said assuming Holliston is approved for new construction a final recommendation would be ready for about 2021 and a debt exclusion would be scheduled during 2021. What happens if the debt exclusion question is not approved or we miss a deadline?

A. Hanstad said if she recalls correctly the Hopkinton project got delayed. But could consultant with State Representative Carolyn Dykema about possible next steps if that were to happen.

J. Cronin said he was in favor of submitting the SoI for April recognizing we could be 5-10 year out.

S. Raffi said she would encourage the Selectmen to develop a long term vision that would be 0-10 years out for the Town that would include all projects that are needed including water projects.

M. Ahronian said he is concerned about incurring more debt when we still have outstanding debt on the books until 2022. He thought it would be a good idea for the School Committee to reach out to various community groups including those at the Senior Center to educate them about the CORE program. The Library and Lions Club are other possible options. Community outreach is really important so the public understands the scope and impact of the project on the Town.

So far there was one meeting in January and John McCarthy suggested to have as many meeting as possible. Get the whole picture and come back next year. Better communication is needed.

Joan Shaughnessy, a member of the School Committee said we need the feasibility study to be completed that will provide us the data to share with others. This would be a good first step at no cost and no risk.

A. Hanstad said we could complete both studies and share that information. But to be clear the School Committee is not advocating or taking a position at this point in time until the studies are complete. Any delay with the School project will not help other projects. She agrees a Visioning Committee is a good idea.

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M. Ahronian said that's why it is important to think about the needed water projects. Right now we are doing one mile per year with water line replacements. There are 25-30 miles in really bad shape and another 30 miles that should have been replaced 15-20 years ago.

He thanked the DPW Director for all his hard work to get us where we are. Water is the most important asset we have even more important than schools. We need more time to pay-off the debt and this work needs to get done.

J. Marsden asked if the School Committee have talked with the Finance Committee.

A. Hanstad said as part of the Collins Center discussion the topic came up as part of the Capital Planning report that was prepared for the town.

J. Marsden said so there was a discussion about MSAB funding or Town funding for the project.

A. Hanstad said they are scheduled to meet tomorrow evening with the Capital Planning sub-committee of the Finance Committee.

J. Marsden said it was his understand that the MSBA would not fund a building replacement project simply because the building is old. But they do look at projects and how building might impeded the ability to educate children.

B. Jackson said it is pre-mature to set any direction because we do not yet understand the findings of any feasibility study. They will look at the project in terms of the District's ability to provide instruction. The current building was designed for one type of educational model. It was not designed for the 21st century learner.

A. Hanstad said in today's world students learn around project based models and she provided an example of students building a very small home a team project. B. Jackson provided another example, there are 41 doors to exit the High School.

J. Shaughnessy Holliston can simply not afford not to move forward. Or we can make a decision to keep up what we have.

J. Marsden said he had continuing concerns about the current maintenance program and the lack of maintenance that residents have called him about especially at the High School and the concession stand bathrooms. What is the plan?

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B. Jackson they are committed to sustaining the current facilities. In the FY20 budget there is a proposal to hire an additional maintenance person. However, as buildings get older more money is needed to invest in those buildings. The longer we wait the more expensive it gets.

J. Cronin asked if the MSBA were to decline the Holliston application would we move up the line in the following year. B. Jackson said no every year is different and it depends on the applications received.

J. Marsden said the SoI stands on its own are there other off ramps. B. Jackson said the SoI is one off ramp. Town Meeting the ballot question and potentially the School Building Committee are other off ramps if the community can't achieve a consensus.

Jonathan Varrell, 928 Washington Street was present and said he did not hear specific language in the SoI regarding the building deficiencies.

J. Marsden referenced #5 and #7 as part of the SoI.

Sean Mullen, 79 Baker Street was present and shared his experience as part of the School Building Committee in the Town of Easton. Completion of the feasibility study under the direction of the School Building Committee will provide the needed cost estimates for the various options.

J. Cronin made a motion to approve, sign and submit the SoI to the MSBA. Vote 2-0-1 (Ahronian)

Resolved: Having convened in an open meeting on February 11, 2019 prior to the submission closing date, the Board of Selectmen of the Town of Holliston, in accordance with its charter, by-laws, and ordinances has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 2019 for the Holliston High School located at 370 Hollis Street, Holliston, Massachusetts, which describes and explains the following deficiencies and the priority category (s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Priority Area #5: Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilating systems, to increase energy conservation and decrease energy-related costs in a school facility; and

Priority #7: Replacement of or addition to obsolete buildings in order to provide for a full-range of programs consistent with state and approved local requirements;

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And hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

6.) Budget Review – Council on Aging; DPW; Fire; Ambulance; and Emergency Management:

Council on Aging: Linda Marshall, Director of the Holliston Senior Center was present and reviewed her proposed FY20 budget and spending plan with the Selectmen.

J. Cronin said he was concerned that Holliston is spend less on senior centers and similar or comparable communities.

L. Marshall agreed we spend about \$45.00 per senior citizen and are considered to be in the lower 1/3 when compared to other similar towns. Thanks to the Friends of the Senior Center the gaps is filled and from other resources as well.

J. Cronin said he still thinks this program is underfunded. L. Marshall said the staff suffers.

J. Cronin asked about any unexpected capital expenses. L. Marshall said we are in pretty good shape but the stairs on the side entry need to be addressed at some point.

M. Ahronian made a motion to approve and refer to the Finance Committee the FY20 Council on Aging Budget. Second, J. Cronin. Voted 3-0

Department of Public Works (Water): Sean Director, Director was present. S. Reese said this budget is funded through the water rates. He reviewed his budget in detail noting the electric line item has increase due to rate increases and usage. One new position is being proposed for the Water Department due to the water treatment plant will be coming on line.

J. Cronin asked about the retained earnings of \$1.6 million plus the water improvement fees would equal about \$2,310 million. The new position is being proposed at \$52,504 and that would be self-funded.

M. Ahronian asked about the need for the position. S. Reese said we can't afford a person with thirty years of experience and we do not to pay someone with no experience. So we thought that would be a good starting salary number.

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J. Marsden said he thought S. Reese is doing an outstanding job running this Department the new treatment plant and person will certainly help improve the water situation in Holliston.

M. Ahronian made a motion to approve the FY20 Water Department budget which would include one new person to assist with the new treatment plant. Second, J. Cronin. Voted 3-0

Department of Public Works (Highway): S. Reese presented and review the proposed FY20 Highway budget. The Budget includes COLA increases. But the temporary labor (Summer help); longevity and equipment maintenance have been reduced. The communication line has been increased by \$1,000.

There is one capital request for a new dump truck that should be included in the May Warrant. This needs to be funded in May so the truck can be built over the Summer and ready for next Winter.

J. Cronin asked about the Facility Coordinator and what that person would be doing. S. Reese said this position would fall under the DPW budget for next fiscal year and the person would be responsible for the maintenance all non-school facilities and buildings. A job description has been prepared.

J. Cronin said he supports to the position. M. Ahronian made a motion to approve the FY20 Highway Department budget which would include the Facilities Coordinator position. Second, J. Cronin. Voted 3-0

S. Reese provided an update regarding the tree trimming and up branching work. They are currently getting caught up.

Fire Department: Chief Cassidy was present and reviewed in detail the proposed FY20 Fire Department budget. He is the only full-time paid employee of the Department. The staffing model consists of paid on-call and volunteers who receive a monthly stipend.

The utilities budget line is down. J. Cronin asked why that would be. Chief Cassidy said that is due to the fact various energy efficiencies have been introduced including the pending solar panel array on the Fire Station.

M. Ahronian made a motion to approve and refer to the Finance Committee the proposed FY20 Fire Department budget for consideration. Second, J. Cronin. Voted 3-0

Ambulance: Chief Cassidy said overall the proposed FY20 Ambulance budget is within the budget guideline.

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J. Cronin asked about the revolving fund and how the fees are set. Chief Cassidy said the fees are set by the Board of Selectmen and the budget is now funded out of the general fund. It is an ongoing challenge collecting reimbursements from various insurance companies because they only pay a set amount.

M. Ahronian made a motion to approve and refer to the Finance Committee the proposed FY20 Ambulance budget for consideration. Second, J. Cronin. Voted 3-0

Emergency Management: Chief Cassidy present the proposed FY20 Emergency Management budget. This is at guideline budget and is mostly for contracted services such as the community "Blackboard" for emergency notifications to residents.

J. Cronin asked if this was a revolving fund. Chief Cassidy said no and asked about the \$75,000 balance. Chief Cassidy said these revenues and receipts from gifts and donations are for services provided over the course of the fiscal year.

M. Ahronian made a motion to approve and refer to the Finance Committee the proposed FY20 Emergency Management budget for consideration. Second, J. Cronin.

Discussion: M. Ahronian asked about the capital expenses for the Fire Department. Chief Cassidy reviewed his list and said these items he would seek funding for in October.

Voted 3-0

7.) Board Business

Meeting Minutes from February 4, 2019: M. Ahronian made a motion to approve and release the Meeting Minutes from February 4, 2019. Second, J. Marsden. Voted 3-0

One Day Alcoholic Beverage License: M. Ahronian made a motion to approve and grant a One Day Alcoholic Beverage License to Special Occasions Servers for an event to be held in the Upper Town Hall on May 11, 2019 from 3p.m. until 11p.m.

Drainage Easement Acceptance – Evergreen Square Subdivision: M. Ahronian made a motion to approve the proposed drainage easement for the Evergreen Square subdivision pursuant to the affirmative votes from the Planning Board and Town Meeting. Second, J. Cronin. Voted 3-0

Acceptance of Quit Claim Deed – Evergreen Square Subdivision: M. Ahronian made a motion to approve the proposed Quit Claim Deed for the Evergreen Square subdivision

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pursuant to the affirmative votes from the Planning Board and Town Meeting. Second, J. Cronin. Voted 3-0

Golf Course Clubhouse Committee Update: J. Cronin agreed to attend the Golf Course Clubhouse Committee this Wednesday evening if available.

Affordable Housing Discussion and Landfill Solar Procurement Options: No action hold until next meeting.

Adjourn: At 10:09p.m. M. Ahronian made a motion to adjourn the meeting. Second, J. Marsden. Voted 2-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator