

TOWN OF HOLLISTON
SELECT BOARD

February 14, 2022
7:00PM

Town Hall
703 Washington Street

Present: Tina Hein, Chair; Ben Sparrell, Vice Chair; John Cronin, Clerk.

Also Present: Travis Ahern, Town Administrator; Michael Cassidy, Fire Chief; Barry Sims, Holliston Cable Advisory Committee; Lisa Borchetta, Senior Center Director; Jackie Winer, Youth and Family Services Director; Ryan Clapp, Conservation Agent; and Mark Kaferlein, Building Inspector.

At 7:00pm T. Hein called the meeting to order.

COMCAST CONTRACT DRAFT UPDATE / BARRY SIMS:

Barry Sims joined the meeting with an update on the proposed contract with Comcast. The current 10 year contract will expire in October 2023. The Public Hearing was held in September 2021. The overview of the needs assessment includes 1. A 10 year license 11/1/2023 – 10/31/2033. 2. Continuation of the 5% annual operating fee payable to HCAT; (\$296,000 for funding of capital equipment), plus a 50 cents per subscriber fee annually. 3. The potential for a 4th channel added to the 3 PEG channels currently provided.

B. Sims has not seen a preliminary license as of yet, he expects to be returning to the Select Board with another update later this Spring. The Select Board thanked him for his continued efforts to provide the Town with the best possible contract.

FY23 BUDGET REVIEW:

Council on Aging: Lisa Borchetta, Senior Center Director presented the proposed FY23 Budget for the Council on Aging. L. Borchetta noted that the bulk of the budget consisted of personnel salaries. She pointed out that due to age of the Senior Center building maintenance and repairs are ongoing on a fairly regular basis and that larger capital requests are most likely in the future. L. Borchetta stated that over the past year the Senior Center provided 9,671 services to Senior's throughout Town. One service she would like to see continue is the "taxi services" established during the pandemic through a grant. Another goal is to find other areas of need for Senior's with the data received from the Metrowest Health Foundation 55+ Survey obtained with ARPA funding to be completed by December 2022. The proposed FY23 Council on Aging Budget is \$267,853.

The Select Board thanked L. Borchetta for all her work and complemented her on a successful first year as the Senior Center Director.

Youth & Family Services: Jackie Winer, Director of Youth & Family Services presented the proposed FY23 budget. J. Winer stated that 91% of the budget consists of salaries and that operating costs are minimal. J. Winer expressed her appreciation for all the support received from colleagues throughout the pandemic. The Department has created a “satisfaction survey” with the intent to obtain community feedback and also a needs assessment as part of its goals. The proposed FY23 Youth & Family Services Budget is \$161,813.

J. Cronin thanked J. Winer and her Board for facilitating the mortgage and rent relief in which \$75,000 was funded by the CARES Act.

Both B. Sparrell and T. Hein noted the importance of grant writing. T. Ahern stated that the Assistant Town Administrator/HR may be able to assist with grant writing going forward.

Conservation Commission: Ryan Clapp, Conservation Agent presented the proposed FY23 Conservation Commission Budget along with a brief description of his role as Conservation Agent. The bulk of the budget covers his salary as Conservation Agent. R. Clapp stated that he continues to work on revisions to the Wetlands Protection bylaw which was passed in 2015 as well as maintenance of the Town Dams are two of his primary goals going forward. The proposed FY23 Conservation Commission Budget is \$56,547.

J. Cronin complimented R. Clapp on his professionalism and fairness in his role as the Towns’ Conservation Agent.

Building Department: Mark Kaferlein, Building Inspector presented his proposed FY23 Building Department Budget. M. Kaferlein stated that for the past 5 years the department has averaged 796 permits annually. The average for 1 inspector is 400. Currently the department is funding an Assistant Building Inspector out of the revolving fund on an as needed basis. M. Kaferlein would like to hire a full-time Assistant Building Inspector and presented several graphs to illustrate the need.

J. Cronin asked if M. Kaferlein has explored other options and if an increase in fees would be needed to support additional staff. B. Sparrell made an inquiry regarding the current Zoning By-laws to which M. Kaferlein noted that one of his ongoing goals for the next several years will be to continue to work through the Zoning By-laws and amend/edit as needed. T. Hein voiced her support for an additional full time employee based on the information presented.

The proposed FY23 Building Department Budget is \$226,194.

Zoning Board of Appeals: T. Ahern presented the ZBA proposed FY23 Budget in the amount of \$11,189.

T. Ahern presented an illustration of all proposed FY23 Department and Committee Budgets except for the Schools, as well as projected FY23 revenues. Discussion regarding what requests can realistically be covered will continue throughout the next several weeks. T. Ahern added that the State Aid numbers at this point look solid. Senator Spilka will be attending the March

14, 2022 Select Board Meeting with an update.

ARPA STEERING GROUP:

Chief Cassidy joined the meeting with 2 requests from the ARPA Steering Group.

J. Cronin made a motion to approve ARPA funding not to exceed \$150,000 for a Wastewater Treatment Feasibility Study. B. Sparrell second. Vote 3-0.

J. Cronin made a motion to approve \$25,000 to cover public health management, contact tracing for Q3 and Q4 to be funded by ARPA. B. Sparrell second. Vote 3-0. This will supplement a previously authorized request.

WARRANTS:

J. Cronin made a motion to approve the Weekly Warrant in the amount of \$2,356,119.90. B. Sparrell second. Vote 3-0.

PUBLIC COMMENT:

J. Cronin would like to consider a possible Town Meeting Article regarding the Towns upcoming 300th Anniversary. Celebration.

B. Sparrell stated that the Envisioning Future Holliston subcommittee will present the survey results at the next scheduled meeting Wednesday February 16, 2022. It will be available via zoom to the public. A second survey will be created shortly. T. Ahern suggested presenting the results on the HCAT show "Ask the TA".

COMMENTS FROM THE TOWN ADMINISTRATOR:

T. Ahern noted a recent resignation from a member of the Community Preservation Committee. Appointments will be added to a future Select Board Meeting.

Senator Karen Spilka will attend the Select Board Meeting on March 14, 2022.

T. Ahern went through a list of projects, studies and grants that the Town has been actively involved with. Some of the completed projects include: 9 Green Street Demolition, Town Hall renovation (floors, windows and doors), renovations at 1750 Washington Street and the Library, Winter Street water main replacement and the replacement of the Town Hall Septic System. Ongoing projects and studies include the Water Modernization Study, the Blair Square project and Sidewalk Improvements to name a few. There are also many grant earmarks ongoing or in process. Some of which are Complete Streets, Downtown Traffic Improvements, Goodwill Park Design, Street Lights conversion (on track to convert to LED) and Factory Pond Dam renovations.

T. Ahern presented a graphic of a draft copy of the Bond Bill requests with Shovel Ready projects.

Each Board Member thanked T. Ahern for the extensive presentation and for taking such an active role in all the work going on throughout Town.

BOARD BUSINESS:

J. Cronin made a motion to approve the Meeting Minutes of January 18, 2022 as written. B. Sparrell second. Vote 3-0.

J. Cronin made a motion to appoint Ben Clarkson to the Historical Commission with a term to expire June 2023. B. Sparrell second. Vote 3-0.

J. Cronin made a motion to approve the 2nd installment of the Chapter 90 Reimbursement for the Mudville drainage and sidewalk improvements in the amount of \$657,442.24. B. Sparrell second. Vote 3-0.

OTHER BUSINESS: NONE

At 9:36pm J. Cronin made a motion to adjourn. B. Sparrell second. Vote 3-0.

Respectfully submitted;

Margaret Driscoll

Approved__3-14-22