

TOWN OF HOLLISTON
SELECT BOARD

December 19, 2022
7:00PM

Town Hall
703 Washington Street

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

Also Present: Travis Ahern, Town Administrator.

At 7:01pm B. Sparrell called the meeting to order:

CALENDAR YEAR 2022 REVIEW / PREPARATIONS FOR CALENDAR YEAR 2023:

T. Ahern presented an overview of various project completed or 90% completed in the calendar year 2022. They include the Central Street Water Filtration Plant, which is fully operational. The Mudville Area Work, roads and sidewalks project has been completed. The MassDOT Route 16/126 project in which the road construction has been completed, however the State has indicated the crosswalks will be completed in this upcoming Spring 2023. Ongoing projects include the Highland Street Improvements, which have been reviewed and recommended by TAC. Review and work continues on the Town's dams. More information is needed regarding Houghton Pond Dam, and the Town is awaiting funding from the State for work on Factory Pond Dam. A report on Lake Winthrop may be available as early as January 2023. As a result of the MRI Study regarding Fire/EMS Services proposed changes are ongoing throughout 2023. Weather permitting the Blair Square Renovation Project is scheduled to begin in January 2023. As well as the continuation of the 9 Green Street Project scheduled to begin in February or March 2023.

T. Hein asked if the previously discussed Veterans Parking Spot has been incorporated into the 9 Green Street Plans. T. Ahern stated that PARE will most likely place it in the same general area as the ADA parking spots.

T. Hein made a motion to open the Warrant for the May 2023 Annual Town Meeting scheduled for Monday May 8, 2023 at the Holliston High School at 7:00pm. J. Cronin second. Vote 3-0.

REVIEW INTERMUNICIPAL AGREEMENT (IMA) WITH HOLBROOK RECC:

T. Ahern stated that Town Counsel reviewed the IMA Agreement pertaining to Holliston Police and Fire Dispatch services and the Holbrook Regional Call Center. There have been no substance changes made, however just some clarification on several items. The agreement was then reviewed by the Holbrook RECC Counsel. The Holbrook Center will make no changes to Holliston's operating procedures and will take both emergency and non-emergency calls. The Center will also be responsible for the maintenance of all equipment. Both Chief Stone and Chief Cassidy support the agreement.

T. Hein made a motion to approve the Agreement otherwise known as IMA between the Town of Holliston and Holbrook for the shared Fire and Police Dispatch System as presented and furthermore to authorize the Town Administrator, Police Chief and Fire Chief to provide the Holbrook Director and Deputy Director information necessary to apply for the State 911 Development Grant. J. Cronin second. Vote 3-0.

T. Ahern stated that the Town currently has very good dispatchers, the issue revolves around staffing and retention. T. Ahern has proposed a financial incentive package for the Towns civilian dispatchers to encourage their service through the transition. The proposal consists of 3 bonuses paid quarterly as follows: Q2, June 30, 2023 = \$2,000. Q3, September 30, 2023 = \$3,000 and Q4, December 31, 2023 = \$10,000; with a possible total of \$15,000. These amounts would be prorated for part-time and per diem dispatchers. Also included in the incentive package is a payout of 25% of unused sick time up to 90 days as of December 31, 2023.

T. Hein made a motion to approve the framework for the Financial Incentive Package for the Holliston Civil Dispatchers who are employed by the Town in multiple checkpoints in 2023 prior to a transition to the Holbrook RECC with the maximum total of incentive in the amount of \$15,000 payable in 3 installments available to fulltime, part-time and per diem employees prorated based on a fulltime schedule after Q2, June 30, 2023; Q3, September 30, 2023; Q4 December 31, 2023; and further the Town pay 25% of unused sick time up to 90 days as of December 31, 2023 to those dispatchers employed by the Town. J. Cronin second. Vote 3-0.

T. Hein made a motion to request that the Town Administrator present this Financial Incentive Package to the ARPA Steering Group to determine the ability of the American Recovery Plan Act. J. Cronin second. Vote 3-0.

The Board members encourage all dispatchers to look to employment opportunity at the Holbrook RECC.

PUBLIC COMMENT:

T. Hein stated that there will be no changes made to the Trash and Recycling during the week of December 26-30, 2022 and January 2-6, 2023.

The No On Street Winter Parking Ban is in effect until March 31, 2023.

J. Cronin met with the Senior Center Director and discussed the move towards making Holliston a Age/Dementia Friendly Community. The Assistant Director is leaving for another position elsewhere so there is a need to fill her vacancy. The Director pointed out that a salary increase may be helpful in attracting applicants.

J. Cronin pointed out that when the Facilities Manager was hired several years ago part of the intent was to eventually expand that role to include jurisdiction over the Schools by the third year. He would like to begin that process.

J. Cronin stated that the OPEB Trust met last week and the payoff date has been extended beyond 2037 to 2040. The OPEB Trust voted to reduce the \$1.5 million allocation to \$1.25 million choosing to free up the other \$250,000 to fund other priorities. Funding at this lesser

amount would result in the payoff date increasing by two years. Several visuals were presented to include the OPEB, (Other Post-employment Benefits) Policy, Practice and Plan.

B. Sparrell asked that the Select Board members turn their performance evaluations of the Town Administrator into the Town Clerk no later than January 13, 2023.

T. Ahern presented a letter/memo from Robert Weidknecht on behalf of the Trails Committee thanking Robert Walker and the DPW crews, all the volunteers and residents for all their support. Calling out the most recent work done in the Phipps Tunnel area of the trail.

Jay Robinson, 233 Chamberlain Street, and Finance Committee member joined the meeting to express his support of the Facilities Manager expanding his role to include the Schools. He also stated that he will bring the information shared regarding J. Cronins OPEB update back to the Finance Committee.

WARRANTS:

T. Hein made a motion to approve the Weekly Warrant in the amount of \$1,948,712.22. J. Cronin second. Vote 3-0.

COMMENTS FROM THE TOWN ADMINISTRATOR:

T. Ahern stated that the official lighting ceremony for the Menorah will be on Tuesday December 20, 2022 in the front of Town Hall.

The School Sub-Committee will be holding another meeting soon regarding the High School SOL. The Board of Health held a COVID vaccination clinic this past Saturday, December 17, 2022 in the Upper Town Hall.

The ARPA Steering Group will be meeting quarterly during the 2023 calendar year.

Mary Bousquet will be retiring the end of December 2022, many thanks to her and all she has accomplished.

Town Counsel is currently reviewing the Conservation Restriction for the Community Farm.

T. Hein made a motion to delegate the responsibility for the Conservation Restriction, also known as the CR for the Community Farm on Rogers Road to the Conservation Commission. J. Cronin second. Vote 3-0.

T. Ahern explained that the Town owned EV charging stations, which have been funded by a grant over the past 3 years is no longer in effect. At this time there is no mechanism in place to charge for that service. Therefore the public will no longer be able to use the two stations located behind the Town Hall. The intention of the Town is to have a model in which the stations will be self-funding, however that may be a challenge.

T. Hein made a motion to make the EV charging stations located at the Town Hall for Town owned vehicles only until such time that a credit card reader is installed and terms of service are finalized. J. Cronin second. Vote 3-0.

T. Hein suggested scheduling a Tri-Board meeting including the Select Board, Finance and School Committees in the near future. All Board members were in agreement.

BOARD BUSINESS:

T. Hein made a motion to approve the terms of the Fire Chief Contract with Michael Cassidy for FY23, FY24 and FY25. J. Cronin second. Vote 3-0. Each Select Board member expressed their gratitude and appreciation for the Chiefs service.

T. Hein made a motion to approve both the Annual and updated Licenses as follows for calendar 2023: 17 Class I Licenses and Class II Licenses, 7 Alcohol Licenses, 3 Entertainment Licenses and 17 Common Victuallers License. J. Cronin second. Vote 3-0.

T. Hein made a motion to approve the Seasonal Population Increase Estimation Form (ABCC) effective July 10, 2023 and submit to the ABCC pursuant to Mass Gen Law Chp 138, sect. 17. J. Cronin second. Vote 3-0.

T. Hein made a motion to approve the Meeting Minutes of November 14, 2022, November 21, 2022 and December 2, 2022 as written. J. Cronin second. Vote 3-0.

T. Hein made a motion to accept a donation in the amount of \$150 to the Senior Center from Big Help for Education. J. Cronin second. Vote 3-0.

J. Cronin made a motion to approve an All Alcohol Beverage Permit for January 7, 2023 from 5:00pm – 9:00pm for an event in the Upper Town Hall. T. Hein second. Vote 3-0.

OTHER BUSINESS:

T. Hein made an inquiry as to if Town Meetings must be held on a Monday. T. Ahern noted that it is stated in a bylaw that it be held, or start on a Monday, however that bylaw could be amended.

T. Hein also suggested that a representative from the Council on Aging be on the ADA sidewalk committee when it is formed.

All the Board members wished all Happy Holidays, and noted that the next scheduled meeting will be on January 3, 2023.

At 8:13pm J. Cronin made a motion to adjourn. T. Hein second. Vote 3-0.

Respectfully submitted,

Margaret Driscoll

Approved__02-06-23

