



**TOWN OF HOLLISTON
SELECT BOARD**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**SELECT BOARD
MEETING MINUTES
HOLLISTON TOWN HALL
JUNE 1, 2020**

Present: Mark Ahronian, Chairman; John Cronin, Vice Chairman; Tina Hein, Clerk

Also Present: Jeff Ritter, Town Administrator

At 7:02p.m. M. Ahronian called the meeting to order.

1.) Coronavirus Community Update: Emergency Management Director, Michael Cassidy was present and provided a community update.

M. Cassidy said he continues to work with the School Department personnel, the Town Accountant to gather expenses and the Parks Department to develop Day Camp regulations.

The Board observed one (1) minute of silence in recognition for those who have past as a result of the virus.

J. Cronin said as we move into June we need to understand what the July Annual Town Meeting would look like such as the seating arrangements and any public health issues.

2.) Warrants: T. Hein made a motion to approve and sign the weekly expense and vendor Warrant (20-49) in the amount of \$1,527,807.75. Second, J. Cronin. Voted 3-0

3.) Public Comment: M. Ahronian said he would to apologize to the public regarding the exchange between a member of the Select Board and a member of the Finance Committee regarding the Department Head compensation matter. We hope to do better in the future.

4.) Report of the Town Administrator: J. Ritter said the Contract for the debris removal at 260 Woodland Street has been signed. Work should start very shortly.

The DPW and Police 1/12 budgets need to be reviewed and approved by the Select Board.

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The Finance Committee is meeting tomorrow evening.

The Town's recycling policy has been sent to all Department Heads.

The Temporary Outdoor Sales Policy will be sent out this week.

J. Ritter said he needs to use up his earned vacation time over the next several weeks.

He reminded the Board that he needs there vacation schedules for the summer so meetings can be planned. T. Hein said she was planning to be away from August 17, 2020 – August 23, 2020.

T. Hein asked about the status of the Annual Town Report and if Chris provide a status report.

J. Cronin said perhaps Donna Muzzy could work on taking the Select Board Meeting Minutes while J. Ritter is away.

5.) Grant Applications to the Commonwealth and the Federal Government re. Pandemic:

M. Cassidy said to date there is about \$150,000 accounted for in expenses resulting from the pandemic. We continue to gather information but the application must be signed by Friday of this week.

J. Cronin suggested to have a special meeting this Thursday evening for this purpose. J. Ritter will post the meeting for 7p.m. Also, there needs to be a follow-up discussion regarding the Town Administrator Screening Committee and to plan the next steps for the Select Board.

T. Hein made a motion to authorize the Chair of the Select Board to sign the CARE grant application on behalf of the Board. Second, J. Cronin. Discussion: J. Cronin asked if M. Cassidy has spoken with the Chair of the Finance Committee. M. Cassidy said no but he will.

Voted 3-0

6.) 1/12 FY21 Budget Refer to the Finance Committee for Review and Comment & Select Board Letter to the Department of Revenue/Administration and Finance, Town Accountant Sharon Emerick: The Board reviewed the current spreadsheet provided by the Town Accountant.

Sharon Emerick, Town Accountant reviewed the line items. J. Cronin brought to the attention several miscalculations. For example, the Building Inspector, Keefe Tech and asked if the

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Highway Department up-branching is still in the 1/12 budget. S. Emerick said yes it was and she would make the corrections.

J. Cronin said the Debt Service budget should read \$441,572.42. Regarding the County Retirement he asked if the plan is to pay the full amount on July 1st. S. Emerick said yes.

Regarding unemployment the most recent bill has not come in yet.

J. Cronin said regarding the Employee Benefits and health insurance confirmed the payment would be made on July 1st in the amount of \$8,243,720.50. He accepts the 1/12 proposed budget and it should be sent along to the Finance Committee.

7.) Board Business

Annual Town Meeting Warrant: J. Ritter noted there has been discussion regarding current articles four (4) and five (5) as they relate to the Town Clerk's salary. T. Hein Articles five (5) and six (6) can be removed. But it best to check with Town Counsel.

S. Emerick said she would prefer to leave those articles in the Warrant and address this issue under Article four (4).

Crosswalk at Pinecrest: It was noted the Golf Course Advisory Committee would like two (2) cross walks by the golf course. These should include two (2) solar installations.

T. Hein made a motion to approve the use of golf course revenues in the amount of \$8,187 and to use the remaining balance of funds approved at Town Meeting for a total project cost of \$24,987. Second, J. Cronin. Voted 3-0.

Donations Police Department: T. Hein made a motion to accept a donation to the Police Department gift account from a local resident. Second, J. Cronin. Voted 3-0

Holliston Police Department Policy Updates: The Select Board reviewed the updated Police Department Policy Updates as part of the accreditation renewal application process.

J. Cronin made a motion to approve the updates. Second, T. Hein. Discussion: T. Hein said the Fire Arms and Weapons policies should be gender neutral. Voted 3-0

Year End and Reserve Fund Transfers: None

8.) Any Other Business

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T. Hein review comments from Town Counsel, Jay Talerman regarding Town Meeting deadlines and that the Annual Town Meeting Warrant must be posted at least seven (7) day in advance of Town Meeting.

J. Cronin said given the recent events in Boston this is a very difficult time for citizens.

T. Hein said we need to develop a policy quickly. J. Cronin agreed and supports the concept. We need to move as quickly as possible.

Adjourn: T. Hein made a motion to adjourn the meeting at 8:16. Second, J., Cronin
Voted 3-0

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Jeffrey Ritter".

J. Jeffrey Ritter
Town Administrator