

## **TOWN OF HOLLISTON**

### **SELECT BOARD**

October 24, 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; Kevin Rudden, Principal Assessor; Lynn Tokarczyk, Government Tax Incentive Consultant; Matthew Stone, Holliston Police Chief; and John Ostman, Business Consultant for the Holliston Police Department.

At 7:00pm B. Sparrell called the meeting to order.

#### **AFTER-ACTION DISCUSSION/LYNN TOKARCZYK, BUSINESS DEVELOPMENT STRATEGIES, INC.:**

Lynn Tokarczyk, Government Tax Incentive Consultant from Business Development Strategies, Inc. joined the meeting to discuss the potential for future business growth in Holliston and the advantages to the States Tax Increment Financing program. L. Tokarczyk began by thanking Travis Ahern, Town Administrator and Kevin Rudden, Principal Assessor for their work on a recent TIF negotiation with a company that has decided to locate in another Town. L. Tokarczyk stated that Holliston has demonstrated to be a pro-business community. She provided slides outlining guidelines for Tax Increment Financing and economic tools under the State Economic Development. The two important factors are company attraction and company retention, in an effort to generate tax revenue. It's important for the Town to establish a rapport with its business community. L. Tokarczyk went on to point out the various tax incentives available as well as the criteria that make a business eligible for a TIF. She gave several examples of Towns that have attracted and retained businesses through the TIF process. L. Tokarczyk noted that one way to attract new business is often via social media as well as having an Economic Development Advocate.

T. Hein thanked L. Tokarczyk for the enlightening presentation. J. Cronin supports the idea of outreach to the businesses within Holliston to build stronger relationships. K. Rudden stated that when an individual from a business phones the Assessors Office with a question he makes an effort to go to their place of business as a way to establish a rapport.

#### **POLICE DEPARTMENT 5-YEAR STRATEGIC PLAN UPDATE:**

Chief Stone stated that the he has been working with John Ostman of Ostman Business Strategies on the next 5-Year Strategic Plan 2023-2027 for the Police Department.

J. Ostman presented slides outlining the process and the expected timeline. This includes it's Mission, Values, Vision, Goals, Objective and Strategies. A SWOT Analysis which looks at Strengths, Weakness, Opportunities and Threats was used. It takes the raw information

and creates a plan. This resulted in 1 vision, 6 strategic goals, 25 objectives, 47 strategies, and 152 plans. J. Ostman then read the Mission Statement.

T. Hein stated that process appears to be honest with a most productive outcome. She noted that there seems to be a good deal of resident concerns around traffic throughout Town. J. Ostman noted that traffic concerns are addressed within the plan moving forward.

T. Hein asked how the Department will address diversity among the members of the Department. J. Ostman referred to the Core Values and Vision Statement as guiding those efforts.

J. Cronin asked what differences there are in the new strategic plan. Chief Stone responded by noting that the SWOT analysis was a chance to look inward and highlight how to improve on any shortfalls and also highlight the good work being done.

B. Sparrell acknowledged Community Engagement, the Police Departments efforts to integrate within the community as an ongoing positive goal.

The Select Board thanked both Chief Stone and J. Ostman for their thorough presentation.

#### **WARRANTS:**

T. Hein made a motion to approve the Weekly Warrant in the amount of \$1,819,825.08. J. Cronin second. Vote 3-0.

#### **PUBLIC COMMENT:**

T. Hein stated that the Holliston Community Action Fund is sponsoring a Downtown FrightFest on Friday October 28, 2022 from 5:30pm-8:00pm.

T. Hein read the memo for the No On-Street Parking Ban, which starts on Tuesday November 1, 2022.

T. Hein read the memo for the Fall Leaf Curbside Pickup, which will be during the week of November 28, 2022.

Liz Theiler, 17 Norland Street joined the meeting via Zoom. T. Ahern read an email (see attached) sent from Liz Theiler regarding the Fire/EMS Department, outlining some concerns. T. Ahern stated that the concerns are being addressed and that the discussion for the Assistance Fire Chief will be ongoing as we approach the FY24 budget process.

#### **COMMENTS FROM THE TOWN ADMINISTRATOR:**

T. Ahern noted his appreciation for those who attended the October 17, 2022 Town Meeting. He presented a timeline for the Articles voted at Town Meeting which include 3 water projects, TAC sign audit, sidewalk and ramp repairs, Library Feasibility Study, Wastewater Treatment project and Envisioning Future Holliston Strategic Planning.

T. Hein explained there are 3 new sidewalk projects which have been identified by Stantec, Complete Streets and ongoing conversations which would increase access for students to walk to school. These streets are Lowland/Fiske, Highland and Linden. These projects would be fully

funded by MASSDOT through the Safe Routes to Schools grant.

T. Hein made a motion to authorize the Town Administrator to apply for the Safe Routes to Schools Grant program from MASSDOT for the projects presented being located on Lowland/Fiske, Linden and Highland Streets with solicitation of support letters necessary for a successful grant application. J. Cronin second. Vote 3-0.

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T. Ahern stated that the Holliston Drug and Alcohol Coalition has requested the use of the video produced by Viewpoint. He noted that the Town owned the footage and can be used by other businesses and organizations as well.

PARE Corp was the lowest bidder received for the traffic study related to the 9 Green Street project.

The Blair Square project “kickoff” meeting will be held on Tuesday October 25, 2022.

T. Ahern will participate in “Civics Day” at the Holliston High School on Wednesday October 26, 2022.

The Video from the MAPC/EDC workshop that was held on October 12, 2022 is now available online for those interested.

T. Ahern is the process of recruiting the newly reorganized Envisioning Future Holliston Committee, which now will consist of 7 members, with 5 alternative members. Priority is being given to those who served on the original committee.

There will be three individuals honored with the Humanitarian Award by the Select Board sometime in November 2022.

#### **GREEN COMMUNITY ANNUAL REPORT:**

Christopher Meo, the IT Director has completed the annual report the Green Community. A Green Community Grant will fund the street light conversion project.

T. Hein made a motion to approve the Green Community Annual Report as presented for submission prior to the November 4, 2022 submission deadline. J. Cronin second. Vote 3-0.

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#### **BOARD BUSINESS:**

T. Hein made motion to award the contract to Foulsham Corporation as the lowest responsible and responsive bidder for the Holliston Central Fire Station Driveway Improvements in an amount not to exceed \$233,615.95. J. Cronin second. Vote 3-0.

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T. Hein made a motion to approve a permit for the Spookerfest Soccer Tournament sponsored by Holliston Youth Soccer on October 29, 2022 from 9:00am-3:00pm at the Marshall Street Soccer Fields with a Police Detail present. J. Cronin second. Vote 3-0.

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T. Hein made a motion to appoint Janet Alexander as a member of the Council on Aging with a term to expire in June 2024. J. Cronin second. Vote 3-0.

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T. Hein made a motion to approve the Meeting Minutes of September 19, 2022, September 27, 2022 and September 30, 2022 as written. J. Cronin second. Vote 3-0.

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T. Hein made a motion to approve a donation from the Holliston Lions Club to the Elderly &

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Disabled Tax Relief in the amount of \$1,000. J. Cronin second. Vote 3-0.

T. Hein made a motion to approve a donation to the Rail Trail gift account from 56 Lowland Street Legacy LLC to restore buffer planting adjacent to 56 Lowland Street. J. Cronin second. Vote 3-0.

T. Hein made a motion to approve a letter to the Massport Authority for a business, Boston Transportation Group LLC, operating within Holliston for a Limousine/Livery Service, for an office only, no cars to be stored at that location. J. Cronin second. Vote 3-0.

**OTHER BUSINESS:**

B. Sparrell stated that there will not be a Select Board meeting next week, October 31, 2022.

At 9:19pm J. Cronin made a motion to adjourn. T. Hein second. Vote 3-0.

Respectfully submitted;

Margaret Driscoll

Approved\_\_11-28-22

