

TOWN OF HOLLISTON

SELECT BOARD

July 31, 2023
7:00PM

Town Hall
703 Washington Street

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

Also Present: Travis Ahern, Town Administrator; Ann and Tom Chipman, business owners/Town residents; and Brian Goodman, Town resident.

J. Cronin called the meeting to order at 7:00pm.

REVIEW OF SUSTAINABILITY COORDINATOR / REQUEST FOR PROPOSAL:

T. Ahern presented a draft of the proposed RFP for the Sustainability Coordinator. T. Ahern explained that due to changes in the market there is a need to update the position of Sustainability Coordinator and open discussion as to whether it should continue as a contract or consider changing it to a part-time employee within Town Hall. The current contract consists of 11 hours per week. Due to the increasing needs of the role it is necessary to increase the hours.

B. Sparrell supports continuing as a consultant role with grant writing experience as opposed to a part-time employee who may need to tap into other entities for grant writing support.

T. Hein endorsed the idea of hiring a part-time employee whom may then develop relationships within the Town Hall Community.

J. Cronin supports the hiring of a consultant to continue to fulfill the Sustainability Coordinator position as he feels a consultant will bring more experience to the role than a part-time employee. J. Cronin also suggested having the Sustainability Coordinator reassigned to another individual other than the Town Administrator going forward. After a brief discussion it was determined that the Sustainability Coordinator will report to the Assistant Town Administrator/HR Director.

Rich Rosenberry and Joan Levinsohn, 66 JarrBrook Road both thanked the Select Board for giving this position the attention it needs to keep up the ever changing Climate Changes. J. Levinsohn supports the position being filled as a part-time employee.

B. Sparrell made a motion to approve the revised scope of service for the consulting services of a Sustainability Coordinator as presented based on changes in the market since the original RFP was issued and the changes discussed during this meeting as well. T. Hein second. Vote 3-0.

The Select Board members acknowledged the work that the current Sustainability Coordinator, Matt Zettek as done in the role and note that he may choose to reapply for the revised position.

REVIEW DRAFT JOB DESCRIPTION & WORK PLAN FOR PART-TIME EDC COORDINATOR:

T. Ahern presented a draft of the Job Description as well as the Work Plan for the Part-time

Economic Development Coordinator which was approved at the May 2023 Town Meeting. The position would consist of a 30 hour work week with an annual salary of \$50,000. The Assistant Town Administrator/HR Director developed the Job Description and Work Plan.

All three Select Board members voiced their support of the position and noted that it will benefit the businesses, new and old within the Town.

Brian Goodman, 86 Church Street stated that as a resident and a potential future business owner in Town having someone who can create a connection within the community and actively recruit business is a positive thing.

Julie Winston, 45 Country Road, had several questions regarding the specifics of the proposed Work Plan. T. Ahern stated the process will lead itself to revisions as the Assistant Town Administrator works with the Economic Development Committee in reviewing goals etc.

J. Cronin pointed out that the Select Board will not be taking a vote on the Work Plan this evening.

Keefe Bailey, 17 Lowland Street, asked for clarification on the differences between the role of the Town Planner and the proposed EDC Coordinator. J. Cronin stated that the Town Planner has a distinctly different role and works closely with the Land Use Departments, (Conservation Commission, Health Department and Building).

B. Sparrell made a motion to approve the proposed configuration for a 30 hour per week part-time Economic Development Coordinator position as presented and approved within the Omnibus Budget at the May 2023 Town Meeting. T. Hein second. Vote 3-0.

WARRANTS:

B. Sparrell made a motion to approve a FY23 Weekly Warrant in the amount of \$685,022.56 consisting of payroll. T. Hein second.

B. Sparrell made a motion to approve a FY24 Weekly Warrant in the amount of \$1,529,895.01. T. Hein second. Vote 3-0.

PUBLIC COMMENT:

Ann Chipman, business owner at 53 Jeffrey Avenue joined the meeting and read a prepared statement regarding the ongoing conversation regarding traffic in the Lowland Industrial Park area and the possible closing of Lowland Street at the Rail Trail. After doing some research A. Chipman found that in 2021 the Town applied for a Heavy Commercial Vehicle Exclusion on Lowland Street and was denied. The traffic study concluded that within a 24 hour period 8.3%-13% of all vehicles were commercial, 87%-91.7% were passenger vehicles. A. Chipman continued to state that Lowland Street is used by commuters on their way to work, as well as buses on their way to schools. If Lowland Street is closed it will negatively affect the traffic on Washington Street in the Downtown area. A. Chipman is not in support of closing Lowland Street at the rail trail. She concluded her statement by adding that she heard of the ongoing conversations via "the grapevine" and asked that in the future the Town notify the businesses

in the industrial Park.

Thomas Chipman, business owner at 53 Jeffrey Avenue was also in attendance and submitted paperwork to the Select Board regarding a property previously discussed during the conversations pertaining to the traffic issues.

B. Sparrell will be hosting his monthly Select Chat on Friday August 4, 2023 at the 9:30am at the Senior Center, all are welcome.

COMMENTS FROM THE TOWN ADMINISTRATOR:

T. Ahern stated that Farm Day has been scheduled for Sunday September 10, 2023. The Assistant Town Administrator/HR Director with the aid of a Town Hall Staff member have reached out to the various farms throughout Town.

The RFQ for the Central Street, Norfolk Street and Franklin Street Traffic Study deadline is August 3, 2023.

T. Ahern and S. Reese the DPW Director have participated in the 3rd regional South Section MWRA Sewer and Water study. This may be useful to the Town of Holliston in the future. The 3rd and final Downtown Sewer Forum will be held in the Upper Town Hall at 9:30am on August 14, 2023.

The Metrowest YMCA received a \$5 million grant to build a new facility which will include an indoor pool and an Early Learning Center.

BOARD BUSINESS:

B. Sparrell made a motion to accept the Inter-Municipal Agreement as presented and reviewed by Town Council between the Towns of Holliston, Hopkinton and Sherborn for Social Work Services Clinicians under the Police Departments to be paid for in its entirety by a grant from the Department of Mental Health. T. Hein second. Vote 3-0.

B. Sparrell made a motion to approve the One Day Beer & Wine License for Arcadian Farms on Saturday August 19, 2023, beverages and a TIP certified bartender to be provided by Brian Goodman, Rushford & Sons Brewhouse. T. Hein second. Vote 3-0.

B. Sparrell made a motion to continue the Town membership with the Metrowest District Veterans Services comprised of Medway, Holliston, Hopkinton and Ashland and to further designate the Town Administrator of Holliston to be the representative to the district's Board of District.

B. Sparrell made a motion to approve a One Day Beer & Wine License for the 26th Cystic Fibrosis Cycle for Life on Saturday September 30, 2023 from 11:00am-4:00pm with a TIP certified Bartender provided by Bon Fete Inc. T. Hein second. Vote 3-0.

B. Sparrell made a motion to waive the fee for the One Day Beer & Wine License for the Cystic Fibrosis Cycle for Life on Saturday September 30, 2023. T. Hein second. Vote 3-0.

B. Sparrell made a motion to approve the Meeting Minutes of June 5, 2023 and June 12, 2023 as written. T. Hein second. Vote 3-0.

B. Sparrell made a motion to approve the appointment of Tina Hein to the following three, Holliston Trust Fund Board of Trustees, MAPC Representative and the Metrowest Regional Collaborative to expire June 2024. J. Cronin second. Vote 3-0.

B. Sparrell made a motion to appoint Joanne Hulbert to the Historical Commission with an expiration of June 30, 2026. T. Hein second. Vote 3-0.

OTHER BUSINESS:

T. Hein requested a copy of the letter composed several years ago by Holliston Police Chief Stone, which was sent previously to the business owners in Lowland Industrial Park regarding the traffic study at Woodland and Lowland Streets. T. Ahern will forward the letter for the Boards review.

At 8:07pm B. Sparrell made a motion to adjourn. T. Hein second. Vote 3-0.

Respectfully submitted;

Margaret Driscoll

Approved___9-5-23