

## **TOWN OF HOLLISTON**

### **SELECT BOARD**

August 3 2020

Town Hall

6:38 P.M.

703 Washington Street

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

**Also Present:** Travis Ahern, Town Administrator; Sam Tyler, Christina Lingham, Len Engel, Paul LeBeau, Scott McKechnie, All members of the Governance Committee.

At 6:38 J. Cronin called the meeting with the Governance Committee to order.

S. Tyler the Governance Committee Chair read the opening statement for the virtual meeting. After which point T. Ahern read the charge, the mission statement associated with the Governance Committee. S. Tyler, stated that he and the committee were looking for clarification on the charge. Specifically how does the Board envision a strategic plan going forward.

T. Hein would like to see a clear economic development plan within the community.

J. Cronin stated that he viewed this charge in two phases. In the immediate phase, with regards to the current by-laws and any issues around them. And in the long term creating a strategic economic plan and identify by-laws and other changes that might be useful.

B. Sparrell stated that it would be beneficial to outline the functions of all the boards and committees in town to determine where there is redundancy. Also he would like to see town government look at and navigate its departments and by-laws through the lens of its residents.

P. Le Beau is creating a study comparing data from 15 towns comparable to Holliston and looking at their by-laws. Once this information is completed the plan will be to post it on the town website. Along with this study the Governance Board plans to review new authorizations in the Municipal Modernization Act.

After some discussion it was decided that the Governance Board should bring issues to the Select Board as they come up. J. Cronin suggested that the two Boards meet again in early September 2020.

At 7:02pm J. Cronin announced a recess in which the Governance Board signed off.

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

**Also Present:** Travis Ahern, Town Administrator; Chief Michael Cassidy.

At 7:04pm J. Cronin called the meeting to order.

**COVID-19 UPDATE:**

Chief Cassidy was present to report that there are currently 62 total cases; 56 recovered; 2 fatalities and 4 active cases; 2 of which are new. None of the mentioned cases have been traced to the recent Town Meeting or the High School Graduation. The Chief stated that the Town may see an uptick in cases due to the fact that more places are opening up within the community. He continued to encourage people to remain diligent with washing hands and maintaining social distance. He presented a request for \$220 to supply the Town Clerk with 7 collapsible storage carts to be used for ballots in the upcoming election. This request will be funded through the Cares Act. B. Sparrell made a motion to approve the purchase of 7 collapsible storage carts to be used by the Town Clerk for ballots and funded through the Cares Act. Second by T. Hein. Vote 3-0. The Chief is in the process of putting together a report to present to the Board outlining the Cares Act reimbursements. T. Hein asked the Chief if there has been any consideration of how additional expenses would be handled if the schools decide to go remote only in September. He reminded the Board that there are additional State Funds available for Covid related education expenses. The Chief concluded by stating at this time there has been nothing indicating that there will be an extension of the Cares Act into 2021.

**WARRANTS:**

T. Hein made a motion to approve the weekly warrant in the amount of \$456,119.31. Second by B. Sparrell. Vote 3-0.

**PUBLIC COMMENT:**

B. Sparrell thanked the residents that attended Town Meeting on July 20, 2020 for their participation as well as various town employees and volunteers for their effort in making Town Meeting a success. He also welcomed Travis Ahern to his first Select Board Meeting as the new Town Administrator.

T. Hein reported that since January 1, 2020 there have been over 100,000 users of the Rail Trail here in Holliston. She added that she will be resuming her office hours at the Town Hall at 6:00pm on Monday evenings.

J. Cronin took the time to inform the public that Friday August 7, 2020 is Purple Heart Appreciation Day and read a statement provided by Steve Bradford of the American Legion.

## **TOWN ADMINISTRATOR REPORT:**

T. Ahern reported that he and M. Bousquet the Treasurer/Collector are currently obtaining quotes for a Healthcare consultant to aid in the Town's search for employee healthcare.

T. Ahern informed the Board that the Request for Quote (RFQ) has been issued for the 9 Green Street project. This is for information gathering only, looking to define the cost to develop the site. Also the bids for the Town Hall doors are due on Friday August 14, 2020. In conclusion T. Ahern stated that he plans to look at the cost of repairs to town buildings and facilities and include them in his quarterly updates in an effort to determine if they are exceeding their budgets.

## **DEPARTMENT HEAD CONTRACTS:**

After discussion among the Board they asked T. Ahern to incorporate personalized goals into the Department Head contracts, in an effort to have a more efficient way to review individual achievements.

## **SHARED STREETS AND SPACES:**

T. Hein presented the Board with three proposal for State Shared Streets and Spaces program grants. These are Pilot projects and the state provides the engineering support at no cost to the town.

Blair Square – this would involve expansion of the green, shared bike lane, redesign a pedestrian pass way, add signage and reclaim some of the street space for potential use for businesses.

Washington and Prospect/Pleasant Street Crosswalk – repaint lanes in an effort to channel vehicles into a narrowing lane and become better aware of the speed limit. Possible installment of water filled barricades to be used as a median for better safety at the crosswalk.

Washington and Linden Street Crosswalk – duplicate the same suggestions as mentioned for the Washington and Prospect/Pleasant Street crosswalk.

When asked if the Blair Square committee was privy to the first mentioned proposal T. Hein informed the Board that there was no conflict with their design. In conclusion T. Hein noted that the signage and paint costs for these projects would be covered by the grant (which has not yet been awarded). The Board will vote on the proposals at next week's Board meeting.

## **BOARD BUSINESS:**

The Board approved the following minutes. T. Hein made a motion to approve the meeting minutes of June 8<sup>th</sup> and June 15<sup>th</sup> as written. Second by J. Cronin. B. Sparrell abstained. Vote 2-0. T. Hein made a motion to approve the meeting minutes of July 15<sup>th</sup>, and July 20<sup>th</sup> as written. Second by B. Sparrell. Vote 3-0.

There was discussion among the Board members on a upcoming meeting scheduled for August 25<sup>th</sup> regarding the truck traffic in and around the Lowland Street Industrial Park. The Board decided to hold the meeting as a Public Forum and not a Public Hearing.

The Board will use various means to inform the public. J. Cronin suggested that department heads and committee chairs be notified as well, along with an invitation to our State Representative and the Mass DOT.

The Board voted on the following appointments: B. Sparrell made a motion to appoint James Lane to the Taxation aid committee for a one year term. Second by T. Hein. Vote 3-0. B. Sparrell made a motion to appoint Deborah Doyle to the auxiliary Police for a one year term. Second by T. Hein. Vote 3-0. B. Sparrell made a motion to appoint Jaclyn Winer as Director of Youth & Family Services for a one year term. Second by T. Hein. Vote 3-0. B. Sparrell made a motion to appoint Emma Bridges as the On-call EMT (no term). Second by T. Hein. Vote 3-0.

The Board voted to accept the following gifts: B. Sparrell made a motion to accept a \$80 gift to the HFD from South Street residents. Second by T. Hein. Vote 3-0. B. Sparrell made a motion to accept a \$75 gift to the HFD from Wilkins Street residents. Second by T. Hein. Vote 3-0. B. Sparrell made a motion to accept a \$5,000 gift from the estate of Marion B. Smith to the Library. Second by T. Hein. Vote 3-0.

Entertainment License: Anthony's on the Green recently held an event with live entertainment and had been informed that going forward they would need to obtain an Entertainment License, however they have decided this was a one-time event and will not pursue it.

B. Sparrell made a motion to disband the Town Administrator Screening Committee, with many thanks for a job well done. Second by T. Hein. Vote 3-0.

The Board opened up discussion regarding the formation of the Stipend Subcommittee. T. Ahern read the Charge. B. Sparrell asked that the charge include wording to survey how the use of a stipend may directly affect those interested in joining said committees and boards. J. Cronin asked if the fire fighters stipends should be considered within the study, however after additional discussion it was decided that they will not be included. T. Ahern will update the current charge and bring it before the Board next week.

#### OTHER BUSINESS:

T. Hein inquired about the status of the crosswalk safety lights at Pinecrest Golf Course. T. Ahern will update the Board at next week's meeting.

At 8:50pm B. Sparrell made a motion to adjourn. T. Hein second. Vote 3-0.

Respectfully submitted;

Margaret Driscoll

Approved\_\_\_\_\_

