

TOWN OF HOLLISTON
SELECT BOARD

July 8, 2020

Town Hall

7:00 P.M.

703 Washington Street

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

Also Present: Michael Cassidy, Fire Chief; Jeff Ritter, Town Administrator; James Keast, Facilities Manager; Linda Marshal, Council on Aging Chair; Bob Malone, member Council on Aging; Vin Murphy, Finance Committee member. Travis Ahern, future Town Administrator.

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

COVID-UP UPDATE:

Chief Cassidy reported that there have been no new cases since June 8th, one month ago. There are currently no active cases in town. He stressed that residents however should not become complacent. They should continue to wear face masks and social distance when in public and wash hands frequently. Some Town offices will be opening tomorrow July 9th, 2020. The Senior Center will open by appointment only on July 13th, 2020. The library will re-open on July 14th, 2020. Delivery and curbside pickup will continue. HPD and HFD will remain closed to the public at this time. He explained that there is a Covid Relief Grant for up to \$50,000 from the Executive Office of Safety & Security, to be used within the HPD and HFD, which he can apply for. This is separate from the Cares Act. The deadline is Friday July 10th, 2020. He will prepare an application. In response to a question asked by T. Hein regarding employee health concerns it will be at the discretion of each department head as to how each office is manned. And that would be communicated to the Town Administrator and any other appropriate parties. J. Cronin asked the Chief what the protocol will be if and when an employee or an employee family member were to test positive. The Chief stated the employee will need to be tested if it is a family member. If the employee itself is positive they may not return to the workplace until they test negative. In both cases there would be background tracing.

WARRANTS: There are no weekly warrants for the Board to approve.

PUBLIC COMMENT:

B. Sparrell reminded the residents about the Hazardous Waste Disposal day this Saturday from 9:00am – noon at the Robert Adams Middle School.

TOWN ADMINISTRATOR REPORT:

J. Ritter gave his final report as the Town Administrator.

J. Ritter thanked the Board as well as Town staff for all their help and support over the past five years. He also took the opportunity to thank Chief Cassidy for his extraordinary work over these past few months.

J. Keast the Facilities Manager was present to update the Board on various Town projects. The 260 Woodland Street cleanup had a final inspection today from the DEP in which there were a couple of areas that needed attention. They will be addressed tomorrow. Currently the area is being used by the town as a storage site. After some discussion the Board asked that J. Ritter contact S. Reese the DPW Director and direct him not to use the site as a storage site going forward. Also that No Trespassing, No Dumping signage be posted and that the area be secured.

The Pinecrest doors should be installed next week.

A bid request for the replacement of the Town Hall doors is currently out for bid and due by August 14th, 2020.

High touch areas of all Town facilities will be sanitized twice daily in addition to the regularly scheduled cleaning. If there are any incidents that occur a deep cleaning would then be done. The Town Hall septic system planning is currently ongoing. The new system will be installed in part of the Congregational Church green.

Each Board member individually thanked J. Ritter for his service to the Town and wished him well.

ASSISTANT DIRECTOR SENIOR CENTER JOB POSTING:

L. Marshall the Council on Aging Chair put before the Board the posting for the Assistant Director at the Senior Center. Currently Linda Sottile is doing her job remotely with a final employment date of September 1st, 2020. Bob Malone a member of the Council on Aging was also present and stated that the role of Director and Assistant Director of the Senior Center are very much a hands on job and not strictly administrative. He pointed out that during this current climate the Senior Center is not able to rely on volunteers as much as in the past.

T. Hein made a motion to approve the job posting for the Assistant Director of the Senior Center. Second by B. Sparrell. Vote 3-0.

DEPOT LIQUORS:

On June 26th, 2020 an intoxicated individual was sold alcohol at the Depot Liquor store. There was no injury or motor vehicle violation as a result of this, however the Board takes this matter very seriously and opened up discussion on how to relay this to the new owner. B. Sparrell suggested that the owner and all employees be required to take a training course. J. Cronin agreed that a letter of warning be sent to the owner.

B. Sparrell made a motion to direct the Town Administrator to send a warning letter strongly recommending that all employees of the Depot Liquor Store be required to complete a Alcoholic Beverage Commission training course and that any other violations could result in revoking their liquor license. Second by T. Hein. Vote 3-0.

ANNUAL TOWN MEETING WARRANT:

J. Cronin read through each Town Meeting Article in an effort to make any edits/corrections needed. On page 1 the location of the High School needs to be removed. The wording within Article 10 needs to be changed from Selectmen to Select Board. After some discussion regarding Article 13 Capital Expenditures, the Board along with the Finance Committee agreed that the \$12,000 for Senior Center Improvements be removed and be incorporated into the Finance Committees budget. T. Hein made a motion to remove the Senior Center improvements from Article 13 Capital Expenditures bringing the new total to \$1,038,834. Second by B. Sparrell. Vote 3-0. The Board opened up discussion on Article 19 Retirement System Stabilization Fund. B. Sparrell recommended that this article be removed and revisited in the future. Vin Murphy a member of the Finance Committee was present and agreed that this article be postponed indefinitely and looked at with a more comprehensive plan in hand. B. Sparrell made a motion to remove Article 19 from the warrant and continue discussion in the future. Second by T. Hein. Vote 3-0. In conclusion there are 22 Articles on the Town Meeting Warrant. B. Sparrell made a motion to approve the Annual Town Meeting Warrant as revised. Second by T. Hein. Vote 3-0.

BOARD BUSINESS:

B. Sparrell read two bids from the DPW dated June 22, 2020 for work to be completed in 2021. T. Hein made a motion to approve two bids for road work to be completed in 2021. Second by B. Sparrell. Vote 3-0.

B. Sparrell made a motion to appoint two Auxiliary police offices for a 1 year term each. Second by T. Hein. Vote 3-0.

B. Sparrell made a motion to appoint Kelley & Ryan as Parking Clerk/Deputy Collector. Second by T. Hein. Vote 3-0.

B. Sparrell made a motion to appoint Daniel Brown as special labor counsel. Second by T. Hein. Vote 3-0.

B. Sparrell made a motion to appoint an on-call EMT Paul Weston. Second by T. Hein. Vote 3-0.

B. Sparrell made a motion to approve the Annual Town Report as written. Second by T. Hein. Vote 3-0.

T. Hein made a motion to accept a \$100 donation to the Holliston Fire Department from Mohawk Path residents for a birthday parade. Second by B. Sparrell. Vote 3-0.

T. Hein made a motion to accept a \$400 donation to the Senior Center Nutrition Program from Superette patrons. Second by B. Sparrell. Vote 3-0.

T. Hein presented the Board with a draft of a letter she composed to the State and Federal legislators as recommended by Senator Spilka and Representative Dykema looking to advocate support for Holliston. B. Sparrell suggested the letter be forwarded to the Finance and School Committees for their input.

B. Sparrell made a motion to approve Meeting Minutes of June 22, 2020, revising them to reflect consistency when referring to members as Mr. Ms. or first initials only. Second by T. Hein. Vote 3-0.

T. Hein made a motion to transfer \$5,000 from Police overtime to professional development for training. Second by B. Sparrell. Vote 3-0.

T. Hein made a motion to transfer \$18,000 from Police overtime to supplies. Second by B. Sparrell. Vote 3-0.

T. Hein made a motion to transfer \$7,000 from Police overtime to building & grounds. Second by B. Sparrell. Vote 3-0.

B. Sparrell read a Memorandum of Understanding with the Brockton Veterans Center for a 2 year renewal for at risk vets. This is for use of office space and of no cost to the Town.

T. Hein made a motion to approve the 2 year renewal of a Memorandum of Understanding with the town of Brockton Veterans Center. Second by B. Sparrell. Vote 3-0

Board Member Goals:

B. Sparrell, Clerk stated that he would like to work on the Capital Expense process. Also work with the Facilities Manager on his budget. As well as working on improving communication with the Finance Committee. Help lay the groundwork for a Strategic Plan. And work on a retirement funding plan.

T. Hein, Vice Chair would like to continue to look for infrastructure projects to improve transportation and recreation. Improve on health care costs for the Town employees. Look at environmental concerns such as water conservation.

J. Cronin, Chair will concentrate on a successful transition of the new Town Administrator. Work on a plan to improve public works infrastructure, such as sidewalks and water pipes. Also work closely with the newly formed Governance Committee to recommend possible changes and improvements within town government.

Liaisons with Town Committees and Departments:

Each Board member went through the list of Town Committees and Departments and assigned themselves as liaisons. Once completed B. Sparrell read the final list.

B. Sparrell made a motion to approve the list of liaisons to Town committees and Departments. Second by T. Hein. Vote 3-0.

OTHER BUSINESS:

T. Hein informed the Board that J. Keast the Facilities Manager has drafted an RF2 for the design and development for 9 Green Street. He plans to discuss this with T. Ahern in the next

several weeks. T. Hein is continuing to work on the grant for Shared Streets and Spaces Project. J. Cronin stated that there will be a Department Head meeting with T. Ahern on July 15th, 2020 as a meet and greet prior to his start date of July 20th, 2020. Also he noted the Select Board is posting a short term temporary position for the office to assist with clerical functions.

At 9:05pm B. Sparrell made a motion to adjourn. Second T. Hein. Vote 3-0.

Respectfully submitted;

Margaret Driscoll

Approved_____

