

**TOWN OF HOLLISTON
SELECT BOARD**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**SELECT BOARD
MEETING MINUTES
HOLLISTON TOWN HALL
JANUARY 21, 2020**

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

Also Present: Jeff Ritter, Town Administrator; Brian Winner, Town Counsel

M. Ahronian called the meeting to order at 6:00p.m.

1.) Executive Session: T. Hein made a motion under M.G.L. Chapter 30A, Section 21A, Section 3, to enter into Executive Session for the purposes of discussing ongoing litigation. The Board will reenter open session at approximately 7:00p.m. Second, J. Cronin.

Roll Call Vote: Hein – Yes; Cronin – Yes; Ahronian – Yes

The Board returned to open session at 7:00p.m.

At 7:00p.m. M. Ahronian called the meeting to order.

2.) Warrants: T. Hein made a motion to approve and sign the weekly expense and vendor Warrant (20-30) in the amount of \$567,913.93. Second, J. Cronin. Voted 3-0

3.) Public Comment: M. Ahronian reminded the public about the upcoming “Souper bowl” to be held on Saturday, February 2nd. This is a very good fundraiser which benefits the food pantry.

4.) Report of the Town Administrator: J. Ritter reported he heard from the Ashland Police Chief who is working on a revised Memorandum of Understanding (MoU) for the Animal Control Officer. He recommended the FY21 budget be approved at a one (1) percent increase while work will continue of the MoU.

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J. Cronin made a motion to approve the budget. Second, T. Hein. Voted 3-0

There will be a meeting with the DPW Union next Tuesday at 10a.m.

Next Thursday, there will be a meeting with the Town's landfill consultant and SolSystems at 2:30p.m. T. Hein asked the meeting be posted for the Select Board in there is a quorum.

The Town has been contacted by the Police Union they are seeking dates to start negotiations.

The School Strategic Improvements Initiatives meeting will take place on Friday, January 24th start at 4p.m. in the High School Library. This is a good opportunity to hear and understand new programs being proposed for FY21 by School Department personnel. The Select Board is posted.

J. Ritter will be meeting with the Sustainability Coordinator tomorrow afternoon at 2p.m. It was noted that today a \$25,000 check from Sherborn was received.

Communication was received from the Chair of the School Committee requesting a meeting with the Select Board regarding a possible Statement of Interest (SoI). The meeting will take place in the next couple of weeks.

9.) Board Business

FY21 Budgets: Zoning Board of Appeals – John Love, Chair of the Zoning Board of Appeals was present and reviewed the FY21 Zoning Board of Appeals budget. J. Love reviewed each line item and the total amount requested at \$11,518 three dollars below budget guideline.

J. Cronin asked about how much was spent from the Select Board's professional services on litigation. J. Love said the ZBA has no money in their budget for legal services.

J. Cronin made a motion to approve and forward to the Finance Committee the FY21 budget for the ZBA. Second, T. Hein. Voted 3-0

5.) Interview – Facilities Manager: The Board met with Gregg Lefter for a second interview. T. Hein read the job description and asked the candidate why he wanted the position and to describe his work history.

T. Hein asked for a description of one aspect of the school renovation that G. Lefter was involved in. G. Lefter responded that he executed the design once it was decided upon after construction started.

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G. Lefter said he had experience working with the Town of Maynard and he was a licensed contractor although his MPPCO has lapsed it could be recertified.

J. Cronin asked about his resume and why he departed his previous position. G. Lefter said they departed ways. J. Cronin asked what led to the separation. G. Lefter said it was financial there was a money crunch during FY20. The position was back-filled with his assistant.

J. Cronin asked about his experience with Jake Paving. G. Lefter said he was self-employed and it was a closed facility in Littleton.

J. Cronin asked about his education at Northeastern University. G. Lefter said that was a certificate of achievement. Which he received in three (3) years.

J. Cronin asked about his managerial style. G. Lefter said he was team oriented. J. Cronin asked how he would move the team in the right direction. G. Lefter said he would determine what the needs of the team would be.

J. Cronin asked if he would hire outside contractors or an outside firm. G. Lefter if necessary yes.

J. Cronin asked how long it would take to complete a facilities assessment plan. GT. Lefter said about six (6) months.

J. Cronin asked what you would do with the information. G. Lefter said he would have to identify the issues. J. Cronin asked how he would move items up on the priority list. G. Lefter said he would have to determine emergency projects but he would have to grab the low hanging fruit.

J. Cronin asked if he had done building assessments before. G. Lefter said he worked on a garage project and needed to determine the needs.

J. Cronin asked about any conflicts. G. Lefter said perhaps some energy companies.

J. Cronin asked who he would give that paperwork to. G. Lefter said the Select Board.

J. Cronin asked about his management style. G. Lefter said he was a doer.

J. Cronin asked about project management his scope of experience and budgets. G. Lefter pointed to his experience with the gym and parking garage projects.

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J. Cronin asked how he would get departments to buy into the projects that need to be completed. G. Lefter said he would secure ball park numbers.

T. Hein asked about his experience with "school dude" a software program and how much return would you anticipate by using this tool. G. Lefter said procedures are important in determining how a department works computers have reduced the amount of paperwork.

T. Hein asked about his experience with the renovation at the Assebet school and how that may have improved the learning experience for the students. G. Lefter said he was involved with all the classroom and kitchen renovations. Also, over the term of the three (3) year project ballfields were added.

J. Cronin asked where the specifications for these project come from. G. Lefter said they were prepared by the project architect.

M. Ahronian said in a previous interview you said your greatest strength was your knowledge of the trades. Can you explain in more detail. G. Lefter said over the years he has extensive knowledge and experience in working with a wide range of trades.

T. Hein asked for a specific example. G. Lefter said there was a major sewer line break which required him to work with a variety of trades.

J. Cronin asked about his experience with strategic planning and he has read the job description. G. Lefter said he has used strategic planning to evaluate equipment.

6.) Mederi: Chris Ray, Attorney for Mederi and Chris Pantano, CEO for Mederi were present to seek approval from the Select Board for medical retail sales at their facility at Hopping Brook Industrial Park.

Kate Feodoroff, Town Counsel said the medical marijuana has been around for a long time. Grow and retail sales operations are allowed in industrial parks.

M. Ahronian asked about the projected revenues. K. Feodoroff said typically the revenues to a community is about three (3) percent of the gross profits as an impact fee.

M. Ahronian asked about the traffic. K. Feodoroff said any traffic issues could be negotiated as part of the Host Community Agreement (HCA) including hours of operation and a provision for customers to be there on an appointment only basis.

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M. Ahronian noted that Town Meeting voted not to allow for recreational retail sales. Working through the HCA the Town will need guidance with any terms and or limitations. He would like to see more commercial activity in town but would also want to keep residents happy.

J. Cronin said the Select Board granted approval for Mederi to have a grow facility at Hopping Brook Park around April 1, 2019 and Mederi did not express any interest at that time for a medical retail operation.

C. Ray said at that time the application was for a grow facility only now they are seeking to expand their business operations to include medical retail sales.

C. Pantano said they are committed to the community and he just purchased twelve (12) acres of land.

T. Hein said she had concerns that the original application was for a grow facility only and now there is a new application for medical retail sales. She referenced a December 4, 2019 letter from Mederi. Also, if approved where this would go with the other HCAs.

Although she is sensitive to the needs of residents there is at least one close by facility in Millis and is concerned about the partnership between Holliston and Mederi.

K. Feodoroff noted it has been a while since the Town prohibited the sales of medical marijuana. The Attorney General and by-laws to not allow for a ban. This is a decision for the Select Board to make.

M. Ahronian said he had a question for Karen Sherman the Town Planner and asked what her take was on this application.

K. Sherman said retail sales are allowed in the industrial zone. For example, the HCA can regulate hours of operation and traffic.

T. Hein asked what makes Holliston a unique location when there are operations in Millis and Medway.

K. Sherman said the Holliston location in the industrial park is not at the end lot.

K. Feodoroff said the Planning Board would review and could include a Special Permit reopener. The HCA can include conditions similar to Special Permit such as traffic control measures.

C. Pantano said it would be by appointment only during the first three (3) months.

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M. Ahronian asked again about the projected revenues. C. Pantano said around three (3) to six (6) million dollars.

T. Hein said Holliston has not sought any retail operations and there are no provisional licenses currently in place.

J. Cronin said he is not inclined to support approval the approval of a medical marijuana retail operation until more information is received such as investor information and the locations of other similar facilities.

T. Hein said she was concerned about the lack of experience and she was seeking a long term commitment.

M. Ahronian said he looks at this differently we want commercial businesses and this is saying we are not business friendly.

J. Cronin said he was seeking a partnership. C. Ray asked what is needed. J. Cronin said time.

J. Cronin asked what action from the Select Board was needed if any. K. Feodoroff said there are several options. Action could be tabled pending further information, or no action may be take, the application could be withdrawn.

T. Hein said Mederi Holliston must submit specific information to the Cannabis Control Commission and asked that all information be provided to the Select Board before any action is taken.

7.) Interview – Facilities Manager: Chris Pizzi was present and introduced himself to the Board. M. Ahronian asked that he share with the public some of his experiences and education.

C. Pizzi he received a Master's Degree in Facilities Management from Northeastern University. He worked for Norfolk County where he revamped the entire procurement process and capital programming. He helped with the build out of the casino project in Plainville. His current position is with Ocean State Job Lot they have about fifty (50) stores.

J. Cronin asked what concerns him most about the position. C. Pizzi said the unknown condition of some of the facilities.

J. Cronin asked what is needed. C. Pizzi said a strategy it is all about leadership and get everyone on board with mission.

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J. Cronin asked about management style. C. Pizzi said you have to set an example, he normally arrives at work about 7a.m. He would work to gather as much financial data as possible regarding the current conditions. Work to develop a list of trusted vendors and gain an understanding of the people who use the buildings. We must use all the available tools and develop options.

J. Cronin asked about his career plan. C. Pizzi said he was seeking a real home a sense of community.

J. Cronin said how do you know if a position is the right fit and what did he like about working in Norfolk. C. Pizzi said there was a sense of partnership.

J. Cronin said in your current position you have people to call upon, how do you deal with failure.

J. Cronin said what would you do if you presented a plan to the Finance Committee and it were rejected. C. Pizzi said he would try to understand the basis for the rejection. Maybe it is about the scope, cost or timeline of a project.

T. Hein said when it comes to strategic planning there are human factors that come into play how would you address these issues. C. Pizzi said he would work to understand who the users of the building are this is very important.

T. Hein said when it comes to students using the buildings how would factor them into your plan. C. Pizzi said that you have to understand the purpose of the school and there are ever changing learning styles between students and teachers.

M. Ahronian asked what he considered his greatest asset. C. Pizzi said leadership we have to work toward identifying common goals, understand what is required in the position and how to get the job done.

The Board thanked C. Pizzi.

J. Cronin said G. Lefter was more of a construction coordinator. C. Pizzi had more of a customer service background.

T. Hein said it appeared C. Pizzi would be up and running after a year where G. Lefter would take more time. C. Pizzi responded well to the school question.

M. Ahronian said he was impressed with C. Pizzi.

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J. Cronin made a motion to make an employment offer to C. Pizzi. Second, T. Hein. Voted 3-0

8.) 9 Green Street Committee & Board of Health: Scott Moles, Health Agent and Brian Moran a member of the 9 Green Street Committee were present. They issued a Request for Proposals (RFP) for a Licensed Site Professional (LSP). They recommend Lord Associates be engaged by the Town to complete the work. Based on public input the recommendation is to use the site as a parking lot.

B. Moran noted the Town would have up to five (5) years to complete the clean-up if any.

J. Cronin asked about the timeline for Lord Associates to complete the work. B. Moran said about one (1) year.

J. Cronin asked if Lord Associate had done previous work on the site and if the building was secured. S. Moles said yes but there was a lot of mold in the building.

J. Cronin asked about the sprinkler system in the building. S. Moles said there is one but it would require a significant upgrade.

J. Cronin asked about where the money would come from for the LSP.

T. Hein said the Town took ownership in April and the money would have to come from a Reserve Fund Transfer. The first meeting of the Committee was held after Labor Day.

J. Cronin made a motion to approve and refer to the Finance Committee a Reserve Fund Transfer request for Lord Associates in the amount of \$13,500 subject to appropriation and the approval of a Reserve Fund Transfer request. Second, T. Hein. Voted 3-0

9.) Board Business

Meeting Minutes of January 13, 2020: J. Cronin made a motion to approve and release the Meeting Minutes of January 13, 2020. Second, T. Hein. Voted 3-0

Solid Waste Budget: J. Ritter presented a level funded FY21 Solid Waste budget at \$1,287,851 as well as a proposed solid waste trash and recycling district map (see attached).

J. Cronin made a motion to approve the district and the solid waste and recycling budget at \$1,222,851. Second, T. Hein. Voted 3-0

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Building Inspector Budget: Chris Canney was present and reviewed his proposed FY21 budget. J. Cronin asked various questions. J. Cronin made a motion to approve and refer to the Finance Committee the proposed FY21 Building Inspector budget. Second, T. Hein. Voted 3-0

Information Technology Budget: Chris Meo, Technology Director was present and reviewed his under guideline budget.

T. Hein asked about grants that might cover hardware and or software. C. Meo some are extended by the School Department.

J. Cronin asked that the budget be brought up to the guideline number by adding \$440 for a total budget of \$149,536 for the purchase of an additional computer.

J. Cronin made a motion to approve the revised budget. Second, T. Hein. Voted 3-0

Sealer Budget: J. Cronin made a motion to approve the Sealer budget. Second, T. Hein. Voted 3-0

Select Board Budget: J. Cronin made a motion to approve and refer to the Finance Committee the FY21 Select Board budget. Second, T. Hein. Voted 3-0

Wastewater Treatment Plant: J. Cronin made a motion to approve and refer to the Finance Committee the FY21 Wastewater Treatment plant budget. Second, T. Hein. Voted 3-0

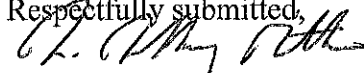
OPEB Appointment: J. Cronin made a motion to appoint Donald Bates to the OPEB Committee. Second, T. Hein. Voted 3-0

10.) Any Other Business: J. Cronin recognized Anna Hein for being named among the top one hundred (100) swimmers.

The Board signed Amendment #1 to the Engineering Services Agreement Between AP Associates, Inc. and the Board of Selectmen for Design Phase Services Sidewalk Improvements for Pleasant, Spring, School, Exchange, Mechanic and Union Streets.

Adjourn: T. Hein made a motion to adjourn the meeting at 9:49p.m. Second, J. Cronin. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator