

TOWN OF HOLLISTON
SELECT BOARD

September 20, 2021
7:01PM

Town Hall
703 Washington Street

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

Also Present: Travis Ahern, Town Administrator; Michael Cassidy, Fire Chief; Kathleen Buckley, finalist candidate for the position of Assistant Town Administrator/Human Resources Director; Karen Sherman, Town Planner; Jim Sullivan, representative of Guerriere and Halnon; Angela Conforti, representative of Fafard; Ross Bilodeau representative of Verizon; and Vin Murphy, Finance Committee member.

At 7:01pm T. Hein called the meeting to order.

ASSISTANT TOWN ADMINISTRATOR/HR DIRECTOR – FINAL CANDIDATE:

T. Hein introduced Kathleen Buckley the finalist candidate for the position of Assistant Town Administrator/Human Resources Director. K. Buckley gave a brief overview of her work history, and then took questions from each member of the Select Board. Some of the topics discussed revolved around leadership style, motivational skills as well as experience in the field of Human Resources. K. Buckley responded by stating that she was drawn to the position as she feels it will be a good fit based on her open door policy and her ability to engage employees and keep communication ongoing. In conclusion K. Buckley stated that she appreciated the Town's hiring process and professionalism and thanked them for the opportunity.

After a brief discussion the Board voted to offer K. Buckley the position.

J. Cronin made a motion to appoint Kathleen Buckley as the Assistant Town Administrator/Human Resource Director. B. Sparrell second. Vote 3-0.

WARRANT:

J. Cronin made a motion to approve the weekly warrant in the amount of \$2,647,270.38. B. Sparrell second. Vote 3-0.

PUBLIC COMMENT:

J. Cronin noted that Celebrated Holliston was a tremendous event and a special congratulations to Chloe Drohan and her performance of the National Anthem.

The DPW Winter Street project is 90% complete and the new treatment plant is on schedule for opening the summer of 2022.

J. Cronin stated that the Park & Rec Department along with the DPW is working on a matrix for the maintenance of the fields within Town.

J. Cronin noted that the purchase for the brine treatment truck requested by the Highway Department may be delayed due to the shortage of vehicles nationwide.

The DPW Mudville Project has had several setbacks. If residents have any questions they should reach out to the DPW Director S. Reese and they can also look at the Town's website for updates.

B. Sparrell gave credit to the organizers of Celebrate Holliston for running a successful event.

B. Sparrell attended the Harvest Fair at the Historical Society and noted that it was a well attended event.

T. Hein thanked the Fire Department for their efforts in moving the emergency vehicles from Central Street to the school parking lot on Woodland Street during Celebrate Holliston. As well as thanking the Police Department for their presence.

VERIZON POLE HEARING – NORFOLK STREET:

At 7:40pm J. Cronin made motion to open the Public Hearing pursuant to Mass General Laws Chapter 166, Section 22, for a Pole Hearing on Norfolk Street related to the petition for Verizon New England & Nstar Electric. B. Sparrell second. Vote 3-0.

J. Cronin read the Notice of Hearing.

Ross Bilodeau joined the meeting representing Verizon and explained that the new pole was needed to support a pole which is currently attached to a tree which is no longer a reliable support.

J. Cronin made a motion to approve the petitioners request to place one jointly owned pole numbered T35/E3S on the westerly side of Norfolk Street a point approximately eight-nine feet southerly from the center line of Central Street. B. Sparrell second. Vote 3-0.

At 7:44pm J. Cronin made a motion to close the Public Hearing for the Utility Pole on Norfolk Street. B. Sparrell second. Vote 3-0.

PUBLIC HEARING – ROAD ACCEPTANCE: MOHAWK PATH/MAYFLOWER LANDING/INDIAN CIRCLE.

At 7:45pm J. Cronin made a motion to open the Public Hearing pursuant to Mass General Laws Chapter 82, Section 17-32 for the Road Acceptance requests related to Highlands of Holliston subdivision, specifically Mohawk Path, Mayflower Landing and Indian Circle. B. Sparrell second. Vote 3-0.

J. Cronin read the Notice of Hearing.

T. Ahern stated that once the Select Board reviews the request for the road acceptance, and if voted in favor it will then advance to the Fall Town Meeting Warrant.

K. Sherman, the Town Planner stated the on September 15, 2021 she conducted a site walk with T. Smith, the Highway Superintendent. Currently there is a punch list of work which needs to be addressed and completed by the developer prior to the road acceptance. K. Sherman explained the law requires all deeds and easements to be filed within 120 days after a vote at

Town Meeting according to Chapter 82, Section 17-32. J. Sullivan, representing Guerriere & Halnon, Inc. Engineering stated that most of the items are scheduled to be addressed by mid October 2021. The Board members had several questions regarding timeline of those items which may not be completed prior to Town Meeting on October 18, 2021. J. Sullivan was confident that all would be completed by the 120 day deadline which would be February 14, 2022.

Garrett Barnnigan, 143 Mohawk Path, asked if the 3 drainage easements currently not identified on the site plan would be included. J. Sullivan indicated that there will be a revision of the plan which will include the 3 easements in question.

T. Ahern stated that there will be discussion in the future regarding the Trails Committee request to have several parking spaces on the section of Mayflower Landing close to the Rail Trail. A. Conforti, representing Fafard stated that parking spaces will be incorporated into the sketch for Mayflower Landing.

Marc Freeman, 7 Indian Circle stated that he would be in favor of the parking spaces as long as that section of Mayflower Landing was widened to make driving past them easier.

J. Cronin made a motion to recommend acceptance of Mohawk Path (Sta. 39+00 to end), Indian Circle, and Mayflower Landing and file the same with the Town Clerk per MGL c. 82, s. 23 with the following contingencies:

- Revision to the plan of record ("Layout Plans") prepared by Guerriere & Halnon dated January 24, 2020 to reflect all drainage and utility easements.
- Completion of identified punch list items (see notes of September 15, 2021 staff site walk) and final cleanup to include detention basin mowing, street sweeping and catch basin cleaning.
- Execution of a Memorandum of Understanding between FRE/HRR and the Town of Holliston with regard to installation of streetlights as shown on the amended subdivision plans and establishment of two maintenance bonds to address the outstanding work for 1. Mayflower Landing for 10 fixtures being proposed and 2. Indian Circle and Mohawk Path, where conduit and 23 bases have been installed. B. Sparrell second. Vote 3-0.

At 8:19pm J. Cronin made a motion to close the Public Hearing for the Road Acceptance of Mohawk Path, Mayflower Landing and Indian Circle. B. Sparrell second. Vote 3-0.

COVID 19 UPDATE / CARES ACT:

Chief Cassidy presented several requests for CARES Act Funding.

The Youth & Family Advisory Board voted at their last meeting to request \$25,000 for rent/mortgage relief and will return with another request if/when its needed asap.

Emergency Management requests the purchase of a Variable Message Signboard to be used for communications to be stored at the Fire Station in the amount of \$15,000.

The Facilities Manager requests the purchase of 2 additional dehumidifiers (Police Station, Golf Course Clubhouse Garage) in the amount of \$1,980 for cleaning and disinfecting of public buildings.

The Facilities Manager requests the purchase of 8 air purifiers and touchless faucets to be installed at 1750 Washington Street in the amount of \$7,000 for cleaning and disinfecting of public buildings.

The IT Director requests the purchase of a PA System in the amount of \$250 to be used at the Senior Center in conjunction with the tent for outside activities and social distancing measures. J. Cronin made a motion to approve the above requests as presented by Chief Cassidy in the amount of \$49,231 to be funded by the CARES Act. B. Sparrell second. Vote 3-0.

Chief Cassidy stated that there are 8 new cases of Covid, 15 cases have been removed, leaving 12 active cases currently. Holliston is back in Yellow on the Green, Yellow, Red scale. The Chief noted that the Board of Health continues to monitor guidelines for mask wearing.

UPDATE FROM TOWN ADMINISTRATOR:

The DPW Highway Superintendent interview process is currently underway. Second interviews are scheduled for this week, (September 20, 2021).

The Viewpoint film project, 6-7 minute profile of Holliston and funded by ARPA is moving forward. The film crew will be in Town as early as mid October.

The Governance Committee will not have an article on the Fall Town Meeting Warrant.

However the Chair S. Tyler has made a request to give a presentation at Fall Town Meeting.

Stantec Engineering will attend the next Select Board meeting on Monday September 27, 2021 with updates on the Sidewalk and Water Modernization Studies.

FALL TOWN MEETING PREPARATION:

Logistics: Chief Cassidy stated that this Town Meeting will resemble Town Meetings of the past. Social distancing will not be required and people will be able to sit where they like. There will also not be secondary location set up. People should be prepared for the possibility of mask wearing requirements as the schools currently do have a mask mandate. The space will be thoroughly cleaned before and after.

Review of Warrant Articles: T. Ahern presented a draft of articles. He noted he continues to gather information to finalize certain articles.

T. Ahern also presented a detailed list of the items within Article 4 Capital Budget. Included in Article 4 are the Public Safety Cameras which had been considered as possible ARPA funding. However after a brief discussion it was decided to leave the Cameras under Article 4.

T. Ahern explained that with the creation of the Assistant Town Administrator/HR Director position there is a need to create a new office space for her and the existing HR resource individual. As a result he has added a line item under Facilities to accommodate this task.

Both B. Sparrell and J. Cronin stated that they would like more clarification regarding the Schools request for Rooftop Units in the amount of \$500,000.

Vin Murphy, a member of the Finance Committee and member of the Capital Sub Committee joined the meeting via zoom to inform the Board that the Schools will soon have a clearer idea

of what the replacement plan and cost for the rooftop units will be.

T. Ahern continued to read through each article. He asked the Board if they would consider combining articles 12 and 13. After a brief discussion the Board decided to leave them as two separate articles.

The Zoning Board will hold a public hearing on October 7, 2021 relative to article 16, Marijuana Zoning – Delivery.

Articles 17, 18 and 19 are necessary to establish a separate cannabis stabilization account.

T. Ahern stated that Article 20 Citizens Petition is currently being reviewed by Town Counsel and will be discussed at the next Select Board meeting, Monday September 27, 2021. In conclusion T. Ahern noted that he will continue to work on the draft of Articles for the Warrant and update the Board over the next several weeks.

BOARD BUSINESS:

J. Cronin made a motion to approve the Parade Permit for the Cystic Fibrosis Cycle for Life to begin at 7:00am on Saturday October 2, 2021 at Fatima Shrine to then end at 4:00pm at Fatima Shrine. Lieutenant G. Leurinin will organize coverage for the event. B. Sparrell second. Vote 3-0.
T. Hein made a motion to appoint James Keast, a Town Employee to the Historical Commission, with a term to expire June 2024. T. Ahern verified with Town Counsel that under 930 CMR 6.02.3A a Town employee may join a commission without compensation. B. Sparrell second. J. Cronin abstained. Vote 2-0.

J. Cronin made a motion to appoint Erica Richardson and David Stevens as sworn weighers to Covanta Transfer Station for a term that expires June 2022. B. Sparrell second. Vote 3-0.

OTHER BUSINESS:

J. Cronin stated that Kevin Conely is looking to generate support for the use of CPC funds for the Blair Square Project. Anyone interested in contributing their support can reach out to B. Sparrell via email.

B. Sparrell stated that Envisioning Future Holliston will be meeting on Wednesday September 22, 2021 at 7:30pm via zoom.

T. Hein attended the Department Head Meeting via zoom and stated that it was a good and productive meeting.

T. Hein made an inquiry on the status of 260 Woodland Street. J. Cronin had approached the Park & Recreation Department looking for feedback. He will reach out to them and report back.

At 9:40pm J. Cronin made a motion to adjourn. B. Sparrell second. Vote 3-0.

Respectfully submitted;

Margaret Driscoll

Approved__10-12-21

