



**TOWN OF HOLLISTON
SELECT BOARD**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**SELECT BOARD
MEETING MINUTES
HOLLISTON TOWN HALL
NOVEMBER 12, 2019**

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

Also Present: Jeff Ritter, Town Administrator

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

1.) Warrants: T. Hein read the weekly expense and vendor Warrant (20-20) in the amount of \$1,187,380.91. J. Cronin made a motion to approve and sign the Warrants. Second, M. Ahronian. Voted 3-0

2.) Public Comment: T. Hein said she met with State Senator Karen Spilka and said she would like to invite state officials to a future Board meeting for the purposes of discussing truck traffic on Washington Street.

She also noted that she will be having office hours next Monday starting at 5:30p.m. and would welcome comments from the public on the McMahon report regarding the Town Center lights and some fine tuning to the timing of the lights.

J. Cronin gave thanks to the veteran's community for hosting a fine ceremony and lunch on Veterans Day.

M. Ahronian said Donald Bates who is also a Lion donated money for the event as well.

M. Ahronian said three (3) Humanitarian Awards will be announced later this evening. The Awards are based on compassion, consideration, and caring and there will be a reception next Monday evening starting at 6p.m.

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T. Hein said the Town recently received a grant for safe route to schools.

T. Hein about the status of the repairs at the Senior Center. J. Cronin said \$200,000 had been set aside for various repairs but when Article One was removed from the Warrant that opportunity was lost.

J. Cronin asked that the trash regulations be looked into some residents are placing a lot of trash on the curb side. Perhaps J. Ritter can speak with Town Counsel about preparing something.

He spoke with our solar consultant, Beth Greenblatt about when the first check would be arriving. He learned that most likely happen during the first half of FY21.

3.) Report of the Town Administrator: J. Ritter said the Facilities Manager position has been posted and a couple of applications have been received.

There will be a kick-off meeting regarding the landfill solar project this Wednesday at 1p.m.

At the Library on November 20th and December 4th where will be a community conversation entitled "Help Us Plan the Library of the Future."

Thank you to Chris Meo for preparing a MIIA insurance grant to purchase a thermal camera, a moisture meter, and some building sensors that monitor temperature and power outages.

There will be an Open Meeting Law training seminar this Wednesday evening in the Upper Town Hall starting at 7:00p.m.

4.) Information Technology Update – Chris Meo: J. Cronin said in his work environment with the State I/T security has become a top priority this update will be very timely.

C. Meo discussed and reviewed the Town's technology security as follows: 3 areas of protection, more than just cyber security threats, network infrastructure, server/network segmentation/protection, desktops and lap tops, user training is essential.

J. Cronin asked if the schools were part of the network. C. Meo said yes the town and schools are part of one large network.

J. Cronin asked about updates and back up procedures. C. Meo said the systems are constantly being updated and backed up. Heat is the most dangerous thing for technology and the equipment has to be monitored all the time.

T. Hein asked how much time C. Meo devotes to cyber security. C. Meo that he is on call 24/7.

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T. Hein asked if someone does not respond within so many hours is there a shutdown switch. C. Meo said both he and the School Department's Technology Director are notified electronically of any issues and between the two (2) of them someone responds.

J. Cronin asked what happens when C. Meo goes on vacation. C. Meo said he coordinates with the schools Technology Director.

T. Hein asked if there are policies in place. C. Meo said he is working on those.

J. Cronin asked when they would be complete. C. Meo said in about one (1) month.

J. Cronin said he feels comfortable that the Town and the Schools are well protected. He suggested that C. Meo work on a Memorandum of Understanding with the School Department.

J. Cronin asked about hard drive and if they are removed when the computers are disposed.

C. Meo said yes all hard drives are removed and held on site.

J. Cronin thanked C. Meo for doing a good job.

T. Hein asked how we are different from New Bedford. C. Meo said he does know anything about the New Bedford system so he could not answer that question but they do need a backup plan.

5.) Board Business

Minutes of October 28, 2019 and November 4, 2019: T. Hein made a motion to approve and release the minutes from October 28, 2019 and November 4, 2019. Second, J. Cronin. Discussion, J. Cronin asked that the Executive Session meeting minutes be reviewed and those that can be presented to the Board for approval should go on a future agenda. Voted 3-0

Donation Forms – Senior Center and Trails Committee: T. Hein made a motion to accept a donation in the amount of \$400.00 from the Superette. Second, J. Cronin. Discussion, M. Ahronian said he understand Superette has donated over \$3,800 so far this year. Voted. 3-0

T. Hein made a motion to accept a donation of a "cub cat" leaf blower from the Friends of Holliston to the Trails Committee. The value is estimated to be \$250 dollars. Second, J. Cronin. Voted 3-0

T. Hein made a motion to accept a donation of a bike repair station from the Friend of Holliston Trails with a value of \$1,465. Second, J. Cronin. Discussion, T. Hein asked where it would be stored. J. Cronin said most likely at the DPW facility. Voted 3-0

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Economic Development Appointment: T. Hein made a motion to appoint Christine Carosella to fill the term of Matt Coletti who resigned. Second, J. Cronin. Voted 3-0

Traffic Committee Appointments: T. Hein said the Trails Committee representative should be replaced with someone from the School Committee. There was no objection. T. Hein made a motion to appoint Stacey Raffi to the Traffic Committee. Second, J. Cronin. Voted 3-0

Humanitarian Awards: T. Hein nominated Donna Kramer and read a statement as to why she should be given the award.

J. Cronin nominated Christine Chabot and read a statement as to why she should be given the award.

M. Ahronian nominated Matt Putvinski and read a statement as to why he should be given the award.

T. Hein made a motion that all three (3) be given the first Humanitarian Awards. Second, J. Cronin. Voted 3-0

A ceremony will be held next Monday evening at 6:00p.m. November 18, 2019 where the Awards and certificates will be presented.

MVP Grant Application: T. Hein reviewed the grant application. J. Cronin said Board needs to review the sustainability coordinators job description if the grant is received that should set the bases for an action plan. Sherborn had a pretty good job description. He would like to see a January 20, 2020 start date.

T. Hein stressed the person must be a good grant writer.

T. Hein made a motion to submit the MVP Grant Application or "Phase II" of the program.. Second, J. Cronin. Voted 3-0

Finance Director Position: J. Cronin said he would like to start a working team similar to what was done for the Facilities Manager position. He envisions a human resources role for this person.

M. Ahronian asked who would be on the team. J. Cronin said J. Ritter to start. But he would report back to the Board by January 20, 2020.

T. Hein said he should look at Northborough they recently received an award for some of their financial procedures they have in place. Holliston has already done a great job but there is more work that can be done.

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J. Cronin said the Finance Director would determine which policies need to be watched and would make information available on a regular basis.

T. Hein said perhaps the Municipal Modernization Act could be looked at.

6.) Any Other Business: T. Hein said the future meeting with Mass Dot should include the District 3 manager and Karen Sherman. Washington Street is a major corridor there are lots of trucks. There are about 55-65 trucks per hour.

J. Cronin suggested the conversation be expanded to include surrounding communities such as Framingham and Milford. We need to understand the options and what Holliston's rights might be.

Adjourn: At 8:29p.m. T. Hein made a motion to adjourn the meeting. Second, J. Cronin.
Voted 3-0

Respectfully submitted



J. Jeffrey Ritter
Town Administrator