



**TOWN OF HOLLISTON  
BOARD OF SELECTMEN**

703 Washington Street  
Holliston, MA 01746

508-429-0608

**BOARD OF SELECTMEN  
MEETING MINUTES  
HOLLISTON TOWN HALL  
JANUARY 22, 2019**

Present: Jay Marsden, Chairman; Mark Ahronian, Vice Chairman; John Cronin, Clerk

Also present: Jeff Ritter, Town Administrator

At 7:00p.m. Chairman J. Marsden called the meeting to order.

**1.) Warrant:** J. Cronin read the Warrant and made a motion to approve the weekly vendor (expense) and payroll Warrant (19-30) in the amount of \$662,962.25. Second, M. Ahronian. Voted 3-0

**2.) Public Comment:** M. Ahronian thanked the Department of Public Works (DPW) for the outstanding job in clearing the streets over the week-end during the recent ice storm. He also reminded residents that a winter parking ban is in effect and that there is no parking on the streets during the winter. The DPW has a challenging job in keeping the streets open in a timely way and asked for cooperation from public.

**3.) Report of the Town Administrator:** J. Ritter reported the Annual Audit has started and will take several months to complete.

He is nearly done with the Department Heads Pay and Compensation Survey for surrounding communities. He would like to invite a member of the Board of Selectmen and the Finance Committee to provide assistance in reviewing the results.

M. Ahronian made a motion to designate J. Cronin to provide this assistance. Second, J. Marsden. Voted 3-0

**Page Two**  
**Meeting Minutes, 1/22/19**

Performance evaluations are now complete for the Conservation Commission Agent, the Fire Chief, the Information Technology Director and the Town Accountant. He is about half way complete and has about seven (7) more to complete. The goal is to have it all completed by the middle of February.

The globes have been installed on the light poles as part of the Town Center signalization project. The project is now complete and we will work toward the payment of the final invoices.

The responses are due this Thursday at 11a.m. for the Trash and Recycling RFP. J. Marsden made a motion to designate M. Ahronian to provide assistance in reviewing the responses. Second, J. Cronin. Voted 3-0

**4.) Board Business**

**Meeting Minutes of January 14, 2019:** M. Ahronian made a motion to approve and release the meeting minutes from January 14, 2019. Second, J. Cronin. Voted 3-0

**FY20 Budgets – Zoning Board of Appeals; Technology; Building Inspector; Selectmen; Public Buildings, Waste Water Treatment Plant; Sealer**

**Technology:** Chris Meo, Information Technology Director was present and reviewed his FY20 budget. He noted the budget, as proposed is just below the guideline established by the Finance Committee. Further, he noted the computer replacement program approved last year might have to be reduced because of a project ten (10) percent price increase from HP.

J. Cronin said he liked the budget it was clean and straight forward easy to understand. He asked how many computers are serviced by the town and is there really a need to replace them every five (5) years. C. Meo said the Town uses a “Windows” based platform. Not including the schools there are approximately 120 computers with the approximate numbers as follows:

38 Town Hall  
15 Library  
12 Senior Center  
15 in police vehicles  
15 inside the Police Station  
7 at 1750 Washington Street  
2 at the Fire Station  
4 at the DPW  
3 at the Water Department

**Page Three**  
**Meeting Minutes, 1/22/19**

J. Marsden asked about the replacement plan. C. Meo said the industry standard is every five (5) years which is a good objective.

M. Ahronian made a motion to approve and refer to the Finance Committee the FY20 Technology Budget. Second J. Cronin. Voted 3-0

**Building Inspector:** Chris Canney was present and reviewed his proposed FY20 budget. C. Canney noted, like all budgets there is an increase in the “communications line.”

J. Cronin asked J. Ritter why that was. J. Ritter said that when the last cable license agreement was negotiated a sum of money was placed into an account from Verizon to be used to pay the Town’s telephone bill. The money is now all gone and departments have to be assessed their individual amounts.

C. Canney reviewed the proposed permit tracking software which will integrate all the land use departments including our GIS mapping. It would also address the land use department’s records retention challenges. The software cost is estimated to be \$25,000 and the annual license fee is projected to be \$10,000.

J. Cronin said C. Canney and the Finance Committee might consider looking at the capital fund as a way to fund the acquisition and ongoing support.

M. Ahronian agreed that would be a good use of the funds and the permit tracking software would make it easier for the public to conduct business with the Town as well as saving staff time.

J. Marsden said he discussed this with one (1) member of the Finance Committee and they would work with the Building Inspector to determine if was better to deal with it as a capital expense or from the revolving fund.

M. Ahronian made a motion to approve and refer to the Finance Committee the FY20 Building Inspection Budget. Second J. Cronin. Voted 3-0

**Zoning Board of Appeals (ZBA):** Karen Sherman was present and stated this is a small budget with mostly personnel costs. She splits her hours with her assistant. Each work about ten (10) hours per week. She writes ZBA decisions and attend their meetings. Her assistant does all of the other clerical work. The budget is a little over guideline due to a step increase for her assistant.

**Page Four**  
**Meeting Minutes, 1/22/19**

M. Ahronian made a motion to approve and refer to the Finance Committee the FY20 Zoning Board of Appeals Budget. Second J. Cronin. Voted 3-0

M. Ahronian said he was recently speaking with a resident who gave K. Sherman compliments for her work.

On a related budgetary note, J. Marsden asked C. Meo about the VOIP, do we pay for the phones or rent them. C. Meo there are basically three (3) parts to the expenses. First, we need to have a "SID" circuit. Second, is the expense for the "office package" which costs about \$35 dollars per month per phone.

J. Cronin asked about the cost before the VOIP vs. what is being used today. C. Meo said it is about the same at \$44.19 per line.

**Selectmen:** J. Ritter presented the FY20 Selectmen budget. This budget is primarily wages and salary. The largest cost centers that are showing an increase is in the area of professional services which has increased significantly due to the impending collective bargaining discussions which will start short and again the communications line item.

J. Marsden asked about the flat fee paid to Town Counsel. J. Ritter responded that would be for Town Counsel the increase is due to anticipated expenses from Special Labor Counsel.

M. Ahronian made a motion to approve and refer to the Finance Committee the FY20 Selectmen Budget. Second J. Cronin. Voted 3-0

**Public Buildings:** J. Ritter presented the FY20 Public Buildings budget. There is a small increase over guideline due to the communications line item.

M. Ahronian made a motion to approve and refer to the Finance Committee the FY20 Selectmen Budget. Second J. Cronin. Voted 3-0

**Waste Water Treatment Plant Budget:** J. Ritter presented the FY20 Waste Water Treatment Plant Budget. The plant is used to service the elementary schools. We currently have a contract with Whitewater to service and maintain the plant.

J. Cronin followed-up with a previous board discussion about the underutilization of the facility and it is not generating enough waste to be fully efficient.

**Page Five**  
**Meeting Minutes, 1/22/19**

M. Ahronian said he had looked into this and discovered the cost to expand the facility would be around \$1.0 million. There is certainly a need to connect Town Hall and perhaps other public buildings but we would need engineering funds to get started.

J. Cronin asked about who controls the facility the schools or the Town. J. Ritter said that is a good question. We explored the feasibility of installing solar panels there because the facility draw a lot of electricity but a question came up over whose jurisdiction it fell under.

J. Cronin said we need to view the facility as an aging asset. Many years ago the facility was over designed there must have been a plan to expand its use.

J. Cronin said he would like to see a report from the DPW on the facility and all the options on the table.

J. Marsden asked about the projected \$17,000 increase. J. Ritter said that is mostly repairs and routine maintenance.

M. Ahronian said he would also like to see a report from Whitewater regarding the condition of the plant.

J. Cronin asked when the last time the management of the plant went out to bid. J. Ritter said it has been at least three (3) years. J. Cronin suggested that it might time to revisit that.

M. Ahronian made a motion to hold this budget for addition information. Second, J. Cronin.  
Voted 3-0

**Sealer of Weights and Measures:** M. Ahronian made a motion to approve and refer to the Finance Committee the FY20 Sealer of Weights and Measures Budget. Second J. Cronin.  
Voted 3-0

It was noted that this is a revolving account with no expense to the Town.

Environmental Bond Bill: J. Ritter presented a letter to the Governor and the Secretary of Environmental Affairs regarding the designation of \$1.0 million for repairs and restoration of the Factory Pond Dam. He said he had received a call from State Senator Karen Spilka's Office who suggested now would be a good time to follow-up with the original request for funding.

J. Ritter noted the legislation had been expanded to now include repairs to all dam structures in Holliston not just the Factory Pond Dam in case there were any remaining funds after that project is complete.

**Page Six**  
**Meeting Minutes, 1/22/19**

J. Cronin said this appears to fit exactly what the Commonwealth is looking for and encouraged J. Ritter to pursue all similar funding opportunities.

M. Ahronian made a motion to approve and sign the letter. Second, J. Cronin. Voted 3-0

**Performance Evaluation Process:** J. Marsden said the Board is about to complete the performance evaluation on J. Ritter and reviewed the process to the best of his understanding.

The Board should complete individual evaluations and submit them to the Town Clerk who will then provide to the Chairman of the Board of Selectmen to compile and then the Chairman will review the composite evaluation with the town Administrator.

J. Cronin said as long as Town Counsel has approved the process he is comfortable with it.

**Amendment to the Traffic Rules and Orders – Parking on Burnap Road:** M. Ahronian made a motion to amend the Traffic Rules and Orders to remove the No Parking signs on Burnap Road. Second, J. Cronin. Voted 3-0

**Appointment – Memorial Day Committee:** M. Ahronian made a motion to reappoint Steven Bradford, Stephen Napolitano and Walter McGrath to the Memorial Day Committee. Second, J. Cronin. Voted 3-0

**5.) Other Business:** M. Ahronian made a motion to approve and sign a Class II License for Planet Automotive Group, Inc. at 567 Concord Road. Second, J. Cronin. Voted 3-0

**Adjourn:** At 7:57p.m. M. Ahronian made a motion to adjourn the meeting. Second, M. Ahronian. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter  
Town Administrator