



**TOWN OF HOLLISTON  
BOARD OF SELECTMEN**

**703 Washington Street  
Holliston, MA 01746**

**508-429-0608**

**BOARD OF SELECTMEN  
MEETING MINUTES  
HOLLISTON TOWN HALL  
NOVEMBER 5, 2018**

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

Also present: Jeff Ritter, Town Administrator

**1.) Warrant:** J. Cronin read the Warrant and made a motion to approve the weekly vendor (expense) and payroll Warrants (19-19) in the amount of \$1,547,689.51. Second, M. Ahronian. Voted 3-0

**2.) Public Comment:** M. Ahronian noted and thanked a Republic Services employee who came to the assistance of an elderly woman on High Street. Shortly after that she was admitted to a hospital.

M. Ahronian offered his congratulations for a job well done to Highway Director Tom Smith. He read a letter from Tim Sheehan, 2 Winthrop Street thanking him for his outstanding service and response in getting a dangerous tree removed.

J. Marsden reminded the public about the importance of voting tomorrow.

Tina Hein, 142 Union Street, she said she had several items to discuss with the Board. First, she asked if it would be possible to lift the temporary parking ban in Mudville during the winter months.

J. Marsden said the ban was a "soft implementation" and the Police Department uses common sense. If it is snowing, then yes, cars should be removed.

Second, data is important to understand when looking at traffic regulations. The driveway density in Mudville exceeds other areas in town. T. Hein presented a driveway inventory and a

**Page Two**

**11-5-18**

**Board of Selectmen, Meeting Minutes**

list of streets. She noted that Mudville is still an affordable neighborhood for young families. Just last week, at Halloween there were 100-200 children on the streets.

Third, she said she recently met with planners at the MAPC who offered their assistance with traffic monitoring and regulations. They have a small budget but they can provide assistance to towns with the collection of data. The data from the police is not as important as the collection of data from McMahan.

**3.) Report of the Town Administrator:** J. Ritter noted that next week, Monday is Veterans Day and asked if the Board wanted to meet on Tuesday. It was agreed the Board would meet next Tuesday. He also stated he would be away during the week of Thanksgiving. The Board agreed not to meet that week.

J. Ritter reported there was a monthly Department Heads meeting last Thursday morning and several topics were reviewed and discussed. For example, Youth and Family Services will be having an Open House on November 19<sup>th</sup> from 6p.m. until 8p.m.; the new Web site is up and running he thanked Chris Meo for his assistance; there was a very successful Flu Clinic last week-end with about 500 shots being provided.

Work has stated on Round Three of the Green Communities grant application

Bids have been received for the Pinecrest management and food service contract. The Golf Course Advisory Committee is scheduled to meet with the Board to review the responses on November 19<sup>th</sup>.

A \$40,000 earmark was received for school safety zone improvements.

A \$100,000 earmark was received for a door and window replacement project at the senior center.

J. Cronin asked about the recent water damage at the Town Hall. J. Ritter reported that a condensing coil in the Upper Town Hall heating system broke causing the Treasurer/Collector's Office and the basement conference room to be flooded. Service Master and the Town's insurance adjuster were contacted and repairs are underway.

J. Cronin said a sensor detection system might help to avoid this in the future.

**Page Three**

**11-5-18**

**Board of Selectmen, Meeting Minutes**

**4.) Special Town Meeting Follow-Up:** J. Marsden started the conversation by highlighting the importance of communication between the Finance Committee, the Selectmen and the liaison roles.

J. Cronin said there many versions of the Warrant and Motions circulated. The Selectmen need to vote on all articles well in advance. We should plan to meet with all sponsors of articles well in advance. If there needs to be more meetings that's fine.

M. Ahronian said he liked the concept of having a joint meeting and discussion in advance of Town Meeting.

J. Cronin said he might be looking at the issue through a different lens as a practical matter it might be difficult to have detailed review with all the parties in the same room. It would be helpful for elected boards to be invited to discuss their articles with the Selectmen in advance.

J. Marsden said the Board needs to weigh in on policy issues and the capital spending article but he views the discussion to mostly for the Finance Committee. We need to have a better channel of communication with the Finance Committee and this conversation will continue into the Spring.

**5.) Status Report – Library Roof:** Andrew Barr, from Russo Barr was present. He stated that about a week and a half ago staff at the Library noticed the ceiling staging on the second floor. J. Ritter and the Building Inspector placed a call to A. Barr and discussed the situation. The area in question is toward the rear of the building, where the thirty year old addition was built.

It is not related to the new roof or the installation of the new HVAC unit. The HVAC unit is over the original section of the building. Structural engineers have been onsite and have prepared a plan to address the problem by resetting the trusses which came apart due to years of snow load, it was also noted the building code has been upgraded several times over the years.

The section where the trusses need to be reattached spans about 56 feet.

J. Cronin asked about the brackets supporting the trusses and the number of pounds they were rated for. A. Barr said 30 pounds which was code in 1985 no conclusions have been made yet but the Building Inspector decided to close the rear section out of caution.

A. Barr said they are working to schedule a roofing contractor to start the prep work

M. Ahronian asked how long it had been going on. A. Barr estimated perhaps 3 to to five years.

**Page Four**

**11-5-18**

**Board of Selectmen, Meeting Minutes**

J. Cronin asked about the extent of the trusses failure and why this was not discovered as part of the roof project. A. Barr said they did not do an extensive investigation in preparing for the roof replacement as the two are not related.

J. Cronin said we should look at all areas of construction including a pre-construction inspection at 1750 Washington Street. A. Barr confirmed they are looking all the plates to make sure they are all secure. J. Cronin asked if they will meet the new building code. A. Barr said they would be in compliance.

J. Cronin asked if the work would impact the new roof. A. Barr said no they are two completely different projects.

M. Ahronian made a motion if it is determined not to be covered by insurance than the Board would request a reserve fund transfer. Second, J. Cronin. Voted 3-0

**6.) Board Business**

**1750 Washington Street Roof Contract Award:** A. Barr provided the Board a briefing regarding the roof replace project at 1750 Washington Street. J. Cronin asked about the roof on the garage. J. Ritter said he believed he spoke with Bob Nemet who he believed said the roof was about fifteen (15) years old and was in good shape. J. Cronin said the Building Inspector should take a look at that.

M. Ahronian made a motion to issue the Notice to Proceed and to sign the construction Contract when available. Second, J. Cronin. Voted 3-0

**Minutes of October 29, 2018:** M. Ahronian made a motion to approve and release the Meeting Minutes from October 29, 2018. Second, J. Cronin. Voted 3-0

**Senator Spilka Request List:** J. Ritter said in the Agenda packet is the letter sent last year and many of those items have been funded. This year we are developing a new list of project needs. J. Cronin asked when the new letter had to be sent. J. Ritter said the goal is by the middle of December.

M. Ahronian said this process has been a major success for the Senior Center and believe we should stay on this same path. This item will appear on future Agendas for further discussion as more information is received from Department Heads.

**Page Five**  
**11-5-18**  
**Board of Selectmen, Meeting Minutes**

**Appointment – Youth and Family Services:** J. Marsden read the qualifications of Jean Vallera Vazza who is up for appointment to the Youth Advisory Committee and noted how fortunate Holliston is to have so many citizen volunteers who continuously step forward.

M. Ahronian made a motion to appoint Jean Vallera Vazza to the Youth Advisory Committee. Second, J. Cronin. Voted 3-0

**Gift Acceptance – Police Department:** M. Ahronian made a motion to accept a gift to the Holliston Police Department from Stephen and Mary Birch Foundation, Inc. for Community Outreach {Programs in the amount of \$10,000. Second, J. Cronin. Voted 3-0

**Exterior Holiday Display Request – Chabad Center:** M. Ahronian made a motion to approve a request to display a Menorah at Town during the holiday season. Second, J. Cronin. Voted 3-0

**Donation Letter – Chipman Electric:** M. Ahronian made a motion to accept with thanks and to sign a letter of acknowledgement to Thomas Chipman Electric for their \$1,500 in kind donation for electrical work relating to the new septic system. Second, J. Cronin. Voted 3-0

**7.) Other Business:** M. Ahronian made a motion to appoint Karen McManamon Spaziante to the Board of Registrar with a term to expire on June 30, 2019. Second, J. Cronin. Voted 3-0

**Adjourn:** M. Ahronian made a motion to adjourn the meeting at 8:01p.m. Second, J. Cronin. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter  
Town Administrator