



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

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**BOARD OF SELECTMEN
MEETING MINUTES
HOLLISTON TOWN HALL
DECEMBER 10, 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 Warrant (19-24) in the amount of \$477,580.06. Second, M. Ahronian. Voted 3-0

2.) Public Comment: J. Cronin said he attended a regional meeting of Boards of Selectmen last Thursday, at the Thayer House in Medway. He said Medway is interested in trying to connect to the Upper Charles River Rail Trail system in Holliston.

The group discussed the recent FCC ruling and the potential impact on local access providers. He provided a copy of a letter signed by the Holliston Board of Selectmen and sent to the Massachusetts Municipal Association last October.

There was a general discussion about 40B issues and the use of cannabis revenues. The next meeting is scheduled to be in January.

J. Marsden said he has attended several of these meetings and found them to be a good way to share best practices and exchange idea. We are all working to solve common problems.

M. Ahronian took a moment to recognize and thank the Finance Committee for all of their hard work they are a very talented group.

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Tina Hein, 142 Union Street, asked for the Selectmen to contact MAPC for their assistance to prepare a pedestrian and bike report for the Mudville area which would be a technical analysis and different from the McMahon Report. J. Ritter will contact them.

3.) Report of the Town Administrator: J. Ritter reviewed the scheduled "Coffee with a Selectmen," at Coffee Haven. J. Marsden will do Saturday, January 26th; M. Ahronian will do Saturday, February 23rd; and J. Cronin will do Saturday, March 23rd. There were no objections.

The Town Planner and Mark Coletti from the Economic Development Committee, and he, met with Harish Patel, the current owner of the Country Farms store on Washington Street. The purpose of the meeting was to let H. Patel know that occasionally the Town is approached by individuals seeking space. There are limits on the septic system so the space would have to be used by a low impact business such as an insurance or real estate office.

Last Thursday there was a Department Heads meeting with eleven (11) of the seventeen Department Heads attending.

The Economic Development Committee will be meeting this Wednesday morning at 8a.m.

Last Tuesday, the Town Planner, the Chairman of the Economic Development Committee, Matt Coletti, from the Economic Development Committee, and he met with Antoine Mitri, who is the current owner of the former Gulf Station met to discuss re-development of the site. The plans are to renovate the site this spring.

Performance evaluation will start this month and be completed by February.

Contract documents have been received for the School Safety Zone project which calls for the replacement of the flashing yellow lights and other improvements. He is working closely with DPW and the School Department to implement these improvements.

Regarding the Senior Center windows and door replacement project we are still waiting to receive those contract documents. This is the one (1) remaining item from the Commonwealth's budget to be received.

The Board identified as a goal to complete an inventory. The DPW Director indicated this is now complete. J. Cronin asked for a copy.

Finally, he met with the Superintendent of Schools last Wednesday. This is a routine meeting with Dr. Jackson. M. Ahronian asked if J. Ritter discussed with the Superintendent the window

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replacement project at the High School. J. Ritter said the Superintendent told him he would include on his list of project needs to Senator Spilka.

4.) Finance Committee – FY20 Budget Discussion: Ken Szajda, Chairman of the Finance Committee was present to provide a summary of the FY20 budget process.

K. Szajda said the budget modeling shows a strong economy, local revenues have increased. The Finance Committee is taking a slightly looser approach this year with a 1.5 percent guideline and a 2.5 percent cost of living being proposed for non-union employees or those not covered by an employment agreement.

The Finance Committee will vote on the guideline this evening. So far we are in an OK place.

However, from a macro level it appears the economy is slowing down and or leveling off.

J. Cronin said you stated at Town Meeting that the Warrant was the worse you have ever seen is there a communication problem.

K. Szajda said we need to get out ducks in a row before Town Meeting and work out a better process. Information did not get to the Finance Committee. There was a sense items did not require Finance Committee approval. For example, the Solid Waste and Recycling Contract approval process did not get to the Finance Committee until the last moment.

J. Cronin agreed more work needs to be done but it also a two (2) way street. He took issue to the Finance Committee's involvement with the Economic Development article.

J. Cronin asked about the budget timeline.

K. Szajda said the Finance Committee have not yet approved the timeline but typically the schools tend to come in at the end which would be around mid-March. Then they start reviewing Article during early April.

J. Cronin asked if the Selectmen should contact you or should the sponsor of the Article contact you if there are financial implications.

K. Szajda said if there is a petitioner Article the sponsor historically contact him but any problems with the Warrant need to sort out before Town Meeting.

J. Cronin asked about the Capital Budget planning process.

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K. Szajda provided the recent history of the Capital Planning process that has been advanced with the assistance of the Collins Center at UMASS Boston. We are calling it an "Asset Management Plan." Per the Town's bylaws the Finance Committee has established a sub-committee to collect data from departments and we are using that Plan to plan for the Fall Special town Meeting. But there items that appear out of nowhere and this is frustrating to the sub-committee and the Finance Committee.

J. Cronin said the process is similar to the operating budget but during the course of the year grants and other revenue sources are made available to fund projects. Like the project needs list we are working on for Senator Spilka and Representative Dykema. He is interested in the entire process and asked who is on the sub-committee.

K. Szajda said Benjamin Sparrell, Susan Nersessian and himself.

M. Ahronian asked about the maintenance of the public buildings and the need to hire a building maintenance manager and for assistance in funding the position. This would make the world of difference because J. Ritter is responding to all these needs. A perfect example, is the Library ceiling project that recently came to our attention. It has been determined that this issue was not in any way related to the recently completed roof project.

K. Szajda said the Library has been nothing but problems and it should be torn down. It is a money pit and needs to be replaced. The current location is not suitable there is no parking.

J. Cronin clarified the ceiling issue is in the new section that dates to 1985.

K. Szajda said that a look at the former Flagg School the Town spent money to build it and spent money to have it removed. The recently acquired 1750 Washington Street building is a multi-use build with many departments share the space. This was a cheaper solution and the employees are happier.

Change is hard to accept. The Post Office was previously located where the hardware store is now but some people still have not gotten over that change.

M. Ahronian asked about the performance incentive program.

K. Szajda said when it comes to compensation decisions the Finance Committee is not in favor of off cycle salary adjustments. If as an employer you have five (5) years of under performance in the employee's or five (5) years of outstanding performance in the file you have something to go from. Currently, there is no way to reward an outstanding employee.

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The Finance Committee is thinking a way to reward Department Heads who do not expend their entire budget.

J. Cronin said he has been through several performance reward systems and none of them work in the public sector. The private sector has much more flexibility he said as an alternative, perhaps an earned day off would work.

K. Szajda said that could be looked at. The point is, we do not want to be like everyone else in fact we want to be different.

5.) Pharmacannis Massachusetts Host Community Agreement: Shelley Stormo, Executive Director, with Pharmacannis was present.

S. Stormo reviewed the current building plans for their new facility at 495 Hopping Brook Road. The projected revenues for Holliston is approximately \$600,000 per year.

J. Cronin asked about the six (6) year trend in the cannabis growing industry.

S. Stormo said the Cannabis Control Commission will be looking at the actual impact of the industry in communities and the related off-setting expenses to those communities. There is currently a five (5) year sunset on all recently approved Host Community Agreements (HCA) especially for adult use.

M. Ahronian asked how large is the building they are constructing at Hopping Brook, when it would be completed, and when they would be operational. S. Stormo said approximately 50,000 s/f they are currently working out of trailers, it should be completed this spring and operational during the first quarter of next year.

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

6.) Michael Ficco – Golf Course Restaurant Contract: Michael Ficco, Manager of Anthony's on Green was present.

J. Cronin thanked M. Ficco for submitting his proposal and said he has heard wonderful things about his food service. It is important for him to work closely with the Golf Course Advisory Committee and the newly established club house committee.

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M. Ficco said he has been there now for five (5) years but there have been some negative comments. He stressed everything is going very well and he works very closely with the Selectmen's Office to immediately address any issues that might come up. Donna and Andrea are excellent to work with.

M. Ahronian said some complaints come from residents but you always get some of that and there is a lot going on there. You can't take things personally but you do have to look into any complaints that come to your attention.

J. Marsden said he and many of his friends go to Pinecrest the food and service are second to none and we are here to help you become even more successful. He thanked M. Ficco for doing an outstanding job.

M. Ahronian made a motion to approve and sign the three (3) year Contract with a possible two (2) year extension. Second, J. Cronin. Voted 3-0
Jay Robinson, Chairman of the Pinecrest Club House Committee was present. He said the Committee will be meeting there this Wednesday evening to get a sense of the building and what might be possible.

He questioned how disruptive it might be to M. Ficco's operations if renovations were to be going at the same time as he was operational it might take one (1) or two months.

J. Marsden said the work has to get done but the entire process could take a couple of years. The Committee needs to determine the best way to tackle the project but it will be a balancing act closing the kitchen for two (2) weeks is much different than two (2) months. At some point you will need to get an architect involved.

J. Robinson said he will provide J. Ritter a rough timeline which will include here is what needs to get done and here is what we think it will cost.

M. Ahronian suggested perhaps the Committee could get funding at the Annual Town Meeting in May for the architect.

J. Robinson said that could be perhaps be followed with a funding request in October.

J. Cronin stressed not to rush the project. We need to understand the scope of the project and we want the best high quality work to be done. For example, explore what other similar communities are doing.

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7. 360.Org Follow-Up Conversation: Dawn Durning-Hammond was present as a follow-up to address some of the outstanding questions from the Selectmen.

There is a need to slow climate change and improve sustainability. The return on investment can be significant. There are DEP grants and possible Green Community funding that might be made available. If you look at the Natick web site that provides a good understanding of what the program can do for the community.

For example, just looking at organic waste in the trash that has a total value for Holliston to dispose of at around \$65,000 annually. The best model is for the Town to hire someone to work with the Sustainability Committee to research grant opportunities and other cost saving measures.

J. Cronin asked about other communities. D. Durning-Hammond referenced their Powerpoint presentation which show what other communities have this position. Fred Cunningham who is with the group and a Sherborn resident asked the Selectmen to support their Article for the May Town Meeting.

J. Cronin asked if this would be a part time or full time position. P. Cunningham said they are exploring what other communities are doing and perhaps the position could be shared.

J. Cronin asked how the program would be funded. D. Durning-Hammond said through grants like the Green Communities.

J. Cronin said the only way he would support the program is if the Town received a grant to get the program started.

J. Marsden said he they were to receive a grant for one (1) year it seems very subjective as to the benefits.

P. Cunningham said they would be focusing on the Green Communities program as the primary source of funding or perhaps the concept of a circuit riding sustainability coordinator.

J. Marsden said he is not there yet. P. Cunningham said if we can find a way to fund the program we can then have a deeper discussion. There is also the issue of MS4 compliance and the Municipal Vulnerability Act as funding sources.

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8.) Board Business

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

Executive Session Meeting Minutes of December 3, 2018: M. Ahronian made a motion to approve and hold for release the Executive Session Meeting Minutes from December 3, 2018. Second, J. Cronin. Voted 3-0

Beacon Integrated Solutions, Solar RFP Contract for Marshall Street: Scott Moles, Health Agent and Laura Nolan a member of the Board of Health were present. S. Moles said we need to make sure everything is covered by including all the impacted departments in the discussion. We need to understand the impact on the landfill cover and any ongoing maintenance issues and long term liability as to who would own the panels in twenty (20) years.

There is an issue with street sweepings that are currently used as cover for the landfill. What will the exit strategy be we don't want to get stuck with 20 year old panels?

L. Nolan said we need to be clear in the RFP and in the Contract what happens if there is settlement or other issues.

J. Marsden said the before the RFP is issued we would seek input from the community including the Board of Health and other boards or committees that might be impacted.

M. Ahronian made a motion to approve and sign the Contract in the amount of \$12,500. Second, J. Cronin. Voted 3-0

Class II and III Auto Dealer License Renewals: J. Cronin read the following list of renewal: Class II, Empire Automotive; 360 Motosports, LLC; Authentic Auto Sales, Inc.; The Car Vault, LLC; Classic Auto Sales, Inc.; Countryside Motors; Classic Motor Cars, LLC d/b/a Green Monster Motor Cars; Keystone Automotive, Inc; Michael Orman Performance Marquis, LLC; Nick's Enterprises, Inc. d/b/a Nick's Central Garage; P. Coan Corp.; Below Gas Corporation d/b/a Planet Petroleum; Roadmaster Motors, LLC; Scooby Truck Sales; Village Service Centers, Inc. d/b/a Washington Street Auto Sales; Greg Pellegrino d/b/a Vintage Motorsports Garage, LLC; and Grengus Motor Company d/b/a WCG Enterprises and one (1).

J. Marsden added two (2) late license renewals for Hometown Select and Hometown Automotive Service and Sales.

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Class III, license Holliston Equipment.

M. Ahronian made a motion to approve the list as read. Second, J. Cronin. Voted 3-0

Liaison Assignments: The Board reviewed the list as provided by J. Ritter. J. Marsden said he saw no need to make any changes to the liaison assignments. The Board agreed.

J. Cronin asked about the cannabis revenue it seems like something should be done with the revenue that is coming in perhaps like a financial policy. What are the impacted departments? Right now we are treating it as one time revenue and it is going to free cash

J. Marsden said a joint discussion with the Finance Committee would be a good approach

1750 Washington Street Roof Contract: M. Ahronian made a motion to approve and sign the Contract. Second, J. Cronin. Voted 3-0

Project Needs Letter – Spilka and Dykema: J. Ritter said he inserted that last two (2) projects to the letter one (1) was for the Parks Department and the other was for the re-development of Blair Square. The letter will be ready for the Board's signature next week.

Annual Town Meeting Warrant Opening: M. Ahronian made a motion to open the Annual Town Meeting Warrant and the Warrant will close toward the end of January a date to be determined. Second, J. Cronin. Voted 3-0

9.) Other Business: Deb Moore, Chair of the Golf Course Advisory Committee (GCAC) was present.

D. Moore said regarding the management RFP and Contract the GCAC met, ranked the non-price proposals and then took into consideration the price proposals. The non-price proposals were essentially the same but when they took into consideration the price proposals the number came out follows: Johnson Golf \$203,000 annual. New England Golf, first year \$250,000; second year \$265,000; third year \$280,000.

Once we pay off the debt then we can start making capital improvements to the course best practices call for \$75,000 to \$100,000 should be re-invested annually.

J. Cronin said once you reviewed the proposals Johnson Golf was slightly ahead but when you looked at the price proposals that put New England Golf in the lead. This is a financial decision.

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J. Marsden said the Town has been served well by both vendors over the years and asked J. Ritter to place the awarding of the Contract on the Agenda next week.

Adjourn: At 8:44p.m. J. Cronin made a motion to adjourn the meeting. Second, M. Ahronian.
Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator