



**TOWN OF HOLLISTON  
SELECT BOARD**

**703 Washington Street  
Holliston, MA 01746**

**508-429-0608**

**SELECT BOARD  
MEETING MINUTES  
HOLLISTON TOWN HALL  
FEBRUARY 19, 2020**

**Present:** Mark Ahronian, Chairman; Tina Hein, Clerk

**Absent:** John Cronin, Vice Chairman

**Also Present:** Jeff Ritter, Town Administrator

At 9:30a.m. M. Ahronian called the meeting to order.

**1.) Facilities Manager Position**

M. Ahronian noted that Selectman John Cronin has recused himself from the discussion and was not present for this meeting.

T. Hein read the Job Description and reviewed the work plan for the position including targeted accomplishments for years one, two, and three.

M. Ahronian noted that this is a team position and the selected individual will have to work closely with the Building Inspector and the Conservation Agent among other Department Heads. This would include any Department Head who currently has a building.

The selected person would have to work well with the Finance Committee to help develop and refine the Capital Improvement Plan.

T. Hein said she is comfortable with the hiring process to date and reviewed that process. J. Cronin created a work plan for the position. Town Meeting approved the position, the position was advertised, about fifteen resumes were received, a screening panel was established and

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narrowed the field of candidates and interviewed to five (5), the Select Board also interviewed five (5) candidates.

The top candidate when offered the position withdrew due to a family emergency. The Select Board decided to bring up the third candidate and interviewed that person.

T. Hein reviewed the qualifications and experience of James Keast and said she thought he would be the top candidate.

M. Ahronian again all the top candidates and stated this is an executive position. Ultimately, there will be a couple of additional hires. But first we need to start at the top to build a department.

James Keast is more in line with what the Town is seeking in terms of education and he seems like a good fit. We gave everyone a chance. Another option is we could start the hiring process over again.

T. Hein said it was a valid process and there is no reason to start over again.

T. Hein made a motion to offer the position to James Keast. Second, M. Ahronian. Voted 2-0

T. Hein said there should be a warm welcoming for Mr. Keast.

T. Hein made a motion to approve and sign the weekly payroll and expense Warrant. Second, M. Ahronian. Voted 2-0

M. Ahronian made a motion to adjourn the meeting at 9:48a.m. Second, T. Hein. Voted 2-0

Respectfully Submitted,



J. Jeffrey Ritter  
Town Administrator