



**TOWN OF HOLLISTON  
BOARD OF SELECTMEN**

**703 Washington Street  
Holliston, MA 01746**

**508-429-0608**

**BOARD OF SELECTMEN  
MEETING MINUTES  
HOLLISTON TOWN HALL  
APRIL 16, 2019**

Present: Jay Marsden, Chairman; John Cronin, Clerk

Also present: Jeff Ritter, Town Administrator and Mary Bousquet, Treasurer/Collector

Absent: Mark Ahronian, Vice Chairman

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 (19-42) in the amount of \$611,041.83. Second, J. Marsden. Voted 2-0

**2.) Public Comment:** No public comment was offered.

**3.) Report of the Town Administrator:** J. Ritter reminded the Board there would be a ribbon cutting at 172 Concord Street on Monday afternoon April 29<sup>th</sup> at 1p.m. This is an affordable housing project that the Housing Trust and Habitat for Humanity have been working on for several months. He has a conflict and will be unable to attend. Although Selectman Ahronian said he would be present.

Regarding the reroofing project at 1750 Washington Street he understands equipment has started to arrive for that project.

Hollis Street road reconstruction will start tomorrow morning.

There will be a mandatory pre-bid conference for vendors interested in submitting proposals for the solar field project at the landfill on Monday, April 29<sup>th</sup> at 1:00p.m.

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All new Mudville traffic signs have been installed.

There will be a regional meeting of the Boards of Selectmen on this Thursday, April 18<sup>th</sup> at 7p.m. in Medway. The Board has been posted.

J. Cronin asked about the status of the library ceiling project. He noted that a comprehensive project schedule has been prepared by the vendor and asked J. Ritter if it has been posted to the Internet. J. Ritter said yes it was posted last Friday.

J. Cronin said he thought it important for the public to understand how the project is progressing and it looks like it will be completed by the end of June.

**8.) Board Business**

**Meeting Minutes from March 28, 2019; April 1, 2019; and April 8, 2019:** J. Cronin made a motion to approve and release the Meeting Minutes from March 28, 2019; April 1, 2019; and April 8, 2019. Second, J. Marsden. Voted 2-0

**Town Meeting Warrant:** J. Marsden asked about any revisions to the Warrant. J. Ritter said based on the Board meeting from the previous week he inserted a reference under Article 17 to the "Municipal Fire Alarm System" in the amount of \$75,000.

**Trash/Recycling**

Also, under Article 17 for the trash & recycling carts, that number has been reduced from \$432,000 to \$302,500. The \$432,000 number reflected the Town's direct purchase of all the carts from the vendor.

However, the new trash vendor (E.L. Harvey) brought to our attention the Request for Proposals document which called for his firm to purchase and manage all the carts for five (5) years. We are negotiating an agreement allowing for the Town to purchase the trash carts and E.L. Harvey to purchase the recycling carts. The amount for the Town is \$302,500. But discussions are ongoing. The worst case scenario would be for Harvey to purchase all the carts. But those numbers are built into the budget.

J. Cronin said he thought there was a 50% reimbursement from the State through a grant program. J. Ritter said the grant was announced during the first week of April with proposals due in June and final grantee announcements would take place during the summer or fall. So there is potential for additional revenue.

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**Personnel By-Law**

Regarding the Personnel By-Law revisions. J. Cronin said he reviewed the draft by-law and the only remaining open issue was the chart for department heads. He thanked J. Ritter and M. Bousquet for the follow-up in reducing the number of grades to 1-6. There will now be pay ranges.

Further the "Proposed FY20 Managerial Chart," includes six (6) function as follows: Administrative Support, Regulatory/Programming, Financial/Facilities, Level of Responsibility, Over Seer of Public Safety/ Overseer of General Government.

Salaries will be based on a survey of surrounding communities and the Stone Study and other factors such as performance evaluations.

J. Cronin said we will also have the flexibility to do contracts. But the goal is to get the charts approved and adopted.

Mary Bousquet said any contracts would be implemented by the Town Administrator under the new revised by-law. J. Cronin asked if there would be input from elected boards. J. Ritter said yes.

J. Cronin said he wanted to make sure Holliston was fair to its employees and not under paying or overpaying them. The chart will be a useful tool.

J. Marsden said this is something we have always struggled with to get away from the subjective and to bring together many different approaches.

J. Cronin made a motion to approve the revised by-law including the managerial chart. Second, J. Marsden. Voted 2-0

**Municipal Fire Alarm**

Fire Chief Cassidy was present he was before the Board several weeks ago and explained the need for a wireless municipal alarm system. At that time the pricing was around \$75,000. He has done additional research and has discovered the current wire system linking buildings that the parts are no longer available.

So the proposal is to move away from a wire based communication system to a radio based notification systems which most communities have in place.

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The radio boxes would be affixed to public buildings and would communicate with a third party vendor who would then communicate with fire dispatch if there were to be an issue. The system would also have panic buttons at the schools.

J. Cronin thanked the Chief for the additional research. He confirmed there would be a transmitter and alarm and a receiver.

M. Cassidy confirmed each building would have a radio transmitter and there would be a third party monitoring company used to monitor the buildings.

J. Cronin asked about the existing call boxes. M. Cassidy said they would be used as a back-up.

J. Cronin asked about the annual maintenance fee and if that was included in the cost proposal. M. Cassidy said the first year would be included in the new number of \$25,000.

J. Cronin asked if Town Meeting were to approve the request how long would it take to roll out the new system. M. Cassidy said between two (2) and three (3) months. It would take longer for some of the businesses impacted.

J. Cronin asked how many private businesses would be impacted. M. Cassidy said between 35-40.

J. Cronin asked about how much it would cost the businesses. M. Cassidy said about \$1,000 per radio box and a \$500 annual monitoring fee.

J. Cronin asked about the current wiring in place and what would happen to the wires. M. Cassidy said the industry standard is to leave the wires in place until the utility replaced their wires.

J. Cronin asked for the Chief to describe how it is used in other towns. M. Cassidy said a good example is 1750 Washington Street which is a municipal building. This is a very good example of how the system monitors the building daily.

J. Marsden said this is a great example of the use of technology.

J. Cronin made a motion for the new number in the Warrant to be \$25,000.

J. Cronin made a motion to approve and sign the Annual town Meeting Warrant. Second, J. Marsden. Voted 2-0.

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**5.) Any Other Business:** None

**Adjourn:** At 7:34p.m. J. Cronin made a motion to adjourn the meeting. Second, J. Marsden.  
Voted 2-0

Respectfully submitted,



J. Jeffrey Ritter  
Town Administrator