



**TOWN OF HOLLISTON
SELECT BOARD**

703 Washington Street
Holliston, MA 01746

508-429-0608

**SELECT BOARD
MEETING MINUTES
HOLLISTON TOWN HALL
MAY 18, 2020**

Present: Mark Ahronian, Chairman; John Cronin, Vice Chairman; Tina Hein, Clerk

Also Present: Jeff Ritter, Town Administrator

At 6:30p.m. M. Ahronian called the meeting to order.

M. Ahronian read the following statement, pursuant to the Governor's Order Suspending certain provisions of the Open Meeting Law, G.L. c30A paragraph 20, as well as the Select Board's Emergency Order dated March 16, 2020 the Select Board will be using remote participation for this meeting.

The audio of this meeting is being recorded and will be posted to the Town's webpage within 24 hours in accordance with the Governor's Emergency Action requirement of keeping the public informed of actions during this meeting. I would ask all participants remotely attending this meeting please state your name for identification purposes each time you speak throughout the meeting.

1.) Executive Session: T. Hein made a motion under M.G.L. Chapter 30A, Section 21A to enter into Executive Session for the purposes of discussing contract negotiations with Verizon for the cable license agreement. Barry Sims, Chairman of the Cable Advisory Board was present. Second, J. Cronin. Voted 3-0 Roll call vote Cronin – Yes; Hein – Yes; Ahronian – Yes.

T. Hein made a motion to exit Executive Session at 7:05p.m. Second, J. Cronin. Voted 3-0 Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

The Board returned to open session at 7:05p.m.

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2.) Coronavirus Community Update: Emergency Management Director, Michael Cassidy was present and provided a community update.

There are 49 cases of which 23 are active. Most of the cases are in long term health care facilities.

The Marshall Street Recycling Center will reopen this Saturday there will be a police detail present. Also, curbside Library pick-up will be available.

There will not be a Memorial Day Parade this year.

Discussion followed about possible funding sources to off-set the expense of the pandemic.

He is working with the clergy to educate them as they reopen for services.

T. Hein asked about making Personal Protective Equipment available to the business community. M. Cassidy said the Commonwealth has a list available.

J. Cronin asked about the Marshall Street schedule and if the Select Bard needed to take a vote. M. Cassidy said no because no vote was taken to close the facility.

T. Hein asked what it would look like when Town Hall reopens. M. Cassidy said we are in the process of installing protective glass for the offices. Masks would be required for the public and staff.

J. Cronin asked how long the Declaration of a State of Emergency would last. M. Cassidy said for the foreseeable future.

3.) Warrants: T. Hein made a motion to approve and sign the weekly expense and vendor Warrants (20-47) in the amount of \$1,468,092.16. Second, J. Cronin. Voted 3-0

4.) Public Comment: M. Ahronian reminded the public that although there will not be a Memorial Day Parade this year veterans and the public can participate in a ceremony at Town Hall on Monday.

Ahronian Landscaping donated and fertilized plants and prepared the Central Burial ground including the 300 foot flower bed. The DPW provided bark mulch and spread it.

M. Cassidy said last week was National EMS Week and Police Recognition Week.

Lindsay Buonomano, owner of Market Holliston asked about having a sidewalk sale given the restrictions placed on small business due the pandemic. The Board decided to look into what

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would be required. M. Cassidy said after the start of Phase II of the Governor's plan this could happen.

5.) Report of the Town Administrator: J. Ritter said he is gathering a list of open projects for the next Town Administrator. Also, the Finance Committee is meeting tomorrow evening.

6.) FY21 Revised Budgets (Conservation Commission, Building, Motor Vehicles): J. Cronin made a motion to approve the Building Department budget at \$152,155. Second, T. Hein. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0.

J. Cronin made a motion to approve the Conservation Commission budget at \$54,000 subject to a vote of the Conservation Commission. Second, T. Hein. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

J. Cronin made a motion to approve the Motor Vehicle Fuels budget at \$115,000. Second, T. Hein. Discussion, Vincent Murphy from the Finance Committee said there could be an opportunity to reduce this budget given the downward pressure on the price of fuels. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

7.) Sustainability Coordinator, Matt Zettek Update: Matt Zettek, Sustainability Coordinator was present and provided an update as to his work.

Specifically, curbside textile recycling, curbside food waste composting, seeking other proposals from consultants to help the Town with dam assessments.

The Municipal Vulnerability Preparedness (MVP) FY 20 \$100,000 grant. It was decided to return those funds to the Commonwealth.

The Charles River Watershed regional grant would require a 25% in kind services as a match. It was decided to pursue that grant as well as the Sustainable Materials Recovery Program – RDP grant application.

The Board thanked M. Zettek for his work. T. Hein said the Town remains focused on these efforts.

T. Hein made a motion to defer action on the MVP grant. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

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8.) Revised Electric Aggregation Plan: M. Zettek said the revised plan has been advertised and posted to the Town's Web site for fifteen (15) business days and there were no public comments. If the Board were to approve the next step is to submit it to the Department of Public Utilities (DPU)..

T. Hein made a motion to approve the Revised Aggregation Plan and submit it to the DPU. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

9.) 9 Green Street Committee Update: Scott Moles, Health Agent was present and reported the Committee voted to demolish the building and make the site into a parking lot. There are several environmental issues that will have to be addressed.

M. Ahronian asked for an explanation as to how that decision was made. S. Moles said it was mostly environmental the building is in very bad shape.

Brian Moran outlined the environmental concerns and work that needs to be completed.

An article will be needed for the Annual Town Meeting the estimate amount will be \$14,000 to develop the Request for Proposals (RFP) currently the consultant is \$2,000 over budget which will need a Reserve Fund Transfer. B. Moran said monitoring well will be needed to monitor the parking lot.

10.) Town Hall Septic System: S. Moles said an RFP will be issued this fall. There is an issue with the easement needed on the Church property will also have to be addressed in October.

J. Cronin asked about the design of the system and the capacity. S. Moles said it is designed for about 100 people.

10.) Board Business:

1/12/ Budget: Jay Talerman reviewed the budget process and referenced the document sent by his firm and the Department of Revenue.

M. Ahronian said the about 14-15 budgets that need to be reviewed and asked the Select Board meet every day next week Tuesday – Friday from 7p.m. until 9p.m. each evening and once the review is complete the 1/12 budget should be forward to the Finance Committee for advice.

J. Cronin said there are about 47 line items that need review the Town Accountant should review and approve and list all accounts against the approved amounts with FY20. There are many account that make one time payments in July for the entire year.

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Once the 1/12 budget is approved it needs to be sent to the Department of Revenue for final approval. J. Cronin said he welcomes the Finance Committee input.

Annual Town Meeting Warrant: J. Ritter reviewed recent revisions to the Warrant.

Appointments (Council on Aging): T. Hein made a motion to appoint Ms. Yvette Cain to the Council on Aging with a term to expire on June 30, 2021. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

Capital Policy Revisions: No action taken. The matter will be considered at a future meeting.

Gifts and Donations: Fire Department: T. Hein made a motion to accept a donation to the Holliston Fire Department from a resident of Fieldstone Drive in the amount of \$300 for the Fire Gift Account. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

Holliston Merchants: T. Hein reviewed the status of the request for merchants to be allowed to have sidewalk sales on a temporary basis. We have to be aware of ADA requirements and social distancing.

Chris Canney, Building Inspector and Zoning Enforcement Officer was available remotely and said each request has to be reviewed on an individual basis. The Zoning By-Laws addresses outside retail sales but this would be on public property, sidewalks.

T. Hein said we need to develop a policy quickly. J. Cronin agreed and supports the concept. We need to move as quickly as possible.

M. Cassidy said the policy should not allow the sale of food or alcohol. T. Hein said it was her impression only goods would be considered.

Meeting Minutes of April 27, 2020: T. Hein made a motion to approve and release the meeting minutes of April 27, 2020. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

Pinecrest Door Replacement and 260 Woodland Street Notice to Proceed and Bid Award: James Keast, Facilities Manager was present remotely and reviewed the status of both projects.

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T. Hein made a motion to approve and issue the Notice to Proceed for the 260 Woodland Street structure removal. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

T. Hein made a motion to approve and issue the Notice to Proceed for the door installation at Pinecrest Golf Course. Discussion: J. Cronin confirmed the money for the project will come out of the Golf Course revenue account. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

Year End Transfer: None

11.) Any Other Business: T. Hein said regarding the truck traffic on Lowland Street and asked J. Ritter to coordinate a meeting with the Planning Board, Building Inspector, Town Counsel, Police Chief, business owners and residents to come up with a solution.

There is a June 5, 2020 deadline to get a report on the Town's plan for a 1/12 budget and asked the Town Accountant to prepare this plan by June 1, 2020 so the Board and Finance Committee can review advance of submission. So moved. Second, J. Cronin. Roll Call vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

M. Ahronian asked the Board to meet in person next week. There was no objection.

Adjourn: J. Cronin made a motion to adjourn the meeting at 9:34. Second, T. Hein. Roll Call Vote Cronin – Yes; Hein – Yes; Ahronian – Yes. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator