



**TOWN OF HOLLISTON
SELECT BOARD**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**SELECT BOARD
MEETING MINUTES
HOLLISTON TOWN HALL
JULY 8, 2019**

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

Also Present: Jeff Ritter, Town Administrator

1.) Executive Session: T. Hein made a motion AT 6:32p.m. under M.G.L. Chapter 30A, Section 21A to enter into Executive Session for the purposes of discussing non-union personnel. The Board will reenter open session at approximately 7:00p.m. Second, J. Cronin.

Roll Call Vote: Hein – Yes; Cronin – Yes; Ahronian – Yes

The Board returned to open session at 7:12p.m.

At 7:12p.m. M. Ahronian called the meeting to order.

2.) Warrant: T. Hein read the Warrants and made a motion to approve the weekly vendor (expense) and payroll Warrants (19-53) in the amount of \$610,145.42; (19-54) in the amount of \$569,907.64; (20-01) in the amount of \$86,881.82; and (20-02) in the amount of \$267,970.11. Second, J. Cronin. Voted 3-0

3.) Public Comment: T. Hein read a statement she recently received from Alison Quinan, 37 Pilgrim Road regarding the Town Center signalization project. In summary, the following was noted.

Pedestrian crosswalk lights, the timing of the lights should be changed giving priority to pedestrians attempting to cross the street.

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Left turn lane from Washington onto Hollis Street, the left turn lane from Washington Street on Hollis Street, consider a delayed green light for the westbound Washington Street traffic would create a safer situation for cars waiting to turn left onto Hollis Street.

Left turn arrow light from Washington Street onto Central Street, the flashing yellow light from Washington onto Central Street is a cause for confusion a delay between the arrows would create a buffer and reduce the likelihood of collisions.

Vehicles block the intersection at Washington and Hollis Streets there should be a visual reminder painted on Washington Street.

Regarding cars traveling in the parking lane on Washington Street in front of the town green, place some type of hard scape in the parking areas this would prevent a collision for those vehicles taking a right hand turn from Washington Street onto Hollis Street and those vehicles traveling over the parking spaces.

J. Cronin said he is working with Ben Sparrell from the Finance Committee to refine the proposal for the facilities manager position that like be considered at the upcoming Fall Special Town Meeting.

He will also be attending the Finance Committee meeting tomorrow evening.

M. Ahronian thanked the Lions Club for doing an outstanding job with the recent carnival. He also thanked the School Department and School Committee for making the High School property available. The Lions Club raises a lot of money for scholarships.

4.) Report of the Town Administrator: J. Ritter asked Town Accountant Sharon Emerick to present and review the Year End Transfers.

\$47,219 from the Overtime account to the retro/pay comp time account. J. Cronin asked if that was allow by Contract or previous past practice. E. Emerick said it was allow by Contract and is encumbered under the comp time account and paid out during the course of the fiscal year. Some Officers take the comp time in FY19 and others take it in FY20.

J. Cronin said Officers must take either the time off or the pay during the course of one (1) year.

\$13,000 from the Lieutenant's salary line item to the uniform account.

\$21,000 from the Lieutenant's salary line item to the professional and technical account.

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\$190 for the Auxiliary Police from vehicle maintenance to other supplies.

\$5,157 for the Library from Workers Compensation to the Building and Grounds account.
\$400 for the Parks and Recreation Department from unemployment to the Administrative Assistant account.

\$200 for the Wastewater Treatment Plant from Workers Compensation to Supplies account.

J. Cronin made a motion to approve as presented. Second, T. Hein. Voted 3-0

J. Ritter thanked Andrea Minihan and Donna Muzzy for the outstanding work and professionalism during the recently implemented solid waste and recycling program with the new hauler E.L. Harvey.

Regarding the Town Center lights. J. Ritter will get a cost estimate from McMahon Traffic Engineers for the fine tuning and place on the Agenda in August for the Board's consideration.

The Senior Center project is now complete. The \$100,000 project included new doors, window, carpets, and masonry work.

The School Safety Zone lights will be installed shortly. The seven (7) lights are funded through a \$40,000 grant from the Executive Office of Public Safety.

The deadline for reviewing the landfill solar project is this Friday.

The Department of Conservation and Recreation notified the Town that Holliston would receive a \$92,000 grant for parking improvements and related work in the Blair Square area.

The Capital request memorandum approved by the board in May was sent to all Department Heads for a second time.

Finally, the Board reviewed the summer meeting schedule. M. Ahronian will be away on July 22nd but the Board will meet without him. The Board agreed to cancel the August 19th meeting and will meet on August 26th.

5.) Municipal Vulnerability Preparedness (MVP): Kim Lundgren with Kim Lundgren Associates was present and explained the current status of the project.

On May 16th the first meeting of the "Core Team" was held. Four (4) hazards were identified (heat, drought, intense storms and flooding).

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On June 5th and June 7th two (2) MVP workshops were held with various stakeholders. One topic of vulnerability were the town owned dams and the possibility of partnering with the Charles River Watershed to study the removal instead of the repairs to the dams.

The following vulnerability issues were identified. The Town's water system and the need to upgrade that system at a quicker pace. Air conditioning at the schools and a forest management plan.

J. Cronin asked if someone from the School Department participated. J. Ritter said yes the School Business Manager.

K. Lundgren said there was a community wide listening session held on June 26th.

T. Hein asked why the sustainability coordinator position was not part of the listening session and identified as a top priority.

K. Lundgren said that came up during the listening session. The next steps are as follows:

Submit the "Community Resilience Building Workshop," report to the Executive Office of Energy & Environmental Affairs.

Receive certification as a MVP certified community.

Prepare a climate action and resiliency plan which will serve as a work plan for the sustainability coordinator.

J. Cronin said the long term goal would be to hire a sustainability coordinator.

K. Lundgren said similar to the Green Communities program an annual report would have to be filed with the state. The Green Grant Program may or may not work in concert with the MVP program.

J. Cronin said he is interested in the action plan for the sustainability coordinator and asked if the Town might receive certification next month.

T. Hein asked if people from 350.org could provide input.

Leanne Farrell, 38 Railroad Street, said the climate action plan is a good start and asked if part of the plan could be emissions reduction and how we can reduce emissions through mitigation. This is one approach to reduce greenhouse gases.

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K. Lundgren said yes but the next step would be to hire a consultant to complete a greenhouse gas inventory for Holliston. That would be the baseline.

Joan Levinsohn, 66 Jarr Brook Road, asked while the MVP grant addresses vulnerability but why not sustainability. It was brought up during the listening session.

K. Lundgren said it will take about a year to complete the climate action plan.

J. Cronin said the position was approved by Town Meeting but we are waiting to see what happens with the \$50,000 allocation in the state budget for this purpose. So we hope to hire someone this year.

K. Lundgren said under the State MVP program they would fund the position for two (2) years but the Town would have to make a five (5) year commitment.

T. Hein said one positive outcome would be the removal of some dams instead of doing costly repairs.

J. Cronin made a motion to accept the report prepared by Kim Lundgren Associates and submit the report to the Commonwealth. Second, T. Hein. Voted 3-0

6.) Remote Participation: Liz Greendale, Town Clerk and Chris Meo, Technology Director were present. L. Greendale said can be done but she is not a big supporter.

C. Meo said there are several technology and procedural challenges. For example, once implemented and it is up and running everyone in the room has to be heard and people have to be clearly hear.

L. Greendale said regulations would have to be developed and a quorum of a board or committee would still have to be physically present.

M. Ahronian asked if she was in favor of remote participation. L. Greendale said no.

J. Cronin said there is interest from various boards and committees. Perhaps we could pilot the program while at the same time reach out to other communities to see how it is working.

M. Ahronian said he was in favor of the survey.

T. Hein asked how documents presented at an open meeting would be communicated to the remote participant.

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C. Meo said the Selectmen can vote to allow remote participation and then the individual committee would also vote to adopt the procedure and regulations.

T. Hein asked if the town had the technology if not how much would it cost.

C. Meo said we don't currently have it and it would cost around \$500.

J. Cronin noted after a pilot the Town could always discontinue the use.

T. Hein asked J. Ritter to send out again a notice to see the level of interest and the Town Clerk will check with other communities.

7.) Board Business

Annual Appointments: T. Hein read a list of annual appointment and reappointments (see attached list). J. Cronin made a motion to approve the appointments. Second, T. Hein. Voted 3-0

Appointments: J. Cronin made a motion to appoint Devin Coakley to be an **Auxiliary Police Officer** for one (1) year. Second, T. Hein. Voted 3-0

J. Cronin made a motion to appoint Steven D. Durning to the **Cultural Council** for two (2) years. Second, T. Hein. Voted 3-0

J. Cronin made a motion to appoint Joshua Tammato as a sworn **Weigher for New England Emulsions**, 291 Lowland Street with a term to expire on June 30, 2020. Second, T. Hein. Voted 3-0

J. Cronin made a motion to appoint T. Hein to the **Metropolitan Area Planning Council** for a three (3) year term. Second, M. Ahronian. Voted 3-0

Gift Acceptance Form – Youth and Family Services: J. Cronin made a motion to accept a gift donation to the Holliston Youth and Family Services from React Theater Group for summer camp scholarships in the amount of \$714.00. Second, T. Hein. Voted 3-0

Event Permit – Block Party – Pleasant & Mechanic Streets: J. Cronin made a motion to approve and grant the Event Permit for a Block Party at Pleasant & Mechanic Streets to be held on Saturday, July 13th from 3p.m. until 8p.m. Second, T. Hein. Voted 3-0

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Cable License Legal Contract: J. Cronin made a motion to approve and have the Town Administrator sign the Contract for legal services for the cable renewal license. Second, T. Hein. Voted 3-0

7.) Any Other Business: T. Hein asked for clarification regarding the Town Center signalization with McMahan. J. Cronin said he was seeking a proposal and a cost estimate from McMahan. The Board agreed to address the issue again in August once the proposal was received.

Adjourn: At 8:40p.m. J. Cronin made a motion to adjourn the meeting. Second, T. Hein. Voted 3-0

Respectfully submitted,

J. Jeffrey Ritter
Town Administrator

See 7-8-19
BoS mtg min.

ANNUAL APPOINTMENTS

Sharon Emerick – Town Accountant

Mary Bousquet – Custodian of Tax Title and Treasurer/Collector

Chris Canney – Inspector of Buildings

Michael Cassidy – Community Emergency Response Coordinator, E911 Coordinator, Fire Engineers Chief, Forest Warden, Hazardous Waste Coordinator, MAPC Natural Hazards Mitigation Planning Team and Emergency Management

Linda Marshall – Senior Center Director

Sean Reese – DPW Director

Jeff Ritter – ADA Coordinator, Affirmative Action Officer, Affirmative Marketing Construction Officer, Chief Procurement Officer, Construction Officer, Contract Compliance Officer, Fair Housing Officer, MetroWest Veterans Services District Director, Municipal Hearing Officer and Town Administrator

Tom Smith – Highway Superintendent

Matthew Stone – Police Chief

Chad Thompson – Police Lieutenant

Elizabeth Greendale – E911 Liaison and State Ethics Commission Liaison

Jaclyn Winer – Youth and Family Services Director