

HOLLISTON BOARD OF SELECTMEN

February 13, 2012
7:30 P.M.

Selectmen’s Meeting Room
Town Hall

Present: Jay Marsden, Chairman; Kevin Conley, Clerk; Paul D. Le Beau, Town Administrator and Andrea Minihan, Administrative Assistant. Jay Leary, Vice Chairman was absent.

MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANTS:

12-34	GENERAL WARRANT	\$ 220,273.53
	MEALS TAX (220)	\$ 54.58
	STUDENT ACTIVITY (8030)	\$ 17,630.86
	HEALTH INSURANCE TRUST (701)	\$ 7,617.13
	AGENCY (890) VETERANS DISTRICT	\$ 120.90
	PAYROLL	\$1,071,157.65
	TOTAL WARRANT	\$1,316,854.65

ACCOUNTANT’S NOTE:

ACCRUED DEDUCTIONS LIABILITIES NOT PAID	\$ 195,248.04
---	---------------

TREASURER’S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 161,961.31
--------------------------------	---------------

THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. LEARY WAS ABSENT.

COMMENTS FROM THE BOARD

Mr. Conley wished everyone a Happy Valentines Day.

COMMENTS FROM THE PUBLIC – MWRTA UP-DATE

Carl Damigella, 448 Underwood Street passed out a copy of the parking at the Senior Center on Goulding Street. Mr. Damigella said that the MWTRA has added a route to the Senior Center about 11:30 a.m. Mr. Damigella said that with this ridership they will expand and they will be going to Framingham three times a day. Mr. Damigella said that they do not like the bus to back up. Mr. Damigella said that Mr. Smith the Highway Superintendent and Ed Carr from the MWRTA were present at a meeting to discuss the parking lot at the Senior Center. Mr. Damigella said that there are wetlands next to the parking lot. Mr. Damigella said that if they are able to expand the parking lot they will lose the bocce court and gain two parking spaces. Mr. Damigella said that they will not be paving the area they will put down stone dust. Mr. Damigella said that he would like to work with the Selectmen and the Highway Superintendent and the Conservation Commission to make this happen. Mr. Damigella said that the bus will be able to go and make the loop and then go back out.

Mr. Marsden said that he would like to go and see the area before he makes a decision.

Mr. Marsden said that they will look into this and they will work with the departments as needed, but they are not to start anything until the Board gets a chance to look and see the area.

TECHNOLOGY BUDGET

Chuck Corman, Director of Technology, was present. Mr. Marsden said that Mr. Corman was at guideline. Mr. Corman said that the Munis system has gone to a "cloud" and it takes funds to cover the servers. Mr. Corman said that he has some monitors that are over seven years old. He said that he is going to take the old server and convert it into a server for the new "cloud". He did say that a vendor will be taking care of the Munis server. Mr. Corman said that he just purchased ten monitors and he is sharing with the Police Department they are having the same problem. Mr. Corman said that we are in good shape. He did say that we will have to up grade our software and that will be expensive.

Mr. Le Beau asked about GIS and would it impact his operation for the servers. Mr. Corman said no. He said that vendors will be taking care of it. Mr. Corman said that with everything going through the system, it could run a little slower. He did say they may want to install a T1 line at Town Hall in order to keep us up to speed.

Mr. Le Beau said the Web site Committee has looked at a few options, would any of those options have an effect on the Technology Budget. Mr. Corman said not at this point. He said that if he is going to take care of this, then it needs to go into his budget.

CONSERVATION COMMISSION BUDGET

Chuck Katuska, Conservation Agent and Ann Marie Pilch, Chairman of the Conservation Commission was present.

Ms. Pilch said that they were able to meet guideline on the non-personnel line items.

Mr. Katuska said that they are asking for an increase in the communication line of \$130.00 to cover the increased cost of the phone service and for postage. He also said that they are looking for an additional \$350.00 for professional development. He said that the Town has always supported the Commission in MACC. He said that this would cover he, and his assistant for one conference each. He said that they learn a lot from these conferences and it would reduce the cost of outside professional services.

Ms. Pilch said that their membership to the MACC is very important, there are a lot of rules and regulations and classes that can help the community.

Ms. Pilch said that they are looking for a raise for the Conservation Commission Agent and that does not meet the guideline.

Ms. Pilch said that in FY 2010 the Conservation Commission took a 21% cut in their budget. She said that was for personnel services. Ms. Pilch said that the hours for the agent went from 30 hours per week to 20 hours per week. She said that the needs are still there. She said that the Agent and his assistant are working more efficient than ever before. Ms. Pilch said that Mr. Katuska has the experience that they have never had. Mr. Conley asked how many hours Mr. Katuska worked per week. Ms. Pilch said 20 hours per week. Mr. Conley asked if they wanted to increase the number of hours as

well. Ms. Pilch said that she is not sure if Mr. Katuska could put in more hours due to scheduling. She said that he should be recognized for his job well done.

Mr. Marsden said that there is little change to the clerical. Ms. Pilch said that she will be getting a step-raise. Ms. Pilch said that the raise that they would like to give the Conservation Agent's \$2,416.00.

Mr. Marsden asked what the Finance Committee thought about this. Ms. Pilch said that they have not met with the Finance Committee yet.

Mr. Conley asked what part Mr. Katuska had with new business in Town.

Mr. Katuska said people who have Conservation needs usually come to the office that is where they inform and educate them. He said that he feels like they are providing a valuable service to the Town. He said that if you advise people on the process you get positive feed back. He said that they work with other departments for the protection of the public water supply and flood control.

Mr. Conley asked if Mr. Katuska had a package to give to a new business that comes to Town? Mr. Katuska said that they have several different permitting processes. Yes they do have a package for each different one.

Mr. Conley asked if someone was to come and asked if you could review a piece of property to see if they could build on it would you go and look at it? Mr. Katuska said yes. But they can't spend a lot of time on private services

Ms. Pilch said that they have had nothing but positive feedback from people who have come before the Commission.

Mr. Le Beau said that Mr. Katuska has a wonderful working relationship with all the departments. He said that with the survey that took place by the Economic Development Committee the feedback has been positive.

Mr. Le Beau said with the salary survey still going on, we may see some increase in salaries. Mr. Le Beau suggested that we wait and see what happens with the survey.

Mr. Le Beau said that this company is going to survey every position.

Mr. Le Beau said that this may be addressed at the fall Town Meeting if there was a change in salaries.

HIGHWAY DEPARTMENT

Tom Smith, Highway Superintendent was present. Mr. Smith said that he met guideline. Mr. Smith said that there will be a 1% increase in payroll. He said that they increased the temporary labor account by \$10,000. Mr. Smith said that they also added \$10,000 to the up-branch account (tree cutting). They also added \$4,000 for road markings and \$3,000 for technical. They also added \$3,000 for equipment repair and \$3,722 for vehicle supplies. Mr. Smith said that all of these had been cut last year and the year before that. Mr. Le Beau said that in discussion they decided to put funds in a tree account. They have been working with the Tree Warden. Mr. Le Beau said that there are many trees that need to be trimmed or cut down.

Mr. Smith passed out a package of the streets that he wants to do in the spring and in the fall. He will start with Cedar Street then the top of Turner. He also said Hanlon Road

and then down by the lake-Cabot, Lake Shore, Birch and Cedar Road. Mr. Smith also spoke about fixing some sidewalks.

COUNCIL ON AGING BUDGET

Lina Arena-DeRosa, Director was present. Mr. Marsden asked if she met guideline? Ms. Arena-DeRosa said yes. She said that they added to the communications line and office operations. She said that paper is so expensive. They did get a break with vehicle expenses, they have two new vans. She said that they work very closely with the MWRTA and they are going to take over the maintenance of the vans.

Ms. Arena-DeRosa thanked Tom Smith and Bob Nemet of the Highway Department. She said that without them she could not do her job. She said that they help her with all the maintenance of the building. She also thanked the Council on Aging Board and the Senior Support Foundation, they are so helpful to her. She said that no Town funds pay for the programs at the Center. She said that donations and Grants pay for all the programs. Ms. Arena-DeRosa said that 19% of the population is seniors. Ms. Arena-DeRosa said that the Senior Center has grown in population by 217% in just six years. She also said that the weekly programs have grown by 360%. She said that they keep track of the numbers because she has to send them into the State. Ms. Arena-DeRosa said that their transportation program has grown 603%. She said that they would like to open at least two nights monthly to help seniors who are still working. She said that in order to do that they need more staff. She also said that the parking lot needs to be expanded and the building needs to be improved.

Mr. Conley asked if the building could hold more people.

Mr. Arena-DeRosa said that if they could expand the hours, now they are open from 9:00 a.m. to 3:00 p.m. She said now they have more programs in the afternoon.

Ms. Arena-DeRosa said that the older seniors need more and more. She did say that the younger seniors use the center in the afternoon. She also said that they are going to teach the seniors about the fixed bus route.

Mr. Conley asked what is going to happen in five years if there is no room now.

Ms. Arena-DeRosa said that the number jumps up drastically in the number of seniors in Town.

Ms. Redmond said that she did a study about the number of seniors and she took the number of seniors counted from the census, and added up the number of people who are 45 years to 55 years. She did say that it could change because of people moving in or out of Town.

Mr. Conley said that this is a growing concern for the Town. He said that you may be limited on what you can offer.

Ms. Redmond said that it is so important to have all the seniors in one place, that way younger seniors can socialize with older seniors.

Ms. Arena-DeRosa said that they put their priorities together for a capital list.

At 8:25 P.M. Mr. Leary joined the meeting.

Ms. Arena-DeRosa said that with the assistance of the Finance Committee and the Selectmen they were able to renovate the garage to fit two vans for under ten thousand dollars. She said that they also put in outdoor lighting.

Ms. Arena-DeRosa said that Keefe Tech has been a big help with fixing the shed and the awning. She said that the Council got together and came up with a list of things that need to be fixed. The first thing that they did was an NStar energy audit and found out that there was no insulation in the building. She said that in 2014 they are going to be looking for a new kitchen. She said that the dishwasher is falling apart.

She said in 2015 they will need to paint. She also said in the long term the plumbing need to be updated. She said that they rent the building out for functions and the funds go into a revolving account and with the funds they have the floors stripped and waxed and the carpets cleaned. Ms. Arena-DeRosa said that the Metrowest Engineering gave her an estimate on how much it would cost for an expanded parking lot. She said that they have spoken with the Conservation Agent. He told her that there are no wetlands in the area.

She said that they have estimated the cost of the expansion of the parking lot would be \$126,000. Ms. Arena-DeRosa asked if the parking lot could be expanded in stages if the funds are not available now. Mr. Leary said that would be a conversation for the Selectmen and the Finance Committee to see what funding is available. Ms. Arena-DeRosa said that the parking lot is really a big problem people are parking on Goulding Street. She said that they are trying to get residents to take the fixed route bus. That would save on some of the parking spaces. Mr. Leary asked if there were Conservation issues.

Ms. Arena-DeRosa said that they spoke with the Conservation Agent, and he did not see any wet-lands. She also said that she does a lot of grant writing and on average she writes three per month. She said that she can't write a grant for staffing or building repairs. Then she spoke about their job descriptions, she said that they are changing and are expanding and no significant raises. She said that she and Ms. Marshall both went full time this past year but their responsibilities have grown. She also said that she has a group of wonderful volunteers that help all the time.

POLICE DEPARTMENT BUDGET

Chief John Moore and Lieutenant Shawn Moore presented their budget. Chief Moore said that they were able to meet guideline. He said that staff will get a 1% increase. Chief Moore said that they are down one officer due to the retirement of Lieutenant Edison. Chief Moore said that he did a survey through Mass Chief 's about overtime. He said that they look at similar towns like Hopkinton for the size of the town and the number of officers. He did say that that the utilities came in under budget. He said repair and maintenance has gone well. He said that we have three new cars coming soon and the will keep the repair bills down. He said that ammunition has gone up in price and office supplies. Chief Moore said that they have been in the new station for two years and they have gone beyond the warrantee. If something should happen then we will be responsible for the repair. Chief Moore said that the computer monitors are on 24 hours a day and they are slowly degrading. He said that he has been working with Chuck

Corman, the Technology Director and he has been able to help replace a few but they all need to be replaced soon. Chief Moore said that the Principal Clerk has not had a raise and they are asking that she get one this year. He said that she is underpaid according to the survey that he did.

Mr. Conley asked what hazardous pay was? Chief Moore said officers are first responders on the scene and they can be exposed to anything.

Mr. Leary asked about the overtime and the Quinn Bill. Chief Moore said that when he did the survey he did not ask about the Quinn Bill. Mr. Leary said that there would be more funds if they did not have to pay out on the Quinn Bill.

Mr. Leary asked about the training room and is it a source of revenue. Chief Moore said a training company will come in and set up and based on the number of seats sold they let a few officers go to the training for free. Mr. Leary said it is a trade off. Chief Moore said yes. He did say that they will be asking the area Chief's if they want their officers to practice on our firing range for a fee.

Mr. Leary asked about civilian dispatch how long will it take to train the dispatcher. Chief Moore said that he would like to have two dispatchers trained by July 1. He said that they will start off working nights midnight to eight and the four to midnight shift.

Mr. Leary asked Lieutenant Moore if he has done any grant writing? Lieutenant Moore said yes he has done some grant writing. And he has been looking into grants for the dispatchers.

Mr. Leary asked about regional dispatch. Chief Moore said that Hopedale/Mendon is considering going back to individual because of the problem that they have been having.

Mr. Leary asked about a combined dispatch with fire and police. Chief Moore said 911 calls will go directly to the Fire Department that will start on July 1. He said now the police take the call then they pass the information to the Fire Department.

Chief Moore said that Ms. Minihan has written grants for the Police. She was able to get a grant for the RAD Program. He also said that Officer Waugh and Sergeant Leurini have written grants for traffic issues and under age drinking.

Chief Moore said that he is concerned about the overtime. He said that they have been moving officers from shift to shift in order not to have overtime.

WAIVER OF FEE – UPPER TOWN HALL

Mr. Marsden said that the Historical Society is renting the hall for three nights February 18, 19, and 20th for a train show and they are asking for a waiver of fees.

MR. LEARY MOVED TO CHARGE THE HISTORICAL SOCIETY \$100.00 FOR THE THREE DAY TRAIN EVENT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

APPOINTMENTS

MR. LEARY MOVED TO APPOINT ROBERT BLAIR, STEPHEN NAPOLITANO AND STEPHEN BRADFORD TO THE MEMORIAL DAY COMMITTEE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

EAGLE SCOUT LETTER

Mr. Marsden congratulated Christopher John Doughtie on his rank of Eagle Scout.

The Board signed a letter of congratulations.

BANNER REQUEST

MR. LEARY MOVED TO APPROVE THE REQUEST FOR THE BANNER AT THE SECOND LOCATION FOR THE NEWCOMERS CLUB FOR THE WEEK OF MAY 14TH, FOR THE ROAD RACE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE REQUEST FOR THE BANNER AT THE SECOND LOCATION FOR THE NEWCOMERS CLUB FOR THE WEEK OF NOVEMBER 12TH, FOR THE CRAFT FAIR. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE REQUEST FOR THE BANNER AT THE SECOND LOCATION FOR THE P.T.S.A. AUCTION FOR THE WEEK OF APRIL 16TH. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Marsden said that they received a resignation from Peter Rosatti of the Conservation Commission. The Board thanked him for his years of service to the Town.

AT 9:05, P.M. MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____