

HOLLISTON BOARD OF SELECTMEN

July 25, 2012
7:30 P.M.

Selectmen's Meeting Room
Town Hall

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

MR. CONLEY MOVED TO APPROVE THE FOLLOWING WARRANT

13-05	GENERAL WARRANT	\$ 30,800.40
	VOIDS	\$ (294.98)
	MEDICARE (001)	\$ 629.50
	RECREATION BANK ESCROW	\$ 6,000.00
	COMMUNITY PRESERVATION (265)	\$ 47,806.41
	CAPITAL PROJECTS FIRE TRUCK (3900)	\$ 2,057.82
	EXPENDABLE TRUST (722) AFFORDABLE HOUSING TRUST	\$ 17,054.20
	PERFORMANCE DEPOSITS (801)	\$ 906.25
	AGENCY (890) VETERANS DISTRICT	\$ 663.38
	NEW POLICE STATION BOND (340)	\$ 629.84
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 923.08
	COMMUNITY PRESERVATION (265) PAYROLL	\$ 1,152.00
	GENERAL PAYROLL WARRANT	\$ 105,458.10
	TOTAL WARRANT	\$ 213,786.00
ACCOUNTANT'S NOTE		
	ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 27,193.02
TREASURER'S NOTE		
	WIRE TO HEALTH INSURANCE TRUST	\$ 16,460.82

THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

COMMENTS FROM THE BOARD

Mr. Conley said that the Town looked wonderful when the judges for America in Bloom were in Town. Mr. Conley spoke about the crosswalks in the downtown area. He said that he spoke with the businesses in the area and they said that something needs to be done. Mr. Leary said that the Police Chief has done a crash analysis and at the next meeting

they can discuss it. Mr. Leary said that it is not an easy fix in the downtown area. But something needs to be done. Mr. Leary suggested that we get rid of a parking space that is close to the crosswalk. He also said that the people involved with America in Bloom did a fantastic job. He said that he knows that a lot of Town departments helped. Mr.

Leary said that we received a few awards which were for the Waushakum Live Steamers, Pinecrest Golf Course and Goodwill Park.

Mr. Marsden said that the judges from America in Bloom had a great time. He said that he went to the event at Bullard Farm and the food and the weather was fantastic. He said that all the food was from local farms. He said that the staff at Bullard Farm put on period costumes and then the Olde Time Baseball Team arrived. He said that put the finishing touch on the night.

Mr. Le Beau said the Historical Society, Mary Greendale, Bobby Blair and Susan Heavner put together information at the entrance to each of the Town owned cemeteries. He said that you can scan a QR CODE that is on the sign and that information will take you to the Historical Society Website with all the information on the people who are buried in each cemetery. He said that you can also scan the QR CODE to get a map to find who you are looking for.

There were no comments from the audience.

MINUTES

MR. LEARY MOVED TO APPROVE THE MINUTES OF MARCH 7, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MINUTES OF MARCH 14, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MINUTES OF MARCH 21, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MINUTES OF APRIL 2, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MINUTES OF APRIL 23, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MINUTES OF APRIL 30, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MINUTES OF MAY 21, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE THE MINUTES OF JUNE 4, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES FOR JUNE 27, 2011, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES FOR MARCH 7, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES FOR MARCH 14, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE BUT NOT RELEASE THE EXECUTIVE SESSION MINUTES FOR MARCH 19, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES FOR MARCH 21, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES FOR MARCH 28, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES FOR FEBRUARY 21, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE AND RELEASE IN PART BUT NOT THE PART ABOUT THE LITIGATION OF THE EXECUTIVE SESSION MINUTES FOR APRIL 17, 2012, AS WRITTEN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

SERGEANT INTERVIEW SCHEDULE

Mr. Leary said that the interviews would be done in open session. He asked if the interviews could be done before a regular meeting. The interview will take place on Wednesday August 1, 2012, at 6:00 p.m. in the Selectmen's Meeting Room.

AMENDMENT OF RECREATIONAL TRAILS PROGRAM

Mr. Marsden said that Robert Weidknecht submitted a proposal asking to amend a State Grant for the Bike Trail. Mr. Marsden said that Mr. Weidknecht got the original grant for the Bike Trail for part of the trail, now he wants to use the funds for a different part of the trail. Mr. Marsden said that they need a vote to authorize the Chairman to sign a cover letter asking for the amended grant.

MR. LEARY MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE COVER LETTER FOR THE GRANT AMENDMENT FOR THE RAIL TRAIL. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

LOCAL INITIATIVE PROGRAM APPLICATION

Mr. Marsden said that this is for 44 Burnap Road. The Vote would be to authorize the Chairman to sign the application and then we will forward and submit to the local initiative program. Mr. Marsden said that this will treat the Condominium like a first time home buyer.

MR. CONLEY MOVED TO APPROVE AND AUTHORIZE THE CHAIRMAN TO SIGN THE INITIATIVE PROGRAM APPLICATION. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

EVENT PERMIT – BREAKING THE CYCLE

Mr. Marsden said that this is an annual event.

MR. LEARY MOVED TO APPROVE THE EVENT PERMIT FOR BREAKING THE CYCLE ON SEPTEMBER 28, 2012. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

EVENT PERMIT – CELEBRATE HOLLISTON

MR. CONLEY MOVED TO APPROVE THE EVENT PERMIT FOR CELEBRATE HOLLISTON ON SEPTEMBER 22, 2012. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

EVENT PERMIT – MISSION POSSIBLE

Mr. Marsden said that this will be a 5K road race.

MR. LEARY MOVED TO APPROVE THE EVENT PERMIT FOR MISSION POSSIBLE ON NOVEMBER 4, 2012. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

BANNER – COUNCIL ON AGING SECOND LOCATION

MR. CONLEY MOVED TO APPROVE THE REQUEST OF THE SENIOR CENTER FOR THE BANNER AT THE SECOND LOCATION FOR THEIR EVENT ON SEPTEMBER 8, 2012. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

LAWN SIGNS – ANNUAL FALL FAIR

MR. LEARY MOVED TO APPROVE THE SENIOR CENTER TO PLACE LAWN SIGNS AROUND TOWN FOR THE ANNUAL FALL FAIR. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Marsden said that the Board is going to discuss goals.

Mr. Conley started a sheet with "Project Objective Goals." He said that it is better for him to follow a project to the end. Mr. Conley said that to put every piece of a project in writing is the way to go. He said that it should start from the beginning to the end of the project. Mr. Leary agreed. Mr. Leary said that that they should list their goals and put them in order. Mr. Conley said that at Town Meeting it was approved to spend \$17,000 to study the lake because of the weed problem. He would like to know what they are going to spend it on. And how is it going to be spent and what are they looking for as a result of the testing. Mr. Conley asked if other lakes in the area have the same problem and if so have they done a study, are we duplicating another Towns effort. He said that following a project from start to finish is the way to go.

Mr. Conley read his goal list. He said project analysis sheets, annual budget guide lines of 1 ½ % for FY 2014 and 2015, annual capital funding of \$550,000. He said that when we do the budget in the spring, the benefits are separate from the department. He said that he would like to ask the Finance Committee to front load them into the department so that he will know what each department costs including benefits. He said that if you follow a department for ten years and they have said that they have been with-in the rate of inflation but they don't include benefits, they should include it because in some cases they will have gone over the rate of inflation. He said that he would rather see it all in one budget with the benefits included.

Mr. Leary said that when you look at the Selectmen's budget you would look for that budget to reflect all the benefits then that budget number is going to change.

Mr. Leary said the schools budget is \$27 million when you put benefits on that it will add another million dollars to two million dollars onto the budget.

Mr. Le Beau said that they have been doing the budget both ways. He said that going back 30 years it was its own budget. Then they broke them out and assigned numbers to individual operating departments for several years.

Mr. Le Beau said that maybe a detail page that will itemize the benefits and costs for the operating departments would suffer.

Mr. Conley said that he wants to follow the weeds at Lake Winthrop, the paving at the Senior Center, the solid waste fee and bring it down to \$65.00 by FY2015, status of the compensation study, Town's Website is high on his list, the OPEB Trust Fund balance of 4 half million plus investments by June 30, 2015, the Andrews School, Capital Expenditure Fund and Stabilization Fund to equal 6 half % of the Omnibus. He said that the Economic Development Committee attended a meeting to talk about the permitting process and he would like to invite them back. He said that we should establish a committee because he has no idea what has happened. He also asked what is the road map that they should be following to get an application and permit through. He said that

he does not know where we stand on that. That is one of his goals. He said that we should publish a table for the last ten years on the snow and ice budget. He said that we need to push out more information to the residents. He said that he knows that we have the resident surveys in the building at Town Hall and he had not heard anything lately. He said that he is not sure that the residents know about the survey and that they are available to them. He said that the Town will be having a huge project, road paving replacement of water pipes. He said that it is very costly and it is disruptive. Mr. Conley said that this is his list and the other Selectmen may have the same items.

Mr. Leary said his list has the Website, OPEB, review all Town By-laws and make corrections and additions as needed, solar energy, Andrews property, team building activities for all Town boards and committees he said not in an all boards format.

He said that in his short time as a Selectmen, there has been some communication issues that could have averted problems. He said that he thinks it continues today.

Mr. Marsden said that communication is on his list as well. Mr. Marsden said that at the all boards meetings they have a base of communication and a sense of what is happening. What he thinks might work as well is to have a monthly all chairs meeting and talk for one hour. He said that if they met on a consistent basis there would not be the communication issue. He also said that maybe the department heads should meet more often so that the Selectmen can continue to move forward.

Mr. Leary continued with his list. Town infrastructure, the Water Department is going to replace water pipes. Mr. Leary said that the Town Hall is complete, the Police Station, the Schools. He said that the Foundry and the Highway barn are in tough shape. He said that the golf course needed some work. He said that it had drainage issues. Mr. Marsden said that with a building committee, people who can take a look at the buildings and see what needs to be done. Mr. Leary said increased participation in meetings. He said that he would like to talk to HCAT about it. He said that if a meeting is going on and someone is watching the meeting at home, they can send in an e-mail and the question can be answered while the meeting is going on. Mr. Leary said that residents do not know how to get in touch with the Selectmen. They call the office, but sometimes they have a question that needs to be answered ASAP. He would like to see if an e-mail could happen. He said that it could work well for Town Meeting. He said that if e-mail does not work they could fax in a question, they could call or text a question in.

Mr. Leary said that Mr. Conley was on the DPW Study Committee. He said that now they are talking about pipe replacement/paving would it be a good time to re-look into the Committee. Mr. Marsden said that when they talked about it, it would not have saved the Town a lot of money. Mr. Marsden said that they could build in some management efficiencies to allow us to put together an organization that could be headed by an individual who has certain qualifications. Mr. Leary said that it should not be a problem because the DPW has been looked at twice. Mr. Leary said that Mr. Conley was a member of both committees and would have first hand knowledge. Mr. Leary asked if this was something that the Selectmen should be looking into again.

Mr. Marsden said that if there is work done on the roads, with water pipes, then paving, both department should be talking about the project. Mr. Marsden said that in order to

have both Departments work together they should be under one roof. Mr. Leary also said a one stop permitting process for business and citizens. Mr. Leary said that they have seen projects start then stop because the departments could not agree. Mr. Leary also said that he was going to look into a "Green Community". He said that there is a lot of grant money available. Mr. Leary also spoke about GIS. He said that there is lots of interest. Mr. Leary also said that we should look at the recycling center and try and open it more days. Mr. Leary said that the last one would be Selectmen's Office hours. He said that they could each take a turn on a Saturday.

Mr. Conley said that they should take the Selectmen on the road. He said they could go to the Senior Center and Mission Springs. He also said that they could go to Coffee Haven or Pejamajo's.

Mr. Marsden said that he has most of the same goals as Mr. Leary and Mr. Conley have. Mr. Marsden said that Andrews School is driven by the courts. Mr. Marsden said that he likes the GIS to have the ability to store information. Mr. Marsden said that when there are new Selectmen on the Board, they can go to the GIS and find out who, what, when, where and why something was done. He also said that they have to decide where we are going to put the OPEB funds.

Mr. Leary asked if they were going to pool all the goals and pick from it or assign them?

Mr. Leary said that many departments issue permits, Karen Sherman does a lot of permits. She deals with the Planning Board and the Zoning Board of Appeals. Mr. Le Beau said that the Building Inspector and the Town Planner work together well. He said that they could make a check list, than add the Board of Health and the Conservation Commission.

Mr. Le Beau asked that the Board forward the goals to him he can make sure that everyone gets a copy of each list, and then he can consolidate the list.

Mr. Conley said that the list is large and some items may be dropped or added as time goes on.

Mr. Leary said that the Website is the key piece of a lot of communication issues. He said that it should be updated. Mr. Leary said that the GIS is very important it could tell you what fire hydrants are working and which ones that are off line, what streets are being worked on.

Mr. Leary said that at the last meeting he was asked why residents can't take compost for the Recycling Center. He said that the Town uses the compost. He said that they do not have to test the compost with the DEP. He said that if a resident were going to use it at their home, then it would have to be tested by the DEP.

Mr. Leary said that Mr. Briggs at the last meeting brought up a By-law change for pumping water into the street. Mr. Leary said that they will re-look at that, he said that winter is coming.

Mr. Le Beau said that they spoke about it and included water in public ways and snow in public ways.

Mr. Leary said that the work on Pleasant Street is almost complete. He said that the water is flowing through the pipes. He said that the Highway Department cleaned out the pipe and that did the trick.

Mr. Leary asked what was going on with the Senior Center turnaround?

Mr. Marsden said that they were going forward with it. They are going to have to change the location of the ramp and that will take place as phase II of the plan. Mr. Leary said that the Highway Department will take care of the paving of the turnaround. Mr. Le Beau said that the Building Inspector will be out to look at the parking lot to see if there can be a few more parking spots added.

Mr. Le Beau said that Chief Cassidy has had an offer from Castleton, Vermont to acquire the old ladder truck in the amount of \$7,500.00. Mr. Le Beau said that we now have a new ladder truck and it was the recommendation of the Fire Chief to sell the old one to Castleton, Vermont.

Mr. Conley asked if the fire truck was advertised for sale. Mr. Le Beau said that there was no legal notice.

MR. LEARY MOVED TO APPROVE THE SALE OF THE LADDER TRUCK IN THE AMOUNT OF \$7,500.00 TO CASTLETON, VERMONT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Mr. Le Beau said that the Chairman of the Democratic Town Committee nominated three members for consideration for appointment to the Board of Registers. Mr. Le Beau said that it has to be a balanced Board an equal number of Republicans and Democrats. He said that there is a vacancy on the Democratic side. Mr. Le Beau said that this appointment will be at the next Selectmen's meeting.

Mr. Le Beau also gave an update on Town Hall. He said that Tuesday July 31 will be the final walk around for the punch list. Mr. Le Beau said that the ramp is back in full use and the temporary chair lift will be removed from the back entrance.

Mr. Le Beau said that they received three proposals for the OPEB Actuarial Analysis. They chose a vendor to conduct the required OPEB analysis for the period ending June 30, 2012. He said that they structured the proposal because they wanted the same firm to come back and do the required analysis in two years on June 30 2014, and do an interim analysis as of June 30, 2013 because at that point they will have the experience of both one year under the health insurance arrangement and they will have formalized the OPEB funding. He said that all information can be factored in the analysis. Mr. Le Beau said it was awarded to Segal. Mr. Le Beau said that they are highly recommended. Mr. Leary said that Segal has done work for the Town in the past.

AT 8:35, P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____

