

HOLLISTON BOARD OF SELECTMEN

June 13, 2011
7:30 P.M.

Town Hall
Selectmen's Meeting Room

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

MR. LEARY MOVED TO APPROVE THE FOLLOWING WARRANTS:

11-51	GENERAL WARRANT	\$467,123.71
	MEALS TAX (220)	\$ 107.53
	HIGH SCHOOL STUDENT ACTIVITY	\$ 18,256.00
	PAYROLL	\$ 91,846.82
	TOTAL	\$577,334.06

ACCOUNTANT'S NOTE:

ACCRUED DEDUCTIONS LIABILITIES NOT PAID	
	\$ 30,507.60

TREASURE'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	
	\$ 19,919.00

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

COMMENTS FROM THE BOARD

Mr. Leary said that the Board went to the Mass Municipal Association outing in Sutton. They met many Selectmen from other Towns. He said that Sunday June 12th, was the Firefighters Memorial Day.

Mr. Conley said that the Lions' Club Carnival would be on June 24th, 25th and the 26th. He said that wrist band night would be on June 24th. This will take place at the High School. He said that there will be fireworks on Sunday night. He also said that the Lions' Club will be holding their triathlon on Sunday June 26. Mr. Conley said that there is a softball game on June 18th for Ernie Kampersal.

Mr. Marsden thanked Bobby Blair for all his plantings downtown. He said it looks beautiful.

Public Comment

Elizabeth Greendale, Town Clerk, was present to talk about the re-districting plan that has been done. There were no changes. She said that this is done about every ten years.

**MR. LEARY MOVED TO APPROVE THE RE-DISTRICTING PLAN AND MAP.
THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

COUNCIL ON AGING

Lina Arena-Derosa, Director, Bob Malone and Charlie Cole were present. Ms. Arena-Derosa said a lot of people do not know what goes on at the Center. She said that they have activities, trips, music, computer class and many other fun things. She said that they are looking for a bigger garage door so that the new van can fit in it. She said that if it were

not for the Highway Department, they would never have gotten the van out of the snow banks this past winter. Charlie Cole said that they are short many parking places. He would like to extend the front of the garage with a roll chain. He said that he looked at the door at the High School and they would not work. He said that it would cost about \$5,000.00, give or take, for the expansion of the garage door. He called it a low clearance door. He said that they have a few quotes. He said that the double track will keep the door secure. Ms. Arena-DeRosa said that they may need a new alarm system for the building. Mr. Leary asked if the garage door was going to be a capital request for the Fall Town Meeting. Ms. Arena-DeRosa said yes. She said that they were meeting with the Finance Committee within the next two weeks. Mr. Malone said if funding were an issue, the Council could put in as much as \$1,800. Ms. Arena-DeRosa asked if they had to wait until the Fall Town Meeting for approval? She said that the quote that they have is only good until the end of June. Mr. Leary said that it needs Finance Committee approval before they can go forward. Mr. Leary said that he is in support of this. Ms. Arena-DeRosa said that they need to replace the shed. A tree fell on it this past winter.

She said that Keefe Tech would be willing to build the shed, but the Town would have to pay for the supplies. She has a quote from Ashland Lumber for \$1,900 just for material. The labor would be free.

Mr. Le Beau said that when the Council meets again they should take a vote to ask for a Reserve Fund Transfer with the Selectmen's support for the building materials from Ashland Lumber.

Ms. Arena-DeRosa talked about the expansion of the parking lot. She said that they are so busy, some people have to park on the street and the police do not like it. She said that they would like an engineer to come in to see if the lot can be expanded. She said that there are wetlands on the Millis side. Mr. Conley asked how many parking spots did they have? Ms. Arena-DeRosa said that they have 65 and she wants at least 40 more, but she would like to double it. She said that many use the van and some carpool as well.

Mr. Le Beau said that the Council would have to apply to Millis Conservation Commission about the parking lot. Mr. Conley recommended a copy of the plot plan, Ms. Arena-DeRosa said that they have it. Mr. Leary said that the wetlands are the biggest piece of this. Mr. Leary said that they have a quote for \$24,000 for engineering for the parking lot. Ms. Arena-DeRosa spoke about up-dating the kitchen for a capital project. She thanked the Highway Department for all the help that they have given them. She said that for any emergency, they are always there to help. Ms. Arena-DeRosa said that they are going to honor Marcia Seymour with a granite bench. She was a van driver for years as well as a bus driver. She passed away last year. Ms. Arena-DeRosa spoke about the budget. She said that starting the first week of July, they will be open from 9:00 a.m. to 3:00 p.m. She said that the center will need to be maintained more with the number of hours that it is open. Bob Malone said that at the end of May, they had \$11,000 in their budget and with the cost of repairs it had dwindled down. He said that they would like to make a few line-item transfers to cover the rest of the fiscal year. He said that he would use revolving funds before they go for a capital project. He said that

they did get grant money for the nutrition program this year but there may not be much money available for next fiscal year.

Ms. Arena-DeRosa spoke about transportation. She said that Carl Damigella has been wonderful to them. He is on the MWRTA Board. She said that he is their voice. She said that they offer door to door service Monday through Friday. She said that they were down a van, but Mr. Damigella was able to get them a loaner van for a few weeks until their new van comes in July. She said that the MWRTA gives them \$2,800 per month to run the vans, and the price of gas have gone up so it does cost them additional money. They are going to discuss this with MWRTA. Ms. Arena-DeRosa invited the Selectmen for lunch at the Center. She said that it would give the Board a good opportunity to see what goes on at the Center. Mr. Conley suggested that they have a Selectmen's Meeting at the Center soon. Mr. Conley called the Senior Center a Town treasure. Mr. Leary said that they should do an inventory on all the buildings and see what needs to be done to keep them up. Mr. Leary asked about transportation. Ms. Arena-DeRosa said that they try to minimize the number of runs that are done. One Wednesday, they go to the grocery store and on Friday mornings they do local errands. Mr. Leary asked if there were donations to the van account. Ms. Arena-DeRosa said yes, donations go into their revolving account.

MR. DAMIGELLA – MWTRA UP-DATE

Carl Damigella said that we joined the MWRTA five years ago, and we were the third town to do so. He said now there are eleven cities and towns in this service. He said that there is a map in the lobby just outside the Town Clerks office showing the route that the bus takes. Mr. Damigella said that you can't go to Milford, because they do not belong to this service. He said that they are working with Milford to see if they will join. He also said that the bus is used by many people just to get to work. He said that the bus is full most nights. Mr. Damigella said that if they can get Milford in the program, then they can go from hospital to hospital for appointments. Mr. Damigella said that if you are looking to take the bus, you can log onto the site and with the GPS connection you can see how long before it arrives at a stop. He said that they just put a shelter at Cutler Heights so residents will be able to use the bus. He said that the MWRTA is stationed out of 37 Waverly Street in Framingham. That is where they keep all the buses. He said that now they accept the Charlie Card. Mr. Damigella said that just last week, they went to the High School and explained to the students that they can get a job in Framingham or Natick at one of the malls and take public transportation to go to and from work for about \$1.50 per way.

He said that they are working with Wellesley to expand the service. He said that the MWRTA has 17 fixed bus routes and 21 on demand called buses and 20 buses on-site and they use 6 Busy Bee vans for transportation. He also said that this summer, they are getting 5 new buses. Mr. Leary asked when is the last bus through Town? Mr. Damigella said 6:30 p.m. Mr. Damigella said that every hour a bus goes through Town. Mr. Damigella said that this past year, he was elected Chairman of the Advisory Board for the MWRTA. Mr. Damigella said that the next meeting of the Advisory Committee is September 19th, and he invited the Selectmen to attend.

CHIEF MICHAEL CASSIDY – COMMUNITY NOTIFICATION SYSTEM

Chief Cassidy wanted to give a brief up-date on the severe storms that went through Town last week. Chief Cassidy said that there were a few complaints that residents were not notified about what was happening through the BlackBoard Community Notification. Chief Cassidy said that a notification system has been in place for the past five years and it requires lots of hours to input. Now they have one that is self put in. He said that back in January, they sent out an email to everyone who was registered in the old system telling about the new service and require them to put in their information. He said that they tested the notification system and it was a success. He said that there are 7,234 contacts in the data base. Chief Cassidy said that the system will only be used if there were a true emergency. He said that he does not want residents to get too much spam. When you get a call or an email, it will be an emergency and residents should pay attention to it. He said that he received eleven messages about the weather and he was paying close attention to the radar. He did not see any tornadoes coming to Holliston. He said that the media was doing an excellent job of informing the public on what was happening. Mr. Leary asked how they can advertise this more. Chief Cassidy said that the link is on the Town web-site the Fire website and the Police website. He said that they also advertised it at the May Town Meeting. Chief Cassidy said that the information can be up-dated at the Senior Center if a resident does not have a computer, the Library or the Selectmen's Office.

BOARD BUSINESS**EMT – APPOINTMENT**

MR. LEARY MOVED TO APPOINT CHARLES ROBERTS AND ANDREA GOSSELS AS ON CALL EMTS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Chief Cassidy said that the Town has a great volunteer EMT and Firefighter staff. He just last week with-in 8 minutes there were several accidents and they were able to get 3 ambulances staffed to take 11 patients to the hospital. He said that they have a wonderful group of volunteers.

MINUTES

MR. MARSDEN MOVED TO APPROVE THE MINUTES OF MAY 31, 2011, AS WRITTEN. THE MOTION WAS SECONDED BY MR. LEARY. ALL IN FAVOR.

MR. LEARY MOVED TO APPROVE BUT NOT TO RELEASE THE EXECUTIVE SESSION MINUTES FOR MAY 31, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES FOR APRIL 19, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES FOR MAY 16, 2005. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES FOR MAY 24, 2010. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES FOR SEPTEMBER 20, 2010. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES FOR NOVEMBER 15, 2010. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE, WITH THE EXCEPTION OF THE LEVINE DISCUSSION, THE EXECUTIVE SESSION MINUTES FOR JANUARY 10, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES FOR MARCH 14, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE, WITH THE EXCEPTION OF THE LEVINE DISCUSSION, THE EXECUTIVE SESSION MINUTES FOR MARCH 21, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE, WITH THE EXEMPTION OF THE LEVINE DISCUSSION, THE EXECUTIVE SESSION MINUTES FOR APRIL 4, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE, WITH THE EXEMPTION OF THE LEVINE DISCUSSION, THE EXECUTIVE SESSION MINUTES FOR APRIL 11, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE, WITH THE EXEMPTION OF THE ELC DISCUSSION, THE EXECUTIVE SESSION MINUTES FOR APRIL 19, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES OF APRIL 26, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES OF MAY 2, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO RELEASE THE EXECUTIVE SESSION MINUTES OF MAY 9, 2011. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

BID AWARDS – HIGHWAY DEPARTMENT

Tom Smith, Highway Superintendent, was present.

MR. LEARY MOVED TO AUTHORIZE THE PWED REIMBURSEMENT FOR THE EAST HOLLISTON LIGHTS IN THE AMOUNT OF \$62,944. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

MR. LEARY MOVED TO ACCEPT THE RECOMMENDATION OF THE HIGHWAY SUPERINTENDANT THE JUNE 2, 2011, MEMO REGARDING BID AWARDS FOR CURBING, MILLING AND ROAD AND MATERIALS. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

LIAISON ASSIGNMENTS

MR. LEARY MOVED TO APPROVE THE LIAISON ASSIGNMENT LIST. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

See Attached list.

MEETING SCHEDULE

MR. LEARY MOVED TO APPROVE THE MEETING SCHEDULE LIST. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

BANNER REQUEST – CELEBRATE HOLLISTON

MR. LEARY MOVED TO APPROVE THE BANNER REQUEST FOR CELEBRATE HOLLISTON FOR THE MONTH OF AUGUST, ONE MONTH BEFORE THE EVENT. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

FLEXIBLE BENEFITS PLAN AMENDMENT

Mr. Marsden said that we have to amend the summary of the Flexible spending plan.

MR. LEARY MOVED TO APPROVE THE AMENDMENT TO THE SUMMARY OF THE FLEXIBLE SPENDING PLAN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

BUDGET LINE TRANSFER – HIGHWAY DEPARTMENT

MR. LEARY MOVED TO APPROVE THE LINE ITEM TRANSFERS FOR THE LIGHTS AT WASHINGTON STREET, WOODLAND STREET AND HIGH STREET, IN THE AMOUNT OF \$30,100. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

ONE DAY ALCOHOLIC BEVERAGE LICENSE – RETIREMENT PARTY

MR. LEARY MOVED TO APPROVE A ONE DAY ALCOHOLIC BEVERAGE LICENSE FOR PAMELA PINTER-PARSONS FOR A RETIREMENT PARTY IN THE UPPER TOWN HALL, ON JUNE 15TH, FROM 5:00 P.M. TO 12:00 P.M. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

EVENT PERMIT – LION'S CLUB

MR. LEARY MOVED TO APPROVE THE EVENT PERMIT FOR THE LIONS' CLUB CARNIVAL, ON JUNE 24, 25 AND 26TH. THE MOTION WAS SECONDED BY MR. MARSDEN. TWO IN FAVOR. MR. CONLEY ABSTAINED.

NEW INITIATIVES

Mr. Conley said that he went to a seminar on Saturday and they talked about social media. He said that the web-site should be the lead. He also said that a Facebook account can get information out to the public fast. He said that it is important and it is free.

Mr. Leary spoke about establishing a social media policy first. Mr. Leary said that the website is the first place to start. Mr. Leary said the Town of Easton has a Facebook account and everyday it is updated with everything that has gone on in Town or what is going to happen. Mr. Conley said that he would like to have a picture of the three Selectmen so that residents will see them and recognize them, along with a corresponding email address. Mr. Leary said that they should each have an email from the Town of Holliston for clarity. Mr. Conley said that there are many in Town who would have more experience and they could help with an email. Mr. Marsden said that the Andrews School is next on the list. He said that there has been a title issue. He would like to get this resolved soon.

Mr. Leary said they should set up a Committee for a Social Media Policy.

Mr. Leary asked about a brain storming meeting to come up with new ideas.

Mr. Conley said that he would like to see the Departments set up a graph of key performance indicators and track it for ten years and see how we are doing.

Mr. Conley said that he would like the residents to rate our performance. He said that we could be of better service to the public.

PERSONNEL STUDY

Mr. Marsden said that if they go forward with an RFP then they can put in what they want. He said that if they send it out bid, then they get the lowest price.

Mr. Leary said the RFP is the way to go. He said that the Finance Committee should be involved.

Mr. Conley said that they should agree on what they are going for, before they involve the Finance Committee. Mr. Conley said that the Finance Committee is meeting on the 28th of June, and they could ask several question about this. That way the Selectmen could ask for what they want.

Mr. Leary congratulated the Police Department especially Chief Moore, for keeping them up-to-date. He said that this past week several officers saved two residents lives. He said that they all received a letter of praise. He also said that the EMT's and the Fire Department all do a fantastic job.

AT 9:22 P.M., MR. LEARY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.

Respectfully submitted,

Donna A. Muzzy

approved_____

