



**TOWN OF HOLLISTON
SELECT BOARD**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

**SELECT BOARD
MEETING MINUTES
HOLLISTON TOWN HALL
MARCH 16, 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.

1.) Bernie Lynch, Principal and Sharon Flaherty, Senior Associate, Paradigm Associates: Regarding the search process for a new Town Administrator. B. Lynch reviewed the history of the firm.

M. Ahronian welcomed them.

B. Lynch said he had twenty (20) years of experience as a Town Manager in Chelmsford and six (6) years of experience as the City Manager in Lowell he then decided to start a municipal recruitment consultant firm. To date they have completed forty-five (45) searches across the state.

They need to better understand what the Town is seeking and to understand the issues this will help them to promote the Town.

T. Hein said the Town does not have a current Master Plan but we could provide Annual Reports and other document online. It is important to have community engagement. B. Lynch said there are two (2) aspects to a community engagement. There is a process issue and a substance issue.

T. Hein said it appears that Paradigm has a deep pool of candidates and you seem to understand what we are seeking. B. Lynch said regarding the process the first step is to advertise the opening with the MMA and the ICMA.

Page Two
Meeting Minutes 3-16-20

T. Hein asked when developing the position statement is the approach from the ground up or top down based on the issues, community and staff input.

J. Cronin asked about the cost and how long it would take. B. Lynch said the cost would be \$9,800 plus \$700 for advertising it would approximately sixteen (16) weeks. Sometimes it can be completed quicker or slower it depends.

J. Cronin asked about the role of the screening committee. B. Lynch said it would take them a couple of meetings to narrow the field to a reasonable number. There could be twenty to thirty resumes received.

B. Lynch said it would take two (2) to three (3) weeks to develop a position statement and to meet with the Screening Committee. So they should be ready to start reviewing resumes around May 1st. They would then narrow the field down to around seven (7) followed by a day long interview.

J. Cronin said he did not see the need for a position profile to be developed and asked if Paradigm would complete reference checks. B. Lynch agreed and said typically they complete quiet background checks, check education, a CORI investigation and reference checks.

J. Cronin asked once there is a finalist would they continue to work with Holliston to develop a Contract. He is seeking a financial leader and ability to work with the Finance Committee. J. Ritter has said the Town needs to hire a Town Manager. B. Lynch agreed that would certainly help to sell the position.

M. Ahronian said Paradigm has come highly recommended from Special Labor Counsel.

J. Cronin said who would the primary contact person. B. Lynch said he would that person for the firm.

J. Cronin asked about the size of the Screening Committee. B. Lynch said between five (5) and seven (7) works best.

M. Ahronian asked about community input or meeting. B. Lynch said that might be a problem with the virus and a gathering of many people.

J. Cronin made a motion to engage Paradigm. Second, T. Hein. Voted 3-0

J. Cronin asked when will the Select Board hear back. B. Lynch said in about two (2) weeks.

Page Three
Meeting Minutes 3-16-20

2.) Coronavirus Update: Emergency Management Director and Fire Chief Michael Cassidy was present to provide an update on the Coronavirus.

There are no reported cases in town but there is “community spread” in Middlesex County. He is recommending a local state of emergency be declared and to close all public buildings to the public. Staff can remain working.

M. Ahronian asked for an explanation of what is a local emergency declaration. M. Cassidy said it is a town-wide approach to mitigate an emergency situation.

J. Cronin said the schools, library and senior center are all closed to the public and asked about other common areas. M. Cassidy said the parks are closed as well. It is important to use “social distancing” and crowds of people should not gather.

T. Hein said this has never happened before. One government approach in regards to communication from town departments to the community is best.

M. Cassidy said it is important to speak with one voice and agreed to be the clearing house for all communication from town departments out to the community. The goal is to keep the public and employees safe.

T. Hein asked about permits and licenses. M. Cassidy said there is now a drop box on the side of the building.

T. Hein asked about event permits. M. Cassidy said only groups of twenty-five (25) people can gather together by order of the Governor.

T. Hein asked if weekly briefings are enough. M. Cassidy said yes everything is working well at the moment.

J. Cronin asked about the golf course and that a group of four (4) should be fine. M. Ahronian said all community messaging should go through M. Cassidy.

J. Cronin made a motion to declare a local state of emergency and read the text. Second, T. Hein. Voted 3-0 (Attached)

J. Cronin made a motion to close all public buildings to the public. Second, T. Hein. Voted 3-0

Page Four
Meeting Minutes 3-16-20

Regarding remote participation this is a public health emergency. T. Hein made a motion to approve and allow remote participation and authorize video conferencing due to a public health emergency. Second, J. Cronin. Voted 3-0

3.) Warrants: T. Hein made a motion to approve and sign the weekly expense and vendor Warrant (20-38) in the amount of \$551,007.69. Second, J. Cronin. Voted 3-0

4.) Public Comment: T. Hein said there is now a Community Action Fund for anyone with \$200-\$500 in financial assistance available as needed.

J. Cronin said that in working with State and local officials we are addressing the virus it is an active space. The Town Accountant has established a monitoring code by way of Munis.

5.) Report of the Town Administrator: J. Ritter reported that the new Facilities Manager James Keast started work today and attended the emergency Department Heads meeting this morning regarding the virus.

The Finance Committee is meeting tomorrow evening. The Governance Committee charge/profile will be on the Agenda next week as will the Town Administrator Screening Committee.

6.) Doug Bush, Lenard Engineering, Dams: No action was taken. Deferred until a future date.

7.) Board Business:

Meeting Minutes of February 3, 2020 and March 2, 2020: T. Hein made a motion to approve and release the meeting minutes from February 3, 2020 and March 2, 2020. Second, J. Cronin. Voted 3-0

Executive Session Meeting Minutes of February 6, 2020 and February 26, 2020: T. Hein made a motion to approve and hold for release the Executive Session meeting minutes from February 6, 2020 and February 26, 2020. Second, J. Cronin. Voted 3-0

Event Permits – Trail Run and Road Race to Benefit Boston Children’s Hospital:
No action was taken given the Coronavirus and the restriction imposed by the Governor of no gatherings of twenty-five (25) or more.

Zoning Board of Appeals Advisory Letter: T. Hein made a motion to sign and send to the Zoning Board of Appeals a letter regarding 799 Washington Street outlining various traffic concerns. Second, J. Cronin. Voted 3-0

Page Five
Meeting Minutes 3-16-20

Annual Town Meeting Warrant: The Select Board reviewed the draft Warrant and J. Ritter reviewed various updates to the Warrant, as a result of consolidation and combination of Articles the number of Article are now around twenty-five (25).

T. Hein noted the 9 Green Street project is anticipating a report from the LSP on Friday.

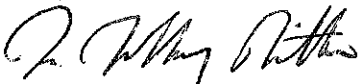
Liquor License Fee Waiver Request – Friends of the K-9 and Class of 2020: J. Cronin made a motion to waive the fee. Second, T. Hein. Voted 3-0

8.) Any Other Business: T. Hein said Chief Stone is processing eight (8) additional event permits. We need to be aware of the Coronavirus.

M. Ahronian said we need a Reserve Fund Transfer to pay for Paradigm. J. Ritter will prepare.

Adjourn: T. Hein made a motion to adjourn the meeting at 8:15p.m. Second, J. Cronin. Voted 3-0

Respectfully submitted,



J. Jeffrey Ritter
Town Administrator