

**HOLDEN BOARD OF SELECTMEN
MEETING MINUTES
January 21, 2020**

6:30PM

Senior Center

Present: Chairman Renzoni, Tyler Gibbs, Chiara Barnes

Not Present: Geri Herlihy, Robert Lavigne

Others Present: Peter Lukes, Town Manager
 Stephan Madaus, Town Counsel
 Stephanie King, Assistant Town Manager
 Liz Fotos, Town Recorder

Chairman Renzoni called the meeting to order and the Board stood for the Pledge of Allegiance.

1. Appointments, Licenses, Permits

None

2. Town Manager Update

See Attached Town Manager Update dated 1-17-2020

3. Wachusett Greenways Support Letter

Mr. Lukes stated that he had a copy of the letter for the Board to sign and they should have already received it. He stated that it was to support the 2020 Mass Trails Grant to reconstruct 1.5 miles of the Central Mass Rail Train in Holden from Manning Street to Rt. 31.

Motion by Sel. Gibbs, seconded by Sel. Barnes, it was **UNANIMOUSLY VOTED TO ENDORSE THE LETTER IN SUPPORT OF WACHUSETT GREENWAYS AS PRESENTED.**

4. Update Selectmen's Handbook

Chairman Renzoni stated that the Board of Selectmen Handbook is the internal policy of the Board of Selectmen and it does a lot of things from pool policy to activities in Town. He stated that it was adopted in 1976 and there was a lot of information in the book that were outdated. He stated that he has been working on updating the book from the summer and he was presenting the Board with a marked up copy so they could see the edits along with a final copy so they could see the Handbook cleaned up. He asked for

the Board members to send comments and suggestion along by the next meeting so that they could look to adopt the amended handbook.

Chairman Renzoni stated that there were three sections he needed some assistance on.

Page 8: needed a date.

Page 17: cable tv and license and permits was blank; he stated that it was outdated and asked for guidance on this.

Page 25: there was a list of committees and Special Muni Employees. He asked if it needed to be in the handbook or if there was some other place these were kept.

Mr. Madaus stated that the Conflict of Interest Law states that the Board of Selectmen designates different Boards and Commissions as Special Municipal Employees. He stated that this list needs to be kept with the Town Clerk.

Chairman Renzoni stated that it appeared there was a list from 1988 but if it was being kept with the Clerk they could remove it from the handbook. He stated that whatever the best way to move forward they would need to do some research. He stated that this could also impact Recreation Guest Passes as the handbook stated that guests to the pool had to be guests of Holden Residents. He stated that anything they had involving the Recreation Department should be done sooner rather than later.

Chairman Renzoni stated that he also felt that the order of the Board meetings could be moved as well. He stated that he thinks if we adopt this version, they move Citizens Address to 6:35PM as well.

5. Selectmen Minutes

Motion by Sel. Gibbs, seconded by Sel. Barnes, it was **UNANIMOUSLY VOTED TO APPROVE THE JANUARY 6, 2020 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

6. Selectmen Miscellaneous

Sel. Gibbs asked when Fin Com meetings would begin.

Mr. Lukes replied that the Resource Profile was on February 12, 2020 and then the meetings would kick off Wednesdays following that.

Chairman Renzoni stated that he spoke with the Fin Com chair as well and that the Board will go to their meeting with the School District as well; he asked the date of the meeting.

Mr. Lukes replied March 4, 2020.

Sel. Gibbs stated that there were two residents that completed an Eagle Scout Project; Luke Jourdain and Brett Jatrinski, from Troop 175.

Chairman Renzoni suggested inviting them in to the next meeting.

Sel. Barnes: none.

Chairman Renzoni: none.

7. Selectmen Subcommittees

Sel. Gibbs: Ag Com was supposed to meeting tonight but did not have a quorum.

Sel. Barnes: the EDC was meeting February 12, 2020.

Chairman Renzoni: none.

Town Manager Update Addition:

Mr. Lukes stated that on January 16, 2020 there was a power outage town wide with most of the Town losing power. He stated that the problem was that a line from West Boylston that led into town went down. He stated that if that happens, they can switch it off. He stated that Gary Tupper was in constant communication with him (Lukes) and while it was a town wide outage they were able to correct it and power was up and running within about 30 minutes.

Chairman Renzoni called a 5 minutes recess at 6:55PM

Chairman Renzoni called the meeting back to order at 7:00PM.

8. Citizen Address

None

Motion by Sel. Gibbs, seconded by Sel. Barnes, it was **UNANIMOUSLY VOTED BY A ROLL CALL VOTE TO ENTER INTO EXECUTIVE SESSION PURSUANT TO MGL, CHAPTER 30A, SECTION 21 (a), PURPOSE NO. 2: TO CONDUCT STRATEGY SESSION IN PREPARATION FOR NEGOTIATIONS WITH NON-UNION PERSONNEL AND TO CONDUCT COLLECTIVE BARGAINING SESSIONS OR CONTRACT NEGOTIATIONS WITH NON-UNION PERSONNEL. (TOWN MANAGER) AND TO RETURN TO REGULAR SESSION FOR THE SOLE PURPOSE OF ADJOURNMENT. AS THE CHAIR DO SO DECLARES.**(Gibbs: yes; Barnes: yes; Renzoni: yes).

The Board adjourned Executive Session by a unanimous roll call vote at 7:12PM.

Motion by Sel. Gibbs, seconded by sel. Barnes, it was **UNANIMOUSLY VOTED TO AJOURN THE JANUARY 21, 2020 BOARD OF SELECTMENT MEETING AT 7:12PM.**

APPROVED: March 2, 2020



TOWN OF HOLDEN
MASSACHUSETTS
OFFICE OF THE TOWN MANAGER

Peter M. Lukes
Town Manager

January 17, 2020

TO: Board of Selectmen

FROM: Peter M. Lukes,
Town Manager

SUBJECT: *Town Manager Update*

1. **Brush Burning Permits** – The procedure for obtaining an open brush burn permit has changed.

Town of Holden Fire Department brush burning season begins January 15 and ends May 1. Open burning begins at 10:00am and fires must be extinguished by 4:00pm. Firefighters will conduct periodic checks during burning season. The Fire Chief reserves the right to deny open burning on any day due to weather/environmental conditions, or reckless burning. Residents can get a permit online or in person. To purchase online you will need a valid credit card or checking account, valid email address, and agree to the *Terms & Conditions Of Open Burning Regulations*. Directions to activate the permit are also online.

To apply for a permit in person, residents must go to Fire Headquarters (1370 Main St. 2nd floor) from 9:00am to 4:00pm, Monday - Friday. Seasonal permits are \$20 exact cash or checks made out to "Town of Holden."

Information ☒

Vote ☐

Signature ☐

2. **Annual Census** – The annual census has been mailed to each household. We ask that residents complete and return the census form to the Town Clerk, Town Hall, 1196 Main Street as soon as possible. Residents may return the form by mail or drop off the form at the Town Hall, Starbard Building or Senior Center.

If a resident misplaced their census form or did not receive a census form, please call the Town Clerk's Office at 508-210-5530.

As a convenience to residents owning dogs, an application has been enclosed to license the dog(s) by mail.

Information ☒

Vote ☐

Signature ☐

3. **DPW Facility** – At the most recent DPW Facility Committee meeting they reviewed the design plan which is now 90% complete. Prequalification of general and sub-contractors is ongoing. Representatives from the town and Weston/Sampson recently met with DEP officials regarding their concerns for the proximity to wetlands and waterways. The Town will likely need to follow a process with DEP to advance some waivers for construction but we do not expect it to cause any substantial delay in our schedule.

Information ☒

Vote ☐

Signature ☐

4. **Real Estate Taxes Due** – Real estate taxes are due Monday, February 3rd. For more information, please contact the Tax Collector's Office at (508) 210-5510. The Tax Collector's Office is located on the second floor of the Starbuck Building, 1204 Main Street. You can also pay your bill online through the Town's website holdenma.gov.

Information ☒

Vote ☐

Signature ☐

5. **Online Permitting** - All Board of Health permits are now available online. This completes our ability to operate as a town nearly 24/7 through our online permitting process. Many thanks to Planning and Development Director Pam Harding, Building Commissioner Dave Lindberg and our PeopleGIS contractor for their continued work helping our residents to access Town Hall online with greater ease and efficiency.

Information ☒

Vote ☐

Signature ☐

6. **Community Compact Grant** – Enclosed in your packet is a letter from Michael Heffernan, Secretary of Administration and Finance for Governor Baker. The town was awarded a grant through the Community Compact Cabinet program in the amount of \$157,035 for installation of fiber and an increased capacity to the town's fiber network. You may recall that Holden joined this program a few years ago and we qualify for grants after showing that the town engages in several best practices in our operations. The fiber is exclusive to town functions and will not impact fiber for residents or private industry. Town operations need this upgrade due to our increased digital data usage and to connect to the new DPW facility in the near future. We are extraordinarily grateful for this sizable grant from the Baker/Polito administration. I'd like to thank Assistant Town Manager Steph King and HMLD Assistant General Manager Barry Tupper for their work on this grant application.

Information ☒

Vote ☐

Signature ☐

7. **Chapter 90 Increase** – Enclosed in your packet is another letter from the Baker/Polito administration certifying that the Town of Holden will receive approximately \$62,000 in additional Chapter 90 money for roads and bridges in this fiscal year due to the supplemental budget that was approved recently. The town's total allotment of Chapter 90 money for FY 20 is now \$681,887.

Information ☒

Vote ☐

Signature ☐

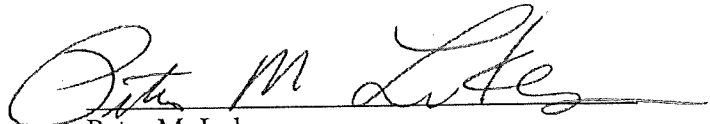
8. **White Oak Correspondence** – In your packet is a letter from White Oak Land Conservation Society which calls the town's attention to the construction of a beaver dam at Eagle Lake. The water level of Eagle Lake has almost returned to the level at which it stood prior to the drawdown of the concrete dam at Jefferson Mill last year. The stop logs remain removed from the dam at Jefferson Mill. The town does not intend to take action regarding beaver activity specifically occurring on Eagle Lake or the lodge that has been built on Eagle Lake at this time. In general, the town takes mitigating action and traps beavers if town infrastructure is being negatively impacted by the beaver activity. Up to this point we have not seen negative impact to town resources or infrastructure as a result of the beaver activity specifically at Eagle Lake. Private homeowners on Eagle Lake may eventually face negative impact of flooding on their property as a result of the beaver activity, but even in that instance the town would not act because it would not be town infrastructure that was being flooded.

Information ☒

Vote ☐

Signature ☐

Should you have any questions regarding these matters, please feel free to contact my office.



Peter M. Lukes
Town Manager

Cc: Department Heads