

**HOLDEN BOARD OF SELECTMEN
MEETING MINUTES**

December 2, 2019

6:30PM

Memorial Hall

Present: Chairman Renzoni, Tyler Gibbs, Geri Herlihy, Chiara Barnes

Not Present: 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, and Permits

None

2. Annual License Renewal

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE ANNUAL LICENSE RENEWAL LIST DATED DECEMBER 2, 2019 WHO ARE COMPLIANT (WHITE LIST) AS PRESENTED.**

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE ANNUAL LICENSE RENEWALS LIST DATED DECEMBER 2, 2019 WHO ARE CURRENTLY NOT IN COMPLIANCE(YELLOW LIST) ONCE THEY HAVE ESTABLISHED COMPLIANCE WITH THE CLERKS OFFICE AS PRESENTED.**

3. WRSC Holden Delegates, New School Discussion

Ken Miles, Chair was present at the meeting along with Adam Young and Mike Dennis.

Chairman Renzoni stated that they felt that it would be a good idea to sit and speak with the Holden delegates of the WR School Committee. He stated that the district stated that they wanted a feasibility study for a new school and that they had looked at the numbers and there is a discrepancy. He stated that the State's numbers were higher and the CMRPC numbers were lower. He stated that there is a need for a new school, most likely a 5/6 not an elementary school and most likely within the next decade. He stated

that the Board wanted to speak with the school delegates and advise that they were comfortable pushing off the study at this point. He stated that they have about \$35 million in capital projects that the Town needs to accomplish and a lot of those projects are within the schools.

Mr. Lukes stated that the \$35-\$40 million that the Town needs to spend in the next few years is due to very extensive Master Plan that assessed every Town asset, every building and school. He stated that they went through with engineers, architects, mechanics, and anyone else that they would need to maintain these buildings. He stated that they have a final plan that includes ADA compliance, fixing roofs, HVACs, etc. He stated there are large projects and they don't want to push them off as they are reaching the end of the life on many of the items. He stated that they know that they have that expense to maintain which is an intimidating number but add to that a \$70 million school with the Town on the hook for \$35 million it starts to add up very quickly. He stated that the Master Plan is projecting less growth than the school district and the Town needs to know the real numbers before they go into a new \$70 million building project.

Mr. Mills stated that one thing the School Committee was working on with the Superintendent was class size. He stated that the NESDEC was not accurate year over year but that the ten year projection was about right. He stated that they want to be proactive and do their due diligence. Mr. Mills stated that they do appreciate all the investments that the Town makes and they want to make sure that they work together with a plan. He stated that they need to have the conversations now about staffing, class size, and more.

Chairman Renzoni stated that he thinks that state will think a 5-6 more teachers are necessary.

Mr. Mills agreed and stated that he thought that it would help the problems on both ends.

Mr. Young stated that it was good to be in touch with the Board in this capacity. He asked if the population study that was done last year was approved and published.

Mr. Lukes replied it was completed and on the website.

Mr. Young stated that the Facility Subcommittee was looking at the Capital Improvement Plan and that he was heartened to see that Holden was so forward looking on this. He stated that while there was a need for a new school he likes to see that the Town recognizes the improvements that need to be made at the existing buildings.

Chairman Renzoni stated they couldn't do it all now but it was about having a plan of attack. He stated that he does not think anyone can disagree that the town is facing a new school in the next decade. He stated that the Board was not saying that they were refusing that a new school was coming but that the Board wanted to make sure it was strategic.

Linda Long-Bellil pointed out that while it made sense to make sure they were looking at the real numbers; they also had to keep in mind that this would not get any cheaper.

Adam Young stated that he also agreed but that he cautioned the Town to not defer this matter for too long as intermediate solutions were also costly.

Mr. Mills stated that while the building was expensive for the Town; it was also a district expense and that they had to consider neighboring towns and taxes as well.

Chairman Renzoni replied that Holden's share is about half of the tax bill. He stated that with the building and additional salaries it would be about \$70 million project so they wanted the time to study and analyze the data. He stated in the meantime they can pay down other debt and have other things fall off so that the town can absorb this when it does come time. He stated that they want to keep the capital steady so that the town does not feel the spike.

Mr. Lukes agreed and stated that it was important to keep everything somewhat level so that as debt comes off more can come on. He stated that he feels they keep it pretty level for the services people expect and he is hopeful that this can continue.

Chairman Renzoni stated that they had a Regional Meeting as a group of towns and they stated that Holden could do a 3% increase; historically Holden sees about a 6 or 7% increase. He stated that they appreciate the full transparency of the budget as they can now see where the money goes. He stated that he understands that there are a lot of things missing but the town can't absorb anything more; it would be a 0% increase to the municipal budget. He stated that he knows that the Town cannot dictate the schools budget but that he wants them to know what the Town was comfortable with.

Mr. Young stated that he thought that the meetings were great and there was a big difference between communications from when he joined the School Board to now. He stated that seeing the plan from the town is helpful.

Sel. Herlihy stated that she agrees about the planning. She stated that despite that she is still worried about Mountview and their caseload versus other towns. She stated that waiting for the new school doesn't solve this problem and Mountview was promised a 7/8 grade teacher sooner.

Mr. Mills stated that the Superintendent did publish a staffing plan and they were looking at how it could be changed.

Sel. Herlihy stated that she would like to see the caseload numbers. She stated that she did not think it was fair to Holden with a caseload of 140 versus Sterling with 90.

Chairman Renzoni suggested following up with this after Town Meeting and then having another meeting over the summer to see where they were at. He told the School

Committee they were always welcome at the Board's meeting and that they appreciate them coming out.

4. Citizen Address

Dan Marinone, 37 Village Way, Jefferson was present at the meeting. He stated that since the last update, the town owned asset Eagle Lake was drained 4.5 feet. He stated that they had a booth at Holden Days and they have about 125 Save Eagle Lake signs up in town along with the online following. He stated that if they have driven by, they would see that Mother Nature has been at work and beaver(s) have erected a dam in between Mill Pond and Eagle Lake. He stated that they have started to plan for events in the winter and next spring. He stated that there is continued interest in discussing saving the lake and holding off any action pending the DCR report.

Kim Bembenek, 310 Quinapoxet Street was present at the meeting. She stated that she was present at the meeting because of the on going water issues they have. She stated that they moved in June of 2004. She stated that they were told that this was not a Town issue that it was a house issue and that they would often have to run the water to clear it. She stated that this is not an issue with her home; it has increased to happening about 3 or 4 times a month. She stated that Sel. Herlihy suggested coming to the Board and see what could be done about the issue. She stated that she was told to run her water more to solve the issue but that was not cost effective to her. She stated that they all pay taxes but their water is disgusting and it happens from Haverhill Circle to Quinapoxet to Princeton. She stated that she has lived with it long enough and this is enough.

Mike Donaley, 29 Glenwood Road stated that he has an access driveway on Birch Ave which is a private road. He stated that this road has been plowed by the Town since at least 2017. He stated that they received a letter on November 12 and now they are going to have to try to contact someone to plow. He stated that when he contacted the Town they said that it was plowed in error and they were not supposed to do it. He stated that this was very late to receive this communication as they would not have enough time to hire someone this season. He stated that he requested for them to do it this season.

5. Snow and Ice Operations Review

John Woodsmall, Director of DPW and Chris DeMoranville, Supervision or Operations were present at the meeting. He stated that with regards to Birch Ave; under new state laws, the town was prohibited from plowing it unless they have gone through certain procedures. He stated that there was a vote taken in 1968 and the Town accepted it. Mr. Woodsmall stated that it turned out that a former long time highway foreman who was an on-call fire fighter plowed it to have access due to his on call status. He stated that he passed away but the town continued to plow it because they always had. Mr. Woodsmall stated that each year the town sends notice to private ways to ensure that they are maintained so the town can plow without damage but in sending those letters out, DPW discovered that this way was not on the approved list, which was caused that letter to go out to residence.

Mr. Woodsmall stated that he advised residents that they could petition the Board of Selectmen to ask that they allow the road to be plowed this season. He stated that typically the DPW would not support adding any additional private ways but because this was a strange scenario and the timing was unfortunate he felt it was appropriate to continue to plow for this winter to allow for the residence to have time to prepare in the future.

Mr. Lukes stated that he recommended that the Board allows DPW to plow for this year assuming that the residence will take action from now until next year.

Sel. Herlihy asked if there was an issue with equipment being damaged.

Mr. Woodsmall stated that he believes that Birch Ave has done the maintenance. He stated that normally they would not do this but that these were extenuating circumstances.

Sel. Gibbs asked what was passed in 1968 and why this did not end up on the list.

Mr. Woodsmall stated that there was an annual vote that the town passed that allowed them to apply this and then allowed the Board of Selectmen to designate which streets would then get plowed. He stated he was unsure how we got here but there was no record of it being approved.

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE PLOWING OF BIRCH AVE FOR THE 2019/2020 SEASON AS PRESENTED.**

Snow and Ice

Mr. Woodsmall stated that there were some new things with regards to snow emergency bans and on-street parking. He stated that there is a Town by-law that states that if you are obstructing snow removal you can be given a ticket or towed at the police's discretion. He stated that they have had issues with people and parking and it gets in the way of plowing operations and what they want to do is make sure everyone is on the same page. He stated that the intention is not to enforce it like a large city but they will contact the police and do their due diligence and if that is not successful they will have the ability to issue tickets or tow if necessary.

Mr. Woodsmall stated they have other issues that come up as well; mailboxes get damaged, people have sports equipment that gets stuck in the middle of the road and other things. He stated that DPW put together a brochure that will go out with the utility bills that talks about the changes in snow emergencies. He stated additionally, they will use the Town Wide Code Red system, the Town website, Facebook, Twitter, and Instagram to put the message out as well.

6. Acceptance of Donation, Seven Saws Brewing

Mr. Lukes stated that Seven Saws made a donation of \$500 to go towards improved lighting for the street lighting and garland for the Town Buildings to make it more festive for the holidays. He stated that the donation would need to be accepted by the Board in order to accept it.

Motion by Sel. Gibbs, seconded by Sel. Herlihy, it was **UNANIMOUSLY VOTED TO ACCEPT THE \$500 DONATION FROM SEVEN SAWS FOR AN INCREASE IN HOLIDAY DÉCOR.**

Chairman Renzoni asked if they could prepare correspondence to Seven Saws; he stated that they have been great community members and a great business and that the Board and Town appreciates them.

7. Follow Up to Citizens Address

Sel. Herlihy stated that she had spoken to Mrs. Bembenek and residents about the water/sewer and she was trying to learn about why it was happening for the spring fed water.

Mr. Woodsmall stated that there were two issues going on. He stated that he had spoke with Ryan Mouradian and there are two projects going on; the repainting of the Jefferson water tank and updates to the SCADA system. He stated shutting off the system was causing flow pattern changes and it hit this one area over the last few weeks. He stated that both were ongoing for two months and they adjusted the point on Spring Street which should make a large difference. He stated on the larger scale there are wells on Mason and Spring and they do a large flushing which helps to manage the problem. He stated that they try to time it for early December before the hard freeze and mid spring and that has kept the systems balanced along with a special treatment in the well pumps. He stated they have been able to isolate the issue to Spring Street and once the project ends and the tank goes back online it will alleviate more issues. He stated that in the long term they may have to make some decisions about having a multimillion dollar filtration system or using more water from Worcester but as of right now they are not required to nor do they need to do this.

Chairman Renzoni stated that he thinks that they should schedule this as an agenda item and allow the DPW Director to prepare something. He stated that personally he thinks it is unacceptable to have brown water and he could not imagine having to run things for ten minuets before using. He stated that providing brown water is not fair and the town can do better than that. He stated that he thinks this is a basic expectation and the town should guarantee clear water. He stated that he will speak with the Town Manager and that the Board needs to follow up on this. He stated that he wants some better assurance that this is not going to happen going forward. He thanked the DPW Director for the work he put into this matter already.

Mr. Woodsmall stated that he does not want to provide discolored water. He stated that he did want to point out that the water is clean; it is just an aesthetic issue. He stated that

he understands where the residents were coming from and he would not want to deal with it as a customer. He stated that they do have filtration in their plan.

Mr. Lukes stated that this is not a problem that has been ignored by any means. He stated that DPW has taken action and every time they think they have fixed something else occurs. He stated that it is a complicated issue but they are not ignoring it.

Chairman Renzoni stated that he understood and knows that it is being worked on but it is unacceptable.

Sel. Herlihy asked if when it happens people should be calling DPW.

Mr. Woodsmall stated that they can call DPW anytime. He stated that hearing from people and gathering information is important.

Chairman Renzoni stated that they were committed to resolving this.

8. Town Manager Update

See Attached Update

Chairman Renzoni asked if the EDC and Recreation Dept got resolved. He stated that EDC had some ideas and Recreation felt that it had been a Recreational Event traditionally. He stated that he thinks this should fall under the philosophy that if you can improve something you should. He stated that he encouraged everyone to work with EDC as they were a very motivated group that has pulled off some incredible events in a short time. He stated that they have great vision and that staff should welcome them with open arms.

Mr. Lukes stated that he agreed and that they should work on it for the next year. He stated that it does get complicated when they are late to the game and come in with big ideas.

Chairman Renzoni stated that he agreed and that if there was a recreational event that could bring in the EDC they should help Holden Businesses. He stated that he hate to hear that we rejected a Citizen Committee trying to make something better just because of a tradition.

CRA/ Holden Baseball Renovation:

A motion was made by Sel. Gibbs and seconded by Sel. Herlihy to send a letter of support for Holden Baseball. Sel. Barnes stated that she would be abstaining as she is the Vice President of Softball and there would be a conflict of interest.

Motion by Sel. Gibbs, seconded by Sel. Herlihy, it was **VOTED TO ALLOW THE CHAIR TO SEND A LETTER OF SUPPORT TO MA MEPA ON BEHALF OF**

THE CRA/HOLDEN BASEBALL RENOVATION BY A VOTE OF 3-0-1. (Barnes: abstain).

9. Selectmen Minutes

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE MAY 20, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **VOTED TO APPROVE THE AUGUST 19, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED BY A VOTE OF 3-0-1.** (Barnes: abstain).

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE SEPTEMBER 9, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Herlihy, seconded by Sel. Barnes, it was **VOTED TO APPROVE THE SEPTEMBER 23, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED BY A VOTE OF 3-0-1.** (Gibbs: abstain).

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE OCTOBER 7, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE OCTOBER 21, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE NOVEMBER 4, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE NOVEMBER 18, 2019 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

10. Selectmen Miscellaneous

Chairman Renzoni asked if they could invite the Chief in to a meeting; and asked if they were conducting an assessment center.

Mr. Lukes replied they were and that they could have him in.

Sel. Gibbs stated that he appreciated the update on Eagle Lake.

Sel. Herlihy thanked the school committee for coming out; she stated that the open dialogue is very good as it seems that they are not looking at the same goals so meeting in middle is important.

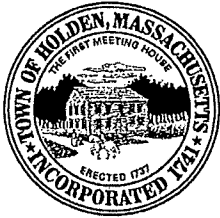
Chairman Renzoni stated that he thinks if they continue to develop a relationship with the Holden Delegates it will benefit the Holden schools as well.

11. Selectmen Subcommittee

Sel. Herlihy stated that the DPW Building Committee has no update.

Motion by Sel. Herlihy, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO ADJOURN THE DECEMBER 2, 2019 BOARD OF SELECTMEN MEETING AT 8:01PM.**

APPROVED: APRIL 6, 2020 AS CORRECTED



TOWN OF HOLDEN
MASSACHUSETTS
OFFICE OF THE TOWN MANAGER

Peter M. Lukes
Town Manager

November 26, 2019

TO: Board of Selectmen

FROM: Peter M. Lukes,
Town Manager

SUBJECT: *Town Manager Update*

1. **Board of Health Online Permitting** – The Town of Holden is now live with the Board of Health online permitting system for both Food Establishments and Septage Haulers. It has been a long process because Holden is the first People GIS community to bring this portal live for customer/residential use. There was a long “beta test” of our system prior to rollout and I would like to thank Pam Harding, our Director of Planning and Development along with her admin staff, Denise Monteiro and Carol Perkins for all their work tailoring this program to the Town of Holden. Other BOH permits such as Title V, pools and camps will be gradually added to the portal as we work through bugs of the application process. All BOH inspections will be done online with tablets, similar to our building permits. We now have links for these permits available through our already existent online permitting icon at the Town’s webpage <https://www.holdenma.gov/home/pages/online-permits>.

Information ☒

Vote ☐

Signature ☐

2. **Holidays in Holden** – Enclosed in your packet you will find a flyer for “Holidays in Holden” that was compiled by the Economic Development Committee. They have begun assembling a guide that will promote Holiday events in December that are being sponsored by both our local businesses and the Town of Holden. It’s a handy reference for residents and obviously a boon for turnout at these events. The list has been added to the EDC web page that is a part of our HoldenMA.gov page, as well as the Town of Holden Facebook page. The event list will be updated on an ongoing basis and any Holden businesses are welcome to have their event listed by contacting EDC Chair Jessie Milliken at EDCChair@holdenma.gov.

Information ☒

Vote ☐

Signature ☐

3. **Santa's Arrival** - . Santa's arrival and tree lighting ceremony is scheduled for Saturday, December 7, at 5:00 p.m. at Town Hall. The program will be similar to prior years, and the Girl Scouts will be singing holiday songs starting at 4:30 p.m., while residents gather and wait for Santa. Children have the opportunity to speak directly with and will receive a goodie bag. Hot chocolate and popcorn will be available in the First Congregational Church following Santa's visit.

We will have some improved festive lighting and decorations at the center of town this year for this event and through the holiday season thanks to a generous donation from Seven Saws Brewing Company. A consistent comment during our Master Plan input period was for more and improved decorative lighting at the town center. We had not budgeted for increased supplies, but thanks to Seven Saws and a small match from the Town, we will be able to increase the festive lighting this year to some degree and we plan to do more next year. The Economic Development Committee is hoping to work with the Recreation Committee to combine forces for next year's event as well.

Many thanks to Recreation Director Denise Morano and the Recreation Department, along with the Holden Fire and Police Departments who will be escorting Santa and his staff across town. Thanks also to the Girl Scouts for providing a singing ensemble and to the First Congregational Church for their kind donation and participation in this event every year.

Information ☒ [X]

Vote ☐ []

Signature ☐ []

4. **HMLD Monthly Report** – Enclosed is the monthly activity reports for July and August, 2019, prepared by Jane Parenteau, General Manager.

Information ☒ [X]

Vote ☐ []

Signature ☐ []

5. **Year-to-Date Revenue and Expenditure Reports** – Attached are the Year-to-Date Revenue and Expenditure reports for the period ending October, 2019, prepared by Lori Rose, Town Accountant.

Information ☒ [X]

Vote ☐ []

Signature ☐ []

6. **Photos with Santa**– Holden's Community Emergency Response Team (CERT) will be hosting their annual photo sessions with Santa Claus Saturday, December 7 from 9- 11:30 AM and 12:30-3 PM in the Holden Fire Department Annex, 1384 Main Street, next to the Public Safety Building. Families, including pets, can have their holiday greeting card picture taken with Santa with a fire truck background. Photos will be provided as a high resolution digital file for a \$15 cash donation. Pets must be leashed or in carriers until their photo time. Proceeds will help fund CERT equipment and supply purchases as well as community emergency preparedness activities.

Information ☒ [X]

Vote ☐ []

Signature ☐ []

7. **MSBA Matching Funds** - The town has received our final matching fund payment from the Mass School Building Authority for the construction of Mount View Middle School in the amount of \$856,372. With that payment, the project is finally officially closed.

Information ☒

Vote ☐

Signature ☐

8. **CRA/Holden Baseball Renovation** – The Chaffins Recreation Association and Holden Baseball have filed an Environmental Notification Form been filed with the Executive Office of Energy and Environmental Affairs to construct a new baseball field within an existing parking lot, a paved parking lot with 182 spaces, new vehicular access from Main Street, pedestrian paths, reconfigure an existing athletic field and add stormwater management system improvements. The project will reduce impervious area within the Watershed Protection Act (WsPA) Primary Protection Zone. The project's alterations to the watershed area require a variance from DCR.

In the past, the Board of Selectmen and the Town Manager's office have submitted letters of support for projects that would provide a material benefit to the Town and the quality of life of our residents. I intend to send a letter of support to the Massachusetts Environmental Policy Act Office (MEPA) in support of the variance and present this to the BOS for a vote if the body so chooses to send a separate letter of support as well. Comments are due by December 12, 2019. DCR and MEPA intend to make a decision by December 23.

Information ☐

Vote ☒

Signature ☐

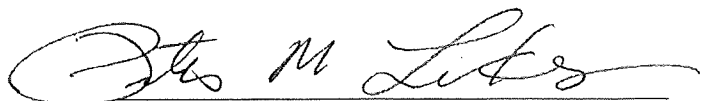
9. **Chief Armstrong Retirement** – Although it's become public knowledge, I wanted to formally inform you that Holden Police Chief David Armstrong has announced his retirement scheduled for shortly after the first of the year. Chief Armstrong has served the Town of Holden at all levels throughout his career with Holden Police and has been a huge asset to me as Town Manager. Most recently he has played a major role in establishing and then expanding our regional dispatch center, which has become a model for best practices in Massachusetts. His presence and professionalism will be missed and we wish him the best of luck in his future endeavors.

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