

HOLDEN BOARD OF SELECTMEN

MEETING MINUTES

April 9, 2018

6:30 PM

Memorial Hall

Present: Chairman Robert Lavigne, Geri Herlihy, Jeremy Kurtz, Anthony Renzoni, Tim Either

Others Present: Peter Lukes, Town Manager

Stephanie Bacon, Assistant Town Manager

Stephen Madaus, Town Counsel

Robert Lavigne called the meeting to order at 6:35PM. The Board stood for the Pledge of Allegiance.

Appointments, Licenses, and Permits

Motion made by Sel. Renzoni, seconded by Sel. Either, all in favor to appoint Ryan MacKay to the Agricultural Commission.

Motion made by Sel. Renzoni, seconded by Sel. Either, all in favor to approve a Common Victualer's License to Ralf Mahlouta of Parrot Pizza.

Motion made by Sel. Renzoni, seconded by Sel. Either, all in favor to approve a May 5th, 2018 Parade Permit for the Holden Association of Fire Fighters.

Lloyd Starbard Scholarship Interest Vote

Motion made by Sel. Renzoni, seconded by Sel. Either, all in favor to post one \$500 dollar scholarship from the Lloyd Starbard Scholarship Fund.

Recognition of Maeve Clark

The Board of Selectmen and Town Manager presented Maeve Clark with Recognition of Achievement for placing as the national champion at the USA Judo tournament in Pennsylvania. The Board commended Maeve for such a remarkable achievement.

Citizens Address

Dan Marinone, member of the Eagle Lake committee, residing at 37 Village Way in Jefferson, commented on how the Friends of Eagle Lake have been very busy working on their report and the upcoming boat race which is on April 21, 2018. The committee has partnered with New England Canoe and Kayak, as well as New England Backpacker for the event. They chose a race director and are working on last minute details. There are over 102 volunteer hours that went into cleaning up the site, this included help from the scouts. Volunteers have raked the beach line, DPW donated paint and a dumpster, donations have been made to repair picnic tables and the nature trail has been catered to as well. They are trying to get the word out by utilizing the Eagle Lake Face Book page as well as by word of mouth.

Water Meter Replacement Presentation- John Woodsmall

Water meter replacement is a proposed capital project for FY 19. The last time customers had their meters replaced was somewhere around 2004-2006. Since then, there has been a lot of changes in the technology of meters. Now they have an electronic meter device (an ERT), which transmits to an outside reader. The ERTs have lifespan of ten years, additionally the water meters themselves have a lifespan of 10-15 years. SMART meters will allow data transfer in various types of reports. It can allow for customer portals and will alert town by an alarm if there is an uncharacteristic usage or possible tampering to the system. Mr. Woodsmall is in the research phase right now to determine what will be the best option for the town. The Town Manager and Water/Sewer Advisory Board will be apprised of all options in order to make a collective decision. Some of the options they are already looking into is a cellular based model and fixed radio method. They will need to replace 6500 customer's meters.

The Board of Selectmen brought up the discussion of large meter replacements. Mr. Woodsmall stated that monies were appropriated in FY18 and FY19 to replace both large private meters as well as the town's large meters, also known as source meters. Mr. Woodsmall stated that the focus for FY 18 is on the source meters owned by the town because this is the baseline of how the town determines the total water usage for the town. A consultant has already come in to create a data base of the large source meters, and the necessary plumbing infrastructure has been determined. Phase II will be to replace larger customer meters, which will be a similar system. Sel. Renzoni is concerned about the cost of unaccounted for water and wants to proceed with meter replacement program as soon as possible. Sel. Kurtz asked if there would be a rate increase. Mr. Woodsmall stated that an increase of 3.5% is being proposed for FY 19. Sel. Renzoni recommended that the Water/Sewer Advisory Board should be involved for large scale projects such as these. Sel. Renzoni also has concerns of security with the SMART meters. He wants to ask customers how they feel about this new technology. Mr. Woodsmall explained that he would not be able to tell how the water is being used, but will be able to identify if there is an atypical usage which could be from a pipe burst or a leak. Sel. Renzoni asked if rate payers own the water meter and whether they may be liable for their replacement costs. Mr. Woodsmall said

on a day to day basis yes, but he will need to check into policy for a large meter replacement project such as this. Sel. Ethier asked about increasing water rates. Mr. Woodsmall explained that the increase is for both sewer and water rates totaling 3.5%. Mr. Woodsmall further explained that the enterprise fund has not been increased for two years, and that they are still waiting on rate information from the City of Worcester before they determine where the increase will come from. He should hear within the next two weeks. Sel. Kurtz heard that Worcester proposed 0 from water and 2.9% in sewer rate increases on the Jordan Levy show. Sel. Kurtz was disappointed that there still is not a plan regarding unaccounted for water. He is concerned it will be another two years to get meters replaced, and that in the meantime the town is losing money. Sel. Kurtz said his priorities are on the high capacities meters that don't have a bypass and residential homes needing replacement. Mr. Woodsmall explained that these items were identified as a need and were put it in capital plan to be priorities. He stated that research on purchasing the meters, working with a consultant for an in-depth audit, developing customer database and the formation of large scale leak detection by way of a grant from state, have all taken more time than estimated. Mr. Woodsmall has been trying to prioritize these projects while working with many moving parts. The source meters and large meters are being done first because his department needs to know what they are pumping; the next step is replacement of the customer meters. Mr. Woodsmall pointed out that the MADEP Tier I M36 Water audit was done specific to unaccounted for water. In 2016, the audit showed that an estimated \$66,000 may have been lost in unaccounted for water, which was much less than expected by the town. The Town Manager stated that the many studies, extensive audit and advantageous grant process took some time, but it was well worth it for our overall cause. The rate reserve is fully funded and for FY 2019 has a total balance of \$465,000. This rate increase does not include projection in future years although a 5-year plan has been done. Sel. Lavigne requested a copy of the five-year plan and asked about creating a fee for meter replacement. Sel. Renzoni believes that water meters are owned by homeowners and requested that this information be researched before the rate increase discussion.

Sel. Ethier requested an update on City of Worcester lawsuit. Peter stated that this could only be done in executive session.

Town Manager's Update

Eagle Lake Flat Boat Race – The Friends of Eagle Lake will be hosting a flat boat race on April 21, from 10:00 a.m. – Noon. They would like to have one or more food trucks on site and the Board of Selectmen would normally approve their Common Victualer License but there was some confusion with their original vendor and they were unable to submit a permit on time. The Town Manager asked the Board for permission to approve their license when it is submitted prior to the event, because the Board will not be meeting again in time to approve. Motion made

by Sel. Renzoni, seconded by Sel. Either, all in favor to approve a Common Victualer's License to the Eagle Lake Committee for this event.

2. **3rd Annual Holden DPW Open House** – The Holden Department of Public Works will be holding their third annual open house event at the Adams Road Facility on April 28 from 9:00 a.m. to 1:00 p.m. In conjunction with the Open House and with National Public Works Week, the New England American Public Works Association (NEAPA) is promoting a “Fill a Public Works Truck” donation campaign. The DPW will be parking a truck in a visible public area during the open house and asking residents to donate canned goods or other foods for delivery to a local food pantry. Final details are ongoing but we will announce more precise information on the food drive in the near future.
3. **Conservation Certification** – The Town Manager announced that our Holden Conservation Agent, Glenda Williamson, has successfully completed eight units of the Massachusetts Association of Conservation Commissions (MACC) Fundamentals for Conservation Commissioners training program and has received a Certificate of Achievement for that accomplishment from the organization. He stated that Holden prides itself on a well-educated and well trained workforce and this is one more example of the expertise that our staff maintains to better serve the community.
4. **Main Street Rt 122A South Section** – The Town Manager explained that the town has received many complaints over the last few months regarding the portion of South Main Street and the difficult driving conditions due to poor road surface. This road is, as we know, a state owned road and therefore falls under the jurisdiction and responsibility of MassDOT. The Town has made numerous requests for the state to repair this section of roadway, and we have now received notice that the road will be fully resurfaced and the work will be finished by the end of FY 18 (July 1). This is welcome news to everyone in town and especially the residents of that immediate neighborhood.
5. **Public Safety Departments** – The Town Manager discussed how the Police and Fire Departments continue to work together with stellar collaboration. He referred to an email from Fire Chief Russ Hall to Police Chief Dave Armstrong, thanking the Holden Police Department for their assistance during recent emergencies and recognizing their professionalism. Holden residents are well served by both departments having great working relationships as well as mutual respect for one another.

- 6. Retirement of HMLD General Manager** – The Town Manager announced that the Light Department General Manager, Jim Robinson has submitted his resignation and will be retiring from town service as of July 1, 2018. Jim has provided the Town with excellent leadership at the Light Department and has been a pleasure to work with. He will be missed and on behalf of the Town, the manager wished him well wherever his next adventure may take him. The Town Manager noted that his office is currently updating the job description for a candidate search that is expected to begin shortly. The last search for HMLD General Manager included a screening committee and we will likely design a similar process in the next couple of months.
- 7. Gift to Town** – The political campaign account for the late Brian Forts contained \$102.71, and his family would like to gift that money to the Town. In order to accept that donation, the Board needs to vote and to also make a determination as to how it will be spent. The Town Manager suggested that we use it to replace the flagpole that previously stood in front of the Starbard Building before it collapsed due to rust a couple of years ago. He thinks that this would be a fitting tribute to Brian, who provided a great model of citizenry as an active member of the Holden community and who served in various capacities as part our local government for most of his life. Motion made by Sel. Renzoni to approve the vote, seconded by Sel. Kurtz, all in favor.
- 8. Save the Date** – The Town Manager referred to the “Save the Date” flyer for Winter-Spring 2018. This information and flyer is also available online on the town website www.holdenma.gov as well as the town’s Facebook page.
- 9. Meeting Schedule** –The Town Manager submitted the proposed meeting schedule for the Board of Selectmen July-December 2018. He explained that the Board may vote to amend the schedule or accept it tentatively with the ability to amend at their leisure in the future. Sel. Lavigne said they will discuss again next meeting.
- 10. Composting Schedule** –The Town Manager announced that the Department of Public Works has set the following schedule for Spring composting, which takes place at the Composting Facility located at the former landfill, 560 River Street. These dates will be Saturdays; April 21, 28, May 5, 12 and 19.

Worcester Division of Public Health /Central MA Regional Public Health Alliance (Karyn Clark and Team)

Ms. Clark explained that Holden has been a member of their regional alliance for 6 years now. This group includes Holden, West Boylston, Leicester Grafton, Shrewsbury and Worcester. Their goal is to combine resources for financial strength. Public health, inspections, nursing, education and the emergency preparedness office are some of the resources they provide. They are the first accredited health department in Massachusetts, which designates them as the gold standard of public health. In return, the alliance is the first multi-jurisdictional to be accredited.

Alissa Errede introduced herself as the Chief of Emergency Preparedness. She charges the HMCC which consists of 74 cities and towns, all working in collaboration for medical and public health efforts. For Holden, she helped to develop the Emergency Dispensing Site (EDS) plans. An EDS is used in the scenario the community would need to be inoculated in large numbers to prevent an endemic situation. The EDS location in Holden is the high school. Facility set-up was done at high school last week, where they toured the building and looked at flow from clinical side including behavioral considerations. The EDS works with various healthcare facilities and in conjunction with Fire, Police and EMS.

Sandra from the CMRPHA, introduced herself and explained that she works on strategic plans and facilitating the appropriate grant requirements for the group. She explained that the Community Health Improvement Plan has over 100 different strategies to improve health. They work with a broad coalition and have meetings every month on different health topics system wide. At their meetings, they have taken a hard look on improving mental health. Some other topics are chronic diseases, prevention in hospitals and working with Umass Memorial and Reliant. Working collaboratively with these medical facilities, they have all agreed to use the same online service called Community Help. You can sign up as a health care provider for direct referrals for their patients. Her group also sits on several task forces, such as DA's opioid task force and assists with prevention programming with before and after school programs like the YMCA. They participate in Holden Days and use interns to help build their work force and be part of the community. When asked by Sel. Renzoni if they work with our schools, Sandra stated that they do connect with the community schools, and will do specialty training inside schools if requested. She said that she would love to work within our school system. Sel. Renzoni suggested contacting the Superintendent.

Agricultural Commission/Farmers Market Report)

Mr. Dunn from the Agricultural Commission presented the Holden Farmer's Market Support Request to the Selectmen. He stated that the farmer's market has been operating in Holden since 1995, they carry their own insurance, have membership fees for vendors and by-laws by which they operate. In 2016 the town began to charge permit fees for the first time. He stated that in

2017 a Holden farmer was denied participation at farmer's market due to their by-laws. Mr. Dunn explained that the Town Manager intervened and required the Holden farmer to be able to participate, which was not popular among farmer market members. He explained that the Town Manager's request still stands and they have been effected by a massive increase in fees. In November of 2018, the health department explained the inspection increase which some vendors were not able to afford. After a joint meeting between the Holden Farmer's Market and the Agricultural Commission, the decision was to attempt mediation of unresolved issues. The Agricultural Commission was tasked with drafting a Memorandum of Agreement between the Town, Holden Farmer's Market and Agricultural Commission. Mr. Dunn requested that the Town Manager review the submitted Memorandum of Agreement and have it signed by appropriate bodies, as well as establish a unique fee structure. Sel. Lavigne commended the parties for coming together and assured Mr. Dunn that they would be able to make something work.

Citizen's Address Response

Sel. Ethier brought up the hard work that went into cleaning up Eagle Lake. He said that the old mill adjacent to Eagle Lake is finally being torn down and will be redeveloped as condominiums or apartments, which would bring revenue into town.

Town Meeting Warrants

Warrant Article #36 (By petition) Authorization to Appropriate \$45,000 for Phase II Study for Eagle Lake Dam

Sel. Lavigne made a motion for authorization to appropriate a sum not to exceed \$65,000 seconded by Sel. Renzoni. Discussion ensued about the Phase II study not being applicable anymore. Sel. Lavigne recommended re-wording the article and putting aside money for an engineering study to determine what repairs have to be done to repair the dam. Sel. Renzoni stated that their petition would have to be amended on floor. Sel. Renzoni recommended pulling monies from free cash and not by way of appropriation. The Town Manager stated that finance still needs to vote on this and it may be beneficial to work this into the budget so that we could have option to pull from various sources of revenue. Sel. Renzoni agreed that they should just work it into the budget and have Eagle Lake take no action on the article. Sel. Ethier wanted to see it presented as an article.

The Board's final decision was an amended motion by Sel. Renzoni to make a place holder for new article #34 after Fincom makes their recommendation, seconded by Sel. Lavigne, vote to approve, unanimous.

Motion to close town meeting warrant by Sel. Renzoni, seconded by Sel. Kurtz, vote to approve unanimous.

Vote to Layout Streets for Acceptance

Motion by Sel. Renzoni to layout Snowberry Lane and Shady Lane, part of Wachusett Woods for acceptance, seconded by Sel. Kurtz, vote to approve unanimous. Town Counsel informed Board that since the developer walked away from the project, it cannot be deeded to town, and therefore it will work differently at town meeting. The town has already taken developer's security in order to finish roadways for acceptance.

There was a second motion from Sel. Renzoni to refer roadway layouts to the Planning Board, seconded by Sel. Kurtz, all in favor.

Eagle Lake Committee Final Report Discussion

Make committee report available on town's website for Eagle Lake

Gerald Kersus from Eagle Lake Committee, gave a brief overview of the history, value, waterway area, recreation area and dam area explained in the Committee's report. Mr. Kersus referred the Board of Selectmen to page two of the report which highlighted recommendations. Sel. Renzoni stated that the Board's short term goal is to hire an engineer to see exactly what needs to be done in order to repair the dam. Sel. Ethier responded that in addition to the dam repair, he believes it will take a small amount of money to restore the condition of the Eagle Lake recreation area. Sel. Renzoni indicated he will state his support for this project before Finance this Wednesday, in order to make the site safe for the community. The DPW has been made aware of the pending list of repairs needed.

Selectmen's Minutes

No minutes to approve.

Selectmen's Miscellaneous

Sel. Ethier said Meals on Wheels are in desperate need of drivers. Sue the director will be happy to speak to anyone, a CORI check is required.

Sel. Kurtz has received a complaint regarding the state of disrepair to where the roadway meets the railroad tracks on Quinapoxet Street. Chapter 160 Section 104 was adopted in 2012 to help maintain public ways over railroads. Sel. Kurtz stated that the Board needs to send a notice to

the railroad corporation, make a decree on specific repairs, produce an estimated timeline and schedule a hearing with the panel. Sel. Kurtz suggests putting this on next meeting's agenda.

Sel. Renzoni brought up the damage caused by plows. He stated that the wall was partially broken at Mountview, and several new areas of curbing has been broken. There was also a complaint that street signs have been knocked over and have not been picked up. The Town Manager stated that the repairs will be made during DPW's spring cleanup, which will take place very soon.

Sel. Renzoni discussed the Memorial Day parade planning. They have chosen a keynote speaker. The concert will take place at the war memorial, scouts will sell snacks and hotdogs and the trolley will run from at 9a.m.-2p.m. from senior center, town hall to recreation. Two new volunteers have responded but committee needs more. The next meeting will be Tuesday April, 24, 2018 at 7pm. The weekend prior to the parade, volunteers will replace flags at all grave sites. More volunteers are needed.

Sel. Herlihy informed Board that the DPW Committee will meet on April 17th and 24th.

Adjournment

Sel. Kurtz made a motion to adjourn, Sel. Renzoni seconded at 9:25pm, all in favor.

Approved: September 23, 2019