

**HOLDEN BOARD OF SELECTMEN
MEETING MINUTES
February 3, 2020**

6:31PM

Memorial Hall

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, and Permits

None

2. Presidential Primary Warrant

Motion by Sel. Gibbs, seconded by Sel. Barnes, it was **UNANIMOUSLY VOTED TO APPROVE AND POST THE PRESIDENTIAL PRIMARY WARRANT AS PRESENTED.**

3. Town Manager Update

See attached Town Manager Updated dated January 31, 2020.

ECC Property 156 Princeton St: Sel. Renzoni asked the timeline for this.

Mr. Lukes replied that he thought it would be early spring and that they would know the extent of the Grant within 90 days. He stated that he thought they could market it within a year or so and if there was a lot of interest they could schedule a Special Town Meeting.

FY 2021 Budget: Sel. Renzoni stated that he thought the Board should work and draft correspondence to the Holden Delegates of the WRSD explaining what the Town was up against. He stated that he does not feel they understand levy capacity and depending on the population numbers Holden may receive a 6th delegate. He stated that he understands they want the best schools possible but the increases are not sustainable and he thinks that they should not wait until October to educate both sides on the matter.

Mr. Lukes stated that the municipal side has gone up by they are keeping it as manageable as possible. He stated that regardless they are reinvesting \$1 million into the schools to reinvest into the school buildings because the Capital Asset Study determined that there is an urgent list consisting of HVAC and roof repairs for the schools. He stated that the town is not ignoring the schools they are putting a great deal of capital back in to reinvest into them. He state that it will be on a separate warrant article.

Chairman Renzoni stated all of that is part of the conversation. He stated that he felt it was worth the time and energy to draft this letter.

4. Boy Scout Recognition

Sel. Gibbs stated that there were two scouts present from Troop 175 that completed their Eagle Scout Projects. They invited them to the meeting to discuss their projects.

Luke Jourdain stated that his Eagle Scout Project was for Eagle Lake specifically the dam site. He stated that there was open dirt lying around that was causing erosion so he planted grass and put in a bench.

Chairman Renzoni asked how many hours he put into the project.

Mr. Jourdain replied about 20 hours.

Chairman Renzoni stated that the Town appreciated it.

Brett Jatrinski stated that he did a project to add an informative kiosk sign for the Holden Garden Committee by Davis Hill Elementary School. He stated the area is a great place because there was a lot of recreation area there and foot traffic.

Chairman Renzoni asked how many scouts participated.

Mr. Jatrinski replied that it was 6 troops from 175 and some friends as well. He stated that there were a lot of helping hands.

Sel. Gibbs presented both with a certificate from the Town to thank and recognize both troops.

5. Certification under MGL C. 268 A §20(f)

Mr. Lukes stated that the Town has call fire fighters that are also town employees that they are in town during the day and are trained and know the town well. He stated that the number has receded quite a bit but that there were changes to MGL that sated that they cannot receive a check from two departments. He stated that there are two employees that are salaried and that they want them to be able to respond to calls only if their presence is needed. He stated that for this to happen they needed a waiver from the Board.

Motion by Sel. Gibbs, seconded by Sel. Barnes, it was **UNANIMOUSLY VOTED TO APPROVE THE EXEMPTION FOR TUPPER AND MOURADIAN IN ACCORDANCE WITH MGL C. 268 A§20 (f) AS PRESENTED.**

6. Selectmen Minutes

None

7. Selectmen Miscellaneous

Sel. Gibbs: none

Sel. Barnes: none

Chairman Renzoni: He stated that he had another conversation with the residents about the snow removal on the sidewalks. He stated that he assured them that they had worked out some stuff would be plowed for the next storm. He stated that he also let them know that the previous storm was the Districts call as the Town let them know that they would not be able to get to it before the kids would be at school.

8. Selectmen Subcommittee

Sel. Gibbs: none

Sel. Barnes: none

Chairman Renzoni asked Sel. Gibbs if he wanted to serve on the Master Plan Implementation Committee as the representative for the Board of Selectmen.

Sel. Gibbs replied that he was happy to serve.

Mr. Lukes stated that he was waiting on a nomination from the Planning Board as well.

9. Citizen Address

Chris Buck, 2046 Main Street, was present at the meeting. He stated that he was there regarding the condition of his water. He stated that he was present at the meeting on January 6, 2020 as well and there has since been three more incidents; January 13, 16, and 23rd. He stated that they were all reported to DPW and to Board members. Mr. Buck stated that he knew there was a planned flushing on February 5, 2020 and that hopefully that would clear up the issues. Mr. Buck stated that he had an open conversation with Ryan Mouradian, Water Sewer Superintendent, and John Woodsmall Director of DPW but that they were still unclear as to what the solution was going to be. He stated that he know that this is only a few houses but they are left not knowing what the condition of his water was going to be day to day. He stated that they deserve to know what is going on.

10. Follow Up Citizens Address

Chairman Renzoni stated that they spoke with the Town Manager today and that it is a complicated issue. He stated that they were close to something but that they just needed some more time. He stated that he wished that they knew about it when it started as they are now reacting to it as fast as they can and they will get it fixed.

Sel. Gibbs stated that he still thinks that they should call DPW when there is any incident. He stated that he doesn't want DPW to think that the issue is fixed and that the information can also help DPW track trends.

11. Recreation Fee Discussion

Chairman Renzoni stated that the Board has the fees in front of them. He stated that the Recreation Committee suggested some modest fee increases as follows: Single: \$32, Non Resident: \$160, Resident Day Pass: \$6, Non Resident Day Pass: \$12.

Mr. Lukes stated that they were also suggested a small increase to other recreation fees as well.

Chairman Renzoni stated that he suggested that they do not raise the Senior passes at all. He stated that whenever they are able to protect this demographic they should. He suggested that family passes should also increase to \$103. He opened it up for discussion from the Board.

Sel. Gibbs asked about the rationale behind the increase.

Chairman Renzoni stated that the non resident pass was per person but the family pass was by family.

Sel. Gibbs agreed with the senior passes remaining the same.

Chairman Renzoni stated that one of the biggest complaints regarding the pool was overcrowding despite it never being at capacity.

Mr. Lukes stated that he was an intermediary between Recreation and the Board of Selectmen; he stated that the Board received these recommendations and that he would take the Boards input back to the Recreation Department.

Chairman Renzoni stated that the Board was still waiting on a 5 year plan from each department. He stated that there would be some upgrades the pool needed and that it should come out of the Recreation Revolving Account. He stated that Recreation should be its own business separate from the Town and that he is interested to see the analysis of the 5 year plan.

Motion by Sel. Gibbs, seconded by Sel. Barnes, it was **UNANIMOUSLY VOTED TO ADJUST THE RECREATION RATES AS ADJUSTED (FAMILY PASS UP \$19 TO \$103//ANNUAL NON RESIDENT PASS FROM \$156 TO \$175 AND TO NOT TOUCH THE SENIOR PASSES)**

12. Update Selectmen's Handbook

Chairman Renzoni stated that he did not think that they should adopt this today as all 5 Board members were not present and he did not want to make policy without them. He stated that he had spoke with Town Counsel and the Town Manager to clean it up and Appendix C; Special Municipal Employees could be struck.

Mr. Madaus stated that the clerk maintained this list.

Chairman Renzoni stated that it was historic data and he suggested that they strike it and make the adjustment. He stated that the other thing he would like to change is regarding the pool passes. He stated Sel. Barnes bought it up and it stated that a guest must be accompanied by a Holden resident with a pass on a 1:1 basis. He stated that people have suggested that 1:1 doesn't work but a 2:1 could work and he suggested giving guidance to the Recreation Director and have her staffed trained on managing this.

Sel. Barnes stated that the overwhelming complaint about the pool is the overcrowding. She stated that one thing she thought they could discuss was the ability to use a more updated system at the pool for checking guests in. She stated the other concern she has is that they don't have any information about the people who are let in on day passes. She stated that there are day campers there and there is no way to know who is there at any time. She stated they ask a citizen for their license but for a non resident there is no means for tracking and she feels it should be a little more secure.

Chairman Renzoni agreed and stated that if something happened we could not track them down. He stated that he felt for short money they could get a better system maybe for next season. He stated that they could also better analyze the data with a better system.

Chairman Renzoni asked if there were any objections for 2:1 ratio for guest passes. He stated that without objection they could adopt it and give some guidance to the Recreation Director.

Mr. Lukes stated that there was a legal concern about who had the authority to set the policy.

Chairman Renzoni replied that he assumed the Board had the policy as it was in the Handbook.

Mr. Madaus stated that it would be good if they could separate policy from information. He stated that he is unsure if this is for the Parks and Recreation Department to set or if there is Board of Selectmen oversight.

Chairman Renzoni stated that he was under the impression that outside of Town Meeting, the Board of Selectmen adopts policy and the Town Manager steers the policy.

Mr. Madaus stated that was true but there are things such as the Fire Department that is under the Fire Chief. He stated that Holden has a tradition of not having direct oversight and that this matter would be for Parks and Recreation's final approval.

Chairman Renzoni stated that he would think the Board's recommendations were just that; he stated that there are unelected residents setting fees and there was no accountability.

Mr. Madaus stated that the Statute has the department setting the fees and sending them to the Board of Selectmen for final approval.

Mr. Lukes stated that it was a broad policy that intersected one another, he stated that they work with the Board, the Director, and the Committee.

Chairman Renzoni stated that the Manager is hearing this information and the Recreation Director is hearing it from the Manager. He stated that the public feels strongly and through a vote or conversation they are saying that we can do things better and should; he stated that has been the overall philosophy of the Manager and should carry through.

Mr. Madaus stated that #4 in the Handbook should be worked on as well.

Chairman Renzoni stated that before the election he wanted to have a clean Handbook.

Sel. Gibbs thanked Chairman Renzoni for his work cleaning up the Handbook.

Motion by Sel. Gibbs, seconded by Sel. Barnes, it was **UNANIMOUSLY VOTED TO ADJOURN THE FEBRUARY 3, 2020 BOARD OF SELECTMEN AT 7:30PM.**

APPROVED: March 2, 2020 as Amended



TOWN OF HOLDEN
MASSACHUSETTS
OFFICE OF THE TOWN MANAGER

Peter M. Lukes
Town Manager

January 31, 2020

TO: Board of Selectmen

FROM: Peter M. Lukes,
Town Manager

SUBJECT: *Town Manager's Update*

1. **DCAM Waiver** – The town applied for and was granted a waiver from the time consuming procurement process involving the replacement of the boiler/burner at town hall. This means we can proceed expeditiously with seeking bids and moving forward with a permanent solution at the site. The temporary generator is effective and low cost but it obviously lacks the ability to regulate the temperature in a comfortable way and we look forward to fixing the problem. The cost is expected to be about \$60,000 and we will likely petition the Finance Committee for a reserve fund transfer once the exact cost is known.

Information ☒ [X]

Vote ☐ []

Signature ☐ []

2. **Snow and Ice Balance Sheet** – Attached is an analysis of the Town's Snow and Ice Removal budget as of 1/28/2020. We have had a total of 15 snow/ice events this fiscal year. We have expended a little over 50%, or \$270,000 of the \$500,000 Snow and Ice Budget.

Information ☒ [X]

Vote ☐ []

Signature ☐ []

3. **FY 2021 Municipal Budget** – Our FY 2021 Municipal Budget should be available in my office by this Friday, February 7. We will be uploading electronic versions to FinCom and BOS tablets around the same time. My Resource Profile and Budget Message will probably be released on Friday with the printed budgets, and I plan to deliver it officially to the Finance Committee on Tuesday, February 11th at Town Hall beginning at 7:00 PM.

Information ☒ [X]

Vote ☐ []

Signature ☐ []

4. **Census Forms** – The Town Clerk's Office would like residents to know that the annual census has been mailed to each household. Please complete and return the census form to the Town Clerk's Office, which is located in 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 you misplaced your census form or did not receive a census form, please call the Town Clerk's Office at (508) 210-5530.

Information ☒

Vote ☐

Signature ☐

5. **Real Estate Taxes Due** – Real estate and personal property taxes are due Monday, February 3 (today). Anyone who has not paid these latest assessments can do so until midnight through the town's website at our Town Treasurer/Collector page.

Information ☒

Vote ☐

Signature ☐

6. **Voting** - Absentee ballots are available to all registered Holden voters who will be absent from Town on Tuesday, March 3rd for the Presidential Primary. If you can't make it to Town Hall to vote at the window, you may request an absentee ballot by calling the Town Clerk's Office at 508-210-5530.

Early Voting will be held in Town Hall from Monday, February 24th to Friday, February 28th during normal Town hall business hours.

On Tuesday, March 3rd the Presidential Primary polls are open from 7:00 am until 8:00 pm.

Information ☒

Vote ☐

Signature ☐

7. **ECC Property 156 Princeton St** – Several people from my administration had an extremely productive meeting with DEP officials last week regarding the ECC (156 Princeton St) property. DEP has agreed to use FAM (Financial Assurance Mechanism) money that has remained dormant in an account since the business closed over a decade ago. Sixty thousand dollars remains in the account.

DEP is now going to remediate a great deal of the lead in the soil at the site, starting in the early spring. They intend to remove about 125 cubic yards and cap it with clean fill.

Other hazmat substances on the site seem to have been depleted over time and have been showing consistently reduced measurements when tested.

Furthermore, we are expecting a grant from CMRPC for assessment (and possibly removal) of Hazmat from the soil AND the structure itself. The assessment alone will get us to where we need to be if we hope to take and market the property to a commercial entity. We don't know the full amount or scope of the CMRPC grant yet, but we should have a better idea within the next 90 days.

Information ☒

Vote ☐

Signature ☐

8. **FY 2021 Budget** - The Resource Profile has been drafted and we will go to print in the next couple of days. Budget books should be available for FinCom members, BOS members and Department Heads by Friday, February 7. We have anticipated an increase in the WRSD budget of over four million dollars, which will amount to approximately an additional two million that Holden will be responsible for. This increase obviously made budgeting difficult and several capital expenses have already been cut from the municipal budget in order to make up for the higher contribution to the schools. I expect more cuts may be in store as we work through the FinCom process. We are expecting a very minimal excess levy capacity this year. Over the past five years, we have enjoyed an excess tax levy capacity of over one million dollars. In FY 21 we are projecting that we will only be about \$100,000 under capacity. As you know, my office has been sounding this alarm for the last three budget cycles. We've warned that we were running out of room in our tax capacity and could not sustain increases over 3% from the WRSD year after year. We have reached that point. In FY22, if we again receive a school assessment of a similar percentage, it is very likely that Holden will need a Proposition 2 ½ override in order to pay for that increase and maintain level municipal services.

Information ☒

Vote ☐

Signature ☐

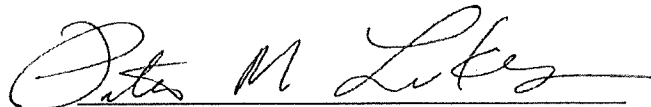
9. **Year-to-Date Revenue and Expenditure Reports** – Attached are the Year-to-Date Revenue and Expenditure reports for the period ending December, 2019 prepared by Lori Rose, Town Accountant.

Information ☒

Vote ☐

Signature ☐

Please do not hesitate to contact me should you have questions about these matters.



Peter M. Lukes
Town Manager

Cc: Department Heads