Town Administrator Report

Travis J. Ahern

Week of Jan. 20, 2025

Report Covers Activities Between Select Board Meeting on January 13, 2025 (video available) and the next meeting on Jan. 27, 2025 (agenda location).

Introduction:

With the passage of the Town Manager Act at the October 21, 2024 Fall Town Meeting, the Select Board has adopted a bi-monthly schedule (2nd and 4th Monday of each month). In weeks when the Board does not meet, a Town Administrator Report will be provided to the public and archived on the Town's website.

Capital Projects & Town Project Updates

- Project Updates Here: https://www.townofholliston.us/home/pages/information-on-town-projects
- **Woodland Street (Bridge over Bogastow Brook & Factory Pond Dam)** – the Town has issued a Notice to Proceed (NTP) to **Rocchio** for the project to begin and must be contractually completed by Sept. 1, 2025; the initial schedule with a mobilization date is here:
- **Norfolk Street Water Main Replacement** is scheduled to start no later than April 15, 2025 and be completed within CY2025;
- **Sewer Commission** – the first meeting of new Commission was Wednesday, January 8, 2025 followed by a tour of the Wastewater Treatment Plant on Thursday, January 16, 2025; members pictured from back to front: Kevin Cornwell, John Cronin, Stacia Gelineau; the Commission plans to meet weekly on Wednesdays and their agendas and information can be found here: https://www.townofholliston.us/sewer-commission

Outreach Efforts / Communication

- **New Community Events Calendar**! The Town's website has long hosted a Board/Committee meeting calendar to track agendas, but the Town added a **Community Events Calendar** that will host other events that are not limited to public meetings. Want to get an event added to the new calendar for the launch? Email your event information to the following email address, and you'll be provided a Google Form!: communityevents@holliston.k12.ma.us
- **Town Administrator Quarterly Newsletter** posted (link below, click here to subscribe) https://www.townofholliston.us/town-administrator/pages/town-administrator-newsletter

Town Events:

- **Event Calendar on the Town's Website! Below are some examples of events that can be added to the new Calendar (see explanation above) option which is also displayed in Blair Square at the Soofa sign!**
  - Town Buildings & Schools Closed on Martin Luther King Jr. Day (1/20)
  - Movie Tuesday at the Library (1/21)
  - Blood Drive at Holliston Parks & Rec., 1750 Washington Street (1/22)
  - Winter Concert with the Golden Tones Chorus at The Center, 150 Goulding Street (1/23)

Procurement Updates and Links

- DPW Land Acquition RFP closed on Jan. 17, 2025 with no responses
- Goodwill Park bids due Feb. 7, 2025
- All Other Bids: https://www.townofholliston.us/town-links/pages/procurement-legal-notices

Human Resources Updates from Assistant Town Administrator / HR Director Kathleen Buckley

- Current Postings: https://www.townofholliston.us/human-resources/pages/job-opportunities

FY2026 Budget Development

- Landing page for budget information and schedules for Finance Committee and Select Board budget hearings can be found here: https://www.townofholliston.us/finance-committee/pages/fy26-budget-presentation-schedule-data
- Departmental Budget Requests (Level 1) were received on January 17, 2025 and compiled on the website; notes:
  - *The Holliston Public Schools (HPS) budget has not been received and this summary includes an assumption of 3.25% for FY2026*
  - *The bottom line of the Level 1 budget is not intended to be balanced, it simply reflects the requests from Departments.*
- Town Administrator Recommended (Level 2) Budget due March 1, 2025
- Select Board Budget Hearing (Hybrid Meeting) on Saturday March 1, 2025

Event Permits / Approvals

- No event permits were recorded

Donations

- No donations were recorded

Grants / Contracts

- Contract with Paradigm Associates executed for Town Manager Search process (approved Jan. 13, 2025)

Staff Recognition

- The Holliston Drug & Alcohol Awareness Coalition (HDAAC) held their Annual Stakeholder Retreat on January 16th and it's an important stakeholder event that requires a lot of preparation and planning. Recognition goes to Zoe Moreau, the Drug Free Community (DFC) Coordinator as well as the Youth & Family Services staff (Director Jackie Winer, Asst. Director Kirsten Rancourt, and Outreach Coordinator Allegra Denehy). Great event!

Upcoming Select Board Dates of Interest

- Monday, Jan. 27, 2025 (4th Monday)
- Monday, Feb. 10, 2025 (2nd Monday)
- Monday, Feb. 24, 2025 (4th Monday)
- Saturday, March 1, 2025 (BUDGET HEARING)

Additional Materials or Links

- Available Board/Committee seats**:** https://www.townofholliston.us/town-clerk/pages/committee-vacancies