

**AGENDA**  
**HOLBROOK BOARD OF SELECTMEN**  
**HOLBROOK, MASSACHUSETTS**

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**Board of Selectmen and Personnel Board**  
**Wednesday, April 24, 2013, at 7:00 p.m.**  
**Holbrook Town Hall, Selectmen's Meeting Room**  
**50 North Franklin Street, Holbrook, MA 02343**

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- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**  
All cell phones, pagers, etc., are to be turned off during the meeting.  
Meetings are broadcast live and recorded by Holbrook Community Access & Media (H-CAM).
- II. MINUTES:**  
A. Minutes of the Regular & Executive Sessions of March 27, 2013
- III. TOWN ADMINISTRATOR'S REPORT:**  
A. Citizen Concerns  
B. Communications & Announcements  
C. Update on Status of Open Issues
- IV. OLD BUSINESS:**
- V. NEW BUSINESS:**  
A. Moment of Silence/Prayer for the Victims of the Boston Marathon Tragedy  
B. Vote to Execute an Employment Agreement between the Town of Holbrook and Town Accountant Cynthia Brennan, effective July 1, 2013  
C. Salary Increase Request for the Building Inspector for FY14  
D. Vote to Grant the Ambulance Abatements for the Quarter Including January 1, 2013 through March 31, 2013  
E. Vote to Approve the Capital Improvement Plan Report for Fiscal Year 2014  
F. Update on Treasurer's Cash Reconciliations, Transfers of Funds, Receivables  
G. Update on Public Works Projects
- VI. CITIZENS' COMMENTS**
- VII. ADJOURN to Executive Session to discuss strategy and conduct contract negotiations with nonunion personnel (Police Chief), and not return to Open Session**

## **BOARD OF SELECTMEN**

### **MEETING PROCEDURES**

#### **Public Participation**

All meetings of the Board of Selectmen are open to the public. The law allows certain matters of business to be discussed in executive session from which the public may be excluded. However, no final action can be taken in closed session. The Board of Selectmen welcomes citizens to be present at all meetings. It wishes to be responsive to the public's need to address the Board on matters before the Board. In order that this may be accomplished in the most orderly manner possible, the Board of Selectmen has established the following procedures:

- 1) Time shall be provided at each meeting for individuals or groups to address the Board.
- 2) The first item on every Selectmen's agenda is "Citizens Concerns". Time is provided for citizens to make a statement concerning matters before the Board. The members will listen to concerns, but this is not seen as a time for questioning a member concerning a course of action, nor a time for debate.
- 3) Any speaker shall give his/her name, address, the group he/she represents, if any.
- 4) Presentation should be brief. Five minutes should be maximum unless an extension is given to the speaker by the Chairperson.
- 5) Speakers are welcome to offer objective criticism of the Town. The Committee will not hear personal complaints of personnel in open session. Citizens are reminded that this agenda item allows citizens to state or make comment on substantive issues. It cannot permit unsubstantiated charges to be leveled against employees.

Voted: 03/23/2004