

**AGENDA  
BOARD OF SELECTMEN  
HOLBROOK, MASSACHUSETTS**

---

**Wednesday, July 25, 2018 at 7:00 p.m.**

**Holbrook Town Hall, Selectman Noel C. King Meeting Room, Floor 3R  
50 North Franklin Street, Holbrook, MA 02343**

---

**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 Session of May 9, 2018

B. Minutes of the Regular Session of Wednesday, May 23, 2018

C. Minutes of the Regular & Executive Sessions of Wednesday, June 13, 2018

**III. TOWN ADMINISTRATOR'S REPORT:**

A. Communications & Announcements

B. Committee Updates

C. Update on Status of Open Issues

**IV. OLD BUSINESS:**

**V. NEW BUSINESS:**

A. **7:15 pm:** Hearing on the application of Sparta Foodservices, Inc. dba Holbrook House of Pizza, 31 North Franklin Street, for a Common Victualler's License

B. Discussion with the School Department & Vote on the Location of Future Elections

C. Discussion about the Status of the Two School Properties

D. Vote to Accept the Recommendation of the Communications Director to hire:

- Three new Part-Time Public Safety Telecommunicators
- An Information Technology (IT) Coordinator

E. Vote to include the Deputy Director of Communications on the list of positions approved for cell phone reimbursement up to \$90 per month

F. Vote on a Memorandum of Understanding between the Town and David E Leary for Consulting Services for the Treasurer/Collector's Office

G. Appoint the Chairman to the following positions:

- Local Emergency Planning Committee (Chairman)
- Permanent School Building Committee – Local Chief Executive Officer's position

H. Vote to enter into an agreement with New England Medical Billing for Ambulance Billing Services, effective July 1, 2018

I. Discussion about Communication between Town Departments and the Board of Selectmen

J. Department Head Updates

**VI. CITIZENS' CONCERNS:**

**VII. ADJOURN TO EXECUTIVE SESSION** to discuss strategy and conduct collective bargaining with Union personnel (Public Safety Telecommunicators), to discuss strategy and conduct negotiations with non-union personnel (Fire Chief), and **RETURN TO OPEN SESSION**

“The Chair reserves the right to call items on the agenda out of order. Items are listed in their approximate order, and items may be reached earlier or later than the posted order. Items listed for executive session may also be discussed in open session. The listing of items contains those items reasonably anticipated by the Chair which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Persons interested are advised that in the event that any matter taken up at the meeting that remains unfinished at the close of the meeting may be put off to a continued session of the meeting, in accordance with the Open Meeting Law.”

**PUBLIC PARTICIPATION IN MEETINGS**

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 last 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, and 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