

**AGENDA  
BOARD OF SELECTMEN  
HOLBROOK, MASSACHUSETTS**

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**Wednesday, September 26, 2018 at 7:00 p.m.  
Holbrook Town Hall, Selectman Noel C. King Meeting Room, Floor 3R  
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 Session of Wednesday, August 22, 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. Vote to Fill Openings for Alternate Van Drivers for the Council on Aging

B. Vote to Approve the Town of Holbrook Credit Card Usage Policy for the use of the Town Credit Card while conducting Town business

C. Vote to Execute an Employment Agreement Between the Town of Holbrook and the Fire Chief, effective January 29, 2019

D. Vote to authorize the Fire Chief to enter into a Lease-Purchase Agreement on behalf of the Town of Holbrook for procurement of a Class I Ambulance

E. Vote to Execute a Memorandum of Understanding for an Emergency Dispensing Site with the Town of Avon

F. Vote to Authorize the Chairman to Execute WPA Form 4A, on behalf of the Town of Holbrook, on an Abbreviated Notice of Resource Area Delineation (ANRAD) application being submitted to the Conservation Commission by TLA Holbrook for 3 & 6 Phillips Road

G. Department Head Updates

**VI. CITIZENS' CONCERNS**

**VII. ADJOURN**

“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