

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

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**Wednesday, October 10, 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 & Executive Sessions of Wednesday, September 12, 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. **7:30 pm:** Public hearing to consider amendments to the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan (Personnel By-Law)

B. Recognize the Retirements of Lt. Donald Austin & FF/EMT Robert Lawrence from the Holbrook Fire Department

C. Recognize John B. Kearney for achieving the Eagle Scout Award

D. Joseph Sullivan, Boy Scout Troop 56, to discuss his project for the Eagle Scout Award

E. Human Resource Director Screening Committee Report & Possible Vote

F. Town Clerk Jeanmarie Tarara – Discussion about new voting machines

1. Vote to discontinue the use of the Acu Vote voting machines after the November State Election on November 6, 2018

2. Vote to purchase new ImageCast Election Machines, to be used for all future elections, starting with the Annual Town Election in April 2019

G. Town Forest Committee – Discuss upcoming events, ongoing projects, & progress of the 32 acre parcel abutting the Town Forest

H. Request from Brookville Bible Church for the use of the former South School gymnasium and parking lot on November 17, 2018

I. Vote to designate the members of the Planning Board as Special Municipal Employees, pursuant to MGL 268A

J. Vote to designate the members of the Conservation Commission as Special Municipal Employees, pursuant to MGL 268A

K. Vote to Authorize the Vice-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

L. Vote to Accept, and Authorize the Town Administrator to Execute, a Proposal for Professional Land Surveying Services of the Town property located at 320R Weymouth Street

- M. Vote to include the Animal Control Officer on the list of positions approved for cell phone reimbursement of up to \$90 per month
- N. Vote to Accept the Recommendation of the Communications Director to Hire a New Employee for the Communications Center
- O. Discussion/Vote on the status of the services provided by Mr. David Leary and the renewal of the Memorandum of Understanding expiring on November 14, 2018
- P. Department Head Updates

**VI. CITIZENS' CONCERNS**

**VII. ADJOURN to Executive Session** to discuss strategy and conduct contract negotiations with nonunion personnel (Fire Chief), and **RETURN to Open Session**

**VIII. OPEN SESSION:**

- A. Vote that the Board of Selectmen execute an Employment Agreement Between the Town of Holbrook and Fire Chief Luke McFadden, effective January 29, 2019

**IX. ADJOURN THE MEETING**

“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