

**AGENDA
BOARD OF SELECTMEN
HOLBROOK, MASSACHUSETTS**

**Wednesday, December 13, 2017 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 Wednesday, November 8, 2017

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 to consider the renewal of the following licenses for 2018

o All Alcohol Restaurant License & Common Victualler License in the name of Skewers Steakhouse, Inc. dba Skewers Steakhouse & Breakfast, 73-77 Union St.

o Class II Auto Dealers License in the name of N. D. Autos, Inc. dba Barga Motors, 334 North Franklin Street

B. Town Clerk – Request for a Vote to Allow the Purchase of New Voting Machines

C. Update from the Town Forest Committee

D. Vote to Execute a Memorandum of Agreement Amending the Employment Agreement Between the Town of Holbrook and Bethiny Moseley, the Town Accountant

E. Vote to Accept a Monetary Donation from Republic Services, Inc. for the Festival of Lights

F. Consider the appointment of a Metropolitan Area Planning Council (MAPC) Representative

G. Consider License to Use Holbrook Town Hall Parking Lot

H. Fill the Position for a Public Works Craftsperson/Laborer – Grade II

I. Discuss Superintendent of Public Works Position

J. Annual votes to renew the licenses issued by the Board of Selectmen, effective January 1, 2017 – Including Alcohol Restaurant, Club, & Package Store, Common Victualler, Class II & III Auto, Automatic Amusement Device, Entertainment, & Livery/Taxi Licenses

K. Updates – Public Safety – Treasurer/Collector – Public Works Department

VI. CITIZENS' COMMENTS:

VII. ADJOURN to executive session to discuss strategy and/or conduct collective bargaining with Union personnel (Public Works), and **RETURN to open session**

VIII. OPEN SESSION:

- A.** Vote to Execute a Memorandum of Agreement between the Town of Holbrook and the International Union of Public Employees, Local 150 (Public Works)

IX. 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 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, 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