

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

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**Wednesday, June 13, 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:**

**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 on Appropriation Transfer Requests – meeting with Finance Committee

**B.** Approval of Travel Reimbursement Policy

**C.** Vote to approve the use of the Sumner Field and Snack Shack by the Holbrook Fire Department on July 22, 2018, from 10am – 2pm, for the Annual Muscular Dystrophy Car Show Fundraiser

**D.** Vote to approve the use of the Sumner Park, Snack Shack, & Bathroom by the Holbrook Coalition of Churches for a Movie in the Park night, from 4 pm – 10 pm on August 25, 2018

**E.** Addendum to increase the hours of the position of Principal Clerk in Inspectional Services from 21 hours per week to 28 hours per week per an agreement between the Union and Town effective July 1, 2018.

**F.** Discussion regarding adult use/cultivation processing of marijuana with Mass Medicum

- G.** Execute a contract with M&M Contract Cleaning Incorporated for janitorial services at the Public Safety Building during the 2019 Fiscal Year
- H.** Vote to authorize the Chairman to enter into an agreement with Comstar, Inc. for Ambulance Billing Services During the 2019 Fiscal Year pending a review of references
- I.** Discuss and set the ambulance billing rates to be effective July 1, 2018.
- J.** Accept a gift to the Holbrook Fire Department from Mr. and Mrs. Azanow
- K.** Vote to approve new hourly rate for the Community Development Part-Time Principal Clerk
- L.** Vote to approve Republic Contract with Brian Penney, Operations Manager from Republic
- M.** Updates – Public Safety – Treasurer/Collector – Public Works Department

**VI. CITIZENS' CONCERNS:**

**VII. ADJOURN TO EXECUTIVE SESSION** to discuss strategy and conduct collective bargaining with Union personnel (DPW Stipends), and to discuss strategy and conduct contract negotiations with non-union personnel (Communications Director and DPW Supervisor) and **RETURN TO OPEN SESSION**

**VIII. OPEN SESSION:**

- A.** Vote to Execute a Contract Between the Town of Holbrook and the Deputy Communications Director effective 7/1/2018 – 6/30/2021.
- B.** Vote to Execute a Contract Between the Town of Holbrook and the DPW Supervisor effective 7/1/2018 – 6/30/2021.

“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