

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, May 10, 2011

Present: Timothy J. Gordon, Chairman
Brinsley A. Fuller, Clerk
Richard B. McGaughey, Associate
Kevin J. Sheehan, Associate

Absent: Matthew V. Moore, Vice-Chairman

In attendance: William J. Phelan, Interim Town Administrator

The meeting was called to order at 7:00 pm by Chairman Gordon, in the Selectmen's Meeting Room, 50 North Franklin Street, Holbrook, MA 02343, and began with the Pledge of Allegiance.

MINUTES:

MOTION: By Mr. Fuller, second by Mr. McGaughey, to approve the minutes of the regular session of April 12, 2011, as printed

VOTE: 4:0

The Chairman announced that the Fire Department has hired FIREFIGHTER PARAMEDIC KEVIN O'HARA to replace FF/P Scott Collins, who was promoted to Lieutenant on April 5, 2011.

Notification has been received from the Massachusetts Municipal Auditors' & Accountants' Association (MMAAA) that Assistant Town Accountant DIANE HALEY has met the education and experience requirements necessary to be recognized as a CERTIFIED GOVERNMENTAL ACCOUNTANT by MMAAA. Town Accountant Cynthia Brennan explained that only 8 of the 35 taking the test this year passed. This certification takes years of experience, attendance at many workshops, and passing both a practical and a law examination.

Co-Chairman Patricia Greeley announced that HOLBROOK PRIDE DAY has been re-scheduled for Saturday, May 28, 2011. The day will include cleaning up the town and a cookout. The day will begin at the Junior-Senior High School at 9:00 am and end at the Sumner Field. Mr. Sheehan volunteered to provide grills, burgers and hot dogs. Holbrook Food Mart offered to donate soda for the event. Mr. Gordon thanked Co-Chairs Patricia Greeley and Dave Reilly for all the work they have done organizing this event.

Mr. Gordon read correspondence received from School Superintendent Joseph Baeta thanking the Selectmen for their support of the kindergarten to grade 12 SCHOOL BUILDING PROJECT recently discussed.

Board members were invited to the High School GRADUATION on the first Saturday in June. The Chairman will be unable to attend, but encouraged the other members to attend and represent the Board.

TOWN ADMINISTRATOR'S REPORT:

Mr. Phelan reported:

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- That a resident expressed a concern about the dead trees along WEST DIVISION STREET, along the property where the new CVS Pharmacy is being built. The contractor on the project will be addressing that issue.
- That the LAMPOST on the corner of Plymouth and South Franklin Streets, which was damaged in an accident, will be replaced after quotes are received.
- Regarding the Tri Town WATER TREATMENT FACILITY, the Town Administrator said he is waiting to receive further information he requested from Mr. Robert Cutone of Camp Dresser & McKee relative to an updated cost estimate of the project, including the dredging.
- That parents are expressing concern about a K-12 SCHOOL BUILDING PROJECT. There are no such schools in Massachusetts, and there is concern about the funding of this project. Mr. Phelan said the parents want to be educated about this issue, and a meeting has been set up on Thursday, May 12th, to address any questions.
- Correspondence was sent to the Norfolk County Agricultural High School regarding the levy recently placed on the towns with students at the school. The issue is whether the law requires the towns to pay the additional fee. Although the funding was appropriated to pay the bill, payment is being held until the town determines that payment is required.
- Fire Chief Edward J. O'Brien will keep the Board updated on further inquiries received regarding regional dispatch.
- A Safety Handbook has been compiled and a Safety Committee needs to be established. The Committee would be charged with going over safety issues to create a safer environment and allow the employees a process to lodge concerns and have them addressed. The town would qualify for a 25% reduction in the Workers' Compensation insurance premium. The Board should vote on the handbook at the next meeting.
Mr. Gordon asked for a report on an updated Open Space Plan at the next meeting.
- The Mass. Bay Transportation Authority (MBTA) is moving along with the repairs to the tracks through Holbrook. The schedule of the street closings has also been moved up to include: The closure of South Street on the weekend of May 14 and 15; the closure of East High Street on May 21 and 22; and the closure of East Spring and Union Streets on June 11 and 12. Mr. Thomas Cummings, Supt. of Public Works, should be contacted with any concerns.

Mr. Gordon explained that a request to DONATE the property at 25 HILLTOP ROAD to the Conservation Commission has been received. He described where the property is located and indicated that there is not a building on the parcel. Mr. Fuller, the Conservation Commission chairman, said that the Conservation Commission could place the request on an agenda and determine whether the parcel meets the requirements.

MOTION: By Mr. Fuller, second by Mr. McGaughey, to refer the request to donate 25 Hilltop Road to the Conservation Commission for review

VOTE: 4:0

CHANGE OF MANAGER ON THE WINE & MALT PACKAGE STORE LICENSE IN THE NAME OF SENDHI CORP. DBA HOLBROOK FOOD MART AT 855 SOUTH FRANKLIN STREET:

Present: Jitendra Patel, President; Manjulaben J. Patel, the new manager

Mr. Patel explained that they are requesting a Change of Manger, with everything else staying the same. Mr. Phelan said that the Treasurer/Collector has indicated that all taxes are paid, and everything else has checked out.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the change of manager from Tejalben N. Patel to Manjulaben J. Patel on the Wine & Malt Package Store License in the name of Sendhi Corp. dba Holbrook Food Mart at 855 South Franklin Street

VOTE: 3:0:1 (Mr. McGaughey abstained)

MEMORIAL DAY PARADE:

Mr. Leonard Curreri was present to discuss how the 2011 Memorial Day Parade will be improved over recent years. The Holbrook Cooperative Bank is posting a sign on their lawn announcing the parade and they are having a flier printed to be distributed in the *Moneysaver*. This year, the parade will form at the Junior-Senior High School at 10 am, and step off at 10:30 am. It will proceed down S. Franklin Street, to Holbrook Square and on into the Town Hall parking lot and Mary Wales Holbrook Park. After the ceremonies there, it will continue down Union Street to the Union Street Cemetery. There will be a contingent of antique and classic cars to drive the older veterans. There will be a small ceremony at 9 am at Wendell Cemetery. In addition to the Girl Scouts, Boy Scouts, dancing schools, and sports organizations, St. Joseph School and the High School will be sending Choruses. The Police and Fire Departments have been asked to march. Lt. Luke McFadden will be playing the bagpipes, and there will be an honor guard from Sheriff Bellotti's office. Following the parade, there will be a collation at the Dalton Club.

SCHOOL DEPARTMENT PROCUREMENT CARDS:

Mr. Charles F. Mahoney, the School Business Administrator for the Holbrook Public Schools, discussed the details of a Procurement Card system for the School Department, which requires the support of the School Committee and Board of Selectmen. The current purchase order system is paper intensive, which is particularly costly when small purchases are made. With this system, only one check would need to be cut for several small purchases. Although the procurement cards look and act like charge cards, they can only be used after activation, and for a specific vendor for a specific authorized amount. Mr. Mahoney said this system has been reviewed by the Inspector General and the Dept. of Revenue. Mr. Gordon said he is very familiar with the use of procurement cards, which save effort and time. He said they are the number one venue for fraud, along with charge cards. He suggested that the people who use the cards and those who verify should be different. Mr. Mahoney indicated that purchase orders would still be used for purchases of \$5,000 or more, but there would be a \$10,000 credit limit. Town Accountant Cynthia Brennan said that every receipt for every purchase will have to be cross-checked because the Town does not pay by statement.

Mr. Gordon said that, in his opinion, procurement cards for a handful of people, with Mr. Mahoney as the reviewer, would be recommended. He said that preauthorization creates more work, and suggested that there be an initial credit limit with the transaction amount limited by School Department policy.

MOTION: Offered by Mr. McGaughey to accept the procurement card system with a high credit limit of \$5,000

MOTION later withdrawn by Mr. McGaughey

Mr. Gordon recommended up to \$2,000 approval at Mr. Mahoney's level, approval by the Superintendent of Schools for the \$10,000 limit, and that limitations be handled by policy.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the Procurement Card System as proposed by the School Department

VOTE: 3:1 (Mr. McGaughey opposed)

TOWN HALL ACCESS:

Mr. Gordon indicated that although he received a list of people who have been issued access cards for the Town Hall, there is a need for a policy. Mr. Phelan said that with input on the limitations the Board would like to institute, he could draft a policy. He will find out more about the capabilities of the system and provide the Board with further information.

ADJOURN:

MOTION: To adjourn to executive session to discuss strategy as it relates to collective bargaining with union personnel (Fire), and to discuss strategy as it relates to litigation in a Land Court case, and not return to open session

ROLL CALL VOTE: Mr. Gordon – Yes
Mr. Sheehan – Yes
Mr. Fuller – Yes
Mr. McGaughey – Yes

Brinsley A. Fuller, Clerk

Documents:

Agenda
April 12, 2011 draft minutes
e-mail from Fire Chief regarding new Firefighter
Letter from MMAAA
Holbrook Pride Day announcement
Request to donate 25 Hilltop Road
Change of Manager application
Presentation on Procurement Card system