

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, May 24, 2011

Present: Timothy J. Gordon, Chairman
Matthew V. Moore, Vice-Chairman (Arrived at 7:07 pm)
Brinsley A. Fuller, Clerk
Richard B. McGaughey, Associate
Kevin J. Sheehan, Associate

In attendance: William J. Phelan, Interim Town Administrator
Thomas R. Cummings, Superintendent of Public Works
Marjorie E. Godfrey, Selectmen's Secretary

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. Sheehan, to approve the minutes of the executive session of April 12, 2011, as printed

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the minutes of the regular session of April 26, 2011, as printed

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the minutes of the executive session of April 26, 2011, as printed

VOTE: 4:0

It was announced that:

- A fundraiser has been scheduled for June 24, 2011, at the Knights of Columbus Hall, from 7:00 to 11:00 pm to benefit Mr. Dave Holden, a former Holbrook police officer who has spent 40 years of his life in public service.
- The Memorial Day Parade will begin at the Junior-Senior High School this year, commencing at 10:30 am, and continuing to Mary Wales Holbrook Park, and Union Cemetery.
- The First Annual Holbrook Pride Day will begin at the Junior-Senior High School at 9:00 am on Saturday, May 28, 2011. Volunteers will clean the streets from 9:00 until approximately noon, and all residents are invited to a free cookout and activities (canine demonstrations, face painting, and music) at the Sumner Field at noon.
A Holbrook Pride Day poster contest is being conducted at the Junior High School. Prizes will be awarded at the cookout.
- On May 26th, there will be an art show at the Junior-Senior High School from 5:00 – 7:00 pm, and there will be a concert at 7:00 pm.

Mr. Phelan explained that on HOLBROOK PRIDE DAY, volunteers will clean the main streets in Town, including the route of the Memorial Day Parade. The businesses and property owners were asked

to clean up and beautify their properties along the parade route. Flowers will be planted in Mary Wales Holbrook Park.

Mrs. Patricia Greely and Mr. Dave Reilly, the Co-Chairmen of Holbrook Pride Day, announced that there will be face painting, canine demonstrations, and music to be enjoyed by all residents. Halfway Café is donating food, Holbrook Food Mart is donating soda, Allied Waste is donating gloves, 75 tee shirts and safety vests, and the Rotary Club will be on hand to help out.

Resident Susan Wright has contacted Mr. Phelan about the BOSTON WINERY serving wine samples at the weekly Farmer's Market held on Saturdays in the parking lot of the bowling alley on Union Street. Information is being gathered on the approval process to allow wine samples to be served.

Mr. Phelan reported that there have been issues with dogs around the WALKING TRACK at the Sean Joyce Field. The Animal Control Officer will be altering her schedule to patrol the area and speak to any owners who are not keeping their dogs on a leash or cleaning up after them.

The status of improvements at the intersection of SYCAMORE, WEYMOUTH AND PINE Streets was discussed. The Costa family at 32 Pond Street reported that it is a dangerous intersection. Mr. Cummings spoke about the traffic study conducted by the State, and said that he concurs with the Mass. Dept. of Transportation (DOT) recommendations. Mr. Phelan said a proposal to fund improvements through the Capital Improvement Plan is being considered for the next town meeting.

Mr. Phelan advised that if the Board of Selectmen would like to lease, rather than sell, the Town-owned property at 227 Plymouth Street, a request for proposals will have to be drafted that is specific. It was discussed that the minimum annual lease may be \$1,800/mo. Mr. McGaughey suggested that the lease include that the lessee pay the taxes and for the repairs.

MOTION: By Mr. McGaughey, second by Mr. Fuller, that a request for proposals be drafted, including the points discussed

VOTE: 5:0

Mr. Phelan said that he has received a letter from Braintree Mayor Joseph Sullivan about TRI TOWN WATER, and the letter is a positive sign. The issue for the three towns is the sharing of the capital costs of a new treatment plant and why. The water sources are located in Randolph and Braintree. Hosting the treatment plant could justify a buy-in fee for the other towns. The Mayor reiterated his position in his letter, and left the door open for negotiations. Mr. Phelan said the tone of the Mayor's letter was positive toward a resolution.

Camp Dresser & McKee (CDM) is expected to provide further information about a cost analysis within the next couple of weeks, and the Mass. Water Resource Authority (MWRA) will be contacted to see if they can match the cost. It was noted that the MWRA wants to sell water, so they are motivated.

Mr. Cummings and Mr. Phelan met with the Dept. of Environmental Protection (DEP). The Holbrook/Randolph Joint Water treatment plant is not in good shape.

It was discussed that the Town of Holbrook is not growing like the Towns of Braintree and Randolph. Mr. McGaughey said it is important that we only pay for the water we use, and that we not continue paying a larger share than we use.

Mr. Phelan advised that the Town retain counsel to write any necessary legislation.

JOINT MEETING WITH THE PLANNING BOARD TO FILL A VACANCY:

MOTION: At 7:38 pm, by Mr. Fuller, second by Mr. Sheehan, to open the joint meeting with the Planning Board for the purpose of appointing a resident to fill a vacancy on the Planning Board until the Annual Town Election in April 2012

VOTE: 5:0

Present: R. Wayne Crandlemere, Chairman, Planning Board
Rudolph Mosesso
John Callahan, Jr.
Richard Monahan
Christopher Golden, Associate Member

Mr. Gordon asked for nominations for the appointment to the Planning Board.

MOTION: By Mr. Crandlemere, second by Mr. Monahan, to nominate Mr. Christopher Golden to fill the vacancy on the Planning Board

VOTE: Planning Board, 4:0 (Mr. Golden did not vote)
Selectmen, 5:0

With the Associate's position now vacant on the Planning Board, it was announced that anyone interested in an appointment to that position should forward a letter of interest to the Planning Board.

MOTION: By Mr. Fuller, second by Mr. Moore, to close the joint session with the Planning Board

VOTE: Selectmen, 5:0
Planning Board, 4:0

TOWN SCHOLARSHIPS:

Mr. Dave Dinglely and Mrs. Carol Knowlton were present from the Town Scholarship Committee. Mr. Dinglely explained that the Town has been giving scholarships since 1988. This year twelve applications were received from residents of Holbrook. Those selected for scholarships are not just academically successful, but well-rounded in their activities, including community involvement. The recipients were present at the meeting, and were introduced:

Ms. Sarah Haley, from Holbrook Junior- Senior High, who will be attending Fitchburg State; Ms. Jacqueline McGaughey, from Cardinal Spellman High, who will be attending Quinnipiac; and Mr. Brendan Monahan, from Holbrook Junior-Senior High, who will be attending Stonehill College.

Mr. Dinglely thanked those who have contributed to the Scholarship Fund, making these scholarships possible.

RE-PRECINCTING:

Town Clerk Jeanmarie Tarara explained that the Secretary of State's Office has created new voter precinct maps following the completion of the 2010 census. Holbrook has minimal changes to be made, with 79 residents being moved from Precinct 1 into Precinct 4 in order to equalize the precincts. The changes take effect on December 31, 2011, and require the approval of the Board of Selectmen.

MOTION: By Mr. Moore, second by Mr. Fuller, to approve the redistricting of Precincts 1 and 4, as recommended

VOTE: 5:0

APPROPRIATION TRANSFER REQUEST:

Mr. Phelan said that the Board of Assessors has requested an appropriation transfer of \$763.00 in order to keep the current staffing levels through June 30, 2011.

MOTION: By Mr. McGaughey, second by Mr. Fuller, to grant the request to transfer \$763.00 from Assessors Professional Technical 01-141-5303, to Assessors Salaries 01-141-5113

VOTE: 5:0

SAFETY HANDBOOK:

The Town Administrator presented the Board with draft copies of a Safety Manual and Safety Handbook. He said that a Safety Committee would be created and would hold meetings to address incident prevention and education. Safety concerns would be addressed so that the Town of Holbrook could provide a safe work environment. This policy would satisfy the requirements of the workers' compensation insurance carrier to qualify the Town for a 25% reduction in premium. The Board reviewed and discussed the documents. Mr. Gordon asked that the names be taken out of Page 5 of the Safety Manual, but that the titles of the Safety Officials remain. Further, on Page 10, the meetings should be held quarterly, but a specific time should not be printed. Mr. Moore suggested that Page 10, under Section II, subsection B, the wording be changed to reflect that it is recommended that every department in Town be inspected once a year, and that under Section I, subsection B1, it state that the meetings are required quarterly.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to adopt the Safety First Handbook, as amended

VOTE: 5:0

FLAG RETIREMENT CEREMONY:

Mr. Leonard Curreri requested permission to use Mary Wales Holbrook Park and the Town's sound system for the annual Flag Retirement Ceremony on Tuesday, June 14, 2011 at 6:00 pm.

MOTION: By Mr. Fuller, second by Mr. McGaughey, to approve the use of Mary Wales Holbrook Park and the sound system for the Flag Retirement Ceremony on June 14th

VOTE: 5:0

Old flags may be dropped off at the Public Library or brought to the ceremony. All are invited.

TOWN ADMINISTATOR SEARCH ADVISORY COMMITTEE:

Mr. Fuller, the Chairman of the Town Administrator Search Advisory Committee, reported that there was a large response to the advertisement for this position, and the committee is currently reviewing resumes. They are working on narrowing the applicants down to 5 – 8 names to submit to the Board of Selectmen. It is expected that the process will take a couple of months. He will report back after the next meeting of this committee.

PAPER RECYCLING:

Mr. Moore said that the Ecology Club at the South School has started a paper retrieval program that raises money. He suggested that the town hall may be able to participate in the program.

PUBLIC WORKS UPDATES:

Mr. Cummings reported that the STREET SWEEPER needs \$8,000 in repairs. He is going to try to rent one, and will do the Memorial Day Parade route first.

Mr. Cummings said that the company that made the original decorative LAMP POSTS used in the Square Project is now defunct, and a distributor is being located.

In response to a question about the WEEDS on the sidewalks, he responded that they could be controlled with spray.

It was discussed that consideration should be given to using TEMPORARY HELP in the Public Works Department, which would be funded by the Public Works budget.

The Town Accountant, Cynthia Brennan, announced that the auditors will be coming in on June 1st to begin the preliminary work on the FY11 AUDIT.

Mr. Phelan explained that the EXPENSE LINE ITEMS are projected to be tight at year end (June 30th), and it is essential that all departments live within their budgets. The revenues are bleak at best. He suggested sending out a memo to the departments instructing them to stop all expenditures of expense line items without prior approval from the Board of Selectmen. Mr. Gordon recommended that any expenditure requests be submitted to the Town Administrator, who will review them and speak to the Chairman.

MOTION: By Mr. Fuller, second by Mr. McGaughey, that a memo be sent to all departments that a request for end of year expenditures should be submitted to the Town Administrator, who will get verbal approval from the Chairman of the Board of Selectmen prior to the purchase

VOTE: 5:0

ADJOURN:

MOTION: At 8:40 pm, to adjourn to executive session to discuss strategy as it relates to collective bargaining with union personnel (Fire), and not return to open session

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

Brinsley A. Fuller, Clerk

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of May 24, 2011*

Documents:

Revised agenda

Draft minutes

Dave Holden Benefit posting

Holbrook Pride Day posting

Email re: Concert & Art Fair

Letter from Mayor Sullivan

Notice and info re: Planning Board vacancy

Precinct Redistricting information

Appropriation Transfer Request

Draft Safety Manual