

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, April 10, 2012

Present: Timothy J. Gordon, Chairman  
Brinsley A. Fuller, Vice-Chairman  
Richard B. McGaughey, Associate  
Matthew V. Moore, Associate

Absent: Kevin J. Sheehan, Clerk

In attendance: William J. Phelan, Town Administrator  
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.

Mr. McGaughey was welcomed back following his recovery from some medical issues.

MINUTES:

MOTION: By Mr. Fuller, second by Mr. McGaughey, to accept the minutes of the regular session of December 13, 2011 as printed

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

MOTION: By Mr. Moore, second by Mr. Fuller, to accept the minutes of the regular session of March 13, 2012 as printed

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

MOTION: By Mr. Fuller, second by Mr. Moore, to accept the minutes of the executive session of March 13, 2012 as printed

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

CITIZEN CONCERNS:

Chairman Gordon indicated that he was going to make a statement to clarify the position of the Board and his personal opinion relative to the potential school building project, in order to respond to the misinformation that is being generated, particularly on social media, including Facebook. He explained that the town is at the beginning of the process with the Mass. School Building Authority and that all options must be explored and kept open until the completion of the feasibility study phase of the process when it will be determined what the project will include. He made it clear that this Board is in support of a project, but that they want to pursue the project that will be in the best interest of the community and the education of the children.

The TOWN FOREST COMMITTEE will be conducting a spring picture-taking event in the Town Forest on Saturday, April 14<sup>th</sup>.

THOMAS R. CUMMINGS, the Superintendent of Public Works, has submitted a letter that he will be retiring on June 29, 2012. His last day of work, ending a 58 year career with the town, will be on April 30, 2012.

Mrs. SHELLEY STEWART, a member of the Board of Registrars, has submitted a resignation. The efforts of the 31 people who help at the POLLS on Election Day were recognized by the Chairman.

**TOWN ADMINISTRATOR'S REPORT:**

Mr. Phelan reported that:

- There was a tragic accident today. An employee of the Sheriff's Department, a friend and colleague of Selectmen Sheehan's and member of the Honor Guard, was killed on his way to attend a funeral.
- Town Clerk Jeanmarie Tarara was congratulated on a well run Annual Town Election.
- The Finance Committee has completed its FY13 budget for town meeting.
- The solution to the future of the town's water supply is expected to be finalized soon. The Towns of Braintree, Randolph and Holbrook will be meeting with the Mass. Water Resource Authority (MWRA) to determine exactly what the MWRA is offering in concessions if the three towns connect and decide whether it is preferable to build a new treatment plant or not. Discussions are also continuing on the percentage of cost sharing the towns would contribute if a new tri-town treatment plant were to be built.

**ANNUAL REORGANIZATION:**

Mr. Moore indicated that, due to his work schedule, he did not want to be nominated at this time.

**MOTION:** By Mr. Fuller, second by Mr. McGaughey, to nominate Mr. Timothy Gordon as the Chairman of the Board of Selectmen

**VOTE:** 4:0

**MOTION:** By Mr. McGaughey, second by Mr. Gordon, to nominate Mr. Brinsley Fuller as the Vice-Chairman of the Board of Selectmen

**VOTE:** 4:0

**MOTION:** By Mr. Fuller, second by Mr. Gordon, to nominate Mr. Kevin Sheehan as the Clerk of the Board of Selectmen

**VOTE:** 4:0

Mr. McGaughey said Mr. Jack Walsh is currently signing documents with a new principal in his solid waste company. Mr. Walsh is expected to attend the next Selectmen's meeting relative to the status of the SOLID WASTE TRANSFER STATION to be built at 3 Phillips Road.

William D. Marble, Jr., Chief of Police, thanked the Finance Committee for voting to transfer funds to the POLICE DEPARTMENT budget for FY13. The funding will allow two full-time detectives to work on drug related issues. They will work in conjunction with trained officers in other communities. Also, the Chief said he is hoping the Department will have a larger presence in the schools when the new Public Safety Dispatchers are fully trained. Mr. Phelan explained that this is the culmination of what the Board put in place when they negotiated the Police contract and the Police Officers agreed to give up dispatching so that the town could develop the regional dispatch program and take the police officer off the desk.

Paul Digirolamo, the Town Treasurer/Collector reported that he is working to identify a \$50.07 discrepancy in his December 2011 CASH RECONCILIATION, which will be submitted to the state next week.

**RENEWAL OF BOWLING ALLEY AND POOL TABLE LICENSES:**

**MOTION:** By Mr. Moore, second by Mr. Fuller, that the Board of Selectmen approve the renewal of the following Bowling Alley and Pool Table licenses, effective May 1, 2012, provided that all taxes, fees, assessments, betterments, and any other municipal charges are paid to date:

Union Street Lanes, LLC, 231 Union St. – 16 Bowling Alleys & 2 Pool Tables

Union Street Pub, 73-77 Union Street – 1 Pool Table

Zheng's, Inc. dba Golden Pacific Restaurant, 470 North Franklin St. – 1 Pool Table

**VOTE:** 4:0

Mr. Phelan reported that the CAPITAL IMPROVEMENT PLANNING COMMITTEE has been working on a capital plan for the future. The Finance Committee has indicated that the town will be able to appropriate \$200,000 to the Capital Improvement Fund in May, and they hope to make that an annual appropriation. Also, a percentage of free cash will be added to the Stabilization Fund. The proposed Capital Improvement Plan was reviewed, including the lease payments on a fire engine and an ambulance, and new vehicles for Public Works. It was explained that the technology in the town offices and the schools needs to be updated, with the servers and the disaster recovery being critical. It is estimated that \$110,000 will get the town in shape, not including any individual computers. The Permanent School Building Committee is expected to ask the Selectmen to recommend that \$350,000 worth of repairs to the schools be funded.

The proposed renovation project at the TOWN HALL was discussed. Mr. Phelan said that the architectural design and bid specs are ready for the first part of the renovation. The first floor of the former fire station next to town hall will house five offices at an estimated amount of less than \$350,000. The upstairs will be renovated to include a meeting room and two bathrooms. After the offices currently on the second floor of the town hall move into the former fire station, the upstairs of the town hall could be gutted. Representatives Ronald Mariano and Mark Cusack have indicated that they may be able to help with a state appropriation. The town could apply for another Mass. Historic grant to complete the windows on the rear of the town hall. The Sheriff's office assisted the Town of Braintree with labor in a similar project, and may be able to help the Town of Holbrook in the same way. The space would provide a public space for meetings, including town meetings.

**ANNUAL TOWN MEETING WARRANT:**

**MOTION:** By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen re-open the annual town meeting warrant of May 1, 2012

**VOTE:** 4:0

**Article 3:** Changed to Massachusetts Department of Transportation (DOT) Funds Authorization and the words "upon the recommendation of" added

**MOTION:** By Mr. Fuller, second by Mr. Moore, to accept Article 3 as amended

**VOTE:** 4:0

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Article 6: Added the words “and improvements” after “for the reconstruction” and added “authorized by Mass DOT” after “accepted town roads”

MOTION: By Mr. Moore, second by Mr. Fuller, to accept Article 6 as amended

VOTE: 4:0

Article 13: Added “Grades 7 – 12” after Holbrook Junior-Senior High School

MOTION: By Mr. Moore, second by Mr. Fuller, to accept Article 13 as amended

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Fuller, to accept Article 10, salary increases for the Town Treasurer/Collector and the Town Clerk

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Moore, to accept Article 11, the Capital Improvements Fund article

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Fuller, to change the Demolition Delay By-law article from 75 years to 100 years old, and to show it as submitted by the Historical Commission

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Fuller, to add an article to fund the collective bargaining agreement with the Public Safety Dispatchers

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Fuller, to close the annual town meeting warrant, and approve it and execute it as amended

VOTE: 4:0

SPECIAL TOWN MEETING WARRANT:

MOTION: By Mr. Fuller, second by Mr. Moore, to re-open the Special Town Meeting Warrant of May 1, 2012

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Moore, to add Article 5, a supplemental appropriation for Veterans’ Services

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Moore, to add Article 6, Sick leave buy-back article

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Fuller, to add Article 7, Sick leave buy-back article

VOTE: 4:0

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MOTION: By Mr. Fuller, second by Mr. McGaughey, to close the Special Town Meeting Warrant, approve it and execute it as amended

VOTE: 4:0

It was reported that PHASE 5 of the SEWER PROJECTS was designed in 2004, but there are no bid specs for either Phase 5 or Phase 6. With the town in the process of an audit of the water and sewer expenditures, it was decided to wait until the audit is complete and there is a new Superintendent of Public Works in place before starting the final phases of the sewer projects. There is an estimated \$2 million left for sewer projects.

Discussion took place relative to the value to the community if the TOWN HALL were to remain open until 7:00 or 8:00 on Tuesday evenings. Mr. Phelan began a discussion about it and will bring it up to the members of the union.

Mr. Moore asked that it be determined where the departments are in making forms available to the public online on the town's WEBSITE.

Mr. Phelan explained that STREET SIGNS for the accepted streets in the Grove section of town could be purchased with Chapter 90 money. The pavement management report from BETA Group will include information on the accepted streets, and they could assist the town in accepting more streets. The new superintendent of public works will be asked to look into placing street signs on the accepted streets in town that are without signs currently.

A proposal to retrofit new items into the existing Castle Canyon PLAYGROUND was discussed. The funding would come from a \$100,000.00 EARMARK Through the Dept. of Housing and Community Development. The budget includes \$20,000 for \$15,000 for design services, and \$65,000 for the renovation. Mr. Phelan asked that the Board vote to adopt the contract.

MOTION: By Mr. Fuller, second by Mr. Moore, to authorize the Chairman to sign a contract between the Dept. of Housing and Community Development and the town, relative to the renovations at Castle Canyon, and the design of the town hall, and some of the fence at Castle Canyon

VOTE: 4:0

Benjamin Ecord, the Public Works Supervisor, advised that the water meters are being read this week, and the street sweeping should be done this week.

MOTION: At 8:55 pm, By Mr. McGaughey, second by Mr. Fuller, to adjourn to executive session to discuss strategy and conduct negotiations as it relates to contract negotiations with non-union personnel (Fire Chief, Selectmen's Secretary, Town Accountant, and not return to open session

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

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Kevin J. Sheehan, Clerk

Documents:

Agenda

Draft minutes

Draft annual & special town meeting warrants

Bowling all & pool table license renewal info

Quote from O'Brien & Sons

Town Forest announcement