

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, May 8, 2012

Present: Timothy J. Gordon, Chairman  
Kevin J. Sheehan, Clerk  
Richard B. McGaughey, Associate  
Matthew V. Moore, Associate

Absent: Brinsley A. Fuller, Vice-Chairman

In attendance: William J. Phelan, Town Administrator  
Benjamin Ecord, Supervisor, Public Works Department  
Cynthia M. Brennan, Town Accountant  
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.

It was announced that:

- William P. O'Donnell, Register, and the staff of the NORFOLK COUNTY REGISTRY OF DEEDS will hold public office hours at the Town Hall on Thursday, May 24, 2012, from 10 am to noon.
- State SENATOR JOHN F. KEENAN will be available to meet with constituents at the Town Hall from 10:00 – 11:00 am on Wednesday, May 16, 2012.
- The annual SPRING CLEANUP of the TOWN FOREST will be held from 10:00 am until noon on Saturday, May 12, 2012.
- There will be a TOWN FOREST WALK & PICNIC from 11:00 am until 1:00 pm on Saturday, June 9, 2012.
- The 2<sup>nd</sup> Annual HOLBROOK PRIDE DAY will be held on Saturday, May 26, 2012.

Town Administrator Phelan reported that the improvements to the CASTLE CANYON PLAYGROUND are expected to be completed by June 30, 2012. The Department of Public Works will be doing some of the preparatory work. Mr. Ecord explained that the company making the improvements will specify what should be done in preparation. Mr. Ecord has ordered the fence. Mr. Phelan said the playground equipment company has agreed to discount their bill further.

MINUTES:

MOTION: By Mr. Moore, second by Mr. McGaughey, to accept the minutes of the regular session of April 10, 2012, as printed

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

MOTION: By Mr. Moore, second by Mr. McGaughey, to accept the minutes of the executive session of April 10, 2012, as printed

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

Mr. Phelan's report to the Board continued:

- The proposed SCHOOL BUILDING PROJECT is nearing completion of Module 1 of the Mass. School Building Authority's requirements. Currently, the amount of the Town's indebtedness is being prepared for School Superintendent Joseph Baeta.
- He met with another company about a solar project in Holbrook. The necessary Request for Proposals (RFP) is extensive, and it will take time to develop. The Department of Energy has a form that could be modified. A couple of areas in Holbrook could be considered for such a project: the area in and around the former landfill; the land behind the Junior-Senior High School. The municipality can only have a project large enough to offset their own energy use.
- The Request for Proposals (RFP) for SOLID WASTE SERVICES is about 15 pages long. The bids will have to be back and awarded by June 30, 2012. Mr. Phelan asked for direction on how many years the contract should cover. It was discussed that there should be an opt-out provision in the contract, similar to the current opt-out provision in the contract with Allied Waste.
- The former Secretary's position in the Public Works Department is up for bid within the Clerical Union. There are two applicants. Mr. Ecord and Mr. Phelan will interview and make a recommendation.
- BETA GROUP cancelled a meeting scheduled for today. It will be rescheduled within a week.
- A meeting is being scheduled with the Mass. Department of Transportation (DOT) to discuss the Weymouth, Pine and Sycamore Streets Project and the area of Route 139 from Newton Ave. to Abington Ave., in an effort to have the project extended.  
Selectmen Sheehan reported that there is a meeting on the TRAFFIC IMPROVEMENT PLAN (TIP) in Randolph on May 22, 2012 from 5:30 to 7:00 pm to establish which projects will be on the PLAN. All interested parties are asked to attend the meeting and support the Holbrook projects.
- The Department of Environmental Protection (DEP) has asked for an update on the status of the cleanup of 3 PHILLIPS ROAD. WOODARD AND CURRAN will be responding to the request in a timely manner, and the proponent of the proposed transfer station will forward a copy of the response to Mr. Phelan.
- Applications are being taken for TEMPORARY SUMMER HELP in the Public Works Department.
- Mr. Fred Laskey of the MASS. WATER RESOURCE AUTHORITY (MWRA) has advised that the engineers are reviewing the existing water pipeline owned by Tri Town Water. The three towns are waiting to hear what the MWRA proposals will be.
- The next step in the proposed renovation of the Town Hall is to establish a design by organizing a Town Hall Designer Selection Committee. The composition of the committee was discussed, and the Board indicated the membership would be: Two Selectmen, the Town Administrator, a member of the Capital Improvement Planning Committee, and a Representative of the Department of Public Works.

MOTION: By Mr. Moore, second by Mr. Sheehan, to appoint Mr. Timothy Gordon and Mr. Richard McGaughey, as the two members of the Board of Selectmen on the Town Hall Designer Selection Committee

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Sheehan, to appoint Town Administrator William Phelan as a member of the aforementioned Committee

VOTE: 4:0

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MOTION: By Mr. Gordon, second by Mr. Moore, to include a member of the Capital Improvement Planning Committee on the Town Hall Designer Selection Committee, to be nominated by the Capital Improvement Planning Committee from its membership

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Sheehan, to appoint Mr. Benjamin Ecord as the Department of Public Works representative to the Town Hall Designer Selection Committee

VOTE: 4:0

It is anticipated that the Designer Selection Committee will send out Requests for Qualifications (RFQ) for the renovations and interview the candidates in order to make recommendations to the Board of Selectmen.

Mr. Gordon announced that the MEMORIAL DAY PARADE will begin at the Junior-Senior High School and march onto N. Franklin Street, through the Town Hall parking lot and into Mary Wales Holbrook Park. A brief ceremony will be held at Wendell Cemetery on South Franklin Street in Brookville beginning at 8:30 am.

Ms. Heather Carey, the Manager at BURGER KING, 769 South Franklin Street, notified the Board that Burger King Corporation wants all stores to operate 24 hours. She was requesting an extension of the current hours. Since 2008, the restaurant has been authorized to open at 6:00 am, with the dining room closing at 10:00 pm, and the drive-up window, only, allowed to remain open until midnight, seven nights a week. The Board discussed the options available. There are no other businesses open 24 hours in Holbrook, and Holbrook is not near a highway. Police Chief William D. Marble, Jr. said there have not been issues with just the drive up window open until midnight, but the restaurant open all night could attract problem customers. Some Board members said they could not see any benefit to the Town to allow the request. A compromise was reached.

MOTION: By Mr. Moore, second by Mr. Sheehan, to deny the request of Burger King to operate on a 24-hour basis

VOTE: 4:0

MOTION: By Mr. Moore, second by Mr. Sheehan, that as a compromise measure, the Board of Selectmen allow Burger King to operate the drive-up window one additional hour on Friday and Saturday nights, closing at 1:00 am on Friday and Saturday nights only

VOTE: 4:0

Present: Edward J. O'Brien, Fire Chief

David Faunce, Executive Director, Southeastern MA EMS Council (EMS Region V)

Mr. Faunce discussed the requirements of being designated a HEARTSAFE COMMUNITY by the Massachusetts Department of Public Health, Office of Emergency Medical Services. He cited Fire Lieutenant Scott Collins and Public Safety Dispatch Supervisor Steve Hooke for their hard work and dedication to this effort. Holbrook is the second community to receive such a designation, Boston being the first. Mr. Faunce presented Chairman Gordon with a certificate of award.

Wayne Darragh, Vice-President of COMMUNITY OPPORTUNITIES GROUP, INC., explained the requirements that must be met and the decisions that must be made by the Board in preparation for applying for an FY13 GRANT through the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT. With the first informational meeting regarding this grant cycle scheduled for later this week, Mr. Darragh did not have the final information yet on this grant round, but cautioned that the requirements have changed since the last grant the town received in 2005. He explained that although there will be more funds available for CDF1 grants, there will be more communities applying, and the town's chances are slim. Applying for a CDF2 grant would depend on the activities selected, would be a smaller pool of applicants, and the town would have to sit out the following year. Mr. Darragh recommends that Holbrook go into the CDF2 pool. The deadline for the application, although not definite at this time, has historically been a week or two before Christmas. Applications should be available in late October or early November.

Mr. Darragh said that the town could establish a home rehabilitation waiting list, look for a potential target area for a project, or consider issuing a request for proposals for a social service program, e.g. programs for the Senior Center, subsidized day care, or a taxi voucher program for the elderly. A list of eligible activities will be emailed to Mr. Phelan.

The point system for grant applications was discussed, noting that joining with another community, including multiple activities, and/or the use of additional non-CDBG funding earns extra points. Housing rehabilitation would have to be primarily in a target area, with no more than 20% of the funding set aside for outside of the target area.

Mr. Phelan noted that the area in the vicinity of the Brookville Playground on Linwood Street and the area near 3 Phillips Road where the transfer station is expected to be located are areas that have been identified for improvement.

Fire Chief Edward J. O'Brien and Police Chief William D. Marble, Jr. were present to ask that the Board support a 165' REPLACEMENT RADIO TOWER at the Public Safety Building. The Selectmen originally voted on August 9, 2011 to support the concept of a 150' tower, and Holbrook has been selected for funding. Currently, the Fire and Police Departments pay a fee to Fillebrown for the use of a tower in Abington. Chief O'Brien explained that a new tower would allow for the expansion of the regional dispatch program. The Building Inspector has indicated that this is an allowable use. The tower would be placed tighter to the building than the current tower, the grade is 20' below street level, and no lighting would be required (below 200' tall).

MOTION: By Mr. Moore, second by Mr. Sheehan, to approve the redesign of the Holbrook Public Safety replacement radio tower from 150' to 165'

VOTE: 4:0

Chief O'Brien explained that the AMBULANCE ABATEMENTS requested by New England Medical Billing are routine adjustments or write offs based on medical billing allowances and agreements. The billing company collects as much as they can because they are only paid a portion of the amount they collect.

MOTION: By Mr. Moore, second by Mr. Sheehan, to grant the ambulance abatements for the quarter ending March 31, 2012, in the amount of \$84,800.65

VOTE: 4:0

Mr. Phelan explained that he will contact Allied Waste and let them know that the town is going out to bid for SOLID WASTE SERVICES FOR FY13, but that the town would like to extend the current contract for 1 month at a fee of one-twelfth (1/12) of the current contract. A request for quotes is being developed.

The Board discussed the 2<sup>nd</sup> ANNUAL HOLBROOK PRIDE DAY, which will be held on Saturday, May 26, 2012. Volunteers are needed. The day will begin at 9:30 am at the Junior-Senior High School. The Public Works Department will supply bags; Allied Waste will be asked for T-shirts, vests and gloves; volunteers are encouraged to bring a pick up device for retrieving trash. Mr. Sheehan advised that the Holbrook Cooperative Bank and Holbrook Food Mart have contacted him about donating. Other businesses, including Halfway Café and Holbrook Insurance, were generous last year too. A cookout and entertainment are planned after the cleanup, and Mr. Phelan will check on a disc jockey.

Mr. Phelan reported that the town has been trying to work out an arrangement with the Town of Avon to coordinate the purchase of a STREET SWEEPER or some way to sweep the streets in Avon. Holbrook's street sweeper is not in good enough condition to cover both towns. Consideration of sharing the cost of a street sweeper is being considered. A new one would cost an estimated \$160,000.

The Town of Avon is also interested in utilizing the services of Holbrook's HEALTH AGENT. Arthur Boyle, Holbrook's Health Agent, met with a member of the Avon Board of Health to discuss Avon's needs.

It was mentioned that last year the state gave out \$5 million in COMMUNITY REGIONALIZATION GRANT funding, which should be funded in the upcoming fiscal year also.

REGIONALIZING the FIRE SERVICES and the Emergency Medical Dispatchers (EMD), although an aggressive approach and unlikely, was discussed as a great idea. Chief O'Brien said that Plainville and North Attleboro have created a partnership.

Chairman Gordon reported that Paul Digirolamo, the Town Treasurer/Collector, is up to date on QUARTERLY FILINGS through March with the Department of Revenue. Town Accountant Cynthia Brennan said that they are reconciled through the third week of April.

Public Works Supervisor Benjamin Ecord reported that the WATER METERS should all be read for billing by the end of the week. The STREET SIGNS are almost all installed in the Grove section of town. Three applications have been received for temporary SUMMER POSITIONS in the Public Works Department. The budgets will be reviewed to determine how many can be hired and when they can start.

MOTION: At 8:55 pm, to adjourn to executive session to discuss strategy as it relates to collective bargaining with union personnel (Clerical and Public Works Unions), and not return to open session

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

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Kevin J. Sheehan, Clerk

Documents:

Agenda

Draft minutes

Burger King request

Allied Waste proposal

HEARTSafe Community certificate

Community Opportunities Group proposal

Ambulance Abatements request

Radio Tower request