

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, June 12, 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
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 discussed that WENDELL CEMETERY on South Franklin Street in Brookville was vandalized on Saturday, June 2, 2012. Chairman Gordon recognized Selectman Kevin Sheehan, Board of Health member David Reilly, and several Boy Scouts, for volunteering their time the following day to fix the headstones that were knocked over and to repair the damage done the previous night.

Mr. Phelan reported that a citizen concern has been received from a resident of Marie Circle who requested that a sign be posted indicating that drivers should go slow for children and that it is not a thru street. Public Works Supervisor Benjamin Ecord will have a sign put in place.

MINUTES:

MOTION: By Mr. Sheehan, second by Mr. Moore, to accept the minutes of the regular session of May 8, 2012, as printed

VOTE: 4:0

MOTION: By Mr. Sheehan, second by Mr. Moore, to accept the executive session minutes of May 8, 2012, as printed

VOTE: 4:0

TOWN ADMINISTRATOR'S REPORT:

Mr. Phelan explained that it has been a busy year due to the proactive approach of this Board and the grants the town has received. The new playground equipment, fencing and mulch will be completed at CASTLE CANYON prior to June 30th. Mr. Ecord explained that an electrician will create a work order about the electrical service to the concession stand with National Grid. The electrician suggested a 200 amp service from the pole by the basketball court or from the street. Senator John Keenan, Rep. Ronald Mariano, and Rep. Mark Cusack were thanked for facilitating the STATE GRANT that made these improvements possible.

All those who worked hard and made HOLBROOK PRIDE DAY a success were thanked for their time and support.

Those who contributed to making the MEMORIAL DAY PARADE and ceremonies a success were thanked.

Selectman Sheehan reported that the PAVEMENT MANAGEMENT COMMITTEE recommends that the road work identified by the BETA GROUP on Quincy Street, Linwood Street, Beach Road, Abington Ave., and Juniper Road be completed in the first phase. The area from Aveni Cleaners on Plymouth Street to the Weymouth town line was discussed. It was explained that most of the road work will be rehabilitation work, but there will be some reclamation done. The different levels of work, as recommended by the BETA Group, were described. Mr. Phelan explained that it would take \$5.8 million to repair all of the roads in Holbrook that need repair at this time. The town's roads are considered a 76. The town should be in good shape by the fall with all the projects that will be completed. Using the budget available of approximately \$300,000 per fiscal year, BETA Group will make an annual recommendation on maintaining our roads.

PLYMOUTH STREET is not part of the roadway improvement plan at this time. The town will be trying to get a project from Newton Ave, up to Abington Ave. on the Traffic Improvement Plan (TIP) for funding by the state. One project had to be prioritized for the TIP, and the project chosen was the intersection of Weymouth, Pine and Sycamore Streets.

Chairman Gordon suggested that the power lines in Holbrook Square be moved from overhead to under the street.

Mr. Phelan said if the town accepts 20 miles of private ways, the town could receive \$180,000.00 more per year in funding. BETA Group will be asked to look into whether there is any down side to accepting roads that may not be built correctly.

Mr. Phelan said the Pavement Management Committee voted to acquire a new STREET SWEEPER, and a pickup truck, dump truck, catch basin cleaner, plow and sander have been ordered.

The Town Administrator met with the Norfolk County SHERIFF BELLOTTI'S Community Service Program, and they will assist the town with the renovation of the town hall, saving the town thousands of dollars in construction costs.

Three wooden CARVED SIGNS welcoming people as they enter Holbrook are being created by a local craftsman and will be in place prior to July 1st.

Mr. Phelan explained that the Mass. Department of Transportation (DOT) has indicated that the next step the town should take toward the improvement of the intersection on WEYMOUTH STREET at Sycamore and Pine, is to have a meeting of the residents in the area to hear their concerns or issues with the intersection. The abutters will be notified of the meeting.

CONTINUATION OF THE HEARING ON THE APPLICATION OF SOUTH SHORE SNACKS, INC. DBA CRESCENT RIDGE DAIRY BAR FOR A COMMON VICTUALLER'S LICENSE FOR THE PURPOSE OF SERVING PREPARED FOODS AT 176 SOUTH FRANKLIN STREET:

Present: Mr. & Mrs. Vladimir Bass

MOTION: At 7:30 pm, by Mr. Moore, second by Mr. Sheehan, to reopen the hearing for a Common Victualler's License for South Shore Snacks, Inc. dba Crescent Ridge Dairy Bar

VOTE: 4:0

It was confirmed that the abutters have now been properly notified and the advertisement has been paid for. No abutters were present. Mr. Bass spoke briefly about his plans to add soft serve ice cream and continue to sell milk and dairy products. He does not own or operate the miniature golf behind his restaurant.

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MOTION: By Mr. Gordon, second by Mr. Moore, to approve the application of South Shore Snacks, Inc. dba Crescent Ridge Dairy Bar for a Common Victualler's License to serve prepared foods at 176 South Franklin Street

VOTE: 4:0

MOTION: At 7:35 pm to close the hearing

VOTE: 4:0

Mr. Len Curreri, the Veterans Graves Officer, requested permission to use Mary Wales Holbrook Park for a FLAG RETIREMENT CEREMONY on Flag Day, June 14th, at 6:00 p.m.

MOTION: By Mr. McGaughey, second by Mr. Sheehan, to approve the use of Mary Wales Holbrook Park for the Flag Retirement Ceremony as requested

VOTE: 4:0

Emergency Management Director Richard Reuss was notified by the Massachusetts Emergency Management Agency (MEMA) that there is additional funding available from the Federal Emergency Management Agency (FEMA) for the MARCH 2010 FLOODING. The town will receive \$6,266.25, which represents 75% reimbursement for \$8,355.00 in newly approved expenses the town incurred for that storm.

MOTION: By Mr. McGaughey, second by Mr. Sheehan, to authorize the Chairman to execute contract documents with the Massachusetts Emergency Management for additional reimbursement of expenses for the March 2010 floods

VOTE: 4:0

In order to renew the town's WORKERS' COMPENSATION insurance with the Massachusetts Education & Government Association (MEGA), effective July 1, 2012, a Participation Agreement & Bind Order from MEGA must be signed.

MOTION: By Mr. Moore, second by Mr. Sheehan, to authorize the Chairman to Execute the Participation Agreement & Bind Order with Mass. Education & Government Association (MEGA) for FY13 Workers' Compensation Insurance

VOTE: 4:0

The Massachusetts School Building Authority (MSBA) has determined what the enrollment figures are that will be used for three different scenarios to be considered during a feasibility study for a new school project to replace the Junior-Senior High School. If a grade 7 – 12 school is built, it will be built to house 390 students; for grades 6 – 12, it would house 490; and if built for K -12, it will be built to house 1,095 students. The next step is for the STUDY ENROLLMENT CERTIFICATION form to be signed and returned to the MSBA.

MOTION: By Mr. Moore, second by Mr. Sheehan, to authorize the Chairman to execute the Massachusetts School Building Authority Study Enrollment Certification for the Junior-Senior High School proposed project

VOTE: 4:0

YEAR END APPROPRIATION TRANSFER (MGL Ch. 44 §33B):

Fire Chief Edward O'Brien requested a transfer of funds within the Fire Department budget to pay for ambulance supplies.

MOTION: By Mr. Sheehan, second by Mr. Moore, to grant the request in accordance with Chapter 44, Section 33B, in the amount of \$6,500.00 to be transferred from Fire Department EMT Salaries 01-230-5113-000, to be transferred to Fire Department EMT Expenses 01-230-5421-000

VOTE: 4:0

VACATION CARRY-OVER REQUESTS were received from employees who work under the Salary Administration Plan and those who have personal contracts requiring that the Selectmen vote to authorize the carry-over of unused vacation time from one fiscal year into the next.

MOTION: By Mr. Moore, second by Mr. Gordon, to approve the requests of carry-over vacation time from FY12 to FY13:

Gary Brennan, 6 days
Marjorie Godfrey, 7 days
Edward J. O'Brien, 7 days
William D. Marble, Jr., 7 days
Benjamin Ecord, 10 days

VOTE: 4:0

The **NORFOLK COUNTY RETIREMENT SYSTEM** requested that the Board choose between two payment options for the Fiscal Year 2013 appropriation. Making the payment in full on July 1, 2012, rather than in two equal payments, saves the town \$26,720.00 for the year.

MOTION: By Mr. Moore, second by Mr. Sheehan, to accept option 2 and make the payment due on July 1, 2012 in the amount of \$1,348,434.00

VOTE: 4:0

Following the retirement of the **SECRETARY IN THE PUBLIC WORKS DEPARTMENT**, the position has now been posted within the Clerical Union. Mr. Phelan said that he and Supervisor Benjamin Ecord interviewed an employee within the department who applied and was determined to be more than qualified for the position. He described her as a quick learner, who stays long hours, is very capable, and is in the process of tackling issues that have been around for years. She is great with customer service, is handing Joint Water, and took the lead on the improvements to the playground. Mr. Phelan and Mr. Ecord, who was acting as the department head, both recommended her to the position.

MOTION: By Mr. Moore, second by Mr. McGaughey, to ratify the appointment of Ms. Noreen Jordan to the position of Secretary in the Public Works Department

VOTE: 4:0

Discussion took place about the improvements at the **HOLBROOK PLAYGROUND**. Mr. Gordon said the electricity and security lighting are important. He would like to see a patio with picnic benches built near the concession stand. It was noted that the work done by Mr. Al Kerr and Mr. Joe Marotta to repair

the drainage on the field is a significant improvement. Mr. Ecord said that a catch basin will be installed to allow drainage at the front corner of Castle Canyon. Police Chief William D. Marble, Jr. requested that signs be erected stating that the park is open from sunrise to sunset or something similar to assist officers who patrol the area.

Mr. Ecord reported that there are nine temporary employees hired for the summer months. Mr. McGaughey suggested that the summer employees take down any signs hanging on telephone poles.

Mr. Moore explained that the Board will be executing an employment agreement with Marjorie Godfrey, the current Secretary in the Selectmen's office, who will become the ASSISTANT TOWN ADMINISTRATOR as of July 1, 2012. This discussion came up during budget time, so that there will be someone in place to continue to run the office. Mr. Phelan said he spoke to town counsel, and the Board has the authority under MGL Chapter 41. The budget already has the funding for the position.

MOTION: By Mr. Gordon, second by Mr. Sheehan, to approve and execute the employment agreement with Marjorie Godfrey as the Assistant Town Administrator

VOTE: 4:0

ADJOURN:

MOTION: At 8:00 pm, to adjourn to executive session to discuss strategy as it relates to collective bargaining with union personnel (Clerical & Dispatchers), and to discuss strategy and conduct contract negotiations with non-union personnel (the Fire Chief, Town Administrator), and not return to open session

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

Kevin J. Sheehan, Clerk

Documents:

Agenda

Draft minutes

South Shore Snacks application

Request for use of Mary Wales Holbrook Park

One Day Liquor application from St. Joseph School (not considered)

MEMA contract documents

MEGA Participation Agreement

MSBA Enrollment Certification

Appropriation Transfer from Fire Chief

Vacation Carry-Over requests

County Retirement Appropriation form

Agreement with Assistant Town Administrator