

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, October 23, 2012

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

In attendance: William J. Phelan, Town Administrator
Marjorie Godfrey, Assistant Town Administrator
Benjamin Ecord, Supervisor, Public Works Department

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. Sheehan, second by Mr. Fuller, to accept the minutes of the regular session of September 25, 2012, as printed

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to accept the minutes of the regular session of October 9, 2012, as printed

VOTE: 4:0:1 (Mr. Moore abstained)

CITIZEN CONCERNS: None

Mr. Phelan reported that the engineering of the installation of the TRAFFIC LIGHTS at the PUBLIC SAFETY BUILDING is still a problem due to the very steep decline from the sidewalk onto South Franklin Street, that the Fire Department vehicles have to maneuver while exiting the apparatus bays. The same issue occurred across the street in a private driveway. Camp, Dresser & McKee engineered the project at a cost of approximately 50% of the cost of the project, and the fee did not include construction phase services. Fire Chief Edward O'Brien has met with the contractor on the project who indicated that the project was completed based on the design they were given. There is an ongoing special audit of the water and sewer projects done in Holbrook by CDM, and this project may be included.

Mr. Phelan explained that Retired Fire Chief William D. Marble has requested, on behalf of the retirees, that the town opt into the DENTAL INSURANCE PLAN offered by the GROUP INSURANCE COMMISSION (GIC). Mr. Marble said that there is no cost to the town, and that the retiree would pay the full cost. The town would have to opt into the program by December 1, 2012. The retirees would have to sign up during open enrollment in the spring of 2013 for insurance effective July 1, 2013.

Fire Chief Edward O'Brien submitted a request that the Board grant the AMBULANCE ABATEMENTS for the quarter of July 1, 2012 – September 30, 2012:

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MOTION: By Mr. Moore, second by Mr. Fuller, to accept the ambulance abatements for the quarter including July 1, 2012 through September 30, 2012, totaling \$101,769.70, as submitted by New England Medical Billing

VOTE: 5:0

It was announced that the Town Forest Committee will hold a LANTERN-MAKING workshop on Wednesday, November 7, 2012 from 6:30 – 8:00 pm at the Town Hall.

Mr. Phelan notified the Board that the School Committee's agenda for October 25, 2012 originally listed an item relative to a position for an INTERIM PRINCIPAL at the Junior-Senior High School. Mr. Phelan contacted Mr. Joseph Baeta, the Superintendent of Schools, and was told that it was a personnel issue and he could offer no comment. The agenda was changed today, and that item and another one relative to more administrative positions at the School, were removed from the agenda.

Richard Reuss, the Emergency Management Director, has received notification that he has been awarded another GRANT from the MASS. EMERGENCY MANAGEMENT AGENCY (MEMA). This one is in the amount of \$10,625.00, and is to be used to purchase certain allowable equipment. Mr. Reuss explained that this grant is on behalf of three Medical Reserve Corps, including Duxbury, Brockton and Holbrook, and will be used to create three identical deployment systems. There may be further funding coming from that same grant application.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to authorize the Chairman to execute contract documents for a grant from Massachusetts Emergency Management Agency (MEMA) in the amount of \$10,625.00 for the purchase of allowable equipment

VOTE: 5:0

APPOINTMENT TO FILL A VACANCY ON THE LIBRARY BOARD OF TRUSTEES:

Present: Ruth Hathaway, Director of the Public Library

Library Trustees: Jeffrey Farash, Chairman, and Joe D. Cowdry

Margaret Murray, the candidate

Mr. Gordon read the joint meeting notice posted relative to this appointment to the Board of Trustees.

MOTION: By Mr. Fuller, second by Mr. Sheehan, at 7:15 pm, to open the joint meeting with the Library Board of Trustees

VOTE: 7:0

Ms. Hathaway explained that there is a vacancy on the Board of Trustees due to the resignation of Ms. Marianne Morelli. Ms. Margaret Murray was introduced and recommended for appointment by the other members of the Board of Trustees. Ms. Murray explained that she has been a resident of Holbrook for 25 years, worked for the Boston Globe for 25 years, and has been a volunteer, including volunteering at the Library.

MOTION: By Mr. Cowdry, second by Mr. Fuller, to appoint Ms. Margaret Murray to fill the vacancy on the Library Board of Trustees until the annual town election on April 2, 2013

VOTE: 7:0

MOTION: At 7:20 pm, by Mr. Moore, second by Mr. Fuller, to close the joint meeting

VOTE: 7:0

It was announced that four people have applied for the part-time VETERANS' AGENT'S POSITION. The Board indicated that they would like to conduct interviews of the three Holbrook residents at the next meeting.

Mr. Ecord explained that the current charge for the NEW INSTALLATION of a WATER METER in a new home does not cover the cost of doing the job. The parts alone cost the town \$225.83. A fee of \$178.00 has been in existence since 1993. Mr. Ecord recommended that the fee be brought up to \$250.00 to cover one hour of labor.

Mr. Moore asked about the homes that are being sold and suggested that the town require that an updated meter be installed at the time of the sale of a home if the meter is old.

MOTION: By Mr. Moore, second by Mr. Fuller, that the Board of Selectmen change the price for the installation of a water meter to \$250.00, up from the current \$178.00, to cover the cost of the equipment and installation, as well as require new water meters to be installed on all new construction and residences that have a real estate transaction, a sale, with water meters that date back seven years or more

VOTE: 5:0

SWEARING IN CEREMONY FOR FIREFIGHTERS:

Present: Fire Chief Edward J. O'Brien

Firefighters Kevin O'Hara, Andrew Johnson, Brandon Smith, and Lieutenant Scott Collins Chief O'Brien explained that these firefighters have been working for the department, but the swearing in has been delayed. The Chief introduced each member individually and spoke about their history with the department and Town Clerk Jeanmarie Tarara swore each one in as they were introduced.

Lt. Collins joined the department in 2002, and was promoted to Lieutenant to fill the position left vacant by the retirement of Lt. David Kincus in April 2011. He is the EMS Coordinator, earned the town's Heart Safe designation, and has placed Automatic External Defibrillators (AED's) in the public building in town.

Andrew Johnson joined the department in April 2012, coming from Hanover. He has worked to designate the Public Safety Building as a Baby Safe Haven, and has served in the Air Force Reserves as a Staff Sergeant, including service in Afganistan.

Brandon Smith joined the department in April 2010, having transferred from Hanson. He is from a family of firefighters (Dad and brother), and is most known for his off-duty efforts that resulted in saving a heart attack patient in Abington.

Kevin O'Hara is the newest member, having joined the department in April 2011, coming from the Yarmouth department.

Mr. Phelan explained that a request for qualifications (RFQ) was issued for the design of a new SENIOR CENTER AT 227 PLYMOUTH STREET. The former school building will be transformed into a senior center. In order to qualify for a Community Development Block Grant (CDBG) to fund the project, construction ready plans must be prepared. The associated cost will be borne by the revenue in the Community Development account. The first step is to form a SENIOR CENTER DESIGNER SELECTION COMMITTEE. Mr. Phelan recommended a 3-member committee, and requested that he be one of the members. The CDBG grant application is due in January.

MOTION: By Mr. Moore, second by Mr. Fuller, to appoint PWD Supervisor Benjamin Ecord, Fire Chief Edward O'Brien, and Town Administrator William Phelan to the Senior Center Designer Selection Committee

VOTE: 5:0

Mr. Phelan said that he does not expect to need a SPECIAL TOWN MEETING prior to setting the tax rate this year. The School Department, Town Clerk and Moderator have indicated that they are all available for a town meeting on either January 15 or January 16, 2013.

MOTION: By Mr. Moore, second by Mr. Fuller, to set the date for a special town meeting on Wednesday, January 16, 2013

VOTE: 5:0

MOTION: By Mr. Moore, second by Mr. Fuller, to open the warrant for the special town meeting today, and close it on Tuesday, November 27, 2012

VOTE: 5:0

Mr. Phelan explained that there was a meeting on the WATER AND SEWER ENTERPRISE ACCOUNTS. Last year the water rates were increased and the sewer rates were decreased slightly. Previously, they had not been raised in several years. The Department of Revenue (DOR) must be able to see that you will be bringing in the revenues to offset the town's expenditures on projects before they will certify the tax rate. It is advisable to raise the rates each year to keep up with price increases. Because of adjustments made at town meeting last year, at the request of the Department of Revenue, the retained earnings are now lower. Two years ago there was an aggressive collection process, but when the tax rate was set, it was set using the collection figures. We are now at a structural deficit of \$300,000 in the sewer enterprise and approximately \$391,000 in the water enterprise. Consideration could be given to combining the water and sewer enterprise funds. The enterprise funds have retained earnings of \$300,000 in water and \$740,000 in sewer, which are considered healthy reserves. The water budget is approximately \$2.5 million, and the sewer budget is approximately \$2.1 million. It was noted that a healthy reserve is about 10% of the budget. Mr. Moore asked that there be a presentation on collectibles at the next meeting.

PUBLIC WORKS PROJECTS:

Mr. Ecord said the LINE PAINTING will be completed soon on Weymouth, Pine, Sycamore, Union, and Center Streets, including the center lines, fog lines, and crosswalks.

Aggregate has started the PLYMOUTH STREET/ABINGTON AVE. project by removing the crosswalk areas. Next, milling will take place.

The CRACK AND SEAL PROJECT will begin either November 5th or the 15th, depending on when a crew is available.

Mr. Phelan met with the PLAYGROUND equipment company, O'Brien, about an additional piece of equipment. He reported that there are requirements on the space necessary between pieces of equipment, limiting what can fit in the area. The area where the storm drain was just installed may work. Proposals are forthcoming.

A structural engineer will be contacted to make sure that the former FIRE STATION adjacent to the town hall is structurally sound before the renovations are started.

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MOTION: By Mr. Moore, second by Mr. Fuller, at 8:30 pm, to adjourn the meeting
VOTE: 5:0

Kevin J. Sheehan, Clerk

Documents:

Agenda

Draft minutes

Water/Sewer rate memo

Water meter price increase request

Possible dates for town meeting

Ambulance abatement request

MEMA contract docs

Joint Meeting notice