

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, March 27, 2013

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

Absent: Richard B. McGaughey, Associate

In attendance: William J. Phelan, Town Administrator
Benjamin F. Ecord, Superintendent of Public Works
Cynthia M. Brennan, Town Accountant
Marjorie E. Godfrey, Assistant Town Administrator

The meeting was called to order at 7:00 pm by Chairman Gordon, in the Selectmen's Meeting Room, Holbrook Town Hall, 1st Floor, 50 North Franklin Street, Holbrook, MA 02343, and began with the Pledge of Allegiance.

MINUTES:

MOTION: By Mr. Moore, second by Mr. Fuller, to approve the minutes of the regular session of Wednesday, February 13, 2013, as printed
VOTE: 3:0:1 (Mr. Sheehan abstained)

MOTION: By Mr. Moore, second by Mr. Fuller, to approve the minutes of the executive session of Wednesday, February 13, 2013, as printed
VOTE: 3:0:1 (Mr. Sheehan abstained)

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the minutes of the regular session of Wednesday, February 27, 2013, as printed
VOTE: 3:0:1 (Mr. Moore abstained)

Joseph Baeta, Superintendent of the Public Schools, explained that two Junior-Senior High School students have been chosen to participate in the Adobe Youth Voices Summit in California this summer. JOANNA DIALA and BRENDAN PALMIERI will be representing the Commonwealth at the Summit.

UNION STREET PROJECT:

Representatives of HOWARD/STEIN-HUDSON ASSOCIATES, INC. presented an update on the UNION STREET RENOVATION project. Mr. Phelan advised that funding is being utilized from a federal transportation earmark Holbrook received in 2005 due to the work of Congressman Stephen Lynch. At this time, the project is coming to a 25% design.

Mr. Richard Latini explained that this project will renovate Union Street from Linfield Street until the first Water Street. Sidewalks are planned down to Centre Street on the north side of Union Street, but only until Water Street on the south side of the street, in order to stay 200 feet from the stream. There will be a public hearing in late May or June. Temporary easements and permits will be in hand by the 75% design phase. The scope of the project, including the replacement of sidewalks, is subject to

change depending on the funding available. Mr. Phelan asked if the Department of Transportation (DOT) could provide funding of a portion of the project, and was told that yes, they may. After being assured that if the project is designed with sidewalks all the way down the street on both sides, that it would not be difficult to shorten them later, the Board indicated that the project should be designed with sidewalks the entire length of the project.

IT SERVICES – SUBLIME SOLUTION:

Representatives Jason Schuerhoff, Dan McCabe, and Jim McCahan discussed the INFORMATION TECHNOLOGY (IT) services offered by SUBLIME SOLUTION. Sublime Solution provides system integration, storage, virtualization, cloud networking, and managed services. They offered the lowest cost IT solutions of the companies contacted recently from the state bid list. New servers for the town hall, the backing up of information, and disaster recovery are top priorities. There will be a virtual server in addition to a Hyper V Manager server. All documents and emails will be backed up, and the first level of disaster recovery will be in-house, with off-site backups in Boston and California, with encrypting. Seven new personal computers with Microsoft Office 365 will be installed. The changeover process from the existing server was described. Mr. Phelan explained that he and Treasurer/Collector Paul Digirolamo interviewed four firms, and they recommend Sublime Solution. The contract they presented for \$34,000 per year includes unlimited backup support.

MOTION: By Mr. Moore, second by Mr. Fuller, to enter into an agreement with Sublime Solution for a Town Hall IT and backup services contract

VOTE: 4:0

MSBA – STATEMENTS OF INTEREST – KENNEDY & SOUTH SCHOOLS:

Present: Barbara Davis, Chairman, Holbrook School Committee
Joseph Baeta, Superintendent, Holbrook Public Schools

Mr. Baeta explained that Statements of Interest (SOI) for the John F. Kennedy and South Elementary Schools have been submitted to the Massachusetts School Building Authority (MSBA) annually since 2008. They require the vote of the Board of Selectmen, in addition to the School Committee and Superintendent annually. Other than new or renovated buildings, projects could potentially include windows, roofs, or safety issues at the schools.

MOTION: By Mr. Fuller, second by Mr. Sheehan, Resolved: Having convened in an open meeting on March 27, 2013, the Board of Selectmen of the Town of Holbrook, MA in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 1, 2013 for the John F. Kennedy Elementary School located at 339 Plymouth Street in Holbrook, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists; elimination of existing severe overcrowding; replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and the replacement of or addition to obsolete buildings in order to provide for a full range of programs

consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Holbrook to filing an application for funding with the Massachusetts School Building Authority.

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, Resolved: Having convened in an open meeting on March 27, 2013 the Board of Selectmen of the Town of Holbrook, MA in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 1, 2013 for the South Elementary School located at 719 South Franklin in Holbrook, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists; elimination of existing severe overcrowding; replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and the replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Holbrook to filing an application for funding with the Massachusetts School Building Authority.

VOTE: 4:0

RENEWAL OF BOWLING ALLEY & POOL TABLE LICENSES:

All applicants have met the requirements for renewal, including being up-to-date on taxes.

MOTION: By Mr. Sheehan, second by Mr. Fuller, that the Board of Selectmen approve the renewal of the following Bowling Alley and Pool Table licenses, effective May 1, 2013, provided that all taxes, fees, assessments, betterments, and any other municipal charges are paid to date:

Union Street Lanes, LLC, 231 Union Street – 16 Bowling alleys & 2 Pool Tables

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

Lg Jian, Inc. dba Golden Pacific Restaurant, 470 North Franklin St. – 1 Pool Table

VOTE: 4:0

ANNUAL TOWN MEETING WARRANT:

Mr. Fuller read the list of articles on the draft May 1, 2013 annual town meeting warrant. An article, Article 8 on the draft warrant, included on the warrant to allow amendments to the Salary Administration By-Law was discussed. The Board indicated there will be no amendments to the Plan at this time.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to remove Article 8, Personnel Board Wage and Salary Adjustments

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Moore, that the draft annual town meeting warrant be submitted to Town Counsel for review

VOTE: 4:0

TREASURER'S UPDATE:

Mr. Digirolamo will have a list of properties in tax title for the next meeting.

PUBLIC WORKS UPDATE:

Mr. Ecord reported that:

- The Public Works Department is currently working on the parks, the sidewalks and the streets.
- The Snow & Ice deficit is close to \$90,000.
- Linwood and Quincy Streets are being patched with hot mix. Linwood will be torn up with an upcoming water project. When Quincy Street will be repaved is unknown at this time.
- The (2) lamp posts damaged, one in the Square and one down Union Street, cost \$8,000 each to purchase. They are cast iron. The Board indicated that Mr. Ecord should look at aluminum replacements.

Mr. Gordon reported that at an organizational meeting of the groups that use the athletic fields, it was decided that the Joyce Field should be in better shape, but the layout of the fields should be left as is.

Mr. Phelan said that a CAD file of sewer phases 5 and 6 has been received from Camp Dresser & McKee. It has been sent to Environmental Partners, an engineering firm.

Mr. Phelan advised that an engineer will have to be hired if the Board wants to have a sidewalk installed on South Street near the Randolph town line. There is no sidewalk there now, and at least one homeowner's land may be impacted by the project.

It was noted that although an additional piece of equipment was going to be added at Castle Canyon, the company that supplied the playground equipment at the Sumner Playground did not discount the price of additional equipment as much as expected, and this year's grant has been cut in half due to the Governor's cutbacks.

Discussion took place relative to the sidewalks on Linwood Street. When the water mains are replaced, the street will be repaved curb to curb, according to Environmental Partners' plan. BETA Engineering could be contacted to design the sidewalks. Mr. Ecord advised that the water mains are installed, then the road is paved, then the sidewalks are done.

MOTION: At 8:05 pm, to adjourn to executive session to discuss strategy as it relates to litigation (Gioioso), to discuss strategy and conduct contract negotiations with nonunion personnel (Police Chief), and not return to open session

ROLL CALL VOTE: Mr. Fuller – Yes
Mr. Sheehan – Yes
Mr. Moore – Yes, but recused himself from the Gioioso matter
Mr. Gordon – Yes

Documents: Agenda, draft minutes, SOI's on Kennedy & South Schools, draft ATM warrant, license renewal motion

Kevin J. Sheehan, Clerk