

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, June 26, 2013

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 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.

Mr. Gordon recognized and congratulated Seaman Recruit JOSEPH MCKINNON, a member of the Fire Department, who is graduating from basic training on July 3, 2013, and is being honored by the Department of the Navy.

It was announced that the CONSUMER CONFIDENCE REPORT (CCR), containing water quality information for 2012, is available on the town's website, or in the offices of the Public Works Department or Town Clerk.

Mr. Richard Savary, the new owner of PINE HILL SERVICE STATION, INC., was present with his attorney, William Pritchard, Esq. Mr. Savary explained that Mr. Chester West left the business to him upon his passing. Mr. Savary has worked at Pine Hill for 25 years, and has been involved in running the business for two years. He asked that Mr. West's name be removed from the license, that Mr. Savary's name be added, and that the P & C Realty Trust, the owners of the property where the business is located, be removed from the license.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the amendments to the Class II Auto Dealers License at 776 South Franklin Street, to change the licensee to Richard J. Savary, Pine Hill Service Station, Inc.

VOTE: 5:0

Mr. Timothy Stinson, who is a civil engineer assisting the HISTORICAL COMMISSION, was present with members of the Commission: Edna Bowers, Chairperson; Ms. Carol McDonald; and Ms. Sara Stinson. Mr. Stinson presented a packet of information on the Discussion Points on the French House. Mr. Stinson explained that he is not an architect, but is presenting information on the property at 21 NORTH FRANKLIN on behalf of the Historical Commission and Society. The property is an historic property, for sale, and in danger of being torn down to make way for a parking lot. The house was described as the French house, built about 1850. It is prominently sited in Holbrook Square, and is a pedimented Greek Revival house, which formerly served as the law office of Andrew Card, Esq., and the real estate office of his wife, Mrs. Joyce Card. The Historical Commission has suggested that it could be used for storage or an office for the Historical Commission, for Public Library meetings and events, and other public events or meetings.

Mr. Stinson recommended that an architect or engineer should be engaged to perform a preliminary investigation and come up with factual costs and recommendations about renovating the property for town use. It was estimated that this could be accomplished for \$10,000 or less. If the Board wishes to proceed after receiving that report, town meeting would be asked to fund the services of a firm that would perform an intensive investigation. Then, town meeting would consider the facts and the rehabilitation of the building, and final plans would be drawn up.

Mr. Gordon asked that the cost of an assessment be determined so that the information could be brought before the Finance Committee. Mr. Gordon will contact Mr. George O'Neil for his input.

RECREATION Director Joan Brown explained that the Sumner Field gets a lot of use in the area of the walking track. She is arranging an exercise boot camp, where residents can meet at 6:00 am and exercise together. She is before the Board requesting support for the installation of two pieces of exercise equipment. The pieces would be permanently installed, are metal looking and have few moveable parts. They will be set up spread apart across the field on the left side, closer to Norfolk Road. The \$3,605.00 cost will be paid from the Recreation Commission's budget. The Board indicated it supports the idea.

Complaints have been received by both the Police Department and the Selectmen's office relative to the door-to-door sales conducted by JUST ENERGY. The Police Department provided copies of the logged entries of the calls they have received. Just Energy was contacted and invited to this meeting. After indicating that they would attend, they called back and asked that it be taken off the agenda because they were voluntarily ceasing soliciting in Holbrook. The Board explained that Just Energy has not been complying with the regulations that were set when the permit to solicit was issued, and have been accused of misrepresenting themselves.

MOTION: By Mr. Fuller, second by Mr. Moore, to move that the Board of Selectmen revoke the permit to solicit that was issued to Just Energy

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

Mr. Phelan advised that the REGISTRATION AND MAINTENANCE OF ABANDONED OR FORECLOSED BUILDINGS, STRUCTURES, and PROPERTIES by-law that was adopted at a special town meeting in January 2013, requires that the Board of Selectmen establish the registration fee for the ordinance. A copy of the Attorney General's approval of this by-law will be requested, and this discussion will continue at another Selectmen's meeting.

YEAR-END APPROPRIATION TRANSFERS:

MOTION: By Mr. McGaughey, second by Mr. Fuller, to grant the transfer of \$29,000.00 from Public Works Department Salaries, various line items, to Public Works Department Expense, various expense line items, to fund gasoline, Bell Traffic (removal of traffic lights on South Street), and MX Consulting (computer services)

VOTE: 5:0

Gary Brennan, Principal Assessor, was present:

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of June 26, 2013*

MOTION: By Mr. Fuller, second by Mr. Sheehan, to grant the transfer of \$500.00 from Assessors Salaries 141-5113-000 to Assessors Expense 141-5303-000, to pay the outstanding balance for FY13 mapping

VOTE: 5:0

Town Treasurer/Collector Paul Digirolamo was present:

MOTION: By Mr. Sheehan, second by Mr. Fuller, to grant the transfer of \$1,650.00 from Unemployment Insurance 01-913-5171-019, to Treasurers General Expense 01-145-5421-000

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to grant the transfer of \$5,600.00 from Unemployment Insurance 01-913-5171-019, to Tax Title Foreclosure 01-145-5301-000, to fund the budget for foreclosures

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to grant the transfer of \$1,800.00 from Employee Life Insurance 01-915-5172-019, to Medicare 01-911-5177-019 to fund a shortfall in the Medicare line for the last week of payroll for the fiscal year

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to grant the transfer of \$22,000.00 from Unemployment 01-913-5171-019, to Health Insurance 01-914-5173-019, to cover Medicare reimbursements to retirees for the quarter ended June 2013

VOTE: 5:0

Mr. Phelan explained that during the summer, the town hall is closed on Tuesday evenings, which was stipulated in the contractual agreement at the time that the Tuesday evening hours were negotiated. However, due to the July 4th holiday being on a Thursday this year, it has been suggested that the town hall be open on Tuesday evening and closed on FRIDAY, JULY 5TH. The Board indicated approval of the request.

ANNUAL APPOINTMENTS:

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2014:

VOTE: 5:0

Animal Control Officer	Laurice Hedges
Building Inspector	Daniel F. Moriarty, Jr.
Assistant Building Inspector	Michael McGourty
Emergency Management Director	Richard Reuss
Emergency Management Deputy Director	Gene Santorelli
Field Driver/Pound Keeper	Laurice Hedges
Gas Inspector	John Callahan
Norfolk County Advisory Board Rep.	Paul S. Currie

Holbrook Board of Selectmen
Minutes of the Regular Session
Of June 26, 2013

Parking Clerk and Hearings Officer	Jeanmarie Tarara
Plumbing Inspector	John F. Callahan
Assistant Plumbing/Gas Inspector	Mark J. Grzybinski
Right to Know Law, Municipal Coordinator	Edward J. O'Brien
Town Counsel	Murphy, Hesse, Toomey and Lehane
Veterans' Graves Officer	Leonard J. Curreri
Wiring Inspector	Alfred G. Oswald

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Cynthia M. Brennan to the position of Town Accountant, with a term to expire on June 30, 2016

VOTE: 3:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to make the following appointments with terms to expire on June 30, 2014:

Sealer of Weights and Measures	D. Leo Donovan, Interim & Deputy Sealer of Weights and Measures
Veterans' Agent	David Farrell, Temporary Veterans Agent

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to make the following appointments with terms to expire on June 30, 2016:

Board of Registrars	Soteria George
Conservation Commission	Joseph A. Davenport
	Jason M. Pukt

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, that the Board of Selectmen make the following appointments, with terms to expire on June 30, 2014

Discussion: It was noted that Concetta Mosesso (COA) has moved from Holbrook

MOTION: By Mr. Fuller, second by Mr. Sheehan, to remove the name of Concetta Mosesso from the list of Council on Aging appointments (moved from Holbrook)

VOTE: 5:0

VOTE on the amended list: 5:0

Constables	Ralph J. Colarusso
	Jerold Loomis
Council on Aging	Ruth Ahern
	Shirley Cartwright
	Liliana Cesarini
	Louise Currie
	Robert Matson
	Raymond Molling
	Concetta Mosesso* (See above motion)
	Mary E. Pacuska
	Monica Scanlan
	Pauline Smith
	Jerane Swanton

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of June 26, 2013*

Emergency Management
Auxiliary Police Officers

Vincent A. Digiacomo
Richard Reuss
Armando Soto
Danny Steele
Dennis Sullivan
Kenneth Terrill, Jr.
Shane M. Tiberio

Special Police Officers

Robert DeMarco
James Gramm
Gary M. Lawcewicz
Michael Lee
Joseph Nugent
Michael Parker
David Reilly
Richard W. Reuss
Armando Soto
Danny Steele
Dennis P. Sullivan
Kenneth Terrill, Jr.
Ralph J. Colarusso

Special Police Officer for School Attendance

MOTION: By Mr. Fuller, second by Mr. Sheehan, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2016:
Holbrook Historical Commission Esther L. Tucker
David O. Dingley

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. McGaughey, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2018:
Industrial Development Commission Shawn Smith
Francis Goldrick
Anthony Antonellis

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2014:
Local Emergency Planning Committee Timothy J. Gordon
William D. Marble, Jr.
Benjamin F. Ecord
Edward J. O'Brien
Brian Macauley
Paul Callinan
Richard Reuss

VOTE: 5:0

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of June 26, 2013*

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2016:
Permanent Cable Television Advisory Committee Henry Dye
Louis Pransky

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen make the following appointments with terms to expire on June 30, 2014:
Planning Board – Associate Member Gerald Graham
Recreation Commission Joan M. Brown
John Flanagan
Annette Grennan
Self-Evaluation Steering Committee
Handicapped Accessibility Dorothy Flint

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen make the following appointments with terms to expire on June 30, 2016:
Town Forest Committee David O. Dingley
Town Scholarship Committee David O. Dingley
Linda Austin
Zoning Board of Appeals James A. Day

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen appoint John Fredericks as the Alternate member of the Zoning Board of Appeals, with a term to expire on June 30, 2014

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2014:
Capital Improvements Planning Committee Teresa McCue, Citizen at Large
Brinsley Fuller, Selectmen’s Rep.

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

MOTION: By Mr. Fuller, second by Mr. Sheehan, that the Board of Selectmen make the following appointments, with a term to expire on June 30, 2016:
Energy Committee Matthew V. Moore
Thomas J. Taylor

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen appoint Benjamin Ecord (Public Works) as a member of the Stormwater Advisory Committee with a term to expire at the will of the Board

VOTE: 5:0

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of June 26, 2013*

MOTION: By Mr. Fuller, second by Mr. Moore, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2015:

Permanent School Building Committee

School Principal

Vincent Hayward

Superintendent of Schools

Dr. Patricia Lally

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. McGaughey, that the Board of Selectmen make the following appointments with a term to expire on June 30, 2016:

Permanent School Building Committee

School Committee Member

Barbara Davis

Local Official responsible for
building maintenance

James Day

Representative of Office authorized to
oversee construction of buildings

Daniel Moriarty, Jr.

Person knowledgeable in educational
mission and function of facility

Beth Tolson

Town Resident

Matthew V. Moore

VOTE: 5:0

Town Treasurer/Collector Paul Digirolamo will prepare a list of TAX TITLE and FORECLOSURE properties for the next meeting. Mr. Digirolamo explained that his office has been bogged down with vacations, and the staff is still being trained. Procedures are being put in place to catch terminations from health insurance and produce accurate reporting. Mr. Moore asked about bringing the CASH RECONCILIATIONS up to date with the Town Accountant and the possibility of using temporary help in the Treasurer's office. Currently, the Assistant Treasurer does the payroll. Mr. Phelan said that new integrated software is being considered that will allow each department to enter its own payroll information, instead of having the Treasurer's office do it.

Mr. Phelan reported that bid packages have been taken by contractors for ROAD WORK, and they are due back in two weeks. An award has been made for WATER MAIN REPLACEMENT. The design of the SEWER WORK is almost complete, and it is anticipated that it will be out to bid in three weeks. There has not been a lot of progress on the work at the SUMNER FIELD. Mr. Ecord will be consulted for an update on the status of the project. Mr. Gordon requested that a full-size BIN be pulled straight into the woods for storage.

Mr. Moore asked that the Public Works Department apply a fresh coat of paint to the barriers on CENTRE STREET near the trash company.

Police Chief William D. Marble, Jr., requested that the Board appoint a LIAISON FOR CIVIL SERVICE. They would be able to access information in the computer system relative to applications and Civil Service lists on behalf of the town.

MOTION: By Mr. Moore, second by Mr. Fuller, to designate Town Administrator William Phelan as the Civil Service Liaison for the MaCS System

VOTE: 5:0

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of June 26, 2013*

ADJOURN:

MOTION: At 8:35 pm, to adjourn to executive session to discuss strategy and conduct contract negotiations with nonunion personnel (Fire Chief and Police Chief), discuss strategy as it relates to collective bargaining with Union personnel (Clerical), and not return to open session

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

Kevin J. Sheehan, Clerk

Documents: Agenda
Pine Hill Service Station application
Packet of discussion points re: 21 N. Franklin St.
ReStructure Company letter re: 21 N. Franklin St.
Brochure on equipment from Recreation Commission
Police log information re: Just Energy
Abandoned/Foreclosed Building/Property By-Law
Appropriation transfer requests
Civil Service liaison request
List of vacant positions on committees
Draft annual appointment list