

Holbrook Board of Selectmen  
Minutes of the Regular Session of

Wednesday, April 27, 2016

Present: Matthew V. Moore, Chairman (Arrived at 7:10 pm)  
Kevin J. Sheehan, Vice-Chairman  
Daniel F. Moriarty, III, Clerk  
Richard B. McGaughey, Associate  
Daniel R. Lee, Associate

In attendance: Timothy J. Gordon, Town Administrator  
Marjorie E. Godfrey, Assistant Town Administrator  
William Smith, Chief of Police  
Luke McFadden, Fire Chief  
Cynthia Brennan, Town Accountant  
Benjamin Ecord, Superintendent of Public Works  
Stephan Hooke, Director, Communications Department  
Paul Digirolamo, Town Treasurer/Collector

The meeting was called to order at 7:00 p.m. by Vice-Chairman Sheehan, in the Selectman Noel C. King Meeting Room, Holbrook Town Hall, Floor 3R, 50 North Franklin Street, Holbrook, MA 02343, and began with the Pledge of Allegiance.

MINUTES:

MOTION: By Mr. Moriarty, second by Mr. McGaughey, to approve the minutes of the regular session of Wednesday, March 30, 2016, as printed

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

MOTION: By Mr. Moriarty, second by Mr. McGaughey, to approve the minutes of the executive session of Wednesday, March 30, 2016, as printed

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

Mr. Gordon reported that:

- There will be a ceremony at the State House on May 4<sup>th</sup>, when the Town will present a Town Flag for display in the Hall of Flags. The public is welcome.
- The Community Compact will be signed at the State House in the Lt. Governor's office on May 4<sup>th</sup>. The Town will be working toward meeting financial benchmarks in conjunction with the state.
- Register of Deeds William O'Donnell will hold office hours at the Town Hall on Thursday, May 19<sup>th</sup>, from 10:00 am – 12:00 noon.
- The renovations of the Town Hall are progressing.
- The annual report is being finalized.
- The Metropolitan Planning Organization (MPO) will be meeting tomorrow, and the Transportation Improvement Program (TIP) project on Union Street will be discussed.
- The potential soil fill project at the former landfill has been discussed with the Dept. of Environmental Protection (DEP). Next it will go to the regional office, and then through the permitting process.
- On Memorial Day, a ceremony will be held at the Union Street Cemetery, at the grave of Captain Elihu Adams, a veteran of the American Revolutionary War and the brother of John Adams.
- The "We Remember" Road Race is listed on [racewire.com](http://racewire.com)

- The Avon Regionalization Study Committee has hired a consultant to do a study on the feasibility of regionalization.

**PLANNING BOARD JOINT MEETING:**

Planning Board members present: Paul Currie, Michael Reith, John Callahan, Jr., & Michelle Duggan

**MOTION:** At 7:10 pm, by Mr. Sheehan, second by Mr. McGaughey, to open the joint session with the Planning Board

**VOTE:** 5:0

It was discussed that Mr. R. Wayne Crandlemere is willing, and the Planning Board supports, appointing Mr. Crandlemere to fill the vacancy created by the resignation of Mr. Richard Monahan from the Planning Board. This appointment is expected to be a temporary solution.

**MOTION:** Made and seconded to re-appoint Mr. Wayne Crandlemere to fill the vacancy on the Planning Board

**VOTE:** 5 Selectmen and 4 members of the Planning Board – All in favor of the appointment

**MOTION:** At 7:14 pm, by Mr. Moriarty, second by Mr. Sheehan, to close the joint meeting

**VOTE:** 5:0

**STREET ACCEPTANCES:**

Chairman Moore read the hearing notice sent to all land owners on the streets under consideration for acceptance at the May 11, 2016 town meeting.

**MOTION:** At 7:15 pm, made and seconded, to call the hearing to order

**VOTE:** 5:0

The Planning Board has voted to recommend that the streets be accepted.

Present from BETA Engineering: Conrad Leger and Matt Chu

An overview of the process of deciding which streets to accept was given. The streets under consideration are in good repair, and should increase the Town's Chapter 90 funding approximately \$10,000 - \$15,000 per year. The layouts are available in the Town Clerk's office in the form of a map. Abutters can speak and voice their disapproval of the street becoming a public way, but they will be responsible for the maintenance.

A resident of Mosesso Drive asked if the Town will post a "dead end" sign if the street is accepted, in order to deter the traffic that goes down the street thinking it is a through way. Paul Lynch of Ture Lane and William Forte of Hamilton Way were present.

No objections were heard. The "Board of Selectmen's Laying Out of Town Ways" was read into the record.

**MOTION:** By Mr. Sheehan, second by Mr. Moriarty, that this is to certify that the Board of Selectmen of the Town of Holbrook has determined and adjudged that common convenience and necessity require that Town Ways be laid out in the location described below. Having complied with all requirements of law relating to notice to the owners of land to be taken therefore, having notified the abutters of the same, and having held a public hearing at Town Hall in Holbrook on April 27, 2016 and heard all persons present

who desired to be heard, the undersigned Selectmen of Holbrook hereby certify that they have voted to Lay Out as Town Ways the following private ways:

Abrams Way – from Hamilton Way to Dead End. Plan date 1/19/99.

Norfolk County Registry of Deeds, Plan Book 462, File No. 44 10F15

Beech Tree Ln – from Mosesso Drive to Fire Town Road. Plan date 12/28/04

Norfolk County Registry of Deeds, Book 532, Page 17

Belair Cir – from Belair Drive to Dead End. Plan date 4/25/01

Norfolk County Registry of Deeds, Plan Book 485, File No. 231 (1 of 2)

Casey Cir – from Pine Street to Dead End. Plan date 10/2/98.

Norfolk County Registry of Deeds, Plan Book 459, File No. 668

Chestnut Ln – from Oak Street to Dead End. Plan date 10/26/05.

Land Court Plan No. 27850E (1 of 4)

Crescent Dr – Spring Street to Dead End, Plan date 8/19/68.

Norfolk County Registry of Deeds, Plan Book 637, B4535 P232

Hamilton Way – S. Franklin St. to Hamilton Way, Plan date 1/19/99.

Norfolk County Registry of Deeds, Plan Book 462, File No. 44 10F15

Marie Cir – Technical Park Dr., to Dead End. Plan date 1/21/99

Norfolk County Registry of Deeds, Plan Book 462, File No. 46.

Mosesso Dr – Pine Street to Dead End, Plan date 12/28/04

Norfolk County Registry of Deeds, Book 532, Page 17

Oak Street – Sycamore Street to Dead End, Plan date 10/26/05.

Land Court Plan No. 27850E (1 of 4)

Ture Ln – South Franklin St. to Dead End, Plan date 6/24/94.

Norfolk County Registry of Deeds, Plan Book 422, File No. 389

Twinbrook Ave – Reeds Lane to Belair Drive, Plan date 4/25/01.

Norfolk County Registry of Deeds, Plan Book 485, File No. 231 (1 of 2)

We hereby report these lay outs to the Town for acceptance and order that the same be forthwith filed in the office of the Town Clerk. Witness our hands at Holbrook aforesaid this 27<sup>th</sup> day of April, 2016.

VOTE: 5:0

MOTION: At 7:29 pm, made and seconded, to close the public hearing

VOTE: 5:0

#### SALARY ADMINISTRATION HEARING:

The hearing notice was read.

MOTION: At 7:30 pm, by Mr. McGaughey, second by Mr. Sheehan to open the public hearing to consider amendments to the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan

VOTE: 5:0

Mr. Gordon explained that there are three changes to be made to the Wage Schedule, Schedule B. The wage of the Principal Assessor's position needs to be adjusted to reflect the salary being paid for the position. The Plumbing and Gas inspector positions are one person, and the positions should be combined into one. The line for the Gas Inspector should be deleted. The pay increase for these positions for FY17 is proposed at 2%.

Laurice Hedges, the Animal Control Officer, spoke about previous years when the employees under this by-law went without any raises for several years in a row. She requested that the Board consider a 3% or 4% increase for these positions, in order to be more equitable, because the salaries for these positions have fallen behind. It was discussed that this issue should be looked at in the fall for the next budget season.

**MOTION:** By Mr. McGaughey, second by Mr. Sheehan, to amend the Wage & Salary Schedule B to increase the Principal Assessor's maximum salary to \$83,400.13, combine the Plumbing and Gas Inspector's lines into one position with one salary at a maximum of \$20,771.59, and delete the Gas Inspector's line

**VOTE:** 4:0:1 (Mr. Lee abstained)

Mr. Gordon asked that the Board vote on 2% raises for the existing employees on Schedule B.

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, to increase the employees under Wage & Salary by 2% for FY17, omitting the Principal Assessor's proposed increase of \$1,800.00 which will be adjusted to reflect a 2% increase over his FY16 salary

**VOTE:** 3:0:2 (Mr. Moriarty & Mr. Lee abstained)

**MOTION:** By Mr. Moriarty, second by Mr. Sheehan, to close the public hearing

**VOTE:** 5:0

Mr. Gordon explained that Town Accountant Cynthia Brennan is retiring on June 30, 2016. A Town Accountant Search Committee, including Mr. Gordon, Ms. Brennan, Treasurer/Collector Paul Digirolamo, and School Business Manager Patricia Lugo, was formed. The position was advertised with the Massachusetts Municipal Association. Thirty-one applications were received, including five with municipal experience. Ms. Bethiny Mosely, a Town Accountant in another community, was chosen to be recommended for the position. Ms. Lugo spoke in favor of the selection and indicated that Ms. Mosely is highly recommended. Ms. Mosely was introduced and spoke briefly about herself.

**MOTION:** By Mr. Moriarty, second by Mr. Lee, to accept Bethiny Mosely as Holbrook's next Town Accountant

**VOTE:** 5:0

Barbara Davis, a member of the School Committee, spoke about the BUDGET ISSUES and mandates SCHOOL DISTRICTS experience. She said they need to 45% over net school spending in order to be properly funded. The Massachusetts Foundation Budget Review Commission has identified employee health insurance and special education as areas where the Massachusetts Foundation Budget falls significantly short of the costs associated with those areas. She asked that the Board of Selectmen support a resolution for full funding of the Budget Review Commission's recommendations.

**MOTION:** By Mr. Lee, second by Mr. McGaughey, that the Board vote to support a resolution asking Holbrook's legislative delegation to support and fund the Foundation Budget Review Commission's recommendations

**VOTE:** 5:0

Communications Director Stephan Hooke explained the terms of the union contract renewal agreement reached with the Public Safety Dispatchers. They will receive 2% increases in salaries for three years, there are stipends for 3 new specialty positions, the language for the Supervisor's position has been changed, there is a new step raise at 25 years of service, and the stipends will now be paid in specific months.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Town of Holbrook enter into a collective bargaining agreement with the American Federation of State, County and Municipal Employees, AFL-CIO, State Council 93, Massachusetts Public Employees Local 1395 – Public Safety Dispatchers, effective July 1, 2015 – June 30, 2018

VOTE: 5:0

Director Hooke spoke about an agreement reached with Canton Fire for DISPATCH SERVICES. After the agreement is signed, he will apply for a grant for startup equipment. Services are expected to begin early in 2017, so the 2017 payment from Canton will be prorated. Two full-time people and some part-time people will be hired.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Town of Holbrook enter into an Agreement for an Intermunicipal Primary Fire Department Dispatch System with the Town of Canton, and that the Chairman of the Board of Selectmen be authorized to execute said agreement on behalf of the Holbrook Board of Selectmen

VOTE: 5:0

Chief McFadden presented an ambulance abatement request from New England Medical Billing.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, to accept Chief McFadden's request for ambulance abatements in the amount of \$190,925.91 for the quarter including January 1, 2016 through March 31, 2016

VOTE: 5:0

Mr. Gordon reviewed the articles on the ANNUAL TOWN MEETING WARRANT. The Capital Improvement Plan for FY2017 and two sections of the Mass. General Laws that would allow the Inspectional Services to lien unpaid fines to the property without going to court, were discussed.

MOTION: By Mr. Moore, second by Mr. Moriarty, to accept the Annual Town Meeting Warrant as printed

VOTE: 5:0

Superintendent Ecord reported that the Public Works Department has been working on repairing the damage done by a car accident near Walgreen's, fixing the grates around the trees in the square, sweeping sidewalks, fixing pot holes and grooming the fields.

Treasurer/Collector Digirolamo reported that the property taxes due May 2<sup>nd</sup> are coming in, and between \$130,000 - \$140,000 of tax title money has been turned in. Peter Brown, Esq. of D'Ambrosio and Brown LLP will attend town meeting to speak about the liens and a receivership program.

Chief McFadden reported that the snow flags have been removed from the fire hydrants, and the maintenance of the apparatus is being addressed.

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Chief Smith announced that it is Prescription Takeback Day on Saturday. Residents can drop off unwanted prescription medication in the entryway of the Public Safety Building for proper disposal. There is currently a grant for distracted driving, and next will be against drunk driving.

MOTION: At 8:36 pm, to adjourn to executive session to discuss strategy and conduct contract negotiations with a non-union employee (Town Accountant), and return to open session

ROLL CALL VOTE: Mr. Sheehan – Yes  
Mr. McGaughey – Yes  
Mr. Moore – Yes  
Mr. Moriarty – Yes  
Mr. Lee – Yes

8:52 pm: Return to open session

NEW TOWN ACCOUNTANT:

Mr. Moore explained the terms of the 3-year agreement reached with Bethiny Mosely, who will start working on June 13, 2016. She will start at an annual salary of \$75,000.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to accept the terms of the agreement with Bethiny Mosely, as read

VOTE: 5:0

MOTION: At 8:59 pm, to adjourn the meeting

VOTE: 5:0

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Daniel F. Moriarty, III, Clerk

Documents:

Minutes

ATM warrant

Agreement with Telecommunicators

Laying Out of Town Ways document

Agreement with Canton Fire

Planning Board hearing notice

Ambulance abatements

Agreement with Town Accountant