

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, October 26, 2016

Present: Kevin J. Sheehan, Vice-Chairman
Daniel F. Moriarty, III, Clerk
Daniel R. Lee, Associate

Absent: Matthew V. Moore, Chairman
Richard B. McGaughey, Associate

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

The meeting was called to order at 7:00 p.m. by Acting 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. Lee, that the Board of Selectmen accept the minutes of the regular session of Wednesday, September 28, 2016, as printed

VOTE: 3:0

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen accept the minutes of the executive session of Wednesday, September 28, 2016, as printed

VOTE: 2:0:1 (Mr. Lee abstained)

Mr. Gordon reported that:

- The Fall Lantern Walk in the Town Forest will be held on Friday, October 28th.
- The Patrolmen's Association will present its first Holbrook Haunted House on October 27 – 29.
- Over \$1.448 million dollars in free cash has been certified by the state.
- The DEP has requested more information from Transload America (TLA) about a change in the size of the building for the proposed transfer station on Phillips Road.
- The community forum on the legalization of recreational marijuana (Question 4 on the November 8, 2016 state election ballot) was excellent. The forum was hosted by Holbrook Cares.
- Inspectional Services Code Enforcement letters are going out to four problem properties. \$15,000 in fines have been written. Properties are identified, the title is researched, and they are inspected. A structural engineer has been added to the committee. A garage will be inspected this week, and there is a court date on the same property on Friday.
- A legislative tour of the Joint Water plant and the Braintree water plant will be conducted, so that a bond bill can be considered for part of the cost of building a new plant.
- The Pond Street water main project has been started.

- On Sunday, November 20th, there will be a Celebration of Giving Thanks with the Holbrook clergy, to be held at the Winthrop Congregational Church.

Terry Grady, the Municipal Services Manager from REPUBLIC SERVICES spoke about a \$750.00 donation Republic Services made in the spring for flowers and the cleanup. He announced that a donation of \$1,200.00, to be used for holiday lights, is being processed.

MOTION: By Mr. Lee, second by Mr. Moriarty, that the Board of Selectmen accept the generous donation of Republic Services in the amount of \$1,200.00 for the Christmas lights display
VOTE: 3:0

Town Clerk Jeanmarie Tarara explained that the ADMINISTRATIVE ASSISTANT in her office, Ms. Aloyse Haley, retired following about 35 years of service to the Town. The vacancy was posted within the Clerical Union, and she would like to recommend Ms. Dawn McArdle, currently working in the Tax Collector's office, to fill the position.

MOTION: By Mr. Moriarty, second by Mr. Lee, that the Board of Selectmen vote to accept the recommendation of Town Clerk Jeanmarie Tarara that Ms. Dawn McArdle fill the vacant position of Administrative Assistant in the Town Clerk's office, effective November 3, 2016
VOTE: 3:0

Brandy Sandborg, the Chairman of the HOLBROOK CULTURAL COUNCIL, recommended the appointment of Ms. Dorothy Bryan-Ployer to the Cultural Council.

MOTION: By Mr. Sheehan, second by Mr. Lee, that the Board of Selectmen vote to appoint Dorothy Bryan-Ployer to the Holbrook Cultural Council, with a term to expire on October 26, 2019
VOTE: 3:0

The position of ASSISTANT WIRING INSPECTOR was posted. There were six applicants, who were interviewed. Town Administrator Timothy Gordon explained that they were all found to be qualified for the position. He recommended that Mr. David Keenan be appointed to the position.

MOTION: By Mr. Moriarty, second by Mr. Lee, that Mr. David Keenan be hired as the Assistant Wiring Inspector for the Town of Holbrook, and that he be appointed to the position, with a term to expire on June 30, 2017
VOTE: 3:0

COMCAST LICENSE RENEWAL – ASCERTAINMENT FINDINGS:

Present: Keith O'Brien, Chairman, Cable Television Advisory Committee
The Ascertainment Findings of the Cable Advisory Committee were reviewed and submitted to the Board of Selectmen for consideration, acceptance and submission to Comcast. The needs identified include upgrades to the I-Net and Public, Educational and Government Access, high definition cablecasting, an electronic program guide upgrade, the cable-related capital and operating budget needs for local programming and studio upgrades, a senior discount, and improved customer service.

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The Board of Selectmen will review the information for a vote to submit the report at the next meeting.

Chief Luke McFadden recommended that the consideration of the AMBULANCE ABATEMENTS be postponed to the next meeting.

Consolidating the CUSTODIAL and MAINTENANCE services for the Town Hall, Public Library, Public Safety Building and Council on Aging building was discussed. Mr. Gordon recommended that an RFP be issued in order to get prices, and decide how to proceed. Mr. Lee requested that this item be postponed until there was a full Board at the meeting.

Mr. Gordon received a call from a business on Mear Road asking for the use of a meeting room for a small group of people. He offered the Heritage Room from 8 – 10:30 am on November 1st, and customized a USE OF FACILITIES form.

MOTION: By Mr. Moriarty, second by Mr. Lee, to allow the use of the Heritage Room on November 1, 2016, from 8 am – 10:30 am, by the I. G. Marston Co., Inc. for a fee of \$100.00

VOTE: 3:0

It was announced that Mrs. Constance Orlando, the COUNCIL ON AGING COORDINATOR, is retiring on December 1, 2016. The Board considered appointing someone to fill in on an interim basis.

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen appoint, on an interim basis, Ms. Cindy Brennan, to the position of Council on Aging Coordinator, beginning on December 1, 2016, for a term to expire on June 30, 2017

VOTE: 3:0

Mr. Gordon explained that the Special Town Meeting Warrant has been prepared for review and approval of the Board. The warrant must be opened, in order to insert two articles prior to approval.

MOTION: By Mr. Sheehan, second by Mr. Moriarty, that the Board of Selectmen vote to open the warrant for the November 16, 2016 Special Town Meeting and insert two articles:

1. Article 19 – Pay for an endorsement on the Town’s Business Auto Insurance Policy for Police & Public Works vehicles added in October
2. Article 17 – Fund the collective bargaining agreement negotiated with the Public Works Union

And, immediately close the warrant

VOTE: 2:0:1 (Mr. Lee abstained)

The articles on the warrant were reviewed.

MOTION: By Mr. Sheehan, second by Mr. Moriarty, that the Board of Selectmen approve and execute the warrant for the November 16, 2016 Special Town Meeting

VOTE: 3:0

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Department Head updates:

Communications: The department has been awarded a grant to start dispatching for Canton. The grant includes some items for the Town also. The Town's fees for dispatch services rendered total over \$850,000.

Police Department: High quality laptops that allow the Police to slide a license through them are included in the grant Director Hooke spoke about. A young man breaking into homes was arrested. There will be a blood drive on November 5th for Dana Farber at the Police Station. Trick or Treating should be limited to 4 pm – 7 pm, in groups, and candy should be checked.

Fire Department: Explained the three articles on the Special Town Meeting warrant for equipment for the department. During October, which is Fire Prevention Month, visits were made to the schools, the Department held an open house, two students participated in Student Government Day with the Fire Department, and First Aid was taught to the Boy Scouts.

Public Works: Celco is working on the Pond Street water main project. A camera has been used to view the necessary tank repairs at the standpipe on Sycamore Street. The reservoir is at 63% capacity. Terry Edwards is doing the milling and paving of streets that had water main projects. Meter reading will be done this week. The department recently bought an F250, F450 and an F450 dump truck through a municipal auction. They cost \$6,100, and are in great shape.

Treasurer/Tax Collector: Real estate taxes are coming in. Water bills will go out in November. The tax title process is continuing. He will be advertising a position in his office within the Clerical Union.

Mr. Gordon and the Board reviewed a map of Mary Wales Holbrook Park, and it was agreed that three old overgrown trees should be removed and replaced with 10 – 12 foot Norwegian pine trees.

Board members were reminded to answer the questionnaires from the Town's auditors.

MOTION: At 8:10 pm, by Mr. Sheehan, second by Mr. Moriarty, to adjourn the meeting.

VOTE: 3:0

Daniel F. Moriarty, III, Clerk

Documents:

Minutes

Town Clerk's recommendation

Request to appoint Dori Bryan Ployer

Resumes of Asst. Wiring Inspector candidates

Preliminary Ascertainment Findings

STM warrant