

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, October 25, 2017

Present: Daniel R. Lee, Chairman
Daniel F. Moriarty, Vice-Chairman
Kevin J. Sheehan, Clerk
Richard B. McGaughey, Associate
Matthew V. Moore, Associate

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

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

MINUTES:

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen accept the minutes of the regular session of Wednesday, September 13, 2017, as printed

VOTE: 5:0

Mr. Gordon reported that:

- Pastor Shawn Keener of the Brookville Bible Church met with him about a town cleanup, a community event the Church would like to plan for November 18th.
- There will be a bulky items pick up during the week of October 30th.
- Holbrook Santa is in the planning stage, and seeking donations of new unwrapped toys and/or monetary donations
- A position for Public Works Craftsperson/Laborer – Grade II has been posted
- The School Committee turned the former South School over to the Town on September 15th and is still discussing the status of the former Kennedy School

Residents, Mr. Ed O’Keefe and Ms. Patricia Greely, voiced a concern about wetlands flags and surveying stakes found in the Town Forest. Surveying has been done in the Weymouth Street area for a landowner who abuts the Town Forest and is proposing a 55 and up condo project. It was discussed that it is common practice to travel to property markers on abutting properties when completing a survey and a botanist would not have known where the property lines were when they flagged the wetlands.

Keith O’Brien, the Chairman of the Permanent Cable Television Advisory Committee, explained that the Comcast license expires in March of 2018. The Committee has been negotiating with Comcast, and is now satisfied with what Comcast is offering. A new agreement will be drafted and reviewed by Comcast. The final draft will go to a vote and signatures by the Board of Selectmen, to take effect upon

the expiration of the current license agreement. The terms of the new agreement raise the fee for PEG access from 4.05% to 5%, an average difference of 92 cents per subscriber.

Mr. Gordon reported that two responses were received from the Request for Proposals for the Purchase of the FORMER SOUTH SCHOOL. He suggested that the Selectmen put together a team to review the proposals and that an appraisal of the property be completed. A team, including one or two Selectmen, a Planning Board member, and someone from Economic Development will be considered at an upcoming meeting.

Patrick Haring, the Principal Assessor, requested permission from the Board of Assessors to carry 16 hours of VACATION TIME from FY17 into FY18. Since Mr. Haring's position is under the Salary Administration By-Law, a vote of the Board of Selectmen is required for vacation carry-over. The request was discussed.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen grant the request of Principal Assessor Patrick Haring to carry forward 16 hours of vacation time from fiscal year 2017 into fiscal year 2018

VOTE: 5:0

Cynthia Brennan, the Council on Aging Coordinator, reported that fuel assistance is run from the Senior Center, and Margaret Feeley will be in the office until May, making appointments and assisting residents with the application process.

She also explained that the COA budget includes funding for a 3-hour principal clerk's position. Sandra Lemieux has been volunteering at the COA for over five years, and coordinating the van appointments on a daily basis. Mrs. Brennan requested that the Board consider hiring Ms. Lemieux for the 3-hour position.

MOTION: By Mr. Moore, second by Mr. Moriarty, that the Board of Selectmen accept the proposal of Mrs. Brennan to hire Sandra Lemieux in a part-time capacity of 3 hours per week, with the FY18 budget of \$2,955.00

VOTE: 5:0

BETA Group, Inc., an engineering firm, submitted a contract for professional services related to the Construction Phase of the 2017 ROADWAY CONTRACT, which includes the paving of Forest, Wood and Park Roads.

MOTION: By Mr. Moriarty, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute the Agreement between the Town of Holbrook and BETA Group, Inc. for the Construction Phase of the 2017 Roadway Contract, in the amount of \$31,200

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

Mr. Ecord presented the Agreement with ENVIRONMENTAL PARTNERS Group, Inc. for environmental monitoring and the annual inspection of the LANDFILL in FY2018. He explained that there are about 50 wells in the area, and methane gas was found at a well near the animal shelter. Extra testing will be done.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen authorize the Town Administrator to execute an Agreement Between the Town of Holbrook and Environmental Partners for Engineering and Supplemental Services in Connection with the FY2018 Holbrook Landfill Environmental Monitoring and Annual Inspection in the amount of \$20,000

VOTE: 5:0

Mr. Gordon clarified that the new WATER and SEWER RATES being discussed are based on new costs associated with those accounts, not on deficits. There is an actual increase from the MWRA of \$49,000; a new water meter project would add \$80,000 per year; and the operating costs have increased 1% each. Aggressive collection efforts continue. Of the \$900,000 overdue in September, over \$346,000 has been collected to date. The amount of retained earnings are dropping due to the revenue deficits. Holbrook compares well with other towns in a cost comparison.

MOTION: By Mr. Moore, second by Mr. Sheehan, that the Town increase the Water Rate structure effective for the FY18 water enterprise fund billing, as follows:

- Residential Metered Rate will increase to \$6.70 per hundred cubic feet
- Commercial Metered Rate will increase to \$6.70 per hundred cubic feet
- All non-metered rates will increase by 2.86%

VOTE: 5:0

MOTION: By Mr. Sheehan, second by Mr. Moriarty, that the Town increase the Sewer Rate structure effective for the FY18 sewer enterprise fund billing, as follows:

- Residential Metered Rate will increase to \$7.63 per hundred cubic feet
- Commercial Metered Rate will increase to \$7.63 per hundred cubic feet
- All non-metered rates will increase by 4.54%

VOTE: 5:0

The Special Town Meeting Warrant for Monday, November 13, 2017, was before the Board. The articles that were submitted were reviewed at a previous meeting.

MOTION: By Mr. Moriarty, second by Mr. McGaughey, that the Board of Selectmen approve and execute the warrant for the Special Town Meeting on Monday, November 13, 2017, as presented

VOTE: 5:0

The Department Heads present at the meeting updated the Board on their respective departments.

The Police officers will be conducting a haunted house at the former Stop and Shop on South Franklin Street from 6 – 10 pm, Thursday – Saturday, October 26 – 28, 2017.

A member of the public voiced concerns about the Town's solid waste program and Falvey Steel, which is located on town-owned property where the future transfer station will be located.

Selectman Moriarty announced that he is resigning his position for professional reasons, effective tomorrow.

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MOTION: At 8:20 pm, to adjourn the meeting
VOTE: 5:0

Clerk

Documents:

STM warrant

Environmental Partners agreement

BETA Group, Inc. agreement

Vacation carry-over request

Minutes

COA request

Water & Sewer Rate info