

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, January 11, 2017

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

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

The meeting was called to order at 7:00 p.m. by Chairman Moore, 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, to accept the minutes of the regular session of Wednesday, November 16, 2016, as printed

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

MOTION: By Mr. Moriarty, second by Mr. Lee, to accept the minutes of the regular session of Wednesday, November 30, 2016, as printed

VOTE: 4:0

MOTION: By Mr. Moriarty, second by Mr. Lee, to accept the minutes of the executive session of Wednesday, November 30, 2016, as printed

VOTE: 4:0

MOTION: By Mr. Moriarty, second by Mr. Lee, to accept the minutes of the regular session of Tuesday, December 6, 2016, as printed

VOTE: 4:0

Announcement:

The Town Forest Committee has scheduled guided walks in the TOWN FOREST, beginning at 1:00 p.m. on the Saturdays of January 14, February 11 and March 11, 2017.

Town Administrator Timothy Gordon reported that:

- A meeting was held with Atty. Mark Bobrowski relative to the upcoming re-zoning of the Town, and the process should move right along.
- The next agenda will include a discussion on the purchase of the street lighting from NGRID. The Town would then change over to LED lighting.

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- There is a meeting on February 1 with the Town's tax title attorney and Town Counsel about the options to resolve the Edgewood Park properties.
- There will be an auction of foreclosed Town properties late winter/early spring
- The Town Forest Committee is going to the Conservation Commission about a foreclosed property adjacent to the Town Forest. The property is landlocked, with trails already going through it.
- A Salary Administration hearing will be set up for the next agenda on January 25th.
- Pricing and recommendations are being gathered relative to a PA system for the Selectman Noel King meeting room.

Wayne Darragh, Vice-President, COMMUNITY OPPORTUNITIES GROUP, INC., explained the two requests for approval before the Board. The Dept. of Housing and Community Development contacted Mr. Darragh to begin closing out the FY2005 housing rehabilitation grant. Therefore, bookkeeping adjustments need to be made to reallocate some funds through a budget amendment. Amendment #1 of the contract with Community Opportunities Group, Inc. reallocates the remaining \$20,000.00 to a new milestone to close out the grant.

MOTION: By Mr. Moriarty, second by Mr. Lee, that the Board of Selectmen authorize the Chairman to execute the FY2005 CDBG grant budget amendment, which includes reallocating \$1,803.35 from the construction line item (4C) to the general administration line item (9) and reducing the construction line item (4C) by \$38,675.65, in order to balance the accounts under the grant and begin the closeout of the grant

VOTE: 4:0

MOTION: By Mr. Moriarty, second by Mr. Lee, that the Board of Selectmen authorize the Chairman to execute Amendment 1 to the Agreement By and Between the Town of Holbrook and Community Opportunities Group, Inc. in order to adjust the contract fees for the Consultant's administration of four (4) housing rehabilitation units, with the compensation to remain the same, but be allocated to new milestones

VOTE: 4:0

Veterans' Agent Leo Fuller discussed a proposal for holding a POW/MIA CHAIR OF HONOR ceremony in Mary Wales Holbrook Park on Saturday, June 10, 2017 and permanently displaying the chair in the foyer of the Town Hall. The flags, velvet ropes, stanchions, and plaque will be donated. An anonymous donor has come forward to pay for the cost of a chair to be purchased.

Cynthia Brennan, the Interim Coordinator for the COUNCIL ON AGING, explained how busy the COA is responding to calls and emails from seniors and outside companies and agencies. There are 2,600 senior voters in Holbrook. She requested that the Board approve hiring someone temporarily to fill-in for the Interim Coordinator when she cannot be there. Also, an alternate, on-call, van driver is needed to fill in when one of the regular drivers is unable to drive for scheduled senior appointments or outings. The salary of the part-time Interim Coordinator needs to be established. The Salary Administration Wage Plan indicated the Coordinator should receive \$22.00/hr. in FY2017.

MOTION: By Mr. Moore, second by Mr. Moriarty, to establish the salary of \$22.00/hr. for the part-time Interim COA Coordinator

VOTE: 4:0

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MOTION: By Mr. Moore, second by Mr. Moriarty, to establish the position of Alternate COA Coordinator at \$22.00/hr., to be used to fill in as needed, but not in addition to the Interim COA Coordinator

VOTE: 4:0

Mr. Gordon and Mrs. Brennan will work together to make recommendations to the Board for filling the positions.

Under the Salary Administration Wage Plan, the COA Driver is paid \$13.67/hr. for FY2017.

MOTION: By Mr. Moriarty, second by Mr. Lee, to establish the position of Alternate COA Van Driver at the rate of \$13.67/hr. and give the Town Administrator the power to place someone in place until the Board can vote on filling the position

VOTE: 4:0

The hearing notice for the 7:30 pm PUBLIC HEARING being held to discuss the RENOVATION OF A PORTION OF SOUTH FRANKLIN STREET and hear public comments, was posted with the Town Clerk and on the Town's website, emailed from the Town's website to all those who have signed up to receive Town notices, and was read aloud. This meeting was broadcast live on the Community Access Channels on cable television. Present, in addition to those listed above: Conrad Leger of BETA Group, Inc., and several Holbrook residents.

MOTION: By Mr. Moore, second by Mr. Moriarty, to open the public hearing on the proposed South Franklin Street Renovation Project

VOTE: 4:0

Mr. Leger explained that the renovation of South Franklin Street (Route 37), from south of Snell Street to south of King Road, is a potential Transportation Improvement Program (TIP) project, which would improve the roadway and infrastructure. He reviewed the process for getting a project on the TIP, and noted that the Town is responsible for the design of the project. The Town is currently at Step 4 in the TIP process, which includes Public Outreach and the Project Initiation Form. A copy of a letter from MassDOT, indicating acceptance of the Project Needs Form, was handed out. Project Fact Sheets, prepared by BETA Group, Inc., were distributed to those present and Mr. Leger displayed and explained large aerial pictures depicting the area of the proposed project.

It was discussed that Route 37 serves as the Town's main street, where several public buildings, including the Fire and Police Departments, and numerous commercial buildings are located, and a new PreK – Grade 12 public school is expected to open in September 2017. The roadway is in need of improvements, and the sidewalks, curbing and accessibility need improvement to support the pedestrian traffic in the area. It was discussed that the traffic signals at King Road, adjacent to the Public Safety Building, are in need of improvement. In view of the new mixed-use overlay zoning recently passed for this area, it was suggested that the Town look at incorporating parallel parking to accommodate the new zoning, and support an increase in commercial properties. It was noted that this project could be 10 years away, if it is approved. Mr. Leger explained the importance of getting the project to the first design phase, at 25% design. The Town will find out if the project is accepted for the TIP after a regional meeting in February.

MOTION: At 7:55 pm, by Mr. Moore, second by Mr. Moriarty, to close the public hearing on the South Franklin Street Renovation Project

VOTE: 4:0

The Board reviewed an agreement with BETA Group, Inc. for services related to a PAVEMENT RE-INSPECTION PROGRAM. Mr. Gordon explained that this agreement will include identifying the status of water and sewer projects also. There was a request that the condition of the sidewalks also be noted.

MOTION: By Mr. Moore, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute an Agreement Between the Town of Holbrook and BETA Group, Inc. for Pavement Re-Inspection Services related to the Town's Pavement Management Program, for a contract amount not to exceed \$9,250.00

VOTE: 4:0

Mr. Gordon explained that there were 13 applicants for the position of 28 hr. part-time Principal Clerk for Inspectional Services (21 hrs.) and the Town Clerk's office (7 hrs.). The applicants were narrowed down to two finalists – Joan Glass and Deborah Joyce. Mr. Gordon and Mr. Arthur Boyle submitted the two names to the Board for a final decision.

MOTION: By Mr. Moriarty, second by Mr. McGaughey, that the Board of Selectmen hire Deborah Joyce for the part-time Principal Clerk position in Inspectional Services

VOTE: 4:0

Two common victualler licensees completed their renewal applications prior to December 31st, but not in time for the Board to vote on the renewals during December. Therefore, they are considered at the first meeting in January.

MOTION: By Mr. Moore, second by Mr. Moriarty, that the Board of Selectmen approve the renewal of the following Common Victualler Licenses, effective January 1, 2017 through December 31, 2017 provided that all taxes, fees, assessments, betterments and any other municipal charges are paid to date:

1. Northeast Foods LLC dba Burger King
2. NMB Rudra LTD dba Subway

VOTE: 4:0

After finding nothing to indicate that the low bidder on the WASHED SAND bid is not a responsible bidder, Mr. Gordon advised that the Board approve the contract with P. A. Landers, Inc., as presented.

MOTION: By Mr. Moore, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute an Agreement Between the Town of Holbrook and P. A. Landers, Inc. for the purchase and supply of Washed Sand for Ice Control for the period beginning on December 1, 2016 and ending on June 30, 2017

VOTE: 4:0

The contract with PC PATROL was postponed to the next meeting.

Mr. Moore explained that the Chairman usually makes the decision on what to do when there is INCLEMENT WEATHER, but that the Board could allow the Town Administrator to make those decisions.

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MOTION: By Mr. Moore, second by Mr. Lee, that the Board of Selectmen authorize the Town Administrator to determine appropriate reporting time and/or the closure of certain functions within Town Hall in the event of inclement weather

Discussion: It was noted that the Town Administrator will notify affected personnel in a timely manner, will notify the Board of Selectmen of a closure or change in reporting time, and that a Declaration of State of Emergency for Norfolk County will influence, but not dictate, the Town Administrator's decision

VOTE: 4:0

The Chairman will not be able to attend the Massachusetts Municipal Association's (MMA) ANNUAL BUSINESS MEETING on Saturday, January 21, 2017. Therefore, he can delegate a Selectman or the Town Administrator to vote in his place.

MOTION: By Mr. Moore, second by Mr. Moriarty, to allow Selectman Lee to be the Town's designee to vote at the MMA's Annual Business Meeting on Saturday, January 21, 2017

VOTE: 4:0

Department Head Updates:

Fire Chief McFadden: One injured Firefighter has returned to work. There have been many accidents and one small fire in an apartment at 28 Weymouth Street. Open burning begins January 15th.

Treasurer/Collector Digirolamo: Reported on tax title collections, and explained the quarterly real estate tax billing. The Town took 2 properties with houses and there are a couple of evictions.

Supt. Ecord: There have been small ice events. A sewer pump station needed a new pump. The PWD is filling pot holes.

Police Chief Smith: Holbrook participated in a huge drug raid with the South Shore Task Force. More people who need help have been sent for treatment.

Director Hooke: Canton Fire is moving forward, and equipment is being installed. Dispatching Canton should begin by July. He has been contacted by two more towns, but there is no more room in the current facility. He advised that there is going to be an increase in grant funding for expansions from the 911 Commission, and asked that the Board think about expanding the Communications Department to allow more towns to join Holbrook.

Town Accountant Moseley: She has been working on the conversion of the financial software. She recommends that the Board consider changing auditors in order to get a new perspective. The Board indicated approval of the idea.

MOTION: At 8:35 pm, to adjourn to Executive Session in order to discuss strategy and/or conduct collective bargaining with Union personnel (Clerical), and not return to open session

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

Daniel F. Moriarty, III, Clerk

Documents:

BETA agreement, POW/MIA chair proposal, P. A. Landers agreement, minutes, COG grant amendment & contract amendment, resumes of finalists for Inspectional Services, S. Franklin St. hand outs