

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, May 3, 2017

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

Absent: Matthew V. Moore, Associate

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

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.

MINUTES:

MOTION: By Mr. Moriarty, second by Mr. McGaughey, that the Board of Selectmen accept the minutes of the regular session of Thursday, April 6, 2017, as printed

VOTE: 2:0:2 (Mr. Lee and Mr. Sheehan abstained)

MOTION: By Mr. Lee, second by Mr. Moriarty, that the Board of Selectmen vote to amend the minutes of the regular session of March 8, 2017, on page 4, under the Salary Administration Plan hearing that it was recommended and approved that the maximum salary for the Principal Assessor be amended to \$85,000 on the Salary Schedule for FY18

VOTE: 4:0

It was announced that HYDRANT FLUSHING will take place the week of May 8th – May 12th; there is a PUBLIC AUCTION of tax title properties on May 17th; there will be a TOWN FOREST HIKE on May 6th; an ELECTRONIC WASTE DROP-OFF event is scheduled for June 10th; the 2016 CONSUMER CONFIDENCE REPORT (CCR) which details water information and issues, is available on the Town's website and at the Town Hall.

Mr. Gordon announced that two resignations have been received: Mr. Leo Fuller resigned as the VETERANS' AGENT, effective June 30th, and Mr. Tim Stinson has resigned from the CONSERVATION COMMISSION, effective June 1st. Chairman Lee thanked both gentlemen for their service to the Town.

The MEMORIAL DAY PARADE is scheduled to kick off at 10 am on Monday, May 29th, with ceremonies at Mary Wales Holbrook Park. The annual ROAD RACE begins at 9 am that day.

Mr. Ruy Damasio, the owner of Skewers Steakhouse, which was to open at 73-77 Union Street, told Mr. Gordon there are building issues, and he is negotiating with the landlord. Mr. Gordon will meet with him about his alcohol license.

The ANNUAL REPORT is ready and will be available on the Town's web page before town meeting.

*Holbrook Board of Selectmen
Minutes of the Regular Session
of May 3, 2017*

Mr. Sheehan said that although there has not been enough interest in continuing Holbrook Pride Day, he would like to see the planting of FLOWERS in Mary Wales Holbrook Park to continue. Public Works will be consulted.

Ms. Moseley explained that she is requesting the approval of the Board of Selectmen on various APPROPRIATION TRANSFERS. She divided them into salary and non-salary needs. All requests were read aloud. The list, as presented, is attached and made part of these minutes.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen amend the budget and approve the Salary Account transfers as presented

VOTE: 4:0

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen approve the Non-Salary transfers as printed

VOTE: 4:0

Chief McFadden submitted a request for routine AMBULANCE ABATEMENTS. The net fee for this quarter was \$164,000.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen grant the ambulance abatements for the quarter including January 1, 2017 through March 31, 2017, in the amount of Two Hundred Twelve Thousand Three Hundred Ninety-Six Dollars and thirteen cents (\$212,396.13), as recommended by Fire Chief McFadden

VOTE: 4:0

The state contract with MassDOT, which is funded annually, renews every 10 years, and requires the signature of the Chairman.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen authorize the Chairman to execute the MassDOT Standard Contract Forms to extend the original Chapter 90 contract for 10 more years

VOTE: 4:0

Golden Pacific Restaurant has met all the requirements for the annual renewal of their Pool Table License on May 1st.

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen approve the renewal of the Pool Table License for 1 pool table in the name of Lg Jian, Inc. dba Golden Pacific Restaurant, 470 North Franklin Street, effective May 1, 2017, provided that all taxes, fees, assessments, betterments, and any other municipal charges are paid to date

VOTE: 4:0

Discussion took place with Supt. Ecord about SUMMER HELP in the Public Works Department. The majority of last year's help is interested in returning this summer. A couple of additional positions should be available. The Board indicated approval of Mr. Ecord's plan to start with a couple of employees in June and four or five in August.

Appropriation Transfers

Date: May 1st 2017
 RE: Year end transfer requests per MGL 44-Section 33B

The accounting office is requesting the following year end transfers, broken out by salary vs. expense.

Salary Account Needs:

To be transferred:

	Amount	From	To	4/21/2017 Current Balance (To)
A	820.00	85-000-5100-Y17 - Workers Comp	01-135-5113-000 - Town Accountant Clerical	9,393.59
B	1,800.00	01-141-5303-000 Assessors Expenses	01-141-5112-000 - Principal Assessor Salary	14,544.93
C	2,480.00	01-141-5303-000 Assessors Expenses	01-141-5113-000 - Assessors Clerical	14,963.60
D	70,000.00	01-914-5173-019 - Health Insurance	01-220-5121-000 - Fire Overtime	34,321.51
E	350.00	85-000-5100-Y17 - Workers Comp	01-292-5112-000 - Animal Control Salary	6,470.54
F	6,444.00	85-000-5100-Y17 - Workers Comp	01-541-5112-000 - COA Coordinator Salary	3,716.93

- A To pay Assistant stipend and sick leave buyback for FY17.
- B & C Certification stipend; Mileage budgeted in expenses instead of salary; sick leave buyback payout.
- D Individuals out on leave; minimal manning requirement.
- E Longevity paid was not budgeted
- F Connie Orlando Sick Payout; Unanticipated retirement in FY17

Non-Salary Account Needs:

To be transferred:

	Amount	From	To	4/21/2017 Current Balance (To)
A	32,000.00	85-000-5100-Y17 - Workers Comp	01-230-5422-000 - Ambulance Medical Billing	(25,525.30)
B	2,000.00	85-000-5100-Y17 - Workers Comp	01-543-5770-000 - Veterans Benefits	11,782.24
C	1,000.00	01-145-5111-000 - T/C Salary	01-135-5421-000 - Accounting Expense	879.42
D	13,216.59	01-610-5114-000 - Library Clerical Sal.	01-610-5421-000 - Library Expense	3,526.15
E	236,000.00	01-301-5000-000 - FY17 School Budget	01-371-5330-000 - School Transportation	154,609.12

- A To pay for ambulance billing / not budgeted as it used to be paid from ambulance receipts reserved for appropriation account.
- B Projected Deficit in Veterans
- C Laptop for accounting
- D Electrical Repair / Water Damage
- E Budgeting Issues in FY17 - initial transportation budget voted at ATM should have been more

*Holbrook Board of Selectmen
Minutes of the Regular Session
of May 3, 2017*

Director Hooke explained that he is working on the 9-1-1 grant application for the expansion of the Communications Center. He needs a letter attesting that Holbrook is still on board with moving forward.

MOTION: By Mr. Lee, second by Mr. Moriarty, that the Board of Selectmen authorize the Town Administrator to commit the participation of the Town of Holbrook in the NE-RECC as set forth in the application for a State 911 department development grant

VOTE: 4:0

Supt. Ecord, Treasurer/Collector Digirolamo, and Town Accountant Moseley updated the Board on the work being done in their departments.

Mr. Moriarty recognized and thanked those who set up the final walk through of the Junior-Senior High School before it is demolished this summer. The event was a huge success, with an estimated one thousand people participating.

MOTION: At 7:40 pm, to adjourn to executive session to discuss strategy as it relates to litigation (Norfolk County Agricultural School), conduct strategy sessions and conduct collective bargaining with union employees (Public Works), and not return to open session

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

Kevin J. Sheehan, Clerk

Documents:

Minutes

Announcements

Appropriation transfer request

Ambulance abatements

MassDOT contract