

Holbrook Board of Selectmen  
Minutes of the Regular Session of  
Wednesday, August 23, 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  
William J. Smith, Chief of Police  
Luke McFadden, Fire Chief  
Benjamin Ecord, Superintendent of Public Works  
Stephan Hooke, Communications Director  
Cynthia Brennan, Coordinator, Council on Aging  
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.

ADJOURN:

MOTION: Made and seconded, to adjourn to executive session to discuss strategy and conduct contract negotiations with non-union personnel (Town Administrator), and to discuss strategy as it relates to collective bargaining with Union personnel (Public Works), and return to open session

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

7:16 pm: Return to open session. Mr. Lee recused himself and left the room.

Mr. Gordon explained the terms of the new contract negotiated with the PUBLIC WORKS UNION.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen execute a Memorandum of Agreement Between the Town of Holbrook and the International Union of Public Employees, Local 150 (Public Works) for a 3-year contract, effective July 1, 2016 – June 30, 2019

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

MINUTES:

MOTION: By Mr. Moriarty, second by Mr. Moore, that the Board of Selectmen accept the minutes of the regular session of Wednesday, June 21, 2017, as printed

VOTE: 3:0:2 (Mr. Sheehan & Mr. McGaughey abstained)

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MOTION: By Mr. Moriarty, second by Mr. Moore, that the Board of Selectmen accept the minutes of the executive session of Wednesday, June 21, 2017, as printed

VOTE: 3:0:2 (Mr. Sheehan & Mr. McGaughey abstained)

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen approve the minutes of the regular session of Wednesday, June 28, 2017, as printed

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

MOTION: By Mr. Moriarty, second by Mr. McGaughey, that the Board of Selectmen approve the minutes of the executive session of Wednesday, June 28, 2017, as printed

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

Resident Kevin O’Keefe, who received a trespass order from a developer, explained that the order includes all property in Holbrook owned by the developer. If a certain parcel of land abutting the Town Forest is auctioned off, Mr. O’Keefe would like wording added to the restriction the Town plans to place on the deed, so that Mr. O’Keefe is not restricted from entering that parcel if the developer is the successful buyer. Mr. O’Keefe would like to continue to be able to use that parcel, along with other members of the public.

There will be a CEREMONIAL RIBBON CUTTING at the new school on Saturday, September 23, 2017 at 10 am. Guided tours will be offered from 11 am – 2 pm.

There will be a BULKY ITEMS & WHITE GOODS Collection from August 28<sup>th</sup> – September 1<sup>st</sup>.

On Sunday, August 27<sup>th</sup>, from 6:00 pm – 8:30 pm, Holbrook Cares will hold an OVERDOSE VIGIL in Mary Wales Holbrook Park.

Mr. Gordon reported that:

- The Firefighters’ Car Show Fundraiser for Muscular Dystrophy was very successful
- The Town Forest Lantern Walk will be held in September/October
- The Request for Proposals for the purchase of the South School has been issued and is due back by October 24<sup>th</sup>
- An RFP for the purchase of the Kennedy School is being prepared
- The LED streetlight design is complete, and is now being considered by the Metropolitan Area Planning Council (MAPC). Next, a lease will be prepared.
- There will be a Planning Board hearing on the recodification of the zoning by-laws on September 18<sup>th</sup>

Town Counsel, David DeLuca, Esq., Murphy Hesse Toomey & Lehane, LLP, explained that nearly all of the parties that were given parcels of land in EDGEWOOD PARK have been identified. Some parcels were never conveyed. Eventually, the Town will petition the Department of Revenue for ownership, rather than a court.

Atty. DeLuca explained that the Board of Health will now begin hearings on the TLA HOLBROOK project to build a solid waste transfer station on Town-owned land on Phillips Road, which is within the boundaries of the Baird and McGuire Superfund Site. The US Environmental Protection Agency has notified the Town that it will implement Institutional Controls, in the form of enforceable Notices of Activity and Use Limitations (NAULs). The NAULs specify the allowable and prohibited uses of the property, and establish limits and conditions on contaminated portions of the property. The risks

remaining at the site will be incorporated into the document. Parcels at 645 South Street and 655R South Street will also have NAULs from the EPA. Atty. DeLuca advised that there would be limits on the extraction of water and excavation, neither of which the Town would object to. The NAULs are standard operating procedure, which are reasonable and appropriate. The Board will review the information presented, and vote at the next meeting.

Mr. Gordon recommended that a RATE STUDY be conducted on the structure of the rates in the Water, Sewer and Solid Waste ENTERPRISE FUNDS, using funds from Reserve to pay the cost of the agreement. There is a collection issue with the water bills that may make it necessary to begin utilizing a water shut off process that is in place. Mr. Digirolamo will ask at the fall town meeting for approval to shut water off when a bill is 6 months overdue, rather than the current 1 year policy.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen execute an agreement with Pioneer Consulting Group, Inc. to assist the Town of Holbrook with a Water, Sewer and Solid Waste Rate Study based on Enterprise Fund accounting, for fees not to exceed a total of \$12,500.00

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

Mr. Gordon advised that Mr. Kevin Costa, the former Chairman of the Finance Committee, has requested to be appointed to the ECONOMIC DEVELOPMENT ADVISORY COMMITTEE. Mr. Costa's qualifications were discussed.

MOTION: By Mr. Sheehan, second by Mr. Moriarty, that the Board of Selectmen appoint Mr. Kevin Costa to the Economic Development Advisory Committee

VOTE: 5:0

Mr. Gordon discussed a REVENUE TURNOVER policy that Town Accountant Bethiny Moseley recommended the Board of Selectmen vote to adopt. The policy is for internal control over cash turnover to the Treasurer/Collector.

MOTION: By Mr. Moore, second by Mr. Sheehan, that the Board of Selectmen adopt a financial policy for Town Department REVENUE Receipt TURNOVER, as presented

VOTE: 5:0

Chapter 90, Section 18, allows the Selectmen to restrict truck traffic on certain streets. Limiting the truck traffic on side streets in the BELCHER STREET AREA was discussed. The limitation will be advertised, and signs will be posted on the streets involved, prior to the change being enforced.

MOTION: By Mr. Moore, second by Mr. Moriarty, that the Board of Selectmen accept MGL Chapter 90, Section 18, restricting truck traffic on Belcher Street, Newton Avenue, Thayer Avenue, School Street, Jewel Road, and Royal Avenue, to no more than five (5) tons

VOTE: 5:0

The Board reviewed an agreement with Mr. George Woodbury, the Town's consultant on the LED Streetlight project.

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
of August 23, 2017*

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen authorize the Chairman to execute an agreement between the Town of Holbrook and George Woodbury of LightSmart Energy Consulting for services related to the Town's LED streetlight project, for a fee not to exceed \$26,000.00

VOTE: 5:0

The Board considered a 2017 ROADWAY CONTRACT with BETA Group, Inc., an engineering firm, for engineering in preparation for the re-paving of Forest Road, Park Drive, Wood Road, Pond Street and Laurel Park.

MOTION: By Mr. Moriarty, 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 the preparation of bid documents for the 2017 Roadway Contract

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

Ms. Brennan explained that the COUNCIL ON AGING is very busy, and experiencing an increase in the number of seniors participating in the activities available. She recommended that Ms. Jackie Morgan be appointed as a temporary ASSISTANT to the Coordinator for varying hours of approximately 5 per week.

MOTION: By Mr. Moriarty, second by Mr. McGaughey, that the Board of Selectmen appoint Ms. Jacqueline Morgan to the temporary part-time position of Assistant to the Council on Aging Coordinator, for 6 months, as recommended by the Council on Aging Coordinator, at an hourly rate of \$22.44 per hour

VOTE: 5:0

The COA needs alternate van drivers to fill-in when the regular drivers are not available. Ms. Brennan, the Coordinator, recommended that two alternate drivers be appointed to meet an immediate need.

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen appoint Ms. Kristen Haley and Mr. Daniel Daly, Jr. as Alternate Council on Aging Van Drivers to fill-in as needed, at an hourly rate of pay as indicated on the most recent Wage and Salary schedule, currently \$13.94 in FY18

VOTE: 5:0

Chairman Lee recused himself and left the room.

Treasurer/Collector Paul Digirolamo recommended that the position of ASSISTANT TREASURER, recently vacated by Mr. John Hoell, be filled by Ms. Brenda Lee.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen accept the recommendation of Town Treasurer/Collector Paul Digirolamo, to appoint Ms. Brenda Lee to the position of Assistant Town Treasurer, in accordance with MGL Chapter 41, Section 39A, and the agreement between the Town and the International Union of Public Employees, Local 151 (Clerical Union)

VOTE: 4:0

A SPECIAL TOWN MEETING in November will be considering the funding of the Blue Hills Regional School renovation project and the Town re-zoning project.

MOTION: By Mr. Moriarty, second by Mr. Moore, that the Board of Selectmen schedule a Special Town Meeting on Monday, November 13, 2017, at 7:15 pm, in the Auditorium at Holbrook Middle-High School, 245 South Franklin Street, Holbrook

VOTE: 5:0

MOTION: By Mr. Moriarty, second by Mr. Sheehan, that the Board of Selectmen open the warrant for the November 13, 2017 Special Town Meeting at 8:00 am on Thursday, August 24, 2017, and close it at 4:00 pm on Wednesday, September 27, 2017

VOTE: 5:0

UPDATES:

Chief Smith recommended that all residents lock their vehicles when parked. Someone entered 15 unlocked vehicles all over town one evening recently. Police will be present at the entrance and exit of the new school on opening day.

Chief McFadden reported that there was a house fire on Zenas Road, and the new self-contained breathing apparatus (SCBA) was used. He recommended that residents not ignore their carbon monoxide detectors, and contact the station with any questions.

Director Hooke estimated that it will just be a couple of weeks until cell phone users will be able to contact the Communications Center directly with texting, pictures, video, etc. The department will be hiring a new radio IT person for the three departments (Fire, Police & Communications) for 19 hours a week.

Superintendent Ecord said his department is painting crosswalks and filling potholes, preparing for the opening of school and the fall and winter.

DANIEL F. DALY, JR., who recently retired from Town service as a member of the Public Works Department, was recognized for his 42 years of service, and presented with a Certificate of Appreciation by the Board of Selectmen.

MOTION: Made and seconded, to adjourn the meeting

VOTE: 5:0

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Kevin J. Sheehan, Clerk

Documents:

Minutes, NAUL letters, Recommendation from Treasurer for Assistant George Woodbury/LightSmart Energy Consulting agreement, MOA with PWD contract Revenue Turnover policy, Pioneer Consulting Group, Inc. agreement BETA Group, Inc. proposal, COA recommendations