

Holbrook Board of Selectmen  
Minutes of the Regular Session of  
Wednesday, March 28, 2018

Present: Daniel R. Lee, Chairman  
Kevin J. Sheehan, Clerk  
Richard B. McGaughey, 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, Treasurer/Collector  
Donald Colon, Library Director  
Christopher Pellitteri, Superintendent of Public Works  
Cynthia Brennan, Council on Aging Coordinator  
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, and all stood for the Pledge of Allegiance.

MINUTES:

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the regular session of Wednesday, January 24, 2018, as printed

VOTE: 3:0

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the regular and executive sessions of Wednesday, February 14, 2018, as printed

VOTE: 3:0

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the regular and executive sessions of Tuesday, February 20, 2018, as printed

VOTE: 3:0

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the regular and executive sessions of Wednesday, February 28, 2018, as printed

VOTE: 3:0

Mr. Gordon reported that:

- Departments have been busy preparing budgets and getting ready for town meeting
- The Town has received another \$100,000 earmark grant, and the scope of work is being determined
- The Hindu Temple on South Franklin Street will be holding its annual Festival of Colors on Saturday, April 7<sup>th</sup>, beginning at 9:00 am. They are before the Board tonight for approval to use the former South School grounds.

Mr. Keshav Shukla was present, representing Sri Radha Bhakti, the Hindu Temple at 711 South Franklin Street. They were asking for approval to use the former South School grounds (outside only) on

Saturday, April 7, 2018 from 9:00 am to 3:00 pm, for Indian Cultural Performances. Mr. Lee explained that they have insurance, and residents are invited to attend the festival.

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen authorize the Town Administrator to execute an Application for Use of Town Property, granting the use of the Town-owned grounds around the former South School, located at 719 South Franklin Street, to Sri Radha Bhakti, for Indian Cultural Performances from 9:00 am to 3:00 pm on Saturday, April 7, 2018, for a fee of \$100.00

VOTE: 3:0

PUBLIC HEARING – Sweet Tooth LLC dba Coldstone & Planet Smoothies – Common Victualler’s License. The hearing notice, published in the Holbrook Sun on Friday, March 9, 2018, was read.

MOTION: At 7:10 pm, by Mr. Lee, second by Mr. Sheehan, to open the hearing on the application for a Common Victualler’s License in the name of Sweet Tooth LLC dba Coldstone & Planet Smoothies, to be located at 176 South Franklin Street

VOTE: 3:0

Mr. Ashwani Ratha was present, introduced himself and explained his request. He will sell ice cream, cakes and smoothies, and requested the hours of 11:30 am to 10:00 pm.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen grant the request for a Common Victualler’s License in the name of Sweet Tooth LLC dba Coldstone & Planet Smoothies, 176 South Franklin Street

VOTE: 3:0

MOTION: By Mr. Lee, second by Mr. Sheehan, to close the hearing

VOTE: 3:0

The Board was asked to approve the maintenance agreement between the Town and Accela, Inc. for the maintenance of the SoftRight accounting software for FY2018.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute an Agreement between the Town and Accela, Inc. for the Maintenance of SoftRight, the Town’s Accounting Software, during FY 2018, for an amount not to exceed Twenty-Two Thousand Six Hundred Fifty-One Dollars and forty-five cents (\$22,651.45)

VOTE: 3:0

The Town Clerk received the resignation of Soteria George from the Board of Registrars. She presented the Board of Selectmen with the names of three residents to consider for appointment to fill the position, and recommended Elizabeth Diana Despres.

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen appoint Elizabeth Diana Despres as a member of the Board of Registrars, to fill the vacancy for a Republican member, created by the resignation of Soteria George, with a term to expire on June 30, 2019

VOTE: 3:0

It was explained that there is a need for a temporary Principal Clerk in the Public Works Department. A person who has worked in the department previously had the support of the Superintendent of Public Works.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen approve the hiring of Danielle Connolly as a Part-Time Principal Clerk in the Public Works Department, at 32 hours per week, \$18.87 per hour, for a period of 45 days, effective March 23, 2018

VOTE: 3:0

COMCAST CABLE LICENSE RENEWAL – April 1, 2018 – March 31, 2028:

Present: William August, Esq., representing the Town

Catherine Maloney, representing Comcast/Xfinity

Cable TV Advisory members: Keith O'Brien, Chairman; Zack Gorman; Paul Digirolamo

The public hearing was opened at 7:15 pm.

It was explained that this public hearing is being held to consider the final approval of the Cable License Renewal with Comcast, and to hear public comments. The changes to the agreement were reviewed. The fee Comcast will pay to the Town for cable access has been increased from 4.05% to 5%, the maximum allowed. Verizon will be asked to match that amount. A senior discount has been included in the new agreement. There were no public comments offered.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen grant the Cable Television Renewal License Agreement to Comcast Cable Communications Management, LLC, effective April 1, 2018 through March 31, 2028, as presented

VOTE: 3:0

MOTION: At 7:20 pm, by Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen close the hearing on the renewal of the Cable Television License Agreement with Comcast Cable Communications, Management, LLC

VOTE: 3:0

The Town's Auditors, Powers & Sullivan LLC recently completed the audit of Fiscal Year 2017. Renee Davis, a Partner in the firm, and Kyle Warne, a Manager, were present to go over the results of the audit and what is recommended going forward. They reviewed some unresolved findings from last year, and new comments included in this year's report. The Town had a \$40 million General Fund budget, revenues exceeded the budget by \$1.5 million, and the expenditures/encumbrances were under budget by \$408,000.

David Leary dba Leary and Associates, has been working for the Treasurer/Collector's office, in order to reconcile cash to date. A contract for his services for six months was before the Board.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen authorize the Town Administrator to execute a Memorandum of Understanding between the Town of Holbrook and David E. Leary for Professional Consulting Services for a six month period, beginning on February 16, 2018, and ending on August 16, 2018, at the rate of \$60 per hour

VOTE: 3:0

**CONTINUATION OF SALARY ADMINISTRATION HEARING:**

**MOTION:** At 7:50 pm, by Mr. Lee, second by Mr. Sheehan, to open the hearing on the continuation of the Salary Administration Plan amendments

**VOTE:** 3:0

Mr. Gordon explained the changes to be made for FY2019, and asked that the Board vote on the changes. Most positions will receive a 2% salary raise effective July 1, 2018.

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, to increase the hourly rate for Part-Time Public Safety Dispatcher to \$19.41/hr. effective July 1, 2018

**VOTE:** 3:0

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, to increase the maximum hourly rate for the Laborer Part-Time position to \$23.00/hr., and increase the salary to \$23.00/hr., effective July 1, 2018. Mr. Gordon explained that there is an 18 hour maintenance person at the Public Safety Building that this will cover.

**VOTE:** 3:0

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, to establish an Assistant Council on Aging Coordinator's position at \$20/hr., the maximum hourly rate, effective July 1, 2018

**VOTE:** 3:0

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, that the maximum hourly rate, and the FY19 hourly rate of the Library Page position be increased to \$11.00/hr. effective July 1, 2018.

**VOTE:** 3:0

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, that the Principal Assessor's position be eliminated from the schedule. Mr. Gordon explained that the Assessor will be covered under a personal agreement as of July 1<sup>st</sup>.

**VOTE:** 3:0

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, that the Animal Control Officer's position be eliminated from the schedule. Mr. Gordon explained that the ACO is included in the Police contract.

**VOTE:** 3:0

**MOTION:** By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen increase the salary for FY19 by 2% for all other active positions, as presented

**VOTE:** 3:0

**MOTION:** At 7:57 pm, by Mr. Lee, second by Mr. Sheehan, to close the Salary Administration hearing

**VOTE:** 3:0

**CIVIL SERVICE – POLICE:**

Chief Smith requested that the Board call for a list to replace the recruit who recently resigned from the academy.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute a Reduction in Vacancy Letter to Civil Service, reducing the vacancies for new Police Officers on Req. 04964 from two to one

VOTE: 3:0

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen call for an active Civil Service list of eligible candidates for the position of Police Officer, in order to fill a position for one new Officer on the Holbrook Police Department

VOTE: 3:0

The Quincy HOME Consortium Mutual Cooperation Agreement Between the City of Quincy and the Towns of Holbrook, Braintree, Weymouth and Milton is due for renewal.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen approve the Town of Holbrook's participation in the Quincy HOME Program and the renewal of the Quincy HOME Consortium Mutual Cooperation Agreement between the City of Quincy and the Towns of Holbrook, Braintree, Weymouth and Milton, through June 30, 2021

VOTE: 3:0

Annual renewal of POOL TABLE & BOWLING ALLEY LICENSES:

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen approve the renewal of the following Bowling Alley and Pool Table Licenses, effective May 1, 2018, provided that all taxes, fees, assessments, betterments, and any other municipal charges are paid to date:

Union Street Lanes, LLC, 231 Union Street – 16 Bowling Alleys & 2 Pool Tables

Lg Jian, Inc. dba Golden Pacific Restaurant, 470 North Franklin Street – 2 Pool Tables

VOTE: 3:0

Department heads present provided departmental updates for the Board.

Board members recognized and thanked Selectman Sheehan whose term is up and who has chosen not to run for Selectman again.

MOTION: To adjourn to executive session to discuss strategy and conduct collective bargaining with Union personnel (Firefighters, Police Sergeants), and to discuss strategy and conduct contract negotiations with non-union personnel (Police Chief, Communications Director, Assistant Town Administrator), and return to open session

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

RETURN TO OPEN SESSION AT 9:08 PM:

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen execute a contract Between the Town of Holbrook and the International Association of Firefighters Local 1452, effective July 1, 2018 through June 30, 2021

VOTE: 3:0

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen execute an Employment Agreement between the Town of Holbrook and the Police Chief, effective July 1, 2018 through June 30, 2021

VOTE: 3:0

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen execute an Employment Agreement Between the Town of Holbrook and the Communications Director, effective July 1, 2018 through June 30, 2021

VOTE: 3:0

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen execute an Employment Agreement Between the Town of Holbrook and the Assistant Town Administrator, effective July 1, 2018 through June 30, 2021

VOTE: 3:0

MOTION: At 9:10 pm, to adjourn the meeting

VOTE: 3:0

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Pamela E. Campanella, Clerk

Documents:

Minutes

Application to use South School property

Common Victualler's application

Accela, Inc. Maintenance Agreement

Town Clerk letter re: Registrar

Comcast License Agreement

Management Letter/Financial Statements

Salary Administration information

Request from Chief re: Civil Service list

HOME Consortium renewal notice

CBA/Employment Agreements