

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, February 14, 2018

Present: Daniel R. Lee, Chairman
Matthew V. Moore, Vice-Chairman (Arrived at 7:01 pm)
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
Cynthia Brennan, Council on Aging Coordinator
Donald Colon, Library 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. Sheehan, second by Mr. McGaughey, that the Board of Selectmen approve the minutes of the regular meeting of Wednesday, January 10, 2018, as printed

VOTE: 3:0

It was announced that:

- Massachusetts' resident and author, Richard Udden, will visit the Holbrook Public Library at 6:30 pm on Thursday, February 15th
- The Town Forest Committee will hold a winter hike on Saturday, February 17th at 10:00 am
- The weekly blood pressure clinic is on Wednesdays, 1:00 – 2:00 pm, at the Town Hall
- The Public Library Foundation, Inc. will meet on Tuesday, February 27th at 7:00 pm
- Bulky Items and White Goods will be collected the week of March 19th

A letter of appreciation from the Council on Aging, thanking Dunkin Donuts for its generous donation of gift cards for the Boy Scouts and Girl Scouts, and other young people, who worked on the Council on Aging landscape project.

Mr. Gordon reported:

The Town has received a \$100,000 earmark grant, which will be used for new windows for the Library, and air conditioning and refurbishing the Assessors', Tax Collector's and Clerk's offices.

The South School was appraised at \$2.5 million. The appraiser is starting the appraisal of the JFK, and the Town is trying to locate a plumber to winterize the buildings. Someone will be hired to market the RFP on the properties.

29 Chandler Street is now Town-owned.

Jim Hannon has resigned from his position as Emergency Management Director. Mr. Gordon recommended that the duties fall under the Police Chief.

The Town is now in deficit in the Snow and Ice account.

Discussions are taking place with the School Department about a shared Human Resource/Payroll position.

Jack Walsh, Manager, HOLBROOK MEADOWS AND RECREATION PARK, LLC explained the history of the closed and capped landfill off Maple Ave. He said that the property, which was closed in the 1990's and may be suitable for walking trails, a bike path or other open space uses. He requested approval to conduct environmental engineering on the 30 acres. Mr. Walsh explained that the property would be filled in with material approved by the DEP to level it off, but he would come back to the board with the options for use of the property. He presented a License Agreement, which would allow him to access the property for 24 months for the studies. Most work should be done within a year. It was mentioned that some of the property is used by the Public Works Department. Mr. Walsh indicated that is not a problem. He will update the Board in about 4 months.

MOTION: By Mr. Moore, second by Mr. McGaughey, that the Board of Selectmen execute a License to Enter and Use Real Property between the Town of Holbrook and Holbrook Meadows and Recreation Park, LLC, relative to the Town-owned property located at Maple Avenue, which is the site of the closed Holbrook Sanitary Landfill, as described in Exhibit A of the License Agreement

VOTE: 4:0

Mr. Gordon explained that the budget for the Public Works Department clerical staff allows for an increase in the part-time position from 25 to 35 hours. The part-time clerk in the office has indicated that she would like the additional hours.

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen vote to increase the hours of the Public Works' Principal Clerk, Jennifer Reilly, from 25 hours to 35 hours per week, effective Monday, February 19, 2018

VOTE: 4:0

Mr. Gordon advised that filling the SUPERINTENDENT OF PUBLIC WORKS' position has been approached with an abundance of caution. The Ethics Commission and Town Counsel have both been consulted. Disclosures have been filed with the Town Clerk's office.

Selectman Sheehan, Chief Smith and Mr. Gordon met and reviewed 15 applications, interviewed 9 candidates, and arrived at 3 finalists. They focused on finding the best person for the job. The recommended candidate is Christopher Pellitteri.

MOTION: By Mr. Sheehan, second by Mr. Lee, that the Board of Selectmen appoint Christopher Pellitteri to the position of Superintendent of Public Works for the Town of Holbrook, effective on Tuesday, February 20, 2018, and contingent on negotiating an employment agreement

VOTE: 4:0

Chief McFadden explained that a position for the Part-Time MAINTENANCE WORKER at the Public Safety Building was posted. The recommended candidate is Daniel Daly.

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MOTION: By Mr. Moore, second by Mr. McGaughey, that the Board of Selectmen accept the recommendation as presented, and appoint Mr. Dan Daly to fill the position of Part-Time Maintenance Worker at the Public Safety Building, effective on February 20, 2018

VOTE: 4:0

Zack Tarallo, the President of Carthage Management Group, Inc. was before the Board requesting a PERMIT TO SOLICIT DOOR-TO-DOOR on behalf of Verizon FIOS. Mr. Tarallo thoroughly explained his background and the different sales approach his company takes when soliciting. Mr. Gordon explained why the Board has not granted any permits in several years. No permit was issued, and Mr. Tarallo left the meeting.

7:40 PM: Salary Administration Hearing

MOTION: By Mr. Moore, second by Mr. Lee, that the Board of Selectmen, acting as the Personnel Board, open the hearing for the purpose of considering amendments to the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan

VOTE: 4:0

- Mr. Gordon explained that the hourly rate for a Laborer Part-Time is listed at \$13.10/hr. He recommended that the Board consider increasing that rate.
- Library Director Donald Colon explained that the Library Trustees are using Library Pages to bridge a gap in service at 10 hrs. each per week. The hourly rate on the schedule is listed at \$8.98 per hour, which is below minimum wage. They would like the schedule to read “at minimum wage”.
- Council on Aging Coordinator Cynthia Brennan explained that the COA Coordinator’s hourly rate is currently \$22.44, which is very low for that position. Other positions need to be created in the Salary Administration Plan to support the services of the COA. Holbrook has approximately 2,200 seniors, which is 20% of the population of the Town. Ms. Brennan will submit her request in writing.
- Director Hooke asked for a \$1.50 increase in the Part-Time Dispatchers’ rate of pay – currently \$17.91, the rate would go to \$19.41. Other towns are paying from \$22 - \$24.55/hr.

MOTION: By Mr. Moore, second by Mr. Sheehan, that the Board of Selectmen take the requests under advisement and continue the Salary Administration Hearing to Wednesday, February 28, 2018 at 7:30 pm, in the Selectman Noel C. King Meeting Room

VOTE: 4:0

Mr. Gordon explained that the Board had before them a Memorandum of Agreement with the Public Works Union that would give a former member of the Public Works Union the right to return to a Union position after being promoted to a non-union position, without losing seniority.

MOTION: By Mr. Moore, second by Mr. Sheehan 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), effective November 27, 2017, related to allowing a member of the Union who is promoted to a non-union position the right to return to their Union position without losing seniority

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

Director Hooke reported that five companies responded to the request for proposals for OWNER'S PROJECT MANAGER (OPM) SERVICES for the Communications Building Project. The Director, Mr. Gordon and the Fire Chief from Sharon met, reviewed the proposals, and reduced the number to three companies that were interviewed. Director Hooke identified C/BI Consulting, Inc. of Boston as the recommended company. The contract has been reviewed by legal counsel. The Design & Pre-Construction Fee is \$35,000; the construction phase fee is \$210,400. The fees will be paid by a grant.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen authorize the Town Administrator to execute an agreement between the Town and C/BI Consulting, LLC for Owner's Project Manager (OPM) services related to the Communications Department's Building Project at 300 South Franklin Street

VOTE: 4:0

The contract for the installation of the new LED STREETLIGHTS was before the Board.

MOTION: By Mr. Moore, second by Mr. Sheehan, that the Board of Selectmen authorize the Town Administrator to execute an agreement between the Town of Holbrook and Dagle Electrical Construction Company for the purchase and/or installation of goods related to the LED Streetlight project, as detailed in Exhibit A of the agreement

VOTE: 4:0

Chief McFadden explained that the list of Ambulance Abatements submitted by New England Medical Billing are routine abatements.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen grant the ambulance abatements for the quarter including October 1, 2017 to December 31, 2017, and totaling Two Hundred Sixty-Nine Thousand Two Hundred Fifty-Three Dollars and fifty-three cents (\$269,253.53), as recommended by Chief McFadden

VOTE: 4:0

Mr. Gordon recommended that the refurbishment of the Public Safety Building coincide with the addition of the building for the Communications Department. The necessary work will be added to the Capital Improvement Plan.

Kevin Sheehan is the Selectmen's Rep. on the Capital Improvement Planning Committee. Due to his work schedule, it has become difficult to attend evening meetings. Mr. Gordon asked if another Selectman would be willing to fill the position.

MOTION: By Mr. Moore, second by Mr. McGaughey, that the Board of Selectmen appoint Chairman Daniel Lee as the Selectmen's Rep. on the Capital Improvement Planning Committee, to replace Selectman Sheehan, with a term to expire on June 30, 2018

VOTE: 4:0

Mr. Gordon reported that a resident submitted a request that the Selectmen consider a by-law regulating PORTABLE BASKETBALL HOOPS and the playing of basketball on the streets of Holbrook. The resident cited the safety issues for the basketball players and the drivers, and the quality of life issues for

those who live nearby. Mr. Gordon will ask the Superintendent of Public Works and the Police Chief to take a look at the issue, and suggested that the Town could consider a by-law.

Resident Michelle Yundt, representing the Coalition of Churches in Holbrook, contacted the Selectmen's office to inquire about the Town donating a residential property or land that could be used for a HABITAT for HUMANITY home project. Mr. Gordon said that he has spoken to Town Treasurer/Collector Paul Digirolamo about looking at the list of Town-owned properties to identify suitable properties, and will speak to the Building Inspector to find out which properties are buildable.

SPRING SPECIAL TOWN MEETING:

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen schedule a Special Town Meeting on Wednesday, May 9, 2018, at 8:15 pm, in the Auditorium at Holbrook Middle-High School, 245 South Franklin Street

VOTE: 4:0

MOTION: By Mr. Lee, second by Mr. Sheehan, that the Board of Selectmen open the warrant for the Special Town Meeting at 8:00 am on Thursday, February 15, 2018, and close it at 4:00 p.m. on Wednesday, March 28, 2018

VOTE: 4:0

ADJOURN TO EXECUTIVE SESSION:

MOTION: Made and seconded, to adjourn to executive session to discuss strategy and conduct collective bargaining with Union personnel (Public Works), discuss strategy and conduct contract negotiations with non-union personnel (Police Chief, Communications Director & Assistant Town Administrator), and not return to open session

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

Kevin J. Sheehan, Clerk

Documents:

Agenda	Salary Administration By-Law & Library request
License to Enter & Use Real Property	Dagle Electrical Construction Co. agreement
OPM Service Agreement	Ambulance Abatements
Minutes	Public Works Union MOA
License Agreement with Holbrook Meadows & Recreation Park	
Resumes for Supt. of PWD	
Application for Soliciting	