

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

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

In attendance: Timothy J. Gordon, Town Administrator
Marjorie E. Godfrey, Assistant Town Administrator
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

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.

Town Administrator's report:

- A letter to School Superintendent Julie Hamilton from Council on Aging Coordinator Cynthia Brennan, thanking the students and Ms. Kelly Lane for valentines sent to the seniors at the COA, was read.
- A request for the use of the former South School grounds on April 7th has been received from a church in town. They have submitted a certificate of insurance, and the Board will vote whether to allow the request at the next meeting.

The members of the TOWN FOREST COMMITTEE were present: Adam Fabian, Heather McLellan & David Dingley. It was discussed that Norfolk County Engineering has finished the survey of the Hatch property, and they are working on scheduling future work, including the survey of the "32 acre" parcel adjacent to the Town Forest. Chairman Fabian reported that Scout John Kearney has finished his Eagle project in the Town Forest. He worked on a kiosk for the Sodergren entrance, so that a map and notices can be made available at that location. The Town Forest Committee met with the Conservation Commission, and Conservation is in support of pursuing an update of the Open Space Plan.

Keith O'Brien, Chairman of the Permanent Cable Television Advisory Committee, was present to review the draft 10-year renewal Cable License between the Town and COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC. The Cable Advisory Committee voted unanimously (4:0) to recommend the renewal license to the Board of Selectmen, and ask that they schedule a public hearing in order to take public comments and vote on the renewal.

Some of the changes incorporated in the new agreement: Comcast will pay a fee of 5%, which is up from the current 4.05%. They will invest \$90,000 over the life of the contract for capital improvements. There will be an upgrade of the equipment that goes from the Town back to Comcast in Brockton.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen accept the recommendation of the Permanent Cable Television Advisory Committee, as presented, and schedule a public hearing on Wednesday, March 28, 7:15 pm, in the Selectman Noel

C. King Meeting Room, in order to accept public comments and consider the final approval of the Cable Television License Agreement between the Town and Comcast Cable Communications Management, LLC, to be effective April 1, 2018 – March 31, 2028

VOTE: 3:0

The audit firm of Powers & Sullivan will be conducting an audit related to employee benefits and the Group Insurance Commission (GIC) billing for insurance. They will report back to the Board with any recommendations.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen authorize the Town Administrator to execute an Engagement Letter with Powers & Sullivan, LLC for an audit of the Town's employee benefit accounts, at a rate of \$110 per hour

VOTE: 3:0

The Health Agent, Arthur Boyle, submitted an Intermunicipal Agreement for a shared-services regional public health nurse program between the Towns of Avon, Holbrook and Randolph. It would increase the Public Health Nurse hours in Holbrook from 5 to 10 per week.

MOTION: By Mr. Sheehan, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute an Intermunicipal Agreement between the Towns of Avon, Holbrook and Randolph and the County of Norfolk, in order for Holbrook to participate in a grant from the Commonwealth of Massachusetts' Executive Office for Administration and Finance (EOAF), in the amount of \$46,000, to be used for the costs associated with establishing a shared-services regional public health nurse program between the Towns of Avon, Holbrook and Randolph

VOTE: 3:0

Department updates:

- Chief Smith reported that one of the new recruits begins the academy on Monday, March 5th.
- Director Hooke reported that the Owner's Project Manager has been selected for the Communications Department Building Project. An RFQ is being written for an architect, who should be chosen by the end of March. Rockland's dispatch equipment is arriving, and they are doing hiring at this time.
- Treasurer/Collector Digirolamo has been working on identifying a property that could be used for Habitat for Humanity and the Holbrook Coalition of Churches to build a home. Two pieces of land would need water and sewer brought to them, and others are less than 5,000 square feet or in wetlands. Mr. Gordon will review the list and speak with the Building Inspector.
- Supt. Pellitteri reported that brush work is being conducted in the Grove; the LED street lighting is arriving; a safety program is being set up for the employees in Public Works; permits are being reviewed.
- COA Coordinator Cindy Brennan said the COA has 7 tables reserved at the Knights of Columbus St. Patrick's Day party; the YMCA offers free services for the seniors on Wednesday; there are 2,519 seniors (60+) in Holbrook; she is looking for a couple of positions to be created in Wage & Salary for FY2019; \$2,500 is needed to repair a van. Mr. Gordon will work with Ms. Brennan on a van grant.

SALARY ADMINISTRATION:

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

VOTE: 3:0

MOTION: By Mr. McGaughey, second by Mr. Sheehan, that the Board of Selectmen continue the Salary Administration hearing until Wednesday, March 14, 2018

VOTE: 3:0

ADJOURN:

MOTION: Made and seconded, at 7:33 pm, to adjourn to executive session to discuss strategy as it relates to litigation, and not return to open session

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

Kevin J. Sheehan, Clerk

Documents:

Comcast Cable License Agreement

Engagement letter, Powers & Sullivan

Intermunicipal Agreement – Public Health Services