

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, May 2, 2018

Present: Daniel R. Lee, Chairman
Joshua Reilly, Vice-Chairman
Pamela E. Campanella, Clerk
Richard B. McGaughey, Associate

In attendance: Marjorie E. Godfrey, Assistant Town Administrator
Luke McFadden, Fire Chief
William Smith, Chief of Police
Stephan Hooke, Communications Director
Christopher Pellitteri, 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, and began with the Pledge of Allegiance.

Announcements:

- The Zoning Board of Appeals has openings for Associate Members.
- The Board of Health is taking applications for the position of Public Health Nurse.
- The Norfolk County Registry of Deeds will hold office hours at the Town Hall on May 17, 2018.
- The Council on Aging needs Part-Time Van Drivers.

Members of the Finance Committee, including Mr. Peter Mahoney, Chairman, Mr. Paul Lynch, Ms. Susan Godwin, Ms. Anne Marie Salvia, and Ms. Andrea Piekarski were present to meet jointly with the Selectmen to consider YEAR END APPROPRIATION TRANSFERS.

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$4,645.00 from 01-141-5200-5400 Assessors Expenses, to be transferred to 01-141-5100-5113 Assessors Clerical, to cover overtime costs in FY18 and fund contractual sick leave buyback for the assistant assessor

VOTE: 4:0

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$465.00 from 01-135-5200-5400 Town Accountant General Expense, to be transferred to 01-135-5100-5190 Town Accountant Sick Leave Buyback, to fund contractual sick leave buyback for the assistant accountant

VOTE: 4:0

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$1,781.00 from 01-914-5200-5175 Health Insurance, to be transferred to 01-145-5100-5114 Treasurer/Collector Admin/Clerical, to cover promotions from lower paying positions in FY18

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

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MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$5,000.00 from 01-123-5100-5114 Town Administrator Support Services, to be transferred to 01-400-5100-5114 DPW Clerical, to cover temporary clerical for 45 days

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

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$79,000.00 from 01-914-5200-5175 Health Insurance, to be transferred to 01-220-5100-5130 Fire Overtime, to cover overtime needs for public safety

VOTE: 4:0

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$51,000.00 from 01-914-5200-5175 Health Insurance, to be transferred to 01-210-5100-5130 Police Overtime, to cover over time needs for public safety

VOTE: 4:0

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$75,000.00 from 01-914-5200-5175 Health Insurance, to be transferred to 01-145-5200-5301 Tax Title, to cover increase in costs related to various ongoing tax title properties

VOTE: 4:0

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$36,500.00 from 01-914-5200-5175 Health Insurance, to be transferred to 01-151-5200-5301 Legal Professional/Technical, to cover unforeseen usage of Town Counsel in FY18, as well as remainder of funding needed for the treasurer's office consultant

VOTE: 4:0

MOTION: By Mr. Lee, second by Ms. Campanella, I move that the Board of Selectmen grant the request for the transfer of \$10,000.00 from 01-610-5100-5114 Library Clerical Salaries, to be transferred to 01-610-5200-5400 Library General Expenses, to cover unforeseen utility charges and ink charges in FY18

VOTE: 4:0

The Finance Committee made motions, seconded them, and voted in favor of each of the transfer requests as well.

SALARY ADMINISTRATION HEARING:

MOTION: At 7:15 pm, by Mr. Lee, second by Ms. Campanella, 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. Hooke explained that he is requesting that a Part-Time Information Technology (IT) Coordinator position be added to the Salary Administration Plan for FY2019. Public Safety has been paying a vendor for services, but someone is needed for the day-to-day issues to take care of the computer assisted dispatch at the rate of \$30.00 per hour.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen add the position of IT Coordinator at an hourly rate of \$30.00, to the Town By-Laws, Section 10, Salary Administration Plan, Article III, Section 10.5(g), Schedule B, to be considered under Article 7 at the Annual Town Meeting on May 9, 2018, and effective on July 1, 2018

VOTE: 4:0

MOTION: Made and seconded, to close the Salary Administration Plan By-Law hearing

VOTE: 4:0

MOTION: Made and seconded, to adjourn to EXECUTIVE SESSION to conduct strategy or collective bargaining sessions with Union employees (Police Officers), and RETURN to OPEN SESSION

ROLL CALL VOTE: Mr. McGaughey – Yes
Mr. Lee – Yes
Mr. Reilly – Yes
Ms. Campanella – Yes

RETURN TO OPEN SESSION:

MOTION: At 7:40 pm, by Mr. Lee, second by Mr. Reilly, that the Board of Selectmen enter into a Collective Bargaining Agreement Between the Town of Holbrook and the New England Police Benevolent Association, Inc, Holbrook Patrolmen's Association, Local 88A, effective July 1, 2018

VOTE: 4:0

Clerk

Documents:

Appropriation transfer requests
MOA with NEPBA, Local 88A
Salary Admin wage schedule
Transfer requests