

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, May 23, 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
Paul Digirolamo, Town Treasurer/Collector
Christopher Pellitteri, Superintendent of Public Works

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.

MINUTES:

MOTION: By Ms. Campanella, second by Mr. McGaughey, to accept the minutes of the regular and executive sessions of Wednesday, March 28, 2018, as printed

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

MOTION: By Ms. Campanella, second by Mr. Reilly, to accept the minutes of the regular and executive sessions of Wednesday, April 18, 2018, as printed

VOTE: 4:0

Announcements:

- The 4th Annual We Remember Memorial Day 5K Run/Walk will be held on May 28th at 9:00 am
- The Memorial Day Parade will kick off at 10:00 am on May 28th
- All Eagle and Gold Award Scouts are invited to participate in the Memorial Day Parade

Director Hooke introduced the three Public Safety Telecommunicators who have been promoted to the position of COMMUNICATIONS CENTER SUPERVISORS, effective May 4, 2018: Anthony Fowler, Kevin Austin, and Marion O'Donnell. Every shift now has a Supervisor.

Director Hooke presented the Agreement for Services with an architect for the new communications center building. Jacunski Humes Architects has a lot of experience in Public Safety Buildings, including the designing and the construction. Their services will be paid for with a 911 grant.

MOTION: By Mr. Lee, second by Mr. Reilly, that the Board of Selectmen authorize the Chairman of the Board to execute an Agreement between the Town of Holbrook and Jacunski Humes Architects, LLC, for Designer Services for a New Regional Emergency Communications Center

VOTE: 4:0

David Dingley, Chairman of the TOWN SCHOLARSHIP COMMITTEE, presented the two \$1,000 scholarship recipients for 2018. Ms. Alyssa Gryzbinski is graduating from Cardinal Spellman and will attend Holy Cross College. Ms. Erin Young is graduating from Blue Hills Regional High School and will attend UMass Lowell.

Ms. Beth Crooker, a resident of Grove Ave., requested approval of a BLOCK PARTY on Saturday, June 23rd from 4 pm to 9 pm. A portion of Grove Ave. will be blocked off, impacting 3 driveways.

MOTION: By Ms. Campanella, second by Mr. Reilly, that the Board of Selectmen grant the block party request from Beth Crooker of Grove Ave., for Saturday, June 23, 2018, with the following stipulations:

- That the hours of the party be 4:00 pm – 9:00 pm
- That a responsible person serves as an Emergency Contact for the event, contact the Public Safety Communications Center prior to any approved road closure, and provide a telephone number where they can be reached by Public Safety personnel, if necessary
- That the street be blocked by moveable barriers that allow for the passage of Fire and Emergency Medical Service vehicles in the event of an emergency
- No alcoholic beverages be consumed, stored, or displayed in the street. All age limits on consuming alcoholic beverages must be adhered to at all times.
- There are to be no bonfires or any other non-cooking outside fires
- Upon the conclusion of the event, all barriers, trash, etc., are removed from the street
- It is recommended by the Fire Department that all parking be on one side of the street

VOTE: 4:0

Town Counsel has advised that the amendments to the previous NOTICES OF ACTIVITY AND USE LIMITATIONS (NAULS) before the Board this evening expand and clarify the EPA authority over the storm water management/drainage on the properties including 3 Phillips Road, 655R South Street, and 645 South Street.

MOTION: By Mr. Lee, second by Mr. Reilly, that the Board of Selectmen authorize the Chairman to sign the modified Notices of Activities and Use Limitations (NAULS) as presented by the US EPA for 3 Phillips Road, Holbrook, 645 South Street, Holbrook, and 655R South Street, Holbrook

VOTE: 4:0

Chief Smith explained that he would like to move forward with promoting one officer to the rank of SERGEANT. There is one person on the current list.

MOTION: By Mr. Lee, second by Mr. Reilly, that the Board of Selectmen accept the recommendation of Police Chief William Smith to begin the process of promoting one Police Officer to the rank of Sergeant

VOTE: 4:0

Chief Smith said that there were speed limit signs posted on some streets years ago, but the Board of Selectmen needs to vote to lower the limit to 25 mph.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen vote to lower the speed limit to 25 mph on Reeds Lane, Belcher Street and Jewel Road, effective immediately

VOTE: 4:0

Treasurer/Collector Digirolamo explained that NOTES AND BONDS need to be issued for the School Project in the amount of \$45,341,781.40.

MOTION: By Ms. Campanella, second by Mr. Lee:

I, the Clerk of the Board of Selectmen of the Town of Holbrook, Massachusetts, certify that at a meeting of the board held May 23, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the school project authorized by a vote of the Town passed on October 22, 2014 (Article #14) not being paid by the school facilities grant is at least \$45,341,781.40 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

Further Voted: to approve the sale of \$7,080,000 General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 1, 2018, payable May 31, 2019, to TD Securities (USA) LLC at par and accrued interest, if any, plus a premium of \$83,614.80.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 9, 2018, and a final Official Statement dated May 16, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Note from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Note.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a

manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Note were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

VOTE: 4:0

Mr. Digirolamo discussed adding 29 Chandler Street to the next AUCTION OF PROPERTIES. Mr. McGaughey said that the Town property at the intersection of Jewel Road and Newton Ave. should be cleaned up. Supt. Pellitteri will take a look at the property.

Cynthia Brennan, Coordinator for the COUNCIL ON AGING, recommended that the Board appoint two Part-Time Van Drivers, following the posting of the position on May 1st.

MOTION: By Mr. Lee, second by Ms. Campanella, that the Board of Selectmen accept the recommendation of the Council on Aging Coordinator to appoint Dwight Nevins and Stephen Malinowski as Part-Time Van Drivers for the Council on Aging, effective July 1, 2018, with regular work hours to be limited to 18 per week, but to include intermittent additional hours as necessary, to meet the needs of the Council on Aging, with wages per the Wage and Salary Schedule

VOTE: 4:0

Ms. Brennan recommended that two temporary positions at the COA be extended until June 30, 2018.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen accept the recommendation of the Council on Aging Coordinator to extend the following temporary positions at the COA through June 30, 2018:
Jackie Morgan – Assistant to the COA Coordinator
Margaret Feeley – Fuel Assistance Coordinator

VOTE: 4:0

Ms. Brennan recommended that two employees be appointed as Assistant COA Coordinators, effective July 1, 2018:

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen accept the recommendation of the Council on Aging Coordinator to appoint the following employees to the position of Assistant Council on Aging Coordinators, effective July 1, 2018: Jackie Morgan – Averaging 5 hrs. per week
Margaret Feeley – Averaging 10 hrs. per week

VOTE: 4:0

Ms. Brennan requested that the Board approve the purchase of “MySeniorCenter System” hardware and software, which will allow the COA to track the number of participants in the programs of the COA and have emergency contact information available on the participants while at the COA or on trips. Most COA’s utilize this software.

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MOTION: By Mr. Reilly, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute the Xavus Solutions LLC Purchase and License Terms and quote, on behalf of the Council on Aging, for the purchase and license of “MySeniorCenter System” hardware and software products and training as detailed in Quote # s-090917-4727, in the amount of \$4,500.00

VOTE: 4:0

Chairman Lee explained that it is time to hire the summer help, and recommended that Superintendent Pellitteri be authorized to complete the process for the Public Works Department.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen authorize the Superintendent of Public Works to hire the temporary Summer Help employees, at an hourly rate of \$12.00 per hour

VOTE: 4:0

Superintendent Pellitteri recommended that the Part-Time Temporary Principal Clerk in the Public Works Department be extended through June 29, 2018.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen accept the recommendation of the Superintendent of Public Works and extend the employment of the Part-Time Temporary Principal Clerk in the Public Works Department, Danielle Connolly, through June 29, 2018 at \$18.87 per hour for up to 32 hours per week

VOTE: 4:0

Chief McFadden presented and explained the ambulance abatement list for January – March 2018.

MOTION: By Mr. Lee, second by Mr. Reilly, that the Board of Selectmen grant the Ambulance Abatements for the quarter including January 1, 2018 through March 31, 2018, totaling Three Hundred Twenty-Three Thousand Seven Hundred Eighty-Six Dollars and fifty-two cents (\$323,786.52), as presented and recommended by Chief McFadden

VOTE: 4:0

The Chiefs presented an appropriation transfer request in order to pay maintenance and utility expenses for the Public Safety Building.

MOTION: By Mr. Lee, second by Mr. Reilly, that the Board of Selectmen grant the request to transfer the sum of \$2,020.09 from PSB Salaries 01-200-5100-5114, to be added to PSB Expenses 01-200-5200-5210, to offset a projected deficit at year end in the Maintenance and Utilities line item

VOTE: 4:0

Vacation carry over requests, from those employees who need the approval of the Board of Selectmen, were considered.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen grant the following requests for vacation carryover from FY18 into FY19:

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William J. Smith – 7 days
Luke McFadden – 7 days
Arthur Boyle – 10 days (60 hrs.)
Marjorie Godfrey – 10 days (70 hrs.)
Stephan Hooke – 7 days' vacation to be used in FY19 and the remaining 10 days to be added to his sick time (per his contract)
Chris Pellitteri – 10 days
Dean Hill – 3 days

VOTE: 4:0

The Town Clerk submitted a list of the pay rates for the election workers, and the list for some other communities, which was reviewed by the Board.

MOTION: By Mr. Lee, second by Mr. McGaughey, to keep the election workers' pay the same as the Town Clerk currently pays it

VOTE: 4:0

Superintendent Pellitteri reported that the Public Works Department is working on parade preparation, the final agreement on the renewal of the solid waste contract, planning the Richard Road water main project for over the summer, that the streetlight conversion to LED lights is 70% complete, and that the multi-year storm water management plan is being worked on.

It was announced that the 2017 Consumer Confidence Report (CCR) relative to the Water Quality 2017, is available on the Town's website, and at various Town offices.

MOTION: At 8:30 pm, made and seconded, to adjourn the meeting

VOTE: 4:0

Lindsay Vayda, Clerk

Documents:

EPA NAULS

Minutes

Agreement with Jacunski Humes

Block Party request

Van Driver info

COA Coordinator recommendations

MySeniorCenter info

Recommendation for D. Connolly

Ambulance abatements

Transfer request

Vacation carryover requests

Election worker pay info