

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, June 27, 2018

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

Absent: 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 Mr. Lee, second by Ms. Campanella, that the Board of Selectmen accept the minutes of the regular session of Wednesday, April 25, 2018, as printed

VOTE: 3:0

Chief Smith introduced Officer Andrew W. Martins and spoke briefly about his 17 years on the Police Department. Officer Martins is the sole officer on the current Civil Service list for promotion to SERGEANT, and the Chief recommended him.

MOTION: By Mr. Reilly, second by Ms. Campanella, that the Board of Selectmen accept the recommendation of Police Chief William Smith, and promote Officer Andrew W. Martins to the Permanent Full-Time position of Sergeant on the Holbrook Police Department, effective July 1, 2018

VOTE: 3:0

Sergeant Martins was sworn in by Town Clerk Jeanmarie Tarara.

The Board considered a Memorandum of Agreement with the Holbrook Superior Officers Association, Local 88B, which corrected the previous MOA. The S-3 and S-2 positions were added to the Superior Officers Contract on this MOA so that senior man pay can be calculated when a Sergeant is not working.

MOTION: By Mr. Reilly, second by Ms. Campanella, that the Board of Selectmen execute a Memorandum of Understanding between the Town of Holbrook and the Holbrook Superior Officers Association, Local 88B (Police), effective July 1, 2018, in order to add S-3 and S-2 rates of pay so that senior man pay can be calculated when a Sergeant is not working

VOTE: 3:0

Chief Smith requested that the Board vote to submit requisitions to Civil Service for SOLE ASSESSMENT CENTERS for one new position, Deputy Chief, which will replace the Commander, and for a Sergeant, who will replace the Sergeant that is promoted to Deputy Chief.

MOTION: By Mr. Reilly, second by Ms. Campanella, that the Board of Selectmen grant the request of Police Chief William Smith that requisitions be submitted to Civil Service on behalf of the Holbrook Police Department, in order to begin the process of filling a new position for a Deputy Police Chief and filling a Sergeant's position, using Sole Assessment Centers for each of the positions

VOTE: 3:0

The Board considered appointing two Associate Members to the Zoning Board of Appeals. Mr. Domenico Crugnale and Ms. Tiffany Sheehan were present and were introduced.

MOTION: By Mr. Reilly, second by Ms. Campanella, that the Board of Selectmen appoint Domenico Crugnale as an Associate Member of the Zoning Board of Appeals, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Mr. Reilly, second by Ms. Campanella, that the Board of Selectmen appoint Tiffany Sheehan as an Associate Member of the Zoning Board of Appeals, with a term to expire on June 30, 2019

VOTE: 3:0

Ms. Ruth Davey, who works in the Community Development Office, requested to have her pay brought up to the hourly rate approved at Town Meeting for a Principal Clerk on the Wage & Salary Schedule of the Salary Administration Plan. CD Director Wayne Darragh submitted a letter in support of the raise. Neither Ms. Davey nor Mr. Darragh was present to speak about the request.

MOTION: By Mr. Lee, with no second, that the Board of Selectmen grant the request to increase Ruth Davey's hourly rate of pay in the Community Development Office from \$18.87 per hour up to \$19.25 per hour, effective July 1, 2018, as recommended by the Community Development Director

MOTION FAILED (Vote taken later in meeting)

Director Hooke explained that three new full-time Public Safety Telecommunicators need to be hired due to the Town of Rockland coming on board.

MOTION: By Ms. Campanella, second by Mr. Reilly, that the Board of Selectmen accept the recommendation of the Director of Communications, and approve the hiring of three (3) new Full-Time Public Safety Telecommunicators, as follows:

Andrea Fernez, effective July 1, 2018

Christopher King, effective July 1, 2018

Michael Downing, effective July 4, 2018

VOTE: 3:0

The work of the Treasurer's office consultant who is completing the cash reconciliation of bank statements, as well as the Treasurer's cash book, was discussed. His contract expires in August. He is developing procedures and working out the quirks in the Town's new software. He has been paid \$26,190 since January.

Ms. Ruth Davey, the employee in the Community Development office, entered the meeting to answer questions about her request for a raise in her hourly rate of pay. She briefly explained the work in that office and that her salary is paid out of the admin portion of a grant or out of program income.

**MOTION:** By Mr. Reilly, second by Ms. Campanella, that the Board of Selectmen grant the request to increase Ruth Davey's hourly rate of pay in the Community Development Office from \$18.87 per hour up to \$19.25 per hour, effective July 1, 2018, as recommended by the Community Development Director

**VOTE:** 3:0

Discussion took place between the Public Safety Department Heads and the Board about the Town's emergency planning. There is a Comprehensive Emergency Plan in place. It was explained that the Town participates, along with other area towns, in utilizing the regional shelter in Weymouth, when necessary, for regional emergency situations.

**ANNUAL APPOINTMENTS:**

**MOTION:** By Mr. Reilly, second by Ms. Campanella, to appoint Laurice Hedges as the Animal Control Officer, with a term to expire on June 30, 2019

**VOTE:** 3:0

**MOTION:** By Mr. Reilly, second by Ms. Campanella, to appoint Daniel F. Moriarty, Jr. as the Building Inspector, with a term to expire on June 30, 2019

**VOTE:** 3:0

**MOTION:** By Mr. Reilly, second by Ms. Campanella, to appoint William J. Smith as the Emergency Management Director, with a term to expire on June 30, 2019

**VOTE:** 3:0

**MOTION:** By Mr. Reilly, second by Ms. Campanella, to appoint Laurice Hedges as the Field Driver/Pound Keeper, with a term to expire on June 30, 2019

**VOTE:** 3:0

**MOTION:** By Mr. Reilly, second by Ms. Campanella, to appoint Daniel R. Lee as the Norfolk County Advisory Board Representative, with a term to expire on June 30, 2019

**VOTE:** 3:0

**MOTION:** By Mr. Reilly, second by Ms. Campanella, to appoint Jeanmarie Tarara as the Parking Clerk and Hearings Officer, with a term to expire on June 30, 2019

**VOTE:** 3:0

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MOTION: By Mr. Reilly, second by Ms. Campanella, to appoint John F. Callahan as the Plumbing & Gas Inspector, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Mr. Reilly, second by Ms. Campanella, to appoint Mark J. Grzybinski as the Assistant Plumbing/Gas Inspector, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Mr. Reilly, second by Ms. Campanella, to appoint D. Leo Donovan as the Sealer of Weights and Measures, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Mr. Reilly, second by Ms. Campanella, to appoint Murphy, Hesse, Toomey and Lehane as Town Counsel, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Mr. Reilly, second by Ms. Campanella, to appoint Hanh Nguyen as the Veterans' Agent, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Mr. Reilly, second by Ms. Campanella, to appoint Gerald Graham as the Wiring Inspector, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Mr. Reilly, second by Ms. Campanella, to appoint David Keenan as the Assistant Wiring Inspector, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Cheryl Gelzer Alexis to the Board of Registrars, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint William L. Forte, Sr. and Richard Coombs to the Conservation Commission, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Ralph J. Colarusso and Mark Shanly as Constables, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Richard Edward Dean and Sara Stinson to the Holbrook Historical Commission, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Daniel R. Lee, William J. Smith, Christopher Pellitteri (PWD), Luke McFadden, Brian Macauley (FD) and Paul Callinan

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(BOH), to the Local Emergency Planning Committee, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Bernard J. Foley and Zack Gorman (non-voting) to the Permanent Cable Television Advisory Committee, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Heather McLellan to the Town Forest Committee, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Joanne E. Spillane, Linnea V. McFadden, and A. Leonard Olson to the Town Scholarship Committee, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Keith O'Brien to the Zoning Board of Appeals, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Michael Fleming and Danh Nguyen as Citizens at Large, and Daniel R. Lee as the Selectmen's Representative, on the Capital Improvements Planning Committee, with a term to expire on June 30, 2019

VOTE: 3:0

MOTION: By Ms. Campanella, second by Mr. Reilly, to appoint Mark J. Svizzero and Michael F. Fleming, Jr. to the Energy Committee, with a term to expire on June 30, 2021

VOTE: 3:0

MOTION: By Mr. Lee, second by Mr. Reilly, to make the following appointments to the Permanent School Building Committee, with terms to expire on June 30, 2021:

Voting members:

Local Chief Executive Officer – Daniel R. Lee

Member of Community – Construction/Facilities Management – Thomas Taylor

Member of Community – Architecture, Engineering and/or

Construction – Scott Towne

Non-voting member:

Superintendent of Schools – Julie Hamilton

VOTE: 3:0

It was explained that the Building Inspector is going on vacation, and there is no Assistant appointed to take his place, if necessary, while he is unavailable. The position was previously advertised, but was not filled at the time. Mr. Eric Erskine, the Building Inspector and Sealer of Weights and Measures in Braintree, was introduced.

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MOTION: By Ms. Campanella, second by Mr. Reilly, that the Board of Selectmen appoint Eric C. Erskine of Braintree as a Temporary Assistant Building Inspector for the Town of Holbrook, for the period of June 28 through July 9, 2018, while Holbrook's Building Inspector is on vacation

VOTE: 3:0

Chief McFadden recommended residents sign up on the Town's website for Code Red in order to receive reverse 911 calls from Public Safety officials.

Chief Smith reported that the Police Department is running a Police Academy for Kids at the end of July, for 6<sup>th</sup> graders. A reserve fund transfer may be needed to cover the estimated cost of \$4,000 to \$5,000.

Residents Robin MacCallum and Lisa Nickerson discussed ongoing issues with asbestos in the area of the building at 55 High Street. Chief McFadden explained that the building was previously the site of shoe manufacturing, and asbestos abatement is in process. He will visit the site and report back at the next meeting.

The ongoing noise issue in the Spring Street area from New Castle, a cement block company, was discussed with the residents. It was reported by Dave Reilly, a member of the Board of Health, that sound proofing is being purchased and an independent study on noise levels may need to be done.

The Chairman recognized Mrs. Edna Bowers for her many years of service and as a great asset on the Historical Commission, and announced that she has resigned from that position.

MOTION: At 8:40 pm, made and seconded, to adjourn the meeting

VOTE: 3:0

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Lindsay Vayda, Clerk

Documents:

Minutes

Erskine resume

MOA Police Superiors

Request for Sole Assessments

ZBA appointment requests

Recommendation for wage increase

in Community Development

Request to hire Dispatchers

MOA with David Leary

Appointment list