

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, July 25, 2018

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

In attendance: Timothy J. Gordon, Town Administrator
Marjorie E. Godfrey, Assistant Town Administrator
Luke McFadden, Fire Chief
William J. 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 Campanella 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. Reilly, second by Ms. Vayda, to accept the minutes of the regular session of Wednesday, May 9, 2018, as printed

VOTE: 4:0:1 (Ms. Vayda abstained)

MOTION: By Mr. Reilly, second by Mr. McGaughey, to accept the minutes of the regular session of Wednesday, May 23, 2018, as printed

VOTE: 4:0:1 (Ms. Vayda abstained)

MOTION: By Mr. Reilly, second by Mr. McGaughey, to accept the minutes of the regular session of Wednesday, June 13, 2018, as printed

VOTE: 3:0:2 (Ms. Vayda and Mr. McGaughey abstained)

MOTION: By Mr. Reilly, second by Ms. Campanella, to accept the minutes of the executive session of Wednesday, June 13, 2018, as printed

VOTE: 2:0:3 (Ms. Vayda and Messrs. McGaughey and Lee abstained)

Announcements:

- The Firefighters' Annual Car Show fundraiser will be held on August 5, from 10 am to 2 pm
- An Electronic Waste Drop-Off and Recycling Event will be held on Saturday, August 4th from 8 am to noon

It was discussed that the two former elementary schools (JFK & South) have been offered through the Request for Proposals (RFP) process, but the proposals were not accepted. Mr. Gordon recommended hiring a marketing firm to handle the process in the fall to look for a project that would benefit the Town.

Communications Director Hooke explained that he is requesting that the Board approve adding the position of Deputy Director of Communications to the list of Town positions approved to receive CELL PHONE REIMBURSEMENT. This position is 24/7 for six towns, is responsive to the other towns' issues, and is paid out of a budget which is funded by fees from the other towns.

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen vote to include the Deputy Director of Communications on the Town's list of positions approved for cell phone reimbursement up to \$90 per month

MOTION: 5:0

Director Hooke said that with Rockland coming onboard, three new part-time PUBLIC SAFETY TELECOMMUNICATORS and a full-time person need to be hired. He asked that the Board approve the hiring of the three people he is recommending this evening. They will go through 911 training, Holbrook training, and State mandated training before coming on board. The new INFORMATION TECHNOLOGY (IT) position that was approved at town meeting in May is also ready to be filled. Director Hooke recommended a gentleman who works in a neighboring town and is familiar with the Town's equipment.

MOTION: By Mr. Reilly, second by Mr. Lee, that the Board of Selectmen accept the recommendation of Communications Director Hooke to hire three new Part-Time Public Safety Telecommunicators immediately: David Sylvestre, Daniel Eshner, Peter Bagdon

VOTE: 5:0

MOTION: By Mr. Reilly, second by Mr. Lee, that the Board of Selectmen accept the recommendation of Communications Director Hooke to hire Anthony Phippin as the new IT Coordinator for the Public Safety Building, immediately, with the wages and benefits per the Salary Administration Plan By-Law

VOTE: 5:0

Chairman Campanella, who was elected as Chairman at the Board meeting on July 11, 2018, was appointed to two positions on committees:

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen appoint Pamela Campanella to the position on the Local Emergency Planning Committee for the Chairman of the Board of Selectmen, with a term to expire on June 30, 2019

VOTE: 5:0

MOTION: By Mr. Reilly, second by Mr. Lee, that the Board of Selectmen appoint Pamela Campanella to the Local Chief Executive Officer's position on the Permanent School Building Committee, with a term to expire on June 30, 2021

VOTE: 5:0

HEARING on the application for a Common Victualler's License in the name of Sparta Foodservices, Inc. dba Holbrook House of Pizza, 31 North Franklin Street.

Present: Mr. Peter Papagelis

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MOTION: At 7:15 pm, by Ms. Campanella, second by Mr. Reilly, to open the hearing on the application for a Common Victualler's License in the name of Sparta Foodservices, Inc. dba Holbrook House of Pizza, 31 N. Franklin Street

VOTE: 5:0

It was explained that because the abutters were not notified properly about this hearing, the hearing will be continued to the next meeting, on August 8th.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen continue the hearing for the Common Victualler's License for Sparta Foodservices, Inc. dba Holbrook House of Pizza until 7:15 pm on August 8, 2018, and that Mr. Papagelis be provided with a letter that he will mail to all abutters, immediately upon receipt, notifying them that the public hearing has been continued

VOTE: 5:0

Discussion took place about the location of future TOWN ELECTIONS. The School Department has notified the Town Clerk that the elections cannot be held in the new school building.

Present: Julie Hamilton, Superintendent
Michael Bolger, Director of Facilities for the School Department
Jeanmarie Tarara, Town Clerk
Rev. Tom Boudreau, St. Joseph Church
Dr. Corinne Merritt, Principal, St. Joseph School

Supt. Hamilton explained that there are safety concerns with having the elections in the school, and the elections were not anticipated when the school calendar was set. School could be cancelled for the September 4th election, but the school calendar cannot be changed for the other elections, which would require closing the school for the day. The Town Clerk said the building is not conducive to elections, there is not enough parking, and the walk is too long for the elderly and disabled. Ms. Tarara has spoken with Fr. Boudreau, and St. Joseph School is willing to work with the Town on holding elections at their school. Fr. Boudreau said he has contacted the Archdiocese, and the School could block off the auditorium and accommodate elections, beginning in November. No vote was taken. Moving the elections will be discussed and voted at a meeting in September.

Treasurer/Collector Digirolamo recommended that the Board vote to renew the agreement with Mr. David Leary for professional services related to CASH RECONCILIATIONS. He indicated that filling the HR position would free up some of the Assistant Treasurer's time to take over the reconciliations.

MOTION: By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen authorize the Town Administrator to execute a Memorandum of Understanding between the Town of Holbrook and Mr. David E. Leary to provide professional services for the Treasurer/Collector's office, at \$60 per hour, effective August 17, 2018 through November 14, 2018

VOTE: 4:0:1 (Mr. Reilly abstained)

Chief McFadden recommended that the Board approve the agreement with New England Medical Billing for ambulance billing services.

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MOTION: By Mr. Lee, second by Mr. Reilly, that the Board of Selectmen authorize the Chairman to execute the Ambulance Billing Service Agreement between the Town of Holbrook Emergency Ambulance Service and New England Medical Billing for Fiscal Year 2019

VOTE: 5:0

Chief Smith explained his request for Deputy Chief and Sergeant exams using SOLE ASSESSMENTS through Civil Service.

MOTION: By Ms. Vayda, second by Mr. Lee, that the Board of Selectmen submit a Civil Service requisition for a Promotional Exam, using a Sole Assessment Center with scoring based 80% on the Assessment, and 20% on Education and Experience, for a Full-Time Permanent Deputy Chief for the Holbrook Police Department

VOTE: 5:0

MOTION: By Ms. Vayda, second by Mr. Lee, that the Board of Selectmen submit a Civil Service requisition for a Promotional Exam, using a Sole Assessment Center with In-Title Experience for a Full Time Permanent Sergeant for the Holbrook Police Department

VOTE: 5:0

Chief Smith announced that the Department had an assessment done on July 11th & 12th, and the Department is now Certified. There will be a formal ceremony in September. The Chief also reported that grants have been received for \$2,500 of equipment through Mass. Emergency Management, a new K9 and a new speed sign.

Mr. Reilly asked that when the department heads communicate important matters to staff at the Town Hall, that they also send the email to the members of the Board of Selectmen.

Mr. Lee presented Board members with a job description for the position of Director of Inspectional Services, and explained that there would be one person who would be accountable for the department. Ms. Vayda asked that this job description also require that this person have knowledge about marijuana facilities. Mr. David Reilly suggested that the director have a construction supervisor's license and be able to read blue prints.

Discussion took place with residents of the Spring Street area, including Ms. Carmella Silva and Ms. Robin MacCallum, and Ms. Lisa DeMarco-Topping of Avon, about the ongoing issues related to work taking place at 55 HIGH STREET, where asbestos has been identified. The neighbors want the building sealed. The project is being overseen by the Department of Environmental Protection at this time. Board of Health member Katie Goldrick reported that she called the DEP and was told that there is a work plan in place. Chairman Campanella explained that she and others have been working on this issue, and the permits will be available online. What is allowed and not allowed will be shared.

Discussion took place with Ms. Diana DiMartino about the issue of the 17 dogs being kept at 429 SOUTH STREET, and the clearing of the parcel of land at 4 Indian Road. Chairman Campanella forwarded information to the Building Inspector and a cease and desist has been issued related to excavating. The neighbors reported that violations are taking place on weekends. There is a limitation of 3 dogs, and there is no kennel license issued. Chief Smith said the Police Department will go there

and serve her. The resident of 37 Dale Road said he works odd hours, and the dogs are interfering with his sleep.

Supt. Pellitteri notified the Board about a drainage issue on Revere Street. He reported that the drain goes under a resident's home, and the estimated cost for repairs is \$200,000. All of the drains in Revere Acres will be looked at. The Richard Road water project will begin in about 6 weeks. It was discussed that the MS4 storm water permit process is out 2 – 3 years, and is very costly. This year's cost is estimated at about \$11,000. The cost will be incremental, but the town will need to figure out how to pay for it. Mr. Lee commented that solid drainage plans of the town are necessary and suggested that the Norfolk County Commissioners be contacted about the funding.

Director Hooke announced that Communications Supervisor Anthony Fowler was one of five recipients of a Communications Management Scholarship in the amount of \$10,000 for leadership training.

Chiefs McFadden and Smith, and Director Hooke all reported that their departments assisted the Town of Weymouth by helping during the funeral, attending the wake/funeral, or supporting Weymouth by sending dispatchers to help the town following the tragic death of Weymouth Sgt. Michael Chesna.

ADJOURN:

MOTION: At 9:20 pm, made and seconded, to adjourn to executive session to discuss strategy and conduct collective bargaining with Union personnel (Public Safety Telecommunicators), to discuss strategy and conduct negotiations with non-union personnel (Fire Chief & Town Administrator), and return to open session

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

10:10 pm: RETURN TO OPEN SESSION

MOA – Public Safety Telecommunicators:

MOTION: By Ms. Campanella, second by Mr. Lee, that the Board of Selectmen execute a Memorandum of Agreement Between the Town of Holbrook and the American Federation of State, County and Municipal Employees AFL-CIO, State Council 93, Massachusetts Public Employees, Local 1395 (Public Safety Telecommunicators), effective July 1, 2018 – June 30, 2021

VOTE: 5:0

ADJOURN:

MOTION: At 10:14 pm, by Ms. Campanella, second by Mr. Lee, to adjourn the meeting

VOTE: 5:0

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Lindsay Vayda, Clerk

Documents:

Minutes

MOA with David Leary

NE Medical Billing agreement

Request for Sole Assessments

Common Vic application

Recommendation for appointments

Request to include Dep. Director on cell phone list