

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, September 26, 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, Director of Communications  
Lauren Mielke, Deputy Director of Communications  
Paul Digirolamo, Town Treasurer/Collector  
Christopher Pellitteri, Superintendent of Public Works  
Cynthia M. Brennan, Coordinator, Council on Aging

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 Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the minutes of the regular session of Wednesday, August 22, 2018, as printed

VOTE: 5:0

Mr. Gordon reported that:

- The Fire Department will hold its Annual Open House on Saturday, October 6, 2018
- The Town Forest Committee will hold the Annual Lantern Making Workshop on Sunday, September 30, 2018
- The Holbrook Regional Emergency Communications Association is holding a shirt sale fundraiser for Breast Cancer Awareness, with the proceeds to go to Dana Farber
- October 3<sup>rd</sup> is National Coffee With a Cop Day. The public event will take place at the Public Safety Building from 9 am to 11 am.
- The Braintree Conservation Commission is drafting deer hunting regulations. There is a public hearing scheduled in Cahill Auditorium on October 4<sup>th</sup>.
- Developer Terry Edwards has invited the members of the Board to tour the property where he is in the initial phase of planning a project on the Avon/Holbrook line.
- The use of the earmark grant is being put together, to include the repointing of some of the exterior of the Town Hall.
- The water rates will be considered soon, and an increase is recommended.
- There are about 10 towns with subscription only trash programs.
- There will be meeting at 55 High St. on Friday, and the work is set to begin that day.

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Council on Aging Coordinator Brennan asked that the Board approve the hiring of three Alternate Van Drivers, to be used to fill in when needed.

MOTION: By Ms. Vayda, second by Mr. Lee, that the Board of Selectmen accept the recommendation of COA Coordinator, Cynthia Brennan, and approve the hiring of three new Part-Time Alternate Van Drivers, effective Monday, October 1, 2018, including: Katherine Fabian, Theodore Sargent, and Paul Callinan

VOTE: 5:0

Mr. Gordon explained that the Town has one credit card, and it is in the custody of the Treasurer. Town Accountant Bethiny Moseley put together a credit card policy for good internal control. Discussion took place about the Exceptions clause (D.) of the policy and how purchases could be made during a public safety emergency. The Board discussed and agreed upon amending the Exception clause so that the use of a credit card would only require one approval when there is a public safety emergency.

MOTION: By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen approve the Town of Holbrook Credit Card Usage Policy and Requisition, as amended, by changing the Exception section to say that in the event of a public safety emergency, the exception to the policy will require approval by the Town Administrator, Treasurer/Collector, OR the Town Accountant in advance, policy to be effective October 1, 2018.

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

Chief McFadden explained that the purchase of a new ambulance was approved in the Capital Improvement Plan, and he would like to move forward with the purchase.

MOTION: By Mr. Reilly, second by Mr. Lee, that the Board of Selectmen authorize Fire Chief Luke McFadden to enter into a Lease-Purchase Agreement on behalf of the Town of Holbrook for the procurement of a Class I Ambulance, as approved by the Capital Improvement Planning Committee and funded by Articles 5 and 14 of the Annual Town Meeting held on May 9, 2018.

VOTE: 5:0

Chief Smith asked that the Board approve an agreement for a Shared Emergency Dispensing Site Location. Holbrook Middle-High School is the location. The agreement includes the Towns of Avon and Holbrook.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen authorize the Chairman and the Town Administrator to execute a Memorandum of Understanding for Shared Emergency Dispensing Site Location between the Towns of Holbrook and Avon

VOTE: 5:0

Chairman Campanella indicated that she is recusing herself from the next discussion.

Vice-Chairman Reilly, acting as the Chairman, read the agenda item: Vote on the Board signing the signature form on the WPA Form 4A, which is part of the Abbreviated Notice of Resource Area Delineation (ANRAD) Application to be submitted to the Conservation Commission by TLA Holbrook. The Town of Holbrook needs to sign the form as the owner of 3 Phillips Road.

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It was explained that the wetlands will be delineated and the conditions will be put in place by the Conservation Commission. Board members indicated that Mr. Barletta should attend the next meeting to explain the application and answer questions.

MOTION: By Mr. McGaughey, second by Mr. Lee, that the Board not sign the document without Mr. Barletta being here as the leaseholder of the property, and whoever he feels should be with him in order to move this application forward

VOTE: 4:0

Ms. Campanella resumed as Chairman.

Department updates:

Mr. Digirolamo said trash bills are ready to go out.

Mr. Pellitteri reported that he is trying to wait until spring to do the drainage project in Revere Acres, and Sunflower Road has similar issues. The Richard Road water project has started. The bids have come in for the water meter project. The bids for installers will be next.

Chief McFadden said that the Department has been busy with School fire drills, getting going on procurement, and two retirements – Lt. Donald Austin and FF/EMT Robert Lawrence.

Chief Smith said there is in service training going on, and training is happening at the Randolph academy.

Director Hooke thanked his staff for their work and spoke about the response of the department to aid those in Lawrence who were affected by the recent gas explosions. He also spoke about the response from South East Massachusetts to assist the residents of North Carolina due to the recent flooding.

Selectman Lee asked that citations be prepared for the two Firefighter retirees and for Eagle Scout John Kearney, and that they be invited to the next meeting to be recognized.

Mr. Gordon reported that Town meeting will be voting to fund a deficit in Solid Waste. There has been a loss of 20% of the participants. The HR Director interviews will be conducted on Tuesday, Oct. 2<sup>nd</sup>. The Board of Health is in the process of scheduling interviews for a Public Health Nurse and a Health Agent.

Cheryl McAvenia, who has been filling in as the Interim Board of Health Nurse thanked the Town for the position she has held and said she learned how well the departments work together.

A resident of the Centre Street area asked that the Town not increase the number of trucks in Town.

ADJOURN:

MOTION: at 8:05 pm, by Mr. Reilly, second by Ms. Vayda, to adjourn the meeting

VOTE: 5:0

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Lindsay Vayda, Clerk

Documents: Minutes, request for alternate COA van drivers,  
credit card policy, MOU Shared Emergency  
Dispensing Site, ANRAD application