

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, October 10, 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, September 12, 2018, as printed

VOTE: 5:0

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen accept the minutes of the executive session of Wednesday, September 12, 2018, as printed

VOTE: 5:0

Mr. Gordon reported that:

- The November 6, 2018 State election will be held in the gymnasium at St. Joseph School
- Early voting hours begin at the Town Hall on October 22, 2018
- The Annual Fall Lantern Walk in the Town Forest will be held on Friday, October 26, 2018
- The Request for Proposals (RFP) for the sale of the former South School is prepared in draft. Projects that would be highly advantageous to the Town, advantageous, and not advantageous have been described in the RFP. A project that does not provide significant tax revenue to the Town is also one that would not be considered advantageous.
- He spoke to a firm that markets properties, but it would not be cost effective to hire such a company to market the former South School because the fee was estimated at \$25,000 to \$30,000, whether the property sells or not.
- A town meeting vote is necessary to sell the school property, and it might need to be rezoned, so a town meeting may be necessary in January or February 2019.
- A use of facilities form has been filed with the School Department for the use of the school during 2019 and 2020 for elections. The School Department will accommodate future elections.

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of October 10, 2018*

- An analysis of the water/sewer rates was given to the Board.
- Mr. Gordon reported that the 5-member HR Director Search Committee screened 20 applications, and interviewed 6. He said they would like to bring the finalist to the Board. Board members indicated that the Board wants to interview the top three candidates at the next meeting.
- The Board of Health will be hiring the Public Health Nurse and the Health Agent tomorrow.

Mr. Tom Benvie was present to update the Board on the VETERANS' DAY activities he is working on. There will be a ceremony in Mary Wales Holbrook Park on November 11<sup>th</sup> at 11:00 am in memory of the 100<sup>th</sup> anniversary of the end of WWI and to honor all veterans. The Field of Flags in the Park will begin on November 3<sup>rd</sup>, and will be left in place until November 18<sup>th</sup>. Flags can be sponsored for \$10 each, dedicated to a veteran, if desired. He has updated the list of names of the veterans from Holbrook during 1946 until the present. Mr. Benvie has also been working on a Hall of Fame, and the names will be announced shortly.

Mr. Gordon explained that a SALARY ADMINISTRATION HEARING has been scheduled to amend the wage & salary schedule.

MOTION: At 7:30 pm, by Mr. Reilly, second by Mr. Lee, that the Board of Selectmen open the hearing to consider amendments to the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan

VOTE: 5:0

The requested amendments were discussed. No one else in attendance spoke on any changes.

MOTION: By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen vote to place an article on the November 14, 2018 special town meeting warrant to make the following changes to the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan, Article III, Section 10.5g, Schedule B:

- Remove the position of PWD Supervisor from Schedule B
- Add the position of Plow Drivers to Schedule B, with a maximum wage of \$30/hr, and set the FY19 hourly wage at up to \$30
- Add the position of PWD Temporary Seasonal Help to Schedule B, with an hourly rate of “MA Minimum Wage”
- Amend the hourly rate for a Library Page from \$11.00 hourly to “MA Minimum Wage”

VOTE: 5:0

MOTION: At 7:36 pm, by Ms. Campanella, second by Mr. Reilly, to close the hearing

VOTE: 5:0

Chief McFadden introduced Firefighter/Lieutenant Retired Donald Austin, Jr. and Firefighter/EMT Retired Robert Lawrence, who both retired recently. He spoke briefly about their 40 and 42 year careers with the Department. The retirees were presented with Certificates of Recognition from the Board of Selectmen and were congratulated by all those present.

Boy Scout John B. Kearney, of Troop 56, was recognized for receiving his Eagle Scout Award recently. A Citation was prepared and read in his honor, but he was unable to attend the meeting to receive it in person.

Boy Scout Joseph Sullivan, of Troop 56, was present to speak to the Board about his Eagle Project. He presented information about a flag retirement drop-box for tattered American flags that he has planned and will be building soon.

Town Clerk Jeanmarie Tarara explained that it is time to replace the current voting machines with new computerized machines. The funding to purchase the machines has been approved.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen vote to discontinue the use of the Acu Vote voting machines after the November State Election on November 6, 2018

VOTE: 5:0

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen vote to purchase new ImageCast Election Machines, to be used for all future elections, starting with the Annual Town Election in April 2019

VOTE: 5:0

TOWN FOREST COMMITTEE members, Adam Fabian, Chairman, and Heather McLellan, were present to update the Board on upcoming events, including the Lantern Walk on October 26<sup>th</sup> and a Geocache event on November 4<sup>th</sup>. The new storage shed is in place at 255 Pine Street. Eagle Scouts have provided a kiosk for a trail and shelves are being built in the shed. Discussion took place about the surveying of the approx. 32 acre parcel abutting the Town Forest and why Norfolk County has not been able to complete the survey. Later in this meeting a firm will be hired to do the surveying. The future of the 32 acre parcel was discussed.

Mr. Paul Cobbett, representing Brookville Bible Church, was present to request the use of the former South School parking lot and gymnasium on November 17, 2018 for a Harvest Festival. He explained that they would need access for one full day, with the function to run from 1:00 pm to 4:00 pm. Set up will take place early in the day, and cleanup will occur after 4:00. They will rent porta pottys. The Church has provided a certificate of insurance to the Town.

MOTION: By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen allow the Brookville Bible Church to use the gymnasium and parking lot at the former South School on Saturday, November 17, 2018 for a Harvest Festival

VOTE: 5:0

Mr. Gordon asked that the Selectmen consider voting to designate the position of consultant to the Planning Board as a Special Municipal Employee as it relates to Ethics. This would allow a consultant to the Planning Board to also work on a different Holbrook project for a different client. The consultant to the Conservation Commission was designated as a Special Municipal Employee in 2009.

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of October 10, 2018*

MOTION: By Mr. Reilly, second by Mr. Lee, that the Board of Selectmen vote to designate a Consultant to the Planning Board as a Special Municipal Employee, pursuant to Massachusetts General Laws Chapter 268A

VOTE: 5:0

8:30 pm: Chairman Pamela Campanella recused herself from the following discussion, and left the room.

Mr. Reilly acted as the Chairman during the discussion on the WPA Form 4A on an Abbreviated Notice of Resource Area Delineation (ANRAD) on an application being submitted to the Conservation Commission for TLA Holbrook's transfer station project at 3 & 6 Phillips Road. The Town owns the parcel at 3 Phillips Road. Attorney Marc Goldstein, counsel for TLA-Holbrook LLC, was introduced. Mr. Lee explained that signing this form will allow it to move on to the Conservation Commission for consideration.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen authorize the Town Administrator to execute the WPA Form 4A – Abbreviated Notice of Resource Area Delineation (ANRAD), Section E. Signatures, on behalf of the Town of Holbrook, the owner of 3 Phillips Road, which is included in the application for the properties at 3 & 6 Phillips Road, being submitted to the Conservation Commission by Green Seal Environmental, Inc. on behalf of TLA Holbrook, LLC, and as amended by Attorney Marc Goldstein

VOTE: 3:1 (Ms. Vayda opposed)

Chairman Campanella returned to her seat at 8:34 pm.

Mr. Gordon presented a Proposal for Professional Land Surveying of the land located at 320R Weymouth Street, for the Board's approval.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen accept the proposal of Hoyt Land Surveying, and authorize the Town Administrator to execute the Proposal for Professional Land Surveying Services of the parcel shown on Assessors' Map 5, Lot 2, including approximately 32 acres of land located at 320R Weymouth Street, at a fee not to exceed \$7,575.00

VOTE: 5:0

Chief Smith requested that the Animal Control Officer be added to the list of cell phones the Town reimburses.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen vote to include the position of Animal Control Officer on the list of positions approved for Town cell phone reimbursement of up to \$90.00 per month, effective immediately

VOTE: 5:0

Director Hooke requested that the Board approve the hiring of a new per diem Telecommunicator.

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of October 10, 2018*

MOTION: By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen accept the recommendation of the Director of Communications, and approve the hiring of Jenna Rodriguez as a Part-Time Public Safety Telecommunicator, effective immediately

VOTE: 5:0

Mr. Gordon discussed the services provided by a consultant, David Leary, related to cash reconciliation. Mr. Leary's contract expires in November. It was discussed that staff has been trained now, and the work will now be handled by an employee. The Board took no action, allowing the contract to expire.

Department updates:

Chief McFadden reported that the recent Open House at the station was well attended. He is involved in hiring firefighters through civil service. The ladder truck is out of service at this time.

Chief Smith said he has received a Mass. Emergency Management Agency (MEMA) grant, with \$5,000 to be applied to enforcement and \$5,000 to be applied to equipment. The Department's Certification ceremony will be held in Dover on October 24<sup>th</sup>. The speed limit tracking trailers (2) have been damaged by residents in the neighborhoods where they were being used in order to gather data on speeding on those streets.

Selectman Vayda asked, on behalf of some of the students in the school system if a female officer could come to the school, and if, when officers come do to the school, if they could come 5 minutes earlier.

Director Hooke reported that a 911 Department grant has been received in the amount of \$1,939,309.00 for Phase 1 of the construction of the new communications building, with no matching funds from the Town. \$1.1 million was received last year.

Selectman Lee said that Permit Pro, the new permitting software in the Inspectional Services and Assessors Departments is about to go online and nearly ready for permit applications.

MOTION: At 8:51 pm, made and seconded, to adjourn to executive session to discuss strategy and conduct contract negotiations with nonunion personnel (Fire Chief), and return to open session

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

10:04 pm: RETURN TO OPEN SESSION

MOTION: By Mr. Reilly, second by Mr. Lee, that the Board of Selectmen vote to execute an Employment Agreement Between the Town of Holbrook and Fire Chief Luke McFadden, effective January 29, 2019

VOTE: 5:0

MOTION: At 10:05 pm, by Ms. Campanella, second by Mr. Reilly, to adjourn the meeting

VOTE: 5:0

Documents: Salary Administration By-Law, ANRAD, Land Surveying Proposal, cell phone reimbursement request, voting machines request, citations, minutes

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Lindsay Vayda, Clerk