

**AGENDA  
BOARD OF SELECTMEN  
HOLBROOK, MASSACHUSETTS**

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**Wednesday, July 8, 2020 at 7:00 p.m.**

**Meeting will be held virtually on Zoom (link on page 2), and broadcast by  
Holbrook Community Access and Media (H-CAM)**

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**Due to the ongoing COVID-19 Pandemic and the State of Emergency issued on March 10, 2020, Governor Baker issued an Executive Order temporarily suspending certain provisions of MGL c. 30A sec. 20, the Open Meeting Law, temporarily relaxing the Law's requirements that meetings be held in public places, open and physically accessible to the public. The Town Hall remains closed to the public, and measures have been taken to ensure public access to the meeting through alternative means. Instructions, allowing the public access electronically using Zoom, have been attached as page 2.**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

All cell phones, pagers, etc., are to be turned off during the meeting.

This meeting will be recorded & broadcast by Holbrook Community Access & Media (H-CAM)

**II. MINUTES**

A. Approve the Minutes of the Regular Session of Wednesday, May 20, 2020

**III. TOWN ADMINISTRATOR'S REPORT**

A. Communications & Announcements

B. Committee Updates

C. Update on Status of Open Issues

**VI. OLD BUSINESS**

**V. NEW BUSINESS**

A. Public Hearing: To discuss the taking by eminent domain of portions of certain parcels of land for Permanent Easements and Temporary Construction Easements for the purposes of undertaking and construction of the Union Street (Route 139) Holbrook Traffic Improvements Project. The Board of Selectmen will vote to adopt and execute an Order of Taking to be recorded at the Norfolk County Registry of Deeds.

B. Vote on the Annual Reorganization of the Board of Selectmen

C. Vote to Accept a Donation of \$6,000 from the Copeland Family Foundation, Inc. and Authorize the Expenditure of the Funds, to be used for the Animal Shelter

D. Vote to Accept a Grant of \$50,000 from the Mass. Executive Office of Public Safety and Authorize the Expenditure of the Funds for Public Safety purposes, including and Off-Road Rescue Vehicle and an Inflatable Rescue Boat

E. Vote to Accept a Grant of \$300 from the American Library Association and Authorize the Expenditure of the Funds for a Computer Coding Program at Holbrook Pubic Library for Middle and High School aged children

F. Vote to Authorize the Chairman to Execute a Software Licensing and Support Agreement Between Lawrence Braverman Associates, LLC and the Town of Holbrook, for read only access to the Town's former accounting system for FY2021

G. Vote to Approve and Enter into an Agreement for Consulting Services between CBI Consulting, LLC and the Town of Holbrook, for architectural and engineering design services for the exterior renovations to the Public Safety Building, and authorize the Chairman to Execute the Agreement on behalf of the Board of Selectmen

- H.** Vote on Recommendations to Promote Clerical Union Administrative Assistants, Grade III to the position of Senior Administrative Assistant, Grade IV, effective July 1, 2020
- I.** Vote to Accept the Recommendation of the Superintendent of Public Works to Fill Two Positions for Temporary Seasonal Help for the Summer
- J.** Accept the Recommendation of the Superintendent of Public Works to hire a Temporary Mechanic under the Salary Administration Plan, Wage & Salary Scale
- K.** Vote to Grant a Request for Vacation Carry-Over from FY20 into FY21
- L.** Vote to Rescind the COVID-19 Town of Holbrook Staffing Policy as voted on April 1, 2020
- M.** Vote on the Board of Selectmen's Annual Appointments of Officials, and Board, Committee, and Commission Members, effective July 1, 2020
- N.** Discuss/Vote on the request for the use of the Sumner Field and parking lot for a summer diversity movie series
- O.** Discuss/Vote on the Use of the Spear Fund, established in 1912 with the donation of Ellen M. Spear, to be used "for the relief of worthy poor people"
- P.** Discuss/Vote on the Request of a resident for a Stop Sign on Hawthorne Road
- Q.** Discuss/Vote on Recruitment Process to Fill the Position of Town Administrator
- R.** Discuss/Vote on Recruitment Process to Fill the Position of Assistant Town Administrator
- S.** Discuss transition options & training for the Treasurer/Collector's Office

## **VI. ADJOURN**

### **Instructions for Joining the Selectmen's Meeting Remotely on Wednesday, June 17, 2020 at 7:00 pm**

HCAM is inviting you to a scheduled Zoom meeting.

Topic: Board of Selectmen

Time: July 8, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84940572482?pwd=NIhnNStadnhlNHZOSVBGYVRHMGtBUT09>

Meeting ID: 849 4057 2482

Password: 708626

One tap mobile

+13126266799,,84940572482#,,,0#,,708626# US (Chicago)

+16465588656,,84940572482#,,,0#,,708626# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 849 4057 2482

Password: 708626

Find your local number: <https://us02web.zoom.us/j/84940572482?pwd=NIhnNStadnhlNHZOSVBGYVRHMGtBUT09>