

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, December 4, 2019

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

Absent: Daniel R. Lee, Chairman

In attendance: Timothy J. Gordon, Town Administrator
William Smith, Chief of Police
Jeanmarie Tarara, Town Clerk
Cynthia Brennan, Council on Aging Coordinator

The meeting was called to order at 7:00 p.m. by Acting Chairman Reilly, in the Selectman Noel C. King Meeting Room, Floor 3R, Holbrook Town Hall, 50 North Franklin Street, Holbrook, MA 02343, and began with the Pledge of Allegiance.

MINUTES:

MOTION: By Ms. Vayda, second by Ms. Campanella, to approve the minutes of the regular session of Wednesday, October 30, 2019, as printed

VOTE: 4:0

COA Coordinator Brennan explained that the annual Formula Grant from the State office of Elder Affairs is used to pay for various expenses to support the COA Senior Center and activities for the seniors. The grant needs to be accepted by the Selectmen and the authorization to expend the funds must be voted.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen accept the Council on Aging Formula Grant for FY2020 from the Massachusetts Executive Office of Elder Affairs, authorize the Chairman to execute the grant-related documents, and authorize the expenditure of the \$26,520.00 grant funds to support the Council on Aging

VOTE: 4:0

Mr. Reilly recused himself from the following discussion and left the room.

Town Clerk Tarara explained that a position for a Principal Clerk in her office was posted both internally for Union members, and externally for anyone from the public. The temporary clerk in her office, Margaret Duggan, applied for the position, and Ms. Tarara highly recommended her. She also worked temporarily in Inspectional Services, where she received a very positive recommendation for this permanent position, and Ms. Tarara said she is very impressed with her work. Her resume is excellent, and the HR Director also interviewed her for the position.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen accept the recommendation of Town Clerk Jeanmarie Tarara to hire Ms. Margaret Duggan to fill the position of Full-Time Principal Clerk in the Town Clerk's office, effective Monday,

December 9, 2019, in accordance with the collective bargaining agreement between the Town of Holbrook and the International Union of Public Employees, Local 151

VOTE: 3:0

It was explained that the Treasurer/Collector's office has a temporary clerk finishing up and going back to school in a couple of weeks. His current appointment is ending, but his services could be used for an additional week to fill in for others in the department who will be out of the office.

MOTION: By Ms. Campanella, second by Mr. McGaughey, that the Board of Selectmen vote to extend Ryan McMahon's employment in the Tax Collector's Office, as a Temporary Part-Time Principal Clerk, to include December 3 through 11, 2019

VOTE: 3:0:1 (Mr. Reilly abstained)

Police Chief William Smith explained that donations that have been received by the Police Department through fundraising for the K-9 Fund need to be accepted by the Board, and the expenditure of the funds needs to be authorized.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen vote to accept and authorize the expenditure of all gifts for the Holbrook Police Department K-9 Fund, from miscellaneous donors, in any amount in excess of \$250.00, in accordance with the K-9 Gift Policy established by the Chief of Police for FY2020

VOTE: 4:0

Mr. Gordon said that a 5-year lease for four copy machines from INNOVEX needs to be authorized.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen authorize a 5-year lease between the Town and Wells Fargo Financial Leasing, Inc. for four (4) copiers from INNOVEX, with a lease payment of \$373.56 per month

VOTE: 4:0

Other donations for the Animal Shelter will be discussed and accepted at the next meeting.

Chief Smith reported that cars parked in the street between midnight and 6 am are subject to towing from November 1 – April 15th each year.

Chief McFadden said the Department has been busy. The new 4-wheel drive ambulance is in service at this time. The Firefighters are collecting Toys for Tots again this year, and residents were cautioned about electrical issues at the holiday season.

Director Hooke explained that the Department has been busy due to recent storms. The weather has slowed the work on the new communications center building. The pouring of the footing and walls will continue until mid-December, when construction is expected to begin.

Supt. Pellitteri reported that the joint water treatment plant will have a hard shutdown while the power is transferred to the new pump equipment in the next couple of weeks. Pressure should return to normal by the end of the week. Ms. Vayda asked about the status of the hiring of a Public Works Mechanic. The HR Director has been out on personal matters and will be reviewing about 25 resumes as soon as possible.

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MOTION: At 7:25 pm, by Ms. Vayda, second by Ms. Campanella, to adjourn the meeting
VOTE: 4:0

Lindsay Vayda, Clerk

Documents:

Minutes

COA grant contract

Town Clerk's recommendation on Principal Clerk

K-9 Gift Acceptance Form