

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, March 18, 2020

Present: Daniel R. Lee, Chairman
Joshua Reilly, Vice-Chairman
Lindsy Vayda, Clerk
Pamela E. Campanella, Associate

Absent: Richard B. McGaughey, Associate

In attendance: Timothy Gordon, Town Administrator
Marjorie Godfrey, Assistant Town Administrator
Christopher Pellitteri, Superintendent of Public Works
Eric Erskine, Director of Inspectional Services
Luke McFadden, Fire Chief
William Smith, Chief of Police & Emergency Management Director
Jeanmarie Tarara, Town Clerk
Katie Goldrick, Chairman, Board of Health

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

Due to COVID-19, the Town Hall was closed to the public, and this meeting was broadcast on the Community Access Channel by H-CAM. The process for residents and others to participate during the meeting was posted in advance of the meeting on the Town's website, and read at the beginning of the meeting. The instructions asked that the public send comments to the Town Administrator through the Citizen Action Center on the website at holbrookma.gov and the comments would be read at the meeting. The public was asked to follow the guidelines of the CDC and other health professionals during this unprecedented time.

MINUTES:

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the minutes of the regular session of Wednesday, February 26, 2020, as printed

VOTE: 3:0:1 (Ms. Campanella abstained)

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the minutes of the executive session of Wednesday, February 26, 2020, as printed

VOTE: 3:0:1 (Ms. Campanella abstained)

Mr. Gordon thanked the Board, the department heads and the employees for being flexible and helpful with continuing operations as we adjust to the changes needed during this health emergency. Meetings will be set up using Zoom going forward, which will allow easier access. The Town Hall is scheduled to be disinfected on Friday, and for follow up treatments.

Supt. Pellitteri was present to explain that his request for carry over vacation was for 10 days, in addition to the 5 days allowed by his contract. The ongoing emergency issues at the water treatment plant, and other pressing issues, made it difficult to schedule and take vacation time this past year.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen grant the request of Christopher Pellitteri to carry ten days of unused vacation time from the year ending on February 19, 2020 into the year ending on February 19, 2021, in addition to the five days allowed in his employment agreement

VOTE: 4:0

Director Erskine recommended that the Board appoint Michael McGourty as the Assistant Building Inspector. The position is part-time, and on call, with no benefits. The Assistant is called only when the Director is unavailable. The position was posted, and Mr. McGourty was the only applicant.

MOTION: By Mr. Reilly, second by Ms. Campanella, that the Board of Selectmen vote to accept the recommendation of the Director of Inspectional Services and appoint Michael J. McGourty to fill the vacant position of Assistant Building Inspector, with a term to expire on June 30, 2020

VOTE: 4:0

Director Erskine explained that, due to COVID-19, he is putting new rules and regulations in place in conjunction with the other inspectors in the department. These temporary rules designate how inspections will continue to be made and how the inspection process on both residential and commercial properties will be changed for the protection of the inspectors, the contractors and the homeowners.

The public hearing for the SOUTH SHORE VIKING ASSOCIATION, INC. dba THE VIKING CLUB: The licensee was notified that, due to the current health emergency, and in order for the Town to put a process in place for anyone who would like to participate in the hearing to be able to do so, the hearing would be opened and continued tonight.

MOTION: At 7:20 pm, by Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen open the hearing on the applications of the South Shore Viking Association, Inc. dba The Viking Club (Mark Delory, Manager), for an All Alcohol Private Club License, a Common Victualler's License and an Entertainment License, for the premises at 220 South Franklin Street

VOTE: 4:0

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen continue the hearing on the applications of the South Shore Viking Association, Inc. dba The Viking Club, until 7:15 pm on Wednesday, April 1, 2020

VOTE: 4:0

It was announced that the directions to access the April 1st meeting on Zoom will be posted on the Town's website in advance of the meeting.

The Town Clerk was present about the re-scheduling of the Annual Town Election due to the COVID-19 pandemic. It is currently scheduled for April 4th. The Registrars have voted to recommend the postponement, to a date no later than June 30th. It usually takes a court order to delay the election, so Ms. Tarara was asking for use of Town Counsel.

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MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen allow Town Counsel to represent the Town Clerk in requesting a court order to delay the election planned for April 4th, in the absence of state legislation

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

Mr. Gordon explained that he met with the Human Resource Director and other department heads, and recommends reducing the number of employees in the Town Hall to a skeleton crew in order to keep the Town functioning. He prepared a voluntary temporary Tele-Commute Policy. The Policy, roster and list of tasks were reviewed.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen adopt the Tele-Commute Policy for the Town of Holbrook during this COVID-19 outbreak

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

Mr. Gordon recommended that the Town Hall be closed on Fridays, and the Board agreed.

The Salary Administration Plan hearing scheduled for tonight will be re-posted and re-scheduled for an upcoming meeting.

Ms. Goldrick provided an update on the pandemic on behalf of the Board of Health. As of today, two Holbrook homes are in quarantine, waiting for the results of coronavirus testing. She also recommended that all personal service based businesses be closed because they cannot provide services and maintain personal distancing of six feet, including nail salons, hair salons, and massage parlors. The Board of Health will close them as of Friday at 8 am.

Discussion took place with Chief Smith and Ms. Goldrick about the Town's Public Health Emergency Plan and the Infectious Disease Policy. Ms. Goldrick said the IDP is a separate section that should be added to the Emergency Plan.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen vote for the Chairman to sign and institute the Holbrook Public Health Emergency Plan

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

Mr. Gordon asked how the information would be communicated if there was a positive case of COVID-19 in Holbrook. Discussion took place about the Board of Health sharing information about potential and confirmed cases with the Police and Fire Departments, and how the public would be notified, and by whom. Announcements will be composed jointly by the Police Chief and Board of Health.

Mr. Gordon reminded everyone that town meeting will be on June 9th, the town election will be held in June, and meetings will be held on Zoom. However, if legislation is passed about elections or town meetings, it will supersede our by-law. State Senator John Keenan has been checking in with Mr. Gordon daily.

MOTION: At 7:54 pm, by Ms. Vayda, second by Mr. Reilly, to adjourn the meeting

VOTE: 4:0

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Lindsay Vayda, Clerk

Documents:

Minutes

Tele-Commute Policy

Vacation carry over request

McGourty resume

Inspectional Services inspection rules