

Holbrook Board of Selectmen  
Minutes of the Regular Session of  
Wednesday, May 20, 2020

Present: Daniel R. Lee, Chairman  
Lindsay Vayda, Clerk  
Pamela E. Campanella, Associate  
Richard B. McGaughey, Associate

Absent: Joshua Reilly, Vice-Chairman

In attendance: Marjorie Godfrey, Assistant Town Administrator  
Several Department Heads and members of the public attended via Zoom

This meeting was held live on Zoom, and available to the public via a Zoom link and log in information posted on the agenda. The Zoom meeting was recorded and broadcast on the Community Access Channels, and available on Holbrook Community and Access Media (HCAM) website.

Director of Inspectional Services Eric Erskine provided an update on the drainage issue at 179 Pond Street. He is getting a third price on the project. The process will include Town Counsel looking at the contractor's bond, getting the contractor to say that they cannot make the repairs, Town Counsel drafting a hold harmless agreement because the project goes across the homeowners property, and getting the agreement signed by the homeowner. Discussion took place about the need to get the project completed as soon as possible.

It was discussed that the Annual Town Meeting, originally scheduled for May 6, 2020, was rescheduled to June 30, 2020 by the Board by a vote taken on May 13, 2020. The warrant for the meeting has not been posted, which leaves rescheduling the meeting up to the Board of Selectmen. Following a discussion about the need to schedule the meeting earlier than the last day of the fiscal year, the Board voted in favor of rescheduling the meeting.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen re-schedule the Annual Town Meeting to Wednesday, June 24, 2020, at 7:15 pm, at Holbrook Middle High School, 245 South Franklin Street

VOTE: Ms. Vayda – Yes; Ms. Campanella, Yes; Mr. McGaughey – Yes; Mr. Lee – Yes.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen open the Annual Town Meeting Warrant immediately, and insert the following essential articles:

1. The Town Budget for FY21
  2. The Lake Holbrook Dam Repairs
  3. Capital Improvements
  4. A citizen petition to change from representative to open town meeting
- and close the warrant immediately

VOTE: Ms. Vayda – Yes; Ms. Campanella, Yes; Mr. McGaughey – Yes; Mr. Lee – Yes

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen vote to execute the Annual Town Meeting Warrant for June 24, 2020

VOTE: Ms. Vayda – Yes; Ms. Campanella, Yes; Mr. McGaughey – Yes; Mr. Lee – Yes

Communications Director Stephan Hooke explained that a committee including himself, Human Resource Director Bobbie Lee Curry, Deputy Director Lauren Mielke, and Jorge from the School IT Department, received over 80 applications for the position of IT Network Administrator, interviewed 8 – 10, and recommend Joseph Gracia. Mr. Gracia has over 22 years of experience in IT and has worked at Stonehill College, schools, and banks. He has knowledge of the system and software and will be important for the build out of the data room. The 3-year contract, effective June 1, 2020, has been reviewed by Town Counsel.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen vote to execute an Employment Agreement between the Town of Holbrook and Joseph S. Gracia, in order to fill the position of IT Network Administrator effective June 1, 2020, as recommended by the Director of Communications  
VOTE: Ms. Vayda – Yes; Ms. Campanella – Yes; Mr. McGaughey – Yes; Mr. Lee – Abstain

The Board considered the creation and appointment of a Town Hall Re-Opening Committee in response to the COVID-19 pandemic. The committee will include one member of the Board of Selectmen.

MOTION: By Mr. McGaughey, second by Ms. Vayda, that Chairman Lee be appointed to represent the Board of Selectmen on the Town Hall Re-Opening Committee  
VOTE: Mr. McGaughey – Yes; Ms. Vayda – Yes; Ms. Campanella – Yes; Mr. Lee – Yes

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen vote to establish a Town Hall Re-Opening Committee to ensure compliance with the guidelines established by the Commonwealth of Massachusetts as it relates to re-opening while minimizing the health impacts of COVID-19, including the following members:  
Daniel Lee, representing the Board of Selectmen  
Catherine Goldrick, representing the Board of Health  
William Smith, Chief of Police  
Christopher Pellitteri, Superintendent of Public Works  
Bobbie Lee Curry, Human Resources Director  
Eric Erskine, Director of Inspectional Services  
VOTE: Mr. McGaughey – Yes; Ms. Vayda – Yes; Ms. Campanella – Yes; Mr. Lee – Yes

The Board discussed filling the position of Interim Town Administrator with one of the two candidates the Board narrowed it down to at a recent meeting: Kellie A. Hebert and James M. O'Mara, Jr. The qualifications and experience of the two candidates were considered. After considerable discussion, and no clear consensus of the Board for one candidate, Mr. Lee suggested that Mr. O'Mara be given an offer of 30 days. Discussion continued, and Mr. Lee indicated that the Board is still in the same place with no decision. The Chairman suggested that if Mr. O'Mara did not work out, Ms. Hebert could be offered the position.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen offer the position of Interim Town Administrator to James M. O'Mara, Jr., for a 30-day contract  
VOTE: Ms. Vayda – Yes; Mr. McGaughey – Yes; Mr. Lee- Yes; Ms. Campanella – No

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MOTION: At 7:52 pm, by Ms. Vayda, second by Mr. McGaughey, to adjourn the meeting  
VOTE: Mr. McGaughey – Yes; Mr. Lee – Yes; Ms. Vayda – Yes; Ms. Campanella – Yes

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Lindsy Vayda, Clerk

Documents:

ATM warrant

Recommendation/employment  
agreement for Mr. Gracia

Resumes of Ms. Hebert & Mr. O'Mara