

Holbrook Board of Selectmen  
Minutes of the Regular Session of  
Wednesday, July 15, 2020

Present: Daniel R. Lee, Chairman  
Joshua Reilly, Vice-Chairman  
Richard B. McGaughey, Associate  
Pamela E. Campanella, Associate

Absent: Lindsay Vayda, Clerk

In attendance: James M. O'Mara, Jr., Interim Town Administrator  
Marjorie Godfrey, Assistant Town Administrator  
Various department heads and members of the public

This meeting was held on Zoom and available to the public via a Zoom link and log in information posted on the agenda. The meeting was recorded for rebroadcast on the Community Access Channels, and to be available on Holbrook Community Access and Media's (HCAM) website. The meeting was called to order by the Chairman at 7:07 pm, and the information about the COVID-19 Pandemic and the temporary relaxing of the Open Meeting Law was read.

MINUTES:

MOTION: By Ms. Campanella, second by Mr. Reilly, that the Board of Selectmen approve the minutes of the regular session of Wednesday, May 27, 2020, as printed

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

Mr. O'Mara reported that the staff has been back for two days now and all desks can be occupied safely. The hallway has been marked with lanes and signage for the return of the public.

Related to the re-opening, Mr. O'Mara asked that the Board add two temporary part-time people for the outer lobby receptionist positions. These positions would be for COVID-19 support and would be paid the part-time principal clerk's hourly rate under the Salary Administration Plan, with no other benefits.

He also explained that the Public Works Department received an application for use of Mary Wales Holbrook Park by the Scholarship Committee on Wednesday, July 22<sup>nd</sup>, at 6:10 pm, for the Town Scholarship presentations. They anticipate fewer than 12 people in attendance.

Discussion took place about the need to post the outer lobby receptionist positions, and Mr. O'Mara explained that the Town Hall is re-opening to the public on Monday, and these positions are necessary for contact tracing, and safety, and should not be delayed. Mr. Reilly said the Board could authorize the process, but not vote on hiring at this meeting. Mr. Lee said the Board will allow the Interim Town Administrator to post the positions on HCAM and the Town website, and the candidates could be looked at next week.

Mr. Lee said there are no objections from the Board to the outdoor Scholarship presentation, but they should consult with the Board of Health. Mr. O'Mara will let Barbara Davis, the Chairman, know.

The Board of Health requested that two additional playground attendants be hired, bringing the total to 14.

MOTION: By Ms. Campanella, second by Mr. McGaughey, that the Board of Selectmen grant the request of the Board of Health to hire two additional COVID-19 Playground Attendants (bringing the total to 14) at \$12 per hour for eight weeks

ROLL CALL VOTE: Ms. Campanella – Yes  
Mr. McGaughey – Yes  
Mr. Reilly – Yes, with the disclosure that his father is on the Board of Health  
Mr. Lee – Yes

Stephan Hooke, Director of Emergency Communications, requested that the Board accept three grants and authorize the expenditure of the funds.

Director Hooke explained this annual grant will allow the upgrade to electronic cards for six 911 positions with no match to the grant.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen accept a grant from the Massachusetts State 911 Department on behalf of Holbrook / Norfolk County Control, in the amount of \$33,905.20 for an update of new Emergency Medical Dispatch Software for six positions and quality assurance, and authorize the expenditure of the funds

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

Director Hooke said the next annual grant is for 16 hours of paid training.

MOTION: By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen accept a grant from the Massachusetts State 911 Department on behalf of Holbrook / Norfolk County Control, in the amount of \$81,796.84 for 32 hrs. of continuing education mandatory training for new employees, as well as pre-employment testing software, and authorize the expenditure of the funds

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

The third annual grant, which is factored into the department's budget, pays for salaries and some equipment this year. He recognized and thanked Deputy Lauren Mielke for her efforts with these grant applications.

MOTION: By Mr. Lee, second by Ms. Campanella, that the Board of Selectmen accept a grant from the Massachusetts State 911 Department on behalf of Holbrook / Norfolk County Control,

in the amount of \$856,999.00, for the salary costs for Telecommunicators and upgrades to some equipment, and authorize the expenditure of the funds

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

The discussion on the request of Ms. Tiffany Lozanne for the use of the Sumner Field and parking lot in order to conduct a summer diversity movie series was continued. Mr. O'Mara reported that the Chiefs met with the applicant at the site and the questions have been answered. The applicant had an aerial view of the parking lot that explains how the event will be run and shows the parking plan. There will be no trash receptacles. The approval of this request will need to be contingent on the Town receiving an insurance binder for \$1 million liability insurance.

Ms. Lozanne said she was expecting to find out at this meeting if the Town was going to approve the permit using Town sponsorship as educational or for community enrichment. She said the insurance is cost prohibitive. The quote for the insurance is \$660 – 800, making an event cost \$2,000. Ms. Campanella said that due to Massachusetts law, Town funds cannot be used for this purpose. Mr. Lee asked if the Board is willing to allow the use of facilities with the applicant coming up with the insurance, because it will not be a Town sponsored event.

Ms. Lozanne said the information being used is misguided and misinformed. Ms. Campanella clarified that the use of facilities request did not come as a Town sponsored event. Mr. Reilly noted that if it were Town sponsored, it would be fully run by the Town, and a committee would need to be formed.

MOTION:    By Mr. Lee, second by Mr. Reilly, that the Board of Selectmen grant the request of Tiffany Lozanne for the use of the Sumner Field and parking lot for a Summer Diversity Movie Series on July 31, August 7, 14, 15, and 21, as per the application, and consistent with the recommendations of the Fire and Police Chiefs and contingent on a certificate of insurance coverage

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

In response to an estimate of what a similar event would cost next year, Ms. Lozanne estimated \$2,850 per night, or \$20,000 for seven nights.

Discussion took place about the composition of an Assistant to the Town Administrator Search Committee. The Board indicated agreement on a 5-member committee.

MOTION:    By Mr. Lee, second by Mr. McGaughey, that the Board of Selectmen appoint the following members to the Assistant to the Town Administrator Search Committee:

Daniel Lee, Chairman, BOS  
Pamela Campanella, Selectman  
William Smith, Chief of Police  
Stephan Hooke, Director of Communications  
James M. O'Mara, Jr., Interim Town Administrator

ROLL CALL VOTE:       Ms. Campanella – Yes

Mr. Reilly – Yes  
Mr. McGaughey – Yes  
Mr. Lee – Yes

The Board discussed the composition of a Spear Fund Committee. The Spear Fund was established in 1912 to aid “worthy poor people”. The Board of Selectmen needs to appoint a committee that will establish an application and objective criteria to make sure the individuals who receive aid are actually in need. The committee will consist of three members. A notice will be posted that the Town is looking for residents to serve on this committee who have experience with its objective, and the committee will be appointed at the next meeting. The Board indicated they would consider appointing one member of the Board of Selectmen and two community members to serve on this committee, or all three could be community members.

Sadly, it was announced the Police Department held a standing salute today at Holbrook Animal Hospital for K-9 Bo, who had to be euthanized today. The Chairman expressed the Board’s condolences to Officer Josh Knowlton and the Police Department on behalf of the Town.

MOTION: By Mr. Lee, second by Mr. McGaughey, to adjourn the meeting

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

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Lindsay Vayda, Clerk

Documents:

Overview of Outer Lobby Receptionist job  
Request for add’l Playground Attendants  
Acceptance forms for 3 State 911 Dept. grants  
Summer Diversity Movie Series info  
Spear Fund info