

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, July 22, 2020

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

Absent: Richard B. McGaughey, Associate

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 will be available on Holbrook Community Access and Media's (HCAM) website.
The meeting was called to order by the Chairman at 7:00 pm.

MINUTES:

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen approve the minutes of the regular session of Wednesday, June 3, 2020, as printed

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

Mr. O'Mara reported that:

- Tomorrow is the last day in the office for Marjorie Godfrey, the Assistant Town Administrator, who is retiring after 20 years of service. Ms. Godfrey was congratulated on her retirement.
- The two Outer Lobby Receptionist/Greeter part-time temporary positions were posted on Monday. Mr. Colin Sheehan could start tomorrow. Mr. Lee explained that this is a COVID-19 position, and the Board did not see the resumes of all the individuals that were approved for hire as park employees for COVID-19. Mr. O'Mara has not interviewed Mr. Sheehan. Mr. O'Mara explained that the Town Hall will need to be closed until someone is hired. After brief discussion, Mr. Lee said to put this item on the next agenda and shut the Town Hall down.

ASP Convenience, Inc. at 247 Plymouth Street, filed an application to change the DBA on their Wine & Malt Beverage Package Store License from Clerk's Variety Store to Holbrook Market. The Board reviewed the application briefly.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen grant the request of ASP Convenience, Inc. for a change of DBA from Clerks Variety Store to Holbrook Market on their Wine & Malt Beverages Package Store License at 247 Plymouth Street

ROLL CALL VOTE: Ms. Vayda – Yes
Ms. Campanella = Yes

Mr. Reilly – Yes
Mr. Lee – Yes

Keith O'Brien, Chairman of the Permanent Cable Television Advisory Committee, said that the Verizon cable license is up for renewal in December 2020. Comcast was extended for another 10 years, but Verizon has been slow to contact the Town. It should be a 10-year renewal. The Committee is requesting permission to hire an attorney to guide them through the process. It is anticipated that the new Verizon agreement will mirror the Comcast agreement. It was estimated that the attorney's fees will be in the \$3,000 - \$5,000 range. The bills will be paid by the Legal Prof/Tech budget in the Selectmen's budget. The Board will vote to authorize the use of counsel at the next meeting.

The Council on Aging has been approached by a resident who would like to anonymously donate the services of a landscaper to do landscaping at the Senior Center on Jewel Road. The Board discussed the liability involved with not knowing who will be doing the work or the extent of the work to be done. The COA Coordinator, Cynthia Brennan, will be asked to find out what company will be doing the work and what work they will be doing, and the Board will consider the request at another meeting.

The Fire Department has been notified that they are receiving an Assistance to Firefighters Grant for equipment.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen accept a grant on behalf of the Fire Department, in the amount of \$11,223.95, with a Town match of \$561.20, from the Federal Emergency Management Agency (FEMA), Assistance to Firefighters Grant Program, for a total of \$11,785.15 to be used to purchase Personal Protective Equipment (PPE) for Holbrook Firefighters during response to COVID-19 incidents and related activities, and authorize the expenditure of the funds

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

Chief McFadden, Chief Smith and Director Hooke were recognized for getting grants for their departments with small match components.

Supt. Pellitteri introduced Carolyn Mecklenburg, the Regional Coordinator for Greater Boston, for the Mass. Executive Office of Energy and Environmental Affairs (EEA), who explained that the Municipal Vulnerability Preparedness grant program (MVP) provides support for towns to begin planning for climate change resiliency. The Town will better understand how the vulnerabilities affect the Town and how to react to them. This first vote will help prepare the Town to get ready for further grants. Supt. Pellitteri said he is looking for letters of support, so that the application will be ready by the middle of next week.

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen endorse a letter of support, to be signed by the Chairman, for the MVP Planning Grant Application, and authorize the Interim Town Administrator and Superintendent of Public Works to submit the MVP Grant Application to the Executive Office of Energy and Environmental Affairs (EEA) on behalf of the Town of Holbrook

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

It was discussed that this is a very good time to fill the position of part-time Conservation Agent, and it should be placed on an upcoming agenda.

Mr. Pellitteri requested that the Board hire a retiree back as a temporary laborer part-time for summer help. Requesting that this retiree be added to the list was overlooked.

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the recommendation of the Superintendent of Public Works to hire Richard Tucker as a Temporary Laborer Part-Time under the Salary Administration Plan Salary Schedule, for a maximum of 16 hours per week, effective July 27, 2020

ROLL CALL VOTE: Ms. Vayda – Yes
 Mr. Reilly – Yes
 Mr. Lee – Yes

Ms. Campanella was not on Zoom at this time.

Mr. Pellitteri recommended that the Board authorize the hiring of a temporary laborer to assist with building/janitorial work. He explained that the person doing the job right now is being under-utilized because he is licensed for hydraulics and heavy equipment. Mr. Reilly said that without seeing the resumes, the Board should not proceed with this request. When ready, it will be added to a future agenda.

It was discussed that all items for a vote should be listed clearly on the agenda when it is posted. Some items may be able to be heard if they are not listed, but every effort should be made to include them on the agenda.

Mr. O'Mara reported that four residents have come forward who are willing and eager to sit on the Spear Fund Committee to develop an application and criteria to be used to determine which applicants for assistance qualify to receive some funding from the interest that has accrued since the donation was made in 1912. The Committee would make recommendations to the Board of Selectmen that an applicant should be granted a certain sum of money. He suggested a five-member committee, including the appointment of the four residents and he offered to help guide them with the process. Selectman Vayda indicated interest in serving on the committee, and the Board discussed what the structure of the committee should be.

MOTION: By Mr. Lee, second by Mr. Reilly, that the Board appoint the members of the Spear Fund Committee, including:
 Residents Maryellen Creutz, Dawn Hadley, Marion Rapoza, Megan Elizabeth, Selectman
 Lindsy Vayda, and Interim Town Administrator Jim O'Mara as a tool in drafting the
 criteria needed

ROLL CALL VOTE: Ms. Vayda – Yes
 Mr. Reilly – Yes
 Ms. Campanella – Yes

Mr. Lee – Yes

Mr. O'Mara requested that the Board consider hiring a temporary Principal Clerk Part-Time under the Wage & Salary Plan to fill in and do some of the office work while the Assistant to the Town Administrator's position is being recruited and filled. Further discussion took place, and it was determined that the salary will be paid out of the administrative line item, and the position would be full-time, during the hours the Town Hall is open.

MOTION: By Mr. Reilly, second by Ms. Vayda, I move that the Board of Selectmen vote to hire a temporary employee as a temporary Full-Time Principal Clerk, pursuant to the Wage and Salary By-Law, until such time as the Assistant to the Town Administrator will be hired

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

MOTION: At 7:55 pm, by Mr. Lee, second by Mr. Reilly, to adjourn the meeting

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

Lindsay Vayda, Clerk

Documents:

ASP Convenience, Inc. application info
COA grant acceptance form
Assistance to Firefighters Grant info
MVP grant letter of support
Request to hire temporary laborer for PWD
Spear Fund info
Request to hire temp for Selectmen's office