

BOARD OF SELECTMEN'S MEETING TUESDAY, OCTOBER 7, 2020

In attendance: Joshua Reilly, Lindsay Vayda, Pamela Campanella, Richard McGaughey, James O'Mara, Town Administrator, Emily R. Martin, Assistant to the Town Administrator

Absent: Daniel Lee

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 the Holbrook Community Access and Media (HCAM) website.

1. Vice Chairman Joshua Reilly convened the meeting at 7:07 p.m. in the King Conference Room at the Town Hall of Holbrook.

2. Interim Town Administrator James O'Mara reported to the Board that Eversource had notified the Town that they will be utilizing a helicopter to gather aerial information, and provided a visual description of the unit and where it will be deployed during work on the project. Mr. O'Mara also reported on a Cable Licensing Public Hearing at the Board's October 21, 2020 meeting, a Wage and Salary Public Hearing by the Board acting as the Personnel Board at its October 28, 2020 meeting, the upcoming collective bargaining with Local IAFF 1452, and an announcement from the Council on Aging regarding Thanksgiving dinner for Holbrook seniors at Lombardo's in Randolph.

3. A public hearing for the transfer of a retail liquor license commenced at 7:06 p.m., Joshua Reilly read the notice of the hearing printed in the Journal & Sun into record, and provided the Zoom link information for any interested parties to speak on the matter. Richard McGaughey moved, Lindsay Vayda seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to open the public hearing.

Attorney Matthew Porter attended the meeting via Zoom with his clients of Jiyadhruv Inc., who are applying to purchase the liquor license and stock of Highland Liquors at 434 North Franklin Street, from its current owners, Gregg Lake Associates, Inc. Attorney Porter stated that the application is straightforward, there is no change proposed to the structure of the building or the employees, and the applicant currently owns other retail liquor stores. Mr. Reilly asked if abutters were notified, Mr. Porter answered that it is not necessary to do for a license transfer, only for a location change or new license application.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted 1-0-3, with Lindsay Vayda voting yes, Richard McGaughey abstaining, Pamela Campanella abstaining, and Joshua Reilly abstaining, to transfer the liquor license contingent upon confirmation that this application does not require abutters notices.

Pamela Campanella moved, Lindsay Vayda seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to continue the hearing to the end of the meeting.

4. Fire Chief Luke McFadden called into Zoom to present his Quarterly Report, however due to emergency situations happening in Town, he requested to move his report to the Board's next scheduled meeting. Chief McFadden also requested to speak on the contract with MassDOT at the next meeting, due to high call volume in response to the storm.

5. Town Accountant Beth Mosley attended the meeting to discuss the proposal she submitted to hire an Interim Town Accountant for when she is out on maternity leave. She noted that the Assistant Town Accountant would not be able to perform her own duties in addition to those of the Town Accountant, so a part-time Interim Town Accountant position has been advertised. The Finance Committee has unanimously approved funding this position through a Reserve Fund Transfer, contingent upon the Board's decision to create the position and hire. The Town Accountant informed that Board that the proposed candidate is experienced and has worked in Holbrook before, which will be an asset going into budget and Town Meeting season.

Pamela Campanella moved, Lindsay Vayda seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to approve the creation of an Interim Town Accountant position, to appoint Todd Hassett of Fairhaven, MA to the position from March 2021 through June 2021, and to authorize the Interim Town Administrator to sign any related documents.

6. The Board returned to the liquor license transfer public hearing. Town Counsel David Deluca attended the meeting via Zoom, and advised the Board that if there is new ownership and management of a store, the public has a right to speak on the application. Former Assistant Town administrator Marjorie Godfrey messaged the Board to state that there is no need for an abutter notice with this type of application. Joshua Reilly asked Town Counsel if the hearing was continued and the abutters were noticed of it, would that be sufficient to fulfill the purpose of the notices. Attorney Deluca agreed it would be enough.

Richard McGaughey moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to continue the public hearing for a transfer of liquor license for Highland Liquors, 464 North Franklin Street, until Wednesday, October 21, 2020.

7. Public Works Superintendent Chris Pellitteri attended the meeting to discuss the PW contract with MassDOT, noting that it ties into the contract between MassDOT and the Fire Department. The Town owns certain utilities on the telephone poles and also owns the streetlights. In order for the State to perform repair work on Union Street/Route 139, several of the utility poles must be moved. This contract is for the reimbursement to Holbrook for any costs incurred while relocating the poles. The Board determined it would postpone approval of this item until its next meeting.

8. Superintendent Pellitteri informed the Board of the progress of the water and sewer rate study for determining future water and sewer rates, and potentially restructuring the rate system. Pioneer Consulting has been engaged to perform the study of what the rates should be, as well as constructing a tiered billing system, and has been working with the other Tri-Town Water Treatment Plant partners and the Town Accountant to make those determinations. Selectman Vayda stated this is money well spent, and the five-year plan that is to be provided is necessary before any rate increases are approved. Vice Chairman Reilly agreed, noting that a tiered system will benefit residents with lower rates of use so that they are not subsidizing those with higher rates of usage.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to approve a contract between the Town and Pioneer Consulting Group, Inc. of Harwich Port, MA for a study regarding the water and sewer rates in Holbrook, not to exceed \$9,750.

9. Public Works Superintendent Pellitteri provided a summary of the proposed contract between the Town and Environmental Partners for engineering services to rebuild the Holbrook Dam and preliminary work needed to be done for the construction of a pedestrian footbridge. The projected start date is October 19, 2020, and if the weather permits, it is possible to finish the repair work by the end of the calendar year.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to approve an agreement between the Town of Holbrook and Environmental Partners in the amount of no more than \$320,000 for engineering and supplemental services in connection with the Lake Holbrook Dam Replacement Project, and to authorize the Interim Town Administrator to sign the agreement on behalf of the Board.

10. Board of Health Chair Katie Goldrick attended the meeting to discuss the proposed Tri-Town Nursing Agreement. Prior to her presentation, Mr. Reilly disclosed that he does have a family member on the Board of Health. Ms. Goldrick provided background information that Holbrook previously had a part-time Public Health Nurse who was paid at an hourly rate, and this agreement with Avon and Randolph would allow Holbrook to contract services from a nurse that is retained in a full-time position in Randolph. Participation in this agreement would be at a flat rate cost, with no benefits or additional funds needed from the Town. Town Accountant Beth Mosley noted that a vote from the Board is not needed to approve Holbrook's participation.

11. Interim Town Administrator Jim O'Mara provided a background of the work the Community Opportunities Group (COG) has done in Holbrook since 2006. COG has previously been engaged to perform grant administration and housing rehabilitation specialist services for the Program Income funded Holbrook Housing Rehabilitation Program. The Town of Holbrook currently has approximately \$250,000 in its Program Income Account, COG is proposing to facilitate six units of housing being rehabilitated with an average cost of \$33,000 per unit, the remaining \$40,000 would be utilized for program administration. The administration cost will be paid on a per unit basis for milestones actually accomplished in the completion of the project.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to approve an agreement with Community Opportunities Group, Inc. for grant administration services related to the implementation of a housing rehabilitation program, to be funded with Program Income funds currently held by the Town of Holbrook, and to authorize the Interim Town Administrator to sign any documents on the Board's behalf.

12. The Board reviewed a proposed Memorandum of Understanding regarding employee pay rate and unused vacation time due to the COVID-19 pandemic. Vice Chairman Reilly abstained from the vote because he was not present in the previous meeting's Executive Session to discuss the matters.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, and Pamela Campanella voting yes, to approve a Memorandum of Understanding between the clerical union and employee Danielle Connolly to compensate Ms. Connolly for performing work outside of her classification during the pandemic.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, and Pamela Campanella voting yes, to approve a Memorandum of Understanding between the clerical and employees Danielle Connolly and Noreen Costa to authorize the carry-over of vacation time that was unused due to the pandemic (14 hours/2 days for Ms. Connelly, 64 hours/8 days for Ms. Costa).

13. The Board discussed a proposed position of temporary support position for the Town Hall to help Holbrook comply with the Families First Coronavirus Response Act, which allows for employees to work remotely as needed during the pandemic. This position would be for 35 hours per week at a rate of \$19.64, to be paid out of the CARES Act funding. It would be a temporary position that does not receive benefits. Vice Chairman Reilly recused himself from the vote.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, and Pamela Campanella voting yes, to approve the creation of a Temporary Town Hall Support position to aid in staffing deficits due to COVID-19.

14. The Board revisited the discussion from its last meeting regarding a Diversity and Inclusion Committee. At the last meeting, there had been vocal support from residents and Board members to establish this positive structure in Town. Selectman Vayda noted it is important for this Committee to have a sizeable membership in its charge, as many people have expressed interest in participating, and that the Board should ensure some Town leaders be involved to validate the group and increase its impact. Members discussed the composition of the proposed Committee; how many religious leaders, residents, Town officials, and student and ex-officio members it should contain. The Board decided to post the current charge on the Town's website and invite public comment on it, and consider the submitted suggestions at a future meeting.

15. The Board discussed the upcoming November 18, 2020 Special Town Meeting, and the location options available for consideration due to the ongoing COVID-19 pandemic. Selectmen Campanella and Vayda expressed their support for holding the meeting online via the Zoom platform. Ms. Vayda noted her main concern if the Meeting is virtual is that Town Meeting Members without the proper technology to attend, a suggestion was made to see if the schools had any Chrome Books to be lent out for the meeting. Board of Health Chair Katie Goldrick stated that the meeting is still a month away, and while Holbrook is currently in the yellow, Avon and Randolph were both moved into the red zone earlier in the day, and the Town should plan as much as possible to hold the meeting virtually for the safety of Town Meeting Members. Mr. Reilly noted that if held virtually, there should be trainings held to acclimate TMMs to the platform. Ms. Vayda suggested that as soon as the articles are approved for inclusion in the Warrant they should be sent to HCAM for broadcast, to familiarize residents with what is being presented that night so they are able to knowledgably vote on the matters.

16. Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Joshua Reilly voting yes, and Pamela Campanella voting yes, to adjourn at 9:12 p.m.