

BOARD OF SELECTMEN'S MEETING WEDNESDAY, JANUARY 20, 2021

In attendance: Chairman Daniel Lee, Vice Chairman Joshua Reilly, Clerk Lindsay Vayda, Associate Pamela Campanella, James O'Mara, Town Administrator, Emily R. Martin, Assistant to the Town Administrator

Absent: Associate Richard McGaughey

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. Chairman Daniel Lee called the to order at 6:01 p.m. in the King Conference Room at the Town Hall of Holbrook.
2. Lindsay Vayda moved, Joshua Reilly seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Joshua Reilly voting yes, and Daniel Lee voting yes, to enter into Executive Session at 6:02 p.m. to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Public Works Superintendent, Public Works Supervisor).

Selectman Pamela Campanella entered the meeting at 6:06 p.m.

The Board returned to Open Session at 8:05 p.m.

3. The Board reviewed application forms and income restrictions for the Ellen Spear Fund, established in 1912 with a \$5,000 donation to be invested and reinvested by the Selectmen, the income from the fund was designated to be used for the "relief of worthy poor people living within the town." Selectman Vayda, who is on the Spear Fund Committee, thanked resident members Missy ***** and Dawn Hadley for their work.

Lindsay Vayda moved, Joshua Reilly seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Joshua Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to approve the Financial Assistance Application and Income and Grant Eligibility Guidelines as presented.

4. Interim Town Administrator James O'Mara reported that Eversource will be selectively applying herbicides for vegetation management on powerlines that are located in Holbrook.
5. Building Commissioner Eric Erskine attended the meeting to discuss the Class II Automotive Dealer License of Hype motors at 204 South Franklin Street, which had not been renewed in December due to compliance issues. The Board asked the business owner to work with the Town to become complaint and renew his license. Mr. Erskine

informed the Board that he had not yet heard from Hype, and a visit to the site that day showed 8 vehicles on the property, which is only licensed for 4 vehicles. Mr. Erskine also noted there was a pile of parts from damaged vehicles on site.

Daniel Lee moved, Lindsay Vayda seconded, and the Board voted 3-0-1. With Lindsay Vayda voting yes, Pamela Campanella voting yes, Daniel Lee voting yes, and Joshua Reilly abstaining, to not renew the Class II Automotive Dealer License of Hype Motors at 204 South Franklin Street.

6. Zack Gorman, Executive Director of the Holbrook Community Access and Media, Inc. (HCAM) attended the meeting to discuss the budget of the organization. Mr. Gorman informed the Board that HCAM is not a Town department, rather it is a 501(c)(3) non-profit that provides services to the Town. HCAM is funded through Holbrook cable providers, Comcast and Verizon, who make regular payments that reflect 5% of the company's gross revenue (for cable only). As cable subscriptions have been on the decline due to the advent of many streaming services, the Town lost 147 subscribers in 2019, resulting in a 10% loss of customers and a decrease of funding to HCAM. Chairman Lee asked what the Board could do to help, Director Gorman stated he had spoken to Town Accountant Beth Mosley about potential options, such as changing the percentage payments to a flat rate, or enacting a stop-gap measure from local government to help cover the budget if the fees don't meet a minimum level needed to operate. Selectman Vayda emphasized the importance of HCAM during the COVID-19 pandemic, and voiced her support of working to ensure proper funding for the organization. Chairman Lee stated the stakeholders need to work to find resources, and that he would communicate with the Interim Town Administrator and other Town officials to try to find additional funding.
7. Lindsay Vayda moved, Joshua Reilly seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Joshua Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to accept a donation of \$1,500 from Republic Services in the amount of \$1,500, for the purpose of funding the Town's Festival of Lights.
8. Public Works Superintendent Chris Pellitteri attended the meeting with attorney Peter Mello of Murphy, Hesse, Toomey and Lehan, LLC, and Alan Gordon of Environmental Partners to update the Board on the Tri-Town Water Treatment Plant and the Joint Powers Agreement between Holbrook, Braintree, and Randolph. Mr. Pellitteri informed the Board that the legislation to create the Tri-Town District had been voted and signed by the Governor. Thirty percent of the design has been done, the sixty percent design is currently being completed and issues raised by the Department of Environmental Protection are being mitigated. The project is staying close to the set schedule for completion. Attorney Mello discussed what the adopted Special Act of 2019 includes for the Tri-Town District; it has the power to acquire property, it can sue or be sued, provisions on how debt is incurred, and how a Town can withdraw from the District. It also delineates the sharing of operational and capital costs between Towns, Holbrook will be responsible for 16% of capital costs, and will pay operational costs based upon the Town's water usage. Chairman Lee asked when the final document will be ready to sign,

Attorney Mello informed him that it is almost complete but it is currently in the hands of the other municipalities, he anticipates it will be finalized in one to two months.

9. Superintendent Pellitteri discussed upcoming water and sewer rate setting, noting that the first piece is the creation of a base fee that will be added into the next billing cycle. He requested the Board authorize a letter to be included with those bills to explain the upcoming rate changes, the need for residents to pay their bills in a timely manner, and to give information to those who still need their old water meters replaced. Selectman Vayda requested to see a draft of the letter prior to its mailing.
10. The Board, acting as the Commissioners of Water and Sewer, heard the request of three customers who had requested an abatement on their bills; the Holbrook Historical Society at 320 Union Street, Tamer Wisa of 15 Belair Drive, and John McAdams of 2 French Road. The Board discussed the abatement amount requests, noting that the Historical Society, although not operating in a Town owned building, is appointed by the Board, and by that an extension of the Town. The Board also discussed the usage history of the two residences that have requested an abatement.

Lindsay Vayda moved, Joshua Reilly seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Joshua Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to approve the abatement request of the Holbrook Historical Society at 320 Union Street in the amount of \$112.21.

Daniel Lee moved, Pamela Campanella seconded, and the Board voted 3-1, with Lindsay Vayda voting no, Joshua Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to deny the request for an abatement at 15 Belair Drive, based upon the previous history of usage spikes at that property.

Daniel Lee moved, Pamela Campanella seconded, and the Board voted 3-1, with Lindsay Vayda voting no, Joshua Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to deny the request for an abatement at 2 French Road.

11. Public Works Superintendent Pellitteri informed the Board that the Town's solid waste contract with Republic Services for trash removal is set to expire on June 30, 2021, and that he is requesting to form a three-member Solid Waste Advisory Committee. The Board discussed having one of its members on the Committee, as well as a "shrewd business person" from Town, potentially a member of the Finance Committee. The Chair requested Mr. Pellitteri inform the Board of his choices and return to a future meeting to provide an update on the matter.
12. Superintendent Pellitteri reviewed the proposed contract before the Board between the Town and Environmental Partners for landfill operations and maintenance, noting that this contract mirrors that approved the prior year, and that the company has been doing a great job and given no reason to change vendors.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Joshua Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to approve a contract between the Town of Holbrook and Environmental Partners for engineering and supplemental services in connection with the Holbrook Landfill Operations and Maintenance for FY21, in an amount not to exceed \$27,700.

13. The Board discussed a Memorandum of Agreement before them that would provide for a temporary increase in pay for a union worker who is working above their position's grade, which follows suit with an MOA where a union employee contributed to completing the work of a contract employee. This MOA would apply to the Assistant Town Accountant, who will have an increase in workload while the Town Accountant is out on leave and an Interim Town Accountant will only be in part-time (20 hours a week). The pay increase would only be applicable for the 15 hours worked when the Interim Accountant is not in the office.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted 3-0-1, with Lindsay Vayda voting yes, Pamela Campanella voting yes, Daniel Lee voting yes, and Joshua Reilly abstaining, to approve and sign a Memorandum of Agreement between the Town of Holbrook and the International Union of Public Employees that provides a \$7.72 per hour differential to be paid for 15 of the 35 hours of the Assistant Town Accountant's work week.

14. The Board held a preliminary discussion regarding the search for a permanent Town Administrator. Chairman Lee noted that he had previously posted the position on the Massachusetts Municipal Association website and received 17 responses. The Chair apologized to the Board for posting the notice without the full Board's knowledge and noted the possible options moving forward would be to extend the posting or repost the notice. Mr. Lee also stated that the current applicants could be considered when the vacancy is posted again. Selectman Campanella referenced a video by MMA regarding a Town Administrator search she had sent to the Board, Selectman Vayda noted the video drove home the importance of the position. Ms. Vayda also spoke to the benefits of hiring a consulting firm to help in the search, as it would give a better opportunity to pull a stronger pool of candidates, and also help the Town define what it is looking for in the right candidate. She noted if a firm is hired, the prior applicants could be added to that pool. Mr. Lee asked Interim Town Administrator O'Mara to request pricing from different consultants to discuss at the next meeting, and to request input from the Finance Committee on the idea of a consultant. Vice Chairman Reilly noted the Town should create a search committee at the same time it determines if it will contract outside services in the search.
15. Joshua Reilly moved, Lindsay Vayda seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Joshua Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to adjourn at 9:16 p.m.