

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, June 19, 2019

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

In attendance: Timothy J. Gordon, Town Administrator
Marjorie E. Godfrey, Assistant Town Administrator
Luke McFadden, Fire Chief
William J. Smith, Chief of Police
Stephan Hooke, Director, Communications
Lauren Mielke, Deputy Director, Communications
Christopher Pellitteri, Superintendent of Public Works
Eric Erskine, Assistant Building Inspector/Sealer of Weights & Measures
Eryc Courmac, Trustee of the Public Library
Tiffany Sheehan, Member of the Board of Assessors

The meeting was called to order at 7:00 p.m. by Chairman Lee in the Selectman Noel C. King Meeting Room, Floor 3R, Holbrook Town Hall, 50 North Franklin Street, Holbrook, MA 02343, and began with the Pledge of Allegiance.

It was announced that the Historical Society will hold its Annual Strawberry Festival on June 22nd, from 1 – 4 pm, at the Little Red Schoolhouse on Union Street.

Mr. Gordon reported that:

- A Tri Town Water meeting was held about the Request for Proposals for engineering for the new water treatment plant. The next step is a vote of the Tri Town Board, followed by votes to appropriate the funding. Holbrook already voted the funds years ago.
- The Council on Aging Advisory Committee has met three times to consider the options for a new facility. They have met with Neighbor Works about the property on Maple Ave., and looked at the Kennedy School for various Town services.
- A couple of temporary summer employees are working in Public Works. One college grad will be working in the Tax Collector's office temporarily, and another will work in Inspectional Services. Ms. Margaret Duggan will mainly work with the new software, Permit Pro.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen hire Maggie Duggan to fill the position of Temporary Principal Clerk at \$19.25 per hour in the Inspectional Services Department, effective June 20, 2019, not to exceed six months per Town By-Law Section 10 – Salary Administration Plan

VOTE: 4:0:1 (Mr. Reilly abstained)

Richard Monahan, the Chairman of the Planning Board, and members of the Planning Board, were present to meet with the Board of Selectmen to fill a vacancy on the Planning Board and fill the position of Associate member of the Planning Board. The posted notice about the joint meeting was read.

MOTION: By Mr. Lee, second by Mr. Reilley, to open the hearing
VOTE: 5:0

Chairman Monahan explained that the Planning Board considered the applicants and voted 4 in favor, 0 opposed, to support the recommendation of Mr. Paul Anastasio for the regular position and Mr. Eric Galgay for the Associate's position.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen appoint Mr. Eric Galgay as an Associate member of the Planning Board for a term to expire on June 30, 2020
VOTE: 5:0

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen appoint Mr. Paul Anastasio as a regular member of the Planning Board to fill a vacancy until the annual town election in April 2020
VOTE: 5:0

MOTION: By Ms. Campanella, second by Ms. Vayda, to close the public hearing with the Planning Board to fill a vacancy until the annual town election and to appoint an associate member
VOTE: 5:0

Value engineering was done to change the plan on the Tri Town Water Treatment Plant project, which affected the scope of work for the Owner's Project Manager, necessitating Extra Services Request No 2 on the project, although there is no change in the cost.

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen approve and execute a Contract Between the Tri-Town Water Board and Environmental Partners Group, Inc. for Water Treatment Plant OPM Services – Extra Services Request No. 2, at a total cost not to exceed One Hundred Ninety-Seven Thousand Dollar (\$197,000), with the Town of Holbrook's share not to exceed Thirty-One Thousand Five Hundred Twenty Dollars (\$31,520)
VOTE: 5:0

It was explained that the Town's solid waste program is an optional service, and 33% of residents are using private vendors. The Enterprise Fund has been in deficit for 5 years, and the retained earnings are now zero. Free Cash and Retained earnings have been used to fund the Enterprise Fund. There needs to be a fee increase. Discussion took place about allowing each household to use one 35 gallon barrel with a cover, with recycling to remain unlimited. There would be a \$280 annual fee. The Town purchasing the barrels, instead of the homeowner, was discussed. This discussion will continue after the cost of the barrels is determined. Resident Elaine Hyland expressed a concern about the cost of the program for seniors or single person households.

Town Accountant Bethiny Moseley submitted two policies to be considered by the Board – a Procedure for Gifts and Grants, and a Procedure for Disbursements.

Mr. Gordon explained that the Disbursements Policy identifies what the Town already does and provides internal control. He suggested no changes.

Mr. Gordon said the Gifts & Grants Policy provides internal control, with anything over \$250 being voted by the Board of Selectmen. He suggested striking the word “local” under the Purpose and the Applicability sections, making this policy cover all grants, to include all grants received by all Town departments, except the Schools. Mass. General Law is clear about private grants, but not as clear about state and federal grants. Mr. Gordon indicated that all grants should come before the Board, so Mr. Reilly added that under Purpose, the words “This policy does not apply to federal or state grants.” should be stricken also.

Selectman Vayda asked about Holbrook Cares and how that would fit in for gifts and grants because it is an outside agency, not a Town department, although the Town has acted at its fiscal agent. Mr. Gordon said they will have to make sure they have an appropriate department to bring it to the Town for approval. He said that Holbrook Cares now falls under the Health Department and the internal controls of the Town. If another outside agency got a grant, it would need to be affiliated with an appropriate Town department or the Town would not be the fiscal agent. Ms. Vayda asked about the policy in other towns, and whether the auditors say that the Town cannot be the fiscal agent for an outside agency. Mr. Gordon said that it is not good policy for internal control to let a 3rd party non-profit apply for grants as the Town of Holbrook.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Town of Holbrook adopt a Disbursements Policy as presented, subject to the amendments suggested by the Town Administrator (See above discussion. No changes.)

VOTE: 5:0

Mr. Gordon left the room to see if the Board of Health Chairman was available to come upstairs to the Selectmen’s meeting. The Selectmen did not have copies of the BOH agreements listed on the agenda.

Mr. Lee returned to the Gifts and Grants Policy approval. It was discussed that the Disbursements Policy had been voted, and the Gifts and Grants Policy had not. Mr. Reilly wanted it clear that the Disbursements Policy was approved with no changes, but the Gifts and Grants Policy is to be amended by the changes suggested by the Town Administrator.

MOTION: By Ms. Vayda, second by Mr. Reilly, to move that the Board of Selectmen approve the Gifts and Grants Policy, pending the changes suggested by the Town Administrator, including removing the word “local” in the first two paragraphs and striking the second sentence of paragraph 1

VOTE: 5:0

Mr. Gordon advised that the Board of Health does not have the mutual aid agreements yet with Randolph for lead and septic inspections and with Avon for Town nurse coverage when Holbrook’s nurse is not available. He suggested that the Board consider voting to allow the Chairman or himself to sign them when they are ready.

MOTION: By Mr. Lee, second by Ms. Vayda, to approve the mutual aid agreement between the Town of Randolph for Board of Health services, including, but not limited to lead inspections and Title 5 inspections, and authorize the Chairman to sign

VOTE: 4:0:1 (Mr. Reilly abstained)

MOTION: By Mr. Lee, second by Ms. Campanella, to approve the mutual aid agreement between the Town of Avon for Board of Health services, including, but not limited to nurse vacation/sick coverage

VOTE: 4:0:1 (Mr. Reilly abstained)

Stormwater Advisory appointment will be addressed at the next meeting.

There were two responses to the Request for Proposals for the sale of the former South School property at 719 South Franklin Street. Both parties were before the Board to present their proposals:

Gardens at Holbrook, LLC (Siddharth & Rahul Siddharth):

An attorney was present to represent the Gardens at Holbrook, LLC, with the project engineer. Mr. Rahul Siddharth is the manager of the LLC. The architect could not attend the meeting. The project was explained and renderings of the proposal were presented, which includes 150 units – 105 2-bedroom units, and 45 1-bedroom units, with an option for 5,000 square feet of office space. There would be three garden style 3-story buildings, with commercial space on S. Franklin Street. A zoning change for an overlay district would be needed for the multi-family / mixed use.

Properties R. E Company, Inc. (Stephen Zeboski):

An attorney introduced those present, including Shawn Hardy, the engineer. The proposal includes 10 single-family homes off Quincy Street, and 40 low-rise townhomes off South Franklin Street. The townhomes would include 8 buildings with 2 units; 3 buildings with 4 units; and 2 buildings with 6 units. Open space will be preserved. An overlay district would need to be sponsored by the Town at town meeting. The transaction is contingent on all final approvals to develop the South Franklin Street residences. \$1,000 from the sale of each home will be donated for scholarships to be used for Holbrook students to attend college or trade school.

CITIZEN CONCERNS:

Mr. Tom Benvie announced that the Hall of Fame inductions will be conducted on November 30, 2019 at Holbrook Middle-High School.

Mr. Greg DeLuca said that the picnic tables on N. Shore Road need to be replaced. Mr. Gordon explained that this is an in-kind gift. Mr. Lee asked that Supt. Pellitteri do what ever can be done to clean the area up.

A resident asked about the condition of the cemetery on Union Street. Mr. Lee explained that the cemetery is owned by a private corporation, and the Board of Selectmen has no control over it.

It was discussed that the appointment of a Director of Inspectional Services will be moving forward and discussed at the next meeting.

MOTION: Made and seconded, to adjourn to executive session to consider the purchase, exchange, taking, lease, or value of real property (719 South Franklin Street), because having the discussion in open session may be detrimental to the Town's negotiating position, and return to open session

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

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RETURN TO OPEN SESSION:

It was announced that the sale of the property at 719 South Franklin Street would be an agenda item on June 26th.

MOTION: By Mr. Reilly, second by Ms. Campanella, to adjourn the meeting

VOTE: 5:0

Lindsay Vayda, Clerk

Documents:

Planning Board recommendation

OPM Request 2 for Tri Town Water

Disbursement & Gifts and Grants Policies

South School RFP