

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, August 14, 2019

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

Absent: Pamela E. Campanella, Associate

In attendance: Marjorie E. Godfrey, Assistant Town Administrator
William Smith, Chief of Police
Stephan Hooke, Director of Communications
Lauren Mielke, Deputy Director of Communications

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.

Announcements:

- Address canvassers, working on preparing for the 2020 U.S. Census, will be visiting properties in Holbrook to make sure all residential addresses are included in the upcoming 2020 Census
- Holbrook Cares will be holding its annual Candlelight Vigil for Overdose Awareness on Sunday, August 25th, from 6 – 9 pm, in Mary Wales Holbrook Park
- Holbrook Rotary will be holding an 80's concert fundraiser in Randolph on October 18th

MINUTES:

MOTION: By Ms. Vayda, second by Mr. McGaughey, to approve the minutes of the regular session of June 19, 2019, as printed

VOTE: 4:0

MOTION: By Ms. Vayda, second by Mr. McGaughey, to approve the minutes of the executive session of June 19, 2019, as printed

VOTE: 4:0

Fill the position of Principal Clerk – Town Administrative Support (Floater):

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen vote to hire Ms. Danielle Connolly to fill the full-time position of Principal Clerk – Town Administrative Support Position (Floater), effective July 15, 2019, in accordance with the collective bargaining agreement between the Town of Holbrook and the International Union of Public Employees Local 151 (Town Clerical Employees)

VOTE: 2:0:2 (Mr. Lee and Mr. Reilly abstained)

Fill the position of Veterans' Agent:

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen vote to hire Mr. Thomas Benvie and appoint him to the position of Part-Time Veterans' Agent for the

Town of Holbrook, effective immediately, and in compliance with the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan

VOTE: 4:0

Accept the donation of a needle collection box on behalf of the Police Department:

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the generous donation from the Rotary Club of a needle box container to be placed in the lobby of the Public Safety Building for the collection of used needles from the residents of Holbrook, and including the monthly emptying of the box by a hazardous waste company

VOTE: 4:0

Director Hooke explained that the process has been 10 to 12 years in the making, but he has now been notified that a Development Grant, in the amount of \$3,013,966, has been awarded to Holbrook by the State 911 Department, for the construction of a 5,960 square foot addition to the Public Safety Building in order to construct a regional communications facility. Construction is estimated to take 10 months, with the ground breaking taking place soon.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen accept the FY20 State 911 Development Grant Award, on behalf of the Communications Department, in the amount of \$3,013,966.00, with no match required, to be used for the construction of a new Regional Emergency Communications Center building, an addition to the Public Safety Building at 300 South Franklin Street

VOTE: 3:0:1 (Mr. Reilly abstained)

Construction contract for the Communications Department Building:

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to Execute an Agreement Between the Town of Holbrook and New England Builders & Contractors, Inc., for the construction of the Holbrook Regional Emergency Communications Center, 300 South Franklin Street, for the contract sum of \$3,960,000

VOTE: 4:0

It is time to renew the software support and license agreement with Patriot Properties, which is used by the Assessors' office.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen authorize the Vice-Chairman to execute a Customer Software Support and License Agreement Between the Town of Holbrook and Patriot Properties, Inc., effective July 1, 2019, for an annual license and support fee of \$13,455.00 and hour programming rate of \$200.00

VOTE: 3:0:1 (Mr. Lee abstained)

Mr. Lee explained that updating the outflows, rivers and streams, is an unfunded mandate, known as MS4 Stormwater.

MOTION: By Mr. Reilly, second by Ms. Vayda, that the Board of Selectmen authorize the Chairman to execute an Agreement Between the Town of Holbrook and Environmental

Partners Group for Engineering and Supplemental Services in Connection with FY20 MS4 Stormwater, at an amount not to exceed Forty-Three Thousand Seven Hundred Fifty Dollars (\$43,750)

VOTE: 4:0

Union Street Roadway Improvements Project – Final Design:

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen authorize the Chairman to execute Amendment No. 2 to the Agreement Between the Town of Holbrook and BETA Group, Inc. for the Final Design of the Union Street Roadway Improvements, with an adjusted contract price, to a new total contract price of \$414,000

VOTE: 4:0

Mr. Lee recused himself and left the room. Mr. Reilly read the letter from the Knights of Columbus asking that the Town waive the sewer connection fee for their building on Technical Park Drive. Their membership has dwindled, so they are trying to sell the property, and cannot afford the fee. They are a non-profit that has contributed a lot in support of the Town. This item will be placed on the next agenda, when the full Board is available.

There is a position for a Public Works Craftsperson/Laborer – Grade II posted. The Superintendent asked that a committee be formed to interview the qualified candidates. The Board discussed the request and indicated that the Superintendent and Human Resource Director should interview and make a recommendation to the Board for a position at that level.

Ambulance Abatements – Quarter ending June 30, 2019:

It was explained that these abatements are routine, and Chief McFadden reviews them before forwarding them for approval.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen grant the ambulance abatements for the quarter including April 1 through June 30, 2019, totaling Two Hundred Seventy-Seven Thousand Fifty-Six Dollars and eighty-eight cents (\$277,056.88), as presented and recommended by the Fire Chief

VOTE: 4:0

Discussion took place about a request to increase the hourly rate of pay for the Part-Time Principal Clerk in the Community Development Office from the FY19 rate under the Salary Administration Plan of \$19.25 per hour, to the FY20 rate of \$19.64 per hour, as approved at town meeting.

MOTION: By Mr. Reilly, second by Mr. McGaughey, that the Board of Selectmen increase the hourly rate of pay for the Part-Time Principal Clerk in the Community Development Office to the FY20 rate for a Principal Clerk Part-Time under Wage & Salary, effective July 1, 2019

VOTE: 3:1 (Ms. Vayda opposed)

Chief Smith explained that an officer has resigned and moved out of state. The new Civil Service police list will be available in early September. He recommended that the Board authorize the hiring of a new officer to fill the vacancy as soon as possible.

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of August 14, 2019*

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the recommendation of Police Chief William Smith, and authorize the hiring of one new Police Officer from the new Civil Service eligible list as soon as it is available in September 2019, in order to fill a vacancy for one Police Officer as soon as possible

VOTE: 4:0

The Chief reported that a 5-year old boy was returned safely to his family today after being found walking on Plymouth Street all alone. The Department has participated in several drug raids in the area, including one on Union Street that took Fentanyl off the street.

Resident Sheila Hartwell asked about some revenue from the sale of blue trash bags that may have been placed in the General Fund instead of the Solid Waste Enterprise Fund. This will be discussed at an upcoming meeting.

Eryc Courmac, a Trustee of the Public Library, a resident who attends most Selectmen's meetings, and who has been involved in Town government, thanked everyone for making him feel so welcome in Holbrook. He is moving to New Hampshire in a month and will be missed.

A request from the Patrolmen's Association to use the former JFK School for their annual haunted house will be included on the upcoming agenda.

MOTION: At 8:06 pm, by Ms. Vayda, second by Mr. Reilly, to adjourn the meeting

VOTE: 4:0

Lindsay Vayda, Clerk

Documents:

Minutes

Request of HR Director to hire Principal Clerk

Request of HR Director to hire Veterans' Agent

Email from Police Chief re: Needle box container

Request to accept 911 Grant for Communications Dept.

Contract with New England Builders & Contractors, Inc.

Patriot Properties agreement

Environmental Partners agreement for Stormwater

Ambulance Abatements

Amendment 2 – BETA Group – Union Street Roadway Improvements

Knights of Columbus request