

Holbrook Board of Selectmen
Minutes of the Regular Session of
Wednesday, November 13, 2019

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

In attendance: Timothy J. Gordon, Town Administrator
Marjorie Godfrey, Assistant Town Administrator
Paul Digirolamo, Town Treasurer/Collector
Christopher Pellitteri, Superintendent of Public Works
Eric C. Erskine, Assistant Building Inspector

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.

MINUTES:

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen approve the minutes of the regular session of October 23, 2019, as printed

VOTE: 5:0

It was announced that Water/Sewer/Trash bills can now be received via email, and that members are needed for the Historical Commission.

Mr. Gordon reported that:

- The vote taken under Article 13 of a town meeting last year to add Parcel 10-038 to the Town Forest is being recorded at the Registry of Deeds
- The Annual Tree Lighting will be held on Saturday, December 7 at 5:00 pm
- Mr. Thomas Benvie, the Town's Veterans' Agent, was thanked for the work he did arranging the Veterans' Day Ceremony in Mary Wales Holbrook Park on November 11th
- The Special Town Meeting will be held on November 20th. There is an article to approve the submission of the legislation that will create the new Tri Town Water District, and an article to use some Free Cash to reduce the tax levy for FY20.

Ms. Elaine Hyland spoke on behalf of the Council on Aging Advisory Committee to provide the Board of Selectmen with an update. Other members present included Louse Currie, William Currie, John Moriarty Thelma (Jean) Douglas, and Tiffany Sheehan. This committee has met five times since July, and has made contact with State Senator Ronald Mariano's office monthly. Mr. Moriarty is preparing plans for a single level building with room for privacy and activities. The lunch program at the current senior building draws over 30 people now. The article on the Nov. 20 STM warrant to move money into Capital Stabilization for future use for a COA facility was discussed. Mr. Gordon said that the Capital Improvements Planning Committee will be designating the use of that funding on the Capital Improvement Plan schedule.

Chairman Lee read a letter from Mr. Zachary Hupp of Pine Street requesting appointment to the Town Forest Committee. There is currently one vacancy.

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MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen appoint Zachary A. Hupp to the Town Forest Committee, with a term to expire on June 30, 2022

VOTE: 5:0

William Forte, Chairman of the Conservation Commission, explained that they worked with the law firm of D'Ambrosio Brown to put the conservation restriction together for the parcel of former tax title land at 320R Weymouth Street, which abuts the Town Forest. The restriction cannot be changed, except with the approval of the Board of Selectmen and Conservation Commission. The Conservation Commission recommends approval of the restriction. Mr. Forte explained that if illegal activity occurs, a cease and desist would be issued at the direction of the Board of Selectmen through the Conservation Commission. Permanent markers will be installed around the restricted area.

MOTION: By Mr. Lee, second by Ms. Vayda, that the Board of Selectmen vote to approve the Conservation Restriction, from Siddharth Siddharth to the Town of Holbrook acting by and through its Conservation Commission, in the public interest pursuant to Section 32 of Chapter 184 of the General Laws of Massachusetts, for the property located at 320R Weymouth Street, as presented

VOTE: 5:0

7:19 pm: Mr. Lee and Mr. Reilly recused themselves

Discussion took place about a proposal from Eric A. Kinshurf, CPA, to provide services related to creating a Policy and Procedures Manual for the Treasurer/Collector's office. Mr. Digirolamo explained that there has been a lot of turnover of employees in his office over the last two and one-half years, and it takes a year to get up to speed. He already has the information on hand, but is down two people at the moment. Mr. Gordon said help is needed with tax title, which should be done each year in September or October, a comprehensive procedures manual will be created by Mr. Kinshurf, and he will make a recommendation on best practices.

MOTION: By Ms. Vayda, second by Mr. McGaughey, that the Board of Selectmen vote to accept and authorize the Town Administrator to execute, as presented, a proposal from Eric A. Kinshurf, CPA, for services related to providing the Town with a Policy and Procedures Manual for the Treasurer/Collector's Office, at the quoted price of \$9,500.00

VOTE: 3:0

7:42 pm: Mr. Lee and Mr. Reilly returned to their seats

Mr. Gordon explained that the Town Clerk requested that the Union vacancy in her office be filled with a Principal Clerk that is hired at Grade 1, and then promoted to Grade 3 after one year. Currently, the vacant position is for an Administrative Assistant. A Side Letter of Agreement was reviewed and the Union has approved it.

MOTION: By Ms. Vayda, second by Ms. Campanella, that the Board of Selectmen approve and execute a Side Letter of Agreement Between the Town of Holbrook and the International Union of Public Employees, Local 151 (Clerical Union) relative to the vacant Union position in the Town Clerk's office, which was posted on November 5, 2019

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

Supt. Pellitteri recommended that the Board award the FY2020 Salt Bid to the low bidder.

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the recommendation of the Superintendent of Public Works and award the FY2020 Winter Salt Bid to Eastern Minerals for the low-bid price of \$47.00 per ton delivered for Solar Salt

VOTE: 5:0

Supt. Pellitteri recommended that the Board award the FY2020 Sand Bid to the low bidder.

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen accept the recommendation of the Superintendent of Public Works and award the Washed Sand Bid for Ice Control for FY2020 to the lowest responsible bidder, P.A. Landers, Inc., at a rate of \$15.95 per ton delivered

VOTE: 5:0

Supt. Pellitteri submitted and recommended that the Board approve a list of Contractor Snow Removal Rates for FY2020.

MOTION: By Ms. Vayda, second by Mr. Reilly, that the Board of Selectmen approve the Contractor Snow Removal Rates for FY2020, as presented and recommended by the Superintendent of Public Works:

Loader with 12' power angle plow	\$155/hr.
Loader backhoe with power angle plow	\$140/hr.
10-Wheel Dump Truck	\$105/hr.
6-Wheel Dump Truck	\$ 95/hr.
Class 3 1-ton Truck	\$ 80/hr.
Class 4 1-ton Truck	\$ 83/hr.
3/4-Ton Pickup Truck	\$ 80/hr.

VOTE: 5:0

MOTION: At 7:48 pm, made and seconded, to adjourn the meeting

VOTE: 5:0

Lindsay Vayda, Clerk

Documents:

Minutes	Salt bids & recommendation
Request for appointment (Hupp)	Sand bids & recommendation
Conservation Restriction	Recommended Contractor Snow Removal Rates
Kinsherrf proposal	
Side Letter with Clerical Union	