

BOARD OF SELECTMEN'S MEETING WEDNESDAY, MAY 5, 2021

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

Absent: Associate Richard McGaughey

1. Chair Daniel Lee called the meeting to order at 7:00 p.m. via Zoom.
2. The Board confirmed a future meeting date of Wednesday, May 12, 2021, if needed.
3. Interim Town Administrator James O'Mara reported to the Board that he had received a quote for services from Mary Beth Bernard, who had been performing some duties of the Human Resources Department while the Director was on leave. Members of the Board stated that they would like to look at the HR Department functions to determine what the appropriate staffing and job description should be.
4. Just prior to the COVID-19 shutdown, Council on Aging Director Cynthia Brennan had requested the appointment of a part-time Principle Clerk. The position had been approved, funded, and posted, but the appointment was not made due to the pandemic. As a job description had not been provided to the Board, it took no action on this item.
5. The Board heard a request for the resident of 14 Hilltop Road to tie into the Town's sewer system. Peter Lyons from Collins Engineering Group attended the meeting as a representative of the resident, Kathleen Pukt. Mr. Lyons described Ms. Pukt's current utility configuration, as well as the plans of how her pipes would be connected to the Town's. He also stated that as the engineer he would be on call to help troubleshoot, and would submit "as built" plans once the project is completed.

Lindsay Vayda moved, David Reilly seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, David Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to approve the request of Kathleen Pukt of 14 Hilltop Road for a Residential Sewer Connection Authorization.

6. Veteran's Agent Tom Benvie attended the meeting to discuss some upcoming events and proposals from his Department, as well as the Holbrook Historical Commission, of which he is a member. Mr. Benvie noted a proposed 9/11 memorial park to be situated adjacent to the Library, or another appropriate location, to hopefully be determined and executed in time to observe the 20th anniversary of the events that transpired that day. He also informed the Board of banners that had been purchased for Memorial Day to recognize all of Holbrook's veterans who have been killed in action, and that the parade and observance this year would be similar to last year's, as the State of Emergency is still in effect. Lastly Mr. Benvie mentioned that the 150th anniversary of Holbrook's founding will be recognized in February 2022, and requested that anyone interested in volunteering to plan the celebration contact him.

7. Chair Daniel Lee read a letter of resignation from Capital Improvement Planning Committee Chair Michael Fleming, effective April 8, 2021. Mr. Lee thanked Mr. Fleming for his service, and requested a notice be posted on the website looking for a new Capital Improvement Planning Committee member.
8. Assistant to the Town Administrator Emily R Martin provided the Board with an update of the Diversity & Inclusion Committee. She informed the Board that she had connected with Pastor Shawn Keener of Brookville Bible Church regarding the Committee, and they had met on Monday, May 3, 2021 to discuss ideas of how the group could be structured and potential events and programming that could be held in effort of increasing and accepting diversity and inclusion in Holbrook.
9. The Board discussed the upcoming May 2021 Annual and Special Town Meetings. Chair Lee informed the Board that HCAM Executive Director Zack Gorman had notified him that registration emails had been sent to all Town Meeting Members (TMMs) whose information is on file, and asked all TMMs to check their spam folders for the email. PJ Duggan, Vice Chair of the Finance Committee noted that all Town Meeting articles would be discussed at the next Finance Committee meeting, and invited anyone who has an article on the warrant to attend the meeting to speak to it. Mr. Lee also announced that two sessions of mock Town Meetings have been scheduled for Tuesday, May 11 and Thursday, May 13, 2021, for any TMMs who wish to become familiarized with the virtual format before the actual meetings occur.
10. Vice Chair Campanella and Mr. Reilly discussed their efforts to appoint a Town Administrator Search Committee. Ms. Campanella informed the Board that they had determined 3 candidates to be appointed to the Committee, and are working on confirming their involvement.
11. Lindsay Vayda moved, David Reilly seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, David Reilly voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to enter into Executive Session To Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel (Holbrook Police Chief, Interim Town Administrator), and To Discuss the Reputation, Character, Physical Condition, or Mental Health, Rather than Professional Competence, of an Individual, or to Discuss Discipline or Dismissal of, or Complaints Brought Against, a Public Officer, Employee, Staff Member, or Individual (Building Inspector).