

BOARD OF SELECTMEN'S MEETING WEDNESDAY, FEBRUARY 24, 2021

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

1. Chair Daniel Lee called the meeting to order at 7:00 p.m. via Zoom.
2. Interim Town Administrator James O'Mara reported on an award from the State House to the Board of Health of \$25,000 to be used towards extraordinary costs incurred due to Covid, as well as a competitive cybersecurity grant the Town won from the Executive Office of Technical Services and Security to provide one year of training and assessment for all staff. Mr. O'Mara noted this is a service grant, not monetary.
3. During Citizen's Forum, Patricia Greely of 214 Weymouth Street requested that for the May 12, 2021 Annual and Special Town Meetings that a full line item budget be posted online, in addition to the summary that is normally provided. Ms. Greely also requested that the motions be made available to the public and the warrants be posted online when they are available.

Dan Mercon of 37 Juniper Road inquired why Holbrook is paying so much in the new Tri-Town water agreement. Chair Lee explained that the Town negotiated to pay 16% of the costs, which is a decline from the current 50/50 split at the Joint Water treatment plant.

4. At 7:09 p.m., Chair Lee read the public hearing notice for the Verizon cable license into record. Daniel Lee moved, Lindsay Vayda seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to open the public hearing for the Verizon cable license at 7:10 p.m.

Attorney William August, who represented Holbrook in the negotiations, attended via Zoom, as did attorney Paul Trane, representative for Verizon. Mr. August reviewed the details of what he was confident is a strong renewal license, including providing high definition broadcasting for public education and government programming through HCAM, \$81,000 towards equipment and facility support over 5 years, and a clause stating it is a non-exclusive license, so other providers may be able to offer services to Holbrook in the future. Attorney August informed the Board the license has the full support of the individuals who spoke at the ascertainment hearings, and thanked all those involved, including HCAM Executive Director Zack Gorman and Permanent Cable Television Advisory Committee Chair Keith O'Brien. Chair Lee echoed his sentiments, and thanked Attorneys August and Trane for their work as well.

Lindsay Vayda moved, Richard McGaughey seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, that that the proposed cable franchise renewal

license between the Town of Holbrook and Verizon New England reasonably meets the cable-related renewal needs of the Town and general public; The Select Board hereby approves the Verizon proposed renewal franchise effective February 23, 2021.

Daniel Lee moved, Lindsay Vayda seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to close the public hearing for the Verizon cable license at 7:29 p.m.

5. Public Works Superintendent Christopher Pellitteri and water and sewer rate consultant Doug Gardner attended the meeting via Zoom to continue the discussion from December regarding the need for Holbrook to increase its water and sewer rates. Chair Lee stated that there has been a lot of talk on social media about this topic, and he opened the meeting to questions and comments. Interim Town Administrator O'Mara noted that there has been confusion between the new Tri-Town water treatment being planned and the existing Joint Water treatment plant. He also noted that every year the water and sewer funds need to be supplemented by free cash. Mr. Gardner agreed, stating that the goal of raising the rates is to cover the daily operations as well as build reserves for capital projects. As it is now, Holbrook has been funding by borrowing instead of with savings, which ends up doubling the cost over the repayment period. When asked if Holbrook could tie into another Town's water system to better regionalize, Superintendent Pellitteri answered that because of the layout of the pipes, it is not really possible to do so.

Mr. Gardner gave a presentation that outlined the increases he suggests to help Holbrook cover its daily operating costs, while also paying towards reserves, capital needs, and funding the new treatment plant. His recommendation includes setting a base fee, and then a two-tier charge for usage, which encourages water conservation due to higher rates for higher consumption. Clerk Vayda questioned if the rates aren't changed, could the State step in, Mr. Gardner informed her it could, and Holbrook would have to use the general fund to supplement the water and sewer needs, and the State would set the rates, likely higher than what the Board would set. Finance Committee member Patrick Duggan addressed the Board that this is not a "sudden raise" in rates, this is a result of a historic lack of raising rates and not meeting enterprise fund needs.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted 2-2, with Lindsay Vayda voting yes, Richard McGaughey voting no, Pamela Campanella voting yes, and Daniel Lee voting no, to approve the Proposed Two Step Water Rates for Fiscal Year 2022 and Fiscal Year 2023 (FY22 and FY 2023) as listed in Exhibit 1 (proposed water rates) to be effective July 1, 2021, noting that First quarter use from April – June 2021 will be billed at the FY 2022 rate in exhibit 1, effective July 1st, 2021:

HOLBROOK WATER DEPARTMENT
Current vs Proposed Rates & Charges

Exhibit 1

	Current Single Step FY 2021 Rates	Proposed Two Step FY 2022- FY 2023 Rates
Minimum Charge - Quarterly		
All Sizes Includes 641cf, plus \$11.50 base fee	\$56.13	
Up to 1" Meter - includes 0 cf		\$50.00
1" Meter - includes 0 cf		\$125.00
1 1/2" Meter - includes 0 cf		\$250.00
2" Meter - includes 0 cf		\$400.00
3" Meter - includes 0 cf		\$750.00
No Meter (2,500cf Quarterly)		\$276.70
Metered Flow Charge - Quarterly		
All Consumption	\$6.97	
1st Step: 1 -2,000 cubic feet		\$8.55
2nd Step: over 2,000 cubic feet		\$11.12
Private Fire Protection - Annual Charge		
All Sizes	N/A	\$448.80

As the vote on the water rates did not pass, the Board did not vote any further on the proposed rates. Ms. Campanella thanked Mr. Gardner, Mr. Pellitteri, and Town Accountant Beth Mosley for their work on this proposal.

6. Lindsay Vayda Moved, Daniel Lee seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, that the Board of Selectmen set the May 2021 Annual Town Meeting date as May 19, 2021 at 7:15PM, to be held at a location to be determined.

Lindsay Vayda Moved, Daniel Lee seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, that the warrant for the May 19, 2021 Annual Town Meeting open at 8:00 am on Thursday, February 25, 2021, and that it close on Friday, April 9, 2021 at 12:00 pm.

Lindsay Vayda Moved, Daniel Lee seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, that the Board of Selectmen schedule a Special Town Meeting on Wednesday, May 19, 2021 at 7:15 pm at a location to be determined.

Lindsay Vayda Moved, Daniel Lee seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, that the warrant for the May 19, 2021 Special Town Meeting open at 8:00 am on Thursday, February 25, 2021, and that it close on Friday, April 9, 2021 at 12:00 pm.

7. The Board discussed the reopening of Town Hall with the Board of Health, after it had been closed to the public due to Covid exposures. BOH Chair Katie Goldrick informed the Board that her Board recommends opening to residents by appointment only, and that all employees should wear masks regardless of where they sit or work within an office. She stated she wanted to work with Human Resources on mask compliance prior to reopening, and cautioned that just because the Town Hall can open doesn't mean it should, as the majority of municipalities are not currently open to the public. Member Campanella noted a concern she had previously raise that she had seen residents waiting outside or turned away due to the "appointment only" policy, and stated she wants to ensure better customer service to the residents while still providing contact tracing to the Board of Health. Chair Lee stated there was confusion on protocols, and there should be better communication to the staff.
8. Lindsay Vayda moved, Richard McGaughey seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to appoint Laura Donovan as Contact Tracer for the Board of Health through June 30, 2021, at a rate of \$25 per hour, for 8-12 hours per week, to be funded by the CARES Act.
9. The Board discussed a request from Town Treasurer Tiffany Sheehan to extend the contract of consultant David Leary to continue completing cash reconciliations for her office. Ms. Sheehan noted that she and the Assistant Treasurer were training with consultant Eric Kinsherf in order to be able to complete the reconciliations in house, and they are setting aside dedicated time to work towards getting caught up to the current month. Clerk Vayda asked Treasurer Sheehan if Mr. Leary finalizes the September accounts, would her office be able to take over and complete the other months, Ms. Sheehan said they would.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted 3-0-1, with Lindsay Vayda voting yes, Richard McGaughey abstaining, Pamela Campanella voting yes, and Daniel Lee voting yes, to deny the extension of the Memorandum of Understanding between the David Leary and the Town of Holbrook.

10. Chair Lee apologized to Human Resources Director Bobbie Lee Curry for skipping her item earlier on the agenda; the review and vote on several HR policies for the Town.

Lindsay Vayda moved, Pamela Campanella seconded, and the Board vote unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to approve the CORI (Criminal Offender Record Information) Policy, FMLA (Family and Medical Leave Act) Policy, Workplace

Violence Prevention Policy, and Policy Against Discrimination, Harassment, and Retaliation in the Workplace as written.

11. Interim Town administrator O'Mara informed the Board that several communities have voluntarily extended the Families First Coronavirus Relief Act past its end date of December 31, 2020. Ms. Campanella noted that the Town could get a payroll for credit if it extended the Act, Chair Lee asked Mr. O'Mara to get further information to revisit this topic at the Board's March 10, 2021 meeting.
12. Ms. Campanella asked if, since Mr. McGaughey was in attendance, the Board could discuss its Town Administrator search. Mr. O'Mara informed the Board that he had reached out to four consulting companies for quotes, he received two responses, one for \$9,000, and another for \$9,900.
13. Daniel Lee moved, Lindsay Vayda seconded, and the Board voted unanimously, with Lindsay Vayda voting yes, Richard McGaughey voting yes, Pamela Campanella voting yes, and Daniel Lee voting yes, to adjourn at 10:00 p.m.-