

SELECT BOARD OPEN SESSION MINUTES OF WEDNESDAY AUGUST 24, 2022

In attendance: Chairman Daniel Lee, Vice Chair Pamela Campanella, Clerk Lindsay Vayda, Associate William Watkins, Associate David Reilly, Town Administrator Gregory Hanley, Assistant to the Town Administrator Kara Nyman.

1. Call to Order – Chairman Daniel Lee called the meeting to order in the Noel C. King Conference Room and via Zoom.
2. Approval of Minutes – MOTION to approve the Select Board Open Session Minutes of Wednesday, April 27, 2022 by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 4-0-1. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting to abstain, and Lee voting yes.
3. Confirm Future Meeting Dates – The Board confirmed meeting dates of Wednesday September 7th and Wednesday, September 21st. Ms. Vayda said that she would be unavailable for both due to her wedding.
4. Town Administrators Report:
 - Special Town Meeting Dates: 9/21 & 9/28 (backup date)

MOTION to set the date for the Special Town Meeting for September 21, 2022 and the rain date of September 28, 2022, by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 4-0-1. Vayda voting yes, Watkins voting to abstain, Reilly voting yes, Campanella voting yes, and Lee voting yes.

 - Town Employee Handbook
 - Founder's Day: Saturday 8/27 at 2pm – Sumner Field
5. Discussion/Vote – Police Officer Appointments – Chief Smith recommended that Zachary Martineau and James Micciche be appointed as Police Officers for the Town of Holbrook. He gave a brief bio on each individual and explained the process for hiring.

James Micciche and Zachary Martineau introduced themselves to the Board.

MOTION to appoint Zachary Martineau and James Micciche as Police Officers for the Town of Holbrook, by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 5-0 for Martineau. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes. Roll Call Vote: 4-0-1 for Micciche. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting to abstain, and Lee voting yes.

6. Discussion/Vote – Teamsters Local 653 CBA – Vice Chair Campanella announced that the Board voted to accept the Memorandum of Agreement (MOA) between the Town and Teamsters Local 653 in Executive Session on 7/27.

7. Discussion/Vote – ACO Intermunicipal Agreement with Avon – Town Administrator Gregory Hanley explained the Agreement to share the services of an Animal Control Officer (ACO) with the Town of Avon.

MOTION to approve the Intermunicipal Agreement for the Animal Control Officer between the Town of Holbrook and the Town of Avon, by Lindsay Vayda, 2nd by Pamela Campanella. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

8. Discussion/Vote – HR Director Hire – Town Administrator Hanley announced that Mr. Christopher Shipps has been offered the job of HR Director as the two other finalists withdrew their applications for the position. He said Mr. Shipps is available to begin on Monday 8/29 and has countersigned his portion of the agreement. The Interview Committee consisted of Mr. Hanley, Ms. Zaleski and Ms. Nyman. The three interviews were recorded and sent to the Select Board for review.

There was a lengthy discussion on the HR Director hire. William Watkins and David Reilly had concerns about the hiring process and suggested re-posting the job. Lindsay Vayda said the Board needs to figure it out. They can't continue to put their departments behind and wait until the night of a meeting to raise concerns. Pamela Campanella said the Board agreed on a process that involved Mr. Watkins and Mr. Reilly. If they were unable to meet, the Board should've picked two other selectmen that were available. David Reilly recommended putting together a selection committee picked by the Board of Selectmen with both internal and external people.

TA Hanley said the Board authorized a process which he followed now the Board wants to change the process. He said we're taking one step forward, and two steps back; not hiring someone will be detrimental to the Town and its employees.

There was another long discussion about communication, scheduling and the hiring process.

MOTION to re-advertise the HR Director job posting and to have a selection committee with two selectmen, the Town Administrator, and 2 HR professionals appointed by the Board of Selectmen, by David Reilly, 2nd by William Watkins. Roll Call Vote: 4-1. Vayda voting no, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

9. Discussion/Vote – Full Time Maintenance Mechanic Hire – DPW Superintendent Keith Nastasia recommended that the Board hire Peter Henkel as a full-time maintenance mechanic.

MOTION to hire Peter Henkel as the Full-Time Maintenance Mechanic for the Department of Public Works by Lindsay Vayda, 2nd by William Watkins. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

10. Discussion/Vote – Facilities Director Hire – On April 6, 2022, the Board voted to approve a part-time facilities manager position as part of a pilot program (\$30/hr. with no benefits). The job was posted on June 29, 2022. The Town received one application from William Hall.

MOTION to hire William Hall as the Facilities Manager as part of a pilot program in the Department of Public Works by Lindsay Vayda, 2nd by William Watkins. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

11. Discussion/Vote – Water Abatements – The Board received water abatement requests from the following residents:

58 Sherrick Ave – Barbara Demilt – Unusually high-water bill, sent meter out to be tested, came back 99.22% accurate, current readings are in line with normal usage. The recommendation is to abate sewer to the average usage over the past year.

MOTION to abate the sewer portion to the average uses over the past year and to include the \$60 fee for the additional meter by Lindsay Vayda, 2nd by William Watkins. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

34 Teed Road – Don Hammond – 2 family, unusually high reading, cannot explain why, current readings are in line with normal usage. The recommendation is to grant a one-time abatement on sewer portion to average usage over the past year.

MOTION to grant a one-time abatement on sewer portion to average usage over the past year for Mr. Hammond at 34 Teed Road by Lindsay Vayda, 2nd by William Watkins. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

154 Union Street – Jean Holbrook – Resident had a leak, water heater over a 12-hour period, had damage from the leak, and put in an insurance claim. The recommendation is to abate sewer to normal usage.

MOTION to abate the sewer portion back to normal usage for 154 Union Street for Ms. Holbrook, by Lindsay Vayda, 2nd by William Watkins. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly Voting yes, Campanella voting yes, and Lee voting yes.

12. FY22 Year End Transfers – Town Accountant Elizabeth Zaleski presented year end transfers and answered questions from the Board. PJ Duggan, Chairman of the Finance Committee also provided explanations to the Board.

MOTION to approve the year end transfers for FY22 as presented by Town Accountant Elizabeth Zaleski by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

TA Hanley asked if the Board could revisit agenda item number 3 to confirm a meeting date to open and close the Special Town Meeting Warrant. They agreed to Wednesday, August 31st at 6pm.

13. Other Business Not Reasonably Anticipated – Lindsay Vayda announced that today is day 1 of the open public comment for the trash transfer station and it will be posted on the Town's website tomorrow.

14. Citizens' Forum – Elaine Hyland asked for clarification on the swearing-in process when the Town Clerk is absent. PJ Duggan mentioned that there is a financial impact on delaying hiring people. Patricia Greeley announced a fundraiser for the Library.
15. Adjourn – Chairman Lee said they will not be going into executive session tonight. Lindsay Vayda moved, Pamela Campanella seconded, and the Board voted unanimously, with Vayda voting yes, Watkins voting yes, Campanella voting yes, Reilly voting yes, and Lee voting yes to adjourn.