

SELECT BOARD OPEN SESSION MINUTES OF WEDNESDAY, APRIL 12, 2023

In attendance: Chair Katie Goldrick, Vice Chair Pamela Campanella, Clerk Patty Conway, Associate David Reilly, Associate William Watkins, Town Administrator Gregory Hanley, Assistant Town Administrator Kara Nyman

1. Call to Order – Chair Goldrick called the meeting to order in the Noel C. King Meeting Room and via Zoom.
2. Approval of Minutes – MOTION to approve the open session minutes of Wednesday, March 22, 2023, by Pamela Campanella, 2nd by David Reilly. Roll Call Vote: 2-0-3. Reilly voting yes, Campanella voting yes, Conway voting to abstain, Watkins voting to abstain, and Goldrick voting to abstain.
3. Town Administrator's Report –
 - Department Head Updates
 - Facilities Manager Bill Hall presented on the LED program, National Grid rebate program, energy management, library update, and JFK feasibility study
 - Open Enrollment period
4. National Public Safety Telecommunicators Week – Deputy Lauren Mielke provided a brief background on National Public Safety Telecommunicators Week and recognized her team. Chair Goldrick presented a proclamation on behalf of the Board.
5. Calendar of Events – Mr. Reilly requested this to be on the agenda. The Board reviewed the following annual events:
 - Memorial Day Parade
 - Town Clean-Up Day
 - Hazardous Waste Drop Off
 - Tree Lighting
 - Veterans Day
 - Founder's Day

Supt. Keith Nastasia said DPW is starting the spring cleanup around Town.
6. Announcement of Appointments – Chair Goldrick announced that the Board will be accepting applications for the following boards/committees:
 - Capital Improvement Planning Committee (1 citizen position)
 - Conservation Commission (2 openings)
 - Memorial Day Committee (unlimited)
 - Opioid Settlement Committee (7 openings)
 - Open Space Committee (9 openings)

7. Composition of Open Space Committee – The Board had a discussion to re-establish the Open Space Committee and what it should look like.

Ms. Greely said it would be helpful to have a person on the Committee to talk about accessibility and handicap access.

Mr. Watkins asked about the two individuals who were already appointed to the committee. Ms. Campanella said the Board thought there was already a committee in place and took applications but realized they needed to make up the composition.

The Board agreed to a total of 9 members with (3) one-year terms, (3) two-year terms and (3) three-year terms.

MOTION to establish the Open Space Committee comprised of the following: (1) Conservation Commission member, (1) Planning Board member, (1) Historical Commission or Society member, (1) member of Board of Public Health, Water Commission, or Public Works, (1) Citizen interested in community character and landscape preservation, (1) Citizen interested in the environment and natural resource conservation; interested in rare and endangered species, (1) Citizen interested in playgrounds and recreation, (1) Citizen interested in trail development and use, (1) Citizen who has expertise or lived experience with ADA and disability access, by William Watkins, 2nd by Patty Conway. Roll Call Vote: 5-0. Conway voting yes, Watkins voting yes, Goldrick voting yes, Campanella voting yes, and Reilly voting yes.

Ms. Conway asked if the Open Space Committee would be given a budget for FY24.

8. Departmental Budget Update – Mr. Watkins said he didn't want to waste anyone's time when the budget process has already taken place and department heads have presented their budgets at FinCom. Chair Goldrick said the Select Board can still make recommendations or changes. Mr. Reilly said it's good to get a quick overview from each department.

Director Hooke presented an overview of the Holbrook Regional Emergency Communications Center:

- Organizational Chart
- Current Staffing
- Population Served in FY24
- Call Volume Year 2022
- Total Calls for Service
- Department & Fiscal Accomplishments
- FY24 Revenue
- FY24 Roadmap

Town Accountant Elizabeth Zaleski spoke to the budget process.

9. Town Meeting Warrant Articles – Mr. Hanley said that 5 additional articles were submitted during the extension period including GAC filters, Open Town Meeting and 3 citizen petition initiatives.

Mr. Watkins asked for clarification on the process for the Open Town Meeting article. Mr. Hanley said that the Board adopted the request of Ms. Greely so it could be properly vetted by legal and put before Town Meeting. Chair Goldrick said she will clarify with Attorney Deluca but there will be a placeholder on the warrant just in case.

10. Solid Waste Rates & Review of Enterprise Budgets – Town Accountant Elizabeth Zaleski reviewed the following rate options for solid waste:

- Option 1: No increase and keep the user rate at \$280 per year which would leave a deficit of \$343,838.61 to be funded from taxation.
- Option 2: Increase user rate to \$360 per year which would leave a deficit of \$151,758.61 to be funded from taxation.
- Option 3: Increase user rate to \$440 per year which would give a surplus of \$40k. This surplus would close out to retained earnings.

In December, the Town had to send a letter to the Department of Revenue (DOR) saying the rates would be addressed. Ms. Zaleski said the 2nd option is most feasible to help resolve this issue for FY24.

Mr. Watkins raised concerns about the budget process. Ms. Zaleski said that she presented the rates to the Board back in December. She also reminded people that this is not a general fund budget; it is an enterprise fund budget which is supposed to be self-sufficient.

Ms. Campanella asked DPW Supt. Keith Nastasia questions about the number of trash barrels outside people's homes. There was a conversation about the blue bags, trash barrels and associated costs.

Chair Goldrick asked Supt. Nastasia for an April 30th deadline to assess what we have for inventory and to create a process for staff.

11. Citizens' Forum – Mary Donovan asked for clarification on the trash barrel inventory and when rate increases will be voted on.

12. Select Board Comments –

Ms. Conway:

- Thanked the Holbrook Santa for their successful Easter egg hunt
- Holbrook Little League Opening Ceremony 4/22
- Volunteers for Holbrook Music Parents Association
- Children and Young Adults Book Alley

Mr. Watkins:

- Inquired about closed captioning

Ms. Goldrick:

- Hazardous Waste Day and Town Clean Up 4/22

13. Executive Session – MOTION to enter into Executive Session per M.G.L. c. 30A, Section 21(a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and not to return to open session, by Patty Conway, 2nd by Pamela Campanella. Roll Call Vote: 5-0. Campanella voting yes, Reilly voting yes, Goldrick voting yes, Watkins voting yes, and Conway voting yes.