

MINUTES

Holbrook Select Board

June 7, 2023 7pm | *Meeting called to order by* Chair Katie Goldrick

In Attendance

Chair Katie Goldrick
Vice Chair Pam Campanella by Zoom (joined at 7:10 pm)
Clerk Patty Conway
Associate Member William Watkins
Town Administrator Greg Hanley
Town Accountant Elizabeth Zaleski
Assistant to the Town Administrator Kara Nyman
HRECC Chief Hooke
Fire Chief McFadden
Steve Habeeb from Habeeb and Associates
Treasure/Collector Tiffany Sheehan
Clerical Union Legal Counsel Deb Bautista

Approval of Minutes

Minutes for April 26, 2023

Ms. Conway made a motion to approve the minutes for April 26, 2023. Campanella Seconded. Motion passes 4-0

Agenda

Item 6: Discussion/Vote – Presentation of 2023 Town Scholarship Recipients

Ms. Goldrick welcomed the recipients and Barbara Davis to the meeting. Ms. Davis introduced each student to the Board by reading a short biography for each of them. She announced that due to the generosity of Holbrook residents, they were able to award 7 \$1000 scholarships this year. She thanked the residents for their continued support and the other members of the Scholarship committee for their efforts.

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Item 2: Discussion/Vote: Administrative Assistant Town Accountant Hire

Ms. Goldrick asked TA Hanley to present the job posting for the Administrative Assistant – Town Accountant's Office. The sole candidate applying for the position was Kristin Fraser and had been prequalified by the TA and the Asst to the TA. The Town Accountant recommends the candidate for hiring by the Select Board.

Mr. Watkins asked about the job posting and the lack of education attainment requirements on the posting. TA Hanley stated that in consultation with the Union Rep, the SB Chair, the TA, and the Town Counsel, the job posting was created and approved to rectify an incorrect posting that had been posted prior. Mr. Watkins discussed the differences between responsibilities/duties of the role and the Requirements of the Job description. Ms. Goldrick asked the Dept Head, Ms. Zaleski, to discuss her recommendation of the candidate. Ms. Zaleski stated that she found the candidate to be qualified for the role even though she did not have full training and experience in municipal accounting. Ms. Goldrick asked what her current role responsibilities were and how they would apply to the proposed job change. Ms. Zaleski listed the knowledge and duties that would carryover and stated that additional On the Job training would be necessary to learn all of the duties required from the position. Mr. Watkins asked about the evaluation process of the candidate. The TA further expounded on the cross over skills and that the Union hiring process dictated the initial job posting process. Further questions were asked on the assessment/evaluation process used in this interview process. Ms. Campanella asked about the timeline for the candidate to obtain all of the skills and knowledge to be able to complete every duty of the role. Ms. Goldrick asked how long it would take the candidate to feel comfortable in the role. Ms. Zaleski expressed disagreements with the questions being asked and the equal application of the line of questions with other candidates. Ms. Campanella explained why she was asking the questions that she asked and that she had asked prior candidates the same line of questions. Ms. Goldrick again asked how long it would take for any candidate to be able to capable and confident in the role. Discussion continued between the Board and the Dept Head. Ms. Zaleski asked the Town Treasure/Collector to comment on the discussion. The Town Treasurer/Collector declined to comment under concerns of violating the employee's rights.

Ms. Goldrick asked for the Board to make any motions on the agenda item. Ms. Campanella made a motion to hire the candidate, Kristen Frazier. Ms. Conway seconded the motion. Ms. Goldrick asked for any further discussion. Mr. Watkins asked about the possibility of having the candidate evaluated by Mr. Kinsherf. TA Hanley introduced the Union Counsel and invited her to speak on the matter before the Board. Attorney Bautista asked about a statement by Mr. Watkins. Mr. Watkins clarified his remark. Attorney Bautista advocated for the hiring of the candidate based on the job posting and their qualifications.

Ms. Goldrick called for a vote. Ms. Campanella yes, Ms. Conway no, Mr. Watkins no, Ms. Goldrick yes. Motion does not pass.

TA Hanley invited the Union Counsel back up to address a grievance that had been filed. They stated that the Town had not responded in the required 14 days. A forbearance had been requested by the Chair and the Union did not grant it. The Union denied it as they expected the Board to continue the process and move to a vote. TA Hanley stated that the Union had granted the forbearance with the expectation that the Board would hire the candidate. Ms. Goldrick asked the TA to put it all in writing for the Board to clarify all of the exact Union requirements and grievance. Ms. Conway asked for clarification on the Forbearance being given as long as the Board followed the process and the confusion to the Union's belief that the process included the hiring authorization being mandated. Ms. Goldrick asked the TA to provide all relevant materials to all of the Board members. Ms. Campanella asked if the outcome meant that the candidate was hired regardless of the Board's vote due to the Union's view of a failure to respond in the required time. TA Hanley stated that the candidate did meet all of the qualifications and should have been hired based on the recommendation of the Town Accountant. Ms. Goldrick asked the TA to schedule an executive session with the Town Counsel to

review the Union contract. Ms. Zaleski requested overtime be approved for the department. Ms. Goldrick requested that the request be submitted in writing to the TA.

Item 3: Discuss/Vote Vacation Carryover Requests

Ms. Goldrick reviewed the list of employees and the requested carry over days. Ms. Conway asked if the Public Safety Chiefs had been asked to submit any additional vacation day carry over requests. Ms. Goldrick confirmed that they declined to submit any additional requests.

Ms. Conway made a motion to approve the contractually obligated vacation carry over days. Mr. Campanella seconded the motion.

TA Hanley informed the Board that a vote to authorize only the contractually obligated day would be detrimental to the Town and was contrary to Town Counsel guidance. Ms. Goldrick asked the Board to consider making an exemption due to the unusual circumstances with the provision that a vacation policy be instituted and that the exemptions would not be allowed in the future. Mr. Watkins asked what the existing process was for determining vacation and the potential of excessive carry over days/use it or lose it outcome. Ms. Goldrick stated that there was no process or policy in place and that one would need to be created by the Board. Ms. Campanella expressed concerns with the unbalanced vacation requests and the reasons for not taking all available vacation days. TA Hanley stated that past precedent allowed for the granting of carry over requests and argued for the Board to vote to authorize all carry over requests regardless of contractual limitations. Mr. Watkins asked about the payroll tracking system for vacation, sick, pto, regular hours. Ms. Goldrick explained that each Dept head tracks their own Dept.'s. TA Hanley stated that a new payroll system had been identified, but did not move forward due to lack of funding. Ms. Conway asked if she were to rescind her motion if there was a way to approve the same vacation carry over for the PSB Chiefs.

Ms. Conway rescinded her original motion. Mr. Watkins motioned that the Board vote to approve the requested vacation carry over in excess of contractual carry over as presented. Conway seconded. Roll Call vote: Conway yes, Watkins yes, Campanella no, Goldrick yes. Motion passes 3-0.

Item 9: Discussion/Vote - Open Space Committee Appointment

Mr. Watkins motioned to appoint Meredith Connors to the Open Space Committee to fill the role of the Disability Access and Rights representative. Ms. Conway seconded. Motion passes 4-0. Ms. Conway requested that the first meeting be scheduled to organize the Committee.

Item 12: Discussion/Vote – Authorization to Execute Contracts with McGregor, Legere, and Stevens on behalf of the BOH MBTA multifamily Zoning

Conway motioned to approve the hiring of the firm as presented. Watkins seconded. Motion passes on a 4-0 vote

Item 7: Discussion/Vote COA Feasibility Study, Habeeb & Associates Architects

Mr. Steve Habeeb gave an overview of the completed COA Feasibility Study to the Board members and the audience. He explained that it was just the initial steps in the process and would be refined as further meetings would be held. The Study found that the building is a feasible location for a new COA and it would be a projected cost of \$18 million to bring it up to code and to meet ADA accessibility requirements. Costs for interior work to meet usage needs would be at an additional cost.

Mr. Habeeb reviewed potential layouts of the building including with proposed additional occupants for the building. Mentioned that the library would be a good fit with the COA. Other proposals were a daycare, senior housing, or the HRECC.

Ms. Goldrick asked the COA Building Advisory member Sue Murray to review the questions the Committee had on the report. Mr. Habeeb explained that any of the alterations that the Committee was considering could be done with a question on costs to be determined. Ms. Murray asked about Green Space, Disabled parking, traffic flow changes. Mr. Habeeb reinforced that it was feasible. Ms. Murray asked about the reasoning for keeping the building and restoring vs knocking it down and rebuilding. Mr. Habeeb it was more fiscally sound to renovate the building if it would be needed for multiple use and it is more environmentally conscious choice.

Ms. Murray asked the Board about the feasibility of moving the library to the site along with the COA and a potential Community Center. Mr. Habeeb supported the concept. Ms. Conway asked about the cost difference between a tear down and renovation. Mr. Habeeb stated it would be a substantial cost difference. Ms. Conway asked about the cost benefit of adding solar on the roof. Mr. Watkins questioned the space for the COA, the veterans, and the youth vs other proposals and suggested that a JFK Re-Use Advisory Committee be created.

Resident Melissa Feeley, Precinct 1 reminded the Board that the Flint Field was a deeded field to Youth Town Baseball and if it were to be moved, the Town would be required to replace it at their cost. She requested that parents, particularly Youth Sports parents be included on the JFK Re-Use Committee. Ms. Murray suggested that there be some public listening sessions for community input in addition to committee meetings and surveys.

Item 8: Pride Proclamation

Ms. Conway read an Official Proclamation in recognition of Pride Month

Item 10: Discussion/Vote – Tax Title Attorney

Town Treasurer/Collector Tiffany Sheehan presented proposals from Tax Title Attorneys under consideration for taking on the Town's Tax Title process and requested the Board vote to authorize the hiring of the recommended firm.

Conway motioned to approve the hiring of a new Tax Title Attorney as presented by T/C Sheehan. Watkins Seconded. Motion passes on a 4-0 vote.

Item 11: Discussion/Vote - Use of Sumner Field

Application for use of Sumner Field from Full Court 21. The applicant did not attend the meeting. Ms. Goldrick noted the lack of insurance coverage. Ms. Goldrick suggested the Board table the request pending proof of insurance. Mr. Watkins requested additional background information on the applicants. Ms. Campanella asked about other permitting requirements and traffic and parking plans. Discussion tabled to a future meeting

Item 13: Discussion/Vote on HR Consultants Contract

TA Hanley notified the Board that he had notified the HR Consultant that there was no longer funding for the position as of June 30, 2023. Ms. Healey explained to the Board what work the Consultant had been handling, what the Town would be needing back from the Consultant, and what additional training would be needed from the Consultant.

Item 14: Discussion/Vote – Veterans Agent Appointment

Ms. Goldrick asked the Board to discuss what the future plans for the Veterans Agent office as of July 1, 2023. The Office was budgeted for \$25,000 for a regional Veterans Agent with Braintree and Avon with the Assistant Veterans' Agent from Braintree, Vincent Fontaine. Ms. Goldrick asked the Board if they wanted to hire an independent Agent for the Town or to sign on to a Regional plan. Ms. Conway suggested that Mr. Watkins, as the only Veteran on the Board, speak first on the matter. Mr. Watkins advocated for a Town specific Agent that would develop into a robust program in support of the Veterans and their families. Ms. Conway agreed with Mr. Watkins preference for a Holbrook specific Veterans Agent.

Resident Colleen Duggan shared her knowledge of the Braintree Agent and recommended that the Town agree to the regional Plan. Ms. Conway asked for more definitive details on the regional plan to compare to what a Town specific Job description/ Agent would look like and what it would bring to the Town. Ms. Goldrick asked the TA to assess what the Regional Plans would provide for the town as well as prepare a job posting.

Item 15: Job Posting and Hiring Process

Mr. Watkins suggested the discussion be tabled to allow for all members to be present

Item 16: Old Business

Social Media/ Website improvements. TA Hanley shared with the Board that it was not within the Assistant to the Town Administrator's job purview as the prior Select Board did not reach an agreement on the pay scale to have those responsibilities and requested a part time Principal Clerk be hired for the Town Administrator's Office to the on the social media role. Mr. Watkins asked why it was no longer within the purview of the Assistant To the Town Administrator when it was understood to be part of the role when the hiring took place. TA Hanley suggested that the Board enter into an Executive Session to discuss the Contract. Ms Campanella asked the TA when the Select Board voted to create two Principal Clerks for the Select Board/TA office and why it was not being done by the Personnel Board.

Ms. Goldrick tabled the discussion to a later date.

Ms. Nyman will be sending out reminders to all currently appointed Committee and Board members that they would need to submit requests to be re-appointed. Ms. Conway asked for a status update on the open seats on each Board or Committee from Dept Head appointments.

TA Hanley notified the Board that there were 202 trash barrels and 230 recycling barrels and they have been relocated to the former JFK. Ms. Conway asked for an update on the possibility of discrepancies between the known quantities and the expected quantities. TA Hanley did not have an answer to the question. There is a list of broken barrels that were not included on the balance sheet. The original purchase order for 2800 barrels of each size originally. Street inventory has not been started... waiting on summer help to conduct the street level inventory that is past due and would not be available for the contract review process. Ms. Goldrick acknowledged the efforts of the DPW Supt in looking into the existence of extra barrels at certain homes. Mr. Watkins questioned the lack of a full accounting given the urgency and the deadline that had been provided by the Board,

Blue Drop Contracts... Ms. Goldrick asked about the expiration of either of the contract, TA Hanley did not have an answer to the contracts. Ms. Goldrick asked if the Blue Drop costs going forward were budgeted for in fy24. TA Hanley stated that it was not specifically and pending the outcome of the contract expiration dates, the retained earnings would need to be used. Ms. Goldrick inquired as to the status of the CycloPure testing at the Joint Water Treatment Plant. TA Hanley stated that he would get an update. Ms. Conway provided a cost update on the Larq proposal.

Item 17: Citizen Forum

Melissa Feeley, Precinct 1 spoke to her concerns on the needs for the upkeep and revitalization of Sumner Field for town Sports. She discussed the “damage” done to the Town’s fields by permitted outside groups. She requested the Board come up with a new process for the use of the Town Fields, the permitting process, the DPW responsibilities, and a clear understanding of where everyone needs to go to get accurate information. She requested that a Parks and Recs Dept be re-established. Finally, she invited everyone to attend the closing of the Spring sports season.

Library Director Kim Usselman invited everyone to the Library’s Putt and Pour event and to check out the new StoryWalk at Sumner Field. Additionally, she clarified the meeting with Mr. Habeeb was not intended to circumvent any other plans.

Sue Murray advocated for the Library to be included in the discussions of the JFK rather than solely the pursuing the library’s current location.

TA Hanley suggested that a feasibility study not be done until the Hoadley assessment had been conducted and it was determined if the Library needed to be condemned.

Item 18: Select Board Comments

Ms. Conway requested a discussion on the composition of the DEI committee on a future agenda. Additionally, requested the Select Board sign on as co-sponsors to PrideFest. Mr. Watkins requested the Board re-open the discussion on renovation the upstairs of Town Hall. Additionally, He requested that the Board pursue CDBG funds to improve the safety and health of the lake in the Grove. Discussed need for an establishment of Surplus policies. He requested there be regular updates and estimates on each department’s budget line status. TA Hanley asked the Chair to task the Open Space Committee to create an Open Space Master Plan in order to pursue funding opportunities.

Ms. Conway motioned to adjourn the meeting. Mr. Watkins seconded. Motion passes 4-0 vote,

Meeting adjourned at 10:45pm

Documents Used in Meeting

Town Administrator Report Packet

List of Requested Vacation Day Carry Over by Department Head

Intermunicipal Agreement for Sycamore Street Replacement

Contract of HR Consultant Angela Siciliano

Supporting Documents for the change in Tax Title Attorneys

Supporting Documents for the appointment of legal services for the BOH

Pride Proclamation

Habeeb And Associates Architects Feasibility Study

Next Meeting

June 14, 2023 at 7pm in the Noel C. King Meeting Room in Town Hall