

OPEN SESSION MINUTES

Holbrook Select Board

July 12, 2023 | 7:00pm *Meeting called to order by* Chair Katie Goldrick

In Attendance

Chair Katie Goldrick

Clerk Patty Conway

Vice Chair Pam Campanella by Zoom participation

Associate William Watkins

Absent: Associate David Reilly

Also in attendance: Town Accountant Elizabeth Zaleski

Director of Inspectional Services Erik Erskine

Treasurer/Collector Tiffany Sheehan

Residents, Braintree Veteran's Agent Vinny Fontaine

Approval of Minutes

The minutes for Open Session May 10, 2023 were approved

Patty Conway made the motion. Seconded by Pam Campanella. Vote was 4-0

Board

Chair Goldrick called the meeting to order at approximately 7:10pm. She asked for the body to rise for the Pledge of Allegiance.

*The Chair announced that agenda items 5 and 6 were going to be taken out of order, due to a situation in Holbrook that required Chief Hooke's attention, and called for Chief Hooke to come forward to discuss agenda items 5 and 6 (Intermunicipal agreements with Stoughton and Fairhaven for Dispatch Services) due to a situation in Holbrook which required Chief Hooke's attention.

Chief Hooke reviewed the two Intermunicipal Agreements with the Select Board and those in attendance. The Chair asked a few questions of the Chief. No other questions were asked. A motion to approve the two Intermunicipal agreements with Stoughton and Fairhaven as presented was made by Patty Conway. Seconded by Vice Chair Pam Campanella. The Chair called for a rollcall vote. Conway – yes Campanella – yes, Goldrick – yes and Watkins abstained as he arrived late and was not present for the entire discussion. The motion passed 3-0-1

Item 4: Discuss/Vote – Veterans’ Agent MOU

*The Chair announced that we were going to take agenda item 4 out of order. The Chair announced that the Braintree Veteran’s Agent Vincent Fontaine was in attendance and welcomed him to the meeting. Mr. Watkins asked if the Board had been provided with the minutes for the meeting where the last discussion on the Veteran’s Agent position had occurred. There was some discussion on the subject between Vice Chair Campanella, Mr. Watkins, and Chair Goldrick. Mr. Watkins reminded the Board that it had been agreed that we would revisit the discussion of the MOU with Braintree/Avon/Holbrook as it compared to hiring a dedicated Holbrook Veterans’ Agent. The Chair asked for the Board’s thoughts. Clerk Conway stated that she remembered the meeting and the discussion and while preferring we investigate possibility of a Holbrook hire, she would like to hear from Mr. Fontaine as he had made the effort to attend. Mr. Watkins reiterated his request for the meeting minutes. Ms. Goldrick stated a preference for moving forward with a vote. Discussion ensued between Mr. Watkins and Ms. Campanella. Ms. Goldrick asked to table the discussion until the end of the meeting. Mr. Fontaine asked to speak. He stated that he would continue to provide services to the veterans of Holbrook while the Board was considering their next steps.

Item 3: Discussion/Vote Year End Transfers

Ms. Goldrick invited the Town Accountant to speak on the 19 FY23 Year End Transfer Requests.

Ms. Zaleski reviewed the individual Dept requests noting that the FinCom did not vote to approve one of the requests as presented for the Treasurer/Collector’s office and the HR dept request was lowered to \$44, 000.

Ms. Conway made a motion to approve the Year End Transfer requests as presented by the Town Accountant. Motion seconded by Roll Call Vote: Conway yes, Watkins yes, Campanella yes, Goldrick yes. Motion passed 4-0.

Item 4: Discussion/Vote -Time Off Request form

Ms. Goldrick presented a draft time off request Form to the Select Board for their review. The members discussed the wording of the form and its applicability to the Elected Officials. Changes were suggested by the Board Members as well as Dept Heads present in the audience. Reviewed edits made and discussion was tabled until the corrected form was available

Item 8: Discussion = Water Abatements

Ms. Goldrick reviewed the history of the Water Abatements issued in FY23, many of which did not go through the Select Board for review and approval. There was a doubling of the water abatements, and 8 fold increase in sewer. Ms. Goldrick wanted to reinforce to the select Board and the public that all abatement requests go before the Board. The Assistant to the Town Administrator will be instructed to ensure that all Town employees were aware of the correct process as well as to gather all of the abatement applications that were approved or denied during FY23

Item 9: Discussion- Contracts, procurements and personnel and PAF

Ms Goldrick asked the Board to review the PAF in their packets. She wanted to remind all Dept Heads that all hiring was to go through the Select Board as Personnel Board and the PAF needed to be filled out completely and signed after the SB approved the hiring of the candidates. A change to the PAF was suggested that allowed for a Personnel Board Member to sign off on the hiring. Town Accountant Zaleski shared her

concerns on using a PAF as a hiring form. Mr. Watkins shared his concerns and recommended a different form be created and utilized as part of the overall hiring process. Ms. Campanella shared her concerns on not addressing the circumvention of the known process for hiring, abatements, etc... Mr. Watkins suggested that the hiring process be revamped to accomplish all desired improvements to documentation. Ms. Goldrick will draft an application form for the Board's review.

Ms. Goldrick reviewed that proper process to be followed on the Procurement Process. Ms. Conway asked about re-vitalizing the Procurement Committee per Town Bylaws and MgL in order to properly adhere to all of the legally required processes as well being a cost savings opportunity. Mr. Watkins questioned the appropriateness of having a SB member on the Committee.

Ms. Goldrick would bring all of those questions before the Town Counsel.

Item 11: Discussion/Vote – Full Time Conservation Agent

Ms. Goldrick asked the Director of Inspectional Services to speak to the current status of hiring a new Conservation Agent. He suggested that the position be morphed into a FT position with additional responsibilities to facilitate hiring an Agent. Mr. Watkins suggested that the job posting be shared directly with all local Colleges and Universities with environmental programs. Ms. Conway suggested the role stay as a Conservation Agent with the added focus be on education on Conservation issues with residents, students, Boards/Committees, pursue grant funding, work to protect all Open Spaces and Conservation land not just working on Developers sites. And serve as the liaison to the Select Board and Conservation Committee.

Ms. Goldrick reviewed all of the edits made to the Job Description/Job posting. She asked for discussion on approving the posting for a FT Conservation Agent once all edits are made pending approval of the FinCom to increase the salary line. Ms. Campanella asked what happens if the job is posted and a hiring occurred and FinCom did not approve the additional funding. The Board members discussed next steps to ensure the funding was in place when a candidate was identified.

Ms. Conway made a motion the Board vote to request a reserve Fund transfer prior to posting the FT position. Motion seconded by Mr. Watkins. Motion passed 4-0.

Item 13: Citizens' Forum

Acting Director Mike Long asked about the ongoing process of the elevator/flooding repair and the HVAC. Ms. Goldrick confirmed that the DPW Supt would be coordinating the projects and that any additional quotes needed would be sought by him in conjunction with the CPO.

There was discussion of the building conditions themselves and the Chair took the time to make sure everyone knew that the Library would not be closed and that any required repairs to ensure the building's safety would be undertaken by the Town. The Director of Inspectional services was asked to help coordinate along with the DPW a review by a structural engineer.

Item 12: Discussion/Vote = Interim Town Administrator and Recruitment

Ms. Goldrick asked the board to discuss the next steps in filling the Interim Town Administrator position. Discussion took place amongst the Board of appointing the Assistant to the Town Administrator to the role. Consensus was not reached on the suggested appointment.

A discussion took place amongst the Board on the benefits of utilizing an independent search firm for the search for a new FT Town Administrator.

Discussion of the Veterans; Agent position

The Board reviewed the prior meeting where the process was discussed. Discussion took place amongst the Board on the desired next steps.

Motion was made by Ms. Campanella to participate in the regional plan and to sign the MOU. Seconded by Ms. Goldrick. Motion passes 3-1

Ms. Conway made a motion to adjourn the meeting. Ms. Campanella seconded. Motion passes 3-1.

Next meeting is scheduled for July 19, 2023 at 7pm

Documents used in the meeting

Agenda

IMA for Stoughton and Fairhaven

MOU for Veterans' Agent

End of Year Budget Requests

Draft PAF