

## **Select Board Meeting Wednesday July 26 7pm**

**In attendance:**

**Chair Katie Goldrick, Clerk Patty Conway, Associate David Reilly, Associate William Watkins,**

**Vice Chair Campanella participated by ZOOM**

**Chair Goldrick called the meeting to order at 7pm**

**Pledge of Allegiance**

### **Agenda item Vote/Discuss: Add Assistant Town Treasurer to Union Clerical Agreement**

**Chair Goldrick reviewed the matter before the Board and clarified the one change in the updated document that was provided at the start of the meeting pertaining to the wage.**

**Associate Reilly asked what the wage was listed as in the Union Contract, and Chair Goldrick notified the members that it was the same rate as it was under the original contract. Ms. Conway asked if the agreement would take effect immediately to allow for the Town treasurer/Collector to begin then appointment process. Chair Goldrick notified the members that it would take effect immediately.**

**Ms. Conway made a motion that the Select Board vote to approve the agreement with the Union to return the Assistant Town Treasurer position to the Union. Mr. Watkins seconded the motion. Roll Call vote: Conway yes, Watkins yes, Reilly yes, Campanella yes, and Goldrick yes. Motion passed 5-0.**

### **Agenda 3: Citizens' forum**

**None**

### **Agenda 4: Discuss/Vote Interim Town Administrator Recruitment Firm Discussion & Review.**

**Chair Goldrick introduce the agenda item and asked the SB to review the job description for the interim Town Administrator in the packet and noted the changed email contact on the description and posting.**

**Vice Chair Campanella asked for the materials to emailed to her for the meeting review and Chair Goldrick referred her back to the email sent on Monday 7/24.**

**Associate Reilly asked about the listed job experience history,**

**Associate Watkins suggested formatting changes, removing "atleast" and replace with "should have" a Bachelor's degree, and deleting the word "successful". Associate Reilly suggested that the requirement for labor relations experience and Mgl be more specific as to Chapter and Line.**

**Associate Watkins suggested a broader approach was more practical. Chair Goldrick offered a compromise on the wording.**

**Associate Reilly suggested that legal fees were a concern based on not requiring specific experience with collective bargaining and labor relations.**

**Chair Goldrick reviewed the suggested edits made at that point and asked for any additional edits needed.**

Ms. Conway motioned that the Board vote to approve the Interim Town Administrator job posting and job description pending the finalization of the edits. Associate Reilly seconded. Roll Call Vote: Conway yes, Watkins yes, Reilly yes, Campanella yes, and Goldrick yes. Motion passes 5-0

Chair Goldrick asked the Board to discuss the process for interviewing the candidates. It was put forth that the Select Board would begin their meetings at 6pm for the next few weeks to allow for interviews to be scheduled to be conducted in Open Session with all of the Select Board.

Associate Watkins specified that all candidates should be in person and not on Zoom.

Vice Chair Campanella suggested that the Board put together the list of questions for the interviews. Associate Watkins asked for the questions used during the interview process for the last Town Administrator. Associate Reilly asked for a scorecard rating system. Chair Goldrick stated that the copy of those questions would be provided to each member. Associate Watkins suggested that the questions be sent out to all of the candidates. Discussion ensued amongst the members. Chair Goldrick asked Vice Chair Campanella to check to see if she had the questions from the last interview round. Vice Chair suggested that all candidates be interviewed in the same evening. Chair Goldrick offered rolling interviews to not delay the process if there were gaps in the submission of applicants. The Chair asked Ms. Conway to document the questions used to ensure that each candidate was asked the same questions. Associate Reilly asked about the length of the posting being active and if there would be a required minimum number of applicants prior to interviews. Chair Goldrick recommended the posting would be active until the position was filled. Contract negotiations and PT/FT status was discussed amongst the Board.

Associate Reilly asked about the search firms that the Chair had been in contact with re the Town Administrator position. The Chair informed the Board that she had been in contact with three firms and was awaiting packets from two of the three and had received one already. Associate Watkins requested not to discuss any of the firms until we had received all packets.

Chair Goldrick agreed to table the discussion of the packets and suggested the Board review the Town Administrator job description. Associate Watkins asked if the chosen search firm would craft the job description and the Chair stated the responding firms had requested a job description and the Firm would craft and post the actual job posting.

Associate Watkins asked for clarification on one of the lines in the description and suggested an edit to make the line more specific as it applies to their responsibilities to the Select Board. He also recommended that a line be added to state that Holbrook bylaws and Massachusetts laws and regulations are adhered to in all situations. Associate Watkins questioned whether seeking someone with elected experience was needed for the position or if actual job performance history was more valuable. Ms. Conway offered a compromise in the job requirements to focus on experience in Public Administration Management ... not solely just a degree. Associate Watkins suggested striking the word seasoned to eliminate any ageism concerns.

Chair Goldrick reviewed the edits made to that point. Ms. Conway requested that a line be added reinforcing that Resident concerns and interaction and keeping the Select Board informed on those interactions were a job requirement. Ms. Campanella had no suggestions or changes.

Chair Goldrick offered her vision of the next steps in the process of selecting a search firm. All firms would be asked to attend a SB meeting to present to the Board.

#### Agenda 6: Citizens' Forum

Mary Donovan Precinct 4 asked for an update on the Blue Drop Contracts and asked about the status of the availability of 5 gallon jugs. Ms. Donovan asked for updated information on the Town website for new residents to know how to access PFAS free water. She also asked about ongoing monitoring of the Blue Drop kiosks.

#### Agenda 7. Select Board Comments

Chair Goldrick reminded residents to be careful with the extreme heat and to utilize the Cooling Center if needed.

Ms. Conway asked that the Cooling Center be open longer hours

Mr. Watkins asked if HCAM had closed captioning yet

Mr. Reilly complimented the Holbrook Police Dept for the successful running of the Junior Police Academy. He also complimented Melissa Feeley and everyone involved with the Holbrook Performing Arts Parent Group for a great summer theater camp and musical.

Ms. Conway reminded people that the Community Fun Day was happening on June 29 from 2-5pm at Sumner Field.

Mr. Watkins made a motion to adjourn. Ms. Conway seconded the motion. Roll Call Vote: Conway yes, Watkins yes, Reilly yes, Campanella yes, and Goldrick yes. Motion passed 5-0

#### Documents used in the meeting

Clerical Union MOU for the return of the Assistant Treasurer position to the union

Draft of the Interim Town Administrator Job description and job posting

Draft of the Town Administrator Job Description