

MINUTES

Holbrook Select Board

Date | time Aug 9 / 6pm *Meeting called to order by* Katie Goldrick

In Attendance

Chair Goldrick

Clerk Patty Conway

Associate David Reilly

Associate William Watkins joined the meeting by Zoom at 7:20

Agenda item 2: Interview of Interim Town Administer Candidate Emily Martin

Question 1 Please share your educational and professional experience that would be benefit you in the role of the Interim Town Administrator

Response: Dual Major BS, MMA Leadership development and leadership management w/Suffolk, Has her Masters from Suffolk. Municipal experience 10* years of varying roles in Milton Town Hall, continued municipal training coursework,

Question 2

What do you envision the role of Interim TA to entail? How would you set your priorities for your time as an Interim TA?

Response: manage on a day to day basis and holding the reins...mentioned End of Year closings, Beginning the budget review process for the next FY, addressing staffing to ensure that residents needs are being met, mentioned Special Town meeting warrant,

Question 3 Knowledge, training, and experience with procurement and Chap 30b?

Response: is familiar with the process in general, is not trained or certified

Question 4: How are you with Managing team members not working to potential, managing conflict, provide a positive work environment?

Response: Overall, leave to the Dept Heads while serving as support/secondary authority, coach/counsel combined with training review and opportunities for growth, ensure documentation, believes in treating all with respect and functioning as a team

Question 5: Experience in engaging citizens in controversial or challenging issues? How was it addressed? What was the outcome? Most prevalent resident concerns in Holbrook?

Response: challenge of establishing the DEI committee in Holbrook. Worked with the residents and the Select Board members to find common ground, set a charge, solicit candidates for appointment to the Committee. Committee was formed and is still functioning.

Question 6: top 3 challenges facing municipal officials today? Most prevalent resident concerns?

Response: Negative impact of Social Media from disinformation spreading, Staff shortages, Changing demographics. Would work to establish a solid Town Social Media policy and presence to combat negativity and to provide accurate and engaging information; Work to train and develop current staff while also working

to partner with outside organizations to attract qualified candidates. For residents...PFAS, good service from Town Departments.

Question 7: What experience do you have advocating at the local, regional, State, and Federal level? How would you use that experience to assist Holbrook?

Response: Has experience advocating at the local and has some connections at the State level with Sen Keenan. Strengthening those connections would help in advocating for the needs of Holbrook.

Question 8: Impressions of Holbrook? Why are you a good fit for the Town? What would you bring to the role that may be missing?

Response: great community that is going through growing pains of the changing demographics. Would work to increase resident involvement in the Town government and shared history,

Question 9: How would you establish a leadership role with the town Dept Heads, promote communication, and promote teamwork across all departments?

Response: Open Door Policy with all Dept Heads, hold regular meetings with the Dept Heads to ensure everyone is on the same page and can share ideas and challenges, work to facilitate problem solving and communication

Candidate did not have any questions for the Board.

Goldrick thanked the candidate and explained the next steps.

Main Meeting

Agenda item 4: COA Van Driver Hire

Cindy Brennan COA Coordinator presented a candidate that she wanted to hire as a part time van driver. She reviewed his qualifications and resume. She noted that he has spent time in the COA and related well with all of the residents.

Associate Member Reilly asked what license class such as the candidate possessed. Ms. Brennan stated that he had the required license to be a van driver. Ms. Goldrick asked whether the candidate had a clean driving record. Ms. Brennan stated that she was going to ask Chief Smith check his driving record.

Ms. Conway made a motion the Board vote to approve the hiring of Mr. Potash pending the result of the CORI/SORI check and the driving record review. Mr. Reilly seconded the motion. Roll Call vote: Conway yes, Reilly yes, Goldrick yes. Motion passed 3-0

Ms. Brennan updated the Board on the activities of the COA for the Fall.

Agenda item 5: Discussion/Vote – Ambulance Abatements

Chief McFadden presented two quarterly ambulance abatement reports.

Ms. Conway made a motion to approve the two quarterly ambulance abatements \$476,082.87 for the period of January 1, 2023-March 31, 2023 And \$429,387.90 for the period of April 1, 2023 - June 30, 2023. Mr. Reilly seconded the motion. Roll Call Vote Conway yes, Reilly yes, Goldrick yes. Motion passed 3-0

Agenda 6: Street Closure Permit for 12/2/2023 (N. Franklin St and Jewel Rd)

Colleen Cahill-Viera from the Holbrook Rotary presented the plan for the Holiday Stroll and the need for street closures to facilitate a safe and fun event. The plan had been reviewed and approved by Chief Smith.

Ms. Conway motioned to approve the request for a street closure permit for 12/2/2023 for North Franklin Street and Jewel Rd with a rain date of 12/10/2023. Mr. Reilly seconded the motion. Roll Call Vote Conway yes, Reilly yes, Goldrick yes. Motion passed 3-0

Rain Date will be submitted on a new permit application as it was left off of the original

Agenda item 3: Discussion/Vote – Interim Town Administrator Appointment

Goldrick asked the members of the Board if they were prepared to review the two candidates that had been interviewed or if they wanted to wait to interview additional candidates.

Reilly stated that he wanted to make sure that the person that was hired to be the Interim TA had the necessary experience to walk in the door and do the job on Day 1.

Conway agreed that the ability to step right into the role was critical. She discussed the evening's candidate, their experience in the Town, knowledge of the role, and their other qualifications, but felt that the candidate that had been interviewed the prior week had actual experience in Town Administration and would be better suited to meet that critical criteria.

Goldrick stated that she was impressed by the prior candidate's experience level and qualification. She also reviewed the high number of urgent issues that needed to be addressed and that it was important for the Board to fill the role as quickly as possible.

Reilly again impressed upon the Board the need for an Interim TA that was ready to step into the role on Day 1 and to handle all of the responsibilities of the role. He wished to interview all of the candidates that had applied rather than moving forward with a vote. Conway noted that of the remaining applicants, only one had applicable municipal experience. Reilly asked who the prior candidate was. Conway noted the name and mentioned the interview itself having been held with 9 questions asked and that then candidate scored highly. In addition, the candidate had 40 years of municipal experience including years as a Town Administrator. Reilly again noted that he wanted to interview every applicant. Goldrick reviewed the process that had been agreed upon. Reilly wanted to assure that the process was transparent.

Watkins joined the meeting by Zoom at 7:20pm

There was discussion on the first candidate's knowledge of the opening, the absence of a TA. Watkins asked why the process that was being followed was being followed and requested that it be changed to include a deadline for interested applicants, that all candidates be interviewed regardless of meeting the agreed upon minimum qualifications, and that interviews not take place if all Board members were in attendance.

Goldrick was open to suggested ways to move forward, noting that waiting for every member to be present would delay the process by several weeks and the need for an Interim TA would continue to be unmet.

Discussion continued on the different views on the process that had been approved and undertaken. All members expressed their views and recollections on how they reached the point that they had reached.

Reilly motioned to set Sept 15 as a deadline for all resumes to be submitted. Watkins seconded. Roll Call Vote: Conway no, Reilly no, Watkins yes, Goldrick yes. Motion does not pass.

Reilly motioned to end the discussion and to resume it at the next SB meeting where all 5 members were in attendance. Watkins seconded. Roll Call vote: Conway no, Reilly yes, Watkins yes, Goldrick no. Motion does not pass.

Goldrick suggested that two additional candidates be interviewed in the next meeting.

Conway motioned to adjourn the meeting. Goldrick seconded. Motion passes 4-0

Meeting adjourned at 8pm

Next Meeting is 8/16/2023 at 7pm in the Noel C, King Room at Town Hall

Documents used in the meeting

Agenda

Emily Martin's letter of interest

Emily Martin's resume

Interview Scorecard

Brendan Potash's resume

COA document explaining the textile disposal bin that they were provided

List of ambulance abatements for 1/1/23-3/31/23 and for 4/1/23-6/30/23

Street Closure Permit application

Holiday Stroll packet