

MINUTES

Holbrook Select Board

June 28, 2023 at 7pm | *Meeting called to order by* Chair Katie Goldrick

In Attendance

Chair Katie Goldrick

Vice Chair Campanella by Zoom

Clerk Patty Conway by Zoom

Associate Member William Watkins

Absent: Associate Member Dave Reilly

Also in Attendance:

Town Accountant Zaleski

Capitol Waste Services

Police Chief William Smith

Fire Chief McFadden

Approval of Minutes and Town Administrator 's Report

No minutes to approve

Assistant to the Town Administrator Kara Nyman wished everyone a safe and happy July 4th weekend

Agenda items

- Discussion /Vote Committee and Annual appointments
- Ms. Conway motioned to appoint the following people to Committee and Annual Appointments

SELECT BOARD APPOINTMENTS
FOR FY24

Expires June 30 unless noted

Animal Control Officer	Aaron Movsessian	2024
Assistant Town Accountant	Vacant	2024
Assistant Town Clerk	Pamela Solis	2024
Chief Procurement Officer	Select Board Chair	2024
Director of Inspectional Services	Eric C. Erskine	2024
Emergency Management Director	William J. Smith	2024
Ethics Commission Liaison	Jeanmarie Tarara	2024
Field Driver/Pound Keeper	Aaron Movsessian	2024
Handicapped Rules & Regulations Coordinator	Eric C. Erskine	2024
Metropolitan Area Planning Council	Select Board Chair	2024
Norfolk County Advisory Board Rep.	Patricia Conway	2024
Parking Clerk and Hearings Officer	Jeanmarie Tarara	2024
Electrical Inspector	Gerald Graham	2024
Alt. Electrical Inspector	David Keenan	2024
Plumbing Inspector	John Callahan	2024
Alt. Plumbing Inspector	Mark Gryzbinski	2024
Alt. Building Inspector	Michael J. McGourty	2024
Alternate Plumbing/Gas Inspector	Andrew J. Lyne	2024
Randolph/Holbrook Joint Water Board Member	Select Board Chair	2024
Sealer of Weights and Measures	Eric C. Erskine	2024
Town Counsel	Murphy, Hesse, Toomey and Lehan	2024
Tri-Town Water Board Designee	Select Board Chair	2024
Veterans' Agent	Vacant	2024

Baird and Maguire Task Force	Fire Lt. Eric Beltrami	2024
	Fire Chief Luke McFadden	2024

Capital Improvement Planning Committee	Paul Lynch, Citizen at Large	2024
	Nancy Alterio, Citizen at Large	2024
	Patricia Conway, Select Board Rep.	2024
	Fred White, School Committee	2024
	Finance Committee Rep.	2024
	Elizabeth Zaleski, Town Accountant	2024
	(ex-officio)	
	Town Administrator	2024
	(ex-officio)	

Opioid Settlement Committee	Pamela Vayda, Citizen	2024
	Stephen Zeboski, Citizen	2024
	Alex Biogounis, Citizen	2024
	Allyson Pinklover, BOH	2024
	Patty Conway, Select Board	2024
	Barbara Davis, School Committee	2024
	Michael Szczesny, First Responder	2024
	*alternate	2024

Conservation Commission	Frank Duggan	2026
	William Conrad	2026
	John Russo	2026

Zoning Board of Appeals	Stephen Zeboski	2026
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Constables	Ralph J. Colarusso	2024
	Mark Shanly	2024

Council on Aging Board	Sandra Lemieux	2024
	Roger Davonport	2024
	Elaine Hyland	2024
	Beatrice Taggart	2024
	(Thelma) Jean Douglas	2024
	RoseAnn Carlo	2024
	Gary Newton	2024
	Kathryn Banosari	2024
	Maria Malinowski	2024
	Louise Currie	2024

COA Building Advisory Committee	Elaine Hyland	2024
	Christopher Eddington	2024
	Susan Murray	2024
	Katie Goldrick	2024
	Patricia Conway	2024
	Cindy Brennan	2024
	Tiffany Sheehan (ex-officio)	2024

Holbrook Housing Authority	Sandra Lemieux (tenant-member)	2024
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Local Emergency Planning Committee	Katie Goldrick	2024
	William Smith	2024
	Eric Beltrami	2024
	Luke McFadden	2024
	Britney Jayne	2024
	Keith Nastasia	2024

Town Scholarship Committee	Barbara Davis	2026
	Marissa Cohen	2026

Hazardous Mitigation Plan Committee	William Smith	2024
	Luke McFadden	2024
	Stephan Hooke	2024
	Keith Nastasia	2024
	David Reilly	2024
	Town Administrator	2024

Open Space Committee		
9 members with (3) one-year terms, (3) two-year terms and (3) three-year terms		
	Alison Bowden, Citizen	TBD
	Patricia Greely, Citizen	TBD
	Denise Louis, Citizen	TBD
	Merrell Connors, Citizen	TBD
	Brendan Potash, Citizen	TBD
	Eric Helfer, Planning Board	TBD
	William Conrad, ComCom	TBD
	Historical Commission or Society member	
	Board of Public Health, Water Commission, or Public Works member	

DEI Committee	Zachary Kontra	2024
	Amie Pierce	2024

Motion was seconded by Ms. Campanella. Motion passed 4-0

Item 5: Discussion/Vote FY24 Ambulance Rates

Board reviewed the FY24 Ambulance rates as presented by Fire Chief McFadden. Ms. Conway motioned to approve the FY24 Ambulance rates as presented. Motion seconded by Ms. Campanella. Motion passed 4-0

Item 6 Discussion/Vote -Year End Transfer

Town Accountant presented Year End Transfer requests to the Board. Ms. Conway motioned to approve the Year End Transfer Requests as presented. Ms. Campanella seconded the motion, Motion passed 4-0

Item 7: Discussion/Vote – Stop Sign Request (Intersection of Dalton Road & Hillside Avenue)

Police Chief Smith presented a request by Residents for the addition of a Stop sign at the intersection of Dalton Road and Hillside Avenue due to the increase in traffic and the increase of young children living in the neighborhood. In the packet presented to the Board was the petition signed by residents of the neighborhood and traffic studies conducted by the Police Department with the assistance of the DPW. Studies verified that there was a substantial increase in traffic in that area due to it now being a cut through to Westdale Rd and Centre Street. The Chief supported the residents request of adding a Stop sign. Ms. Conway motioned the Board approve the addition of a Stop sign in the requested location. Ms. Campanella seconded the motion. The motion passed 4-0. The Board thanked the residents for taking the time to organize the petition and for working with the Police Chief to improve their neighborhood.

Item 8: Discussion/Vote Trash Rates

Town Accountant Zaleski presented on the new trash rates she was proposing to the Board for Fy24 to ensure the Enterprise Fund was solvent. The Board reviewed the presentation packet and discussed the options available to them. Pros and Cons of each proposed rate were weighed. Ms. Zaleski explained how the rates were determined, what indirect costs were, and the impact on the Town if a new rate was not set at that time. Ms. Conway motioned to approve the FY24 Trash Rate increase of \$12.50 per quarter as presented by Ms. Zaleski. Ms. Campanella seconded the motion. Motion passed 4-0

Item 9: Discussion/Vote – New trash Contract as of July 1 -Capitol Waste Services

The Board reviewed the proposed trash contract for Trash Service provided by Capitol Waste Services. The Chair explained the process for soliciting quotes for this service, the differences in the services provided, and the cost difference in the contracts by Vendor. Capitol Waste's bid was the lowest bid and included changes to bulky waste and white goods pickups to be at no charge to the residents. The Board reviewed the proposals. Ms. Conway motioned to approve the contract for FY24 Trash Services with Capitol Waste Services. Ms. Campanella seconded the motion. Motion passed 4-0. Motion made by Ms. Conway. Motion was seconded by Ms. Campanella. Motion passed 4-0.

Item 10: Discussion/Vote: Staffing: Director of Inspectional Services, Conservation Agent, Principal Clerk-Treasurer/Collector's Office, Veterans Agent, Administrative Assistant-DPW.

Discussion on Director of Inspectional Services was tabled. Discussion on Entering into a MOU with Avon and Braintree for a Veterans' Agent versus hiring one individual specific to Holbrook. Ms. Zaleski spoke in favor of entering into the MOU and recommended the Agent Vincent Fontaine from past working experience with him. Mr. Watkins reminded the Select Board that the earlier discussion

on the Board resulted in the decision to pursue hiring a dedicated Holbrook agent. Ms. Conway also spoke to the prior discussion ending with a decision to pursue a dedicated Agent. Ms. Conway questioned the FY 24 budget lines differing from the announced budget during the meeting. Ms. Goldrick requested Ms. Nyman search for a job description of the Veteran's Agent role and for the Board to draft a job description as well. Ms. Conway asked for more clarity on what services would get from a regional Veterans Agent and the impact on the delay in moving forward for the other two Towns. Mr. Watkins questioned whether there was a vote taken at the prior discussion on the hiring. Mr. Watkins requested the discussion be tabled pending confirmation of a vote of lack of a vote. Ms. Goldrick agreed that the Board should table the discussion pending further review. Conservation Agent review of job description and splitting them into two separate job descriptions for a full-time Conservation Agent and a part-time Code Enforcer position. Mr. Watkins asked to table the discussion until a clean draft job description for both job descriptions had been created, funding sources had been identified, and an analysis for how much a need there was specifically for a code enforcer that justified the creation of the role. Ms. Goldrick agreed to have those requests made to the Director of Inspectional Services and to revisit the discussion at a future meeting. Ms. Goldrick asked the DPW Superintendent to review the Senior Administrative Assistant job description that had been provided to the Board as it did not encompass the entirety of the position. Request was made for the DPW Superintendent to contact the Union and have them review the job description as well. Mr. Watkins asked to see the difference between Administrative Job Description and the Senior Administrative Job Description. Ms. Goldrick asked the Select Board if there was anyone available to help interview candidates for Asst Collector-Town Treasurer/Collector. Mr. Watkins and Ms. Campanella declined. Ms. Conway abstained as she knew a candidate. Ms. Goldrick asked the Board to review the Job Description and Job Posting for the principal Clerk – Treasury/Collector's Office. Ms. Conway motioned to post the Principal Clerk -Town treasure collector position.

Item 11: Discussion/Vote -Vacation Policy and Process

Ms. Goldrick requested Ms. Zaleski share Excel Spreadsheet that her office used to track vacation, sick, PTO hours. Chief Smith explained the system that the Police Department used and offered to forward the system that was in use with the Board for their review. Chief Hooke also explained the app that HRECCC utilized. The Board discussed various ways to most effectively manage the Vacation/Time Off Requests, Approvals, and Tracking for Town hall employees. A potential form was discussed and reviewed. Changes were discussed for the draft form. Ms. Zaleski shared her thoughts as a Department Head. Ms. Haley reviewed the payroll system process. The Board agreed to further review the proposed process and to discuss it again in the future.

Item 12. Citizens' Forum

Patricia Greely, Friends of the Holbrook Town Forest and precinct 2 spoke on the lack of a completed full baseline assessment of the Former 32 property as required and recorded on the Deed in addition to the lack of fencing as required by law. She requested that the Select Board pursue the concerns with the Director of Inspectional Services and the Building Department.

Library Director Kim Usselman spoke to request a contact person be identified to address the elevator repair. She also offered her goodbyes as her role officially ends in three days.

Item 13: Select Board Comments

Mr. Watkins addressed a concern brought forth from a resident on Leonard Lane concerning a neighboring home that had a rodent issue, overgrowth, and excessive junk in the yard.

Mr. Watkins reaffirmed that there was a need for including Old Business on every agenda to make sure tabled discussion items or items that more information had been requested by the Board would not be lost or forgotten about over time and not resolved.

Ms. Conway asked for the “Buy recycled Pledge” to be added to a future agenda for discussion and for the DEI committee composition be reviewed at a future meeting to facilitate their ability to meet.

Lastly, she requested the establishment of Docu-Sign process and contract for the Board.

Ms. Goldrick discussed a complaint from a resident regarding a potential Conservation violation and she was forwarding it to the Inspectional Services Department for investigation.

Item 14: Mr. Watkins motioned to adjourn the meeting. Ms Campanella seconded the motion. Motion passed 4-0

Documents Used in the Meeting

Traffic Studies for Westdale Rd

List of Potential Appointees and copies of their email expressing interest

Fy24 Ambulance rates proposal

FY24 Trash Rate presentation

FY24 Trash Services Proposals and Contract

Draft of a Vacation Policy

Drafts of Job postings

Next Meeting

July 7, 2023 at 7pm in the Noel C. King meeting room in town Hall