

**SELECT BOARD OPEN SESSION MINUTES  
OF WEDNESDAY, SEPTEMBER 6, 2023**

In attendance: Chair Katie Goldrick, Vice Chair Pamela Campanella, Clerk Patty Conway (on Zoom), Associate William Watkins, Associate David Reilly, Assistant to the Town Administrator Kara Nyman.

1. Call to Order – Chair Goldrick called the meeting to order in the Noel C. King Meeting Room and via Zoom.
2. Cable License Renewal Legal Services Agreement – Ms. Nyman said that Attorney Bill August has done 3 cable television renewals for the Town over the years.

MOTION to approve the Cable License Renewal Legal Services Agreement between the Town of Holbrook and Epstein & August, LLP, by Patty Conway, 2<sup>nd</sup> by Pam Campanella. Roll Call Vote: 5-0. Conway voting yes, Watkins voting yes, Campanella voting yes, Reilly voting yes, and Goldrick voting yes.

3. Helpsy Contract for the Textile Bin at COA – The Board discussed concerns about signage and pest control.

MOTION to authorize Cindy Brennan to execute the contract with Helpsy for the Textile Bin at the COA, by Pam Campanella, 2<sup>nd</sup> by Patty Conway. Roll Call Vote: 4-1. Conway voting yes, Watkins voting yes, Campanella voting yes, Reilly voting no, and Goldrick voting yes.

4. Interim Town Administrator Appointment – The Board had a lengthy discussion about the interview process and scoring system for the Interim TA candidates.

Vice Chair Campanella shared her disappointment with fellow Board members and how they don't follow procedures that are in place.

Mr. Reilly said there's no need for an Interim Town Administrator since the Board appointed Ms. Nyman as the Assistant Town Administrator in executive session last week. He said this Board is not acting fiscally responsible.

Ms. Conway said that Ms. Nyman fully supported and requested that the Board still pursue an Interim Town Administrator as it is a two-person office.

Chair Goldrick said she wants to make sure the Board is not sharing things that were discussed in executive session.

Town Accountant Elizabeth Zaleski answered questions about funding sources.

Mr. Reilly stated for the record that his motion last week was to appoint Kara Nyman as Assistant Town Administrator to perform the duties and responsibilities in the absence of the Town Administrator and not bring in an Interim TA.

MOTION to appoint Peter Morin as the Interim Town Administrator for the Town of Holbrook, by Patty Conway, 2<sup>nd</sup> by Pam Campanella. Roll Call Vote: 4-0-1. Conway voting yes, Watkins voting yes, Reilly voting to abstain, Campanella voting yes, and Goldrick voting yes.

5. Town Administrator Recruitment Contracts – The Board received three quotes for Town Administrator Recruitment Services from the following:

- Community Paradigm Associates
- Edward J. Collins, Jr. Center for Public Management
- Capital Strategic Solutions

Mr. Reilly said he feels the Board is capable of finding a Town Administrator. Chair Goldrick asked Mr. Nyman to reach out to each firm to present in front of the Board.

6. Assistant Town Administrator Employment Agreement – Chair Goldrick said the Board approved a new contract in executive session last week for Ms. Nyman which includes new job duties and responsibilities:

- Website & social media content
- ADA & MCAD coordinator
- Public Relations Officer
- Salary increased to \$92,500, 3% increase each year

Mr. Reilly said it was his understanding that Ms. Nyman would fill the Interim TA role. He feels she is capable of doing the job but can't vote for 2 salaries because it's not fair to the taxpayers.

Mr. Watkins voiced his concerns about the equal opportunity act. He said this should have been posted because it was a new position.

Vice Chair Campanella clarified that this position has always been in the Town. She said it's about growth and having someone who can fill in during the Town Administrator's absence.

Ms. Conway said that Ms. Nyman is qualified and has done an admirable job over the past few months performing two roles.

Chair Goldrick said the job responsibilities that we increased are not being addressed by anyone in the building right now and that the Town Administrator's office needs two people.

Mr. Reilly said that the Town did a total disservice to Kara.

Vice Chair Campanella said this Board goes back and forth about following procedures. She asked to stop the embarrassment, end this meeting and take up Ms. Nyman's contract at another time. She made a motion to end the meeting until next week and pick up where we left off. There was no second.

Mr. Watkins said he wants a legal opinion and that they are in violation of the equal opportunity act. He said if we are elevating someone or giving a promotion, there should have been an evaluation.

Chair Goldrick said the Board received legal guidance and that the position can be changed without posting.

Vice Chair Campanella mentioned that Mr. Watkins could have had that conversation if he didn't walk out of last week's meeting.

Chair Goldrick recommended that the Board table this discussion.

7. MOTION to adjourn, by William Watkins, 2<sup>nd</sup> by David Reilly. Roll Call Vote: 5-0. Conway voting yes, Watkins voting yes, Campanella voting yes, Reilly voting yes, and Goldrick voting yes.