

## **SELECT BOARD OPEN SESSION MINUTES OF WEDNESDAY, OCTOBER 18, 2023**

In attendance: Chair Katie Goldrick, Vice Chair Pamela Campanella, Clerk Patty Conway, Associate David Reilly, Interim Town Administrator Peter Morin and Assistant Town Administrator Kara Nyman. Absent: Associate William Watkins

1. Call to Order – Chair Goldrick called the meeting to order in the Noel C. King Meeting Room and via Zoom.
2. Approval of Minutes – MOTION to approve the open session minutes as written of Wednesday, August 23, 2023, and Wednesday, August 30, 2023 by David Reilly, 2<sup>nd</sup> by Patty Conway. Roll Call Vote: 3-0 with Conway voting yes, Reilly voting yes, and Goldrick voting yes.
3. Town Administrator's Report – Interim Town Administrator Peter Morin shared the following:
  - a. The Massachusetts Clean Water Trust and the State Treasurer informed the town that they are providing (partial) loan forgiveness on the Tri-Town Water treatment project.
    - Loan was for a total of \$3,200,000.00 and qualified for a subsidy of \$1,222,400.00 which is equal to 38.2% of original project cost, which reduces the amount of debt the town will incur on this project.
  - b. Recent activities Mr. Morin has been involved with:
    - Met with Finance committee and reviewed potential issues with town meeting and discussed the committee's internal policies.
    - Met with school Superintendent, Julie Hamilton, and her staff, to get acquainted with potential issues in the coming year.
    - Reviewed a number of procurement contracts, corresponded with COA building advisory committee to set up an appointment to go over and update with their efforts.
    - Assisted COA Director with registering with the Criminal History Assistance Board so that she may request CORI and SORI background checks on potential employees and volunteers.
    - Addressed and monitored a number of ongoing personnel issues
    - There was a ribbon cutting at Maple on Franklin Senior Housing development, which is a credit to the town for addressing need for senior housing.
    - Drafted articles for special town meeting being addressed that evening
    - Complimented DPW Supt. Keith Nastasia on having generator installed at town hall; done with minimal disruption to business at town hall.

Ms. Conway asked if there was any update on the Blue Drop contracts to which Mr. Morin replied there was not.

4. Police Officer Appointments – Chair Goldrick called Police Chief Smith to present his recommendations:
  - Chief Smith recommended two individuals for appointment. Extensive background checks and interviews were done.
    - a. Patrick Grzybinski – top of the civil service list, born and raised in Holbrook, attended Cardinal Spellman High School and Bridgewater State University.
    - b. Evan Stimpson – second on civil service list, also attended Cardinal Spellman high school, and enlisted in military – US Army.

Mr. Reilly asked both candidates to introduce themselves to the Board. Both candidates gave brief introductions. Chief Smith said he was happy to recommend both candidates for appointment.

MOTION to appoint Patrick Grzybinski Jr. and Evan Stimpson as Police Officers for the Town of Holbrook by Patty Conway, 2<sup>nd</sup> by David Reilly. Roll Call Vote: 3-0 with Conway voting yes, Reilly voting yes, and Goldrick voting yes.

5. Fire Department: Fire Captain Promotional Process – Chair Goldrick called on Chief McFadden to explain.
  - a. Chief McFadden shared that “...the rank of civil service Fire Captain is in the process of being newly created and established as a component of a broader long-term effort to modernize the organizational structure of the Holbrook Fire Department, which has been static since the 1970s. This effort is intended to create a multi-step pathway to supervisory positions of increasing responsibility levels, in contrast to the significantly steeper advancement model that we’ve been working under for the past few decades.”
  - b. Chief McFadden had been in contact with the civil service representatives over the past few months. During a recent phone call, both Chief McFadden and the Civil Service Coordinator came to realize that, technically speaking, Chief McFadden was eligible for the promotion to the Fire Captain role.
  - c. Chief McFadden is on an approved leave of absence from his civil service appointment as a Fire Lieutenant while he is serving in the role of a non-civil service Fire Chief.
  - d. Due to his current role as Fire Chief, both Chief McFadden and the Civil Service representative agreed that Chief McFadden should file a disclosure that his role is one of an appointing authority and that he will not be seeking to apply as well for the rank of civil service Fire Captain through the promotional process.
  - e. The board has the authority to issue a determination that such an action will resolve any appearance of a conflict of interest, which in turn allows the promotional process to move forward.

Mr. Reilly asked Chief McFadden how many towns similar in size to Holbrook have Fire Captains.

Chief McFadden replied that Randolph, Braintree, Weymouth, Abington, Brockton, Avon – all have Fire Captains.

Mr. Reilly asked to confirm that the role would be union based, which Chief McFadden confirmed.

Mr. Reilly asked if there was a Deputy Fire Chief. Chief McFadden replied that there is not one currently but it is a topic that will be revisited in the coming months.

MOTION to accept the Conflict of Interest disclosure completed by Fire Chief Luke McFadden which includes supporting information related to an upcoming promotional process that will be undertaken by the Holbrook Fire Department by Patty Conway, 2<sup>nd</sup> by David Reilly. Roll Call Vote: 3-0 with Conway voting yes, Reilly voting yes, and Goldrick voting yes.

6. Presentation by Edward J. Collins, Jr. Center for Public Management – Mary Aicardi leads HR practice at the Collins Center. She made a presentation via Zoom, regarding their Executive Recruitment practice.

Vice Chair Pam Campanella arrived to meeting.

The Collins Center will collect data and information, with individual interviews with the Select Board and members of the financial offices, stakeholders, and others who can help shape the job description and set realistic expectations.

- Bulk of the work is in creating the profile of the job description and ideal candidate.
- Anyone who is put forward as a candidate will have already been vetted with background checks and references.
- The Collins Center does not negotiate the contract, that is between the Board and the candidate.

Mr. Reilly asked which other towns the Center has worked with.

Ms. Aicardi has done over 100 executive recruitments in past years. She did not have the specific list available but said it is quite large. Ms. Aicardi has placed roles in over 200 municipalities.

Ms. Aicardi mentioned that the Collins Center was previously in charge of recruiting for Norwell, which hired Holbrook's current Interim Town Administrator Peter Morin.

Chair Goldrick asked Ms. Aicardi if it was realistic to narrow down the search to two or three candidates and have a public session group interview.

Ms. Aicardi confirmed it was preferable to put forward three candidates, but it is more about quality rather than quantity of candidates.

Mr. Reilly asked how many people are employed at the Collins Center and Ms. Aicardi confirmed 30+.

Chair Goldrick asked about the process for interviewing post-COVID.

Ms. Aicardi said she does screening interviews via Zoom and in-depth interviews in-person.

Chair Goldrick asked Ms. Aicardi for the process going forward. Ms. Aicardi said that if, for example, a vote was done November 1<sup>st</sup>, the Collins Center would immediately send a request for financial information, schedule interviews with Board Members, and around November 13-15<sup>th</sup>, would anticipate voting on advertising a position. The Collins Center likes to advertise for about three weeks, but the work mainly lies in direct recruitment. All going well, a hire would be made by early 2024.

Chair Goldrick mentioned that the Collins Center is currently the only option available

7. DPW Administrative Assistant Hire – DPW Supt. Keith Nastasia and Vice Chair Campanella conducted interviews for an internal job posting for DPW Administrative Assistant.

Mr. Reilly recused himself. MOTION to hire Jennifer Reilly as the Administrative Assistant in the Department of Public Works by Pam Campanella, 2<sup>nd</sup> by Patty Conway. Roll Call Vote: 3-0 with Conway voting yes, Campanella voting yes, and Goldrick voting yes.

8. Holbrook Cultural Council Appointment – MOTION to appoint John Williams to the Holbrook Cultural Council for a 3-year term by Patty Conway, 2<sup>nd</sup> by Pam Campanella. Roll Call Vote: 4-0 with Conway voting yes, Campanella voting yes, Reilly voting yes, and Goldrick voting yes.

9. Citizens' Forum –

Elaine Hyland (precinct 2) – Asked if Senator Keenan is having office hours. Also wanted to let the Board know that the COA Building Advisory Committee is meeting with architects; will be Elaine, Cindy Brennan, Mr. Morin, DPW Supt., Patty Conway, and Habeeb. Habeeb will give final presentation which satisfies last 10% of contract. COA will receive layout about their portion of the former JFK school. Once received, it will be presented to the Select Board for review and comments.

Citizens' petition with the Building Advisory Committee – collected 119 signatures, 110 that were certified. Will continue with process.

Sue Wright presented an article from the Patriot Ledger regarding the South Shore Plaza and discussed the potential use of land and previous proposals for the land referred to as the Pastures in Holbrook.

10. November 2023 Special Town Meeting Article: Removal of Civil Service for Police Chief & Deputy Chief – Mr. Reilly stated that he thinks the Police Chief and the Deputy Chief should be taken out of civil service in order to provide more candidates for the Town.

Chief Smith stated that he is totally against the idea; he stated that it would lower morale on the force, that there are currently guys who are capable of doing the job, and that it insults the guys who are currently working.

Mr. Reilly stated that a lot of towns are coming out of civil service. Chief Smith said that they are coming out of civil service by taking the whole department out. Mr. Reilly stated that the current force is very young and the Town should not discount other qualified candidates outside the town. Mr. Reilly does not think the morale would be affected by removing the civil service requirement. Chief Smith stated his opinion was that he thinks removing civil service will destroy the force, based on his 37 years of experience in the town.

Mr. Reilly stated he wants to see the department accredited in the next few years. Chair Goldrick asked if the Town were to move forward, would the current staff have the opportunity to become Chief. Chief Smith stated that he thinks it will create an unfair dynamic due to outside applicants having higher ranks.

Chair Goldrick provided a PowerPoint presentation called “Departing Civil Service” on the MMA.org website. The PowerPoint explained civil service and claimed that it was outdated; asked questions about whether or not the civil service laws were necessary, explained potential concerns, benefits to the town, process, hiring, and promotion criteria.

Ms. Conway asked Mr. Morin to clarify the process of addressing this at Town Meeting. Mr. Morin clarified that the Special Town Meeting Warrant in 1934, and subsequent vote in 1987 affirmed keeping the position of Police Chief in the Town of Holbrook civil service. The article is written that the town would vote to revoke section 38 of chapter 41, which is the action by the town in the form of a vote at town meeting.

Vice Chair Campanella asked if there would be a public information session where residents could attend and ask questions. Ms. Campanella stated her concern is that residents may not have the opportunity to do their own research and that an information session providing pros/cons should be held.

Mr. Morin explained the process. Board discussed logistics of providing an informational session to the town/residents that is factual and unbiased.

Chair Goldrick asked Chief Smith if there is a minimum standard for education. Chief Smith said that basic recruits require a high school diploma and that there are job descriptions of everything available.

Chief Smith explained the process of hiring a Chief with Civil Service process. Mr. Morin explained his experience with the civil service, internal candidates, and hiring assessments. Mr. Reilly said that he would like to take the whole town out of civil service eventually and discussed his knowledge of other towns that have done so. Chief Smith shared his opinion of removing the civil service.

MOTION to take the Chief and the Deputy Chief out of civil service by David Reilly. Mr. Morin interjected to correct Mr. Reilly to file the correct motion:

MOTION for a special town meeting article to remove civil service police chief and deputy chief by David Reilly, 2<sup>nd</sup> by Patty Conway. Roll Call Vote: 4-0 with Conway voting yes, Reilly voting yes, Campanella voting yes, and Goldrick voting yes.

Ms. Campanella asked for clarification on the motion and when the informational sessions would be held. Mr. Morin clarified. Ms. Campanella asked to have an informational between then and town meeting, Chair Goldrick agreed. Chair Goldrick stated that there could be a meeting where information could be presented. Ms. Campanella asked if there was a way to make sure all town meeting members received all information about the article.

Ms. Conway asked Mr. Morin asked if she was correct in thinking that when warrants are sent out there should be a pro and a con for each article. Mr. Morin confirmed that articles should inform voters of subject matter and reasons for the recommendations.

Mr. Morin read out the articles:

- Unpaid bill for legal services
- Additional cost of design and construction of the Tri-Town Water Treatment Plant – it needs to be re-voted on in correct format
- Will town vote to appropriate a sum of water and sewer retained earnings to supplement a previous appropriation that was passed in June 2023 special meeting
- Supplement previous appropriation of article 22 from June 5<sup>th</sup>, 2023 special meeting
  1. Town Accountant provided information regarding invoice received from OPM services
  2. Ms. Conway asked Mr. Morin for clarification regarding project management firms
  3. Mr. Morin explained process of project management bids and how to avoid future issues
- Solid Waste Budget – article would be to supplement previous appropriation, to either take town through end of fiscal year, portion of fiscal year, or do nothing and terminate service when nothing is done.
  1. Mr. Morin stated this must be addressed so that tax rate can be set
  2. Chair Goldrick asked how to determine funding source
  3. Town Accountant Ms. Zaleski stated the following:

Option a – increase rates in quota 3 and 4

Option b – Supplement waste solid waste budget by taxation

Town Accountant Biz Zaleski broke down the budget options regarding the town trash. Chair Goldrick asked about how long the budget was approved for. Ms. Zaleski said that \$650,000 will have been spent by beginning of December. Ms. Zaleski and Chair Goldrick discussed the budget amounts for town trash. Chair Goldrick was concerned that increasing town trash rate for current customers would have everyone leaving the program.

Chair Goldrick said the more realistic option is option b, taxation. Ms. Campanella asked how much the waste had increased at households versus what was proposed. Ms. Zaleski said the old company's increase would have been twice as high. Ms. Campanella said she had seen people dumping more trash than they should have, that those concerns should have been addressed – she asked if the trash volume had gone down, and had the new company raised their rates? She asked why our costs are so much higher than they should be.

Ms. Zaleski explained the base contract and then the rates on top of that. Ms. Campanella questioned whether or not the DPW performed a study over the summer about the barrels being put out versus being picked up. Ms. Campanella questioned why the trash and recycling were being picked up in the same truck and whether or not the town was correctly being charged for tonnage.

Ms. Zaleski shared that it is estimated that 10 people have left the services. Mr. Reilly asked why there had not been an RFQ (request for quotes) put out and Chair Goldrick confirmed there had been.

Mr. Reilly asked if it would be cheaper for the town to buy their own trucks, but that there first needs to be an analysis of the usage of barrels by the people who are part of the program. Chair Goldrick reminded Mr. Reilly that all the information was provided to the Select Board and that the information could be sourced again.

Mr. Morin shared the potential consequences for residents who are not paying rubbish bills or abusing the barrel system. Ms. Campanella shared her observations about non-approved barrels being picked up, which taxpayers are covering. Mr. Morin said he will work to find the answers for Ms. Campanella. The Select Board and Ms. Zaleski continued to discuss parameters around trash pickup in town.

Mr. Morin read the remaining articles:

- Approved amendment to collective bargaining agreement related to the body-cams
- Supplement or see if town will make conservation officer's position full-time with salary increase

- Citizen's petition article from COA related to efforts to construct a new facility and how to fund it
- Board received requests for increase in compensation from Town Clerk and Town Treasurer/Collector

Chair Goldrick asked questions regarding the proposed articles. No other questions from the Board. Mr. Morin made note that the Board must vote to close the warrant.

MOTION to close the Special Town Meeting Warrant by Patty Conway, 2<sup>nd</sup> by David Reilly. Roll Call Vote: 4-0 with Conway voting yes, Reilly voting yes, Campanella voting yes, and Goldrick voting yes.

11. Adjourn – MOTION to adjourn, by David Reilly, 2<sup>nd</sup> by Patty Conway. Roll Call Vote: 4-0 with Conway voting yes, Campanella voting yes, Reilly voting yes, and Goldrick voting yes.