

SELECT BOARD MEETING WEDNESDAY, JANUARY 5, 2022

In attendance: Chair Lindsay Vayda, Vice Chair Pamela Campanella, Clerk William Watkins, Associate Daniel Lee Associate David Reilly, Gregory Hanley, Town Administrator, Emily R. Martin, Assistant to the Town Administrator.

1. Chair Lindsay Vayda called the meeting to order at 7:01 p.m. in the King Conference Room and via Zoom.
2. William Watkins moved, Daniel Lee seconded, and the Board voted 4-0-1, with Daniel Lee voting yes, William Watkins voting yes, David Reilly voting yes, Lindsay Vayda voting yes, and Pamela Campanella abstaining, to approve the meeting minutes of April 14, 2021 and December 14, 2021 as written.
3. The Board confirmed future meeting dates of Wednesday, January 19, 2022, Wednesday, February 2, 2022, and Wednesday, February 16, 2022.
4. Town Administrator Gregory Hanley reported on a complaint that had been received by Building Inspector Eric Erskine regarding an excavator parked on Blair Road, a meeting he had with Neighborhood Solutions about a new construction on North Franklin street at Maple Avenue, and correspondence he received from Norfolk County Commissioners regarding 50 Covid test kits that had been delivered to the Town.
5. Communications Director Stephen Hooke attended the meeting to present two candidates for hire as part-time dispatchers for the regional call center. He informed the Board that the positions are already funded in the FY22 budget, and will be no cost to the taxpayers of Holbrook.

Daniel Lee moved, David Reilly seconded, and the Board voted unanimously, with Daniel Lee voting yes, William Watkins voting yes, David Reilly voting yes, Pamela Campanella voting yes, and Lindsay Vayda voting yes, to accept the recommendation of the Communications Department to hire John Sammon and Brianna Sullivan as part-time dispatchers at the Holbrook Regional Emergency Communication Center, at a rate of \$22.44 per hour, per diem.

6. The Board discussed the potential hiring of a new Town Accountant. Town Administrator Hanley informed the board that on December 21, 2021, he, Vice Chair Campanella, Associate Reilly, Finance Committee Chair Patrick Duggan, Interim Town Accountant Diane Haley, and Principal Assessor Patrick Haring had met to interview a candidate he considers highly qualified, and the group unanimously supports appointing to this role. As the candidate applied in confidence, Mr. Hanley asked their appointment be approved to move forward to contract negotiations, without naming the candidate until such time an agreement is reached.

Daniel Lee moved, David Reilly seconded, and the Board voted 4-0-1, with Daniel Lee voting yes, William Watkins abstaining, David Reilly voting yes, Pamela Campanella voting yes, and Lindsay Vayda voting yes, to accept the recommendation to move forward with the

candidate for Town Accountant as interviewed on December 21, 2021, contingent upon successful contract negotiations.

7. The Board discussed the potential hiring of a new Assistant to the Town Administrator. Two candidates had been interviewed on December 22, 2021 by the Town Administrator, Vice Chair Campanella, Associate Daniel Lee, and Assistant to the Town Administrator Emily R. Martin. As with the previous item, Mr. Hanley informed the Board that the chosen candidate applied in confidence, and did not wish to be named until a contract had been successfully negotiated.

Daniel Lee moved, David Reilly seconded, and the Board voted 4-0-1, with Daniel Lee voting yes, William Watkins abstaining, David Reilly voting yes, Pamela Campanella voting yes, and Lindsay Vayda voting yes, to accept the recommendation to move forward with the candidate for Assistant to the Town Administrator as interviewed on December 22, 2021, contingent upon successful contract negotiations.

8. The Board discussed the hiring process for the vacant Assistant Town Treasurer position. Mr. Hanley informed the Board that there is a candidate who had applied and was tested for proficiency for the role. He noted that Town Treasurer Tiffany Sheehan and consultant Eric Kinsharf had agreed to participate in the interview process, and requested two Board members to sit in on interviews as well. Vice Chair Campanella and Clerk Watkins volunteered to fill that need.
9. The Board discussed the Human Resources role, and the advertisement that had been posted for a Human Resources Director. Town Administrator Hanley stated that the advertisement had been to get applicants and start the review and interview process, and the actual title of the role could be determined during contract negotiations. Mr. Watkins stated he felt that is a deceptive practice, and that the Town should determine what the role is and then advertise it from there. Chair Vayda stated that currently the Town has a vacant HR Director position, so that is what was advertised, and that the role is important for the Town to define and fill as soon as possible. It was determined that a discussion to modify the job description would be placed on the Board's next meeting as the Personnel board on January 12, 2022. Both Mr. Lee and Mr. Watkins volunteered to be the Board members who sit in on the HR interviews.
10. Town Administrator Hanley informed the board that he had received notice from the International Union of Public Employees Local 151, the Town's clerical union, that its current collective bargaining agreement is set to expire on June 30, 2022. He noted that until free cash is certified, the Town can't discuss future moneys, but he is required by the contract to notify the Board of this request.
11. The Board discussed two contracts for consideration from Eric Kinsharf, CPA, who has been doing consultant work for the Town Treasurer and Town Accountant's offices to help them get on track over the past years. Town Treasurer Tiffany Sheehan attended the meeting via Zoom to inform the Board of the invaluable help Mr. Kinsharf and his employees have been to her office, providing policies, procedures, and efficiencies. Mr. Hanley noted that the money to fund these contracts can be taken from the salary line of the Town Accountant Beth Mosley, who resigned from Holbrook in June 2021.

William Watkins moved, Pamela Campanella seconded, and the Board voted 3-0-2, with Daniel Lee voting present, William Watkins voting yes, David Reilly voting present, Pamela Campanella voting yes, and Lindsay Vayda voting yes, to approve a contract between the Town of Holbrook and Eric Kinshurf, dba Eric Kinshurf, CPA, for services rendered through January 31, 2022, to provide support and work as needed and directed by the Treasurer/Collector, in an amount not to exceed \$19,800.

William Watkins moved, Pamela Campanella seconded, and the Board voted 3-1-1, with Daniel Lee voting present, William Watkins voting yes, David Reilly voting no, Pamela Campanella voting yes, and Lindsay Vayda voting yes, to approve a contract between the Town of Holbrook and Eric Kinshurf, dba Eric Kinshurf, CPA, for services rendered through January 31, 2022, to provide support and work as needed by the Assistant Town Accountant, in an amount not to exceed \$24,000.

12. The Board discussed the upcoming March 1, 2022 Special Town Meeting. Mr. Hanley noted that the main article is to authorize the Town to borrow to cover additional costs for the Tri-Town Water Treatment Plant, but other articles for appropriations to fund collective bargaining agreements and other deficits have been submitted. Finance Committee Chair Patrick Duggan reminded residents to tune into the upcoming FinCom meetings to hear the discussions on funding sources, as free cash is still being certified.
13. Chair Vayda addressed the item of Policies, Procedures, and Bylaws, which had been carried over from a previous meeting. She stated that these topics have often been raised as concerns of the Board, and she would like to address them. Mr. Lee suggested it may be best to schedule a Board meeting dedicated to those specific items, as they would require a substantial amount of discussion.
14. Lindsay Vayda moved, Daniel Lee seconded, and at 8:48 p.m. the Board voted unanimously, Daniel Lee voting yes, William Watkins voting yes, David Reilly voting yes, Pamela Campanella voting yes, and Lindsay Vayda voting yes, to enter into Executive Session – Pursuant to M.G.L. c. 30A, Section 21(a)(1) to discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual, and not to return to Open Session.