

**AGENDA (REVISED)  
BOARD OF SELECTMEN  
HOLBROOK, MASSACHUSETTS**

HOLBROOK

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**Wednesday, October 07, 2020 at 7:00 p.m.**

**Meeting will be held virtually on Zoom (link on page 2), and broadcast by  
Holbrook Community Access and Media (HCAM)**

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**Due to the ongoing COVID-19 Pandemic and the State of Emergency issued on March 10, 2020, Governor Baker issued an Executive Order temporarily suspending certain provisions of MGL c. 30A sec. 20, the Open Meeting Law, temporarily relaxing the Law's requirements that meetings be held in public places, open and physically accessible to the public. The Town Hall remains closed to the public, and measures have been taken to ensure public access to the meeting through alternative means. Instructions, allowing the public access electronically using Zoom, have been attached as page 2.**

All cell phones, pagers, etc., are to be turned off during the meeting. This meeting will be recorded & broadcast by Holbrook Community Access & Media (H-CAM)

1. Call to Order and Pledge of Allegiance
2. Approval of Minutes
3. Citizens' Forum
4. Town Administrator's Report
5. Public Hearing – Transfer of Retail Liquor License (Highland Liquors, 464 N. Franklin St.)
6. Quarterly Report – Chief Luke McFadden, Fire Department Update
7. Discussion/Approval – Contract between Fire Department and Massachusetts Department of Transportation (MA DOT) Regarding Holbrook – Route 139 Reconstruction Project (#6060501)
8. Discussion/Approval – Contract between Department of Public Works and MA DOT Regarding Route 139/Union Street Improvements (#606501)
9. Discussion/Approval – Contract with Pioneer Consulting Group for Water/Sewer Rate Study
10. Discussion/Approval – Contract with Environmental Partners for Engineering Services in Connection with the Lake Holbrook Dam Replacement Project
11. Discussion/Approval – Contract for Board of Health Regarding Tri-Town Nursing Agreement
12. Discussion/Approval – Contract with Community Opportunities Group, Inc. Regarding Holbrook Housing Rehabilitation Program
13. Discussion/Approval – Memorandum of Agreements Regarding Employee Pay Rate and Unused Vacation Time due to COVID-19 Pandemic
14. Discussion/Approval – Temporary Town Hall Support Position
15. Discussion/Approval – Temporary Interim Town Accountant Position
16. Discussion/Approval – Diversity and Inclusion Committee Charge
17. Discussion – Change of Venue for November 2020 Special Town Meeting
18. Adjourn

TOWN CLERK  
OCT 5 PM 3:02 '20  
HOLBROOK

LINK TO ACCESS THE ZOOM MEETING OF  
THE BOARD OF SELECTMEN  
ON JULY 29, 2020

HCAM is inviting you to a scheduled Zoom meeting.

Topic: Board of Selectmen

Time: Oct 7, 2020 07:00 PM Eastern Time(US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83638956306>

Meeting ID: 836 3895 6306

One tap mobile

+13017158592,,83638956306# US (Germantown)

+13126266799,,83638956306# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 836 3895 6306

Find your local number: <https://us02web.zoom.us/j/83638956306>

"The Chair reserves the right to call items on the agenda out of order. Items are listed in their approximate order, and items may be reached earlier or later than the posted order. Items listed for executive session may also be discussed in open session. The listing of items contains those items reasonably anticipated by the Chair which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Persons interested are advised that in the event that any matter taken up at the meeting that remains unfinished at the close of the meeting may be put off to a continued session of the meeting, in accordance with the Open Meeting Law."

### **PUBLIC PARTICIPATION IN MEETINGS**

All meetings of the Board of Selectmen are open to the public. The law allows certain matters of business to be discussed in executive session from which the public may be excluded. However, no final action can be taken in closed session. The Board of Selectmen welcomes citizens to be present at all meetings. It wishes to be responsive to the public's need to address the Board on matters before the Board. In order that this may be accomplished in the most orderly manner possible, the Board of Selectmen has established the following procedures:

- 1) Time shall be provided at each meeting for individuals or groups to address the Board.
- 2) The last item on every Selectmen's agenda is "Citizens Concerns". Time is provided for citizens to make a statement concerning matters before the Board. The members will listen to concerns, but this is not seen as a time for questioning a member concerning a course of action, nor a time for debate.
- 3) Any speaker shall give his/her name, address, and the group he/she represents, if any.
- 4) Presentation should be brief. Five minutes should be maximum unless an extension is given to the speaker by the Chairperson.
- 5) Speakers are welcome to offer objective criticism of the Town. The Committee will not hear personal complaints of personnel in open session. Citizens are reminded that this agenda item allows citizens to state or make comment on substantive issues. It cannot permit unsubstantiated charges to be leveled against employees.
- 6) All Citizens who exhibit disrespectful or unruly behavior will be asked to leave the meeting room and building.
- 7) Any Citizens who relay any threat, either verbally or physically, will be removed from meeting room and building.
- 8) The Safety of the Board and Meeting Attendees will be taken very seriously, and behavior that compromises their Safety will not be tolerated, and will be dealt with accordingly.

Voted: 03/23/2004

Amended: 01/09/2019