

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, February 8, 2011

Present: Matthew V. Moore, Chairman
Brinsley A. Fuller, Clerk
Richard B. McGaughey, Associate
Absent: Paul S. Currie, Vice-Chairman

In attendance: Michael D. Yunits, Town Administrator
Thomas R. Cummings, Superintendent of Public Works
Cynthia M. Brennan, Town Accountant
Marjorie E. Godfrey, Selectmen's Secretary

The meeting was called to order at 7:00 pm by Chairman Moore, in the Selectmen's Meeting Room, 50 North Franklin Street, Holbrook, MA 02343 and began with the Pledge of Allegiance.

MINUTES:

MOTION: By Mr. McGaughey, second by Mr. Moore, to approve the minutes of the regular session of January 11, 2011, as printed.

Discussion: Mr. Moore asked about the status of the zoning issue at 120 Union Street. Mr. Yunits will contact the Building Inspector for an update.

VOTE: 2:0:1 (Mr. Fuller abstained)

MOTION: By Mr. McGaughey, second by Mr. Moore, to approve the minutes of the executive session of January 11, 2011, as printed.

VOTE: 2:0:1 (Mr. Fuller abstained)

TOWN ADMINISTRATOR'S REPORT:

Mr. Yunits announced:

- o That the Town of Avon is hosting a meeting on Wednesday, February 16, 2011, to discuss the possibility of regional and/or shared services with area towns.
- o That Boy Scout Troop 153 from St. Joseph's Church, under the direction of Mr. Gene Santorelli, shoveled the snow from approximately 50 fire hydrants, and have been asked to continue clearing the ones near their own homes in the future.
- o The Professional/Technical budget under the Board of Selectmen would be in deficit by \$1,389.07 if the most recently received invoices were paid. Therefore, Mr. Yunits asked the Board to decide whether a Reserve Fund transfer request should be prepared, or whether they would like to place an article on the special town meeting warrant. Discussion took place, and Mr. Kevin Costa, Chairman of the Finance Committee, recommended that the Board request a transfer of an amount large enough to fund the line item for the next few months.

MOTION: By Mr. Fuller, second by Mr. McGaughey, that the Board request a \$9,000 Reserve Fund Transfer for the Professional/Technical budget.

VOTE: 3:0

WATER ALTERNATIVE STUDY COMMITTEE:

Present: Mr. Henry Lee and Mr. Paul Digirolamo, Town Treasurer/Collector

Mr. Moore explained that the Committee was established to research the options available to the Town for the Town's future water supply. The Committee has submitted information on the cost of procuring water from either the MWRA, the City of Brockton, or Tri-Town Water. Mr. Yunits reviewed a spreadsheet comparing the three options, which indicated that the yearly costs over 20 years, including the cost of any buy-in, construction, and usage costs are estimated to be: \$1,251,740 for the MWRA, \$1,842,776 for the City of Brockton, and \$697,652 for Tri-Town Water. Tri-Town was identified as the best alternative financially. Mr. Lee and Mr. Digirolamo indicated that they are in agreement that Tri-Town is the best alternative. The Chairman expressed appreciation to the committee members for their service. Mr. McGaughey said Holbrook should go to Tri Town Water looking for a great favorable percentage share of the expenses and not pay more than the Town uses, and indicated that the Town's share should decrease as the Towns of Randolph and Braintree grow. Mr. Moore said that a regional facility is expected to receive federal and state assistance.

MOTION: By Mr. McGaughey, second by Mr. Fuller, to support the negotiations of the Town of Holbrook in the Tri Town Water association

VOTE: 3:0

PUBLIC HEARING FOR LAYOUT OF SPRING LANE:

The hearing notice published in the *Holbrook Sun* on January 28, 2011 was read.

MOTION: By Mr. Fuller, second by Mr. McGaughey, that the Board of Selectmen open the hearing on the layout of Spring Lane.

VOTE: 3:0

Mr. Yunits explained the history of the acceptance of this street. Town meeting voted in 1950 to accept the street, and the layout was completed in 1953. Currently, an as-built plan has been completed. Following this hearing, it will be recorded at the Registry of Deeds. There is a drainage issue at the beginning of the street which has not been corrected because the acceptance procedure, started in 1950, has not been completed. The Town will not be taking any property. An engineering study will need to be completed prior to any work on the drainage issue, and funding will have to be appropriated at town meeting.

MOTION: By Mr. Moore, second by Mr. Fuller, that the Board of Selectmen adopt and execute an Order of Taking and take by eminent domain on behalf of the Town, the interests in real estate described as:
Spring Lane, in Holbrook, Norfolk County, Massachusetts, from the intersection of Spring Street, thence approximately 659.32 feet south to a concrete barrier as shown on a plan entitled "As Built Street Acceptance Plan, Spring Lane, Holbrook, Massachusetts" dated August 31, 2009 by Don Rosa, Professional Land Surveyor, to be recorded at the Norfolk County Registry of Deeds.

VOTE: 3:0

MOTION: At 7:30 pm, by Mr. McGaughey, second by Mr. Fuller, to close the hearing on the layout of Spring Lane.

VOTE: 3:0

ONE DAY SPECIAL LICENSE – ST. JOSEPH PARISH & SCHOOL:

Present: Mr. Chris Boensel, a member of the fundraising committee

Mr. Boensel explained that the request is to be able to sell alcohol on March 19, 2011 at a fundraising event for St. Joseph School. The proceeds will be used to support school technology and the learning center.

MOTION: By Mr. Fuller, second by Mr. Moore, to approve the application of Fr. John Currie, representing St. Joseph Parish and School for a one day special license for the sale of alcohol on March 19, 2011, from 6:00 pm – midnight

VOTE: 2:0:1 (Mr. McGaughey abstained)

AMBULANCE ABATEMENTS:

Present: Edward J. O'Brien, Fire Chief

Chief O'Brien explained that the ambulance abatements submitted by New England Medical Billing are routine in nature.

MOTION: By Mr. Fuller, second by Mr. McGaughey, to accept the ambulance abatements for the quarter of October 1, 2010 to December 31, 2010 in the amount of \$46,889.86, as printed

VOTE: 3:0

BUDGET REVIEW:

The FY11 revenue received as of December 31, 2010 was reviewed and compared to the projected revenue numbers for FY11. Some receipts are below and some are above the projected amounts, but the total revenue collected through December is below 50% of what was projected.

It was discussed that the Town Counsel Professional/Technical budget is almost fully expended and there are outstanding bills; the Snow & Ice deficit as this time is approximately \$250,000; and the School Department has incurred expenses of approximately \$10,000 to clear off the snow from the roofs of the schools this winter. Town Accountant Cynthia Brennan will contact the Dept. of Revenue to find out whether the School's snow expenses can be added to the Snow and Ice deficit. The Fire Department has had one employee retire and there have been injuries on the Department. The Chief was commended for looking at ways to solve the budget problem in his department. The Unemployment budget is projected to have a small surplus at year end.

The projected revenue for FY12 was reviewed. Including Stabilization, there will be an increase of \$562,568 available. Excluding Stabilization, there will be an increase of only \$305,795. The available Free Cash is \$269,347. Mr. Yunits suggested that Free Cash could be used to offset some deficits and not carried into FY12.

The Board of Assessors has been asked to review their Overlay Account balance.

ENTERPRISE COST ALLOCATIONS:

The Abrahams Group submitted a report and made recommendations on the indirect cost methodology for the Town's three enterprise funds: water, sewer, and solid waste, for FY11.

MOTION: By Mr. Moore, that the Board of Selectmen vote to approve the following enterprise account indirect cost allocations for FY2011:

Administrative Departments or individual:

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Selectmen/Administrator, Assessors, Town Accountant, Town Treasurer/Collector	
Sewer Enterprise	5.68% Allocation
Water Enterprise	7.40% Allocation
Solid Waste	1.68%
Department of Public Works	
Sewer	10.4%
Water	6.7%
Solid Waste	2.0%
Town Treasurer/Collector Staff	
Sewer	20.0%
Water	20.0%
Solid Waste	2.0%
Joint Water	
Water	100.0%

NO SECOND, NO VOTE

Mr. Kevin Costa, Chairman of the Finance Committee, said that the FY11 allocations have already been voted at town meeting and approved by the state. He said that there are issues with the report of the Abrahams Group, including some inconsistencies and that the overall budget numbers in the report are not correct with the vote of town meeting. The Finance Committee has voted to continue using their own cost allocations. Mr. Yunits and Ms. Brennan will meet with the Finance Committee and give their comments to the Abrahams Group.

FY12 BUDGETS:

Mr. Yunits explained that the Board of Selectmen should review the budgets of the departments under their purview and made recommendations to the Finance Committee.

The Town Accountant presented a nearly level funded budget, only increasing the price of expenses due to the increased cost of living.

Mr. Yunits will review the effect of memorandums of agreement the Board has signed with some of the unions so that separate articles can be created for town meeting's approval of the contracts and the funding.

Mr. Fuller explained that the Conservation Commission submitted a level funded budget, with the clerk working 9 hours a week.

Ms. Hathaway, the Library Director, reviewed a level service budget, indicating that the number of users is up 6%.

Fire Chief Edward O'Brien spoke about the \$29,000 increase for contractual obligations, and explained that the communications budget has been separated out because of the move toward a regional communications center.

Police Chief William Marble, Jr., is expecting two new cruisers in FY12 and some contractual increases.

Mr. Costa said there is no funding source for Capital Improvements. Mr. Yunits will contact the members of the Capital Improvement Planning Committee to meet and review the capital needs of the town. The Agape Inn has been discussing leasing the former School Department Central Office on Plymouth Street, and the town will take a look at auctioning any other parcels that may be appropriate.

MEMORANDUM OF AGREEMENT WITH POLICE UNION:

MOTION: By Mr. Fuller, second by Mr. McGaughey, to accept the Memorandum of Agreement between the Town of Holbrook and New England Police Benevolent Association, AFL/CIO, as presented

VOTE: 3:0

WATER ENTERPRISE ARTICLE FOR SPECIAL TOWN MEETING:

Ms. Brennan explained that the Department of Revenue requested that the Board place this article on the special town meeting warrant in May because the water enterprise account expenses will exceed the revenue. This vote at town meeting will bring the account within the limit and allow the tax rate to be set.

MOTION: By Mr. Fuller, second by Mr. McGaughey, that the Board of Selectmen place the following Water Enterprise article on the May 3, 2011 Special Town Meeting Warrant, and that the Board support the article as written:

“To see if the Town will vote to amend the Water Enterprise Budget as voted at the Annual Town Meeting held on May 19, 2010 under Existing Debt \$580,892, Other Expenses \$664,900 and Anticipated Debt \$400,000, and in their place vote the following, Existing Debt \$370,718, Other Expenses \$711,741, Anticipated Debt \$0, for a Direct Water Enterprise Expense of \$1,567,389, and a Grand Total Water Enterprise Budget of \$2,029,201, or take any other action thereon.”

VOTE: 3:0

MOTION: At 8:15 pm, by Mr. Fuller, second by Mr. McGaughey, to adjourn to executive session to conduct contract negotiations with non-union personnel (Town Administrator) and to consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual, and not return to open session

ROLL CALL VOTE: Mr. Fuller – Yes
Mr. McGaughey – Yes
Mr. Moore – Yes

Brinsley A. Fuller, Clerk

Documents:

Agenda	Email regarding Professional/Technical budget
Draft minutes	Water Cost Analysis spreadsheet
Application for One Day Special License	Spring Lane hearing information
Ambulance Abatement request from Fire Department	
Report of The Abrahams Group and motion	
Water Enterprise article for special town meeting	
MOA with Police Union	