

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, September 13, 2011

Present: Timothy J. Gordon, Chairman
Brinsley A. Fuller, Clerk
Richard B. McGaughey, Associate
Kevin J. Sheehan, Associate

Absent: Matthew V. Moore, Vice-Chairman

In attendance: William J. Phelan, Interim Town Administrator
Marjorie E. Godfrey, Selectmen's Secretary

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

MINUTES:

The July 26, 2011 minutes were postponed to the next meeting.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to accept the minutes of the regular session of August 23, 2011, as printed

VOTE: 4:0

TOWN ADMINISTRATOR'S REPORT:

Mr. Phelan announced that:

- The Massachusetts Local Election Districts Review Commission has approved the re-division of the Town's precincts, which was voted by the Board of Selectmen following the 2010 census. The new precincts take effect on December 31, 2011.
- The South Shore Humane Society has praised the efforts of Animal Control Officer Laurice Hedges due to her initiative, cooperation, and open-mindedness in supporting the spay/neuter mobile van in Holbrook.
- On September 8, 2011, a meeting was held with representatives from Holbrook and Avon in relation to a new school building project. The Mass. School Building Authority requested that Holbrook contact Braintree, Randolph and Avon about considering the sharing of educational services. The meeting with Avon went very well, and all present agreed that it is a good idea to study the possibility of Avon and Holbrook combining in some form. A formal committee will be formed after a vote of the Board of Selectmen and town meeting. A formal regionalization study committee has not been formed since the 1980's. Plans are being made to meet with Randolph and Abington. Senator John Keenan and Representatives Ronald Mariano and Mark Cusack are assisting the town in seeking state grant funding for the necessary study. Although school spending has increased 35% since 2005, the low enrollment in Holbrook makes it difficult to provide a quality education.
- The Town has not applied for a Community Development Block Grant in four years, but it is anticipated that the Town will apply this year.

- The Town is getting ready to certify the tax rate in October this year. The Dept. of Revenue has been contacted, the auditors have been in, the revenues for FY11 are as expected, and the expenditures are lower than expected.

NEW ENGLAND FORESTRY FOUNDATION:

Whitney Beals, the Director of Land Protection for the New England Forestry Foundation, was present. Mr. Beals explained that New England Forestry Foundation is a conservation group working on saving forest land. He presented a map of the area he was discussing at this meeting, and explained that there are approximately 75 acres where Holbrook, Weymouth, and Abington come together that could be protected permanently. The landowner, Mr. Allen Friedman, would like to sell the property for the nominal amount of \$50,000, and would convey deeded access to the property for maintenance. Mr. Beals said that in addition to being wonderful conservation land, it would help to protect the Taunton River water shed. The Board took this information under advisement. Further research will be done, including the tax revenue implications.

PUBLIC SAFETY DISPATCH:

Present: Edward J. O'Brien, Fire Chief and Steve Hooke, Communications Supervisor, Fire Department Dispatchers

Chief O'Brien explained that there is a requirement to be narrow banding compliant by next December, and July 1, 2012 is the key date when EMD dispatch training would be required for all police officers if they are still dispatching. The plan is in place to hire and train personnel, but the funding mechanism needs to be determined.

Mr. Phelan said that the Police officers gave up dispatching in their new contract to make this possible. The town could save money and provide more service by putting civilian dispatchers in place. He explained that the savings will be generated after the program is started and more towns join. Approximately \$100,000 is needed for FY12 for the last 6 months of the fiscal year. Budgets will have to be examined so that this program can be funded within the existing budget.

Chief O'Brien was told to start interviewing and find the personnel, and the revenue will be located. Next year, the cost doubles for the entire year, but more communities may come on to offset the cost. Chief O'Brien and Supervisor Hooke were recognized as responsible for the progress that has been made. Funding options will be discussed at the next meeting.

Chairman Gordon asked that Police Chief William D. Marble, Jr., be contacted to provide the Selectmen, at the next meeting, with a plan of how he will utilize the additional officers he will have and the strategy behind it.

The Chairman announced that the FLAG in front of the Town Hall now has a NEW LIGHT on it, and thanked the Department of Public Works for completing the work.

Mr. Phelan informed the Board that Benjamin Ecord, the Public Works Supervisor, has been working long hours recently due to the illness of the Superintendent of Public Works, and indicated that Mr. Ecord should be commended. With all the cleanup work necessary after the recent tropical storm, the DRAINAGE IMPROVEMENTS ON SPRING LANE have had to wait, but Supervisor Ecord should be able to get the work done by the Department before winter. Mr. McGaughey said that under the contract, Mr. Ecord should be getting a pay increase for his work. Mr. Phelan will research it and report to the Board.

Mr. Phelan provided an update on the PAVING PROJECTS on Route 139. He explained that there are two projects. One is a \$1.5 million federal earmark for Union Street put in place by Congressman Stephen Lynch. The other will use \$1.7 million of Chapter 90 money. A representative of the Dept. of Transportation (DOT) told Mr. Phelan that the town completed a preliminary form for the Union Street project, but there is another form that must be completed, and it is critical that the town get on the Transportation Improvement Plan (TIP) by December. An engineering firm will advise how much it will cost for them to take over the project.

Mr. Phelan explained that there are different ways to spend Chapter 90 money, and suggested that it could be used for engineering of projects like the Weymouth, Pine & Sycamore Street intersection. He explained that if projects are already designed, the town will have a better chance of receiving funding.

Mr. Phelan suggested that the Selectmen create a new PAVEMENT MANAGEMENT COMMITTEE to consider the use of the available funds. Discussion took place about the composition of that committee.

MOTION: By Mr. Fuller, second by Mr. Sheehan, that the Board of Selectmen approve the creation of a PAVEMENT MANAGEMENT COMMITTEE to consist of the Superintendent of Public Works, Fire Chief, Police Chief, a member of the Board of Selectmen, the Town Administrator who shall be Ex-Officio, and a Citizen-At-Large

VOTE: 4:0

MOTION: By Mr. McGaughey, second by Mr. Fuller, to appoint Mr. Kevin Sheehan as the Selectmen's Representative on the Pavement Management Committee

VOTE: 4:0

Mr. Phelan reported that Thomas Cummings, the Superintendent of Public Works, had a meeting with the contractors on the TRAFFIC SIGNALIZATION PROJECT AT KING ROAD, and Mr. Cummings expects the project to be complete by the end of October.

The Town Manager from Easton has shared a copy of a request for proposals for a SOLAR PANEL PROJECT with Mr. Phelan. The information will be reviewed and compared to what has been done recently in Holbrook in order to determine what is in the best interest of the town.

The Board was presented with copies of an intermunicipal agreement presented by the Town of Avon relative to the sharing of ANIMAL CONTROL services. Avon has appropriated \$10,000 that could be used. The Board will review the information.

Mr. Phelan reported that no one responded to the request for proposals for the lease of 227 PLYMOUTH STREET. After the deadline, Agape Inn expressed interest in the property. The Board was advised that they can now reconsider leasing the property, consider selling the property, or consider holding onto the property. Mr. McGaughey said Agape Inn wants a long term lease and will put money into the property, but the School Committee has expressed a concern about the transportation costs for the additional students who would live there. Mr. Phelan will put the RFP out again.

Chairman Gordon said that he had a discussion with an employee in the Treasurer's office who said that reports can be run from the PAYROLL SYSTEM that will identify vacation time used by employees. It has been discussed that the paycheck stubs do not accurately reflect the paid time off that employees have accrued. Mr. Phelan will speak to Ms. Prisco to find out the status of this issue.

Selectman Brinsley Fuller, the Chairman of the TOWN ADMINISTRATOR SEARCH ADVISORY COMMITTEE, reported that the search committee has completed its duties, and a report is forthcoming. The preliminary screening interviews have been completed. Originally, there were about 37 applicants. After narrowing the field to twelve, the committee offered interviews to six, and three names are being sent to the Selectmen. The Selectmen agreed to schedule an additional meeting on Tuesday, September 20, 2011 for the interviews.

Richard Reuss, the Emergency Management Director, was present to report that the Memorandum of Understanding relative to a REGIONAL SHELTERING CACHE through the Southeast Homeland Security Regional Advisory Council (SRPEDD) has been changed since the Board voted to accept it on August 9, 2011. Mr. Reuss explained that one change is that now it is stated that every effort will be made for the host community to transfer the trailer to the community that is in need. Also, the size of the trailer has been increased from 14 feet to 16 feet, and the Fire Chief has indicated that Squad 1 will be able to tow it. There was also one clarification that the host community will have to insure the vehicle. The estimates Mr. Reuss has received from Holbrook Insurance are \$50 for the contents and \$600 for the trailer, both of which will be recurring costs. Other than the fuel to fill the truck that transports the trailer, there are no other costs. Mr. Reuss was commended for his hard work, especially during and after the recent tropical storm.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to rescind the vote taken on August 9, 2011, to approve the Memorandum of Understanding for the Emergency Management Regional Sheltering Cache

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve and enter into a Memorandum of Understanding for the Governance and Operation of a Regional Sheltering Cache established by the Southeast Homeland Security Regional Advisory Council (SRPEDD), as described by Mr. Reuss tonight

VOTE: 4:0

Mr. Reuss explained his request to increase the number of EMERGENCY MANAGEMENT AUXILIARY POLICE OFFICERS from ten to fourteen. William D. Marble, Jr., Chief of Police, supports this request. These officers are volunteers. There is a residency preference, but they must live within 15 miles. Each officer is responsible for their own training, uniform, and firearm, which totals between \$1,000 and \$1,200 per member.

MOTION: By Mr. Fuller, second by Mr. Sheehan, that the Board of Selectmen approve an increase in the number of auxiliary police officers from ten to fourteen

VOTE: 4:0

Mr. Phelan presented the Board with information on the options for moving forward on a TOWN CHARTER and the work of the former Town Government Study Committee (TGSC). The McCormick Institute at the University of Massachusetts assists towns in this endeavor. Mr. Phelan will contact them and report back to the Board.

MOTION: At 9:15 pm, to adjourn to executive session to discuss strategy as it relates to litigation in the Crosby vs. Town of Holbrook matter, and not return to open session

*Holbrook Board of Selectmen
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Of September 13, 2011*

ROLL CALL VOTE: Mr. Sheehan – Yes
 Mr. Fuller – Yes
 Mr. McGaughey – Yes
 Mr. Gordon – Yes

Brinsley A. Fuller, Clerk

Documents:

Agenda

Draft minutes

Announcements (5)

Map from New England Forestry

Dispatch document from Chief O'Brien

Revised Shelter Cache MOU

Draft intermunicipal agreement (Animal Control)

Request for Auxiliary Police staffing increase
and email support from Chief Marble

Report of former TGSC & draft charter

“Charting a Route for Charter Change” from DOR