

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, July 10, 2012

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

Absent: Matthew V. Moore, Associate

In attendance: William J. Phelan, Town Administrator  
Marjorie E. Godfrey, Assistant Town Administrator  
Benjamin Ecord, Supervisor, Public Works

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:

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the regular session of June 12, 2012, as printed

VOTE: 3:0:1 (Mr. Fuller abstained)

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the executive session of June 12, 2012, as printed

VOTE: 3:0:1 (Mr. Fuller abstained)

It was announced that a CHILD SAFETY EVENT will be conducted by the Holbrook Police Department and the Norfolk County Sheriff's Department on July 14, 2012 at the Junior-Senior High School parking lot from noon until 4:00 pm.

Anonymous complaints have been received relative to the late delivery of gasoline at the PRIME GAS station on North Franklin Street. Police Chief William D. Marble, Jr. said that no complaints have been received by the Police Department.

TOWN ADMINISTRATOR'S REPORT:

Mr. Phelan reported that:

- A number of purchases for the TOWN HALL renovation project and the PLAYGROUND improvements have been made with grant funds. Another \$100,000 has been secured, primarily by Representative Ronald Mariano, for TOWN HALL renovations in fiscal year 2013.
- A mandatory pre-bid meeting was held as part of the request for proposals (RFP) that has been issued relative to the sale of 227 PLYMOUTH STREET, a former school. Mr. Phelan advised that the town reserved the right to reject any and all bids if the proposals are not in the best interest of the town.
- The SOLID WASTE AND RECYCLING BIDS have been opened, and copies have been distributed to the Selectmen.
- He met with the auditors, Melanson Heath and Company, about the SPECIAL AUDIT, and they had specific recommendations for this year's close. Mr. Gordon would like to speak to the auditors, in person or on the phone.

- The improvements to HOLBROOK PLAYGROUND are almost complete. The town is currently negotiating with the company for more equipment.
- Two of the welcome to Holbrook signs have been erected.
- Coler & Colantonio, Inc., the engineering firm that will design the improvements at the intersection of WEYMOUTH, PINE AND SYCAMORE STREETS, attended a public meeting conducted by the Selectmen on June 26<sup>th</sup>. Different opinions were expressed relative to a roundabout, a 4-way stop, or a full set of lights. The improvements are a priority project for the town, and will be on the state's Traffic Improvement Plan (TIP). Mr. Phelan explained that Coler & Colantonio will submit the Project Initiation Form (PIF), and the town will wait to hear from them or the Department of Transportation (DOT). There is an upcoming meeting in Hingham that Coler & Colantonio will attend on behalf of the town.

Mr. James Taggart, a member of the Finance Committee, asked about the disposition of the COUNCIL ON AGING VANS (2) parked near the Animal Shelter. Mr. Ecord said that although the vans have some value, the pickup truck parked there has almost 200,000 miles on it.

- There are a number of bid specs to be sent out relative to the paving and surfacing of roadways. The work should begin in late summer or early fall. Town Counsel has been used to fulfill the responsibilities of the Chief Procurement Officer, with Mr. Phelan signing the documents, or purchases have been made from the state procurement list.

Fire Chief Edward J. O'Brien reviewed the MEMORANDUM OF AGREEMENT with the PUBLIC SAFETY DISPATCHERS. This is a 3-year agreement, effective through June 2015. The Chief explained that the Dispatchers are taking on more and more responsibilities with the regional dispatch system in place.

Present: Scott Anderson, Union President and Stephan Hooke, Dispatch Supervisor

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve a Memorandum of Agreement between the Town and the American Federation of State, County and Municipal Employees, AFL-CIO, State Council 93, Massachusetts Public Employees Local 1395 – Dispatchers, effective July 1, 2012 through June 30, 2015

VOTE: 4:0

Mr. Phelan explained that the Fire Chief has requested that the Board approve a MEMORANDUM OF AGREEMENT with the FIRE CHIEF'S ASSOCIATION OF PLYMOUTH COUNTY which will allow the expertise of Communications Director Stephan Hooke to be utilized to improve the radio infrastructure within Plymouth County, which will expand to neighboring counties. This agreement has a termination date of June 30, 2013. Chief O'Brien said it is to facilitate the build out of the radio system for everyone.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to authorize the Town Administrator to execute a Memorandum of Agreement between the Fire Chief's Association of Plymouth County and the Holbrook Fire Department through the Norfolk County Fire Chief's Communications Committee, with an expiration date of June 30, 2013

VOTE: 4:0

Richard Reuss, the Emergency Management Director, requested that the Board of Selectmen vote to accept a 6'x10' EQUIPMENT TRAILER, obtained through a grant, which will be maintained by the Medical Reserve Corps (MRC) (Stoughton, Randolph, Avon and Holbrook).

MOTION: By Mr. Fuller, second by Mr. Sheehan, to accept a trailer for the Medical Reserve Corps (MRC) and Emergency Management (EMA) use

VOTE: 4:0

APPROPRIATION TRANSFER REQUESTS (MGL Ch.44 §33B):

Fire Chief O'Brien requested a transfer within his budget to pay for Fire Department overtime:

MOTION: By Mr. Fuller, second by Mr. Gordon, to grant the year end appropriation transfer request to transfer the total sum of \$5,661.36 to the Fire Department Overtime Account #01-220-5121-000, with \$1,527.37 being transferred from EMT Training Account #01-230-5113-001, and \$4,133.99 being transferred from EMT Salaries Account #01-230-5113-000

VOTE: 4:0

The Public Works Department requested a transfer to fund the June street lighting bills:

MOTION: By Mr. Fuller, second by Mr. Sheehan, to grant the request for the transfer of \$3,200.00 from Public Works Department, Snow & Ice 01-423-5532-000, to be transferred to Public Works Department, Street Lighting 01-424-5210-000

VOTE: 4:0

Police Chief William D. Marble, Jr. requested the transfer of \$4,761.54 to pay for Police Department overtime:

MOTION: By Mr. Fuller, second by Mr. Sheehan, to grant the transfer of \$4,761.54 from Workers' Compensation FY12, Account 85-000-5100-Y12, to be transferred to Police Overtime, Account 01-210-5121-000

VOTE: 4:0

The Massachusetts Department of Conservation and Recreation (DCR) ordered that the town conduct a DAM SAFETY PHASE I INSPECTION of Lake Holbrook Dam. A Phase I Inspection Report must be completed by August 15, 2012. The dam must be inspected by a Commonwealth of Massachusetts Registered Professional Engineer and a completed inspection report must be submitted to the Office of Dam Safety (ODS) at the DCR within 30 days of the inspection, but no later than September 17, 2012. Mr. Phelan requested to be authorized to hire a firm to do the Phase I report.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to authorize the Town Administrator to hire an environmental engineer to conduct a dam inspection and prepare the report as ordered by the Department of Conservation and Recreation

VOTE: 4:0

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of July 10, 2012*

The Massachusetts Bay Transportation Authority (MBTA) Advisory Board has requested that the Board consider supporting a draft resolution asking that the governor and the legislature of the Commonwealth develop a long-term solution to the operating and maintenance issues of the transportation systems in the state.

MOTION: By Mr. Sheehan, second by Mr. Fuller, to support the MBTA Advisory Board's request for support of a draft resolution relative to transportation issues in eastern Massachusetts

VOTE: 4:0

**APPOINTMENTS FOR FISCAL YEAR 2013:**

Appointments are effective July 1, 2012 and expire June 30 of the year indicated, unless otherwise noted:

MOTION: By Mr. Fuller, second by Mr. Sheehan, to make the following appointments:

VOTE: 4:0

Animal Control Officer	Laurice Hedges	2013
Building Inspector	Daniel F. Moriarty, Jr.	2013
Assistant Building Inspector	Michael McGourty	2013
Emergency Management Director	Richard Reuss	2013
Emergency Management Assistant Director	Joseph C. Morgan	2013
Emergency Management Deputy Director	Gene Santorelli	2013
Field Driver/Pound Keeper	Laurice Hedges	2013
Gas Inspector	John Callahan	2013
Norfolk County Advisory Board Rep.	Paul S. Currie	2013
Parking Clerk and Hearings Officer	Jeanmarie Tarara	2013
Plumbing Inspector	John F. Callahan	2013
Assistant Plumbing/Gas Inspector	Mark J. Grzybinski	2013
Public Works Supervisor	Benjamin Ecord	2013
Right to Know Law, Municipal Coordinator	Edward J. O'Brien	2013
Sealer of Weights and Measures	Harold H. Boothby	2013
Deputy Sealer of Weights and Measures	Leo Donovan	2013
Town Counsel	Murphy, Hesse, Toomey and Lehane	2013
Veterans' Agent	Andrew M. Noonan	2013
Veterans' Graves Officer	Leonard J. Curreri	2013
Wiring Inspector	Alfred G. Oswald	2013

MOTION: By Mr. Fuller, second by Mr. Sheehan, to make the following appointments:

VOTE: 4:0

Board of Registrars	Cheryl Gelzer Alexis	2015
Conservation Commission	William L. Forte, Sr.	2015
	Richard Coombs	2015

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Ralph J. Colarusso as a Constable, with a term to expire June 30, 2013

VOTE: 4:0

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of July 10, 2012*

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint the member of the Council on Aging, with a term to expire on June 30, 2013:

VOTE: 4:0

Council on Aging	Ruth Ahern	2013
	Shirley Cartwright	2013
	Liliana Cesarini	2013
	Louise Currie	2013
	John Huxley	2013
	Robert Matson	2013
	Raymond Molling	2013
	Concetta Mosesso	2013
	Mary E. Pacuska	2013
	Monica Scanlan	2013
	Pauline Smith	2013

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Emergency Management Auxiliary Police Officers through June 30, 2013:

VOTE: 4:0

Emergency Management Auxiliary Police Officers	Robert DeMarco	2013
	James Gramm	2013
	Gary Lawcewicz	2013
	Joseph Morgan	2013
	Richard Reuss	2013
	Robert Skahan	2013
	Armando Soto	2013
	Dennis Sullivan	2013
	Kenneth Terrill, Jr.	2013

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint the Special Police Officers through June 30, 2013:

VOTE: 4:0

Special Police Officers	Robert DeMarco	2013
	James Gramm	2013
	Gary M. Lawcewicz	2013
	Michael Lee	2013
	Joseph Morgan	2013
	Joseph Nugent	2013
	Michael Parker	2013
	David Reilly	2013
	Richard W. Reuss	2013
	Armando Soto	2013
	Dennis P. Sullivan	2013
	Kenneth Terrill, Jr.	2013

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of July 10, 2012*

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Ralph J. Colarusso as a Special Police Officer for School Attendance, with a term to expire on July 30, 2013

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint the Holbrook Historical Commission members through June 30, 2015:

VOTE: 4:0

Holbrook Historical Commission	Edna P. Bowers	2015
	Richard Edward Dean	2015
	Sara Stinson	2015

Sara Stinson sent in a letter requesting an appointment to fill a vacancy.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint the following members of the Industrial Development Commission until June 30, 2017:

VOTE: 4:0

Industrial Development Commission	William O'Brien	2017
	William J. Phelan	2017
	Paul S. Currie	2017

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint the members of the Local Emergency Planning Committee with a term to expire on June 30, 2013:

VOTE: 4:0

Local Emergency Planning Committee	Timothy J. Gordon	2013
	William D. Marble, Jr.	2013
	Edward J. O'Brien	2013
	Brian Macauley (FD)	2013
	Paul Callinan (BOH)	2013
	Richard Reuss (EMD)	2013

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to appoint the members of the Permanent Veterans Memorial Committee, with a term to expire June 30, 2015:

VOTE: 4:0

Permanent Veterans' Memorial Committee	Anthony J. Bicchieri	2015
	Leo Fuller	2015

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Gerald Graham as the Planning Board Associate Member, with a term to expire on June 30, 2013

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint the members of the Recreation Commission, with a term to expire June 30, 2013:

VOTE: 4:0

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of July 10, 2012*

Recreation Commission	Joan M. Brown	2013
	John Flanagan	2013
	Annette Grennan	2013

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint members of the Self-Evaluation Steering Committee for Handicapped Accessibility through June 30, 2013:

Discussion: Nancyanne Noone's residency will be verified prior to re-appointing her.

VOTE: 4:0

Self-Evaluation Steering Committee  
Handicapped Accessibility

Dorothy Flint	2013
Barbara A. Lloyd	2013

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Patricia Greely to the Town Forest Committee, with a term to expire on June 30, 2015

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Linnea V. McFadden to the Town Scholarship Committee, with a term to expire on June 30, 2015

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint Keith O'Brien to the Zoning Board of Appeals, with a term to expire June 30, 2015

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint John Fredericks as the Alternate member of the Zoning Board of Appeals, with a term to expire June 30, 2013

VOTE: 4:0

MOTION: By Mr. McGaughey, second by Mr. Sheehan, to appoint members to the Capital Improvement Planning Committee through June 30, 2013:

Discussion: Mr. Fuller will contact Alexander Ambroult to gauge his interest in being reappointed at this time

VOTE: 4:0

Capital Improvements Planning Committee

Teresa McCue, Citizen at Large	2013
Brinsley Fuller, Selectmen's Rep.	2013

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint members to the Energy Committee, with a term to expire on June 30, 2015

VOTE: 4:0

Energy Committee

Mark J. Svizzero	2015
Michael F. Fleming, Jr.	2015

*Holbrook Board of Selectmen  
Minutes of the Regular Session  
Of July 10, 2012*

MOTION: By Mr. Fuller, second by Mr. Sheehan, to appoint members to the Permanent School Building Committee, with terms to expire June 30, 2015:

VOTE: 4:0

Permanent School Building Committee

Local Chief Elected Official – Chairman, BOS	Timothy J. Gordon	2015
Superintendent of Schools	Joseph Baeta	2015
School Principal	Michelle McGlone	2015
Member of the community with architecture, engineering and/or construction experience	Michael B. Reith	2015
Town Resident	Thomas J. Taylor	2015

Town Treasurer/Collector Paul Digirolamo explained that he is finishing the May 2012 CASH RECONCILIATION at this time. He spoke about the receivables, including real estate, excise taxes and outstanding water bills.

Public Works Department (PWD) Supervisor Benjamin Ecord reported that the department has nine (9) employees who have been hired as summer help. Work is being done to improve the Castle Canyon playground, including patching the parking lot. Mr. Ecord has received an estimate for completing a large area patio at the Sumner Field; it was estimated at \$8,000. Mr. Gordon said he would like to get rid of the trailer at the field and put in a pad for a storage shed. Mr. Ecord said there is a lot of brush work to be done by the PWD.

Mr. Phelan explained that subsequent to the last Selectmen's meeting, when the new Assistant Treasurer was appointed at the recommendation of the Town Treasurer, an employee of the Treasurer/Collector's office had to be TERMINATED, effective July 13, 2012. A letter notifying Ms. Patricia Greely was read, and Mr. Phelan explained that as the Personnel Board, the Selectmen should vote and ratify this action.

MOTION: By Mr. McGaughey, second by Mr. Sheehan, to vote to accept the letter of termination issued by Town Treasurer Paul Digirolamo on June 28, 2012, to be effective July 13, 2012

VOTE: 4:0

Mr. Phelan recommended that there be a discussion relative to the efficiency and effectiveness of sharing the SUPPORT STAFF in the town hall offices in response to the increased hours in some offices, which was supported by the Finance Committee for FY13. He suggested that the part time support staff in several offices could be reconfigured into one full-time position, and a full-time employee could be responsible for the part-time positions in the Building, Health, Conservation, and Planning offices. The Board told Mr. Phelan to begin the impact bargaining with the clerical union for these changes and for keeping the town hall open on Tuesday evenings.

Mr. Christopher Golden, a member of the PLANNING BOARD, said that it will be difficult for one person to learn all of the regulations in several departments. He mentioned the Planning Board Principal Clerk, Nancy McLellan, and what she has done to organize the department. He further noted that full-time employees receive benefits that part-time employees do not receive.

Mr. Phelan reported that three qualified bids were received for SOLID WASTE AND RECYCLING services. Bids were received from Mike DelPrete and Sons Trucking, Waste Management, Inc., and Allied Waste Services. Representatives from DelPrete and Allied Waste were present. Waste Management's bid was the highest. Mr. Gordon said the Board needs time to read through the proposals. Mr. Phelan said that following Chapter 30B, the lowest, responsible bidder will be awarded the contract. Mr. DelPrete said he has been in business since 1984 and collects 4 towns now. Mr. Phelan said that town counsel has been asked to determine if the bidders are qualified and which offered the lowest price. Mr. Phelan noted that DelPrete did not specify that his single stream price was a weekly service price, which may be a technicality that has to be considered. Allied Waste had no questions or comments.

ADJOURN:

MOTION: At 9:00 pm, to adjourn to executive session to discuss strategy as it relates to collective bargaining with union personnel (Clerical), and not return to open session

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

---

Kevin J. Sheehan, Clerk

Documents:

Agenda

Draft minutes

3 appropriation transfer requests

Letter from DCR re: Lake Holbrook Dam

MOA with Dispatchers

MOA with Fire Chief's Association of Plymouth County

MBTA Advisory Board resolution request

Draft appointment list and requests for appointment (2)

Copies of solid waste/recycling bids and minutes of the  
bid opening