

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, January 30, 2013

Present: Timothy J. Gordon, Chairman
Brinsley A. Fuller, Vice-Chairman
Richard B. McGaughey, Associate
Matthew V. Moore, Associate

Absent: Kevin J. Sheehan, Clerk

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

The meeting was called to order at 7:00 pm by Chairman Gordon, in the Selectmen's Meeting Room, Holbrook Town Hall, 1st Floor, 50 North Franklin Street, Holbrook, MA 02343, and began with the Pledge of Allegiance.

MINUTES:

MOTION: By Mr. Moore, second by Mr. McGaughey, to accept the minutes of the executive session of November 27, 2012, as printed

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Moore, to accept the minutes of the regular session of December 11, 2012, as printed

VOTE: 3:0:1 (Mr. Gordon was absent from that meeting)

MOTION: By Mr. McGaughey, second by Mr. Moore, to accept the minutes of the regular session of December 18, 2012, as printed

VOTE: 3:0:1 (Mr. Fuller was absent from that meeting)

Richard Reuss, the Emergency Management Director, announced that VOLUNTEERS ARE NEEDED to assist visitors with report forms (burn permits, auto accident reports, etc.) in the lobby of the Public Safety Building from 9 am to 4 pm on weekends. Mr. Reuss can be contacted at 781-630-2201.

TOWN ADMINISTRATOR'S REPORT:

Mr. Phelan reported that:

- The transfer station project took a big step forward recently when the MEPA permit was issued. The Planning Board's decision on the project was appealed, and it has now been sent back to the Planning Board for reconsideration. TLA is putting significant resources into moving the project forward.
- He is working on upgrading the town's computer disaster recovery and has been meeting with phone companies about upgrading the phone system.
- The renovation project in the former fire station adjacent to the town hall is moving along well. The Sheriff's Department expects the project to be complete in the spring. Some new windows went in today that match the windows in the upstairs of the town hall. The back wall of the

building is not structurally sound and will have to be completely reconstructed. It will house a conference room and a kitchen, and the area can be used as an extra meeting room. There is a general design for the first floor in that building. New heating and cooling are going in and the wiring is done. Mr. Gordon recognized the Town Administrator, Superintendent of Public Works and the Sheriff's Office for all the work they have done on the project.

- The new Senior Center is being designed to meet the deadline for the Community Development Block Grant application. BETA Engineering is doing an analysis of the traffic modifications that would be necessary at 227 Plymouth Street. A traffic light and other options are being studied.
- All of the traffic counts have been done for the Weymouth, Pine & Sycamore Street intersection. Coler & Colantonio will have another public hearing and share the data with the residents, including how each design impacts the service level at different times of the day.

Richard Reuss, the Emergency Management Director, explained that the \$4,000 GRANT he just received from the National Association of County and City Health Officials (NACCHO) on behalf of the Medical Reserve Corps (MRC) does not require a match. The funding includes \$3,000.00 for communications and \$1,000.00 for uniforms.

MOTION: By Mr. Moore, second by Mr. McGaughey, to authorize the Chairman to execute contract documents between the Town and the National Association of County and City Health Officials (NACCHO) for a non-competitive 2012-2013 Capacity Building Award (CBA) in the amount of \$4,000 for the Medical Reserve Corps (MRC)

VOTE: 4:0

Mr. Jerold Loomis, 2 Chestnut Lane, and Police Chief William D. Marble, Jr. were present requesting that Mr. Loomis be appointed as a CONSTABLE. Mr. Loomis is a resident of Holbrook and a constable in numerous other towns. Chief Marble vouched for Mr. Loomis.

MOTION: By Mr. Fuller, second by Mr. McGaughey, to appoint Mr. Jerold Loomis to the position of Constable for the Town of Holbrook with a term to expire on June 30, 2013

VOTE: 4:0

Police Chief William D. Marble, Jr. explained that the Police Department has been operating with three less officers since 2006. In his FY14 budget request, he is asking that two positions be restored in addition to a position for a school resource officer, which will be funded 50% by the School Department. The Chief explained that the department is now offering more community services, including two detectives, a canine unit being trained, a violent crime advocate who can refer services to victims of domestic violence, a prescription take-back program, and a school resource officer. Two more officers on the street will increase the flexibility of the department and make it more suited to reacting to situations. There are currently 20 officers, including the Chief. The goal for FY14 is 23, to bring the total back to the 2006 level, plus a school resource officer. The funding needed would be \$127,000 for the police budget and the school department would fund \$27,000. The effect on the overtime budget was discussed. Overtime is paid when a shift is filled for someone out sick, on injury, or on vacation. The Chief said that with the additional officers, there would be four assigned to each shift, with a minimum of three required. The Board advised that the savings should be quantified, and the addition of officers would need to be explained to the Finance Committee and town meeting.

Fire Chief Edward J. O'Brien recommended that the Board grant the AMBULANCE ABATEMENTS submitted by New England Medical Billing for the period including October 1, 2012 through December 31, 2012.

MOTION: By Mr. Moore, second by Mr. Fuller, to accept Chief O'Brien's recommendation that the Board of Selectmen grant the ambulance abatements for the quarter including October 1, 2012 to December 31, 2012, totaling \$122,988.40

VOTE: 4:0

Mr. Ecord submitted a letter of recommendation that Ms. Noreen Jordan be appointed to the ADMINISTRATIVE ASSISTANT'S POSITION in the Public Works Department, which was recently advertised within the Clerical Union. Currently, Ms. Jordan is the Secretary in the office.

MOTION: By Mr. Moore, second by Mr. Fuller, to accept the Superintendent's recommendation to appoint Noreen Jordan to the position of Administrative Assistant in the Public Works Department

VOTE: 4:0

Mr. Phelan said that things have been busy, and the employment agreement with the Superintendent should be completed for the next meeting.

ANNUAL TOWN MEETING:

MOTION: I move that the Board of Selectmen schedule the Annual Town Meeting on Wednesday, May 1, 2013, at 7:15 pm, in the gymnasium of Holbrook Junior-Senior High School, 245 South Franklin Street, and that the warrant for said meeting open immediately and close at 4:00 pm on Wednesday, March 20, 2013

VOTE: 4:0

The Board of Commissioners of the State Reclamation and Mosquito Control Board requested that the Selectmen review the FY14 budget for the NORFOLK COUNTY MOSQUITO CONTROL DISTRICT and indicate support or non-support for the proposed budget.

MOTION: By Mr. Fuller, second by Mr. McGaughey, to support the Norfolk County Mosquito Control District's FY14 budget as presented

VOTE: 4:0

NORFOLK COUNTY RETIREMENT has submitted the appropriation figures for fiscal year 2014. They have offered two options: \$1,432,410.00, payable in two equal payments; or \$1,403,464.00 due in full on July 1, 2013. Paying in one lump sum saves \$28,946.00.

MOTION: By Mr. Moore, second by Mr. Fuller, to select Option 2, paying the appropriation in one payment on July 1, 2013

VOTE: 4:0

Discussion took place relative to the recent TAX TITLE AUCTION of four properties. Two of the four properties were sold, and they went for more than the established minimum. A piece of land sold for

\$100,000, a house on Weston Ave. sold for \$110,000, there were no bids on a Pond Street property, and there was no interest in the fourth property. Another property on Arnold Street is currently going through the court process due to a question on the ownership of the property.

Mr. Ecord recommended that the WATER DISTRIBUTION SYSTEM in the Linfield Street area be improved. Currently, there are 4-inch water mains in that area. A water main project including Linfield, Maple, Cottage, Summer, Winter and Platts Streets is estimated to cost \$567,750.

It was also recommended that a similar project be completed in 2013 in the Walsh Road area, including Walsh, Zenas, Thornton, Morgan, and French Roads, at an estimated cost of \$591,000. This project would need to be designed, but there have been many water main breaks there in recent years.

Mr. Phelan said there has been town meeting authorization to borrow \$1.3 million that has not yet been borrowed for water projects.

Mr. Phelan advised that Quincy Street, which needs water, sewer and a paving project, represents more work to do than the money that is available. The pavement may need a full reconstruction.

Mr. Ecord advised that Linwood Street be included in the water distribution system improvements this year, with an estimated cost of \$180,000. There will also be reclamation of the street, including the sidewalks.

The total estimated amount of all the projects recommended is \$1,338,750.00.

MOTION: By Mr. Moore, second by Mr. Fuller, to approve the recommendation for the completion of the 2013 Water Distribution System Improvements in the Linwood Street, Walsh Road, and Linfield Street areas, as proposed by the Superintendent of Public Works

VOTE: 4:0

A discussion about future SEWER PROJECTS took place. A portion of Phase 5, including Knoll, Dell, Arch, Valley, and Hilltop Roads, and the Spring Street area, is under consideration for completion.

Mr. Phelan said an electronic version of the design of the sewers was received from Camp Dresser & McKee, but not in a format that is of use to another firm. The contract with CDM will be reviewed to determine what kind of copies the town is entitled to receive. A CAD file has been requested. The Phase 5 plans are 4 years old, and the Phase 6 plans are 9 years old, so there will have to be engineers in the field checking for any recent changes.

A price will be determined to complete the straight line from the Plymouth St. and Abington Ave. intersection down to Hallamore on Abington Ave.

The number of homes to be serviced will be considered when determining the future sewer projects.

Mr. Ecord advised that the electric work at the Sumner Field is complete, and the electricity is ready to be turned back on.

Mr. Phelan said the Capital Improvement Plan for FY14 is currently being worked on.

Mr. Gordon said he would like to speak to the appropriate people about the layout of the ball fields at the Sumner Field. The Public Works Department meets with all the groups in the spring to establish a schedule for the use of the fields, but a meeting will be established during February with the Board of Selectmen.

MOTION: At 8:20 pm, to adjourn to executive session to discuss strategy as it relates to litigation (Police) and strategy as it relates to collective bargaining with Union personnel (Fire), and not return to open session

*Holbrook Board of Selectmen
Minutes of the Regular Session
Of January 30, 2013*

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

Kevin J. Sheehan, Clerk

Documents:

Agenda
Draft minutes
Ambulance abatement request
Mosquito Control budget request
Retirement System appropriation letter
DPW Administrative Assistant recommendation
Draft town meeting motion
Constable application
NACCHO grant agreement
Water system improvements map & pricing