

Holbrook Board of Selectmen

Minutes of the Regular Session of

Tuesday, May 22, 2012

Present: Timothy J. Gordon, Chairman
Brinsley A. Fuller, Vice-Chairman
Kevin J. Sheehan, Clerk
Richard B. McGaughey, Associate
Matthew V. Moore, Associate (arrived at 7:03 pm)

In attendance: 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:

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the regular session minutes of April 24, 2012, as printed

VOTE: 4:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the executive session minutes of April 24, 2012, as printed

VOTE: 4:0

MOTION: By Mr. Sheehan, second by Mr. Fuller, to approve the regular session minutes of May 1, 2012, as printed

VOTE: 4:0

It was announced that:

- Register William P. O'Donnell and members of the staff from the Registry of Deeds will be available at the Town Hall on Thursday, May 24, 2012 from 10:00 am until noon.
- Holbrook Pride Day will be held from 9:00 am until 1:00 pm on Saturday, May 26, 2012. Volunteers are needed to help clean up the streets and public areas in town. A free cookout will be held at noon at the Sumner Field. Chairman Gordon recognized Selectman Sheehan for his hard work in preparation for the day.
- The Memorial Day Parade will be held on Monday, May 28, 2012, and will commence from the Junior-Senior High School at 10:00 am. Following ceremonies in Mary Wales Holbrook Park, the parade will continue to the Union Cemetery. The morning will begin with a ceremony at 8:30 am at Wendell Cemetery on South Franklin Street in Brookville. All veterans were encouraged to participate.

The Capital Improvement Planning Committee has chosen to recommend the appointment of Ms. Teresa McCue as its representative on the TOWN HALL DESIGNER SELECTION COMMITTEE.

MOTION: By Mr. Fuller, second by Mr. Sheehan, that the Board of Selectmen appoint Ms. Teresa McCue as the Capital Improvement Planning Committee's Representative on the Town Hall Designer Selection Committee, as recommended

VOTE: 5:0

Police Chief William D. Marble, Jr. requested that the Board of Selectmen approve a CIVIL SERVICE REQUISITION FOR A DEPARTMENTAL PROMOTIONAL EXAMINATION for the position of Sergeant. There are no positions available at this time; this request is in compliance with the Police Union contract.

MOTION: By Mr. McGaughey, second by Mr. Fuller, to authorize Chairman Gordon to sign a Civil Service Requisition for a Departmental Promotional Examination for the position of Police Sergeant

VOTE: 5:0

APPROPRIATION TRANSFERS:

MOTION: By Mr. Moore, second by Mr. McGaughey, to approve the request for the transfer of \$100.00 from Selectmen General Expense 01-122-5421-000 to Town Administrator 01-123-5421-000 for the Town Administrator's salary, per the contract

VOTE: 5:0

Present: Ruth Hathaway, Director of the Public Library
Library Trustees Jeffrey Farash and Mary Kwiatkowski

Mrs. Hathaway explained that the book drop has been repaired multiple times, and is now rusted out. Books left in the drop have been ruined, and have to be replaced. A new book drop is estimated at \$4,500 - \$5,500, and would also provide a place for the safe return of CD's and DVD's.

MOTION: By Mr. Fuller, second by Mr. McGaughey, to approve the transfer of \$5,000 from Public Library 01-610-5114-000 to Public Library 01-610-5421-000, in order to purchase a new outside book drop

VOTE: 5:0

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the transfer of \$435.00 from Town Clerk Elections 01-162-5383 to Town Clerk General Expense 01-161-5421, in order to pay for the Town Clerk's bond

VOTE: 5:0

Town Accountant Cynthia Brennan explained that she is requesting a transfer from within her department in order to pay for the staff to attend a year end Association conference and meetings, and to pay for printer supplies.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the transfer of \$1,500 from Town Accountant Salaries 01-135-5113-000 to Town Accountant General Expense 01-135-5421-000 in order to pay for the expenses of a conference and meetings, and office supplies

VOTE: 5:0

Town Treasurer/Collector Paul Digirolamo explained that the FICA/Medicare line item was level funded for FY12, even though he requested an increase.

MOTION: By Mr. Fuller, second by Mr. Sheehan, to approve the transfer of \$36,000 from Health Insurance 1-914-5173-000 to FICA/Medicare 1-911-5177-000

VOTE: 5:0

HEARING – COMMON VICTUALLER’S LICENSE – SOUTH SHORE SNACKS, INC. DBA CRESCENT RIDGE DAIRY BAR, 176 SOUTH FRANKLIN ST.:

Present: Mr. Vladimir Bass

MOTION: At 7:22 pm, by Mr. Sheehan, second by Mr. Fuller, to open the hearing

VOTE: 5:0

The hearing notice published in the *Holbrook Sun* on May 4, 2012 was read. Mr. Bass introduced himself and spoke briefly about his plans. Mr. Bass indicated that he did not notify the abutters by certified mail as required. It was discussed that the hearing could be continued to a future meeting to allow for the proper notification of abutters. A letter from the Board of Selectmen will be sent to Mr. Bass that will be enclosed in the envelopes to the abutters to explain the continuation of the hearing.

MOTION: By Mr. Gordon, second by Mr. McGaughey, to continue the Common Victualler hearing for South Shore Snacks, Inc. dba Crescent Ridge Dairy Bar until June 12, 2012 at 7:15 pm, in order to allow for the proper notification of the abutters, and supply Mr. Bass with a letter to be enclosed with the notifications

VOTE: 5:0

TOWN SCHOLARSHIPS:

David Dingley, the Chairman of the Town Scholarship Committee explained that because of the generous donations received this year, Town Scholarships, in the amount of \$1,000 each, are being presented to seven deserving students. He explained the criteria used for reviewing and weighing each application. The scholarship recipients (6 of the 7) were present with family members, and include:

- Dominic Cauteruccio, from Catholic Memorial, going to Bentley or Bryant Universities
- Liam Dacko, from Cardinal Spellman, going to Stonehill
- Emily Donga, from Cardinal Spellman, going to Stonehill
- Meghan Goddwin, from Holbrook Jr.-Sr. High, going to Worcester Polytech Institute
- Edward O’Neill, from Boston College High, going to Holy Cross College
- Warren Phillips, from Xaverian Brothers High, going to St. Anselm’s
- Brooke Rose, from Holbrook Jr.-Sr. High (2009), currently a junior at Stonehill

Public Works Supervisor Benjamin Ecord updated the Board on ongoing projects, including the replacement of two decorative post lights that were damaged by vehicles. Mr. Ecord said the town has no recourse on the light near Walgreen’s, but restitution could be made on the other damaged light post.

Selectman Sheehan reminded everyone that there is a brief but impressive ceremony at 8:30 am on Memorial Day at the Wendell Cemetery on South Franklin Street in Brookville. All are invited.

The Chairman indicated that the Board would take no action this evening on filling the Secretary’s position in the Public Works Department.

Town Counsel has recommended that the Board of Selectmen adopt a set of procedures to be used for upcoming projects relative to the SELECTION OF DESIGNERS. The Board reviewed the procedures recommended by the Inspector General.

MOTION: By Mr. Moore, second by Mr. Fuller, to adopt the Designer Selection Procedures in accordance with M.G.L. c. 7, §§38A1/2-O (“Designer Selection Law”), as recommended by the Office of the Inspector General

VOTE: 5:0

Town Treasurer/Collector Paul Digirolamo and Town Accountant Cynthia Brennan updated the Board on the status of the TREASURER’S CASH RECONCILIATIONS AND RECEIVABLES. Mr. Digirolamo reported that he placed tax liens on 84 properties recently and about 20 have paid them off or arranged payment plans. The water bills, which are sent out twice a year, include one quarter with an actual reading and one quarter that is estimated.

Chairman Gordon asked that the next agenda include a discussion about improvements to the town parks.

ADJOURN:

MOTION: At 8:55 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. Fuller – Yes
Mr. McGaughey – Yes
Mr. Sheehan – Yes
Mr. Moore – Yes
Mr. Gordon – Yes

Kevin J. Sheehan, Clerk

Documents:

Agenda

Draft minutes

Registry of Deeds announcement

Pride Day announcement

Memorial Day Parade announcement

Civil Service Requisition

Appropriation Transfer Requests (5)

South Shore Snacks license application

Scholarship Award speech notes

Designer Selection Procedures info