

Holbrook Board of Selectmen

Minutes of the Regular Session of

Wednesday, April 9, 2014

Present: Timothy J. Gordon, Chairman
Matthew V. Moore, Vice-Chairman
Kevin J. Sheehan, Clerk
Richard B. McGaughey, Associate
Daniel F. Moriarty, III, Associate

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

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

A moment of silence was observed in memory of two Boston Firefighters who lost their lives recently, the passing of Holbrook resident Paul M. Hurley, and those who lost their lives or were injured in the recent shootings at Fort Hood, Texas.

MINUTES:

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the regular session of February 26, 2014, as printed

VOTE: 4:0:1 (Mr. Moriarty abstained)

MOTION: By Mr. Sheehan, second by Mr. McGaughey, to approve the minutes of the regular session of March 12, 2014, as printed

VOTE: 4:0:1 (Mr. Moriarty abstained)

The Chairman introduced Mr. Daniel F. Moriarty, III, a member of the Board of Selectmen who was elected to the Board at the annual town election on April 1, 2014.

Town Clerk Jeanmarie Tarara conducted a swearing in ceremony for Mr. Moriarty, and for Mr. Gordon and Mr. Moore, who were both re-elected to the Board on April 1st.

ANNUAL REORGANIZATION OF THE BOARD:

MOTION: By Mr. McGaughey, second by Mr. Sheehan, to nominate Mr. Gordon as the Chairman

VOTE: 4:0:1 (Mr. Gordon abstained)

MOTION: By Mr. McGaughey, second by Mr. Sheehan, to nominate Mr. Moore as the Vice-Chairman

VOTE: 4:0:1 (Mr. Moore abstained)

MOTION: By Mr. Moore, second by Mr. McGaughey, to nominate Mr. Sheehan as the Clerk

VOTE: 4:0:1 (Mr. Sheehan abstained)

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Announcements:

- Norfolk County Mosquito Control will be conducting aerial granular larval control helicopter applications in April.
- Matthew Keenan, a Town resident, has recently graduated from basic training in the Air Force.
- The Patriot Ledger had an article on the rising real estate taxes, and an analysis of the surrounding towns which indicated that Holbrook has increased the least of any town in the area and that the average tax bill is lower than a lot of area towns.

SALARY ADMINISTRATION HEARING:

The hearing notice was read.

Present: Connie Orlando, the COA Coordinator; James Taggart and Margaret Feeley, van drivers for the Council on Aging; Laurice Hedges, Animal Control Officer; Chris Golden and Rick Monahan of the Planning Board

MOTION: By Mr. Moore, second by Mr. Sheehan, to open the hearing

VOTE: 5:0

It was discussed that the last salary increase was for fiscal year 2013. The maximum salaries on the salary schedule (Schedule B) were increased by 10% at that time to allow for flexibility. Mr. Phelan explained the draft spreadsheet and asked that the Board consider voting to provide raises for FY15, FY16 and FY17.

MOTION: By Mr. Moore, second by Mr. Sheehan, that the Board of Selectmen/Personnel Board adjust the Personnel Board Recommended Maximum salaries on the Wage and Salary Schedule by 10%, as printed

VOTE: 5:0

MOTION: By Mr. Moore, second by Mr. Sheehan, that the Board of Selectmen/Personnel Board adjust the Wage and Salary Schedule to provide for a 2% raise for Fiscal Years 2015, 2016 and 2017, contingent on funding at town meeting

VOTE: 5:0

Mr. Taggart spoke in support of a raise for the Animal Control Officer, citing that she does not have anyone to cover for her and works on her days off. Mrs. Hedges spoke about the Salary Administration employees historically receiving raises less often than other employees.

The Board was also asked to consider the request of the Board of Health to increase the number of hours for the Health Agent. Currently, that position is 25 hours per week. The request was to increase the hours to 30 per week. Health Agent Arthur Boyle is a licensed builder, and is learning to be a building inspector.

MOTION: By Mr. McGaughey, second by Mr. Moriarty, that the Board of Selectmen/Personnel Board approve the increase in hours for the Health Agent from 25 to 30 hours pending funding

VOTE: 5:0

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MOTION: Made and seconded at 7:40 pm, to close the hearing
VOTE: 5:0

Mr. Gordon explained that there is an issue with the lights for Holbrook Playground and the Sumner Field because the cost is actually higher than what was quoted. For the Little League field, the cost is \$40,000. For the entire area, the cost is \$350,000. Representative Ronald Mariano was working on this, and will be consulted for a status.

Mr. Gordon asked that playground equipment be considered if there is funding available. It would be located next to the snack shack, behind the Bishops' fence. Mr. Moriarty said the Little League is looking into infield mix.

The Massachusetts School Building Authority (MSBA) has approved the Preferred Schematic submission for the Junior-Senior High School Project. A Design Enrollment Certification for 1,095 students for grades K-12, which will serve the grades including PK-12, must be signed.

MOTION: By Mr. Moore, second by Mr. Moriarty, to authorize the Chairman to execute and bind the Town to the Design Enrollment Certification agreement between the Massachusetts School Building Authority (MSBA) and the Town of Holbrook for the proposed Junior-Senior High School building project
VOTE: 5:0

ANNUAL TOWN MEETING WARRANT:

MOTION: By Mr. Moore, second by Mr. Moriarty, that the Board of Selectmen open the May 7, 2014 annual town meeting warrant
VOTE: 5:0

Fire Chief Luke McFadden explained that he is requesting amendments to the Fire Alarm By-Law after consulting with Superintendent Duggan. The fees were last updated in 2008, and the requested fees will put Holbrook in the middle of similar communities.

Mr. Phelan discussed the funding needed for the Capital Improvement Plan, suggesting a \$500,000 annual appropriation. The appropriation, previously \$200,000, has been zeroed out. The plan has been created to include leasing, based on an assumption that there would be \$500,000 annually.

Mr. Ecord suggested that a new public works garage could be placed on the site on South Street, opposite Lincoln Ave., and Chapter 90 money may be used. The Council on Aging and Emergency Management could also have space there. The newer public works equipment will not fit in the current garage and there is a need for additional parking as the renovations of the town hall are completed.

Kevin Costa, Chairman of the Finance Committee, was present and asked about draft by-laws he submitted for the town meeting warrant. The Finance Committee will attend the next Selectmen's meeting and discuss the requests for a by-law on labor contracts and one on capital improvements.

MOTION: By Mr. McGaughey, second by Mr. Sheehan, to close the annual town meeting warrant
VOTE: 5:0

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JOINT MEETING with the PLANNING BOARD:

Present: Planning Board members: Chris Golden, Richard Monahan, Michael Reith
Mark Bobrowski, Esq., Zoning Consultant and Judy Barrett, Zoning Planner

Discussion took place relative to 40R zoning versus a mixed use overlay district. The 40R zoning, which includes an affordable component, is attractive to investors because the rules of the district are established in advance, and the town cannot say no to a project that fits within the 40R zoning. There are financial incentives from the state for creating and issuing building permits under this zoning. Mr. McGaughey said he believes it is wrong for the town to give up its rights to developers. Members of the Board of Selectmen explained that they are looking for a mixed use overlay district in order to create a commercial area in the Holbrook Square area that allows commercial properties to have apartments located above them. This would allow current owners to improve the value of their properties. Mr. Bobrowski suggested that Ms. Barrett could walk the target area that has been identified by the Board of Selectmen and make a list of parcels. Mr. Bobrowski advised that a 40R district cannot be created for the \$20,000 that has been appropriated for this zoning change project. Mr. Phelan advised that Ms. Barrett could walk the downtown, sketch the area that has been identified and present it to the Planning Board and Board of Selectmen. Mr. Bobrowski will rewrite his contract and come back to the Selectmen. Ms. Barrett said that generic guidelines can be created for \$20,000, but not something that would let the town know what can be done. This meeting ended at 9:03 pm.

SPECIAL TOWN MEETING WARRANT:

MOTION: By Mr. Moore, second by Mr. Sheehan, to open the May 7, 2014 special town meeting warrant

VOTE: 5:0

The articles on the draft warrant were reviewed. The Board indicated that the article numbered 8, which seeks funding for lighting at the Sumner Field, should be removed from the warrant. An article to re-number the marijuana by-law passed at a town meeting last fall should be included in order to correct a clerical error in numbering the by-law.

MOTION: By Mr. Moore, second by Mr. Sheehan, to insert an article to be named "Re-number General By-Law – Public Use of Marijuana" into the special town meeting warrant of May 7, 2014

VOTE: 5:0

MOTION: By Mr. Moriarty, second by Mr. Moore, to close the special town meeting warrant

VOTE: 5:0

BOWLING ALLEY & POOL TABLE LICENSE RENEWALS:

MOTION: By Mr. Moore, second by Mr. Sheehan, that the Board of Selectmen approve the renewal of the following Bowling Alley and Pool Table licenses, effective May 1, 2014, provided that all taxes, fees, assessments, betterments, and any other municipal charges are paid to date:

Union Street Lanes, LLC, 231 Union Street – 16 Bowling Alleys & 2 Pool Tables
Lg Jian, Inc. dba Golden Pacific Restaurant, 470 North Franklin Street – 1 Pool Table
Union Street Pub, 73-77 Union Street – 1 Pool Table

VOTE: 5:0

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Mr. Phelan reported that he has had many discussions with CIVIL SERVICE relative to the CHIEF OF POLICE position. The Board will need to decide whether the position will be offered within the department or whether it will be opened up to outside the department. Then the Board could either call for a Chief's exam or go through a weighted and graded process, including the test, education and experience, and an assessment through interviews. A delegation agreement would be in place with the Human Resources Department (HRD), and a consultant would be hired. The scores from the test will not be out until September. Another option is the sole assessment. The test would not be used for the sole assessment, and the town could go on its own schedule. A consultant would be hired, and there would be a delegation agreement. Chief Paul Porter suggested that an interim chief be chosen from within the department, and that Chief Porter continue on a part-time basis as a mentor.

Following further discussion, the Board agreed to the sole assessment option for a new permanent chief. Chief Porter explained that opening it up to the outside would not eliminate anyone from the department. A delegation agreement will need to be signed with the Human Resources Division (HRD). The Town will be hiring an individual consultant to head the process. A selection committee will be appointed, similar to the one used for choosing a new Fire Chief recently.

MOTION: By Mr. Moore, second by Mr. Moriarty, that the Board of Selectmen follow the sole assessment course of action for the Civil Service process of selecting the next Chief of Police

MOTION: By Mr. Moore, second by Mr. Moriarty, to authorize Town Administrator William Phelan to sign the delegation agreement on behalf of the Board of Selectmen

VOTE: 5:0

The process for filling the VETERANS' AGENT'S position will be discussed at the next meeting. Treasurer/Collector Paul Digirolamo advised that there will be an AUCTION OF TAX-TITLE PROPERTIES on May 16th.

Supt. Ecord reported that the sewer project on Spring Street has started, and the water main project on Morgan, Cottage, Winter, Summer and Platt streets has started. The Juniper Road drainage project will begin soon. The sidewalks are being swept and the parks are being cleaned. The milling and paving of Linwood Street is scheduled to begin on May 12th, and the Quincy Street project is being designed. The lamp posts in the Square area will be painted.

MOTION: At 10:05 pm, to adjourn to executive session to discuss strategy and conduct collective bargaining with Union personnel (Police), and not return to open session

ROLL CALL VOTE: Mr. Sheehan – Yes
Mr. McGaughey – Yes
Mr. Moore – Yes
Mr. Moriarty – Yes
Mr. Gordon – Yes

Documents: Agenda, MSBA Design Enrollment Certification, W&S Schedule, STM/ATM warrants, draft article to re-number marijuana by-law, BOH request to increase hours of Health Agent

Kevin J. Sheehan, Clerk