

Holbrook Select Board Meeting

Meeting minutes January 7, 2026

Call to Order

The meeting was called to order at 7:00 PM. Chair Conway noted that there was a quorum with Chris Lade and herself present in the King Room, with Katie Goldrick and Kevin Costa attending via Zoom. Roll call attendance confirmed Goldrick, Costa, Lade, and Conway were present. The meeting began with the Pledge of Allegiance.

Discuss/Action – Conservation Appointment Mary Cavagnaro

Fred White, Chair of the Conservation Committee, introduced Mary Cavagnaro as a candidate for the open seat on the Conservation Commission. White explained that they currently have an issue with achieving quorum when members don't attend, and Cavagnaro had expressed interest in serving.

Cavagnaro introduced herself and explained that she had familiarized herself with conservation bylaws, had taken the ethics exam, and planned to learn more through workshops offered by the Massachusetts Association of Conservation Commissions.

Board Member Goldrick asked about Cavagnaro's knowledge of conservation bylaws. Cavagnaro responded that she had read through them and would continue to learn from the rest of the committee and through workshops.

Board Member Costa thanked Cavagnaro for volunteering despite potential negativity on social media toward town volunteers.

Chair Conway reinforced Costa's comments and noted that Cavagnaro had looked into resources and was dedicated to serving the town. Conway emphasized that the town needs people willing to serve and learn, and there are resources available to help new committee members get up to speed.

White clarified that there are seven seats on the Conservation Commission, and after this appointment, there would still be one seat remaining open.

Board Member Goldrick made a motion to appoint Mary Cavagnaro to the Conservation Commission.

The motion was seconded by Board Member Lade. The motion passed unanimously with a 5-0 vote.

Chair Conway informed Cavagnaro that she would need to be sworn in by the Town Clerk and retake the ethics exam since she took it before being officially appointed.

Discuss/Action – Payroll Organizational Placement

Town Administrator Mahoney presented a proposal to move payroll responsibilities back under the Town Administrator's office. Mahoney explained that in small to mid-sized municipalities, payroll is commonly housed in the Town Administrator's office, Finance Department, or Human Resources.

Mahoney noted that Ariel, who handles benefits, has been managing most of the data entry since November, including Personal Action Forms (PAFs), as the Treasurer's office has been behind on some tasks. Mahoney expressed concern about the workload in the Treasurer's office and suggested centralizing payroll oversight would be more efficient.

Mahoney explained that the new payroll software has automated many processes, making it no longer a full-time position. She noted that centralizing would improve coordination between payroll and benefits administration. Mahoney also mentioned that the town needs to implement accrual tracking for sick, personal, and vacation time by July, which has been an issue in audits.

Board Member Costa asked if they were voting to approve implementation or to have more details brought back. Mahoney clarified she was seeking approval to implement the change, with a future conversation about a possible stipend for the Benefits Coordinator who would take on additional responsibilities.

Costa also suggested requiring all employees to use direct deposit by April 1st, and requested Mahoney research implementation of this requirement.

Board Member Campanella requested more research on the history of the payroll position when it was previously housed with the benefits coordinator and human resources.

The Board agreed to have Mahoney bring back more details at the next meeting on January 21st before making a final decision, including addressing questions about implementation, workload impact, and timing.

Discuss/Action – Laborer/Driver Appointment – Jake Baxter; Alternate Wire Inspector Appointment – Water Tower Project

Laborer/Driver Appointment – Jake Baxter

DPW Superintendent McCue presented Jake Baxter as a candidate for the open laborer/driver position. McCue explained that Baxter is currently in the process of obtaining his CDL license, which must be completed within 6 months as a condition of employment.

For transparency, McCue noted that Baxter is the brother of Jesse Baxter and son of Billy Baxter, both current DPW employees. McCue assured that the town's nepotism and ethics policies had been considered, and Baxter would be assigned duties and supervision to prevent conflicts of interest.

In response to questions, McCue explained that this position had been posted for some time with several other candidates interviewed who either declined the position or weren't suitable.

Chair Conway asked about the reporting structure, and McCue clarified that Baxter would come in as a Grade 1 employee (without CDL) and would be brought back for a separate appointment as Grade 2 once he obtained his CDL. McCue noted that the position was for a Grade 2, but they could hire a Grade 1 with the condition of obtaining the CDL.

Board Member Campanella expressed concerns about having three family members in the same department, asking about potential conflicts with time off and family dynamics. McCue explained that Billy Baxter is a general foreman who assigns work to foremen, who then take laborers with them, so direct supervision would be limited. McCue also noted that he had spoken with Jesse Baxter, who said he and his brother get along well.

Board Member Goldrick asked if McCue had discussed the potential hire with current staff. McCue said he had spoken with a couple of foremen who were supportive of hiring Baxter.

Board Member Goldrick made a motion to appoint Jake Baxter to the Grade 1 position with the Holbrook Department of Public Works. The motion was seconded by Board Member Campanella. The motion passed unanimously with a 5-0 vote.

Alternate Wire Inspector Appointment – Water Tower Project

Superintendent McCue explained that rough wiring at the water tower is complete and needs inspection before insulation can be installed. Since Holbrook doesn't have an alternate wire inspector, and the regular wire inspector works for McDonald Electric (which is doing the water tower work), creating a conflict of interest, he requested appointing John Ryan from Randolph as the alternate wire inspector for this project.

McCue noted that Ryan has agreed to inspect the water tower project but isn't interested in being a permanent alternate wire inspector. The inspection rate would be the standard rate of \$28.91 per hour if done outside Ryan's Randolph hours.

Board Member Goldrick made a motion to appoint John Ryan as the alternate wire inspector for the water tower project. The motion was seconded by Board Member Costa. The motion passed unanimously with a 5-0 vote.

McCue also provided a brief update on DPW activities, including the salt shed construction, work on the booster station, and the ongoing lead pipe service line inventory.

Discuss/Action – License Renewals

Liquor License

Town Administrator Mahoney presented updates on liquor licenses that had been temporarily held from the previous meeting due to outstanding issues. She reported that all establishments had resolved their issues:

- On the Way General Store - paid in full and approved by Board of Health
- Donahue's Pub - kitchen back in operation and approved by all departments
- Pioboan LLC - paid personal property tax and approved by all departments
- Holbrook Market - paid outstanding bills and approved by all departments
- Lucky 777 - paid personal property tax and approved by all departments
- The Connection Cafe - application issues resolved and approved by all departments
- Golden Pacific Restaurant - approved by Board of Health and all departments

Board Member Costa made a motion to approve the liquor licenses for On the Way General Store, Donahue's Pub, Pioboan LLC, Holbrook Market, Lucky 777, The Connection Cafe, and Golden Pacific Restaurant. The motion was seconded by Board Member Lade. The motion passed unanimously with a 5-0 vote.

Common Vic

Mahoney presented updates on Common Victualler licenses:

- Brookville House of Pizza - application and taxes approved, ready for approval
- Burger King - application submitted but has approximately \$14,000 in unpaid taxes; they have promised payment by January 21st
- Cold Stone/Planet Smoothies - application and payments received, ready for approval
- Corner Grill - outstanding issues resolved, ready for approval
- Summit Place - personal property taxes paid, ready for approval
- MEEDO Inc/Sara's Pizza - water bill outstanding but promised payment soon

Board Member Costa noted that Burger King had been operating without a license since January 1st and requested formal notice of this violation be documented.

The Board decided to approve most licenses but handle Burger King separately:

Board Member Goldrick made a motion to approve Common Victualler licenses for Brookville Restaurant Pizza, Carline Inc. Corner Grill, Summit's Place, and Sweet Tooth Cold Stone, contingent upon correction of any missing information regarding naming the town as additionally insured on insurance forms. The motion was seconded by Board Member Costa. The motion passed unanimously with a 5-0 vote.

Board Member Goldrick made a motion to approve Common Victualler licenses for Northeast Foods/Burger King and MEEDO Inc./Sara's, contingent upon payment of outstanding bills by January 21st or their licenses would be revoked, and correction of any missing information regarding naming the town as additionally insured. The motion was seconded by Board Member Lee. The motion passed unanimously with a 5-0 vote.

Auto Dealer Class II

Mahoney and Director Erskine presented updates on Auto Dealer Class II licenses:

- Revitalize Auto Reconditioning - fully compliant
- RK Auto Sales/WB Collision - revealed to be changing ownership; WB Collision needs to submit new application
- Padula Auto Sales/Exoticar Inc - taxes paid but has issues with overcrowding on the lot
- Jomel Auto Clinic Repair and Sales - real estate issues resolved, ready for approval

Board Member Campanella expressed concerns about auto dealers exceeding their vehicle limits and using neighboring properties for storage. Director Erskine acknowledged issues with Padula and Friends Auto regarding congestion and improper storage.

The Board directed Erskine to issue letters to Padula and Friends Auto giving them 14 days to address overcrowding issues, with fines to be implemented after that period if not resolved. The Board also requested both owners attend the next Select Board meeting.

The Board approved licenses individually:

Board Member Goldrick made a motion to approve the Auto Dealer Class II license for Revitalized Auto Reconditioning. The motion was seconded by Board Member Costa. The motion passed unanimously with a 5-0 vote.

Board Member Goldrick made a motion to approve the Auto Dealer Class II license for Padula Auto Sales/Exoticar Inc., contingent upon a full inspection by the Director of Inspectional Services and the Fire Chief, and a visit from the owner at the next Select Board meeting. The motion was seconded by Board Member Costa. The motion passed unanimously with a 5-0 vote.

Board Member Goldrick made a motion to approve the Auto Dealer Class II license for Jomel Auto Clinic Repair and Sales. The motion was seconded by Board Member Costa. The motion passed unanimously with a 5-0 vote.

Board Member Goldrick made a motion to deny the Auto Dealer Class II license for RK Auto Sales Inc./Best Auto Mart because the business owner informed the Board they are no longer operational. The motion was seconded by Board Member Lade. The motion passed unanimously with a 5-0 vote.

Discuss/Action – Citizens Concerns

There were no citizens present in the King Room or on Zoom to share concerns.

Chair Conway reminded everyone about the current flu season and encouraged residents to take precautions.

Town Administration - Update

Town Administrator Mahoney reported that all departments submitted their FY27 budget requests to the Finance Committee on December 23, 2025. She met with Finance Committee leadership to review outstanding needs and questions. The Finance Committee will meet on January 8th at 7:00 PM to review budgets for the Town Clerk, Forestry, Veterans Agent, and Historical Commission.

Regarding the Community Preservation Act study committee, Mahoney reported that a call for members has been posted on the town website and distributed to various committees. Letters of interest are requested by January 29th for appointment at the February 4th Select Board meeting.

Board Member Goldrick requested that a reminder be sent to staff regarding vacation usage to avoid everyone using vacation time at the end of the fiscal year.

The meeting was adjourned.