

SELECT BOARD OPEN SESSION MINUTES OF WEDNESDAY, MARCH 1, 2023

In attendance: Chairman Daniel Lee, Vice Chair Pamela Campanella, Clerk Lindsay Vayda, Associate David Reilly, Associate William Watkins, Town Administrator Gregory Hanley.

1. Call to Order – Chairman Daniel Lee called the meeting to order in the Noel C. King Meeting Room and via Zoom.
2. Approval of Minutes – MOTION to approve the Select Board Open Session Minutes of Wednesday, February 15, 2023, by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 4-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, and Lee voting yes.

Chairman Lee requested a moment of silence for two longtime residents of the Town of Holbrook: John Moriarty & Dave Benvie.

3. Fire Department Gift Acceptance – The Holbrook Fire Department received a check from Mr. William Bagley for deposit into the HFD Gift Account. The Holbrook Fire Dept. wishes to both acknowledge and thank Mr. Bagley for his generosity; these funds will be used to offset the Holbrook Fire Department's Annual Firefighter Memorial Sunday event or similar HFD efforts.

MOTION to accept a gift from Mr. William Bagley to the Holbrook Fire Department in the amount of \$100, by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 4-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, and Lee voting yes.

4. Town Administrator's Report – TA Hanley reported on the following:
 - DPW Superintendent Keith Nastasia announced that the Town will be receiving a \$16 million grant for sidewalk and traffic light improvements
 - Bluedrop After Action Report
 - Filters at Treatment Plant
 - Garren Nordquist of Troop 153 requested permission for his Eagle Scout project
MOTION to authorize Mr. Nordquist to work with DPW to install up to 25 podiums for children's books, by William Watkins, 2nd by Lindsay Vayda. Roll Call Vote: 4-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, and Lee voting yes.
 - Eversource/National Grid project to complete energy services in Holbrook from March 6-10
5. 7:15pm Public Hearing Continuance – Class II Auto License: Padula Auto Sales (742 S. Franklin Street) – MOTION to open the public hearing on the Class II License for the Sale of Second-Hand Motor Vehicles for Padula Auto Sales at 742 South Franklin Street, by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 4-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, and Lee voting yes.

Mr. Erskine said he reviewed the certified plan and has no objection. The applicant is asking for 64 parking spots and 4 spots for customers adjacent to the building. Fire Chief Luke McFadden also sent an email and is satisfied with the plan of action.

MOTION to approve the Class II License for the Sale of Second-Hand Motor Vehicles for Padula Auto Sales at 742 South Franklin Street, by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 4-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, and Lee voting yes.

To close the public hearing on the Class II License for the Sale of Second-Hand Motor Vehicles for Padula Auto Sales at 742 South Franklin Street, by Lindsay Vayda, 2nd David Reilly. Roll Call Vote: 4-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, and Lee voting yes.

6. Benefits Coordinator Appointment – TA Hanley said this has been a standing item on the agenda and there is a need to have a benefits coordinator appointed prior to open enrollment. Ms. Diane Haley is before the Board to be appointed as the Benefits Coordinator subject to a successful contract negotiation.

Chairman Lee said this has been a topic of discussion for this Board for a couple years now. Last year, the Board budgeted for a HR Director, Benefits Coordinator and Payroll Clerk in the HR Department. Ms. Haley has worked for the Town for over 20 years; handling benefits and payroll for the Town and the School. Therefore, he recommends moving forward with her as the candidate for hire.

TA Hanley said they will continue to search for a HR Director and that he's looking to increase the budget for the HR Director from \$85k to \$110k in FY24 to attract quality candidates.

Mr. Watkins expressed his unreadiness about the process. He said there was no discussion about posting for a benefits coordinator. He understands the situation the department is in but is not pleased with the process.

Mr. Reilly recommends appointing Ms. Haley to the Benefits Coordinator position.

Vice Chair Campanella arrived at the meeting and asked questions about when the Board agreed on the position, job description and salary. She said she thought we make those decisions as the Personnel Board.

TA Hanley recapped the process. He said he sent the job posting to the Board and did not receive any objections. He reminded the Board that we are up against another enrollment period and GIC is changing drastically.

Vice Chair Campanella said it's very difficult for her to hire someone for that amount on a job description we didn't agree on. She also voiced concerns that procedures are not in place. She said she would like to see a uniform system and work together as a group.

Ms. Vayda said she has been very vocal since August when we lost our interim director that this needed to happen soon. The Board had a candidate presented for hire who was more than qualified and we voted it down; putting this department back into the position that it's in again. Ms. Vayda said as a responsible party for this Town, she cannot let this department go down the tube. She said she would have liked to see the process go differently but at this time she would like to make a motion to appoint Diane Haley as the Benefits Coordinator.

MOTION to appoint Diane Haley as the Benefits Coordinator for the Town of Holbrook contingent upon successful contract negotiations, by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 3-2. Vayda voting yes, Watkins voting no, Reilly voting yes, Campanella voting no, and Lee voting yes.

Mr. Watkins said it's our responsibility as the personnel committee to make decisions on job descriptions, salary range, and when the job is going to be posted.

7. April 1, 2023 Town Election Update Continuance – TA Hanley said the ballot is ready to be printed with the candidates that qualified for the various offices and the Board needs to sign off on it. There were 2 ballot questions presented; only the Treasurer/Collector question will be printed. The Open Town Meeting question needs to be put forward as a home rule petition.

There was a discussion about home rule petitions and citizens petitions.

8. Approve the sale of the Town's Bonds and Bond Anticipation Notes and related matters –

I, the Clerk of the Select Board of the Town of Holbrook, Massachusetts (the "Town"), certify that at a meeting of the board held March 1, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$3,450,000 General Obligation Municipal Purpose Loan of 2023 Bonds of the Town dated March 16, 2023 (the "Bonds"), to Fidelity Capital Markets, a division of National Financial Services LLC, at the price of \$3,603,216.93 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on March 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2024	\$145,000	5.00%	2035	\$135,000	5.00%
2025	135,000	5.00	2036	135,000	3.25
2026	135,000	5.00	2037	135,000	4.00
2027	135,000	5.00	2038	135,000	4.00
2028	135,000	5.00	2040	265,000	4.00

2029	135,000	5.00	2041	130,000	4.00
2030	135,000	5.00	2042	130,000	4.00
2031	135,000	5.00	2043	125,000	4.00
2032	135,000	5.00	2044	115,000	4.00
2033	135,000	5.00	2047	345,000	4.00
2034	135,000	5.00	2050	305,000	4.00

Further Voted: that the Bonds maturing on March 15, 2040, March 15, 2047 and March 15, 2050 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due March 15, 2040

<u>Date</u>	<u>Principal Amount</u>
March 15, 2039	\$135,000
March 15, 2040 (maturity)	130,000

Term Bond due March 15, 2047

<u>Date</u>	<u>Principal Amount</u>
March 15, 2045	\$115,000
March 15, 2046	115,000
March 15, 2047 (maturity)	115,000

Term Bond due March 15, 2050

<u>Date</u>	<u>Principal Amount</u>
March 15, 2048	\$115,000
March 15, 2049	115,000
March 15, 2050 (maturity)	75,000

Further Voted: to approve the sale of \$3,127,808 General Obligation Bond Anticipation Notes of the Town dated March 17, 2023 and payable March 15, 2024 (the “Notes”), to Fidelity Capital Markets, a division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of \$20,768.65.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated February 21, 2023, and a final Official Statement dated February 28, 2023 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated February 21, 2023, and a final Official Statement dated February 28, 2023, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds and the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the

Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds or the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended. Dated March 1, 2023.

MOTION by Lindsay Vayda, 2nd by David Reilly. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.

9. Citizens' Forum –

Patricia Greely announced that the Friends of the Holbrook Town Forest are selling tote bags to benefit programming at the Library.

Patty Conway requested that the Board have an update on the Tri-Town Meetings on future agendas.

Vice Chair Campanella asked for clarification regarding payment from a previous meeting.

10. Adjourn – MOTION to enter into Executive Session per M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Benefits Coordinator) and to return to open session, by Lindsay Vayda. Roll Call Vote: 5-0. Vayda voting yes, Watkins voting yes, Reilly voting yes, Campanella voting yes, and Lee voting yes.