

## **SELECT BOARD OPEN SESSION MINUTES OF WEDNESDAY, AUGUST 23, 2023**

In attendance: Chair Katie Goldrick, Clerk Patty Conway, Associate William Watkins, Associate David Reilly, Assistant to the Town Administrator Kara Nyman. Absent: Vice Chair Pamela Campanella

1. Call to Order – Clerk Patty Conway called the meeting to order in the Noel C. King Meeting Room and via Zoom.
2. Interim Town Administrator Interviews: Candidate Michael Toole introduced himself to the Board. The Board asked the following questions:
  - Please provide us with an overview of your education and professional experience, highlighting your background in municipal government.
  - What do you envision the role of Interim Town Administrator to entail? How would you tackle your first 30 days as Town Administrator and What 2 goals might you set to be completed within the first few weeks?
  - Please describe your knowledge, training and background as it pertains to purchasing and procurement. What specific training have you completed relative to Chapter 30B?
  - How do you manage team members who are not working to their fullest potential? How do you handle conflict between team members? How would you promote a positive work environment?
  - What is your experience in engaging the community in a difficult or controversial issue? How did you go about it and what were the outcomes? Based on your knowledge of the Town of Holbrook, please describe what you perceive to be the two most prevalent citizen concerns.
  - What are the three top challenges facing municipal officials today? What actions would you take to ensure Holbrook's Town government is effectively prepared to face these challenges over the next five years?
  - Describe your experience specifically advocating for a municipality at the regional, State, and Federal levels, and how that experience might be used in Holbrook to address major issues that may be facing the community in the next few years.
  - We are sure that you did a great deal of research as a candidate for this position. Please give us your impressions of Holbrook. Tell us why you are a good fit for this community and what will you bring to this town that may be lacking.
  - Holbrook has excellent department heads. Describe the Town Administrator's role and relationship with department heads. How would you establish a leadership

position and How will you promote communication and teamwork within and across departments?

- Please describe what you believe to be the Town Administrator's role in this community. How would you establish communication and links to the community and What is your view of "customer service"?
- 3. Approval of Minutes – MOTION to approve the open session minutes of Wednesday, June 7, 2023, Wednesday, June 14, 2023, Wednesday, July 12, 2023, Wednesday, July 19, 2023, Wednesday, July 26, 2023, Wednesday, August 2, 2023, Wednesday, August 9, 2023, by Patty Conway, 2<sup>nd</sup> by William Watkins. Roll Call Vote: 4-0. Conway voting yes, Watkins voting yes, Reilly voting yes, and Goldrick voting yes.
- 4. Bond Anticipation Notes (BANs) – Treasurer-Collector Tiffany Sheehan addressed the Board about the borrowing for the standpipe that was approved at Town Meeting.

MOTION to approve the sale of \$3,223,000 4.25 percent General Obligation Bond Anticipation Notes of the Town dated August 30, 2023 and payable August 30, 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 \$19,982.60.

Further move 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 August 2, 2023, and a final Official Statement dated August 9, 2023, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

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

Further move 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, to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further move that any certificates or documents relating to 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 move 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, by Patty Conway, 2<sup>nd</sup> by William Watkins. Roll Call Vote: 4-0. Conway voting yes, Watkins voting yes, Reilly voting yes, and Goldrick voting yes.

5. DocuSign for the Town of Holbrook – Town Accountant Elizabeth Zaleski said she looked into the cost of DocuSign. She received a quote in the amount of \$5,896.80 for the Board to sign warrants and documents electronically. She said this will require additional assistance in her office as every single invoice and document has to be scanned into the system. There was a conversation regarding fees, storage, and signatories.
6. Interim Town Administrator Interviews: Candidate Michael Szlosek thanked the Board for inviting him but said he's not going to move forward with the interview as the commute was too far.
7. DocuSign for the Town of Holbrook (continued) – The conversation regarding DocuSign was continued. The Board agreed to wet signatures for warrants on a weekly basis. They were interested in using DocuSign on an emergency basis and for contracts that were approved by the Board.

There were questions about funding. The Town Accountant said she would have to request a Finance Committee transfer because this would be a permanent cost going forward.

8. Part-time Conservation Agent Hire – Conservation Commission Chairman Bill Forte said he and Inspectional Services Director Eric Erskine interviewed two candidates for the PT Conservation Agent position. They are recommending Brittany Segill for hire at \$29 an hour.

MOTION to hire Brittany Segill as the part-time Conservation Agent for the Town of Holbrook, by Patty Conway, 2<sup>nd</sup> by William Watkins. Roll Call Vote: 4-0. Conway voting yes, Watkins voting yes, Reilly voting yes, and Goldrick voting yes.

9. CDBG Subordination Request – Ms. Nyman said that a client received assistance through the FY16 Holbrook-Rockland Housing Rehabilitation Program in the amount of \$23k. The homeowner is requesting to refinance the current mortgage loan to a new loan with the interest rate of 6.25%, to consolidate debt and for further home improvements. Program Director Wayne Darragh is recommending that the Board approve this subordination.

MOTION to approve the lien subordination request for Case R-201E and authorize the Select Board Chair to execute a subordination agreement on behalf of the Town of

Holbrook, by Patty Conway, 2<sup>nd</sup> by William Watkins. Roll Call Vote: 4-0. Conway voting yes, Watkins voting yes, Reilly voting yes, and Goldrick voting yes.

10. Appointments: Board of Registrars, Council on Aging Board, Cultural Council, Holbrook Housing Authority, Open Space Committee – There was a lengthy discussion about the candidates, open positions, and application process.

Resident Zach Kontra said he was recently appointed to DEI and they can't meet because they don't have enough members to reach quorum.

MOTION to appoint Cristina Lucci-McShain from the Board of Health to the Open Space Committee, Council on Aging Board: Joseph Bussolari for a 1-year term, Cultural Council: Becky Simulis for a 3-year term, Board of Registrars: Ellen Doherty-Walsh for a 3-year term, by Patty Conway, 2<sup>nd</sup> by William Watkins. Roll Call Vote: 4-0. Conway voting yes, Watkins voting yes, Reilly voting yes, and Goldrick voting yes.

Chair Goldrick asked Ms. Nyman to re-post the Housing Authority Vacancies on the website.

Ms. Conway said the COA Building Advisory Committee is looking for 3 new members.

11. Citizens' Forum – Zach Kontra inquired about his application to the Open Space Committee.
12. Select Board Comments – Ms. Conway reminded all residents that school starts next week and to be careful on the roads.
13. Executive Session – 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 (Assistant to the Town Administrator) and not to return to open session, by Patty Conway, 2<sup>nd</sup> by David Reilly. Roll Call Vote: 4-0. Conway voting yes, Watkins voting yes, Reilly voting yes, and Goldrick voting yes.