

**BOARD OF SELECTMEN  
MEETING MINUTES  
Wednesday, June 5, 2019  
Swampscott, MA 01907**

ATTENDANCE: Select Board Member Naomi Dreeben, Chair Peter Spellios, Select Board Member Spathanas, Select Board Member Titcomb, Town Administrator, Sean Fitzgerald

7:17 pm the meeting was called to order  
Pledge of Allegiance

First meeting since Town Meeting.

**Chair Report**

Chair Spellios spoke of initiative of having a charter review committee. The Charter Review committee would recommend changes to our current charter. The last time a committee reviewed the charter was in 2013. The process of charter review takes many months. The committee will meet with Select Board, Finance Committee, Moderator, and Capital Improvement Committee. The goal is to establish a charter committee this summer.

Chair Spellios said that in 2013 one of the topics that was discussed was the name of the current Board of Selectmen. Looking back, he regrets that the committee didn't engage in a more robust conversation on this and it was a bit of a miss. "Eight women have sat on the Board of Selectmen and three sits here now." Changing the title to the Select Board does require, by law, a charter change. Changing the name of the Board of Selectmen to the Select Board will be a priority for the Charter Review Committee. There was a recommendation from Chair Spellios for the Board of Selectmen to refer themselves as the Select Board but, to continue signing legally under the name Board of Selectman/men. Chair Spellios recommends that we join the towns that have made the change to Select Board. Select Board Member Spathanas thanked Chair Spellios for putting serious thought into the name change. She is very excited about the conversation on this issue with the charter committee.

Select Board Member Titcomb appreciates the reflection and thinks it's a great idea and supports the name change. She is flexible on when to start referring to the Board of Selectmen as a Select Board.

Select Board Member Dreeben quoted her daughter, "it's about time." She thinks it's a simple straight forward thing to do and appreciates that Chair Spellios is bringing it up and shows supports of his colleagues.

The letterhead of the Board of Selectmen will now be the Select Board.

Select Board Member Dreeben made a motion to change the letterhead and start using the name Select Board with the Board of Selectmen. The motion was seconded by both Select Board Member Spathanas and Titcomb. All Select Board Members were unanimously in favor.

The Town Administrator will start working on the Charter Committee. He will have a more robust discussion July 19<sup>th</sup> or later. Ana Lanzilli will post on the Town Website and social media that the Select Board are seeking volunteers for the Charter Review Committee and will include a link to the charter.

Ron Mendes, Asst Town Administrator for Admin & Finance, completed the Note Sale for the Bond Anticipation. The total principal of the Note is \$3,593,000. This note will mature in March 2020 at the same time as the Note for the Rail Trail project. It is anticipated that we would be issuing a permanent borrowing at that time to include capital projects approved at last month's town meeting, as well as the financing for the Hadley Feasibility Study and any additional financing needed for the Rail Trail project.

The Note Sale garnered 7 bidders as follows:

<u>Bidder Name</u>	<u>Interest Rate Bid</u>	<u>Premium Bid</u>	<u>Net Interest Cost</u>
BNY Mellon Capital	2.25%	\$16,351.74	\$44,280.14
Piper Jaffray & Co	2.25%	\$16,312.22	\$44,319.66

Eastern Bank	2.25%	\$16,195.45	\$44,436.43
Jeffries LLC	2.25%	\$15,988.85	\$44,643.03
TD Securities	2.50%	\$22,707.76	\$44,660.99
Oppenheimer & Co	2.50%	\$18,971.04	\$48,397.71
Century Bank	2.80%	\$15,270.25	\$60,182.75

<u>Purpose</u>	<u>Amount</u>
<b>Bldg. Dept. Permitting Software</b>	<b>\$50,000</b>
<b>Light Pole Replacement</b>	<b>150,000</b>
<b>Snow Removal Truck</b>	<b>78,000</b>
<b>1-ton Dump Truck</b>	<b>63,300</b>
<b>Non-Ch. 90 Street Repairs</b>	<b>199,500</b>
<b>Clarke School – Fire Alarm upgrades</b>	<b>30,000</b>
<b>DPW Yard Building Repairs</b>	<b>50,000</b>
<b>Library Elevator Sleeve</b>	<b>80,000</b>
<b>Town Hall – Repairs to Windows</b>	<b>33,500</b>
<b>Apron Repair</b>	<b>22,770</b>
<b>Fire Station Study</b>	<b>25,000</b>
<b>Fire Dept. Breathing Apparatus</b>	<b>6,100</b>
<b>Library 3<sup>rd</sup> Fl. Renovations</b>	<b>55,000</b>
<b>Firearms Training Simulator</b>	<b>29,690</b>
<b>Two Police Cruisers</b>	<b>71,140</b>
<b>Phone System Upgrade</b>	<b>25,000</b>
<b>High School Chromebooks</b>	<b>35,000</b>
<b>Chromebooks</b>	<b>35,000</b>
<b>iPads</b>	<b>43,000</b>
<b>MacBook Airs</b>	<b>85,000</b>
<b>Technology Infrastructure</b>	<b>60,000</b>
<b>Elementary School HVAC Upgrades</b>	<b>150,000</b>
<b>Stacy Brook Sewer Rehabilitation (3)</b>	<b>2,216,000</b>
<b>Total</b>	<b><u>\$3,593,000</u></b>

Motion was made by Select Board Member Spathanas that the Board of Selectmen vote to approve the sale of a \$3,593,000, 2.25% General Obligation Bond Anticipation Note of the Town dated June 12, 2019, and payable March 12, 2019, to BNY Mellon Capital Markets at par and accrued interest plus a premium of \$16,351.74; and I further move that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 22, 2019, and a final Official Statement dated May 30, 2019, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

and I further MOVE that the Town Treasurer and the Board of Selectmen 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 Note for the benefit of the holders of the Note from time to time.

and I 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, in order to monitor and maintain the tax-exempt status of the Note and to comply with relevant securities laws.

and I further move that each member of the Board of 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 lay be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

The motion was seconded by Select Board member Dreeben and all Select Board Members were unanimously in favor.

#### Public Comment

Trish Malphrus, Chair of the Commission on Disability, thanked Erin Gronki who helped with the Commission on Disability Logo Contest. Trish announced the top 3 finalists Marie Swanson, Prjfa Cooper, and Annie Overbough. The three finalists will be invited to the Commission on Disability meeting where all three students will be invited to speak. Meeting will take in Town Hall.

Update on FY19 End of Year. The Town will end on budget. Town Accountant Cheryl Stella has been working individually with Dpt. heads. There have been some pressures in the solid waste budget. In the next few weeks the Town Administrator will be working with the board on how to better manage solid waste. In 2 weeks, the Town Administrator will provide the board with a more detailed presentation and the Town accountant will step through the analysis with detail from each dpt. FINCOM will be meeting June 12<sup>th</sup> for yearend transfers. Overall, we are in a very good position to end the fiscal year. Select Board member Polly Titcomb discussed fire salaries and the harbormaster salary. Chair Spellios wants to see preliminary year end on the expense side and what accounts are coming in under. This should be presented on the June 19<sup>th</sup> meeting.

#### After Action—2019 Town Meeting

Chair Spellios discussed getting the warrant and budget out sooner. The conversations should be started much sooner. The Town Administrator discussed better ways of getting things earlier to the Select Board. He also discussed outreach efforts to the public and having more public engagement.

March 1<sup>st</sup> is the current budget schedule and Select Board member Dreeben discussed moving it up to February. The Town Administrator discussed the timeline of the school budget and having their budget available is a very important piece.

The Town Administrator stated as the Capital gets more baked in the next 30 years things will be much better.

Select Board Member Titcomb asked what a reasonable deadline is? Deadline for submission is at the Town's discretion. Draft copies are public so meetings can be held with the draft copies. Town Meeting members would like a bit more time to understand more of the substance.

Discussion on having a pre-town meeting.

Select Board Member Spathanas stated having a pre- town meeting could be difficult and make things very long. The turnout to new town meeting members was quite low. Keeping town meeting members in the loop electronically could help. Idea for the budget book to be up on the Town meeting screen. Select Board Members felt there needs to be more information on where to get the budget book because it is great information.

There was a discussion on the proximity of elections and Town Meeting.

Select Board discussed how do we staff things differently and prioritize the Select Board's time?

Select Board unanimously agreed that the information that was provided for Town Meeting was great and had lots of detailed information that sparked a lot of questions.

Select Board Member Dreeben commented that the Warrant could be a little more user friendly having an explanation of a yes/no vote.

Select Board Member Titcomb said there was positive feedback on presentations and created a lot of clarity on issues that are facing the town.

#### Discussion of Summer Meetings for the Select Board

Dates for summer meetings- 7/16- 7/30- 8/6- 8/20

Suggestion on changing venues for each meeting- examples- senior center, library

Use this opportunity to give the dpt. a forum to update the Select Board

Select Board Members suggested the old police station, Blythswood

The Select Board will submit ideas and will create a more concrete calendar for the summer meetings.

The Select Board had a discussion on the 2019-2020 Committee Reappointments and additional information they would like to see before reappointing.

There is a need to post information online and solicit more volunteers.

The Select Board will email the committee chair on committees they are interested in serving as Select Board Liaisons 2019-2020.

Motion made by Select Board Member Dreeben to appoint Marzie Galazka and Angela Ippolito as the LDA's for the 71 Greenwood Ave project. Motion was seconded by Select Board Member Spathanas and all Select Board Members were unanimously in favor. Select Board Member Dreeben will provide contact information of a few neighbors to Marzie.

Motion made by Select Board member Titcomb to approve the consent agenda below as modified, the motion was seconded by Select Board member Spathanas and all Select Board Members were unanimously in favor.

Vote to approve the Sculpin Scramble 5K Run/ Walk on June 8, 2019

Vote to approve the meeting minutes from May 20, 2019

Vote to approve a liquor license for Alfalfa Farm Winery for the Swampscott Farmer's Market from June 9, 2019 and June 16, 2019

Vote to approve the gift from the All Blue Foundation for \$10,000 for improvements to the Athletic Fields/ Facilities in Swampscott

Town Administrator gave a week in review along with department head updates.

Select Board Member Dreeben spoke about the Women's Leadership forum being held tomorrow.

Motion made by Select Board Member Spathanas to adjourn the meeting the motion was seconded by Select Board Member Titcomb all Select Board members were unanimously in favor.

Respectfully submitted,



M. Ronald Mendes, Asst Town Administrator/Admin & Finance

Minutes APPROVED by vote of the Select Board October 17, 2019.