



Town of Swampscott Select Board Meeting Minutes

March 2, 2022 – 6:00 PM
Swampscott High School – Room B129

SELECT BOARD MEMBERS PRESENT

Polly Titcomb (Chair), Neal Duffy, David Grishman, Don Hause

FINANCE COMMITTEE MEMBERS ABSENT

None

FINANCE COMMITTEE MEMBERS PRESENT

Tim Dorsey (Chair), Cinder Mc Nerney, Eric Hartmann, Erik Schneider, Joan Hilario, Mary Ellen Fletcher (Vice Chair), Matt Kirschner, Suraj Krishnamurthi

FINANCE COMMITTEE MEMBERS ABSENT

None

OTHER TOWN OFFICIALS PRESENTS

Sean Fitzgerald, Town Administrator; Allie Fiske, Director of Communications & Strategic Initiatives; Marzie Galazka, Director of Community & Economic Development; Patrick Luddy, Treasurer/Collector; Amy Sarro, Director of Administration & Finance; Sue Duplin, Town Clerk

PUBLIC COMMENT

None

The Finance Committee called their meeting to order. Chairperson Tim Dorsey introduced 3 new members of the Committee: Erik Schneider, Suraj Krishnamurthi, and Naomi Dreeben.

Town Administrator Sean Fitzgerald provided an overview of the FY23 Proposed Budget totaling \$78,971,091. Director of Finance and Administration Amy Sarro reviewed local receipts, noting that the decrease reflects a transition of Solid Waste-related fees from the general fund to enterprise fund.

The FY23 budget follows the 2% + \$425,000 of new growth which gives a general fund guidelines of 66,19,160. The budget includes \$9,844,890 for enterprise budgets including PEG, Solid Waste, Water, and Sewer. She reviewed the guidelines provided to Department Heads to produce a budget using one of any 3 scenarios as well as the subsequent process for compiling the budget.

Ms. Sarro walked through the different department budgets highlighting decrease or increase in budget as well as some context to budget decisions. Town Administrator Fitzgerald noted that the budget does not reflect what has been approved by the School Committee.

Treasurer/Collector Patrick Luddy reviewed Net Local Aid, stating that it will decrease by 0.34%. He reviewed local receipts which will see an increase in 1.89% over FY22. He then reviewed proposed budget highlights for capital.

Town Administrator Fitzgerald reviewed the Financial Policies Financial Reserves, recommending that the stabilization fund be funded at a level of no less than 9% preferably 10% of the general fund operating budget, and the Capital Stabilization fund be funded at a level of no less than 2%, preferably 4% of the general fund operating budget. He reviewed some challenges including increased operating costs related to providing healthcare benefits to active employees and retirees, increased labor and goods costs and increasing tax burden, rising utility costs, inflation, rising costs in the Municipal Employment Market, etc.

Mr. Spellios discussed the cost of schedule 19, talk about multiple increases and the cumulative affect. Ms. Sarro & Mr. Luddy are working on a new model for the school budget.

On Finance Committee **MOTION** (Hartman) and **SECONDED** (Fletcher) it was **VOTED** to adjourn the Finance Committee portion of the joint meeting. All in favor

BOND SALE

Treasurer/Collector Patrick Luddy spoke about a bond sale that took place related to the new school. He shared the results with the Select Board. The full language of the vote is attached at the end of these minutes.

On **MOTION** (Grishman) and **SECONDED** (Hause) it was **VOTED** that the written votes presented in this meeting in connection with the Town's sale of its Bonds and Note be adopted as written and incorporated into the minutes of this meeting in full.

PRECINCT POLLING LOCATIONS

Town Clerk Sue Duplin presented suggested polling locations for the April 26th 2022 election. She recommended that the Select Board vote to set the polling location for all elections for the year.

On **MOTION** (Grishman) and **SECONDED** (Hause) it was **VOTED** to approve one location for all elections at Swampscott High School, 200 Essex Street. This shall be a permanent location.

REGISTRAR OF VOTERS

Town Clerk Sue Duplin provided information about the Registrar of Voters and recommended member Mary DeChillo.

On **MOTION** (Spellios) and **SECONDED** (Grishman) it was **VOTED** to appointed Mary DeChillo to the Registrar of Voters for a 5-year term set to expire on March 31, 2025. All in favor.

86 BURRILL ST. LEASE AGREEMENT

Director of the Anchor Food Pantry Laura Spathanas spoke about the operations of the Food Pantry, their successes in the space at 86 Burrill St. and noted several items that are a high priority.

On **MOTION** (Spellios) and **SECONDED** (Hause) it was **VOTED** to approve the Anchor Food Pantry Lease and Occupancy Agreement as presented and authorize the Town Administrator to execute the lease. All in favor.

TREE COMMITTEE

Director of Communications & Strategic Initiatives Allie Fiske provided updated information about the mission, suggested membership size, and terms of the Tree Committee. The Tree Committee will be made up of 9 members, including 1 ex-officio the Tree Warden. Each will serve a term of 3 years.

On **MOTION** (Grishman) and **SECONDED** (Hause) it was **VOTED** to approve the establishment of a Tree Committee as presented. All in favor.

TOWN CLERK

On **MOTION** (Spellos) and **SECONDED** (Grishman) it was **VOTED** to approve Town Administrator's recommendation to appoint Amy Sarro as Interim Town Clerk for a term set to expire on April 7, 2022. All in favor.

PERSONNEL UPDATE

Select Board Chair Polly Titcomb asked that the Town Administrator provide an update on current staffing levels, what needs to be done in the immediate future, what needs need to be addressed, and how to meet those needs.

Town Administrator Sean Fitzgerald reviewed the positions that are vacant and steps being taken to fill these vacancies. He discussed some factors that may be contributing into turnover and ways that employee needs and circumstances should be considered. He discussed adjusting Town Hall schedule to help offset the burden of the many night meetings as well as the workload on personnel.

It was suggested that the Town Administrator speak with Department Heads and staff to come up with ideas on how to retain and hire employees. Chairperson Titcomb recommended a consultant be employed to look at structural, managerial, compensation analysis. The Board requested that the Town Administrator speak with Department Heads and staff and return in 6 weeks with some ideas that he can present to the board.

TOWN ADMINISTRATOR REPORT

The Town Administrator issued his report and provided numerous updates on Town business.

CONSENT AGENDA

- Vote to appoint John Allen to the Recreation Commission for a 3-year term set to expire on June 30, 2023
- Vote to approve meeting minutes for 12/13/21 and 2/16/22 Meeting
- Vote to approve application for Hawking & Peddling & Door to Door Solicitation for Shawyn Hebert, employee of Power Home Remodeling located at 201 Jones Road, Waltham, MA 02481

On **MOTION** (Grishman) and **SECONDED** (Hause) it was **VOTED** to approve the consent agenda.

SELECT BOARD TIME

- Polly Titcomb commended the S.U.R.E "Black History is Our American History" virtual event on Monday, February 28.

On **MOTION** (Hause) and **SECONDED** (Grishman) it was **VOTED** to adjourn the meeting.

Meeting adjourned at 9:21 PM

True Attest,

Allie Fiske, Director of Communications & Strategic Initiatives

Minutes approved by Select Board in vote at meeting on 02/01/2023

VOTE OF THE SELECT BOARD

Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of constructing a replacement elementary school for the current Hadley Elementary School project authorized by a vote of the Town passed on September 13, 2021 (Article 2) not being paid by the school facilities grant is \$63,070,913 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

Further Voted: that the sale of the \$66,490,000 General Obligation Municipal Purpose Loan of 2022 Bonds of the Town dated March 9, 2022 (the “Bonds”), to Robert W. Baird & Co., Inc. at the price of \$69,061,871.05 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on March 1 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> |
|-------------|---------------|----------------------|-------------|---------------|----------------------|
| 2023 | \$1,605,000 | 5.00% | 2035 | \$ 2,015,000 | 3.00% |
| 2024 | 1,565,000 | 5.00 | 2036 | 2,090,000 | 3.00 |
| 2025 | 1,630,000 | 5.00 | 2037 | 2,130,000 | 2.50 |
| 2026 | 1,640,000 | 5.00 | 2038 | 2,185,000 | 3.00 |
| 2027 | 1,500,000 | 5.00 | 2039 | 2,255,000 | 3.00 |
| 2028 | 1,515,000 | 5.00 | 2040 | 2,315,000 | 3.00 |
| 2029 | 1,585,000 | 5.00 | 2041 | 2,385,000 | 3.00 |
| 2030 | 1,665,000 | 5.00 | 2042 | 2,455,000 | 3.00 |
| 2031 | 1,745,000 | 4.00 | 2043 | 2,530,000 | 3.00 |
| 2032 | 1,815,000 | 4.00 | 2044 | 2,605,000 | 3.00 |
| 2033 | 1,885,000 | 4.00 | 2052 | 23,420,000 | 3.00 |
| 2034 | 1,955,000 | 3.00 | | | |

Further Voted: that the Bonds maturing on March 1, 2052 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due March 1, 2052

| <u>Year</u> | <u>Amount</u> |
|-------------|---------------|
| 2045 | \$2,680,000 |
| 2046 | 2,760,000 |
| 2047 | 2,840,000 |
| 2048 | 2,935,000 |
| 2049 | 3,020,000 |
| 2050 | 3,085,000 |
| 2051 | 3,160,000 |
| 2052* | 2,940,000 |

*Final Maturity

Further Voted: to approve the sale of a \$2,748,500 2.00 percent General Obligation Bond Anticipation Notes of the Town dated March 9, 2022, and payable March 9, 2023 (the “Notes”), to BNY Mellon Capital Markets, LLC at par and accrued interest, if any, plus a premium of \$27,553.99.

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 18, 2022, and a final Official Statement dated February 28, 2022 (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 18, 2022, and a final Official Statement dated February 28, 2022, 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.