

Minutes
Williamsburg Board of Selectmen
September 22, 2022

The members of the Board of Selectmen met in regular session on Thursday, September 22, 2022, at the town office. The chair called the meeting to order at 9:01 a.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Nick Caccamo (Town Administrator), Nick Dines (Mill River Greenway), Sharon Strzegowski (Collector), Eleanor Warnock (Administrative Assistant), Denise Wickland (Police Chief)

1. Appointments – **Motion** was made and seconded (WS/DM) to accept Sherry Loomis’s letter of resignation from the Cultural Council, with thanks and regret. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to appoint Louise Mosrie Coombe and Lauri Munroe-Hultman to the Cultural Council. **So voted** (3-0). The chair read the resignation of Larry West as chair of TRIAD. **Motion** was made and seconded (WS/DM) to appoint Dinah Mack and Sarah Welch to the Woodland Trails Committee, for one year terms. **So voted** (3-0).
2. Chapter 90 – **Motion** was made and seconded (WS/DM) for the Board to sign the Chapter 90 reimbursement form for \$32,000 for the purchase of a roller to compact roads after paving and grading. **So voted** (3-0). The roller has been purchased and is in use.
3. Collector – New Collector Sharon Strzegowski met with the Board. She reported on the status of the various bills and said that Mike Quinlivan has been helpful. The collector’s software is outdated and she would like to research options. Board members agreed. She would like to set her office hours to be 9-4 and by appointment. Board members appreciated her open door policy. She said she has dealt with her share of difficult customers – she just lets them vent and then tries to solve the issue. Regarding delinquent taxpayers, she is a proponent of keeping up, but she has experience with tax title. Board members said that making a deal with a delinquent taxpayer to let them pay less is not fair to other taxpayers. Board members commented on how glad they were that she was here.
4. Mill River Greenway – Nick Dines of the Mill River Greenway Committee presented a draft letter to the Director of MassDOT District 1 about release of the 2020 Transportation Bond Bill money designated for the South Main Street Greenway Connector, and gave some history of the project. **Motion** was made and seconded (WS/DM) for the Board to sign the letter to MassDOT District 1 for the release of 2020 Transportation Bond Bill funds designated for the South Main Street Connector. **So voted** (3-0).
5. Appointments – resignation – **Motion** was made and seconded (WS/DM) to accept the resignation of Police Officer Michael LeMoine as of June 30, 2022. **So voted** (3-0).
6. Fire Rescue Truck payment options – Town Administrator Nick Caccamo updated the Board on the purchasing issues. Collective purchasing through out-of-state organizations is allowable.

Prepayment is prohibited under MGL c 41 s 56 but there is an exception for purchase of chassis for fire vehicles. Town Counsel advises that the town can prepay for the chassis and reserve its place in line. Communities in other states can prepay for the entire vehicle but Massachusetts communities can't do that. The Board needs the price for the chassis and contract language from Town Counsel. A special meeting can be posted with 48 hours notice.

7. Police Department – Police Chief Denise Wickland gave her regular report. Officer Mike LeMoine left to work in a family business and was sorry to leave. The department is short-staffed and will be doing interviews next week. The budget is in great shape. The 2014 cruiser, which needs a lot of work and was declared surplus, can be given to an interested local police department. The other town has offered lidar equipment worth \$2000 in exchange. Lidar is more useful than radar on highly traveled roads. Board members approved the trade. **Motion** was made and seconded (WS/DM) to authorize the chair to sign the title of the 2014 surplus cruiser to the town of Worthington. **So voted** (3-0). Chief Wickland would like to increase the hourly rate of the full-time police officer and, after a brief review of the Wage and Classification Study, suggested an amount. There is money in her budget for this. Discussion included the difficulty of raising a family on the current low hourly wage, the need to retain good employees, looking at the wage structure across the town as a whole, and the possibility of incremental increases. Board members would like a formal request, to be considered at the next meeting.

8. Assistance to Firefighters Grant match – The grant for the fill station requires a match of \$4000 from the town, from non-federal funds. Board members would like to pay from free cash appropriated at the upcoming Special Town Meeting this fall, if the timing works.

9. Public safety complex bonds – Town Administrator Nick Caccamo presented the paperwork for the borrowing for the public safety complex, put together by Nate Rosewarne, Town Treasurer, and David Eisenthal of Unibank. Standard & Poor's looked at the town's financial health and maintained the town's rating at AA+. The general obligation public safety complex bonds will be sold to Fidelity Capital Markets, at an effective interest rate of 3.9%. The bonds will have a 20-year lifespan. Including the reoffering premium, the underwriter's discount and the cost of issuance, the town will receive \$3.6 million in the project construction fund. The total amount to be repaid is \$5.3 million. A special town meeting will be needed to pay the initial principal and interest, since the exact amounts were not known at the time of the annual town meeting. **Motion** was made and seconded (WS/DM) to approve the sale of \$3,510,000 general obligation bonds for the public safety complex as described below. **So voted** (3-0).

I, the Clerk of the Board of Selectmen of the Town of Williamsburg, Massachusetts (the "Town"), certify that at a meeting of the board held September 22, 2022, 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 \$3,510,000 General Obligation Public Safety Complex Bonds (Unlimited Tax) of the Town dated September 29, 2022 (the "Bonds"), to Fidelity Capital Markets, a Division of National Financial Services LLC at the price of \$3,649,234.82 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on August 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	\$105,000	5.00%	2032	\$170,000	5.00%
2024	115,000	5.00	2033	175,000	5.00
2025	120,000	5.00	2034	185,000	5.00
2026	125,000	5.00	2037	605,000	4.00
2027	130,000	5.00	2038	220,000	4.00
2028	140,000	5.00	2039	230,000	4.00
2029	145,000	5.00	2040	235,000	4.00
2030	150,000	5.00	2041	245,000	4.125
2031	160,000	5.00	2042	255,000	4.125

Further Voted: that the Bonds maturing on August 1, 2037 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due August 1, 2037

<u>Date</u>	<u>Principal Amount</u>
August 1, 2035	\$195,000
August 1, 2036	200,000
August 1, 2037 (maturity)	210,000

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 September 8, 2022, and a final Official Statement dated September 15, 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 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 Board of Selectmen be, and hereby are, authorized to execute and deliver a limited continuing 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 Bonds for the benefit of the holders of the Bonds 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 to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (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 Board of Selectmen, 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 were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: September 22, 2022

_____/s/_____
Clerk of the Board of Selectmen

10. ARPA funds requests – Town Administrator Nick Caccamo reminded the Board that the town is receiving a total of \$737,104 in ARPA funds, and projects need to be completed by December 31, 2024. Two items had already been funded. Board members reviewed the list of 25 proposed projects, cost totaling around \$800,000. They discussed which ones they felt were highest priority and they mentioned several possible criteria, including buildings that are deteriorating, projects that would not be funded in the normal process (e.g., on the capital plan), projects that do not have other sources of funding (grants). They will plan to study the list at home and identify tier one, tier two, and tier three projects, and revisit at the next meeting.

11. Personnel review – Town Administrator Nick Caccamo presented evaluation forms for Board members to review, as they think about how last year’s process went and what else they might like to see. The list of Select Board liaisons to the various departments was also presented.

12. Wage and classification study – Town Administrator Nick Caccamo presented the draft study from UMass Boston for Board members’ review and comments. He recommended that the Highway Superintendent be reclassified to the highest grade, and noted that the spreadsheet has a lot of gaps where Williamsburg’s positions differ from other communities.

13. Minutes – **Motion** was made and seconded (DM/WS) to approve the minutes of August 25 and September 8. **So voted** (3-0).

14. Warrant – Chair Denise Banister will review and sign the warrant. Payroll warrant WP23-07 for \$116,117.38 and expense warrant W23-07 for \$156,247.01, effective 9/28/22.

Documents used

Agenda and notes

Resignations and letters of interest

Chapter 90 reimbursement form
Letter to MassDOT for Mill River Greenway
Public safety complex bond analysis, bids, text of vote, and related documents
ARPA fund project requests
Personnel evaluation forms
Wage and classification study
Minutes

Adjourned at 12:17 p.m.

Approved:

Clerk