

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN**

Tuesday, May 21, 2024

7:00PM

**Adella G. Urban Administrative Offices Conference Room & Virtual
323 Route 87, Columbia, CT**

Members Present: Steven M. Everett, First Selectman; Judy Ortiz, Deputy First Selectman; Lisa Napolitano, Selectman; Christopher Lent, Selectman; William O'Brien, Selectman.

Also Present: Mark B. Walter, Town Administrator, Beverly Ciurylo, Finance Director, Bill Mark Chapman, Munistat Services, Inc.

Present Remotely: Bill Lindsay, Munistat Services, Inc., Barbara Wilson, Horace Porter School Superintendent.

CALL TO ORDER: S. Everett called the meeting to order at 7:00 pm.

1. **RULES OF CONDUCT FOR HYBRID VIRTUAL MEETING:** S. Everett read the rules of conduct for a hybrid virtual meeting.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA:** S. Everett MOVED to MODIFY the AGENDA to add sections 6.4 adding new member Jim Blair to the Subcommittee for the Columbia Road and Culvert Evaluation and 9.1 to appoint Jeff Morrison as Marine Patrol Officer.
4. **APPROVAL OF MINUTES:**
 - 4.1 **BOS Regular Meeting Minutes for May 7, 2024.** C. Lent said in Section 15 – Board Member Comments, the first sentence reads, “C. Lent said the Horace Porter, HVAC Building Committee is required by General Stature to hire a commissioning agent.” The word “Stature” should be “Statutes.” S. Everett MOVED to APPROVE the Board of Selectmen Regular Meeting Minutes for May 7, 2024 with the correction. MOTION CARRIED 5.0.
5. **AUDIENCE OF CITIZENS:** None.
6. **OLD BUSINESS:**
 - 6.1 **Munistat – Municipal Advisory Services.** M. Walter said that two firms were interviewed for municipal advisory services and both were highly qualified. Munistat’s experience with bonding for small towns and their ability to combine the HVAC project and potential road/culvert projects was a good fit for Columbia.

Bill Lindsay from Munistat provided an overview of the firm and what they could provide to the Town of Columbia for municipal advisory services. Munistat Services, Inc is an independent municipal advisory firm serving local

governments, school districts, fire districts and water authorities since 1977. They have offices in Madison, CT and Port Jefferson, NY.

B. Lindsay explained that Munistat is not a bank or a broker dealer. Munistat does not buy and sell bonds. The sole purpose is to represent the town, be the town's advocate, and help the town come to market. Munistat will not take the town's bonds and sell them on the secondary market. He said that Munistat works for the town and the town alone and it is their fiduciary responsibility to the town to represent the town's interests above their own.

B. Lindsay reviewed the Connecticut team that will be servicing the town and the role that Munistat will provide for Capital Project Planning. Munistat's role as Municipal Advisor is to come in and discuss with the town during the planning stages of a project and help the town develop a plan of finance, which often times is ahead of the referendum and provide information regarding tax impacts or debt service impacts. B. Lindsay explained that because the town is not regular issuer of bonds, it might make sense to try to time out the two packages for the HVAC at the school and the road/culvert projects so that we only come to the bond market one time.

B. Lindsay reviewed short-term borrowing instrument, called bond anticipation notes and how that would apply to the town's needs. B. Lindsay said that once the town issues their bonds, and as long as the bonds remain outstanding, the town will have a continuing disclosure obligation. This means that when the bonds are outstanding those investors who purchase the bonds at 20 years maturity will be expected or required that the town provide information to the market annually for the life of those bonds.

B. Lindsay reviewed the bonding process.

S. Everett asked about short-term notes and do we have to bond for the entire cost of the HVAC project and then when the project is completed will we get paid back from the grant. B. Lindsay said the direct answer is no. He said under state statutes the town can only issue long-term bonds for the town's net share of the project.

W. O'Brien asked what is the typical term for the bonds. B. Lindsay said the typical term of the bond would be to match the useful life of the asset.

W. O'Brien asked what is the estimated costs per year for the continuing disclosure obligations. B. Lindsay said it would be a minimum of \$750.00 annually.

J. Ortiz asked once we establish a dollar amount can we add to it if we needed to borrow more money. B. Lindsay said no. In the resolution that the board adopted that led to the referendum, the referendum question already established what the authorization is at \$3,396,250. In the event the project came in more than the appropriation the town would have to make a decision on the financing source.

Discussion ensued about short-term and long-term rates and the process.

S. Everett MOVED to Authorize Mark Walter, Town Administrator to enter into a contract with Munistat Services, Inc. for Municipal Advisory Services. MOTION CARRIED 5.0.

6.2 Horace Porter School HVAC Grant. M. Walter said the engineering firm that is working with us is wondering if the state is going to hold us to the December 31, 2025. B. Ciurylo said she has to find out if that's project completed or if it has to be purchase ordered.

6.3 Approval of the EVSE charging station project resolution. M. Walter said that the state is requiring us to approve the EV Charging Station project resolution. B. Ciurylo explained that they are finalizing the amount. There has been some changes and the state has been working with Titan Energy to update and fix the amount. She said when the EV Charging Station project started the Board of Selectmen had given the Town Administrator authority to sign on behalf of the town. The state required a payment from the Town of Columbia to pay for services rendered to get the EV charges in place. Once the payment is processed the state will reimburse the town.

S. Everett MOVED to approve the supplied resolution for the EVSE charging station project and Mark Walter, Town Administrator has full authority to execute. MOTION CARRIED 5.0.

6.4 Appointment of Jim Blair to the Subcommittee for the Columbia Road and Culvert Evaluation. S. Everett MOVED to Approve the appointment of Jim Blair to the Subcommittee for the Columbia Road and Culvert Evaluation. MOTION CARRIED 5.0.

7. NEW BUSINESS:

7.1 2024 Steeple Chase Bike Tour, August 17, 2024. S. Everett MOVED to Approve Steven Everett signing the 33rd annual Steeple Chase Bike Event Fundraiser application for Saturday, August 17, 2024 as requested by the State DOT. MOTION CARRIED 5.0.

8. COLUMBIA LAKE / DAM / BEACH: None.

9. APPOINTMENTS / RESIGNATIONS:

9.1 Appointment of Marine Patrol Officer Jeff Morrison. S. Everett MOVED to APPROVE the APPOINTMENT of Jeff Morrison as Marine Patrol Officer. MOTION CARRIED 5.0.

10. TOWN ADMINISTRATOR REPORT:

10.1 Town of Columbia Memorial Day Observance Monday, May 27th 9:00am at the Veteran's Memorial on the Town Green.

10.2 Recap of the Poll Worker Appreciation event held at Yeoman's Hall on Thursday, May 16, 2024. M. Walter said it was a nice event. Secretary Thomas

attended and gave awards for 5, 10 and over 20 years of participation as poll workers.

- 10.3 **Important Legislative Bills Update.** M. Walter said business owners are now required to declare all their motor vehicles "used for a commercial purpose" on the personal property declaration. All vehicles on the personal property declaration will be taxed at the town's personal property mill rate (not the motor vehicle cap). This will be a tax increase for those 48 municipalities whose personal property rate is higher than their motor vehicle cap rate.
- 10.4 **Dan Johnson resignation.** M. Walter said Dan will be resigning and will be working for E.O. Smith as Facilities Maintenance and will be leaving the end of this week.
11. **CORRESPONDENCE:** None.
12. **BUDGET:**
 - 12.1 **Transfers:** None.
 - 12.2 **Refunds:** S. Everett MOVED to APPROVE the REFUNDS Totaling \$943.80 as Presented. MOTION CARRIED 5.0.
13. **APPROVE PAYMENT OF BILLS:** S. Everett MOVED to APPROVE the Payment of Bills Totaling \$247,221.24, consisting of 2023-2024 Emergency, 2023-2024 Regular, Credit Card, and Paychex. MOTION CARRIED 5.0.
14. **AUDIENCE OF CITIZENS:** None.
15. **BOARD MEMBER COMMENTS:** M. Walter said the Board of Selectmen are invited to wet down ceremony of our new rescue truck on June 23rd at 11:00 am.
16. **EXECUTIVE SESSION: Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A).** None.
17. **ADJOURNMENT:** S. Everett MOVED to ADJOURN at 8:00 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Jennifer C. LaVoie