

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING
TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
Special Meeting
Tuesday, March 28, 2023
Mulvey Municipal Center
Multi-Media Room and via ZOOM

CALL TO ORDER

First Selectman Hall called the meeting to order at 6:02 p.m. In attendance included First Selectman Hall, Selectman Bialicki, Selectman Campbell, Donna Castracane, Director of Finance, BOF members: Paul Winch, Chairman, Tony Cozza, Chris Ehlert, George Pytlik, Karl Gelotte, Jim Dahl, Mark Chapman, Financial Advisor, Glen Rybacki, Bond Counsel, Jim Crawford, EDC Chairman, John Palermo, Emergency Management Director, Ken Butterworth, IT, Kelley Frazier, Carol Hess, Asst. Director of Finance, Heidi Wallace, Environmental Planner, Marilyn Ozols, Chairman Planning Commission, Don Izzo, Fire Dept., Jane Butterworth, Treasurer, Peter Gillespie, Planner, and Chief Cusson.

Mr. Hall led the Pledge of Allegiance.

REPORT FROM BOND COUNSEL

Mark Chapman and Glen Rybacki provided an overview of the procedures necessary to issue bonds or notes for a project. In addition, they outlined the roles and responsibilities of Bond Counsel and Financial Advisor respectively. A copy of their presentation was distributed and discussed and is attached. Mr. Chapman and Mr. Rybacki were available to address questions/comments posed by Board members.

Board members thanked Mr. Chapman and Mr. Rybacki for their participation in this evening's meeting.

TAX INCENTIVE POLICY

A copy of the Westbrook Tax Incentive Policy was included in the BOS packet. As discussed at the 3/23/23 BOS meeting, a Tax Incentive Policy was included as a recommendation in the 2021 Plan of Conservation and Development (POCD) and surrounding towns do have programs in place.

The draft will be forwarded to the Town Attorney relative to review, process/procedure for implementation, etc. All appropriate Town Departments and the BOF will be involved in the process.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

First Reading – Bill Angelini – R – RiverCOG Regional Housing Committee

Mr. Campbell made a motion to appoint Ryan Engels as an alternate member to the Inland Wetland Commission. Mr. Bialicki seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Hall reported:

- The Mulvey Roof project will have the UV Reflectant Coating applied, weather permitting, over the next several days. After application, the roof will be complete.
- The Roof Top Unit bid will be posted on Wednesday, 3/29/23. A mandatory walk-thru is scheduled 4/5 and bids are due 4/26/23.

ADJOURNMENT

Mr. Campbell made a motion to adjourn the meeting at 7:05 p.m. Mr. Bialicki seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

John Hall, III
First Selectman



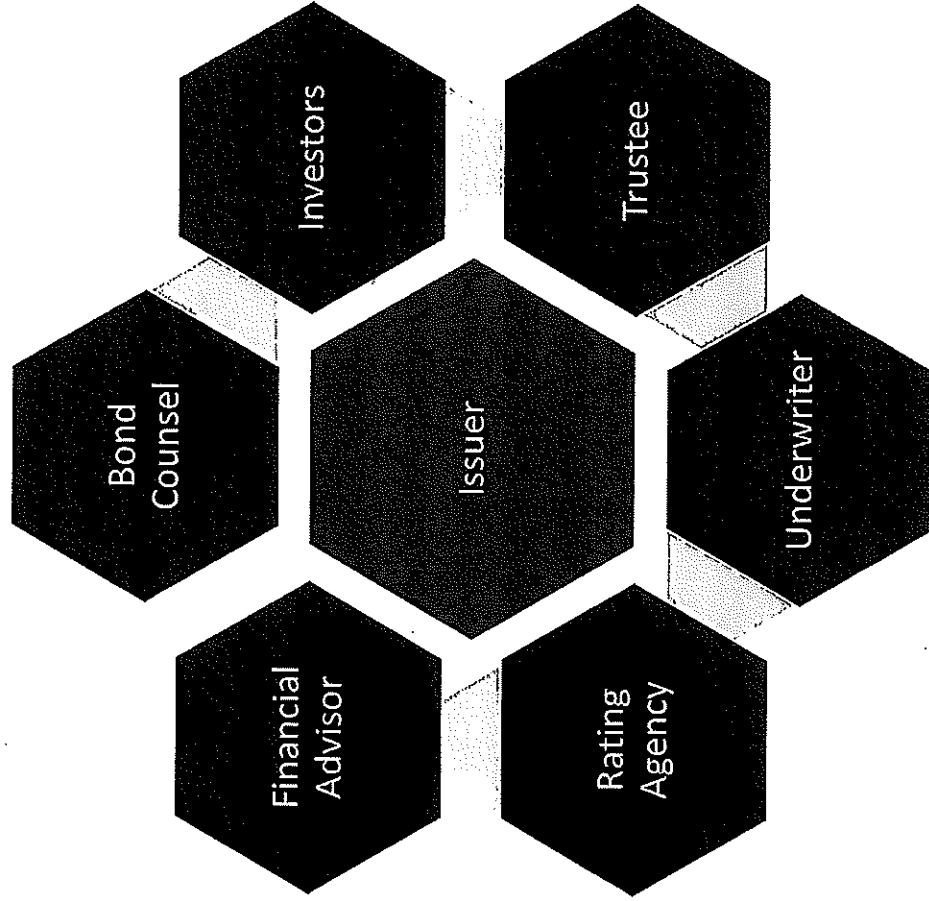
Bonding Process

TOWN OF WESTBROOK, CONNECTICUT



Bonding Participants

Munistat Services, Inc.



BOND ISSUING PROCESS

This is a basic outline of the procedures a Town would need to follow to Issue Bonds or Notes for a project. There are many legal requirements along the way which Bond Counsel would need to be consulted on.

FIRST STEPS

- Determine capital needs of the Town;
- Determine potential cost of projects;
 - Determine if any grants or other funding sources are available to help fund the projects
- Determine if there is support from taxpayers for the project;
- Contact Bond Counsel & Municipal Advisor with potential project details;

APPROPRIATION AND AUTHORIZATION OF BOND ISSUE -- LEGAL OR CERTIFIED DOCUMENTS ARE REQUIRED FOR MOST BULLETS IN THIS SECTION (CONSULT WITH BOND COUNSEL ON THE NECESSARY STEPS)

- Board of Selectman meets to set dates for public hearing to be held at a Town Meeting and refers projects to Planning & Zoning Commission;
- Board of Finance votes to approve the projects ahead of Town Meeting;
- Planning & Zoning Commission acts on referral (should be completed before public hearing is held);
 - Action on referral must be by majority vote of all its members
- Notice of Public Hearing to take place during a Town Meeting;
 - Notice must be posted and published in a newspaper having a substantial circulation
- Public Hearing / Town Meeting;

BOND ISSUING PROCESS

FINANCING PROCESS

- Establish cash requirements for project;
 - Based on cash flow projections
- Work with Municipal Advisor to establish financing schedule for issuance based on cash flow needs;
- Maintain conversation with Bond Counsel to be sure all documents that are required for Bond/Note issuance have been received;
- Work with Municipal Advisor in development of appropriate disclosure documents for issuance of Bonds/Notes;
- Obtain a rating (Municipal advisor will guide through this process);
 - Credit rating process:
 - Preparation meeting – identify and develop strategy to maximize the Town’s financial strengths/weakness
 - ❖ Municipal Advisory to aid in development of rating presentation
 - Credit rating meeting/call with rating agency
 - ❖ Key factors in credit review:
 - 1) Management team and management systems
 - 2) Economic factors
 - 3) Financial factors
 - 4) Debt and debt management plan
 - 5) Pension and OPEB

BOND ISSUING PROCESS

FINANCING PROCESS - CONTINUED

- Disclosure document review by Town and Bond Counsel;
- Electronic distribution of document to Market;
- Bond/Note pricing;
- Close on Bonds/Notes – Town receives funds;
- Town allocates funds to project; and
- Town responsible for monitoring timely spending of bond/note proceeds and audit of project(s).
- Town will be required to submit continuing disclosure information to the MSRB annually (Municipal advisor can assist with preparation and submission of required information)

Rating Agencies

Role of Rating Agencies

- The Agencies run an in-depth financial analysis and evaluation of the borrower and the prospective bond issue
- Upon completion of its review, the agency will provide the borrower with a rating which is an alphabetic and/or numeric symbol used to give a relative indication of a borrower's credit quality. The borrower may choose between a published or non-published rating
- Agencies review periodically their ratings and analyze the issuer's current financial and operational information
- A rating helps alleviate investor's concerns about underlying credit quality of the bonds and provides cost efficiency in the pricing
- Rating agencies: Fitch Ratings, Moody's Investors Service Inc., S&P Global Ratings, and Kroll

Fitch

AAA

AA+

AA

AA-

A+

A

A-

BBB+

BBB

BBB-

Moody's

Aaa

Aa1

Aa2

Aa3

A1

A2

A3

Baa1

Baa2

Baa3

S&P

AAA

AA+

AA

AA-

A+

A

A-

BBB+





BBB

BBB-



Thank You.

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