

Westbrook Board of Selectmen
Special Meeting
Monday, September 26, 2011

Mulvey Municipal Center, 866 Boston Post Road, Westbrook

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:31 p.m. A quorum was established with the following Board members present: First Selectman Bishop, Selectman Hall and Selectman Ehlert.

Also in attendance: Andrew Urban, Director of Finance, Jane Butterworth, Treasurer, Attorney Mike Wells, Mark Chapman, IBIC, Marilyn Ozols, Sharon Lessard, Joel Maynard and Loren Baker.

BUSINESS

Bidding Policy

The BOS discussed the possibility of developing a Bidding Policy for Westbrook. Attorney Wells' letter regarding such a policy was included in the BOS packet.

Mr. Bishop made a motion to authorize the Town Attorney to develop a Bidding Ordinance for BOS review. Mr. Hall seconded the motion. The motion passed unanimously.

Ethics Ordinance

This item will be discussed at the Charter Public Hearing on September 27, 2011.

Resolution Authorizing Refinancing Municipal Funds

Documentation provided by Mark Chapman, Financial Advisor IBIC, was included in the BOS packet.

Mr. Chapman reported that he has been monitoring the bond market closely. Currently, Westbrook has the opportunity to realize approximately \$600,000.00 in savings over the next 13 years; a \$40,000 to \$50,000 savings, per year (net expenses).

Mr. Bishop RESOLVED:

Section 1. Not exceeding \$1,000,000 General Obligation Refunding bonds (the "Refunding Bonds") of the Town of Westbrook ("the Town") may be issued in one or more series and in such principal amounts as the First Selectman and Town Treasurer shall determine to be in the best interests of the Town for the purpose of achieving net present value savings and/or to moderate debt service payments. The Refunding Bonds are hereby authorized to refund all or any portion of any one or more series of the town's outstanding general obligation bonds (the "Refunded Bonds"). The Refunding Bonds shall be issued and sold either in a negotiated underwriting or a competitive offering, and at such time or times as the First Selectman and Town Treasurer shall determine to be most opportune for the Town. Each series of Refunding Bonds shall mature in such amounts and on such date or dates as shall be determined by the First Selectman and Town Treasurer provided that no Refunding Bonds shall mature later than the final maturity date of the last maturity of any Refunded

Bonds being refunded by such series. The Refunding Bonds shall bear interest payable at such rate or rates as shall be determined by the First Selectman and Town Treasurer, shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the First Selectman and Town Treasurer, bear the Town seal or a facsimile thereof and be approved as to their legality by Robinson & Cole, LLP, Bond Counsel. The Refunding Bonds shall be general obligations of the Town and each of the Refunding Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the town are pledged to the payment of the principal thereof and the interest thereon. The aggregate denominations, form, details, and other particulars thereof, including the terms of any rights of redemption and redemption prices, the designation of the certifying, paying, registrar and transfer agent, shall be subject to the approval of the First Selectman and Town Treasurer. The net proceeds of the sale of the Refunding Bonds, after payment of underwriters' discount and other costs of issuance, shall be deposited in an irrevocable escrow account in an amount sufficient to pay the principal of, interest and redemption premium, if any, due on the Refunded Bonds to maturity or earlier redemption pursuant to the plan of refunding. The First Selectman and Town Treasurer are authorized to appoint an escrow agent and other professionals and to execute and deliver any and all escrow, investment and related agreements necessary to provide for such payments on the Refunded Bonds and to provide for the transactions contemplated hereby. The First Selectman and town Treasurer are authorized to prepare and distribute a preliminary and final Official Statements of the town for use in connection with the offering and sale of the Refunding Bonds, and they are hereby authorized to execute and deliver on behalf of the Town a Bond Purchase Agreement, a Continuing Disclosure Agreement and a Tax Regulatory Agreement and such other documents necessary or desirable for the issuance of the Refunding Bonds and the payment of the Refunded Bonds. This resolution shall be effective until December 31, 2012.

Mr. Ehlert seconded the motion. The motion passed unanimously.

Senior Center Management Request – Kitchen Coordinator

Documentation outlining the Senior Center Management Request for a Kitchen Coordinator was included in the BOS packet.

Mr. Ehlert made a motion to approve the Senior Center Management request for a part time Kitchen Coordinator as presented and forward request to BOF. Funding, in the amount of \$5,304 will be from the General Fund Contingency. Mr. Hall seconded the motion. The motion passed unanimously.

Protocol for Use of Contingency Funds

This item will be discussed at a future BOS meeting.

Appropriations

Cupola at Riggio Building – Mr. Baker, Facilities Manager, was present and outlined the conditions at the Riggio Building.

Mr. Hall made a motion to forward an appropriation request to the BOF in the amount of \$17,600.00 to provide building improvements (windows) to the Cupola at the Riggio Building. Mr. Ehlert seconded the motion. The motion passed unanimously.

Portable Generator – Mr. Baker reported that the Town has the opportunity to purchase a used portable generator. This generator has the capacity to power all of the Town buildings in the event of an outage. Mr. Baker also outlined the costs associated with the installation of equipment that would allow the current generator at the Town Hall to power the entire building. The amount requested for the portable generator and the necessary upgrades is \$19,100.00.

The BOS agreed that the electrical upgrades needed to bring the entire Town Hall building onto the current generator should be completed.

Mr. Bishop reported that Don Izzo, Emergency Management Director, has scheduled a hurricane debriefing meeting for October 6, 2011. The portable generator will be discussed at that time.

Mr. Bishop made a motion to table the request for a portable generator. Mr. Ehlert seconded the motion. The motion passed unanimously.

Status of Bills and Invoices

None.

VACANCY AND NOMINATIONS

Second Reading – Sharon Lessard – Regional Mental Health Board

Mr. Hall made a motion to appoint Sharon Lessard to the Regional Mental Health Board for a two year term. Mr. Bishop seconded the motion. The motion passed unanimously.

First Reading Kevin Kinsella – WPCC
Mike Polo – Police Advisory Board/Traffic Authority

DIRECTOR OF FINANCE REPORT

Mr. Urban is currently completing the financial statements. He expects to present a final report in November.

Mr. Urban will attend a Budget Sense Users Conference on Thursday, September 29, 2011. Currently the system is working well.

Representatives from Anthem will be available on Thursday, September 29, 2011 @ 4:00 p.m. for employee questions/concerns.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that the Charter Commission will hold a Public Hearing on Tuesday, September 27, 2011. The Town Meeting is scheduled for October 3, 2011 and the Call has been prepared.

Mr. Bishop, along with Mr. Urban and BOF representatives will attend CCM's annual meeting on October 5, 2011.

CCM has requested that municipalities provide an update on the hurricane issues. CCM will compile and distribute a report when completed.

APPROVAL OF MINUTES

The BOS discussed the content and format of meeting minutes.

Mr. Ehlert made a motion to approve the minutes from the September 12, 2011 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 4:38 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest:

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman

