

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE SPECIAL MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
June 8, 2016 6:30PM**

The Westbrook Board of Finance Regular Meeting held on June 8, 2016 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, Gary Gavigan, George Pytlik, Tony Cozza, Rick Westbrook and John Leake. Also in attendance were Noel Bishop, First Selectman, Andrew Urban, Director of Finance, Dennis Hallahan, Riggio Building Committee and Lou Daniels, Library Director. Absent:

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 6:30pm. The meeting began with the Pledge of Allegiance.

APPROVAL OF MINUTES – May 18, 2016

Upon a motion made by Rick Westbrook and seconded by John Leake the Westbrook Board of Finance **VOTED** to approve the May 18, 2016 minutes as written. Mr. Gavigan abstained.

LYNN ROAD BRIDGE BRIEFING – SCOTT MADEIROS, WOODARD & CURRAN

Mr. Scott Madeiros from Woodard & Curran was present to discuss the Lynn Road bridge project. In 2014 Woodard and Curran evaluated the both the Lynn Road and Winthrop bridges. They also wrote grants for the work at this time. The grant from the state was \$150,000. The design was done first for Winthrop Road. When Lynn Road was evaluated, they discovered such disrepair of the substructure, their recommendation was to fully replace the bridge rather than doing a deck replacement. DOT needs to be given updates and an extension to the submission was requested. In April 2015 the extension was requested. We have recently asked for another extension for Lynn Road. The work will be done in the spring of 2017. DOT agreed to supplement payment of the additional cost of the repairs. The discovery of many feet of sand also increased the projected cost of the project. DOT will pay 45.06 percent of the project. The lowest qualified bidder is selected to do the job. The design phase is 30 percent complete. Construction for Winthrop will be complete before the Lynn Road repairs begin. There may be a reduction in cost due to new information that has become available. Mr. Westbrook is concerned that the increase of cost to the town is a large amount. The problems were discovered so late in the process. He noted that we are considering if we have the right people in place to do this work. Mr. Madeiros stated that he could not have achieved the objective of the state by doing a simple deck replacement. Mr. Westbrook is concerned that other projects may not be estimated properly. Mr. Madeiros noted that he is addressing this from a professional standpoint and that he wants to do the repairs properly. Mr. Cozza is disappointed that this was not estimated properly. Mr. Pytlik is concerned the estimate for the repairs to Flat Rock place may not be accurate. Mr. Cozza wants to make sure that we are selecting Woodard & Curran to do the type of projects they have expertise in. Are they qualified to do what we are asking them to do? Mr. Pytlik agrees, but this is not our jurisdiction. Mr. Gavigan noted that he was on the Town Garage Building Committee and Woodard & Curran's estimate was not accurate. Mr. Bishop has spoken to Mr. Riggio about this and he deferred to Mr. Madeiros for the accuracy of the estimate. Mr. Urban feels that the estimates for the Capital projects have for the most part, been accurate.

Upon a motion duly made and seconded the Westbrook Board of Finance unanimously **VOTED** to move Item 6C up in the agenda.

6c.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously

RESOLVED: To approve an appropriation of \$15,000 in the Library Fund for the fiscal year 2016-17 for library materials, equipment, supplies, furnishings, and furniture; plants and landscaping materials for the library grounds; memberships, continuing education, stipends to graduating high school pages and library employees, and other expenditures approved by the library Board of Trustees and the Board of Selectmen.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. He noted that hearings have been held regarding Policing in Westbrook and the Blight Ordinance. There was good attendance at both hearings. The Board of Selectmen are suggesting that we defer to the Ad Hoc Traffic Authority because it is under their jurisdiction. This committee will give recommendations to the Board of Selectmen. The Riggio building repairs have been reviewed line item by line item. The Senior Center Director received a check in the amount of \$1,800 from Stop N Shop from an anonymous donor for the Senior Center because of the excellent services they provide. David Maiden, the building inspector, has completed his six month review and has now become a permanent town employee. The Governor has stated that between 20-30 million dollars will be reduced from municipal aid. We have hired our sixth constable. There was a walk through regarding available space in the schools. The Nursing Board held a special meeting and noted that they are in desperate need of additional space. This will need to be addressed by an Ad Hoc Committee. The check for \$5,000 has come in for the vandalized cemetery stones. Lee Company needs a traffic light at their company entrance. The state has stated that the Lee Company will need to fund this \$800,000 expenditure. Mr. Bishop has contacted the DOT Commissioner to help with this issue and a meeting will be held on June 25th. The Paramedic Contract has come to our Council of Governments. Mr. Wells is reviewing this contract which will be for one year. The Board of Fire Commissioners meeting was not public and a decision has not been made but one is expected in the next few weeks. Mr. Bishop thanked the Board of Finance and Mr. Urban for their accuracy and detail in the financial reporting. He was very pleased that Mr. Urban and the Board of Finance were awarded a Recognition of Excellence from the Government Finance Officer's Association. Mr. Westbrook noted that this award is due to Mr. Urban's hard work.

Mr. Hallahan discussed the Blight Zoning Enforcement Officer job description. Mr. Westbrook noted that the majority of the Board of Finance is not interested in hiring someone new for this position. Our opinion has been expressed to the Board of Selectmen. If this passes, it will become before the Board of Finance. There was a discussion regarding the need for this type of ordinance and works in other towns that have this sort of position. Mr. Cozza noted that the residents need to have the cost for this position before they vote on this ordinance.

TREASURER'S REPORT

The report was not available. This report will be sent via email by the end of the week.

Upon a motion made by George Pytlik seconded by Tony Cozza Westbrook Board of Finance unanimously **VOTED** to table the Treasurer's Report.

APPROPRIATIONS AND OTHER RESOLUTIONS

6a. Bonds – Riggio Building (New Appropriation)

This new appropriation has not been voted on. We are still looking at a historical designation for the Riggio building, but this is a long term process. There is \$35,000 in repairs not covered in the bonding. This will also be voted on at the town meeting.

Upon a motion made by Rick Westbrook and seconded by Gary Gavigan it was:

RESOLVED unanimously by the Westbrook Board of Finance to recommend that the Town of Westbrook appropriate \$100,000 for costs related to safety code improvements to the Riggio Building. The appropriation may be spent for design, construction, acquisition and delivery costs, equipment, consultant fees, legal fees, net interest on borrowings and other expenses related to the project and it's financing. The Board of Selectmen is authorized to determine from time to time the scope and particulars of the project, and to reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified.

Mr. Cozza thanked Mr. Hallahan for his work on this.

b. Bonds – Various Town Infrastructure Improvements (Increase in Existing Appropriation)

This is to increase the existing appropriation for the Lynn Road and Winthrop Road bridges.

Upon a motion made by George Pytlik and seconded by Rick Westbrook it was:

RESOLVED unanimously by the Westbrook Board of Finance to increase by \$1,075,000 the aggregate prior appropriation of \$2,133,660 including \$1,540,000 approved at a Special Town Meeting held May 9, 2013 and referendum held May 23, 2013, and \$593,660 representing grant receipts approved at a Special Town Meeting held February 12, 2012, for an aggregate appropriation of \$3,208,660, for costs related to improvements to various Town infrastructure, contemplated to include, but not limited to, the design and/or construction, acquisition and installation of: (1) various bridge improvements, including repairs to Flat Rock Bridge including replacement of the culverts, replacement of Lynn Road Bridge, replacement of the Winthrop Road Bridge and related work, equipment and improvements (2) various road paving and resurfacing improvements to: (A) all or portions of Fairview Drive, Pettipaug Road, Kenrose Terrace, and Hammock Road, and related work, equipment and improvements which may include storm drainage improvements and curbing installation, and (B) to the extent of available appropriation after completion of the aforesaid road improvements, design and/or construction and installation of such other road improvements, design and/or construction and installation of such other road improvements as the Director of Public Works, following consultation with the Board of Selectmen, may select; and related work, equipment and improvements which may include storm drainage improvements and curbing installation.

(b) to increase by \$1,075,000 the amount of bonds or notes for an aggregate authorization of bonds and notes of \$2,615,000 to finance the appropriation.

6d.

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously

RESOLVED: To approve an appropriation of a grant for \$43,636.43 from the Westbrook Foundation to replace the existing play scape next to the Fire House on S. Main Street.

DIRECTOR OF FINANCE REPORT

May 2016 Financial Reports

We are trending where we should be. The variances we see are all explainable. The overages will be covered by a year-end resolution. Public Works has not spent all of its budget. Snow removal was much less than anticipated. This area may have a surplus. The rest of the departments look good. The Board of Education will probably spend 100 percent of its budget. Mr. Urban discussed projects that will be closed.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to accept the Financial Report as presented.

2016 Bond Issue (Informational Only – No BOF Action Needed)

No action from the Board of Finance is required. Mr. Urban discussed the fire equipment bond fund. This will finance all of the fire equipment. We could put old equipment no longer needed out for bid. These bonds will go to market in July. Mr. Urban discussed the bond funding.

Town Meeting FY2017 Capital Project Resolutions - (Informational Only – No BOF Action Needed)

No action is required by the Board of Finance. Mr. Urban explained the Capital Project Resolutions.

PUBLIC COMMENT

None

Upon a motion duly made and seconded the Westbrook Board of Finance unanimously **VOTED** to cancel the regular meeting scheduled on June 15th.

NEW BUSINESS

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:30pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk