

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE SPECIAL MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
February 4, 2015 5:30PM MULTI MEDIA ROOM**

The Westbrook Board of Finance Special Meeting was held on Wednesday, February 04, 2015 in the Multi Media Room. In attendance were Paul Connelly, Rick Westbrook, Tanya Lane and Gary Gavigan. Also in attendance were Andrew Urban, Director of Finance, Dick Leighton, Building Inspector, John Riggio, Director of Public Works, Dennis Hallahan, George Rehberg and Kelley Frazier, Clerk. Absent: John Leake and George Pytlik

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 5:32pm.

APPROPRIATIONS AND OTHER RESOLUTION

Mr. Hallahan discussed the repairs needed in the Riggio building. This will be broken into four phases. Safety issues are the first to be addressed. There is an ad-hoc committee addressing these issues. Violations of this type typically have 15 days to be addressed. There have been two extensions from the Fire Marshal to the Town because it is impossible to correct all of these violations in this timeframe. Repairs were prioritized. Fire alarms and emergency lighting need to be done first.

Mr. Gavigan noted that he surprised of that this building was not maintained better over the years. He asked why an inspection was not done when town offices were moved out of the Riggio building. He suggested tabling this item until the next Board of Finance meeting on February 18th so that more accurate numbers are available for the required repairs.

Ms. Lane asked when the violations were discovered. The need for corrective action was discovered on December 16, 2014 during a walk thru in response to a complaint from one of the tenants. The emergency lighting was repaired immediately. The alarm needs to also be installed as soon as possible to keep occupants safe. The other items will have to be discussed and addressed in the near future.

Mr. Westbrook asked if there were any conversations about moving the occupants out of the building or to pursue other options. The Fire Marshall is obligated to tell the owner if there are safety issues. Mr. Leighton stated that he is required by law to report this. It was assumed that this building was up to code. He stated that this should have been caught a long time ago. Mr. Westbrook noted that the Board of Finance is being forced to spend the town money in a way that is not well thought out. It was suggested that another consider be to move the occupants into the Westbrook Library lower level. It was noted that this space would have to be renovated to fit their needs. Mr. Westbrook suggested that instead of spending this money we should consider looking at what would need to be done in the library. Mr. Urban noted that the library has \$240,000 in the capital improvement plan to finish the other half of the lower level for their own use

Mr. Leighton said that a decision needs to be made to either put in a sprinkler system or to have smoke partitions and self-closing doors installed. This is costly and needs to be an economic consideration of the Town. An elevator is not required because it is a historical building. Youth and family services occupy 75% of this building.

Mr. Connelly noted that tonight we need to make a decision on whether to appropriate the funds for the fire alarm system. We have currently spent approximately \$8,000 to do the emergency lighting. The \$8,000 was in the Riggio Building maintenance budget. This \$30,000 is for the fire alarm that will be monitored by Valley Shore Dispatch Center with a panel in the Fire Department. The whole building will be monitored. An extension will be given to the Town to do this work from the Fire Marshall. We will then have time to do the research for additional expenditures for this building.

Mr. Gavigan asked if all there were any funds for the capital improvement for development of the town center. Where does this stand? Will grants be applied for to update these buildings?

Mr. Leighton noted that there is also roof work that needs to be done and a decision needs to be made regarding the antennas on the roof. This may be a capital expenditure for next year. The sprinklers could also be capital expenditures for next year's budget.

Mr. Westbrook is comfortable voting for this expenditure. He would like the committee to plan to give detailed financial information to the Board of Finance so that we can budget these expenses properly.

Mr. Urban noted that we currently have \$27,000 in the CNRE Town Maintenance Reserve account. There is an additional \$18,000 appropriated for the roof.

Ms. Lane is concerned that if we approve the \$30,000 we still have no idea what the additional repairs will be going forward. Are we being wise to spend this money? Is this a prudent path to go down?

Mr. Leighton stated that we would need to eliminate occupancy of the second floor if we do not put the alarm system in. We will also have to do some reconfiguration of the space for the occupants. The statute states that the Fire Marshall can give extensions as long as there are good faith efforts and we are proceeding to make the needed changes.

Mr. Westbrook feels that we do not have an option because there is no place for the occupants to go.

General Fund Contingency Transfer \$30,000, Riggio Building Repairs

Upon a motion made by Rick Westbrook and seconded by Tanya Lane for discussion.

Mr. Gavigan is very unsure how to proceed. He would prefer to table this until the Feb 18th Board of Finance meeting to have the First Selectmen present to discuss how the Board of Selectmen would like to proceed. He noted that the Riggio building has been occupied for the past 13 years. It was negligent that it was not inspected previously and now it will be very costly to the town.

General Fund Contingency Transfer \$30,000, Riggio Building Repairs

Upon a motion made by Rick Westbrook and seconded by Tanya Lane it was:

RESOLVED: by the Board of Finance to approve the following transfer from the FY2014-15 General Fund Contingency from Account #010.9990.9991.3000.5 General Fund Contingency to Account #010.0314.3143.0451.5 Facilities – Riggio Building – Building Improvement in the amount of \$30,000 and to request that the Board of Selectmen forward to the Board of Finance a copy of the Riggio Building Updating Plan including the work to be done and the associated cost of this work. The Board of Finance would like this as soon as possible and certainly before any financial commitment is made. Ayes: Rick Westbrook and Tanya Lane. Nays: Gary Gavigan

Mr. Urban requested that this be done in two separate votes.

Mr. Westbrook and Ms. Lane rescinded their motion.

General Fund Contingency Transfer \$30,000, Riggio Building Repairs

Upon a motion made by Rick Westbrook and seconded by Tanya Lane it was:

RESOLVED: by the Board of Finance to approve the following transfer from the FY2014-15 General Fund Contingency from Account #010.9990.9991.3000.5 General Fund Contingency to Account #010.0314.3143.0451.5 Facilities – Riggio Building – Building Improvement in the amount of \$30,000. Ayes: Paul Connelly, Rick Westbrook and Tanya Lane. Nays: Gary Gavigan

Upon a motion made by Rick Westbrook and seconded by Tanya Lane, The Westbrook Board of Finance unanimously **VOTED** to request that the Board of Selectmen forward to the Board of Finance a copy of the Riggio Building Updating Plan including the work to be done and the associated cost of this work. The Board of Finance would like this as soon as possible and certainly before any financial commitment is made.

Ms. Lane asked how it was decided that the Town would subsidize Youth and Family Services. A brief discussion was held as to why this group is funded by the town.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 6:35pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk