

Westbrook Board of Selectmen  
Joint Meeting with Board of Finance  
Wednesday, July 20, 2011  
Mulvey Municipal Center

Call to Order

First Selectman Bishop made a motion to call the Joint meeting with the BOF to order at 7:33 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop outlined the protocol for this evening's meeting to include joint discussion with the BOF on the bid process for boiler replacement and various financial appropriations that will be voted on at a Town Meeting scheduled for July 27, 2011. After the joint discussions are completed, the BOS will recess briefly and reconvene to the North Conference Room for a Special BOS meeting.

Discussion of Bidding Process for Boiler Replacement

Mr. Hall recused himself from this discussion due to business associations with vendors.

Mr. Ehlert, Energy Committee Chairman, gave a brief overview of the boiler replacement project. Early in the budget process, the BOE identified a boiler replacement project at the High School. The current boilers are inefficient and substantial fuel oil savings can be realized if replaced. In the Spring 2011, the BOS charged the Westbrook Energy Committee to proceed with a boiler replacement project. The Energy Committee established a Boiler Sub-Committee and utilized the services of Source 1 for RFP and specification development. The BOS (June 13 BOS meeting) requested that the BOF appropriate \$331,000 for the boiler replacement project. In June, there was discussion about installation of a natural gas line to the school. At this time, the cost of gas is substantially lower than the cost of oil. The BOE contracted with Southern Connecticut Gas Company on the installation of a gas line and the Energy Committee/Boiler Committee worked on the boiler project. The BOS and BOF approved a \$3,000 appropriation for RFP development. The boiler bids went out in late June and two bids were received and opened July 15, 2011. The Boiler Committee met on July 18, 2011 to review the bids. At this meeting, the Boiler Committee realized that the RFP was posted on both the Town and School website, but not in the newspapers. The Boiler Committee called a "no bid" due to lack of newspaper advertisement.

Mr. Urban, Director of Finance, reported that the tight timeline did not allow for newspaper advertisement and legally, the Town is not required to advertise in the newspaper. Attorney Wells clarified that the Town is legally required to solicit and obtain quotations and bids but state statute does not specify how these bids are to be obtained.

Mr. Ehlert commented that the Boiler Committee felt that more competitive bids might have been obtained if the RFP had been posted in the newspapers. He continued that at the 6/22/11 Energy Committee meeting, the Committee clearly laid out the next steps to include posting in the newspaper. Mr. Ehlert continued that "due diligence" was not done and a fair representation of bidders was not received.

Mr. Connelly, BOF Chairman, commented that the internet has a broader range than newspapers and the Committee may not have received additional bidders had the RFP been posted.

Mr. Westbrook, BOF member, commented that more contractors may have bid on the project had the project been advertised in the newspapers.

Mr. Bishop questioned how a delay in the boiler project would affect the installation of the gas line. Ms. Wysocki, Business Manager, responded that the Southern Connecticut Gas contract called for being online within 3 years. Southern Connecticut Gas is on schedule to install the gas line this year. Also, financial incentives would still be available; however, the BOE would need to re-apply for these incentives. Mr. Bishop added that The Lee Company has also been in discussion with the Gas Company.

Mr. Riggio, Director of Public Works, reported that he has “walked” the route with Gas Company personnel. Mr. Riggio is interested in keeping the gas line off of the newly paved McVeagh Rd. He added that the State has not yet accepted McVeagh Road and that the road cannot be touched for one year after acceptance.

There was discussion regarding coordination between the school and the Gas Company. It is the Gas Company’s policy to not work on school property while school is in session.

Mr. Scott, Boiler Committee member, felt the tight timeline would have been detrimental to the project. He would like the opportunity to obtain background information on contractor and to contact previous customers of the contractor. Also, the bids received may have been higher due to the need to pay overtime to accommodate the timeline.

Ms. Charles, Superintendent of Schools, questioned the timeline of the project. Mr. Ehlert responded that 9 weeks is required to obtain the equipment and that the Boiler Committee would like to go out to bid again in February 2012 with a June 2012 start date.

Because this is a Special BOS meeting, no action was taken. This will appear on a future BOS agenda.

#### Capital Appropriations as approved at 7/11/11 BOS Meeting

At the 7/11/11 BOS meeting, the BOS forwarded a capital appropriation request to the BOF in the amount of \$62,400 to update the WPCC Engineering Plan. Ms. Ozols reported that the WPCC wishes to withdraw this request as additional paperwork is required. This item will not go to the Town Meeting.

#### Appropriation for Handicap Parking at Daisy Ingraham School

Ms. Bishop, Daisy Ingraham School Principal, reported that the sidewalks leading from the Kindergarten classrooms to the playground are in disrepair. In order to accommodate needs of disabled children, insure safety and limit liability, repair work is necessary. This project is in the BOE’s Capital Plan.

Mr. Riggio received bids from 3 companies including: Comer Contracting, Inc. (\$27,499.00), Commercial Construction Group, LLC (\$25,900.00) and B&L Construction, Inc. (\$24,511.00). The Public Works schedule will allow this work to be completed in August.

Mr. Hall made a motion to approve the low bid received from B&L Construction, Inc. in the amount of \$24,511.00 for paving work to be completed at Daisy Ingraham School and forward the request to the BOF. Mr. Ehlert seconded the motion. The motion passed unanimously.

The BOS meeting recessed at 8:19 p.m.

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Special Meeting  
Wednesday, July 20, 2011  
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North Conference Room

Mr. Bishop made a motion to resume the meeting at 8:24 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Zoning Fees/Ordinance Changes

Mr. Bishop made a motion to consider and act upon an amendment to Chapter 9, Article 1, Section 9-3, Subsection (a) (2) of the Westbrook Code of Ordinances for the purpose of amending existing fees and establishing new fees for Zoning Commission applications and petitions. A copy of the complete amendment is on file with the Town Clerk's office for public inspection. Mr. Hall seconded the motion. The motion passed. Chris Ehlert abstained from voting.

Harbor Commission Ordinances

Mr. Bishop made a motion to forward to a Town Meeting the consideration and action upon an amendment to Chapter 8 of the Westbrook Code of Ordinances to add a new Article V entitled Mooring Regulations for Patchogue River Mooring Field. A copy of the complete amendment is on file with the Town Clerk's office for public inspection. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to forward to a Town Meeting the consideration and action upon an amendment to Chapter 8, Article 1, Section 8-2 of the Westbrook Code of Ordinances concerning the establishment and waiver of building lines in certain waterways in the Town of Westbrook. A copy of the complete amendment is on file with the Town Clerk's office for public inspection. Mr. Hall seconded the motion. The motion passed unanimously.

Adjournment

Mr. Bishop made a motion to adjourn the meeting at 8:32 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk

Attest,

Noel Bishop  
First Selectman