

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
Tuesday, April 09, 2019
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 4:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall Selectwoman Labbadia, Mark Chapman, Hilltop Securities, Donna Castracane, Director of Finance, Eric Knapp, Planning, Zoning and Development Coordinator, Tony Cozza, BOF member, Paul Connelly, BOF Chairman, and Carol Mullaney, VNA Director.

TRANSPORTATION ALTERNATIVES GRANT APPLICATION

Mr. Knapp, Planning, Zoning and Development Coordinator, requested BOS authorization to apply for a sidewalk grant being facilitated by RiverCOG. If awarded the grant, the funding would be used to install/repair sidewalks along Route 1. There is a 20% match from the Town and these funds have been placed in the budget. The application is due to RiverCOG on 4/10/19 and the RiverCOG Board of Directors will discuss all applications received at their 4/24/19 meeting. It is anticipated that the grant will be awarded by July 1, 2019.

Ms. Labbadia made a motion authorizing First Selectman Bishop to sign the grant application as presented. Mr. Hall seconded the motion. The motion passed unanimously.

PROPOSED BOND REFUND

Included in the BOS packet was background information relative to the Refunding of 2010 General Obligation Refunding Bonds and 2011 General Obligation Refunding Bonds. Mark Chapman, Hilltop Securities, Inc. recommends that the Town approve the resolution as proposed because at this time, the market is good for low interest rates (1.75%). Mr. Chapman and Ms. Castracane, Director of Finance, have developed a schedule for the refunding and the soonest this can occur is September 2019. All costs associated with the issuance will be incorporated into the estimated savings of \$40,000 per year.

Mr. Bishop made a motion to authorize the issuance of not exceeding \$8,100,000.00 Refunding of Bonds for payment in whole or in part of the outstanding principal of an interest and any call premium on the Town of Westbrook's \$10,525,000 General Obligation Refunding Bonds, issue of 2010; \$9,610,000 General Obligation Refunding Bonds, issue of 2011; and costs related thereto. Mr. Hall seconded the motion. The motion passed unanimously.

A copy of the refunding information is included with the minutes.

HOMELAND SECURITY GRANT RESOLUTION

As in previous years, RiverCOG is requesting a signed/stamped resolution relative to the Memorandum of Agreement regarding the Homeland Security Grant. Documentation on the Homeland Security Grant Resolution was included in the BOS packet.

Mr. Bishop made a motion to approve the MOA relative to the Homeland Security Grant as presented. Mr. Hall seconded the motion. The motion passed unanimously.

APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

Mr. Bishop made a motion to appoint Sheryl Becker, U, to the Planning Commission. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to appoint Linda LaMonaca, U, to the Senior Center Management Committee. Ms. Labbadia seconded the motion. The motion passed unanimously.

APPROPRIATIONS/CONTINGENCY TRANSFERS

Nursing Department - Ms. Mullaney, Director VNA, has submitted a request for funds to provide physical therapists, occupational therapists, speech therapists, home health aides and social workers per the needs of their patients. The BOS previously discussed this request. Note that as the VNA services more patients, increased revenue is realized.

Mr. Hall made a motion to approve the \$19,500 request from Contingency into the Medical Services Account as presented and forward to the BOF for further action. Ms. Labbadia seconded the motion. The motion passed unanimously.

Police Department – Ms. Castracane, Director of Finance, reported that the Capital budget included a request in the amount of \$15,000 for police radios. After researching the request, it was determined that \$12,000 is remaining in an existing radio account. Ms. Castracane recommends that the BOS approve \$3,000 from the Capital Fund Balance to purchase the radios. This item has been removed from the 2019/20 Capital request.

Mr. Bishop made a motion to transfer \$3,000 from the Undesignated Capital Fund Balance into the Police Radio Capital Project and forward to the BOF and Town Meeting for further action. Ms. Labbadia seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 3/21/19 BOS meeting as presented. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 3/26/19 BOS meeting as presented. Ms. Labbadia seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that he received a request for clarification regarding the protocol necessary to change the budget once it has been finalized by the BOF. Once the BOF approves a budget and forwards to a Town Meeting for action and information is published, the budget can only be decreased. The newspapers have reported on the Town of Westbrook's budget and the Citizen's Guide has been mailed to residents. The BOF may choose to decrease the budget after the Public Hearing on 4/22/19 but they cannot increase the budget.

Any additions to Capital budgets must first go to the BOS for approved, be forwarded to the B OF and finally a Town Meeting for final approval.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 4:28 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman