

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR AGENDA
Tuesday, June 9 2020
2 p.m.
Via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/88337654839?pwd=YTJUVVFOa2krWGc2c0l2ZEplS2VLdz09>

Meeting ID: 883 3765 4839

Password: 067846

One tap mobile

+16465588656,,88337654839#,,1#,067846# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 883 3765 4839

Password: 067846

Find your local number: <https://us02web.zoom.us/u/ki6CvzpyK>

Join by Skype for Business

<https://us02web.zoom.us/skype/88337654839>

CALL TO ORDER

1. Status of 4th of July Fireworks and related matters (Town and Private Beaches)
2. Appointment of Assessor
3. Extend Trooper Borelli assignment in Westbrook
4. Status of Board of Fire Commissioners: election protocol per Executive Order
5. Request for Dog Park

Appointment/Re-appointments/Resignations
Second Reading – Shirley Mickens – U - WPCA

Transfers/Appropriations

Approval of Minutes – 5/28/20, 6/4/20

First Selectman's Report

ADJOURN

Board and Commission Vacancies

IWWC 1 (Planning (1 Alt) - D, R or U

Fire Comm. 1 Alt. D or U

Senior Ctr. Mgt. 2 (3 yr. term) D, R or U

Housing Authority 1

WPCA 1

Respectfully,

Suzanne Helchowski

The BOS encourages, when recognized, any comments from Audience members. The BOS requests that all agenda items and written material be submitted at least 48 hours in advance to the First Selectman's Office.



MEMORANDUM

To: Noel Bishop
From: Duncan J. Forsyth
Date: June 2, 2020
Re: Use of Fireworks
Our File No. 06891.2

We have, at your request, researched the legality of possession and use of fireworks in the State of Connecticut. Section 29-357(a) makes it illegal to sell, use or explode any fireworks with the exception of sparklers or fountains of not more than 100 grams of pyrotechnic mixture per item which are non-explosive and non-aerial, provided such sparklers or fountains do not contain magnesium and other limitations set forth in the statute.

Subsection (d) of the same statute states that any person who possesses or uses illegal fireworks is guilty of a class C misdemeanor.

Based on the above, we believe it is appropriate for the town to give notice that individuals who possess or use illegal fireworks will be subject to arrest as noted above.

For your convenience, we have attached a copy of Section 29-357 with the applicable provisions highlighted.

If you have any questions, please do not hesitate to contact us

MEMORANDUM

DATE: June 10, 2020
TO: Lieutenant Kenneth Cain, Troop F, Sergeant Mark Devine, Troop F
CC: Trooper Buck, Trooper Borelli
FROM: Noel Bishop, First Selectman
RE: Trooper Borelli

Trooper Borelli was the acting Resident State Trooper in the Town of Westbrook during Trooper Buck's recovery. Trooper Borelli is familiar with the current administrative functions in the Town of Westbrook including protocols in place relative to the Corona Virus pandemic.

As the Corona Pandemic continues, the Town of Westbrook is requesting that Trooper Borelli's assignment in Westbrook be extended until July 31, 2020. Trooper Borelli has been a key component in aiding the Town during the Covid-19 outbreak.

If you have any questions or need additional information, please do not hesitate to contact my office.

Thank you for your consideration.

FAQ update is posted: <https://portal.ct.gov/-/media/Coronavirus/COVID-19-FAQs.pdf?la=en>

- Executive Order 700, Paragraph 1, issued on May 14, 2020 sets forth procedures and revised timelines for local appointments and elections requiring in-person votes. EO 700 extended the deadlines for electing municipal and regional government, such that nominations shall be held on June 9, 2020 and elections shall be held between June 27 and June 30, 2020. These nominating and election town meetings shall to the greatest extent possible be conducted using remote means in accordance with the open meeting provisions of Executive Order No. 7B, while also implementing measures to safeguard the integrity of the process. One such measure to safeguard the integrity of the voting process may be the adoption of online or vote-by-mail ballot procedures by local officials. Such online or vote-by-mail option may be provided following a remote town meeting if it is determined to be the best method for validating the eligibility of electors.

Suzanne Helchowski

From: Colin Bennett [colinthegreat@gmail.com]
Sent: Monday, June 1, 2020 4:12 PM
To: Suzanne Helchowski
Cc: Noel Bishop
Subject: Re: Dog Park

Thank you!

> On Jun 1, 2020, at 3:45 PM, Suzanne Helchowski <shelchowski@westbrookct.us> wrote:

>

> Thank you for the reminder. I am going to place your request on the 6/9 BOS agenda at 2 p.m. Suzanne will forward the ZOOM information to you at a later date.

> Noel

>

> -----Original Message-----

> From: Noel Bishop

> Sent: Monday, June 1, 2020 3:36 PM

> To: Suzanne Helchowski

> Subject: FW: Dog Park

>

>

>

> -----Original Message-----

> From: Colin Bennett [<mailto:colinthegreat@gmail.com>]

> Sent: Monday, June 01, 2020 3:27 PM

> To: Noel Bishop

> Cc: Colin Bennett

> Subject: Re: Dog Park

>

> Hello again,

>

> Can we start moving forward on this now? I'm willing to take the lead - including spearheading fundraising so the cost of the town is minimal but we need to figure out a location.

>

> Please let me know.

>

> Thanks.

>

> -Colin

>

>> On Apr 23, 2020, at 9:51 AM, nbishop@westbrookct.us wrote:

>>

>> I would like to recommend, based on information I have from our Health Director, that we re-visit your interest in a dog park at a later date. Currently, surrounding municipalities that have dog parks have closed them to the public given the Governor's Executive Orders on Covid-19. Lamont's orders are in effect until at least May 20.

>>

>> I don't want you to think that I have neglected your request but wanted to give you an update.

>>

>> Thank you and have a good.

>>

First Selectman Noel Bishop
Town of Westbrook
866 Boston Post Road
Westbrook, CT 06498

May 27, 2020

Dear Mr. Bishop:

I am interested in serving on the Water Pollution Control Authority. My background as the former Environmental Health Technician for the Town of Westbrook should be helpful to the authority and I am already familiar with the projects they are currently working on. I have been a resident of Westbrook for approximately 22 years and both of my sons graduated from Westbrook High School. I am an unaffiliated voter in the Town. I have a Bachelor's degree in Environmental Science and am currently the Sanitarian for the Town of Guilford, so I feel I have the necessary background to make informed decisions on the WPCA. I hope you and the Board of Selectmen will give me the opportunity to serve the town in this capacity.

Thank you for your consideration.

Sincerely,

Shirley J. Mickens

860-510-2838

Shirleymickens59@gmail.com

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Thursday, May 28, 2020
Via ZOOM

CALL TO ORDER

First Selectman Bishop called the meeting to order at 6:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, and Selectman Fuchs, Donna Castracane, Director of Finance, Elizabeth Carpenter, Social Services Coordinator, Rich Annino, Park & Rec Director, Ken Butterworth, IT, Marilyn Ozols, Planning Chairman, Rich Annino, Director of Park & Rec., Tony Cozza, BOF member, and Marty Marks, Conservation Chairman.

Mr. Bishop made a motion to add to the agenda a discussion relative to a Sanitation Devices and Refills Contract and Sidewalks. Mr. Hall seconded the motion. The motion passed unanimously.

FINAL BOS ACTION ON GRANTS/TOWN MEETING ITEMS

As previously reported, due to the Covid-19 Pandemic, an in-person Town Meeting is not permissible. Attorney Forsyth clarified Executive Orders 7CC and 7JJ that allow the BOS and the BOF to vote on items in lieu of a Town Meeting.

Playground Grant - \$39,000 – Mr. Bishop made a motion to accept the grant from the Westbrook Foundation in the amount of \$39,000 for Playground equipment to be located at West Beach. Mr. Fuchs seconded the motion. The motion passed unanimously.

Open Space Grant - \$50,000 – per the grant agreement, the funds must be expended between June 1 and December 31, 2020.

Mr. Fuchs made a motion to accept the grant from the Westbrook Foundation in the amount of \$50,000 for the purchase of Open Space. Mr. Bishop seconded the motion. The motion passed unanimously.

Registrar PPE Grant – up to 3,000 for additional poll workers for elections

Mr. Hall made a motion to accept, and authorize First Selectman Bishop to sign, the State of Connecticut Grant in the amount of \$3,000 relative to PPE equipment for additional poll workers for elections. Mr. Fuchs seconded the motion. The motion passed unanimously.

Registrar Equipment Grant – up to 3,000 for computers for Registrar's office

Mr. Hall made a motion to affirm BOS and BOF approval and acceptance of the State of Connecticut Grant in an amount not to exceed \$3,000 for computers for the Registrar's office. Mr. Fuchs seconded the motion. The motion passed unanimously.

Library Fund – Use of Library Funds

Mr. Bishop made a motion to add to the agenda the use of Library Funds. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the use of the Library Fund in the amount of \$15,000. Mr. Bishop seconded the motion. The motion passed unanimously.

LANGUAGE TRANSLATION CONTRACT

Ms. Carpenter, Social Services Coordinator, updated the BOS on the Language Translation Contract that would facilitate Social Services in assisting English as second language clientele. Funding for the service is available. Additional town departments; i.e. VNA, Park & Rec, would also be able to use this service.

Mr. Hall made a motion to approve the Language Translation Contract and authorize First Selectman Bishop to sign same. Mr. Fuchs seconded the motion. The motion passed unanimously.

LAKE LACONIA CONTRACT

Attorney Forsyth's recommended changes to the Lake Laconia contract have been incorporated into the document. As requested, additional information on Glyphosate was distributed to BOS members

Mr. Hall made a motion to approve the contract with Solitude Lake Management for Lake Laconia treatments and authorize First Selectman Bishop to sign same. Mr. Bishop seconded the motion. The motion passed unanimously.

AFFORDABLE HOUSING PLAN GRANT

A copy of the DOH grant relative to Affordable Housing Grants was included in the BOS packet. Grants are offered on a first come, first served basis. The application is due at the end of June.

Mr. Hall made a motion to approve the DOH Affordable Housing Grant application as presented. Mr. Bishop seconded the motion. The motion passed unanimously.

SIDEWALKS

Mr. Bishop made a motion to approve a sum not to exceed \$50,000 from the Sidewalk Construction Capital Project to the Sidewalk Improvement Project to cover the cost of the selected contractor and additional engineering for the sidewalk enhancements and extensions along Rte 1. Mr. Fuchs seconded the motion. The motion passed unanimously.

SANITATION CONTRACT

Ms. Castracase reported that the Town Attorney is currently reviewing a 3-year contract with Russell Hall to provide touchless soap dispensers and the supplies necessary for the operation of same. Attorney Forsyth's comments/revisions will be incorporated into the final contract. This expense will be funded via the Covid-19 FEMA reimbursements.

Mr. Bishop made a motion to proceed with the 3-year contract with Russell Hall, pending review by Town Attorney. Mr. Hall seconded the motion. The motion passed unanimously.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

The Town is awaiting additional information relative to appointments requiring in-person meetings/elections; i.e. Board of Fire Commissioners. This item will be discussed further at a future meeting.

First Reading – Shirley Mickens, U, WPCA – added to agenda

Mr. Fuchs made a motion to re-appoint Noel Bishop to the Nine Town Transit Board of Directors for a 4-year term. Mr. Hall seconded the motion. The motion passed unanimously.

TRANSFERS/APPROPRIATIONS

Mr. Bishop made a motion to approve a sum not to exceed \$65,000 for a deficit in refunds associated with Waters' Edge. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS discussed the status and ordering of the police cruiser. Mr. Bishop will follow-up with Trooper Buck on same.

APPROVAL OF MINUTES

Mr. Bishop made a motion to approve the minutes from the 4/16/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Note that a ZOOM recording of the meeting is not available.

The BOS discussed the contents of meeting minutes.

Mr. Fuchs made a motion to approve the minutes from the 5/12/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 5/14/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS discussed the possibility of BOS agendas including a "Public Comment" agenda item as opposed to the public commenting on agenda items throughout the meeting. The consensus of the BOS was to continue to allow the public to comment throughout the meeting.

Mr. Bishop encouraged BOS members to inform him of staff related concerns. He will update the staff member and ask that they respond directly to the Selectman. He also encouraged BOS members to speak with staff anytime.

FIRST SELECTMAN'S REPORT

The BOS scheduled a Special BOS meeting on Thursday, June 4, 2020 @ 3:00 p.m. The meeting will be held in Executive Session to facilitate Assessor candidate interviews. No action will be taken at the meeting.

The BOS discussed the protocol for hiring an additional full-time constable. Per protocol, constable appointments/interviews are conducted by the BOS.

The Recovery Committee has scheduled a meeting on Wednesday, June 3, 2020 @ 10:30 a.m. The main topic of discussion will be the status of the Muster and the Fire Dept. Carnival. At the recent Recovery

Committee meeting, there was extensive discussion regarding Park & Rec programs. Summer programs will take place at Daisy and the Middle School. Mr. Annino is confident that all appropriate Department of Health requirements can be met.

As previously reported, the West Beach parking lot is open for Westbrook residents only. No major concerns have been reported relative to the Beach/parking lot opening and it appears that social distancing protocols are being adhered to at the beach. The restroom facilities and table tops are being cleaned on a hourly basis.

At the June 9, 2020 BOS meeting, the BOS will discuss fireworks vis a vis July 4th. Representatives from the Council of Beaches and law enforcement will be invited to attend the meeting. Mr. Fuchs requested a legal opinion on the use of fireworks and enforcement of same.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 7:50 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

Noel Bishop
First Selectman