

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR AGENDA
Thursday, September 24, 2020
6:30 p.m.
Via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/87268492181?pwd=c1FFcm4vVHlkTWhgSDhaVnllT3hvdz09>

Meeting ID: 872 6849 2181

Passcode: 446373

One tap mobile

+16465588656,,87268492181#,,,,,0#,,446373# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 872 6849 2181

Passcode: 446373

Find your local number: <https://us02web.zoom.us/j/87268492181>

Join by Skype for Business

<https://us02web.zoom.us/skype/87268492181>

CALL TO ORDER

1. Discussion and Action - Bid and Contract – Assessor Revaluation
2. Status of Vehicle Use Policy – possible action
3. Board of Finance Update – Gary Gavigan

Appointment/Re-appointments/Resignations

Resignation – Don Harger – Citation Officer

Re-appointment – John Rie, U, Conservation Commission, 3 year term

Re-appointment – Martin Marx, D, Conservation Commission, 3 year term

Evan Cusson – U, Harbor Management, 3 year term

Transfers/Appropriations

Approval of Minutes –9/8/20, 9/10/20

First Selectman's Report

ADJOURN

Board and Commission Vacancies

IWWC	3 (Planning (1 Alt) - D, R or U	Housing Authority	1
Fire Comm.	1 Alt. D or U		
Senior Ctr. Mgt.	3 (3 yr. term) D, R or U		

Respectfully,

Suzanne Helchowski
Executive Assistant

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.

Revaluation
Assessor Bid Results
Monday, September 21, 2020

Municipal Valuation Services	\$115,000
Vision Appraisal	\$119,000
Tyler Tech	\$110,000

TOWN OF WESTBROOK TOWN VEHICLE POLICY

Purpose

This policy applies to any employee of the Town of Westbrook who is assigned a Town owned vehicle for **any** length of time. The policy is intended to:

- Provide Town employees with procedural guidelines related to the utilization of Town owned vehicles,
- Ensure Town owned vehicles are maintained in a manner optimizing driver safety and vehicle life and performance,
- Ensure compliance with Connecticut Department of Motor Vehicles and Internal Revenue Service reporting regulations,
- Ensure Town vehicles and associated costs are accurately recorded and appropriately controlled.

All new employees who are assigned work entailing the operation of a Town vehicle shall be required to submit to a Department of Motor Vehicles driving records check. A copy of the employee's valid Connecticut driver's license for the appropriate type of vehicle will be filed with the Town. The Town reserves the right to deny an employee the use of a Town owned vehicle due to a poor driving record, vehicle abuse, or violation of the Town's Vehicle Policy. The Town reserves the right to test any Town vehicle driver suspected of driving under the influence of drugs or alcohol.

All employees who are assigned a town vehicle must read this policy and submit the completed and signed last page to the Finance Department.

Vehicle Categories

Vehicle assignments must be approved by the First Selectman for authorized Town employees only. No other town employee may use a Town vehicle without the authorization of the First Selectman. Use of Town vehicles is classified into one of the following categories:

1. **Non-Take Home/Work-Use** – ongoing, regular use to provide a Town service. Vehicles are assigned to employees regularly required to travel to perform Town business during the work day. Vehicles should not be used for personal business. Vehicles should be parked in a Town owned lot each evening or when not in use.
2. **24 Hour On-Call – Take Home Privilege** – any authorized use of a Town-owned vehicle by an employee of the Town of Westbrook whereby the employee is permitted to drive to and from home in addition to use for providing approved Town service. This classification assumes the need for the user to respond to work-related emergencies during non-business hours. These vehicles are not for personal use, other than de minimis personal use by the employee – such as a stop for a personal errand on the way home. These vehicles are to be operated by authorized Town employees only. Recipients of these vehicles are subject to imputed income and appropriate taxation per IRS guidelines.

3. **24 Hour On Call – Emergency Services** – certain personnel will be assigned a vehicle marked to indicate emergency service status, including a radio and/or telephone to facilitate access and communication on a 24 hour basis. These employees are authorized to drive assigned vehicles at any time with unrestricted use to the cars assigned to them for travel that relates to their employment. This classification assumes the need for the user to respond to work-related emergencies during non-business hours. These vehicles are to be operated by authorized Town Emergency Services employees only.

In order to facilitate the effective administration of Town business, the Town may provide employees assigned to certain leadership or other specified positions with the extended use and control of vehicles at Town expense. Such arrangements are solely for the benefit of the Town and must be approved by the First Selectman. Consequently, the use of such vehicles is restricted to official business only.

Policies

Employees who are authorized or assigned to use a Town vehicle must adhere to the following policies:

- Limit such use to official Town business unless otherwise authorized by the First Selectman. Official Town business includes the performance of tasks that are the regularly assigned responsibility of the employee or reasonably required by virtue of his/her position. Unauthorized use of the vehicle is strictly prohibited and may lead to the issuance of discipline.
- Vehicle use and operation is limited to authorized Town employees. No other individuals, including but not limited to family members, may operate or be a passenger in a Town vehicle, except in an emergency. Licensed law enforcement personnel are exempt from this policy if such will impede the execution of their duties.
- Vehicles will be fueled at the Public Works facility, whenever possible. Prior approval is required if vehicles cannot be fueled at the Public Works facility.
- Clear snow off vehicle and from parking spot within a reasonable time after snowfall.
- Use a hands-free device when using a cell phone while operating any Town vehicle.
- Maintain the vehicle in a clean and neat condition (i.e., wash the exterior and keep the interior free of litter and debris).
- Schedule maintenance each 3,000 miles driven, or as recommended by Public Works fleet maintenance.
- Not use any tobacco products inside any Town vehicle.
- Not use, or be under the influence of, any controlled substances, as defined by state or federal law, or intoxicants while operating the vehicle and not have any controlled substances or intoxicants in the vehicle at any time or in your possession while the vehicle is in your custody.
- Not transport any hazardous material or waste in Town vehicle or any vehicle while on Town business unless such materials are ordinarily handled by the Town as part of normal business operations.

- Not have firearms or other weapons in the vehicle. Possession of weapons on Town property, including vehicles, by anyone other than a licensed law enforcement officer is grounds for termination.
- Obey all traffic, parking and other motor vehicle laws while operating the Town vehicle. Employees who commit parking or traffic violations while operating a town owned vehicle will be personally liable for all fees, fines or liabilities incurred and may be subject to discipline.
- Drivers are responsible for immediately reporting any mechanical trouble or damage to the Finance Department.
- Vehicle accidents should be reported immediately to the Selectman's Office and Finance Department and the appropriate written accident report form must be completed within 24 hours of the occurrence or by the close of business the next day, whichever occurs first. Employees operating Town vehicles are protected against claims for property damage and/or bodily injury arising out of use of that vehicle as long as:
 - The employee is acting in the performance of his/her duties and within the scope of his/her employment
 - The damage is not a result of a willful, malicious or intentional act.
 - The employee is not intoxicated or under the influence of controlled substances.
- Employees are personally responsible for any damages that are the result of a willful, malicious or intentional act.
- Employees are expected to
 - drive defensively
 - wear their seat belt
 - allow plenty of time for travel
 - make accommodations for bad weather; and
 - carry appropriate equipment in their vehicle to ensure safety
- Under IRS regulations, employees categorized as "24 hour on-call – Non-Emergency Service personnel" (see Vehicle Categories) are deemed to be receiving a commuting benefit. This benefit is considered imputed income by the IRS and an appropriate amount will be added to income and taxed accordingly. Therefore, department heads must notify the Town Payroll Department when an employee is assigned a take home vehicle.
- Extended out of state use, other than job related, must be approved in advance by the First Selectman.

If any extenuating circumstances to these policies arise, they must be approved, in advance, by the First Selectman, Director of Finance and, if appropriate, the Board of Selectmen.

Violation of this policy can result in disciplinary action up to, and including, termination of employment.

The provisions of this policy apply to all Town vehicles except the emergency service vehicles of the Police and Fire Departments. In the case of these departments, the appropriate committee will regulate the use of vehicles. Other exceptions may be granted on a case by case basis with the approval of the First Selectman.

Employees using Town vehicles do not have a right to privacy while using the vehicle. Vehicles may be equipped with tracking and GPS devices.

Terms of this policy are subject to review of the Board of Selectmen

TOWN OF WESTBROOK

TOWN VEHICLE MAINTENANCE POLICY - DRAFT

Purpose

This policy outlines the process to maintain Town owned vehicles and applies to all Town vehicles with the exception of Public Works and Fire vehicles. This policy is intended to:

- Provide departments and employees operating Town vehicles with procedural guidelines related to the maintenance and upkeep of such vehicles,
- Ensure Town owned vehicles are maintained in a manner optimizing driver safety and vehicle life and performance,

General Maintenance Guidelines

- Unless otherwise specified, the Department of Public Works will be responsible for maintaining all Town vehicles.
- Public Works will perform all routine maintenance and repair EXCEPT the following:
 - Major Engine Repair
 - Transmission Work
 - Body Work
 - Radio Equipment and Strobe Lights
- Reminders for routine maintenance checks will be sent to each department/employee as they come due. It is the responsibility of the department head/employee to contact Public Works to schedule a specific time to bring the vehicle in.
- Public Works will inspect and repair vehicles BY APPOINTMENT ONLY. If an unexpected maintenance concern arises, Public Works must be contacted before the vehicle is brought to the garage. Every effort will be made to address concerns on a timely basis, pending staff availability.
- A vehicle maintenance request form must be filled out prior to scheduling an appointment and bringing the vehicle in. This will be emailed to Public Works and provide them with the information required prior to the appointment.
- It is the responsibility of the department head to determine internal maintenance procedures and reporting vehicle concerns.

Police Vehicles

All of the above policies apply to the Police Department vehicles in addition to the following:

- All Police vehicles will be taken to Public Works first and they will determine if an outside repair is required.

To ensure police vehicles are not out of service for longer than necessary, the Department of Public Works will make every effort to make sure vehicles are seen as soon as possible when a problem arises and determine whether repairs can be done in-house or need to be sent out for prompt service and return.

August 1, 2019 - August 17, 2020

FC-13 - 32 Tie / 62 war

FC-16 - 17 Tie / 33 war

FC-18 - 105 Tie / 53 war

1/2 yr FC-20 - 214 Tie / 80 war (Full Time)

FC-22 - 55 Tie / 41 war

Injury FC-23 - 18 Tie / 60 war

FC-25 - 16 Tie / 28 war

FC-26 - 183 Tie / 164 war

Total 640 Tie / 521 war

Town Tie 120 signed out August 2019 - Present

NE 7/9/20

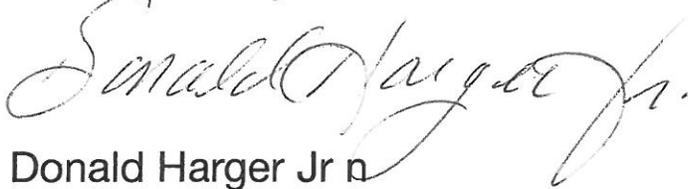
Mr Noel Bishop

Noel, I am sure you are aware of the anonymous letter sent to Mr Jacome by now. Just to clarify my part in this matter I was asked by the Tax Collectors office to track this person down and try to get to the bottom of the mess. I spent several days going through my records and making several phone calls to solve the matter. After working with Trooper Buck we met with Mr Jerome and decided that we would probably never find out who wrote the letter exonerating him and dismissed the issue.

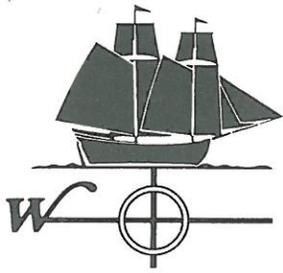
When trying to explain the issue with the Tax Collector, she got very upset with me and wanted to know (who I thought I was to get involved with her department's policy on collecting Fines). I informed her that it was her department that asked me to do this I was told it was none of my business.

I am very passionate about what I do, maybe too much. I have enjoyed working for the Town of Westbrook and appreciate your trust in me. I feel that it is in my best interest and everyone else's that i must resign my position as Hearing Violations Officer.

Respectfully

Handwritten signature of Donald Harger Jr. in cursive script.

Donald Harger Jr n



TOWN OF WESTBROOK
OFFICE OF TAX COLLECTOR

866 BOSTON POST ROAD
WESTBROOK, CONNECTICUT 06498
(860) 399-3043 • FAX (860) 399-3092

August 12, 2020

TO: Board of Selectmen
FROM: Kimberly Bratz, Tax Collector
RE: Traffic Tickets

Attached please find the copies of the Transmittals turned into me from the Resident Troopers Office going back to January, 2020. In this report you will see as follows:

Total Tickets Written 98

Total Appealed 4: 1 Nullified, 2 paid

Total Paid 94

Estimated Revenue \$4900.00

If you should need any further information please contact me directly.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From:

Westbrook Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here:

Name of preparer <u>Kim Pyzo</u>	Date prepared <u>8/11/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date <input type="text"/>	Date covered
-------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. 1601138	King, Alison					
2. 1601139	Vine, Julian M					
3. 1601140	Cruz, Emilio					
4. 1601146	Hodgkinson, Susan M					
5. 1601145	Symonds, Melissa D.					
6. 1601144	Nyland, Neal M.					
7. 1601143	Escobar, Jennifer					
8. 1601142	Braga, Samantha L.					
9. 1601141	Bradbury, David A.					
10. 1601149	Allen, Richard D.					
11. 1601147	Liberson, Karen M.					
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above	Received by (Judicial Branch employee) <u>Kim Pyzo</u>	Date <u>8/11/2020</u>	Enter totals	Inventory	Reports
------------------------------------	---	--------------------------	--------------	-----------	---------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From:

Westbrook Resident Troopers
866 Boston Post Rd
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page _____ of _____ Pages

Enter Agency Code Here:

Name of preparer Kim Ryger	Date prepared 7/29/2020	This report covers the 24 hour period, starting at 12:01 A.M., of the following date <input type="text"/>	Date covered
--------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. 1601083	Hamalden, Frances ✓					
2. 1601084	Teixeira-Vcela, Edilaine ✓					
3. 1601137	Farrell, Madeline ✓					
4. 1601136	Demelo, Ronaldo ✓					
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above <input type="text"/>	Received by (Judicial Branch employee) Katie Kelemen	Date <input type="text"/>	Enter totals <input type="text"/>	Inventory <input type="text"/>	Reports <input type="text"/>
---	--	---------------------------	-----------------------------------	--------------------------------	------------------------------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From:

Westbrook Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here:

Name of preparer <u>Kim Pyggo</u>	Date prepared <u>6/30/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date <input type="text"/>	Date covered
--------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. <u>1601250</u>	<u>Zaman, Seweryn</u>	<input checked="" type="checkbox"/>				
2. <u>1601045</u>	<u>Hamm, James</u>	<input checked="" type="checkbox"/>				
3. <u>1601132</u>	<u>Vuthaj, Inva</u>	<input checked="" type="checkbox"/>				
4. <u>1601135</u>	<u>Swan, Tyler</u>	<input checked="" type="checkbox"/>				
5. <u>1601133</u>	<u>Smith, Ann Marie</u>	<input checked="" type="checkbox"/>				
6. <u>1601134</u>	<u>Bromson, Hunter W.</u>	<input checked="" type="checkbox"/>				
7. <u>1601281</u>	<u>McNeil, Peter</u>					
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
Total number tickets entered above	Received by (Judicial Branch employee) <u>Kate Kelemen</u>	Date <u>7.7.2020</u>	Enter totals	Inventory	Reports	

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Name and mailing address

From:

Westbrook Resident Maps
566 Boston Post Road
Westbrook, CT 06498

Page 1 of 1 Pages

Enter Agency Code Here:

Name of preparer <u>Kim Ryan</u>	Date prepared <u>6/23/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date ▶	Date covered
-------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. <u>1601128</u>	<u>Sours, Matthew</u> ✓					
2. <u>1601131</u>	<u>Ochoa-Molina, John</u>					
3. <u>1601130</u>	<u>Erazo-Guzman, Jesus S.</u> ✓					
4. <u>1601129</u>	<u>DeMarest, Barbara S.</u> ✓					
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above ▶	Received by (Judicial Branch employee) <u>Kim Ryan</u>	Date <u>6/23/2020</u>	Enter totals ▶	Inventory	Reports
---	---	--------------------------	---	-----------	---------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From: Westbrock Resident Troopers
866 Boston Post Road
Westbrock, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here:

Name of preparer <u>Kim Riggio</u>	Date prepared <u>6/16/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date <input type="text"/>	Date covered
---------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. <u>1601124</u>	<u>Estabrook, Bruce A.</u> ✓					
2. <u>1600965</u>	<u>Schuster, Bryan</u> ✓					
3. <u>1601123</u>	<u>Marquez, Manuel O.</u> ✓					
4. <u>1601122</u>	<u>Fusco, Guglielmo</u> ✓					
5. <u>1601082</u>	<u>Goodman, Bern</u> ✓					
6. <u>1601270</u>	<u>Marak, Michael</u> ✓					
7. <u>1601271</u>	<u>Breuis, Jennifer</u> ✓					
8. <u>1601125</u>	<u>Maldonado-Loja, Dona</u>					
9. <u>1601126</u>	<u>Bonanno, Peter J.</u> ✓					
10. <u>1601127</u>	<u>Kerack, Sully Ann</u> Appealed (Nullified)					
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above <input type="text"/>	Received by (Judicial Branch employee) <u>[Signature]</u>	Date <u>6-16-20</u>	Enter totals <input type="text"/>	Inventory <input type="text"/>	Reports <input type="text"/>
---	---	---------------------	-----------------------------------	--------------------------------	------------------------------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From:

Westbrook Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here:

Name of preparer <u>Kim Rygo</u>	Date prepared <u>6/8/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date <input type="text"/>	Date covered
-------------------------------------	----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. 1601119	Carter, Judy J					
2. 1601120	Milton, Craig					
3. 1600539	Hawk, Tyler R					
4. 1600540	Weinstein, Benjamin					
5. 1601117	Thomas, Max M					
6. 1601249	Hinxman, Jeffery					
7. 1601116	Rumitz, Jerome					
8. 1601118	Coan, Daniel A					
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
Total number tickets entered above	Received by (Judicial Branch employee) <u>Kate Kelemen</u>	Date <u>6.8.2020</u>	Enter totals	Inventory	Reports	

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From:

Westbrook Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here:

Name of preparer <u>Kim Zygo</u>	Date prepared <u>5/26/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date <input type="text"/>	Date covered
-------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. <u>1601112</u>	<u>Morrero-Gronski, Grace</u>					
2. <u>1601111</u>	<u>Daniello, Conner Scott</u>					
3. <u>1601114</u>	<u>Kolovenko, Andrey Edward</u>					
4. <u>1601044</u>	<u>Newton, Patricia</u>					
5. <u>1601115</u>	<u>Foster, Judith</u>					
6. <u>1601113</u>	<u>Edwards, Laura</u>					
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above <input type="text"/>	Received by (Judicial Branch employee) <u>Katie Kelemen</u>	Date <u>5-26-2020</u>	Enter totals <input type="text"/>	Inventory <input type="text"/>	Reports <input type="text"/>
---	--	--------------------------	-----------------------------------	--------------------------------	------------------------------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From:

Westbrook Resident Troopers
866 Boston Post Rd
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here:

Name of preparer <u>Kim Rygo</u>	Date prepared	This report covers the 24 hour period, starting at 12:01 A.M., of the following date <input type="text"/>	Date covered
-------------------------------------	---------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. <u>1601109</u>	<u>Nevins, Paul</u> ✓					
2. <u>1601110</u>	<u>Mesias, Juan</u> ✓					
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above <input type="text"/>	Received by (Judicial Branch Employee) <u><i>Kim Rygo</i></u>	Date <u>5-5-2020</u>	Enter totals <input type="text"/>	Inventory <input type="text"/>	Reports <input type="text"/>
---	---	----------------------	-----------------------------------	--------------------------------	------------------------------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 7-2000

SEE INSTRUCTIONS ON
REVERSE SIDE

www.jud.state.ct.us

For Judicial Branch use only	
DATE RECEIVED	
BATCH NO	NO. OF TICKETS
AGENCY CODE	

Name and mailing address

FROM:

Westbrook, Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

PAGE 1 OF 1 PAGES

ENTER AGENCY CODE HERE:

NAME OF PREPARER <u>Kim Ryger</u>	DATE PREPARED	This report covers the 24 hour period, starting at 12:01 A.M., of the following date →	DATE COVERED
--------------------------------------	---------------	--	--------------

COMPLAINT TICKET NO.	NAME OF DEFENDANT (Last, first, middle initial)	INFRACTION/VIOLATION (Gen. stat./reg. no.)	SEIZED PROP. INVENTORY		ADDITIONAL OFF. REPORT*	
			Yes	No	Yes	No
1. 1601107	Russo, Gunnar	✓				
2. 1601108	Farrall, Sharyn	✓ Appealed -				
3. 1601105	Orlowski, Tanner A.	✓				
4. 1601106	Pendez, Adam D.	✓				
5. 1600964	Geur, Diane	✓				
6. 1601269	Bany, Steven M.	✓				
7. 1601268	Kriete, Jeffrey T	✓				
8. 1601104	Dattilo, Joseph M	✓				
9. 1600962	Igersheimer, Anaread	✓				
10. 1601267	Gunther, Troy	✓				
11. 1601066	Vallée, Carolyn	✓				
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

TOTAL NO. TICKETS ENTERED ABOVE →	RECEIVED BY (Judicial employee) <u>Kate Keenan</u>	DATE <u>3-10-2020</u>	ENTER TOTALS →	INVEN.	REPTS.
-----------------------------------	---	--------------------------	----------------	--------	--------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 7-2000

SEE INSTRUCTIONS ON
REVERSE SIDE

www.jud.state.ct.us

For Judicial Branch use only	
DATE RECEIVED	
BATCH NO	NO. OF TICKETS
AGENCY CODE	

Name and mailing address

FROM:

Westbrook Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

PAGE 1 OF 1 PAGES

ENTER AGENCY CODE HERE: AGENCY CODE

NAME OF PREPARER Kim Peggio	DATE PREPARED 3/3/2020	This report covers the 24 hour period, starting at 12:01 A.M., of the following date →	DATE COVERED
---------------------------------------	----------------------------------	--	--------------

COMPLAINT TICKET NO.	NAME OF DEFENDANT (Last, first, middle initial)	INFRACTION/VIOLATION (Gen. stat./reg. no.)	SEIZED PROP. INVENTORY		ADDITIONAL OFF. REPORT*	
			Yes	No	Yes	No
1. 1601265	Rodriguez-Rodriguez, Brenda					
2. 1601101	Adley, Donald A					
3. 1601102	Amendola, John B					
4. 1601103	Dunn, Sean M					
5. 1601266	Ansaldo, Cole M.					
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

TOTAL NO. TICKETS ENTERED ABOVE →	RECEIVED BY (Judicial employee) [Signature]	DATE 3-3-2020	ENTER TOTALS →	INVEN.	REPTS.
-----------------------------------	---	-------------------------	----------------	--------	--------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From:

Westbrook Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here: Agency code

Name of preparer Kim Rygu	Date prepared 2/21/2020	This report covers the 24 hour period, starting at 12:01 A.M., of the following date ▶	Date covered
-------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. 1601063	Bartlett, Kayla	✓				
2. 1601064	Jafar, Safar	✓				
3. 1600612	Myers, Emma L	✓				
4. 1600610	Krebs, Helga D	✓				
5. 1600609	Alan, Ai	✓				
6. 1600611	Reiss, Elena Lupone	✓				
7. 16009161	Nelson, Louis	Appealed ✓				
8. 1601264	Smith, Raymond J. Jr.	✓				
9. 1601263	Johnson, Amy L	Appealed				
10. 1600613	Heffernan, Sally S.	✓				
11. 1600614	Maenza, Nicholas R.	✓				
12. 1600615	Augeri, Stephan M.	✓				
13. 1600616	Gronholm, Linda	✓				
14. 1600617	Scherber, Eliza Jane	✓				
15. 1600618	Lynn, Brian L.	✓				
16. 1600619	Dogan, John C.	✓				
17. 1600620	Campanello, Nikolas	✓				
18. 1601000	Best, Charline	✓				
19. 1601081	Carrano, Brittany	✓				
20. 1601065	Shukatis, Michael	✓				

Total number tickets entered above ▶	Received by (Judicial Branch employee) 20 Kate Kelemen	Date 2/25/2020	Enter totals ▶	Inventory	Reports
---	--	--------------------------	---	-----------	---------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here: Agency code

Name and mailing address

From: Westbrook Resident Troopers
866 Boston Post Road
Westbrook, CT 06498

Name of preparer <u>Kim Reggio</u>	Date prepared <u>2/18/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date ▶	Date covered
---------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. <u>1600608</u>	<u>Anderson, Steven</u>					
2. <u>1600998</u>	<u>Kuntner, Audrey</u> ✓					
3. <u>1600999</u>	<u>Jacome, Laurent</u>					
4. <u>1601043</u>	<u>Bernard³, Roger</u> ✓					
5. <u>1601067</u>	<u>Marshall, Madison</u> ✓					
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above ▶	Received by (Judicial Branch employee) <u>[Signature]</u>	Date <u>2-18-20</u>	Enter totals ▶	Inventory	Reports
---	--	------------------------	---	-----------	---------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

Distribution: Original - Clerk of Court Copy 1 - Transmitting Police Officer Copy 2 - Retain in Police Department

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

Name and mailing address

From: Westbrook Resident Troopers
846 Boston Post Road
Westbrook, CT 06498

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Page 1 of 1 Pages

Enter Agency Code Here: Agency code

Name of preparer Kim Pysko	Date prepared 2/4/2020	This report covers the 24 hour period, starting at 12:01 A.M., of the following date ▶	Date covered
--------------------------------------	----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. 1601061	Morrin, Kenneth H ✓					
2. 1600607	Dowling, Joshua					
3. 1600606	Rodriguez, Luis D ✓					
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above	Received by (Judicial Branch employee) 	Date 2/4/2020	Enter totals	Inventory	Reports
------------------------------------	--	-------------------------	--------------	-----------	---------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

Distribution: Original - Clerk of Court Copy 1 - Transmitting Police Officer Copy 2 - Retain in Police Department

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 3-09

See Instructions on
Reverse Side

www.jud.ct.gov

For Judicial Branch use only	
Date received	
Batch number	Number of tickets
Agency code	

Name and mailing address

From:

Westbrook Resident Troopers

Page 1 of 1 Pages

Enter Agency Code Here: Agency code

Name of preparer <u>Kim Piggro</u>	Date prepared <u>1/28/2020</u>	This report covers the 24 hour period, starting at 12:01 A.M., of the following date ▶	Date covered
---------------------------------------	-----------------------------------	---	--------------

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1. <u>1601042</u>	<u>Luft, Mary Ella</u>	<u>✓</u>				
2. <u>1601041</u>	<u>Brainard, Scott</u>	<u>✓</u>				
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Total number tickets entered above ▶	Received by (Judicial Branch Employee) <u>Kimberly Stoddy</u>	Date <u>1/28/2020</u>	Enter totals ▶	Inventory	Reports
---	--	--------------------------	---	-----------	---------

* Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

Distribution: Original - Clerk of Court Copy 1 - Transmitting Police Officer Copy 2 - Retain in Police Department

JULY

ASSESSOR 1YEAR 7/1/2020
Pam Fogarty

POLICE ADVISORY/TRAFFIC AUTHORITY 3YEAR 7/1/2020
Michael Oryl R
Tony Fastais R Council of Beaches

CABLE TV ADVISORY 2YEAR 7/1/2020
Gerald Connors R

RETIREMENT BOARD 4YEAR 7/1/2020
Joel Maynard R

OCTOBER

CONSERVATION 3YEAR 10/01/2020
John Rie U
Martin Marx D

HARBOR MANAGEMENT
Evan Cusson U 3YEAR 10/1/2020

NOVEMBER

SENIOR CENTER MANAGEMENT
Ray Gaudet u 2YEAR 11/1/2020

CONSTABLES 1YEAR 11/14/2020
Michael McKenna
Kenneth McNamara
Mark Wyzykowski
Joe Pucillo
Derek Allen
James Connelly
Erico Milardo

DECEMBER

ECONOMIC DEVELOPMENT 3YEAR 12/01/2020
Katherine Holbrook-Richard R
Deb Rie R
Phil Cocchiola U

FINANCE DIRECTOR
Donna Castracane 1YEAR 12/5/2020

ZONING CITATION ORDINANCE 2YEAR 12/18/2020
Thomas Elliot R

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
Tuesday, September 8, 2020
Via ZOOM

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, and Selectman Fuchs, Ken Butterworth, IT, Chris Ehlert, BOF member, Tony Cozza, BOF member, Duncan Forsyth, Town Attorney, Kate Sullivan, DTC Chairwoman, Paul Winch, Kate Gilstad Hayden, BOF member, Bonnie Hall, ZBA Chairman, Lee McNamar, WPCA Chairman, Jim Crawford, Registrar, and several members of the audience.

DISCUSSION AND POSSIBLE ACTION – BOF Vacancy

Ms. Sullivan, DTC Chairwoman, requested that the following be read:

“Dear Selectman Bishop, Hall and Fuchs,

I have become aware of a Special Meeting of the Board of Selectmen on Tuesday, September 8, 2020 at 5:30 pm with the following item on the agenda:

Discussion and possible action – BOF vacancy – pursuant to State Statutes Section 7-343 and Section 7-107 – per Attorney Forsyth’s letter

I would like this letter to be read at your Board of Selectmen meeting on September 8th.

I am questioning this Board of Selectmen meeting as the Board of Finance is following the direction of Town Attorney Duncan Forsyth of filling the vacancy per his letter of August 13, 2020 which First Selectmen Bishop requested from Attorney Forsyth the following: “You have asked for our guidance regarding the resignation of the Chairman of the Board of Finance and the process to both appoint a new Chairperson and fill the current vacancy.” (See letter attached).

In addition, Mr. Bishop at the Board of Selectmen’s Thursday, July 23, 2020 meeting states per your minutes “Mr. Bishop reported on the protocol for BOF member replacement as follows: The Chairmen of the Town Committees, RTC/DTC will be informed of the resignation and encouraged to provide a nomination for replacement. The BOF will then schedule a Special BOF meeting to interview candidates and vote on a replacement. The BOS has no role in the process.” (See Attached Minutes)

I find it concerning that all public communication from Mr. Bishop and Attorney Forsyth to the Board of Selectmen and Finance highlight the Board of Finance statutory authority.

In addition, the Board of Finance at its Regular meeting of August 19, 2020 unanimously voted to follow the process as described in Attorney Forsyth August 13th memo.

The Board of Finance has a Special Meeting scheduled for Wednesday, September 16, 2020 at 6pm to interview the two candidates to be considered for the Board’s vacancy.

Two Candidates have voiced an interest to serve on the Board of Finance. These candidates' voices should be heard as they have stepped up to serve. The Board of Finance should interview these candidates and chose the candidate that they believe is the best candidate to fill the vacancy.

Anything less than the Board of Finance filling its own vacancy would be nothing short of the Board of Selectmen ignoring the will of the Board of Finance as voted upon at its August 19th meeting and thwarts the democratic process. The Board has been meeting for 5 months without a Chairperson conducting 6 meetings and carrying out all of their statutory requirements and such should fill its own vacancy per CT General Statute.

I ask the Board of Selectmen to step back from implementing this statute and unfairly disrupting the Board of Finance's interviewing and selecting process to fill Paul Connolly's former seat. Your actions go against the statutes that are in place and will be construed as strictly partisan rather than allowing a vote to proceed. It is very disappointing that the Board of Selectmen in our town does not believe in the democratic process governed by the rules and statutes in place for each Board. It is important that this executive action does not take place at tonight's special meeting.

Sincerely,

Kate Sullivan
Chair of WDTC"

Mr. Bishop outlined the protocol relative to appointment to the vacant BOF position as a result of the resignation submitted by Paul Connelly on 7/23/20. Various State Statutes (7-343 and 7-107) applicable to the process and letters from Attorney Forsyth outlining said process were included in the BOS packet. The timeline of events, beginning on 7/23/20 (date of Mr. Connelly's resignation) was reviewed by First Selectman Bishop.

As noted, since Mr. Connelly resigned on 7/23/20, the 30 day period ended (on August 21). Accordingly, pursuant to State Statute 7-107, as outlined in Attorney Forsyth's letter dated 9/2/20 (attached), since the BOF did not fill the position within 30 days, the BOS may appoint an individual to the vacant position.

After an extensive discussion (approximately 1.5 hours), including comments and participation from the audience members, the following motion was made:

Mr. Bishop made a motion to appoint Paul Winch to the Board of Finance, with a term to expire November 2021, pursuant to Connecticut General Statute, Section 7-107. John Hall seconded the motion. Mr. Bishop and Mr. Hall voted in favor of the motion. Mr. Fuchs abstained from the vote. The motion passed.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 6:45 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

September 2, 2020

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

Dear Noel:

You have asked for our guidance regarding the resignation of the Chairman of the Board of Finance and the process for filling the current vacancy.

Section 7-343 of the Connecticut General Statutes provides that a vacancy on the Board of Finance shall be filled by the remaining members of the Board at a special meeting called by the Chairman for that purpose and who shall be appointed by a majority vote of the remaining members. Pursuant to Section 7-107, unless otherwise provided by law, if a Board or Commission which has the authority to fill a vacancy fails to do so within 30 days after the vacancy occurs, the Board of Selectman or the chief executive authority **may** appoint a qualified person to fill the vacancy until the next municipal election. Since the statute utilizes the term "may", the decision by the Board of Selectmen, or the chief executive authority, to fill the position is discretionary. If thirty days has passed since the Board of Finance vacancy became effective, the Board of Selectmen could, if it so chose, fill the vacancy on its own which individual would serve until the next municipal election.

If you have any additional questions, please do not hesitate to contact me.

Very truly yours,

Duncan J. Forsyth
Duncan J. Forsyth

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
Thursday, September 10, 2020
Via ZOOM

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, and Selectman Fuchs, Ken Butterworth, IT, Chris Ehlert, BOF member, Tony Cozza, BOF member, Heidi Wallace, Inland Wetland Official, Kit Bishop, Library Board, Paul Winch, BOF member/Library Board, Eric Knapp, ZEO, Tim Kellogg, Library Director, Carol Hess, Asst. Finance Director, Pat Marcarelli, COB President, Lee McNamar, WPCA Chairman, and Bob Doane, Doane Engineering.

Discussion and Action – Bid and Contract – Community Room Project – Westbrook Library

The bid results for the Library Community Room project were included in the BOS packet. Mr. Kellogg, Library Director reported that the sub-committee recommended to the Library Board of Directors and the BOS that the project be awarded to Pat Munger Construction Co., Inc. (second lowest bidder). A copy of the draft contract for services was forwarded to Attorney Forsyth for review and comment.

Mr. Bishop made a motion to award the contract for the Library Community Room to Pat Munger Construction Co., Inc. in the amount of \$96,950.00 and to authorize the First Selectman to sign the contract, pending Town Attorney review. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop reported that the Library Board appointed Ariel Wander as Public Service Librarian. She will work 30 hours per week and begins on 9/15/20.

Discussion and Action – Bid and Contract for Jetty Replacement Project

Six bids were received in response to the RFP for Jetty Replacement (jetties 5 and 6). The bid results were included in the BOS packet.

Mr. Doane, Doane Engineering and John Riggio, Director of Public Works reviewed the bids and recommend that Pinder Construction be award the project. Mr. Doane was available and addressed questions relative to the bid posed by BOS members.

Mr. Hall made a motion to award the Jetty Replacement project (jetties 5 and 6) to Pinder Construction in the amount of \$198,862.00 and to authorize First Selectman Bishop to sign a contract with Pinder Construction, subject to the Town Attorney's review of the contract. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Doane will provide a contract for Town Attorney review. It is anticipated that the project will begin in early October and be completed no later than 4/30/21.

Planimetric Contract – Affordable Housing Plan

A copy of the contract, as reviewed by the Town Attorney, was included in the Board packet.

As previously discussed, the BOS accepted a grant from the State in the amount of \$15,000 to satisfy the State's mandate that every town have an Affordable Housing Plan. No Town funds are necessary to facilitate the Affordable Housing Plan.

Mr. Fuchs made a motion to approve the Planimetrics Contract in the amount of \$15,000 and to authorize First Selectman Bishop to sign the contract as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Status of Toby Hill Contract

A Contract Amendment between the Town of Westbrook and Toby Hill Associates regarding the potential Town purchase of property was included in the BOS packet. The original contract expired at the end of September.

Mr. Fuchs made a motion to authorize First Selectman Bishop to sign the Contract Amendment (expiration date 12/1/20) as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Appointments/Re-appointments/Resignations

Mr. Bishop made a motion to accept the resignation of Lucile Spanilo, with regret, from the Sr. Center Management Committee. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to accept the resignation of Bruce Chappell, with regret, from the Inland Wetland Commission. Mr. Fuchs seconded the motion. The motion passed unanimously.

Approval of Minutes

Mr. Fuchs made a motion to approve the minutes from the 8/11/20 Regular BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to approve the minutes from the 8/11/20 Special BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to approve the minutes from the 8/18/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 8/24/20 BOS meeting. Mr. Fuchs seconded the motion. The motion passed unanimously.

First Selectman's Report – None.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 6:00 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

Noel Bishop
First Selectman