

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
Thursday, January 09, 2020
Multi-Media Room
Mulvey Municipal Center

CALL TO ORDER

First Selectman Bishop called the meeting to order at 2:00 p.m. In attendance included First Selectman Bishop, Selectman Hall, Selectman Fuchs (via spider phone), Joan Angelini, Town Clerk, Rich Annino, Park & Rec Director, David Maiden, Building Official, Paul Connelly, BOF Chairman, Deb DeCristoforo, Asst. Town Clerk, Pam Fogarty, Assessor, Jeff Kriete, Dawn Tarbetsky, Asst. Town Clerk, Jill Brainerd, Facilities and Jeff Kriete.

DISCUSSION AND POSSIBLE ACTION ON VACANCY - Assistant Town Clerk

As previously reported, Ms. Decristoforo, Asst. Town Clerk, is retiring at the end of January. Mr. Bishop recommended that there be a Special BOS meeting on this issued which is being held today, 1/9/20. Ms. Angelini, Town Clerk, distributed a comprehensive report regarding the duties of the Assistant Town Clerk and the Town Clerk's office. Ms. Angelini was available to provide additional information as requested by the BOS.

Current staffing in the Town Clerk's office includes: Elected Town Clerk, one full-time Asst. Town Clerk (35 hours per week) and one part-time Asst. Town Clerk (24 hours per week).

Ms. Angelini provided an update on the staffing in the Town Clerk's office throughout the past several years. Over the years, she has requested that the part-time Assistant be increased to full-time and that the classification of the Asst. Town Clerk in the Union contract be upgraded. Additional staff was necessary when the Middlesex Shoreline Medical Center opened several years ago as the Town Clerk's office is required to facilitate death certificate and protocols with the undertaker.

Ms. Angelini updated the BOS on the Town Clerk duties vis a vis the election process. Because the Registrar of Voters is not a full-time position, the Town Clerk's office is required to facilitate absentee ballots, the state election calendar, and other tasks in conjunction with the Secretary of State's office.

Mr. Bishop recalled that prior to the current part-time Asst. Town Clerk (Dawn Tarbetsky) hired several years ago, that a comment was made by Ms. Angelini that after one year, Ms. Decristoforo was considering retirement. Ms. Angelini does not recall this conversation.

Mr. Bishop distributed a report developed by RiverCOG regarding the staffing in Town Clerk's offices throughout the area. This report indicates that most surrounding towns have one full-time elected Town Clerk and one full-time Asst. Town Clerk.

Ms. Angelini reported that surrounding towns are not "hospital towns", do not facilitate DEEP licenses and do not have a facility similar to Waters' Edge.

Mr. Bishop reported on the process to recruit and hire employees (except for Zoning, Library and Nursing). The protocol includes posting of the position both internally and externally for 10 days, resumes are returned confidentially to the First Selectman's office. When the posting expires, all resumes are forwarded to the Department Head, a Screening Committee interviews candidates and makes a recommendation to the BOS for approval. Generally, the BOS interviews two candidates, in Executive Session, for a position. The BOS sets the salary based on ranges listed in the Union contract. All parties present at the meeting agreed to the above outlined hiring process.

In an effort to reduce budgets, over the past few years, the BOS reviews closely all position vacancies and the staffing in departments when an individual resigns, retires, etc. For example, several vacancies in the Land Use Department have not been filled and the Land Use Department remains efficient with the current staffing levels.

Mr. Bishop reported that as the budget process begins, personnel requests are in excess of \$60,000.00. The BOS will have rigorous discussions relative to staffing in an effort to keep taxes at a minimum.

The BOS briefly discussed revenue collected via the Town Clerk's office.

Mr. Bishop reported that the Town is happy with the services provided by the Town Clerk's office and Ms. Fogarty, Assessor complimented Ms. Angelini and her staff regarding the service they provide to the Assessor's office.

Mr. Hall suggested that perhaps the Town Clerk's office could function on less staff hours. Ms. Angelini responded that at any given time 2 staff members are necessary in the Town Clerk's office. She suggested that if staff hours were cut, the Town Clerk's office may experience changes in services.

Mr. Fuchs expressed the importance of maintaining current services in the Town Clerk's office.

Mr. Kriete spoke in support of the Town Clerk's office and recommended that the position remain full-time.

Mr. Bishop made the following motion:

Be it resolved that staffing in the Town Clerk's office will include a full-time Elected Town Clerk and a full-time Asst. Town Clerk or 2 part-time Asst. Town Clerks, totaling 35 hour per week (with no medical benefits).

Be it further resolved that an additional \$1,500 will be allocated to the Town Clerk's budget for temporary assistance, if necessary.

Discussion followed.

Mr. Bishop reported that the above motion is consistent with action taken in other departments as individuals resign; retire (i.e. Land Use Dept.).

Mr. Hall suggested that the Town Clerk's office be staffed with one full-time Elected Town Clerk and two 24 hour per week part-time Asst. Town Clerks (no medical benefits). A review of the position will take place in six months.

Ms. Angelini supported Mr. Hall's staffing suggestion, with reservations.

Mr. Bishop withdrew the above motion.

Mr. Hall made a motion to staff the Town Clerk's office with one full-time elected Town Clerk and two 24 hour per week part-time Asst. Town Clerks and to allocate an additional \$1,500 for temporary staffing, if necessary. Staffing in the Town Clerk's office will be reviewed in 6 months. Mr. Bishop seconded the motion. The motion passed unanimously.

The position will be posted on Friday, 1/10/20. Mr. Hall requested that Ms. Angelini not cut any services prior to discussing with the BOS.

ACCEPTANCE OF PROPOSAL TO EVALUATE MULVEY CENTER SPRINKLER SYSTEM

A copy of a proposal for sprinkler inspection of the system located at the Mulvey Municipal Center was included in the BOS packet. This vendor is used by the school system for sprinkler services.

The proposal, developed by MJ Daly, includes \$3,350.00 for an internal inspection of one wet and one dry system and checking pipe pitches for drainage. Funding is in place for this project.

Mr. Bishop reported that in the past 2 to 3 years, the Town Hall has experienced leaks of both the roof and the sprinkler system. Representatives from MJ Daly have met with the First Selectman, Ms. Brainerd, the Fire Marshal, Mr. Riggio and Mr. Maiden relative to the condition of the sprinkler system. Apparently, when the building was renovated in 2003, the sprinkler system was installed improperly and leaks are now developing throughout the system. Mr. Maiden reported that he will be working with the Fire Marshal to ensure all work is done properly and to code.

Mr. Bishop made a motion to accept the contract from MJ Daly as presented in the amount of \$3,350 (available in the Maintenance Operating Budget). Mr. Hall seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 3:00 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman