

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
January 16, 2020
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 6:02 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Fuchs, Dale Kroop, Affordable Housing Alliance of Connecticut, Florence Caillano, Affordable Housing Alliance of Connecticut, Donna Castracane, Director of Finance, Kim Bratz, Tax Collector, Joan Angelini, Town Clerk, Elizabeth Carpenter, Social Services Coordinator, Courtney Burks, Senior Center Director, Rich Annino, Director of Park & Rec., David Maiden, Building Official, John Riggio, Director of Public Works, Carol Hess, Asst. Director of Finance, Colleen Topitzar, Public Works, Lew Daniels, Library Director, Trooper Borelli, Chief Jenkins, Zack Faiella, Director of Health, Lee McNamar, WPCA Chairman, John Flaherty, Fire Marshal, Bob Hagemeister, Chairman Board of Fire Commissioners, Lynn Spencer, Fire Commissioner, Stan Mingione, Old Saybrook Senior Center, Paul Connelly, BOF Chairman, Mary Jo Noonan, Library Board, Jim Crawford, Registrar, Amber Shaw, Social Services and Senior Center, Tom Elliott, Land Trust, Martha Neale, Library Board, Tony Cozza, BOF member, Bill Cusson, Asst. Fire Chief and Amanda Bickford, Animal Control Officer.

INTERVIEW GRANT WRITER – Small Cities Grant – Worthington Manor

As previously reported, the Town, on behalf of Worthington Manor, solicited bids for grant writing services relative to a Small Cities Grant Application. Mr. Dale Kroop and Ms. Florence Caillano, Affordable Housing Alliance of Connecticut, were present and interviewed by the BOS. A copy of their proposal was included in the BOS packet.

Highlights of their presentation include:

- Mr. Kroop has been developing Small Cities Grant applications since 1986 including grants for housing projects similar to Worthington Manor. He has worked for shoreline towns including Deep River and Chester and Chester was recently awarded a Small Cities grant.
- All costs associated with writing the grant, administration of the grant (if awarded) are paid for out of the grant. The Town is at no financial risk. Consultant fees (paid for by the Grant) are based on the scope of work of the project.
- Mr. Kroop stressed the importance of the preparation necessary; i.e. design work (Worthington Manor's responsibility) to submit the grant application. Their staff will work with architects, engineers etc. relative to the design work.
- Mr. Kroop and Ms. Caillano have both been recently certified by the State of Connecticut as Consultants and CBDG Recipients.

The BOS thanked Mr. Kroop and Ms. Caillano for their presentation and reported that they will select a grant writer at their BOS meeting on 1/21/20.

INDIVIDUAL DEPARTMENT BUDGET PRESENTATIONS

Mr. Bishop reported that in prior year budget presentations to the BOS, the BOS voted after each department budget was presented and reserved the right to re-visit individual department budgets after all department budgets are presented to the BOS. Department heads were notified if the BOS reduced their budget.

For this year's budget, the BOS determined that no votes will be taken relative to individual departments until all department budgets have been presented to the BOS. If necessary, the BOS will invite Department Heads back to the 1/27/20 BOS meeting @ 1:30 p.m. discuss potential cuts to the budget.

INDIVIDUAL DEPARTMENT BUDGET PRESENTATIONS

The BOS reviewed the following budget submittals: Tax Collector, BOF, Recreation, Town Clerk, Grants, Social Services, Senior Center, Building, Public Works, Library, Facilities, Police, Fire, Public Health, WPCA, Fire Marshal, Board of Fire Commissioners, Emergency Management

Representatives from the various departments, boards/commissions were available to address questions posed by the BOS.

Of note:

- Park & Rec.
 - Over \$27,500 was collected for beach parking (only non-residents are charged).
 - Additional funds requested for seasonal employees because minimum wage was increased to \$11 per hour.
 - It is anticipated that the Asst. Program position will be filled this year (\$16,500 budgeted for the position).
- Social Services
 - Ms. Carpenter requested an additional 2 Administrative Assistant hours (total of 12).

Note: Senior Center, Park & Rec. and Social Services programs have expanded and it is anticipated that these programs will continue to expand in upcoming years.

- Town Clerk
 - As a result of recent staffing discussions, payroll figures submitted in the budget are incorrect.
 - Ms. Angelini distributed additional information regarding the Assistant Clerk position.
 - She requested that the BOS revisit staffing in the Town Clerk's office in 6 months.
 - Jim Crawford, Registrar, reported on the critical responsibilities of the Town Clerk's office relative to elections, ballots, etc. and the relationship between the Town Clerk's office and the Registrar's office.
- Grants to Outside Agencies
 - Old Saybrook Senior Center
 - Several months ago, the First Selectman and Ms. Burks met with Mr. Mingione and offered assistance with "meets and greets" that were to be scheduled by Mr. Mingione.
 - Stan Mingione was available to respond to BOS questions relative to the programs offered at the Old Saybrook Senior Center; in particular, the Meals on

Wheels program. In prior year's Westbrook's contribution to the Meals on Wheels program has not been sufficient. It is anticipated that the need for Meals on Wheels will increase.

- Mr. Fuchs asked a series of questions relative to determining the “needs” of individuals who receive Meals on Wheels i.e. how is this documented, is data available, etc.
 - Mr. Mingione reviewed the invoice presented to Westbrook for services and outlined protocol used to “qualify” an individual for the Meals on Wheels program.
 - Mr. Hall expressed disappointment in a letter to the Editor submitted by Mr. Mingione to the Harbor News. Also, Mr. Bishop commented that several individuals were extremely disappointed in the negative letter written by Mr. Mingione that clearly implied that we were not sensitive to the needs of some of our citizens.
- Public Works
 - Additional funds necessary for equipment rental (chipper) due to the volume of brush relative to increases in dead and diseased trees.
 - Costs associated with maintenance of the Town Center parking lot will remain in the Town Center budget.
- Library
 - As previously reported, facility maintenance costs will be transferred to the Town's facilities budget.
 - Additional funds requested for staff member responsible for accounting duties.
 - Search Committee has been formed regarding the Library Director position.
- Facilities
 - Recently approved cleaning services contract will increase by \$250 per month as of 7/1/20.
 - Oil costs will decrease as a result of a Wilcox billing error.
 - Historical Society has requested that the Town pay for their telephone and internet service at the Old Library building.

Mr. Bishop thanked Ms. Brainerd and the Public Works staff for their efforts relative to the Town Facilities.

- Police
 - Current staffing – 7 part-time constables, 1 Trooper and 1 full-time Constable (to begin in February). The budget request does not include an additional full-time constable.
 - Due to a retirement, there are resources available for one additional part-time Constable bringing the total number of Constables to 8.
 - Budget request includes 3 tasers.
 - Trooper Borelli agreed that current staffing (8 pt, 1 ft and 1 Trooper) is meeting the policing needs of Westbrook.
- Fire Department
 - The light rescue truck is currently at the body shop being painted and will be sent to Whelen for lights.
- Health Dept.
 - BOS to act on Screening Committee's recommendation for a Registered Sanitarian

- Mr. Faiella reported that with the addition of the Registered Sanitarian, the Health Dept. is adequately staffed (as minutes will indicate in budget discussions, all department heads indicated that their departments are fully staff; i.e. the Land Use Dept., Building Dept. and Health Dept.)
- WPCA
 - Tech position will be part-time at 20 hours per week.
- Fire Marshal
 - Extensive discussion regarding a vehicle for the Fire Marshal.
 - Mr. Flaherty outlined his vehicle needs.
 - Vehicles for town employees, including Animal Control, will be addressed further as part of the Capital budget discussions.
 - The BOS discussed the need for a Vehicle Policy.
 - Funds (\$3000) for Fire Marshal coverage was removed from the budget.

Mr. Bishop requested that BOS members forward to him any suggested cuts to the budget. The BOS will vote and forward the municipal budget request to the BOF on Monday, 1/27/20.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 8:41 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman