

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
Monday, January 27, 2020
Room A
Mulvey Municipal Center

CALL TO ORDER

First Selectman Bishop called the meeting to order at 1:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Fuchs, John Flaherty, Fire Marshal, John Riggio, Director of Public Works, Trooper Borelli, Courtney Burks, Senior Center Director, Eric Knapp, ZEO, Lew Daniels, Library Director Paul Connelly, BOF Chairman, Rich Annino, Park & Rec Director, David Maiden, Building Official, Ken Butterworth, IT, Elizabeth Carpenter, Social Services, Coordinator, Bob Hagemeister, Board of Fire Commissioners Chairman, Tony Cozza, BOF member, Stan Miglione, Old Saybrook Estuary, Joan Angelini, Town Clerk, Jill Brainerd, Facilities, Don Izzo, Emergency Management, Donna Castracane, Director of Finance, Carol Mullaney, VNA Director, Pam Fogarty, Assessor, Heidi Wallace, Inland Wetland and Marilyn Ozols, Planning Commission Chairman.

REVIEW OF PROPOSED 20/21 MUNICIPAL BUDGET

At the 1/16/20 BOS meeting, the BOS completed their review of individual department budgets. After final review, the BOS was tasked with determining possible areas to cut the budget. All Department Heads were invited to today's meeting to review potential cuts to their proposed budgets. The budget is currently at 3.2%.

A comprehensive list of proposed budget cuts as submitted by BOS members, was distributed to attendees. Note that funds will be placed in Contingency for potential funding shortfalls.

Several department budgets were cut including:

- Legal
- IT
- Engineering
- Elections
- Town Clerk – As discussed the full-time Asst. Town Clerk (retiring) position has been replaced by a part-time Asst. Town Clerk position and an additional \$1,500 has been allocated for temporary help if necessary. Note that total Asst. Town Clerk hours, provided by two part-time staff members will total 48 hours per week. Over 200 applicants have applied for the part-time position.
 - As previously reported the process to recruit and hire employees 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.
- Police Department
- Fire Marshal
- Public Works
- Facilities
- Planning & Zoning
 - After extensive discussion the request to send 3 individuals to the CAZIO training was funded.
 - Note that Mr. Knapp does not anticipate a change in the Administrative Assistant I job title for the staff CAZIO trained or any request for additional pay for said staff members.
- Town Center – after extensive discussion, the request for funds to vacuum the parking lot was reduced by \$500.
- VNA
- Library
- Grants to Outside Agencies – The BOS budgeted \$20,000 for Estuary Elderly Programs (Old Saybrook Senior Center/Meals on Wheels). Their request was for approx. \$32,000. The BOS requested additional data on the Meals on Wheels program including criteria used to qualify

individuals for the program and expressed concern relative to a Letter to the Editor, written by Mr. Miglione, and forwarded to the Harbor News.

- Dog Fund

Mr. Bishop distributed two proposed General Fund Budget requests; one indicating a 1.5% increase and the other a 2% increase. Differing amounts were taken from Capital and Contingency to secure the 1.5% and 2% increases.

Ms. Fogarty, Assessor, reported that the Grand List is up by 1.12% or \$13 million.

Mr. Hall made a motion to forward a municipal budget in the amount of \$12,676,979 (1.5% increase) to the BOF for further action, subject to final review by the Director of Finance. Mr. Bishop seconded the motion. The motion passed unanimously.

UPDTE ON MUNICIPALITY

A copy of the proposed Payment Processing Agreement and Attorney Forsyth's review of same was included in the BOS packet.

Mr. Maiden reported that this on line payment system will allow contractors and the public the ability to obtain permits on line. The vendors will provide additional training for staff and a protocol for the public's use of the program will be developed by Mr. Maiden.

Mr. Hall made a motion to authorize First Selectman Bishop to sign the proposal as presented. Mr. Fuchs seconded the motion. The motion passed unanimously.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Bishop made a motion to accept the resignation of Nick Alaimo from the ZBA. Mr. Hall seconded the motion. The motion passed unanimously.

DISCUSSION ON DATE FOR TOWN MEETING

The BOS tentatively scheduled a Town Meeting on March 3, 2020 @ 7:00 p.m.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 1/16/20 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 1/21/20 BOS meeting as corrected. Mr. Hall seconded the motion. The motion passed unanimously.

Note: Mr. Hall seconded the motion approving the 1/14/20 BOS minutes.

Mr. Fuchs made a motion to approve the minutes from the 1/23/20 BOS meeting as corrected. Mr. Hall seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop commended Ms. Castracane for her work on the budget and expressed appreciation to Department Heads and Board and Commission Chairmen for their cooperation, dedication and commitment throughout the budget process.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 2:25 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman