

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING

Tuesday, January 31, 2023
Mulvey Municipal Center
Multi-Media Room/ZOOM

CALL TO ORDER

First Selectman Hall called the meeting to order at 5:30 p.m. In attendance included: First Selectman Hall, Selectman Campbell, Selectman Bialicki, Donna Castracane, Director of Finance, Kim Bratz, Tax Collector, Chris Ehlert, BOF member/Chair Energy Committee, Trooper Moran, John Riggio, Director Public Works, Jill Brainerd, Facilities Director, Carol Mullaney, Director VNA, Dave Russell, Harbor Patrol, Mike Oryl, PA/TA, John Palermo, Emergency Management Director, Bill Neale, Sara Zaiantz, WY&FS, Stan Mingione, Old Saybrook Estuary and Paul Winch, BOF Chairman.

First Selectman Hall led the Pledge of Allegiance.

VNA STAFFING

As requested, Ms. Mullaney, VNA Director, a job description for the 25 hour per week Occupational Therapist position (non-union). The job description includes assistance with Medicare reports, Quality Assurance reports, Infection Control and Emergency Preparedness. The BOS reviewed the job description and Ms. Mullaney was available to address any questions/comments posed by BOS members.

Mr. Bialicki made a motion to approve the job description as presented. Mr. Campbell seconded the motion. The motion passed unanimously.

It was agreed that the position will be posted internally only.

INDIVIDUAL BUDGET DEPARTMENT REVIEWS

As done in previous years, BOS members agreed that no votes will be taken relative to individual department budgets until all departments have been presented to the BOS.

The BOS reviewed the following budget submittals:

- Tax Collector – \$1,000 was deducted from the legal line.
- Energy – no comments
- Nursing – payroll line will be adjusted as appropriate per the OT position discussed above.
- Police, Harbor Patrol and PA/TA
- Grant Agencies – requests will be updated and discussed further at a future budget meeting.
- Public Works
 - Streetlights – we are realizing savings in electricity costs; however, replacement poles and fixtures are needed to replace aging units.
 - The BOS briefly discussed the potential of hiring a full-time staff member to address the increasing maintenance needs of town buildings. The school system may be interested in “sharing” this individual.
- Facilities
 - The maintenance needs of all Town owned properties, including the recently acquired Bushnell House, were discussed.

Department Heads were available to address questions/comments posed by BOS members. Ms. Castracane will update department budgets as discussed this evening.

ADJOURNMENT

Mr. Campbell made a motion to adjourn the meeting at 7:01 p.m. Mr. Bialicki seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

John Hall, III
First Selectman