

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK  
BOARD OF SELECTMEN  
REGULAR MEETING  
Tuesday, February 9, 2021  
Via ZOOM

CALL TO ORDER

First Selectman Bishop called the meeting to order at 2:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall and Selectman Fuchs. Also in attendance: Dr. Kristina Martineau, Superintendent of Schools, Jake Armstrong, Great Blue, Rich Annino, Director Park and Rec, Paul Winch, Westbrook Foundation, BOF member, Donna Castracane, Director of Finance, Tony Cozza, BOF member, Kevin McCarthy, John Palermo, Open Burning Official, Don Izzo, Emergency Management Director, Chris Pallatto, Executive Director YMCA, Brady Lee, Great Blue, Michael Vigeant, Great Blue, Jill Brainerd, Facilities and Vincent Gentile.

UPDATE ON WESTBROOK SCHOOLS

Dr. Martineau provided an update on Westbrook Public School initiatives including the District's emphasis on social and emotional learning, the Career Pathways Program and protocols in place to address the Pandemic.

Dr. Martineau encouraged individuals to contact her with concerns and/or questions.

DISCUSSION AND POSSIBLE ACTION – Community Center Consultant

Mr. Bishop reported that \$8,000 was budgeted in Capital to facilitate a needs assessment study relative to a community center. Five firms responded to the RFP (one came in after the deadline) and Mr. Winch, Westbrook Foundation Chairman, Mr. Annino, Director of Park & Rec and First Selectman Bishop reviewed the proposals and recommend that Great Blue Research be awarded the contract.

Brady Lee, Michael Vigeant, and Jake Armstrong, Great Blue Research, provided an Executive Summary of their proposal and services and were available to address questions/concerns posed by the BOS.

The Town will be involved in the development of the survey. The duration of the project, development, administration and analysis of the needs assessment survey will take approximately 6 weeks. An Ad Hoc Committee will be formed to work with the consultant. All recommendations will be forwarded to the BOS for discussion and possible action.

Mr. Bishop made a motion to award the Community/Recreation Center contract to Great Blue Research to facilitate a Needs Assessment survey relative to a Community Center, at a cost not to exceed \$8,000.00 (pending Town Attorney review). Mr. Fuchs seconded the motion. The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION - RFP – Grant Writer – Small Cities Grant – Worthington Manor  
A copy of a draft RFP for Grant Writing services relative to the Small Cities Grant was included in the BOS packet. Worthington Manor has requested that the Town, on their behalf, submit a grant application for necessary repairs/upgrades to the facility; i.e. roof, gutters, heating system, ADA doors and curbing.

Mr. Bishop made a motion to approve the RFP as presented and post immediately. Mr. Fuchs seconded the motion. The motion passed unanimously.

EXTENSION – Custodial Contract

A copy of the contract for custodial services at the Mulvey Municipal Center and the Riggio Building was included in the BOS packet.

Mr. Bishop made a motion to extend the agreement with Gomez Landscaping, LLC until 6/20/22 at a monthly rate not to exceed \$3,450.00. Mr. Hall seconded the motion. The motion passed unanimously.

RENEWAL – Frontier Contract

A copy of the contract with Frontier for the phone system was included in the BOS packet. Funds are budgeted to accommodate the 3 year contract.

Mr. Hall made a motion to approve the Frontier contract (\$550 per month/ 3 year term) as presented. Mr. Fuchs seconded the motion. The motion passed unanimously.

APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

Mr. Bishop made a motion to accept the resignation of Peter Schaumburg from the Board of Fire Commissioners, effective 4/1/21. Mr. Fuchs seconded the motion. The motion passed unanimously.

TRANSFERS/APPROPRIATIONS

The BOF "closed out" the Police Radio Project. There was \$2,441.75 remaining in the account. To use these funds to accommodate the additional costs associated with the purchase of new constable vehicles, the funds must be re-appropriated.

Mr. Bishop made a motion to appropriate \$2,442.00 from the Undesignated Fund Balance and transfer to the Police Car Capital Project and to forward to the BOF for further action. Mr. Fuchs seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Fuchs made a motion to approve the minutes from the 1/28/21 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that he will work with Great Blue on the Community Center project. Regular reports will be provided to the BOS. A draft charge to the Committee will be developed and presented to the BOS at the 2/25/21 BOS meeting.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 3:10 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Executive Asst.

Attest,

Noel Bishop  
First Selectman