

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
Board of Selectmen
Regular Meeting
Thursday February 27, 2020
Multi-Media Room
Mulvey Municipal Center

CALL TO ORDER

First Selectman Bishop called the meeting to order at 6:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Fuchs, Paul Connelly, BOF Chairman, Trooper Borelli, John Riggio, Director of Public Works, Eric Knapp, Planning, Zoning and Development Coordinator, Chief Jenkins, Rich Annino, Park & Rec Director, Lew Daniels, Library Director, David Maiden, Building Official, Zack Faiella, Director of Health, Lee McNamar, WPCA Chairman, Phil Bassett, Planning Commission, Bill Neale, Planning Commission, Carol Mullaney, VNA Director, Donna Castracane, Director of Finance, Catie Marino, Assessor Asst., Gary Gavigan, BOF member, Jill Brainerd, Facilities, Kate Gilstad-Hayden, BOF member and Don Izzo, Director Emergency Management.

UPDATE ON BUILDING DEPARTMENT FEES

The BOS packet included a Building Department Activity report, developed by Mr. Maiden, Building Official. The revenue budgeted for 19/20 was \$200,000.00. To date, approximately \$364,000.00 has been collected and it is anticipated that revenue will continue to increase due to expansion at the Lee Co. and other projects throughout Westbrook. All revenue is deposited into the Fund Balance.

UPDATE ON CORONA VIRUS

Mr. Bishop made a motion to add to the agenda an update on the Coronavirus. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop commended Mr. Faiella, Director of Health, Mr. Maiden, Building Official, Ms. Mullaney, VNA Director, Ms. Burks, Senior Center Director and Ms. Winger, Fire Department for their efforts relative to the Coronavirus.

Mr. Faiella stressed the importance of remaining calm but prepared during the outbreak. Appropriate supplies, i.e. hand sanitizer, masks and scanning thermometers have been ordered and a memo, included CDC guidelines has been distributed to all employees, all departments, the Superintendent of Schools and town businesses. The custodial staff has been updated on proper cleaning protocols and signs have been posted throughout the town hall urging individuals to wash their hands, stay home when sick etc.

Mr. Bishop reported that the Press has been contacted with the message that the Town is monitoring the situation as it unfolds. He too stressed the importance remaining calm but prepared.

CONNECTIVITY CONTRACT AWARD

Mr. Knapp reported that 6 bidders responded to the Sidewalk RFP. The Planning Commission is recommending that the BOS award the project to lowest responsible bidder, Colonna Concrete and Asphalt Paving, LLC in the amount of \$294,453.50.

Ms. Castracane outlined the funding available for the sidewalk project vis a vis the Connectivity Grant (\$200,000).

Mr. Bishop made a motion to move \$45,612.00 out of General Sidewalk Construction line and into the Sidewalk Improvement Program and forward to the BOF and Town Meeting for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to award the project to lowest responsible bidder, Colonna Concrete and Asphalt Paving, LLC in the amount of \$294,453.50. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Neale provided a brief overview of the Sidewalk Plan.

ADOPTION OF HAZARDOUS MITIGATION PLAN – RESOLUTION

Mr. Hall made a motion to approve and authorize First Selectman Bishop to sign the following resolution adopting the Westbrook Multi-Hazard Mitigation Plan Update as follows:

WHEREAS, the Town of Westbrook recognizes the threat that natural hazards pose to people and property within the Town of Westbrook; and

WHEREAS, the Town of Westbrook established a Local Planning Team to prepare the Multi-Hazards Mitigation Plan Update; and

WHEREAS, the Town of Westbrook has prepared a multi-hazard mitigation plan hereby known as the Westbrook Multi-Hazard Mitigation Plan Update dated 12/3/19 in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Westbrook Multi-Hazard Mitigation Plan Update dated 12/3/19 identifies mitigation goals and several potential future projects to mitigate impacts from natural hazards including climate-related hazards in the Town of Westbrook; and

WHEREAS, a duly noticed public meeting was held by the Town of Westbrook on June 19, 2019 for the public and municipality to review prior to consideration of this resolution; and

WHEREAS, adoption by the Board of Selectmen demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the Westbrook Multi Hazard Mitigation Plan Update dated 12/3/19; and,

WHEREAS, the Town of Westbrook authorizes responsible departments to execute their responsibilities demonstrated in the plan; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Westbrook Board of Selectmen formally approves and adopts the Westbrook Multi Hazard Mitigation Plan Update in accordance with M.G.I. c 40.

Mr. Fuchs seconded the motion. The motion passed unanimously.

REQUEST FROM WPCA – Review and Possible Action – WPCA Regulations

The draft Wastewater Management and On-site Sewage Disposal Regulations was included in the BOS packet. The WPCA has requested that the BOS review the draft regulations prior to the Public Hearing on same. Mr. Faiella, Director of Health, has reviewed the draft regulations.

The consensus of the BOS was to proceed with the Public Hearing relative to the draft Wastewater Management and On-site Sewage Disposal Regulations.

CAPITAL BUDGET PRESENTATIONS

Mr. Bishop reported that the BOS's recommendations regarding Capital will be forwarded to the BOF for further action. The BOF will meet in two weeks to discuss Capital. The Capital will go to a Town Meeting for final approval.

Ms. Castracane provided an overview of the requests for Capital funds as submitted by Department Heads. The proposed Operating Budget has approximately \$900,000 budgeted for Capital and requests for funds total approximately \$2.1 million. These figures do not include BOE Capital. The BOE presents Capital directly to the BOF.

Public Works

Mr. Riggio, Director of Public Works, outlined the proposed paving schedule and methodology for prioritizing road work.

Mr. Bishop made a motion to approve the 20/21 Capital request in the amount of \$150,000 for paving, \$260,000 for jetty replacement and \$190,000 for fleet replacement. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the 21/22, 22/23, 23/24 and 24/25 Capital request for paving as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the 21/22 Capital request for jetty replacement in the amount of \$315,000, the 22/23 Capital request for jetty replacement in the amount of \$330,750, and the 23/24 Capital request for jetty replacement in the amount of \$180,000. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the 21/22 Capital request for fleet replacement in the amount of \$80,000, the 22/23 Capital request for fleet replacement in the amount of \$180,000 and the 23/24 Capital request in the amount of \$65,000 and the 24/25 Capital request for fleet replacement in the amount of \$16,000. Mr. Hall seconded the motion. The motion passed unanimously.

Police - \$53,000

The Board discussed the constable vehicle replacement schedule. Mr. Fuchs expressed interest in the graphics/"branding" to be utilized on the vehicles.

Mr. Bishop made a motion to approve the 21/22 Capital request for the purchase of a thermal imaging system in the amount of \$7,000.00. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the 20/21 Capital request for a police cruiser in the amount of \$46,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to approve the 21/22 Capital request for a police cruiser in the amount of \$23,000, the 22/23 Capital request for a police cruiser in the amount of \$23,000 and the 23/24 Capital request for a police cruiser in the amount of \$23,000 and the 24/25 Capital request for a police cruiser in the amount of \$23,000. Mr. Bishop seconded the motion. The motion passed unanimously.

IT - various items

Mr. Bishop made a motion to approve the IT Department's 20/21 request for Capital in the amount of \$25,000. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the IT Department's Capital requests for years 21/22, 22/23, 23/24 and 24/25 as presented. Mr. Fuchs seconded the motion. The motion passed unanimously.

Assessor – Revaluation- mandated revaluation every 10 years

Mr. Bishop made a motion to approve the Assessor's \$50,000 capital request. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the Assessor's Capital requests for years 21/22, 22/23, 23/24 and 24/25 as presented. Mr. Fuchs seconded the motion. The motion passed unanimously.

Fire Department – various requests

Mr. Bishop made a motion to approve the Fire Department's 20/21 Capital request in the amount of \$135,800 for SCBA equipment. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the Fire Department's 21/22 Capital request in the amount of \$89,613 for SCBA equipment. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the Fire Department's 22/23 Capital request in the amount of \$75,000 for a Fire Safety House. Mr. Fuchs seconded the motion. The motion passed unanimously.

Note: The BOS suggested that the Fire Department may wish to apply for a grant from the Westbrook Foundation to fund this request.

Mr. Hall made a motion to approve the Fire Department's 23/24 Capital request in the amount of \$22,000 for a Station 2 Roof Replacement. Mr. Bishop seconded the motion. The motion passed unanimously.

Fire Marshal

A letter, written by John Flaherty, Fire Marshal, outlining the vehicle needs of the Department was included in the BOS packet.

Mr. Bishop reported that the Chief Jenkins has also submitted a request to retain the old light rescue truck 499 when the new vehicle is in service. This 2004 Chevrolet Suburban would be used as a Chief's vehicle. In addition to the request for a vehicle from the Fire Marshal and Fire Chief, the Animal Control officer needs a vehicle. Note that the Fire Marshal has not been assigned a town vehicle in the past.

Mr. Bishop reported that he is in receipt of an email from Mr. Ehlert, BOF member, recommending that the BOS transfer the old light rescue truck 499 (2004 Chevrolet Suburban) to the Animal Control Officer.

The BOS is in receipt of 3 important requests for vehicles. Mr. Bishop recommended that the BOS take no action this evening relative to vehicles and develop a Vehicle Use Policy to be presented to the BOS at their 3/10/20 BOS meeting. Mr. Bishop is currently developing a draft vehicle use policy. The BOF, through their Capital discussions, can take action on a vehicle for the Fire Marshal.

At the request of the Selectmen, Chief Jenkins offered the following:

- The 2004 Chevrolet Suburban (old light rescue truck 499) is aging but Chief Jenkins anticipates that the vehicle can be used for another 4 to 5 years as a Chief's vehicle.
- Currently, the vehicle has all necessary equipment needed for use as a Chief's vehicle.
- If transferred to the ACO, the entire interior of the vehicle would have to be gutted, appropriate detailing would be necessary, cabinetry would need to be removed, and the lighting package would need to be removed. The costs to "refit" the vehicle for ACO could be extensive.

Mr. Hall commented that the 2004 Chevrolet Suburban (old light rescue truck 499) would however be appropriate for use as a Fire Marshal's vehicle (as currently equipped).

Chief Jenkins replied that the Fire Marshal has never had a vehicle in the past as has the Chief. Also, the Fire Marshal does not need all of the equipment, lights, etc. that are currently on the vehicle. Chief Jenkins continued that he is not requesting a new vehicle. His plan, if approved, would be to take the equipment in his personal vehicle and transfer it into the Chief's vehicle. The Chief's vehicle would not be utilized for personal use.

Mr. Fuchs commented that, in his opinion, the Fire Chief and Fire Marshal, as professionals, should have the use of a town vehicle. He requested that the ACO provide additional data, i.e. the number of calls she has made since her appointment, the dates and times of these calls and approximate mileage.

The consensus of the BOS was to table the discussion relative to vehicles until the 3/10/20 BOS meeting. Appropriate individuals will be invited to that meeting and Mr. Bishop will present a draft Vehicle Use

EMERGENCY MANAGEMENT - Two way radio battery replacement – \$14,200

Mr. Izzo reported that the batteries are currently at the end of their life cycle.

Mr. Bishop made a motion to approve the 20/21 Capital request in the amount of \$14,200 for the radio battery replacement. John Hall seconded the motion. The motion passed unanimously.

The 21/22 Capital request in the amount of \$10,000 would complete the battery replacement project.

The BOS discussed combining the projects and purchase all batteries in 20/21.

Mr. Bishop withdrew the above motion.

Mr. Bishop made a motion to approve the 20/21 Capital request in the amount of \$24,200 for the radio battery replacement. John Hall seconded the motion. The motion passed unanimously.

Mr. Bishop reported that relative to consultant's report on the Two-Way Radio project, there was no consensus reached on the options presented in the report. At this time, the Town is not ready to move forward on a project.

At this time, several COG towns are moving forward with the State's system and as more towns go onto the State's system, economies of scale are realized. There may also be an opportunity for State grant money to assist in facilitating a project. Mr. Bishop recommended that \$250,000 be placed in 22/23 and 23/24 Capital for a Radio Project.

Mr. Izzo commented that two BOF members approached him and recommended that \$1 million be put into last year. He agreed that other towns are considering the State's program. Mr. Izzo reported that the Town needs more information from the State. The State's contract is now guaranteeing no costs to the towns. In the next 3 to 4 years, we can revisit the options to determine the best project for Westbrook.

Mr. Bishop stressed the importance of committing funds in Capital for a project (yet to be determined) in the next several years.

Mr. Hall suggested funds be placed in Capital in years 22/23, 23/24, and 24/25.

Mr. Izzo reported that his original cost analysis relative to the State's system indicated (bridging our school, public works and constables) that the amount of approximately \$750,000 to \$800,000 for a project would be appropriate. The BOF members Don spoke with felt that \$1 million was an appropriate amount.

Mr. Bishop made a motion to fund a Capital Radio project in the amount of \$250,000 per year in years 22/23, 23/24, and 24/25. Mr. Hall seconded the motion. The motion passed unanimously.

Buildings/Facilities - various items

Mr. Hall made a motion to approve the 20/21 Capital request for Town Buildings -roof in the amount of \$100,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to approve the 22/23 Capital request for Town Buildings - roof in the amount of \$100,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the 20/21 Capital request for Town Buildings – General Capital Repairs in the amount of \$195,100, the 21/22 Capital request for Town Buildings – General Capital Repairs in the amount of \$100,000, the 22/23 Capital request Town Buildings – General Capital Repairs in the amount of \$126,000 and the 23/24 Capital request Town Buildings – General Capital Repairs in the amount of \$100,000 and the 24/25 Capital request for Town Buildings – General Capital Repairs in the amount of \$100,000. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the 20/21 Capital request for Town Buildings Energy in the amount of \$71,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the 21/22 Capital request for Town Buildings -roof in the amount of \$50,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the 22/23 Capital request for Mulvey Town Hall HVAC in the amount of \$250,000. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the 23/24 Capital request for Mulvey Town Hall HVAC in the amount of \$25,000. Mr. Hall seconded the motion. The motion passed unanimously.

Planning & Zoning – various requests

Sidewalk Improvement Plan - Mr. Knapp reported on the continuing efforts to secure grants to facilitate the sidewalk program. The BOS suggested that it may be appropriate to submit a grant to the Westbrook Foundation for sidewalks. Mr. Neale updated the BOS on sidewalk priorities including the Town Center area.

Mr. Bishop made a motion to approve the 20/21 Capital request for the Sidewalk Improvement Program in the amount of \$80,000. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the Sidewalk Improvement Program's Capital requests for years 21/22, 22/23, 23/24 and 24/25 as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Subdivision Regulations Re-write – The Sub Division Regulations must be updated per State Statute. They were last updated in 1991.

Mr. Hall made a motion to approve the 20/21 Capital request for the Subdivision Regulation Rewrite in the amount of \$40,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the 20/21 Capital request for the Update of the POCD in the amount of \$45,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Sidewalk Construction

Mr. Bishop made a motion to approve the 20/21 Capital request for the Sidewalk Construction in the amount of \$100,000. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the Sidewalk Construction requests for years 21/22, 22/23, 23/24 and 24/25 as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Resiliency Planning

Mr. Bishop made a motion to approve the Resiliency Planning requests for year 21/22 in the amount of \$30,000, year 22/23 in the amount of \$30,000, and 23/24 in the amount of \$30,000. Mr. Fuchs seconded the motion. The motion passed unanimously.

Harbor Commission - \$25,000 – Harbor Dredging

Mr. Rie, Chairman, Harbor Commission, submitted a letter to the BOS relative to the request for funding for dredging. This letter is available in the Town Clerk's office.

Mr. Bishop made a motion to approve the Harbor Commission's \$25,000 (per year) capital request for harbor dredging as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Library - Tech/All Purpose Room

Mr. Bishop made a motion to approve the 20/21 Capital request for the Tech/All Purpose Room in the amount of \$125,000. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop reported that Mr. Daniels, Library Director, has announced his retirement at the end of June. The Library Board requested that residents submit articles/letters in appreciation for Lew to the Westbrook Events. Because of the overwhelming response, the publisher cannot print all of the letters. The Library Board chose 7 for publication in Events and the remainder of letters received will be on-line. This response is a testimony to Lew's dedication and love of Westbrook.

Energy Conservation

Mr. Hall made a motion to approve the 21/22 Capital request for Energy Conservation in the amount of \$50,000. Mr. Fuchs seconded the motion. The motion passed unanimously.

The BOS briefly discussed a timeline for Library conversion to natural gas vs. oil. The current oil tank is approved for the next 4 to 5 years. It may be appropriate to begin budgeting, in next year's Capital, for this project.

As previously discussed, management of the Library Facilities will be shifted to Ms. Brainerd, Facilities.

Park & Rec. – Rec. Center

The Capital Budget includes a \$250,000 request for funding for a Recreation Center.

Mr. Bishop commented that in a conversation with Mr. Winch, Chairman of the Westbrook Foundation, Mr. Winch reported that The Westbrook Foundation is committed to providing funds for a Rec. Center; however, the Foundation is not prepared to release money next year. Prior to the release of funds, the Foundation has requested that Mr. Annino, Director of Park & Rec. provide data relative to anticipated costs, operating expenses and community input.

Mr. Bishop recommended that the Capital budget include \$8,000 for a feasibility study/community assessment; similar to the protocol used to determine the Town's sidewalk needs.

Mr. Winch indicated to the First Selectman that the Foundation is interested in funding a new playscape at the beach playground. Mr. Annino reported that he is currently in the process of submitting a grant to the Foundation for new playground equipment at the beach (the current equipment is approximately 23 years old and the normal "lifespan" of equipment is 20 years).

Mr. Fuchs was in support of a Rec. Center but agreed that community input is necessary prior to any funds being committed for same. He requested additional data; i.e. potential location for a Rec. Center as Wren Park and Ted Lane are being considered/studied for potential use for wastewater.

Mr. Annino reported on the timeline of his discussions with the Foundation as follows: Mr. Winch approached Mr. Annino in December and Mr. Annino discussed the Woodard & Curran Needs Assessment study from several years ago. Mr. Annino attended the February Foundation meeting and at that meeting, the Foundation was "on board" with providing funds for a Rec. Center.

Mr. Bishop reported that Mr. Winch approached two of the Selectmen, at separate times, and indicated that while the Foundation supports a Rec. Center, they are not ready to proceed with funds at this time.

Mr. Bishop made a motion to table the Capital request in the amount of \$250,000 for a Rec. Center, place \$8,000 in Capital for a feasibility study and form a Rec. Center Feasibility Committee/Task Force. Mr. Hall seconded the motion. Discussion followed.

Mr. Fuchs reported that as the school system expands their pre-school programs, perhaps there is no longer the need for a Town pre-school program. Mr. Annino disagreed and commented that he currently has 9 children in the Rec. pre-school program including children from surrounding towns.

Mr. Hall disagreed that a Committee/Task Force is necessary. He recommended that the Park & Rec. Board, in conjunction with the First Selectman and Foundation, be charged with assessing the needs for a Rec. Center.

Mr. Bishop withdrew the above motion.

Mr. Bishop made a motion authorizing \$8,000 in the Capital budget, if necessary, for consulting fees to facilitate a study to determine the need for a Rec. Center. BOF approval is necessary prior to any funds being expended. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve \$0 for a Rec. Center in 21/22 Capital. Mr. Hall seconded the motion. The motion passed unanimously.

WPCA – Wastewater Management Program

Mr. Bishop made a motion to approve the 20/21 Capital request for the Wastewater Management Program in the amount of \$50,000. Mr. Fuchs seconded the motion. The motion passed unanimously.

No action was taken on the “out years” requests for funding for Wastewater Management Program.

Mr. Hall made a motion to approve the 2020/21 Capital Budget in the amount of \$1,727,100 and forward to the BOF for further action. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop stated that all of the above discussed projects are considered priorities by the BOS.

UPDATE FROM ENERGY COMMITTEE

A written report, developed by Mr. Ehlert, Energy Chairman, was included in BOS packet.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that a Town Meeting is scheduled 3/3/20. The item on the Town Meeting agenda relative to funds for an Animal Control vehicle will be “pulled” from the agenda until additional data is collected. This item will be discussed further at the 3/10/20 BOS meeting.

Mr. Fuchs suggested that the BOS consider offering a stipend to the ACO for the continued use her personal vehicle. He expressed concern about the purchase of a new vehicle that would not be used regularly.

Mr. Bishop reported Ms. Angelini, Town Clerk, after a lengthy discussion with the BOF, has decided to proceed with interviewing 8 candidates who applied for the part-time Assistant Clerk position. The interviews will begin on Friday, 2/28/20. It is anticipated that the interviews will be completed in time for BOS action at the 3/10/20 BOS meeting. Ms. Angelini has agreed to immediately inform the BOS if any tasks are not being completed due to staffing issues. Mr. Bishop will ask Town Counselor to review the State Statute relative to certification(s) required of Asst. Clerk.

Mr. Fuchs stressed the importance of asking candidates if they would be able to work increased hours if the part-time hours are extended after further review by the BOS in six months.

Mr. Fuchs made a motion to schedule a BOS meeting on 3/10/20 @ 1:30 p.m. to interview candidates for the Asst. Clerk position. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop provided background information relative to the Old Saybrook Estuary Council of Seniors budget request to the BOF. The BOS approved \$20,000 for the Old Saybrook Senior Center, \$10,000 less than their \$30,000 request. The BOS requested additional information from the Director; i.e. criteria for the Meals on Wheels program. To date, no additional data has been received.

Mr. Bishop thanked BOF members for the attendance at this evening's meeting.

At the request of Selectman Fuchs, the BOS scheduled a special BOS meeting, in Executive Session, on 3/24/20 @ 1:30 p.m. to review school security measures. The Superintendent of Schools has expressed support for this meeting.

Mr. Bishop reported that staff at Worthington Manor are not yet ready to apply for the Small Cities Grant and have requested that the BOS consider sponsoring them in next year's grant application. In addition, Mrs. Helchowski, as Grant Coordinator, will attend the Small Cities CDBG training to become the Town's Certified Grant Administrator (this will be a requirement for towns wishing to submit Small Cities Grant applications).

APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

First Reading – Scott Hartzell, U, ZBA

First Reading – Jack Horne, R, Retirement Board

First Reading – Alison Woodstock, I, Westbrook Housing Authority

Mr. Bishop made a motion to accept the resignation from David Stein, Inland Wetland. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to accept the resignation from Pam Fogarty, Assessor. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

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

Mr. Hall made a motion to approve the minutes from the 1/27/20 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 9:30 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman