

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK
BOARD OF SELECTMEN
SPECIAL MEETING
Tuesday, March 10, 2020
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 2:05 p.m. In attendance included: First Selectman Bishop, Selectman Hall and Selectman Fuchs, Lew Daniels, Library Director, Tom Elliott, Library Board, Gary Gavigan, BOF member, Tony Cozza, BOF member, Paul Connelly, BOF Chairman, Chief Jenkins, Asst. Chief Cusson, Donna Castracane Director of Finance, Marilyn Ozols (arrived at 2:40 p.m.), Planning Chair, Katie Kelemen, Asst. Tax Collector, David Maiden, Building Official and John Riggio, Director of Public Works.

REVISED – RESIDENT STATE TROOPER CONTRACT

A copy of the revised Resident State Trooper contract (eliminating one State Trooper) was included in the BOS packet. As previously discussed during last year’s budget process, when a full-time Constable was hired, the level of State Troopers in Westbrook would drop to one. Constable Gelvin began his duties as a full-time Constable in February.

Mr. Hall made a motion authorizing First Selectman Bishop to sign the revised Resident State Trooper contract as presented. Mr. Fuchs seconded the motion. The motion passed unanimously.

BUDGET VOTE – REFERENDUM VS. TOWN MEETING VOTE

Mr. Bishop made a motion to vote on the 20/21 Town Budget via a Town Meeting scheduled May 5, 2020. Mr. Hall seconded the motion. The motion passed unanimously.

As in previous years, the Citizen’s Guide to the Budget will be developed and forwarded to Westbrook residents.

Information on the Corona Virus is received daily and will be addressed on a day to day basis relative to budget timeline and approval.

APPROVAL OF LIBRARY TECH ROOM RFP

Ms. Castracane, in collaboration with Tom Elliott and Lew Daniels, is developing an RFP for the Tech Room Project at the Library. When completed, the RFP will be forwarded to the BOS and Town Attorney for comment/revisions.

Mr. Hall made a motion to proceed with posting the RFP for Library Tech Room pending BOS and Town Attorney review. Mr. Bishop seconded the motion. The motion passed unanimously.

DISUCSSION ON VEHICLE USE POLICY AND POSSIBLE ASSIGNMENT OF VEHICLES

A copy of a draft Town of Westbrook Vehicle Use Policy was included in the BOS packet.

Mr. Bishop reported that at a previous BOS meeting, attended by several BOF members, it was agreed that no action would be taken regarding the Fire Chief's request for use of the old light rescue truck 499 or a Fire Marshal vehicle until a Vehicle Use Policy was established.

A copy of the draft was distributed to Audience members and discussed by the BOS. Several "wordsmithing" edits will be incorporated into the document. Ms. Castracane will clarify several sections of the draft policy with the Town Attorney; i.e. IRS requirements, passengers in vehicle.

A copy of a letter dated 1/29/20 from Chief Jenkins requesting that the light rescue truck 499 (Suburban) be used as a Chief's vehicle was included in the BOS packet. Chief Jenkins reported that, if approved, equipment currently housed in his personal vehicle would be transferred into the Chief's vehicle. The Chief's vehicle would not be utilized for personal use. The Suburban currently has lights and equipment necessary to respond to fire calls. It is anticipated that the truck can be used for at least an additional 4 to 5 years. Also, to use the truck in any other capacity; i.e. Animal Control, would require costly renovations.

The protocol for use of a Chief's vehicle, if approved, vis a vis the current Chief's role as a full-time Public Works employee was discussed. Mr. Riggio, Director of Public Works agreed that, if approved, the Suburban would be parked at the public works garage on a daily basis and if needed, Chief Jenkins would return to the public works garage and retrieve the vehicle to respond to a fire call.

As reported, the Town Attorney will review the draft policy and submit comments/revisions. The BOS will discuss further at a future meeting.

Mr. Bishop made a motion to designate the 2004 Chevrolet Suburban (old light rescue truck 499) as the Fire Chief's vehicle. Mr. Hall seconded the motion. The motion passed unanimously. (Note that vehicle assignments are pending final approval of a Vehicle Use Policy).

The BOF will discuss, via the Capital Budget, the Fire Marshal's request for a vehicle.

Mr. Bishop reported that funding for an Animal Control vehicle was "pulled" from the Town Meeting Agenda because a Use of Town Vehicle Policy had not yet been established. Per State Statute, the Town must have an Animal Control Officer. At the 10/24/19 BOS meeting, the BOS appointed Ms. Bickford as an interim Animal Control officer and notified State of same. Per the 10/24/19 BOS meeting, the Animal Control Officer position would be posted as appropriate. The posting closes on Monday, 3/16/20. Note that the current job description for the Animal Control Officer needs to be updated.

Several resumes have been received for the Animal Control Officer position and, per protocol, a Screening Committee will review the applications and make a recommendation to the BOS at their 3/26/20 meeting. Mr. Bishop will report back to the BOS the names of individuals on the Screening Committee.

Mr. Bishop made a motion to table action on a vehicle for the Animal Control Officer. Mr. Hall seconded the motion. The motion passed unanimously.

Selectman Fuchs has expressed interest in the vehicle graphics for town vehicles.

The BOS encouraged Selectman Fuchs to work with Trooper Borelli relative to the make/model of constable vehicles to be purchased in the upcoming year.

Mr. Bishop made a motion to authorize Selectman Fuchs to collaborate with Trooper Borelli on the graphics for town vehicles. Mr. Hall seconded the motion. The motion passed unanimously.

Graphic designs and financial implications of same will be discussed/approved by the BOS.

FIRST SELECTMAN'S REPORT

A BOS meeting, in Executive Session, has been scheduled on 3/24/20 to review school security measures. The Superintendent of Schools, Trooper Borelli, Mr. Izzo and other individuals, as appropriate, have been invited to attend the meeting.

The BOF will review the Capital request for funding for a Community Center. The Westbrook Foundation strongly supports funding for a Community Center and has requested, along with the BOS, additional information. The BOS allocated \$8,000 in Capital funding for a consultant/study relative to a Community Center; i.e. operating costs, plans, etc. Mr. Bishop has scheduled a meeting with Mr. Winch, Chairman Westbrook Foundation and Mr. Annino, Park and Rec. Director to discuss same.

Radio project – The BOS allocated Capital funding for a Radio Project (in future years).

BOF members present at the meeting requested that the BOS prioritize Capital requests. Mr. Bishop responded that he considers all Capital requests as priorities. Note that the Town is realizing significant increases via Building Department Fees and the Grand List.

Ms. Castracane reported that \$900,000 has been budgeted for Capital and the Capital requests total approximately \$1.7 million (shortfall of approximately \$700,000). It is the responsibility of the BOF to determine how to fund Capital (i.e. tax increases, bonding, etc.). The BOF's recommendation will go to a Town Meeting for final approval.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Hall made a motion to appoint Scott Hartzell, U, to ZBA. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to appoint Jack Horne, R, to the Retirement Board. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to appoint Alison Woodstock, I, to the Westbrook Housing Authority. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Andy Calderoni, R, to Harbor Management. Mr. Hall seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 2:56p.m. Mr. Hall seconded the motion. The motion passed unanimously. -

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Asst.

Noel Bishop
First Selectman