

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING
TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Thursday, March 23, 2023
Mulvey Municipal Center
Multi-Media Room and via ZOOM

First Selectman Hall called the meeting to order at 6:30 p.m. In attendance included: First Selectman Hall, Selectman Campbell, Selectman Bialicki, Peter Gillespie, Planner, Elizabeth Carpenter, Social Services Director, Jim Crawford, EDC/Registrar, Tony Cozza, BOF, John Palermo, Emergency Management Director, Michele Centore, Library Director, Donna Castracane, Director of Finance, Cliff Spencer, Fire Department, James Ruett, Paul Winch, BOF Chairman, and Darlene Briggs, EDC.

Mr. Hall led the Pledge of Allegiance.

TAX INCENTIVE POLICY

A copy of the Westbrook Tax Incentive Policy was included in the BOS packet.

Mr. Crawford, EDC Chairman, reported that a Tax Incentive Policy was included as a recommendation in the 2021 Plan of Conservation and Development (POCD) and surrounding town do have programs in place.

Mr. Gillespie provided an overview of the draft policy and reported that per State Statute, communities are permitted to adopt tax incentive policies as a tool for economic development. The draft will be forwarded to the Town Attorney relative to review, process/procedure for implementation, etc. All appropriate Town Departments and the BOF will be involved in the process. The BOS supported a Tax Incentive Policy and will discuss further at a future BOS meeting.

SOCIAL SERVICES – Request for additional hours

As previously discussed, Ms. Carpenter is requesting 7 additional hours per week for her staff to facilitate a request from Westbrook Youth & Family Services that Ms. Carpenter spend time at the Riggio Building to address the needs of non-English speaking residents that may be hesitant to come to the Town Hall for services. A copy of an email/request from Sara Zaiantz, Westbrook Youth & Family services was included in the BOS packet.

Ms. Carpenter was present to address questions/comments posed by BOS members.

Mr. Campbell made a motion to authorize and forward to the BOF for further action an additional 7 hours per week for Social Services staff (5 hours to Amber Shaw, 2 hours to Kelley Frazier) as presented, beginning July 1, 2023. Mr. Bialicki seconded the motion. The motion passed unanimously.

AWARD HVAC CONTRACT

A copy of the HVAC Bid Opening results was included in the BOS packet. Mr. Hall reported that in response to the RFP, 2 contractors attended the mandatory walk-through and provided bids.

Mr. Bialicki made a motion to award the HVAC contract to PerfecTemp in the amount of \$11,953.00 effective 4/1/23. Mr. Campbell seconded the motion. The motion passed unanimously.

RADIO CONTRACT

A copy of the License Agreement with the State of Connecticut relative to the Town's use of the State's radio network was included in the BOS packet. There is no cost associated with the Town signing the License Agreement and joining the State's system. The BOS and BOF have discussed the purchase of radios associated with the project (Fire Dept., Emergency Services, Fire Marshal).

Mr. Campbell made a motion to authorize the First Selectman to sign the License Agreement with the Connecticut Department of Emergency Services and Public Protection as presented. Mr. Bialicki seconded the motion. The motion passed unanimously.

LIBRARY GIFT FUND

A copy of the Library's request for the use of Library Gift Funds was included in the BOS packet. This is an annual request and funds are typically used to purchase library materials, equipment, supplies, etc. Michele Centore, Library Director, was available to address questions/comments posed by BOS members.

Mr. Bialicki made a motion to approve and forward to the BOF for further action, the request for the use of the Library Gift Fund in an amount not to exceed \$19,000. Mr. Campbell seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to add to the agenda a discussion on Facilities/Building Maintenance staff. Mr. Campbell seconded the motion. The motion passed unanimously.

FACILITIES/MAINTENANCE STAFF

As previously discussed, the First Selectman approached the Superintendent of Schools relative to the potential "sharing" of a full-time Facilities Director. Superintendent Martineau intends to add a school only facilities position to a future budget.

Mr. Hall distributed a draft job description for an Assistant Facilities Manager. This individual would work under the direction of the First Selectman and Public Works Director to oversee maintenance in the town buildings and also be a "handyman" and have the ability to fix minor maintenance items throughout the buildings. The current budget includes \$50,000 for the full-time, "shared" position with the schools. A recommendation has been made to fund a town only Assistant Facilities Manager/Handyman at \$70,000 per year (an additional \$20,000 request).

Mr. Campbell made a motion to request that the BOF fund a Town maintenance position in the amount of \$70,000. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Ruett, resident and audience member, spoke in support of the position.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

1st Reading – Ryan Engels – alt. - U – Inland Wetland

APPROVAL OF MINUTES – 3/14/23 (2 sets)

Mr. Bialicki made a motion to approve the minutes from the 3/14/23 meetings as presented. Mr. Campbell seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Hall reported:

- Mr. Ross, owner of the 558 Horse Hill Road property (potential town purchase for Open Space) requested that the Town pursue a buy/sell agreement and tax abatement pending closing on the property. Mr. Hall responded that the Town will need the Yellow Book appraisal before considering any agreement relative to the property.
- Food Scraps – Heidi Wallace, Environmental Planner will work with Sustainable CT relative to a food scrap program. Due to the potential for rats/vermin, etc. Public Works is not interested in housing the program.
- The Town, via the Health Department and Senior Center has partnered with Griffin Health to provide Covid-19 vaccination clinics and health screenings every Tuesday from May 2 through June 20 from 9 a.m. to 3 p.m. There is no cost to the town for this program.
- Mulvey Roof – nearing completion; hatches being installed.

EXECUTIVE SESSION – Police Negotiations/Contract

Mr. Campbell made a motion to go into Executive Session at 7:10 p.m. for the purpose of a discussion on the Police Negotiations/Contract. Mr. Bialicki seconded the motion. The motion passed unanimously. Ms. Castracane was invited into the Executive Session.

Regular Session resumed at 7:22 p.m.

Mr. Campbell made a motion to approve the 3-year Police Contract as presented. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to appropriate from Contingency an amount not to exceed \$60,000 for the wages as presented in the contract and to forward the appropriation request to the BOF and Town Meeting for further action. Mr. Bialicki seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Campbell made a motion to adjourn the meeting at 7:23 p.m. Mr. Bialicki seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

John Hall, III
First Selectman