

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK
BOARD OF SELECTMEN
SPECIAL MEETING
Tuesday, April 14, 2020
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, Paul Connelly (BOF Chairman), Tony Cozza, BOF member, Donna Castracane, Director of Finance, Ken Butterworth, IT Director, Kimberly Bratz, Tax Collector, Lew Daniels, Library Director, Marilyn Ozols, Planning Chairman, Jill Brainerd, Facilities, and Joan Angelini, Town Clerk.

EXECUTIVE ORDER 7-S – Update from Tax Collector

Due to the Covid 19 Pandemic and per Governor Lamont’s Executive Order 7S, the Town must participate in either a Tax Deferment Program and/or a Low Interest Rate Program.

Ms. Bratz, Tax Collector, provided an overview of the programs and reported that she has reviewed the options and the financial ramifications of same (approximately \$17,000 if the Deferment program is chosen or \$11,000 if the Low Interest Rate program is chosen). The Tax Deferment program would necessitate substantial staff time to administer the program.

Ms. Bratz reported that property taxes, for many homeowners, are paid by the banks; however, she anticipates that the revenue in the Tax Collector’s office will be negatively affected by the Covid 19 Pandemic.

Ms. Castracane reported that in order for the Town to meet its financial obligations (including the BOE), approximately \$8.7 million dollars is necessary over a 3-month period.

Ms. Bratz recommends that the BOS participate in the Low Interest Rate Program.

Mr. Hall made a motion to authorize the Town of Westbrook’s participation in the Low Interest Rate Program, under Section 6(b) of Executive Order No. 7S and that the First Selectman, Director of Finance and Tax Collector are hereby authorized to carry out all such requirements in the implementation of the program. Mr. Fuchs seconded the motion. The motion passed unanimously.

As required, this information will be forwarded to OPM by the 4/25/20 due date.

Ms. Bratz will be present at the BOF meeting on 4/14 to update the BOF on this item.

AUTHORIZE BOF TO ADOPT 20/21 BUDGET AND SET MILL RATE

Due to the Covid 19 Pandemic, Governor Lamont’s Executive order 7I (13) prohibits in-person public meetings and the public will not have an opportunity to vote on the 20/21 budget.

Mr. Bishop made a motion to authorize the budget making authority, the Board of Finance, to adopt the 2020/21 budget and set a mill rate sufficient to meet the Town's obligations for the upcoming fiscal year. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop reported that full-page ads have been placed in the Harbor News alerting residents of the protocol for this year's adoption of the budget. In addition, the Town's website, social media, etc. will also be utilized to inform residents of the budget process. The Public is encouraged to participate in all virtual meetings.

POSSIBLE ADDITION FUNDING – IT DIRECTOR

Ms. Castracane recommended that Mr. Butterworth's compensation be increased due to the IT demands relative to the Covid 19 Pandemic. Since the beginning of the pandemic, Mr. Butterworth has facilitated a variety of programs including employees working remotely from home, ZOOM conference meetings, various troubleshooting issues, communications etc. Additional payments to Mr. Butterworth may be eligible for FEMA reimbursement.

Mr. Bishop made a motion to pay Mr. Butterworth \$20 per hour for any hours over his scheduled work week (20 hours per week), retroactive to March 16, 2020 for a period of time not to exceed 6 months. Mr. Fuchs seconded the motion. The motion passed unanimously.

GRANT AUTHORIZATION – Connecticut State Library – Historic Preservation Grant

The Town Clerk has requested that the BOS approve the 2020 Historic Document Grant in the amount of \$5,500 to be utilized to scan index books.

Mr. Hall made a motion to authorize First Selectman Bishop to sign the 2020 Historic Document Grant application in the amount of \$5,500 to be utilized to scan index books. Mr. Fuchs seconded the motion. The motion passed unanimously.

APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

Mr. Bishop made a motion to re-appoint John Rie, R, to the Harbor Mgt. Commission for a 3-year term. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appointment Ronny Stevenson, U, to the Harbor Mgt. Commission for a 3-year term. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appointment Andy Calderoni, R, to the Harbor Mgt. Commission for a 3-year term. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint Rebecca Indich to the Regional Mental Health Board for a 2-year term. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Susan Connelly, R, to the Housing Authority for a 5-year term. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint the Marine Patrol to 1-year terms as follows: Dave Russell, Michael Morris, Michael McKenna, Joseph Pucillo, Derek Allen, Ken McNamara, Mark Wyzykowski, Jim Connelly, Enrico Milardo, Charles McSorley, Thomas Armstrong. Mr. Fuchs seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

The BOS scheduled a Special BOS meeting on 4/16/20 @ 3:00 p.m. for a discussion of COVID.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 2:34p.m. Mr. Hall seconded the motion. The motion passed unanimously. -

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Asst.

Noel Bishop
First Selectman