

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING  
TOWN OF WESTBROOK  
BOARD OF SELECTMEN  
SPECIAL MEETING  
Thursday, April 16, 2020  
Via Zoom

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:01 p.m. In attendance included: First Selectman Bishop, Selectman Hall and Selectman Fuchs, Zachary Faiella, Director of Health, Donna Castracane, Director of Finance, Pat Ciccone, Superintendent of Schools, Darlene Briggs, Westbrook Chamber of Commerce, Ken Butterworth, IT, Joan Angelini, Town Clerk, David Maiden, Building Official, Aviva Luria, Press and Marilyn Ozols, Planning Chairman.

UPDATE ON COVID-19 VIRUS

The BOS discussed various concerns as a result of the Covid-19 Pandemic including:

- Beach Closure – Mr. Faiella, Director of Health, reported that to discourage people from congregating, the West Beach Parking lot will remain closed until further notice. Individuals are permitted to walk on the beach, provided that proper social distancing measures are observed. To date, no decisions have been made at either the State or local level regarding beach access for the Memorial Day and 4<sup>th</sup> of July holidays.
- All first responders, including Constables, are supplied with appropriate PPE; i.e. masks, gloves. The Director of Health and Emergency Management Director have been actively pursuing all leads, from both the State and Federal government(s), for the procurement additional PPE materials.
  - Additional hours for Constables to facilitate increased patrols have been authorized.
- Selectman Fuchs advised that the Middlesex Courthouse is closed and Constables should direct residents to the New Britain Courthouse as appropriate.
- The Town Hall is closed to the public; however, staff is on site daily in “staggered” shifts. The telephone department directory is posted on all doors of the Mulvey Municipal Center. Additional information is posted on the town’s website and individuals may call the Selectman’s office, 860-399-3040 with questions/concerns.
  - Ms. Brainerd reported that the volume of calls into the Selectman’s office has increased to approximately 10 to 15 calls per day. Residents are directed to the appropriate department; i.e. Town Clerk, Building, Land Use, etc. To date, few complaints have been received and have been immediately addressed.
- The Governor’s Executive Order does not permit in-person meetings; however, several Boards/Commissions, including the BOS, BOF, Board of Fire Commissioners, Retirement Board, Conservation Commission, and Energy Committee have or will in the near future be utilizing the ZOOM format for meetings. The protocol to schedule a ZOOM meeting has been forwarded by the Town Clerk to all appropriate Board/Commission Chairmen. Agendas are being posted on-line as well as on all doors to the Town Hall.
  - Ms. Ozols reported that she is scheduling Planning Commission meetings in May. She requested that the requirements for ZOOM meetings be forwarded to Chairmen.
- Mr. Faiella will confirm the Governor’s recommendation for the use of masks in public. This information will be post appropriately.

- Superintendent Ciccone reported that she is in regular contact with the Director of Health and all directives, including those relative to masks, are distributed to the entire school community, not just one age group; i.e. teenagers.
  - Mr. Faiella requested that questions regarding the use of masks, either cloth or purchased, be directed to him. He has posted directions for a home-made mask on the website.
- Senior Center and Social Services staff have been in regular contact with their constituents and food and appropriate items have been distributed as necessary.
- Darlene Briggs, Westbrook Chamber of Commerce, updated the Board on resources available to business owners during the crisis. A link to this information will be posted on the Town's website.
- Applications and permits in the Land Use department are being processed via ZOOM inspections, WhatsApp and other technology.
- Ms. Castracane provided an update on the recent BOF meetings and the budget process.
  - Information on the BOF approved budget (Operating and Capital) has been forwarded to the Harbor News. The \$31 million budget represents a 1.5% increase over the current budget. The virtual Public Hearing on the budget is scheduled on 4/29/20 @ 7:00 p.m. The public is encouraged to participate in the meeting, via ZOOM. Residents may email questions/comments regarding the budget to [townbudget@westbrookct.us](mailto:townbudget@westbrookct.us).
  - Note that the public WILL NOT HAVE AN OPPORTUNITY TO VOTE ON THE BUDGET. Per the Governor's Executive Order, the BOS has authorized the BOF to vote on the budget and set the mill rate. This vote will take place on 5/5/20 and the public will be able to participate in the meeting (but not cast a vote) via ZOOM.
  - Information for public participation in budget meetings has been well advertised via social media, purchased ads in the Harbor News, town website, etc.
  - All Covid related expenses are being tracked for potential FEMA reimbursement.

Mr. Hall commended staff and everyone involved during this unprecedented event.

IMM – INNOVATIVE MOSQUITO MANAGEMENT CONTRACT

Mr. Hall made a motion to approve the Innovative Mosquito Management contract, in the amount of \$16,500, and to authorize First Selectman Bishop to sign same. Mr. Fuchs seconded the motion. The motion passed unanimously.

The Town has gone out to bid for this service and Innovative Mosquito Management has been the only firm to respond to the RFP. Mr. Faiella reported that the Town has been pleased with their services.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 3:54 p.m. Mr. Hall seconded the motion. The motion passed unanimously. -

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Administrative Asst.

Noel Bishop  
First Selectman