

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
Tuesday, April 25, 2019
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:34 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectwoman Labbadia, Donna Castracane, Director of Finance, Eric Knapp, Planning, Zoning and Development Coordinator, Tony Cozza, BOF member, Tony Sharillo, YMCA, Rich Annino, Director Park & Rec., Kim Riggio, Land Use Administrative Assistant, David Maiden, Building Official, George Pytlik, Sr. and George Pytlik, Jr., Chris Ehlert, Chairman Energy Committee, Heidi Wallace, Inland Wetland Official, Robin Donofrio, Administrative Assistant, Land Use, Shirley Mickens, Land Use Tech., and Sonia Marino, Health Director.

YMCA APPLICATION RELATIVE TO THE NEIGHBORHOOD ASSISTANCE ACT (NAA)

Mr. Hall made a motion to approve the Form NAA-01 as submitted by the YMCA and to forward the application to a Town Meeting for further action. Ms. Labbadia seconded the motion. The motion passed unanimously.

UPDATE ON LAND USE DEPARTMENT STAFFING

Mr. Bishop reported that as directed by the BOS, he has been holding regular meetings with the Land Use Staff to address concerns relative to the Department. Mr. Maiden, Building Official, updated the BOS on the Flow Chart developed by the Land Use Department regarding permit requirements. This flow chart has been posted in various locations throughout the Town Hall.

Mr. Bishop reported that the Land Use staff was encouraged to be candid during the meetings. As a result, counter coverage and communications throughout the Land Use Department have been addressed.

The BOS agreed that regular meetings with the Land Use Staff and First Selectman should continue.

IT ACCESS CONTROL AND ACCESS MANAGEMENT POLICY

A copy of an IT Access Control and User Access Management Policy was included in the BOS packet. The document has been reviewed by Attorney Wells and Ms. Castracane, Director of Finance. Mr. Butterworth's, IT, comments were distributed to the BOS.

Mr. Bishop made a motion to adopt the IT Access Control and Access Management Policy as presented. Mr. Hall seconded the motion. The motion passed unanimously.

SET DATE FOR TOWN MEETING

Mr. Bishop made a motion to schedule a Town Meeting on June 5, 2019 @ 7:00 pm. Mr. Hall seconded the motion. The motion passed unanimously.

STATUS REPORT ON BEACH CONCESSION STAND CONTRACT

Mr. Bishop reported that Mr. Anello, Hog Wild, has requested a 2 year extension on the Beach Concession Stand contract. The current contract expires in September 2020.

Mr. Bishop made a motion to extend the contract with Hog Wild until 2021 @ the rate of \$3,300 per year. The motion was not seconded.

Mr. Hall recommended that the Town go out to bid for contractors for the Beach Concession Stand.

REPORT FROM ENERGY COMMITTEE

Mr. Ehlert reported that all LED streetlights are up and functioning. We are still waiting for the appropriate bulbs to address the decorative lights.

The Energy Committee is working with Colleen Topitzer and Eversource relative to the lights in Autumn Ridge.

Murtha Cullina is currently reviewing the PPA for Virtual Net Metering. This document will also be reviewed by Attorney Wells.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

First Reading - Vincent Neri – Inland Wetlands Commission

Mr. Bishop made a motion to re-appointment Tom Fahey and Robert Charette to the Harbor Management Committee with a term to expire 2022. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop reported that, as appropriate, a letter of nomination received from the RTC regarding a Planning and Conservation Representative vacancy on Inland Wetlands has been forwarded to the Chairmen of Inland Wetland, Conservation and Planning Commissions/Committees.

APPROPRIATIONS/CONTINGENCY TRANSFERS

Rescind Request for Appropriation Relative to the ADA Ramp

The following motion was made at the 3/28/19 BOS meeting:

“Mr. Bishop made a motion to authorize an additional \$8,000 for the ADA Ramp project and forward to BOF and Town Meeting for further action. Mr. Hall seconded the motion. The motion passed unanimously.”

After further consideration, the project was awarded to the low bidder and no additional funds are necessary.

Mr. Bishop made a motion to rescind the following motion made at the 3/28/19 BOS meeting:

“Mr. Bishop made a motion to authorize an additional \$8,000 for the ADA Ramp project and forward to BOF and Town Meeting for further action. Mr. Hall seconded the motion. The motion passed unanimously.”

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

APPROVAL OF MINUTES

Ms. Labbadia made a motion to approve the minutes from the 3/28/19 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 4/2/19 BOS meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

Ms. Labbadia made a motion to approve the minutes from the 4/4/19 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 4/9/19 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 4/9/19 BOS meeting (Executives Session). Ms. Labbadia seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that agendas are available in the back of the room for the Kirtland Landing "Scoping Meeting" and QBS meeting beginning this evening at 6:30 p.m.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 5:54 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman