

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT  
BOARD OF SELECTMEN  
REGULAR MEETING  
Thursday, May 25, 2023  
Multi-Media Room  
Mulvey Municipal Center and via  
ZOOM

CALL TO ORDER

First Selectman Hall called the meeting to order at 6:30 p.m. In attendance included: First Selectman Hall, Selectman Bialicki, Selectman Campbell, John Palermo, Emergency Management Director, Peter Gillespie, Planner, Donna Castracane, Director of Finance, John Rie, Harbor Commission Chairman, Sara Zaiantz, Youth & Family Services, Heidi Wallace, Environmental Planner, Randy Bell, Conservation Commission, Jim Dahl, Marcy Fuller, Historical Society and Paul Winch, BOF Chairman.

Mr. Hall led the Pledge of Allegiance.

Mr. Hall made a motion to add to the agenda an invoice from the Harbor Commission and a proposed Tax Assessment Settlement. Mr. Bialicki seconded the motion. The motion passed unanimously.

PUBLIC HEARING – First Congregational Church of Westbrook - Neighborhood Assistance Application

First Selectman Hall opened the Public Hearing at 6:31 p.m. The Congregational Church's NAA Application was included in the BOS packet.

Mr. Dahl, representing the Congregational Church, reported that the Church has submitted an application relative to the NAA Tax Credit Program. C Corporations are eligible to participate in this program. The Congregational Church is proposing energy conservation projects as outlined in the submission.

No comments relative to the application were received from the Public.

Mr. Bialicki made a motion to close the Public Hearing at 6:35 p.m. Mr. Campbell seconded the motion. The motion passed unanimously.

Mr. Bialicki made a motion to approve Form NAA-01 as submitted by the First Congregational Church of Westbrook, authorize First Selectman Hall to sign all appropriate documents and to forward the application to a Town Meeting for further action. Mr. Campbell seconded the motion. The motion passed unanimously.

AWARD RTU CONTRACT

Seven bids were received in response to the RFP for the RTU at the Mulvey Center. These bids were reviewed by the architect and appropriate staff. Adequate funds are budgeted for this project. It was recommended that Sav Mor Cooling and Heating, Inc. be awarded the contract. As previously reported, it may take up to 9 months to receive the equipment necessary to facilitate the project. The contract will be reviewed by the Town Attorney.

Joe Campbell made a motion to award the Mulvey Municipal Center RTU contract (all inclusive) to Sav Mor Cooling and Heating, Inc., in the amount of \$196,000 and to authorize First Selectman Hall to sign all appropriate documents relative to the contract. Mr. Bialicki seconded the motion. The motion passed unanimously.

APPOINT COASTAL RESILIENCY CONSULTANT

After review of the 3 bids received regarding the Coastal Resiliency Consultant RFP, the Committee unanimously recommended that the BOS award the contract to Colliers Engineering and Design, Madison, Connecticut. Committee members included representatives from Westbrook, Old Saybrook, Fenwick and Clinton. The Colliers contract is currently being

reviewed by the Town Attorney. Other towns participating in the project are providing either funding or in-kind support relative to the required “match” per the grant.

Mr. Campbell made a motion to award the contract for professional services for the preparation of the Coastal Resiliency Plan for the Towns of Westbrook, Clinton and Old Saybrook (Fenwick) to Colliers Engineering & Design and to authorize First Selectman Hall to negotiate and execute the contract for services as specified in the NFWF grant agreement #76566 and as specified in the proposal for planning and design services submitted by Colliers Engineering & Design dated May 1, 2023. The fee for these services shall be \$200,000. Mr. Bialicki seconded the motion. The motion passed unanimously.

#### SIDEWALK IMPROVEMENTS – Essex Road/Spencer Plains Road

The BOS reviewed and forwarded the Essex Road/Spencer Plains Road sidewalk project to the Planning Commission for review and comment. At the 5/8/23 Planning Commission meeting, the Commission found the project consistent with the Plan of Conservation and Development (POCD).

Mr. Campbell made a motion to approve the plans as submitted by Jacobson & Associates. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Gillespie reported that the State has approved the plans and IW is currently reviewing the proposal. It is anticipated that the project will go out to bid in the summer and the project will be completed in the fall.

#### USE OF ARPA (AMERICAN RESCUE PLAN ACT) FUNDS - Youth and Family Services

A copy of the ARPA application in the amount of \$23,902.00, submitted by Youth and Family Services was included in the BOS packet. If approved, these funds would be used to support the mental health needs of Westbrook senior citizens.

Mr. Bialicki made a motion to approve and forward to the BOF and Town Meeting for further action, Youth & Family Services’ request for the use of ARPA funds in the amount of \$23,902.00. Mr. Campbell seconded the motion. The motion passed unanimously.

#### SALT ISLAND - Low Tide Staffing

As discussed at the May 9, 2023 BOS meeting, Conservation Commission members have expressed concern about the Salt Island/high tide issues from last Summer (individuals being stranded on the island at high tide and requiring emergency services). A copy of the tide schedule was included in the BOS packet. A recommendation was made to hire (20 hours per week) one additional intern to be stationed at Salt Island from 1 hour before “dead low tide” until 1 hour after “dead low tide”. Ms. Wallace, Environmental Planner, will supervise the interns and two staff members will be stationed at Salt Island at appropriate times. In addition, Emergency Management will provide a radio to the staff.

Mr. Campbell made a motion to approve an additional 68 hours for Salt Island staffing as requested. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Bialicki made a motion to increase the rate of pay for the “senior” intern to \$17.00 per hour. Mr. Campbell seconded the motion. The motion passed unanimously.

Ms. Castracane reported that at their next meeting, the BOF will transfer funds as necessary to fund the additional hours and an increased rate of pay for the interns.

Note that last year, signs cautioning individuals about the tides were posted at Middle Beach and on Salt Island. These signs were printed in several different languages. Also, Waters’ Edge keeps their guests informed of the tides, etc.

#### BEACH CONCESSION STAND – Request for Extension

Mr. Hall reported that John Anello, Hog Wild, has requested a 2-year extension on the lease of the Concession Stand at West Beach. His current contract expires in September 2023.

Mr. Campbell made a motion to offer a 2-year extension to the contract with John Anello, Hog Wild, beginning May 2024 in the amount of \$3,950.00 per season. Mr. Bialicki seconded the

motion. The motion passed unanimously.

#### BUSHNELL HOUSE

Mr. Hall reported that he toured the Bushnell House with members of the Westbrook Historical Society. The Historical Society will keep some of the display cases in the house and the rest will be disposed of by Public Works. Ms. Fuller, President, Historical Society, reported on their initiatives/"wish list" for the property including:

- Increased "exposure" via Facebook and updated website.
- Creation of a "House Museum" including a medicinal/herb garden.
- Chimney inspection with the hope to provide period food demonstrations at the fireplace.
- Well inspection – the remains of a well sweep are on the property.
- Research Center in the garage/shed.
- Removal of modern kitchen island/sink.
- Potential for school field trips to the Bushnell House and High School docents.
- Proposed change of name to "Bushnell House" as David Bushnell never lived there.

Mr. Hall reported that the Public Works department will facilitate projects at the Bushnell House as time permits. Estimates will be developed for the chimney/flue liner and other projects. An additional means of egress must be established at the garage/shed and the access to the upper level/attic is not up to code.

Mr. Winch recommended that the Historical Society may wish to apply to the Westbrook Foundation for funding for the Bushnell House.

#### HARBOR COMMISSION – Request for Funds

An invoice in the amount of \$4,295.88 for the purchase of anchors, chains and supplies relative to moorings was distributed to the BOS. Mr. Rie, Chairman Harbor Commission reported the Commission now has a policy in place regarding the need for Harbor Commission permission prior to the purchase of supplies/equipment.

Mr. Campbell made a motion to approve and forward to the BOF for further action, payment to H.S. Plaut Environmental Company, LLC in the amount of \$4,205.88. Mr. Bialicki seconded the motion. The motion passed unanimously.

#### REVALUATION SETTLEMENT

Attorney Weaver and Ms. Leone, Assessor, recommend BOS approval of tax appeal for a property located at 45 Second Avenue. A copy of Attorney Weaver's letter was distributed to BOS members.

Mr. Bialicki made a motion to revise the valuation of the subject property (45 Second Ave., Westbrook) to \$950,000 as recommended and to authorize First Selectman Hall to sign all appropriate documents relative to the settlement. Mr. Campbell seconded the motion. The motion passed unanimously.

#### APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

Mr. Hall made a motion to accept the resignation received from Bill Angelini, RiverCOG Regional Housing Committee. Mr. Campbell seconded the motion. The motion passed unanimously.

#### APPROVAL OF MINUTES

Mr. Campbell made a motion to approve the minutes from the 5/9/23 BOS meeting as amended. Mr. Bialicki seconded the motion. The motion passed unanimously.

Note: Page 3 – under "Stone Jetty Town Beach" – add "Mr. Campbell seconded the motion. The motion passed unanimously".

#### FIRST SELECTMAN'S REPORT

Mr. Hall reported:

- Smallpox Cemetery re-dedication scheduled June 3, 2023. Members of the Stannard family will be in attendance.
- Downtown WPCA project – meeting scheduled on Tuesday, 5/30 with Jacobson, Health Dept. and WPCA Chair.

- Kirtland Landing – property paved, signage ordered.
- Email - Request from Hartford Power Squadron – Boat Show/Swap Meet – The consensus of the BOS was to not allow the use of town property for this event.

EXECUTIVE SESSION - Security - Riggio Building

Mr. Hall made a motion to go into Executive Session at 7:34 p.m. for the discussion of security at the Riggio Building. Mr. Campbell seconded the motion. The motion passed unanimously. Invited into the Executive Session: Donna Castracane, Sara Zaiantz, Paul Winch, and John Palermo.

Regular Session resumed at 7:48 p.m. No action.

EXECUTIVE SESSION – Property Purchase - Negotiations

Mr. Bialicki made a motion to go into Executive Session at 7:49 p.m. for the discussion of property purchase negotiations. Mr. Campbell seconded the motion. The motion passed unanimously. Invited into the Executive Session: Randy Bell, Heidi Wallace, Donna Castracane, and Paul Winch.

Regular Session resumed at 8:12 p.m. No action.

ADJOURNMENT

Mr. Bialicki made a motion to adjourn the meeting at 8:13 p.m. Mr. Campbell seconded the motion. The motion passed unanimously.

Respectfully submitted,

Suzanne Helchowski  
Executive Assistant

Attest,

John Hall, III  
First Selectman