

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT  
BOARD OF SELECTMEN  
REGULAR MEETING  
Thursday, May 28, 2020  
Via ZOOM

CALL TO ORDER

First Selectman Bishop called the meeting to order at 6:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, and Selectman Fuchs, Donna Castracane, Director of Finance, Elizabeth Carpenter, Social Services Coordinator, Rich Annino, Park & Rec Director, Ken Butterworth, IT, Marilyn Ozols, Planning Chairman, Rich Annino, Director of Park & Rec., Tony Cozza, BOF member, and Marty Marks, Conservation Chairman.

Mr. Bishop made a motion to add to the agenda a discussion relative to a Sanitation Devices and Refills Contract and Sidewalks. Mr. Hall seconded the motion. The motion passed unanimously.

FINAL BOS ACTION ON GRANTS/TOWN MEETING ITEMS

As previously reported, due to the Covid-19 Pandemic, an in-person Town Meeting is not permissible. Attorney Forsyth clarified Executive Orders 7CC and 7JJ that allow the BOS and the BOF to vote on items in lieu of a Town Meeting.

Playground Grant - \$39,000 – Mr. Bishop made a motion to accept the grant from the Westbrook Foundation in the amount of \$39,000 for Playground equipment to be located at West Beach. Mr. Fuchs seconded the motion. The motion passed unanimously.

Open Space Grant - \$50,000 – per the grant agreement, the funds must be expended between June 1 and December 31, 2020.

Mr. Fuchs made a motion to accept the grant from the Westbrook Foundation in the amount of \$50,000 for the purchase of Open Space. Mr. Bishop seconded the motion. The motion passed unanimously.

Registrar PPE Grant – up to 3,000 for additional poll workers for elections

Mr. Hall made a motion to accept, and authorize First Selectman Bishop to sign, the State of Connecticut Grant in the amount of \$3,000 relative to PPE equipment for additional poll workers for elections. Mr. Fuchs seconded the motion. The motion passed unanimously.

Registrar Equipment Grant – up to 3,000 for computers for Registrar's office

Mr. Hall made a motion to affirm BOS and BOF approval and acceptance of the State of Connecticut Grant in an amount not to exceed \$3,000 for computers for the Registrar's office. Mr. Fuchs seconded the motion. The motion passed unanimously.

Library Fund – Use of Library Funds

Mr. Bishop made a motion to add to the agenda the use of Library Funds. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the use of the Library Fund in the amount of \$15,000. Mr. Bishop seconded the motion. The motion passed unanimously.

LANGUAGE TRANSLATION CONTRACT

Ms. Carpenter, Social Services Coordinator, updated the BOS on the Language Translation Contract that would facilitate Social Services in assisting English as second language clientele. Funding for the service is available. Additional town departments; i.e. VNA, Park & Rec, would also be able to use this service.

Mr. Hall made a motion to approve the Language Translation Contract and authorize First Selectman Bishop to sign same. Mr. Fuchs seconded the motion. The motion passed unanimously.

#### LAKE LACONIA CONTRACT

Attorney Forsyth's recommended changes to the Lake Laconia contract have been incorporated into the document. As requested, additional information on Glyphosate was distributed to BOS members

Mr. Hall made a motion to approve the contract with Solitude Lake Management for Lake Laconia treatments and authorize First Selectman Bishop to sign same. Mr. Bishop seconded the motion. The motion passed unanimously.

#### AFFORDABLE HOUSING PLAN GRANT

A copy of the DOH grant relative to Affordable Housing Grants was included in the BOS packet. Grants are offered on a first come, first served basis. The application is due at the end of June.

Mr. Hall made a motion to approve the DOH Affordable Housing Grant application as presented. Mr. Bishop seconded the motion. The motion passed unanimously.

#### SIDEWALKS

Mr. Bishop made a motion to approve a sum not to exceed \$50,000 from the Sidewalk Construction Capital Project to the Sidewalk Improvement Project to cover the cost of the selected contractor and additional engineering for the sidewalk enhancements and extensions along Rte 1. Mr. Fuchs seconded the motion. The motion passed unanimously.

#### SANITATION CONTRACT

Ms. Castracase reported that the Town Attorney is currently reviewing a 3-year contract with Russell Hall to provide touchless soap dispensers and the supplies necessary for the operation of same. Attorney Forsyth's comments/revisions will be incorporated into the final contract. This expense will be funded via the Covid-19 FEMA reimbursements.

Mr. Bishop made a motion to proceed with the 3-year contract with Russell Hall, pending review by Town Attorney. Mr. Hall seconded the motion. The motion passed unanimously.

#### APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

The Town is awaiting additional information relative to appointments requiring in-person meetings/elections; i.e. Board of Fire Commissioners. This item will be discussed further at a future meeting.

First Reading – Shirley Mickens, U, WPCA – added to agenda

Mr. Fuchs made a motion to re-appoint Noel Bishop to the Nine Town Transit Board of Directors for a 4-year term. Mr. Hall seconded the motion. The motion passed unanimously.

#### TRANSFERS/APPROPRIATIONS

Mr. Bishop made a motion to approve a sum not to exceed \$65,000 for a deficit in refunds associated with Waters' Edge. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS discussed the status and ordering of the police cruiser. Mr. Bishop will follow-up with Trooper Buck on same.

#### APPROVAL OF MINUTES

Mr. Bishop made a motion to approve the minutes from the 4/16/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Note that a ZOOM recording of the meeting is not available.

The BOS discussed the contents of meeting minutes.

Mr. Fuchs made a motion to approve the minutes from the 5/12/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 5/14/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS discussed the possibility of BOS agendas including a "Public Comment" agenda item as opposed to the public commenting on agenda items throughout the meeting. The consensus of the BOS was to continue to allow the public to comment throughout the meeting.

Mr. Bishop encouraged BOS members to inform him of staff related concerns. He will update the staff member and ask that they respond directly to the Selectman. He also encouraged BOS members to speak with staff anytime.

FIRST SELECTMAN'S REPORT

The BOS scheduled a Special BOS meeting on Thursday, June 4, 2020 @ 3:00 p.m. The meeting will be held in Executive Session to facilitate Assessor candidate interviews. No action will be taken at the meeting.

The BOS discussed the protocol for hiring an additional full-time constable. Per protocol, constable appointments/interviews are conducted by the BOS.

The Recovery Committee has scheduled a meeting on Wednesday, June 3, 2020 @ 10:30 a.m. The main topic of discussion will be the status of the Muster and the Fire Dept. Carnival. At the recent Recovery Committee meeting, there was extensive discussion regarding Park & Rec programs. Summer programs will take place at Daisy and the Middle School. Mr. Annino is confident that all appropriate Department of Health requirements can be met.

As previously reported, the West Beach parking lot is open for Westbrook residents only. No major concerns have been reported relative to the Beach/parking lot opening and it appears that social distancing protocols are being adhered to at the beach. The restroom facilities and table tops are being cleaned on a hourly basis.

At the June 9, 2020 BOS meeting, the BOS will discuss fireworks vis a vis July 4<sup>th</sup>. Representatives from the Council of Beaches and law enforcement will be invited to attend the meeting. Mr. Fuchs requested a legal opinion on the use of fireworks and enforcement of same.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 7:50 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Executive Assistant

Noel Bishop  
First Selectman