

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
Special Meeting
Tuesday, June 04, 2019
Multi-Media Room
Mulvey Municipal Center

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectwoman Labbadia, Marilyn Ozols, Planning Commission Chairman, Tony Marino, Zoning Commission Chairman, Eric Knapp, Planning, Zoning and Development Coordinator, Shirley Mickens, WPCC Tech., Bob Hagemeister, Board of Fire Commissioners Chairman, Chris Ehlert, Energy Committee Chairman, Tony Cozza, BOF member, Gregg Prevost, Westbrook Ambulance, Lynn Spencer, Board of Fire Commissioners, Don Izzo, Emergency Management Director, John Palermo, Fire Department, Richard White, Energy Committee, Bill Fish, Energy Committee, Paul Connelly, BOF Chairman (arrived at 5:30 p.m.) and Donna Castracane, Director of Finance.

EXECUTIVE SESSION

Mr. Bishop made a motion to go into Executive Session at 3:01 p.m. for the purpose of interviewing candidates for the Land Use Administrative Assistant I position. Invited into the Executive Session: Marilyn Ozols, Planning Commission Chairman, Tony Marino, Zoning Commission Chairman, Eric Knapp, Planning, Zoning and Development Coordinator, Shirley Mickens, WPCC Tech. Mr. Hall seconded the motion. The motion passed unanimously.

Shirley Mickens and Eric Knapp left at the meeting at 4:24 p.m.

Suzanne Helchowski came into the Executive Session at 4:25 p.m. for the purpose of providing information relative to the reference checks on the candidates.

Suzanne Helchowski left the Executive Session at 4:35 p.m.

Regular Session resumed at 4:47

Mr. Hall made a motion to appoint Amy Nightingale to the position of Administrative Assistant I in the Land Use Department at the rate of pay of \$17.35 per hour Ms. Nightingale is to begin her duties as soon as possible. Ms. Labbadia seconded the motion. The motion passed with Mr. Bishop abstaining from the vote.

APPROVAL OF PROPOSED SCOPE OF WORK - Radio Project

A copy of Attorney Wells' response to a request for clarification relative to the "charge" of the Ad Hoc Committee was distributed and discussed.

Attorney Wells' response as follows: "You have raised a question as to whether the Ad Hoc committee appointed, according to the minutes of the BOS meeting, to study the Two Way Radio Infrastructure Project would be permitted to make suggestions to the BOS and BOF as to a draft proposal to attempt to find a consultant for this project.

The answer is yes. If the Ad Hoc committee was truly only appointed to "study" and never make a report or suggestion it would be a waste of time for all. Obviously a committee of this nature will make recommendations and proposals. As I have indicated previously, however, the Ad Hoc committee cannot hire or expend funds; all recommendations must go back to the BOS for approval."

Mr. Ehlert expressed concern that the scope of the work of the Ad Hoc Committee is being altered.

Mr. Hall commented that subsequent to forming the Ad Hoc Committee and developing their scope, additional information was received from the State of Connecticut regarding the project. Mr. Hall stressed the importance of pursuing and considering all options relative to the project.

Mr. Prevost reported that due diligence is necessary on the project and he suggested that an independent, certified engineer be hired to review all options.

As previously reported, Ms. Spencer expressed concern regarding the consultant's role in interviewing various individuals. She suggested that perhaps the consultant hired should speak only with First Selectman Bishop and Mr. Izzo.

Mr. Bishop reported that he would not be comfortable speaking for the Committee and stressed the importance of the consultant speaking to all appropriate individuals. It was agreed that the consultant would ask the same questions to each individual interviewed.

Mr. Hagemeister favored the consultant only reviewing the proposal developed by Mr. Izzo.

Mr. Hall made a motion to amend the charge of the Ad Hoc Committee to allow the Committee to recommend that a consultant review all available options for the project. Mr. Bishop seconded the motion.

Discussion followed:

Mr. Hall reported that in order to provide due diligence for the Town, it is appropriate that a consultant speak with all appropriate parties, including the State of Connecticut.

Ms. Labbadia commented that all pertinent information should be turned over to a consultant for their review.

The motion passed unanimously.

Mr. Bishop made a motion to approve the RFP as presented and post same on Town Website and the DAS site. Ms. Labbadia seconded the motion. The motion passed unanimously.

The BOS discussed the timeline for posting the RFP as follows:

- The RFP will be posted on 6/5/19.
- Bids are due 6/21/19 (noon).
- Bids will be opened at approximately 12:15 on 6/21.
- The Ad Hoc Committee will meet on 6/26/19 @ 8:00 a.m.
- The BOS will review the Ad Hoc Committee's recommendation/comments on 6/27/19 @ 5:30 p.m.

Mr. Hagemeister requested that the State of Connecticut be contacted to provide information to the Committee for review. Mr. Bishop will follow-up with the State of Connecticut.

DISCUSSION AND ACTION REGARDING ENGINEERING FOR JETTIES

Mr. Bishop reported that \$100,000 has been approved in Capital for jetty maintenance/replacement. As reported at the Council of Beaches meeting, two engineers will be interviewed to review file information and develop the COP (Certificate of Permission) application to be submitted to DEEP. Individuals to interview engineers include John Riggio, Noel Bishop and Sid Holbrook. Funding for the engineer is available in the Engineering budget.

Ms. Ozols reported that the BOF had some discussion regarding the use of a coastal engineer to review the project. Mr. Hall reported that the decision to replace one jetty has been approved. The jetties have been in place for approximately 60 years and have functioned well.

Mr. Hall made a motion to hire a consultant for the jetty project in an amount not to exceed \$10,000.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

UPDATE ON POLICY REGARDING DRONES

At the request of a resident, information regarding the use of drones was provided to the Selectman's office by Trooper Buck. This documentation was included in the BOS packet and will be forwarded to Attorney Wells for clarification regarding the Town's ability to enact an Ordinance prohibiting the use of drones; particularly in the beach areas.

UPDATE FROM ENERGY COMMITTEE

A copy of a draft Solar Power Services Agreement developed by Allco Solar, LLC was included in the BOS packet. Mr. Ehlert was available and responded to BOS questions regarding the agreement as appropriate. This information will be forwarded to Attorney Wells for review and discussed further at the next BOS meeting.

As previously discussed, Mr. Ehlert reported that the Congregational Church contacted him regarding the Neighborhood Assistance Act grant application. The grant is due 7/1/19. Mr. Ehlert will inform church representatives that the deadline does not allow ample time for submission into this year's grant cycle.

Mr. Ehlert reported that the Energy Committee intends to submit documentation into the Fall ZREC Auction.

Mr. Fish provided the BOS with an update on the Energy Committee's approval and recommendation to the BOS for the purchase of decorative fixtures on Autumn Ridge Road. Additional details and financial implications of the purchase were included in Mr. Fish's written report.

The purchase of the Autumn Ridge Road streetlight purchase will be discussed further at the next BOS meeting.

Ms. Castracane provided an update on the status of the Autumn Ridge streetlights. She is currently working with Mr. Fish and Eversource staff to have the lights turned on. All charges associated with the light have been paid in full.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 5/23/19 BOS meeting as presented. Ms. Labbadia seconded the motion. The motion passed unanimously.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Hall made a motion to appoint Gerald Connors, R, to the Cable TV Advisory Committee. Ms. Labbadia seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported:

- The Kirtland Landing QBS Committee is meeting on Friday, June 7, 2019. Representatives from Race Coastal Engineering will be present at the meeting.
- A Town Meeting is scheduled 6/5/19. Agenda items include approval of Capital.
- The dedication of the North End Fire Station is scheduled 6/26/19.
- The COB discussed the status of the jetties at the 6/3/19 COB meeting. Mr. Bishop was present at the meeting and provided an update on same.
- Dredging – a ceremony was held at Pilots Point marina today relative to the dredging project. In attendance included the Captain of the Currituck, Army Corps engineer, representatives from the State and Westbrook Harbor Commissions and several marina owners. The dredging will be completed by Monday, June 10, 2019.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 5:55 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman