

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Thursday, June 25, 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, Ken Butterworth, IT, Eric Knapp, ZEO, Jim Crawford, EDC Chairman, Chris Pallato, YMCA Executive Director, David Maiden, Building Official, Sheila DiLorenzo, Vince Gentile, Don Izzo, Director Emergency Management, Jill Brainerd, Facilities, Tony Cozza, BOF member, Lisbeth Waldron, Darlene Briggs, John Palermo, Trooper Borelli, Chris Ehlert, BOF member, Rich Annino, Park and Rec Director, and Deb Rie.

PUBLIC HEARING – YMCA Application – Neighborhood Assistance Act (NAA)

Mr. Bishop opened the Public Hearing at 6:32 p.m. Mr. Pallato, YMCA Director, reported that the YMCA has submitted an application relative to the NAA Tax Credit Program. The YMCA is proposing energy conservation projects as outlined in the submission. No town funds are required for this submission.

No comments were received from the public.

The Public Hearing was closed at 6:34.

Mr. Hall made the following motion:

Pursuant to Executive Orders 7CC, 7HH or any other Executive Orders that may apply, the Board of Selectmen, in order to protect the public from the impacts of the COVID-19 pandemic and in lieu of a Special Town Meeting, hereby approve as a qualifying program pursuant to the Neighborhood Assistance Tax Credit Program a proposed energy conservation upgrade project to be undertaken by the Valley Shore YMCA as set forth in its Form NAA-01 which is on file with the Town Clerk for public inspection.

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

Note: Due to the Covid-19 Pandemic, the above action was taken by the Board as the both Board of Selectmen and on behalf of the Town Meeting.

APPOINTMENT – Animal Control Officer

Mr. Bishop made a motion to appoint Harry Plaut as Westbrook Animal Control Officer effective 7/1/20; salary \$10,000 per year. Mr. Hall seconded the motion. The motion passed unanimously.

REVIEW AND DISCUSSION OF 4TH OF JULY ARRANGEMENTS

As previously reported, the use of fireworks is illegal and enforcement measures have been put into effect relative to same. Trooper Borelli provided an update on staffing and related matters regarding the protocol for the upcoming 4th of July holiday. Update included:

- All Constable Vehicles will be in use.
- Two Resident State Troopers and the full-time Constable will be on duty
- Constables will be stationed at West Beach, the Mulvey Municipal Center parking lot and additional Constables will be patrolling other areas of the town.
- The West Beach parking lot is open to Westbrook Residents only. When at capacity, it will be closed.
- Over the 4th of July weekend, the Mulvey Municipal Center lot will be open to Westbrook residents only. Staff/Constables will be present to check ID.

Mr. Bishop reported that he spoke with the management at Dunkin Donuts regarding individuals parking in their lot and walking to the beach. Dunkin Donuts does not have staff to monitor their parking lot and as long as their customers are able to access the store for purchases, they do not restrict parking at this time. As previously reported, the beach itself is open to the public, regardless of residency

The BOS discussed the potential for additional signage. Trooper Borelli and Mr. Izzo, Emergency Management Director, were confident that all appropriate protocols are in place relative to the 4th of July holiday; i.e. parking, traffic, etc.

UPDATE FROM TROOPER BORELLI – Police Vehicle

A copy of a status report relative to constable vehicles was included in the BOS packet. Trooper Borelli provided an update on same. The BOF has approved the purchase of an additional constable vehicle. A resident expressed concern regarding the maintenance protocol for constable vehicles. Selectman Fuchs reported that he is interested in working with the Constables/Troopers regarding the graphics for the new vehicles.

Mr. Bishop made a motion to approve \$53,000 from Contingency to the Police Cruiser Capital Account. Mr. Fuchs seconded the motion. The motion passed unanimously.

Ms. Castracane will finalize the Vehicle Use Policy for BOS review.

DISCUSSION OF FUNDING FOR MURAL

Mr. Knapp, Planning, Zoning and Development Coordinator, provided a history on the mural project (Town Center area, on the side of “The Turtle” restaurant) initiated by Meg Parulis, Westbrook’s former Town Planner. The Town Center Revitalization Committee and EDC directed Tony Falcone, Mural Artist, to design a mural that would be presented to the Town for discussion/input. Funding (approximately \$5,000) for Mr. Falcone was taken from the Planning Commission’s Consultant line item. A Sub-Committee has been working with Mr. Falcone for the past several months and a copy of the proposed mural was included in the BOS packet and placed on the town’s website. No additional funding, beyond design, has been authorized relative to a mural. Jim Crawford has been in contact with the building owner relative to the project. Jim Crawford reported that if approved, grant/private donations would be used to fund the project. The final cost estimates of a mural, if approved, will be available the week of 6/29/20.

The BOS briefly discussed the need for enhancement of the Town Center and the Waste Water Study currently underway relative to a potential community system to address septic concerns.

UPDATE ON COVID EXPENSES

A summary of Covid expenditures, developed by Ms. Castracane, Director of Finance, was included in the BOS packet. To date, approximately, \$190,000.00 has been spent; the bulk of which for PPE and cleaning supplies.

Ms. Castracane updated the BOS on FEMA protocol relative to reimbursements. She has been in regular contact with the Town’s FEMA representative to determine FEMA eligible expenses associated with the pandemic.

JACOBSON & ASSOCIATES CONTRACT EXTENSION

Mr. Bishop made a motion to extend the Jacobson & Associates contract for engineering services through December 31, 2020. Mr. Hall seconded the motion. The motion passed unanimously.

TOBY HILL ASSOCIATES CONTRACT EXTENSION

Several grants have been awarded for the purchase of Open Space relative to Toby Hill and Associates property. Ms. Wallace, Inland Wetland Officer, is awaiting a response for additional grants relative to the potential purchase of the property. Any additional funds necessary for the purchase will require Town Meeting action.

Mr. Bishop made a motion to extend the contract of sale between Toby Hill and Associates and the Town of Westbrook until 8/31/20. Mr. Fuchs seconded the motion. The motion passed unanimously.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Bishop made a motion to re-appoint Michael Oryl, R to the Police Advisory Traffic Authority – 3 year term. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint Tony Fastaia, R to the Police Advisory Traffic Authority – 3 year term (COB). Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to re-appoint Gerald Connors, R to the Cable TV Advisory Board – 2 year term. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Joel Maynard, R to the Retirement Board – 4 year term. Mr. Fuchs seconded the motion. The motion passed unanimously.

TRANSFERS/APPROPRIATIONS

Mr. Hall made the following motion:

Pursuant to Executive Orders 7CC, 7HH or any other Executive Orders that may apply, the Board of Selectmen, in order to protect the public from the impacts of the COVID-19 pandemic and in lieu of a Special Town Meeting, hereby approve:

- 1) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$25,000 be appropriated from the FY21 General Fund Capital Contribution to Information Technology Projects for various IT infrastructure upgrades. Funds will be drawn down as needed when approved projects arise, as recommended by the Board of Selectmen and Board of Finance.
- 2) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$25,000 be appropriated from the FY21 General Fund Capital Contribution to the Assessor Revaluation Project for the cost of the next full revaluation, as recommended by the Board of Selectmen and Board of Finance.
- 3) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$49,000 be appropriated from the FY21 General Fund Capital Contribution to the Police Cruiser Project for the purpose of purchasing a replacement police vehicle, as recommended by the Board of Selectmen and Board of Finance.
- 4) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$112,707 be appropriated from the FY21 General Fund Capital Contribution to the Fire SCBA Project for the purpose of replacing SCBA in the department, as recommended by the Board of Selectmen and Board of Finance.
- 5) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$14,200 be appropriated from the FY21 General Fund Capital Contribution to the Emergency Management Two Way Radio Battery Replacement project for the purpose of updating old two way radio batteries, as recommended by the Board of Selectmen and Board of Finance.
- 6) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$150,000 be appropriated from the FY21 General Fund Capital Contribution to the Public Works Paving Program Project for the purpose of yearly road paving, as recommended by the Board of Selectmen and Board of Finance.
- 7) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$260,000 be appropriated from the FY21 General Fund Capital Contribution to Public Works West Beach Jetty Repair Project for the purpose of repairing two West Beach jetties, as recommended by the Board of Selectmen and Board of Finance.
- 8) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$100,000 be appropriated from FY21 General Fund Capital Contribution to the Facilities Roof Project for the purpose of replacing the roof at the Town Hall, as recommended by the Board of Selectmen and Board of Finance.
- 9) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$195,100 be appropriated from the FY21 General Fund Capital Contribution to Facilities Town Buildings – General Capital Repairs Project for the purpose of repairing and maintaining all Town buildings as outlined in the department’s budget request, as recommended by the Board of Selectmen and Board of Finance.
- 10) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$59,700 from the FY21 General Fund Capital Contribution to the Facilities – Energy Project for

the purpose of making town buildings more energy efficient, as outlined in the department's budget request, as recommended by the Board of Selectmen and Board of Finance.

- 11) In accordance with Executive Order 7CC section 1 be it resolved that that a sum not to exceed \$180,000 be appropriated from the FY21 General Fund Capital Contribution to the Planning, Zoning & Development Sidewalk Improvement Program Project for the purpose of continuing a sidewalk improvement program. Funds will be accumulated and drawn down as needed when approved projects arise, as recommended by the Board of Selectmen and Board of Finance.
- 12) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$40,000 be appropriated from the FY21 General Fund Capital Contribution to the Planning, Zoning & Development Plan of Conservation and Development Project for the purpose of updating the Town's Plan of Conservation and Development, as recommended by the Board of Selectmen and Board of Finance.
- 13) In accordance with Executive Order 7CC section 1 be it resolved that that a sum not to exceed \$25,000 be appropriated from the FY21 General Fund Capital Contribution to the Harbor Commission Dredging Project for the purpose of dredging projects in Westbrook Harbor. Funds will be accumulated and drawn down as needed when approved projects arise, as recommended by the Board of Selectmen and Board of Finance.
- 14) In accordance with Executive Order 7CC section 1 be it resolved that that a sum not to exceed \$125,000 be appropriated from the FY21 General Fund Capital Contribution to the Library Technology/All-Purpose Room Project for the purpose of renovating the Library basement into a multi-use room, as recommended by the Board of Selectmen and Board of Finance.
- 15) In accordance with Executive Order 7CC section 1 be it resolved that that a sum not to exceed \$8,000 be appropriated from the FY21 General Fund Capital Contribution to the Recreation Center Project for the purpose of analyzing the need and developing plans for a Town recreation center.
- 16) In accordance with Executive Order 7CC section 1 be it resolved that that a sum not to exceed \$50,000 be appropriated from the FY21 General Fund Capital Contribution to the Water Pollution Control Commission Wastewater Management Program Project for the purpose on studying and implementing wastewater systems, as recommended by the Board of Selectmen and Board of Finance.
- 17) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$24,000 be appropriated from the Board of Education Capital Reserve account to the Board of Education Multiple Schools – Kitchen Exhaust Hood Project for the purpose of replacing exhaust hoods at Daisy and the High School, as recommended by the Board of Finance.
- 18) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$120,000 be appropriated from the Board of Education Capital Reserve account to the Board of Education All Schools – Building Access System Project for the purpose of replacing the building access systems at all the schools, as recommended by the Board of Finance.
- 19) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$150,000 be appropriated from the Board of Education Capital Reserve account to the Board of Education Daisy – Replace/Reconfigure Playground Project for the purpose of replacing and reconfiguring as necessary the playground at Daisy, as recommended by the Board of Finance.
- 20) In accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$12,000 be appropriated from the Board of Education Capital Reserve account to the Board of Education High School – Ground Condensing Units Project for the purpose of replacing existing ground condensing units at the high schools, as recommended by the Board of Finance.

Mr. Hall made the following motion, in accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$15,000 from Contingency to Library HVAC repairs. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Fuchs made the following motion, in accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$19,900 from Fund Balance to the Underground Storage Tank Removal/Replacement Generator project. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made the following motion, in accordance with Executive Order 7CC section 1 be it resolved that a sum not to exceed \$53,000 be appropriated from Contingency to the Police Cruiser capital account. Mr. Fuchs seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Fuchs made a motion to approve the minutes from the 6/4/20 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to approve the minutes from the 6/9/20 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported:

- The Fire Department has cancelled the Carnival. The status of the Muster has not yet been determined.
- Rich Annino reported that he has received permission to re-open playgrounds. Also, Park & Rec Summer Camps are going well.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 7:46 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman