

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING
TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
SPECIAL MEETING
Thursday, July 18, 2019
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 8:00 a.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectwoman Labbadia, Donna Castracane, Director of Finance, Paul Connelly, BOF Chairman, and Don Izzo and Rick Darrin, Ad Hoc Radio Committee members.

POSSIBLE ACTION ON RECOMMENDATION FROM AD HOC COMMITTEE – APPOINTMENT OF CONSULTANT – TWO WAY RADIO INFRASTRUCTURE PROJECT

Mr. Bishop reported that 4 consultants were interviewed on 7/17/19 by the Ad Hoc Radio Committee, in Executive Session, relative to the bids received from the RFP for Radio consultants.

The following motion was made at the 7/17/19 Proposed Two-Way Radio Infrastructure Project Ad Hoc Committee meeting:

“Mr. Prevost made a motion to recommend that the Board of Selectmen enter into a contract with New England Radio Consultants in an amount not to exceed \$15,000 for work relative to the Two Way Radio Infrastructure Project and to recommend that the BOS waive interviewing of the candidates. Mr. Izzo seconded the motion. The motion passed unanimously.”

Note that the “ex-officio” members of the Committee, Mr. Jenkins and Mr. Darrin did not vote on the motion.

A copy of the proposal submitted by New England Radio Consultants was available for BOS review and collected at the end of the meeting. Mr. Bishop reported that based upon advice from legal counsel, all information relative to the Radio Project is not considered “public” information until after a contract is signed with the consultant.

After the Radio Committee meeting, Mr. Bishop contacted Mr. Zito, New England Radio Consultants, to inform him that the Committee recommended that the BOS award a contract to his firm. Attorney Wells is currently developing the contract and said contract will be presented to the BOS for their final review and approval upon completion.

As discussed by the Radio Committee, Mr. Zito will develop a Needs Assessment Document to be completed by stakeholders prior to the start of stakeholder interviews. Stakeholders include: Committee members, representatives from the State of Connecticut and appropriate Selectmen from towns in which Mr. Zito has worked. Stakeholder interviews will be scheduled as soon as possible and it is anticipated that the consultant will provide a report in approximately 30 days (September 2019). Mr. Bishop reported that it is expected that the consultant will provide regular reports on the status of the project and the consultant understands the importance of completing the project in 30 to 45 days.

Mr. Izzo and Mr. Darrin, Committee members, commented that the Committee worked well together and made a good decision in recommending New England Radio Consultants. Mr. Bishop was complimented for his professional leadership as Chairman of the Ad Hoc Committee. Several Committee members disclosed that they were familiar with Mr. Zito, his background and company.

Mr. Bishop reported that potential on-going maintenance costs and administrative costs that may be associated with a project were requested as well as assistance in pursuing any applicable grants.

Mr. Zito’s bid price was \$9,000 and the Committee recommended an amount not to exceed \$15,000 to address any potential of “unknowns” that may be uncovered.

Mr. Bishop made a motion to enter into a contract, pending BOS approval of contract currently being developed by Attorney Wells, with New England Radio Consultants in an amount not to exceed \$15,000 for work relative to the Two Way Radio Infrastructure Project and to waive BOS interview of the candidates. Mr. Hall seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 8:15 a.m. Ms. Labbadia seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Administrative Assistant

Attest,

Noel Bishop
First Selectman