

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT  
BOARD OF SELECTMEN  
REGULAR MEETING  
Thursday, July 23, 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, Tony Cozza, BOF member, Ken Butterworth, IT, Pam Fogarty, Assessor, Jim Crawford, Registrar/EDC, Jill Brainerd, Facilities, Don Izzo, Director of Emergency Management, Bonnie Hall, ZBA Chairman, John Palermo, Fire Department, and Vincent Gentile.

Agenda item 1, "Appointment of Constable" and item 6 "Private Duty Fees – Constables" were removed from the agenda.

APPOINTMENT – Assessor

Mr. Bishop made a motion to appoint Wendy Leone as Westbrook's Assessor effective 8/10/20; salary \$41.12 per hour. Mr. Hall seconded the motion. The motion passed unanimously.

UPDATE ON MURAL PROJECT

Jim Crawford, EDC Chairman provided an update on the proposed mural project.

The two artist renderings will be made available, via a Press Release, social media, website, etc., to the public to gauge the sentiment of the town for a mural and to garner comments. An email address will be developed for public input.

The property owner has seen the proposed mural (2 options) and is willing to offer an easement to the Town for the installation of the artwork. A Town Meeting would be necessary for easement approval.

Mr. Crawford briefly outlined the prep work, type of paint necessary to make the building conducive for the project. It is anticipated that the mural will be guaranteed for at least 20 years. No Town funds will be requested for a mural project; all monies necessary will be provided via grants and donations. If approved and funded, it is anticipated that the project would commence in the Spring of 2021.

ACCEPTANCE OF GRANT – AFFORDABLE HOUSING PLAN TECHNICAL ASSISTANCE GRANT

Mr. Hall made the following motion:

**RESOLVED**, that the Board of Selectmen of the Town of Westbrook, acting both in its own capacity and that of Town Meeting, per Executive Order, authorizes acceptance of the Affordable Housing Plan Technical Assistance Grant awarded by the State of Connecticut, Department of Housing.

Said grant shall be for the purposes of requesting \$15,000 for a Planning Grant to allow the Town of Westbrook to prepare an Affordable Housing Plan.

Eric Knapp, Planning, Zoning and Development Coordinator for the Town of Westbrook, is authorized to sign and submit the Note of Grant Award and to administer the grant once obtained.

All steps necessary for the application of the grant will be taken by Eric Knapp.

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

Note: No Town funds are necessary to facilitate the Affordable Housing Plan.

STEAP GRANT

Mr. Bishop made a motion to add to the agenda a discussion on the STEAP Grant. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Knapp reported that STEAP Grant applications are due in mid-August and he has been working with Jacobson & Associates to facilitate a STEAP Grant application in an amount up to \$128,205.00 for sidewalks (West of Town Center). Note that the proposed sidewalks are on Rte. 1 (State Road) and will require engineering per the State's guidelines.

Mr. Bishop made a motion to authorize Jacobson & Associates, in conjunction with the Planning Commission, to submit a STEAP Grant application for sidewalk work West of Town Center in an amount not to exceed \$128,205.00. Mr. Fuchs seconded the motion. The motion passed unanimously.

CONTRACT – COLLAR CITY AUCTIONS – police vehicles, animal control vehicle

A copy of the Collar City Auctions contract, including comments provided by the Town Attorney, was included in the BOS packet. Vehicles to be auctioned include two constable cars and the animal control vehicle. All markings on the vehicles referring to Westbrook will be removed prior to sale/auction and all equipment will be removed from the vehicles.

Mr. Bishop made a motion to accept the Collar City Auctions contract as discussed above. Mr. Fuchs seconded the motion. The motion passed unanimously.

COMPENSATION – IT Coordinator

Ms. Castracane reported on the status of the IT Coordinator's compensation. As previously discussed, the BOS approved additional funding/hours for the IT Coordinator through June 30<sup>th</sup> due to the increased responsibilities for Covid 19. Costs associated with additional hours will be submitted to FEMA for reimbursement. A breakdown of the IT Coordinator's hours was included in the BOS packet. No BOS action required at this time.

Mr. Fuchs requested that an Executive Session be scheduled for the purpose of discussing the status of the Constable Contract negotiations. Mr. Bishop will discuss this request with Attorney Jiran, Labor Counselor, and the appropriateness of an Executive Session relative to the contract as negotiations are on-going at this time. If possible, a meeting will most likely not be scheduled for at least 3 weeks.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Hall made a motion to accept the resignation of Nancy Murphy, IWWC. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to accept the resignation of Raymond Gaudet, Senior Center Management Committee. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to table the resignation of Don Harger, Hearing Violations Officer. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Fuchs requested that Mr. Harger and Ms. Bratz attend the next BOS meeting to discuss the Hearing Violations Officer resignation.

Mr. Bishop made a motion to add to the agenda the resignation of Paul Connelly, BOF. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop read Mr. Connelly's letter as follows:

"Dear Selectmen Noel Bishop, John Hall and Hiram Fuchs,

It is with much regret that I am resigning from the Board of Finance, effective immediately. I have recently had medical issues that prevent me from participating within the Board to my full capacity so I feel for the best interest to the Board and the Town it is time for me to be removed as a member.

After being an active member since 2005 I find this decision to be extremely hard but know it is the best one. I wish the Board all the success it can possibly have and will miss the people I have been honored to work with as well as the challenge that each year presented.

Paul J. Connelly"

Mr. Bishop made a motion to accept the resignation of Paul Connelly, BOF with regret. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop reported on the protocol for BOF member replacement as follows: The Chairmen of the Town Committees, RTC/DTC will be informed of the resignation and encouraged to provide a nomination for replacement. The BOF will then schedule a Special BOF meeting to interview candidates and vote on a replacement. The BOS has no role in the process.

TRANSFERS/APPROPRIATIONS – None.

COVID UPDATE

Ms. Castracane reported that she is in regular communication with FEMA relative to Covid reimbursements. She will contact the school for a status report on their expenses; for the first quarter, the schools are at approximately \$100,000.00.

Mr. Izzo reported that PPE supplies are adequate at this time, including in the event of a hurricane.

Mr. Bishop reported that since the 4<sup>th</sup> of July, a constable has been on duty at West Beach on Friday, Saturday and Sunday only. Also, the restrooms are now cleaned 3 times per day during the week. In addition, the Mulvey Municipal Building parking lot is now, on Friday, Saturday and Sunday, for Westbrook residents only. Park & Rec staff has been checking IDs.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 6/11/20 BOS meeting. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to approve the minutes from the 6/25/20 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

FIRST SELECTMAN’S REPORT

Mr. Bishop reported:

- Mr. Plaut, ACO, has been providing weekly reports to the First Selectman
  - The COB has been working with Mr. Plaut to address dogs on the beach and related matters.
- Covid-19 information has been communicated regularly via social media, website, COB
  - Continued concern about the lack of mask and social distancing on the beach
- The Habitat for Humanity project is going well.

Mr. Fuchs requested that the BOS discuss, at a future meeting, the protocols for patrolling Duck Island. Appropriate individuals, i.e. Dave Russell, Harbor Patrol, Chief Jenkins, and Trooper Buck will be invited to participate in this discussion.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 7:24 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Administrative Assistant

Noel Bishop  
First Selectman