

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Tuesday, October 6, 2020
Via ZOOM

CALL TO ORDER

First Selectman Bishop called the meeting to order at 2:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall, and Selectman Fuchs, Donna Castracane, Director of Finance, Ken Butterworth, IT, Jill Brainerd, Facilities, Tony Cozza, BOF member, Attorney Forsyth, Town Attorney, Wendy Leone, Assessor, Kimberly Bratz, Tax Collector, Eric Knapp, ZEO, Marilyn Ozols, Planning Chairman, Pat Marcarelli, COB President, Elizabeth Carpenter, Social Services Coordinator, Don Harger, Citation Officer, and Carol Hess, Asst. Finance Director.

DISCUSSION AND ACTION – Bid and Contract – Assessor Revaluation

As previously discussed, Attorney Forsyth reviewed the 3 bids received relative to the Revaluation. A copy of Executive Order 7S relative to the suspension of full interior inspection of properties due to the Pandemic was included in the BOS packet. An alternative questionnaire data mailer is an appropriate method in lieu of the full interior inspection.

Mr. Bishop made a motion to award the bid for Revaluation Services to Municipal Valuation Services in the amount of \$85,000. Mr. Hall seconded the motion. The motion passed unanimously.

PROCESS RELATIVE TO TICKETS (State and Town)

As directed, Attorney Forsyth provided an update on State Statutes and Town Ordinances relative to tickets. The BOS had an extensive discussion on same. In accordance with Attorney Forsyth's review of the issue and consistent with his recommendation to the BOS;

Mr. Bishop made a motion that moving violations and parking violations will be handled via State Infractions. Mr. Hall seconded the motion. The motion passed unanimously.

REVIEW AND POSSIBLE ACTION – CRT Memorandum of Understanding (MOU)

A copy of the CRT MOU and Attorney Forsyth's review of same was included in the BOS packet. No funds are associated with the MOU.

Mr. Bishop made a motion to approve the CRT MOU as presented. Mr. Hall seconded the motion. The motion passed unanimously.

RIGGIO ROOF PROJECT – RFP

A copy of the proposed Riggio Roof Project RFP and contract, as reviewed by Attorney Forsyth, was included in the BOS packet.

Mr. Hall made a motion to approve the Riggio Roof Project RFP as presented. Mr. Bishop seconded the motion. The motion passed unanimously.

SIDEWALK EASEMENTS – BOS and Town Meeting Action

A copy of the sidewalk easements for 35 Essex Road and 1241 Boston Post Road, relative to the sidewalk project, was included in the BOS packet.

Due to the Pandemic, per Executive Order, the BOS may act in both its own capacity and that of a Town Meeting.

Mr. Hall made a motion to accept the easements as presented as a BOS and Town Meeting (per Executive Order). Mr. Bishop seconded the motion. The motion passed unanimously.

AUTHORIZATION- Connectivity Grant

The 2020 Connectivity Grant (for sidewalks) is due 10/15/20.

Mr. Bishop made a motion to authorize the Planning Commission to submit an application for sidewalks along Spencer Plains Road. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to authorize the Planning Commission to enter into a contract with Jacobson for the work of preparing and administering the Connectivity Grant. Mr. Hall seconded the motion. The motion passed unanimously.

FINANCIAL SOFTWARE – Discussion and Possible Action

A copy of the Tyler Technologies Software Agreement, as reviewed by Attorney Forsyth, was included in the BOS packet. Ms. Castracane updated the BOS on the particulars of the agreement. Funding for the software has been budgeted through the Capital Budget. It is anticipated that the new software will be implemented by July 2021.

Mr. Fuchs made a motion to approve the Tyler Technologies Software Agreement as presented. Mr. Bishop seconded the motion. The motion passed unanimously.

REPORT FROM FINANCE DIRECTOR – Covid and related expenses

Ms. Castracane reported:

- 19/20 Covid expenses: \$294,074
- \$9,000 received as reimbursement for senior shopping program
- First quarter expenses have been submitted to FEMA
- Any expenses not covered by FEMA will be submitted to the State.
 - To date, FEMA has not responded vis a vis eligible vs. non-eligible expenses
- The VNA and Health Department have received grants relative to Covid-19.
- To date, no new information has been provided to the Town regarding BOE expenses.
- All Covid related spending was reviewed by First Selectman, Director of Finance, Director of Health, Emergency Management and Department Heads as appropriate.
- Ms. Castracane will keep both the BOS and the BOF updated on all Covid related expenses, reimbursements, etc.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

The BOS thanked Mr. Harger for his years of service as Citation Officer.

TRANSFERS/APPROPRIATIONS – None.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 9/24/20 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported:

- Mr. Cozza provided an update on the recent Basic Needs Task Force Economic Roundtable Meeting.
 - Currently, 36% of Westbrook residents are considered “ALICE” (Asset Limited Income Constrained Employed); i.e. the “working poor”.
 - Employment opportunity projects are sobering; many retail and service industry jobs will not be reinstated.
 - It is anticipated that the Social Services needs of the Town will increase

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 4:02 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Noel Bishop
First Selectman