

Westbrook Board of Selectmen  
Regular Meeting  
Thursday, October 27, 2011

Mulvey Municipal Center, 866 Boston Post Road, Westbrook

CALL TO ORDER

First Selectman Bishop called the meeting to order at 7:00 p.m. A quorum was established with the following Board members present: First Selectman Bishop, Selectman Hall and Selectman Ehlert. Also in attendance: Andrew Urban, Director of Finance, State Troopers Hart and Buck, Jill Brainerd, Cathy Winger, Kim Bratz, Tax Collector, Joan Angelini, Town Clerk, residents and member of the Press.

BUSINESS

Police Advisory Board request for additional Constables

Mr. Ehlert reported that the Police Advisory/Traffic Authority Board has requested additional Constables. Trooper Hart responded that the town is always adequately covered by the Constables and/or Troop F. However, due to various circumstances, several Constables are unable to work. Trooper Hart recommends hiring one additional Constable and, if the budget allows, possibly two. Trooper Hart will coordinate with Mr. Urban regarding budgeting for the position.

**Mr. Bishop made a motion to authorize the hiring of one Constable. Mr. Hall seconded the motion. The motion passed unanimously.**

Re-Appointment of Constables

A letter from Trooper Hart requesting the re-appointment of Constables was included in the Board packet.

Mr. Bishop reported that, on the advice of Labor Counsel, no action should be taken with regard to Constable Quinones.

**Mr. Bishop made a motion to re-appoint the following Constables for a term to expire 11/14/12: Joseph Pucillo, Larry Merrill, Mark Wyzykowski, Joseph Brennan and Michael McKenna. Mr. Ehlert seconded the motion. The motion passed unanimously.**

Youth & Family Services – Town Contribution

Mr. Ehlert expressed concern with several areas of Westbrook Youth & Family Services including:

- The Town has been financially supporting Westbrook Youth & Family Services for several years.
- Homework Club was discontinued by Y&F
- Lack of financial audit documentation

Ms. Bratz, Co-Chairman of Youth & Family Services reported that the Town has been funding Y&F for 10 years and has always been required to match the State's contribution. The Town's contribution funds Y&F salaries. The Homework Club was discontinued as the program was not profitable and Y&F was providing services to families without compensation and due to insurance/legal complications. The discontinuance of the Homework Club program was discussed with the BOS. As of the current school year, Park & Rec. is currently providing the Homework Club program. She continued that Y&F provides financial invoices and documentation every 3 months.

Mr. Bishop confirmed that Y&F does provide a financial documentation appropriately. Mr. Urban added that Y&F is not required to provide an audit. Although discouraged by Town Counsel, the possibility of Y&F becoming a Town Agency was discussed briefly. Ms. Bratz noted that interns are providing critical support to the schools at no cost to the Town and if the Town had to budget for these expenses, the financial implication would be in excess of \$200,000 per year.

Clean Up from Hurricane Irene

Mr. Ehlert distributed minutes from the 9/12/11 WCOB meeting. These minutes indicate that the beach communities had an understanding that the Town would assist in the clean-up of private beaches.

Mr. Riggio, Director of Public Works, responded that the Town owned beaches were, and continue to be, addressed. There was never any intention that the Town would be responsible for cleaning private beaches. Mr. Riggio stated the various municipal projects are being repaired and indicated some of the timelines for approved projects.

Mr. Bishop reported that he attended the 9/12/11 WCOB meeting and it was made clear at that meeting that clean up of the private beaches was the responsibility of the homeowner and/or association. Any sewage issues were isolated and addressed by the Health Department. Further, Roger Zito and Dick Leighton inspected properties in the beach areas immediately following the storm to assess damages.

#### Impact of Finkeldey Rubbish see out to All Waste

Mr. Ehlert questioned any potential impact on Westbrook from the Finkeldey sale. Mr. Riggio responded that the Town contracts with All Waste and Finkeldey is actually located in Old Saybrook, not Westbrook.

#### Seawall Repair Contract

A copy of the contract with Mecco Co., Inc. in the amount of \$96,300.75 was included in the BOS packet.

The seawall repair project was approved at the October 3, 2011 Town Meeting and 4 quotes were received for the project. Mecco Co. was the lowest bid received and Mr. Riggio has inspected previous projects completed by Mecco Co.

**Mr. Bishop made a motion to accept the contract with Mecco Co., Inc. in the amount of \$96,300.75 as presented. Mr. Hall seconded the motion. Mr. Bishop and Mr. Hall voted in favor of the motion. Mr. Ehlert abstained. The motion passed.**

#### Contract for Insurance Broker

A copy of the Brokerage Service Fee Agreement, reviewed by Attorney Wells, was included in the BOS packet.

Prior to this year, USI was compensated through commissions from the underwriters of our insurance policies. The Town's current carrier, CIRMA, does not pay commissions to agents or brokers.

**Mr. Hall made a motion to approve the USI Brokerage Service Fee Agreement as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.**

Mr. Urban reported that the insurance policies at the Fire Department have been clarified and that there was a meeting at the Fire Department that Mr. Urban and Chris Wardop, USI attended.

#### Follow –up on Portable Generator

Documentation on the previously discussed portable generator purchase was included in the BOS packet.

Mr. Baker, Facilities Director, reported on the difficulty in locating a portable generator during an emergency.

**Mr. Bishop made a motion to approve the purchase of a portable generator as presented. The motion was not seconded.**

**Mr. Ehlert made a motion to approve \$6,600 from the Contingency Fund to install the appropriate connections to allow the current generator (located at the Town Hall) to fully operate the Town Hall building. Mr. Hall seconded the motion. The motion passed unanimously.**

#### Maritime Gathering Status Report

Mr. Gavigan reported on the progress of the Maritime Gathering, a celebration of the cooperation of business, municipal, state and federal agencies to complete a vital project for the benefit of Connecticut River and Long Island Sound communities. The program has been overwhelmingly received by various shoreline towns, marinas, sailing schools and the Scouts. The "Gathering" is still in the planning stages but is anticipated to coincide with the summer 2013 dredging project.

#### Draft Bidding Ordinance

A copy of the Draft Bidding Ordinance was included in the Board's packet. Several areas of the document were discussed including the level of involvement between Boards and Commissions and the financial threshold amount. This document will be distributed to Department Heads for input.

**Mr. Bishop made a motion to table discussion on the Bidding Ordinance until input is received from the Department Heads. Mr. Hall seconded the motion. The motion passed unanimously.**

#### Protocol for Use of Contingency Funds

A copy of the Protocol for Use of Contingency Funds, developed by Mr. Urban, was included in the BOS packet.

**Mr. Bishop made a motion to recommend that the BOF adopt the Policy for Use of Contingency Funds as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.**

Appropriations – None

Bills and Invoices – None

#### Appointments/Resignations

First Reading: Mary Bon – WPCC

First Reading: Bob Mathis – Senior Center Management Committee

**Mr. Bishop made a motion to accept the resignation of Rita Lehto from the Harbor Management Commission. Mr. Hall seconded the motion. The motion passed unanimously.**

**Mr. Hall made a motion to appoint Kevin Kinsella to a vacancy on the WPCC. Mr. Ehlert seconded the motion. The motion passed unanimously.**

**Mr. Ehlert made a motion to re-appoint John Rie and Martin Marx to the Conservation Commission with terms to expire 10/1/14. Mr. Bishop seconded the motion. The motion passed unanimously.**

**Mr. Bishop made a motion to re-appoint John Rie to the Harbor Management Committee with a term to expire 10/1/14. Mr. Hall seconded the motion. The motion passed unanimously.**

**Mr. Bishop made a motion to re-appoint Louise Fowler to the Senior Center Management Committee with a term to expire 11/1/13. Mr. Ehlert seconded the motion. The motion passed unanimously.**

#### Director of Finance Report

FEMA Reimbursement – Mr. Urban reported that thus far, \$90,000 has been submitted for FEMA related expenses/reimbursement. There have been two meetings with Bob Burt, Westbrook FEMA Project Manager, who is pleased with Westbrook's preparedness. Mr. Cieri, who was contracted by the Town to coordinate all FEMA information, has been doing an excellent job.

Re-bonding - Mr. Urban updated the BOS on the progress of the re-bonding project. The markets are being watched closely and he anticipates a closing before the Thanksgiving holiday.

2012/13 Budget – A draft budget policy and budget template will be available at the next BOS meeting.

#### First Selectman's Report

Mr. Bishop reported that the following documentation has been received:

- Planning Commission - possible street name change - Menunketesuck Road
- Zoning – Zoning Fee change – this will require a Town Meeting
- Report from Charter Commission – disc – the BOS will discuss the report from the Charter Commission at a Special BOS meeting scheduled for 11/17/11.

**Mr. Bishop made a motion to schedule a Town Meeting on 12/8/11 @ 7:00 p.m. and a BOS Public Hearing on the Charter on 12/8/11 @ 7:30 p.m. Mr. Hall seconded the motion. The motion passed unanimously.**

#### Approval of Minutes

**Mr. Hall made a motion to approve the meeting minutes from the BOS meeting dated 9/21/11. Mr. Bishop seconded the motion. The motion passed unanimously.**

**Mr. Hall made a motion to approve the meeting minutes from the BOS meeting dated 9/26/11, as amended. Mr. Ehlert seconded the motion. The motion passed unanimously.**

Correction – page 1 – Resolution Authorizing Refinancing of Municipal Funds - amount should read \$11,000,000.00.

ADJOURNMENT

**Mr. Bishop made a motion to adjourn the meeting at 9:23 a.m. Mr. Ehlert seconded the motion. The motion passed unanimously.**

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Administrative Assistant

Noel Bishop  
First Selectman