

Westbrook Board of Selectmen
Special Meeting
Monday, December 5, 2011

Mulvey Municipal Center, 866 Boston Post Road, Westbrook

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:30 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, Tom ODell, Ted Atkinson, Marilyn Ozols, Cathy Winger, Pam Fogarty, Joe Comerford, Rich Annino, Paul Tyrrell, Katie Kelemen, Jill Brainerd, Nancy Rudek, residents and member of the Press.

BUSINESS

Conservation Commission – Standard Woods Sub-division – Open Space Designation
Documentation, provided by the Conservation Commission, was included in the BOS packet for review.

Mr. ODell, Chairman of Conservation Commission, reported that the Conservation Commission is requesting that the BOS designate them to supervise and manage the Stannard Woods Open Space. Motorized Vehicles would be restricted from the Stannard Woods Open Space, except as provided for in the ordinance.

This 25 acre parcel connects to current Open Space already overseen by the Conservation Commission.

Mr. Hall made a motion to adopt the amendment to the Code of Ordinances as presented and to empower the Conservation Commission to adhere to the plan as outlined. Mr. Ehlert seconded the motion. The motion passed unanimously.

Nine Town Transit District Presentation – Joe Comerford, Executive Director

Joe Comerford reported that Ted Atkinson and Scott Phillips, Vista clients, have been hired by Nine Town Transit to clean both their vehicles and office spaces. Nine Town Transit is extremely satisfied with the phenomenal work these gentlemen have been performing and stated that the District is receiving twice the amount of service for the same money.

Mr. Chuck Caldwell, Vista, thanked the District for the opportunity afforded their clients.

Mr. Bishop commented that the Nine Town Transit District is a great example of how regionalization should work.

Assessor's Aide Position

A copy of the Assessor's Aide job description was included in the BOS packet. Mr. Bishop reported that the position would not exceed 25 hours per week, the job has been an established job for many years and there are sufficient funds in the budget for the position (\$14.00 - \$16.00 per hour range). The position will be posted both internally and externally, Noel Bishop, Jill Brainerd and Pam Fogarty will interview all candidates and the expected start date is 1/1/12. This is a union position and Mr. Annino, President of the Union, confirmed that the above information is appropriate.

Mr. Bishop made a motion to accept the job description as proposed including a \$14.00 to \$16.00 per hour range. Mr. Hall seconded the motion. The motion passed unanimously.

Ms. Fogarty, Assessor, briefly updated the BOS on the revaluation process. Information was mailed to residents on 12/1/11. Vision Appraisal is currently scheduling appointments with residents to address any concerns.

Re-Visit Compensation for Board & Commission Clerks

Documentation provided by Marilyn Ozols, along with previously distributed information regarding compensation for Board & Commission clerks, was provided in the BOS packet.

Mr. Bishop reported that there is a need for a policy addressing compensation for Board and Commission clerks. Parameters for said policy include: an hourly rate, to include a range of \$16 to \$25 per hour and the Board/Commission ultimately determines hourly rate. There was an extensive discussion pertaining to establishing an hourly rate including comments regarding current rates of clerk compensation.

Mr. Hall made a motion to table the discussion on compensation for Board & Commission Clerks and directed Mr. Urban, Finance Director, to research overtime issues with Labor Counsel and the IRS and develop a draft policy including an hourly rate (range of \$16 to \$25 per hour, set by Board/Commission) and duties of Clerk. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Urban will provide draft policy for the 12/22/11 BOS meeting.

Vehicle for Animal Control Officer

Mr. Bishop reported that the vehicle proposed was inspected and found to be unacceptable. The mechanic indicated that at one time, the vehicle was underwater. Animal Control Officer Sandy Rankin is currently looking for another vehicle. Mr. Bishop will discuss with Trooper Hart the possible use of a police cruiser for Animal Control.

Menunketesuck Road Follow Up

After discussion with Mr. Zimmetti, who requested the name change, it was determined that this issue will be pursued further in the Spring when many of the "summer" residents return.

Mr. Bishop made a motion to table the Menunketesuck Road discussion. Mr. Ehlert seconded the motion. The motion passed unanimously.

Literacy Volunteer Lease

A copy of an amended Literacy Volunteer Lease was included in the BOS packet.

Mr. Hall made a motion to approve the lease as amended. Mr. Ehlert seconded the motion. The motion passed unanimously.

Re-Visit Bidding Ordinance

Mr. Ehlert made a motion to table the Bidding Ordinance discussion. Mr. Hall seconded the motion. The motion passed unanimously.

Bills/Invoices - none

Appropriations – none

Appointments/Resignations

**Mr. Ehlert made a motion to accept the following first readings:
John Leake – EDC, Preston Pope, Police Advisory/Traffic Authority, Devin Xenlis, ZBA Alternate, and Linda Nolf, Zoning Commission Alternate. Mr. Hall seconded the motion. The motion passed unanimously.**

Director of Finance Report

Mr. Urban reported that he recently met with Gene Cieri and Bob Burt. These gentlemen are coordinating the paperwork for FEMA reimbursement as a result of Hurricane Irene. At this time, they expect that Westbrook will receive approximately \$300,000 in FEMA funds. The Town will also be reimbursed for volunteer Fire Department expenses.

It was reported that the final payment for the McVeagh Road project should be received in the next two to three months.

Contingency Transfer Resolution

Mr. Urban reported that a request will be made to the BOF to transfer \$57,690.00 from the General Fund Contingency to various payroll and social security accounts to address wage increases.

The BOS requested that Mr. Urban provide an analysis explaining the effect of the revaluation on the mill rate.

Included in the BOS packet was information provided by Jane Butterworth, Treasurer, regarding the recent sale of bonds.

Mr. Urban reported that the final payment to MIRMA will be reduced next year.

First Selectman's Report

Mr. Bishop reported that demolition at the train station is expected this week. He continued that he personally handed out leaflets to commuters informing them of the drastic reduction in parking spaces as a result of the project.

A Town Garage meeting is scheduled tonight to discuss the status of the Regional Animal Control Shelter. Representatives from Clinton and Killingworth will be present.

Mr. Bishop reported that the Harbor Commission will meet on December 6, 2011. Efforts continue to secure State and Federal funds necessary for dredging. While the State has approved funding, their funding is contingent upon receipt of Federal money, through a redistribution of unused funds from Old Saybrook.

Minutes

Mr. Hall made a motion to approve the meeting minutes from the BOS meeting dated 11/14/11. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to approve the meeting minutes from the Joint BOS meeting dated 11/17/11. Mr. Hall seconded the motion. The motion passed unanimously.

Adjournment

Mr. Bishop made a motion to adjourn the meeting at 4:39 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman

Ric Marilyn – should let bos fix the ones we have now and then let the bd/commission determine rates thereafter.

Andrew – feels overtime question should be researched with irs or gabe.

Katie – this matter came to light several years ago, maybe paperwork on issue

Hourly rate

Range - \$16.00 to \$25.00 per hour

Let board/commission set rate

Rich – similar issue at ymca. They had to unify the rate. – should check out.

Check with ccm –
h annino here