

Westbrook Board of Selectmen
Special Meeting
Wednesday, August 24, 2011

Mulvey Municipal Center, 866 Boston Post Road, Westbrook

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:00 p.m. A quorum was established with the following Board members present: First Selectman Bishop, Selectman Hall and Selectman Ehlert.

Also in attendance: Members of the Westbrook Honor Guard, Andrew Urban, Director of Finance, Meg Parulis, Planner, residents and members of the Press.

BUSINESS

Honor Guard Request – Members of the Westbrook Honor Guard were in attendance to request that the BOS waive the rental fee (\$83 per month) for office space at the Riggio Building. Due to the economy, donations to the Honor Guard have diminished greatly. These donations are the only source of income for the Honor Guard. The Honor Guard has been located at the Riggio Building since 2005 and occupies one room for equipment storage.

The BOS discussed the current occupancy and future plans for the Riggio Building. Mr. Bishop reported that Westbrook Youth and Family Services is housed at the Riggio Building and approximately one year ago, their rental fee was waived (approximately \$1,000 per month). Mr. Baker, Facilities Manager, added that currently Stein LLC occupies space in the building. The only additional space not currently utilized is on the lower level and use of that space would require renovation. Mr. Baker continued that the Riggio Building is used for Town purposes and costs to operate the building are approximately \$24,000 per year.

Mr. Bishop made a motion to set the rental fee at the Riggio Building for the Westbrook Honor Guard at \$1.00 per year. Mr. Hall seconded the motion. The motion passed unanimously.

Emergency Services Authorizing Resolution

A copy of the Emergency Services Authorizing Resolution was included in the Board packet.

Noel Bishop made the following resolution:

RESOLVED: That the BOS may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED: that Noel Bishop, as First Selectman, is authorized and directed to execute and deliver any and all documents on behalf of the BOS and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

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

Certified Resolution – Regional Animal Facility

Mr. Bishop reported that bonded money from the State has been secured, in the amount of \$100,000, for the construction of a shared Animal Shelter. This free standing facility will be constructed at the new Town Garage and will be shared with the Town of Clinton. This project has been discussed with Todd Lawrie, Clinton Police Chief and the appropriate MOU/MOA will be developed and will include cost sharing information.

If approved, this resolution will be forwarded to the BOF and a Town Meeting.

Mr. Jim Crawford, State Representative, reported that the state is promoting inter local cooperation between towns.

Mr. Bishop reported that the State has paid for the remediation costs at the new Town Garage site.

Mr. Hall made the following motion:

RESOLVED: That the attached resolution concerning the application for a grant from the State of Connecticut in the amount of \$100,000 for the purpose of design, development and construction of a Regional Animal Facility is approved, and shall be forwarded to the BOF for approval of an appropriation of said amount and to a Town Meeting for approval. Mr. Ehlert seconded the motion. The motion passed unanimously.

Assessor Appointment

Mr. Bishop made a motion to appoint Pam Fogarty as Westbrook's Assessor for a one year term effective immediately. Mr. Hall seconded the motion. The motion passed unanimously.

APPROPRIATIONS

Mr. Urban outlined the computer/server needs of the Town.

Mr. Hall made a motion to forward a capital appropriation request to the BOF in the amount of \$18,500 to replace the Town's primary server. Mr. Ehlert seconded the motion. The motion passed unanimously.

John Riggio updated the Board on the equipment needs of the Public Works Department.

Mr. Hall made a motion to forward a capital appropriation request to the BOF and the 9/7/11 Town Meeting in an amount not to exceed \$120,000 for the purchase of Public Works Equipment (backhoe) Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to forward a supplemental appropriation request to the BOF in the amount of \$19,500 to establish a "Homework Club" program at the Westbrook Middle School. Mr. Bishop seconded the motion. The motion passed unanimously.

Set Date for Town Meeting

Mr. Bishop made a motion to set the date of September 7, 2011, 7:00 p.m. for the Westbrook Town Meeting. Items on the agenda to include: Public Works Equipment appropriation and the approval of an Animal Shelter certified resolution. Mr. Hall seconded the motion. The motion passed unanimously.

Road Name Change Request

Information provided by Mr. Tony Zimmitti, 74 Menunketesuck Road was included in the Board's packet.

Mr. Bishop made a motion to refer the request of Mr. Zimmitti to the Planning Commission for consideration and recommendation. Mr. Ehlert seconded the motion. The motion passed unanimously.

Board of Selectmen Meeting Dates – Remainder of 2011

The BOS discussed the BOS meeting schedule through the end of 2011 as follows:

- Special Meeting, Thursday, 9/1/11, 3:30 p.m.
- Regular Meeting, Monday, 9/12/11, 3:30 p.m.
- Special Meeting, Monday, 9/26/11, 3:30 p.m.
- Regular Meeting, Thursday, 10/27/11, 7:00 p.m.
- Regular Meeting, Monday, 11/14/11, 3:30 p.m.
- Special Meeting, Monday, 12/5/11, 3:30 p.m.
- Special Meeting, Thursday, 12/22/11, 7:00 p.m.

Mr. Hall made a motion to set the BOS meeting dates for the remainder of 2011 as discussed. Mr. Bishop seconded the motion. The motion passed unanimously.

Bills and Invoices – none

Town Center Land Purchase

Ms. Parulis, Planner reported that the Town Center Revitalization Committee met and recommends that the BOS authorize First Selectman Bishop to make a formal offer on the property located at 2 Westbrook Place, Westbrook. She continued that the price of the property was developed as a result of several appraisals. The required remediation costs are reflected in the purchase price. An additional contingency for one more round of environmental testing will be complete prior to closing on the property. Ms. Parulis continued that the remediation costs are estimated at \$75,000 and can be funded through the Grant.

Mr. Bishop made the following motion:

RESOLVED: That the BOS hereby authorizes the First Selectman, Noel Bishop, to execute a contract to purchase the property known as 2 Westbrook Place and 1224 Boston Post Road, Westbrook for a purchase price as stipulated in the contract, the town's obligation under said contract to be expressly contingent upon the approval of the BOF and Town Meeting, and said contract to contain such other contingencies as may be necessary.

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

APPOINTMENTS

Mr. Hall made a motion to appoint Kara Brewster to the Retirement Board with a term to expire 7/1/15. Mr. Ehlert seconded the motion. The motion passed unanimously.

TREASURER'S REPORT - no report

DIRECTOR OF FINANCE REPORT

Mr. Urban reported on the following:

- 40% of property taxes have been collected
- A meeting is scheduled with Citizen's Bank on 9/1/11 to discuss transfers from First Niagara, investments and the closing out of accounts

Mr. Urban distributed information on year end transfers. This information will be discussed at the BOF meeting this evening.

FIRST SELECTMAN'S REPORT

A Special Meeting of the BOS will be scheduled for September 1, 2011 at 3:30 p.m. The Union Contract will be the agenda item and all employees will be invited to attend. Mr. Gabe Jiran, Town Labor Counselor and Mr. Jim Castelot, Union Representative, will also be present.

The gas line project is moving on an aggressive schedule and there is the possibility that the project will be completed by the beginning of school year.

Portions of Old Clinton Road are scheduled to be paved in October. The remainder of road will be paved next year.

Westbrook was well represented at an Emergency Management Meeting held in Essex on Thursday, 9/18/11.

Don Izzo, Emergency Management Director has scheduled a "Hurricane Irene" meeting on Thursday, August 25, 2011 @ 8:30 a.m. to review the latest hurricane information.

Mr. Bishop reviewed communication protocols in the Selectman's office.

Communication from the Library Board was included in the Board's packet. Mr. Sheehan, Woodard & Curran is currently reviewing the material and will update the BOS.

A Dredging MOA between Westbrook and the Army Corps of Engineer has been received and forwarded to Attorney Wells for review and comment.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the July 11, 2011 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to approve the minutes from the July 20, 2011 Joint BOF/BOS meeting and the July 20, 2011 Special BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the July 28, 2011 BOS meeting. Mr. Ehlert seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 6:17 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest:

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman