

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOARD OF SELECTMEN MEETING

WESTBROOK BOARD OF SELECTMEN
Special Meeting
Thursday, February 5, 2015
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 6:00 p.m. Those in attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Andrew Urban, Director of Finance, Kim Bratz, Tax Collector, Paul Connelly, BOF Chairman, John Riggio, Director of Public Works, Nancy Rudek, ZEO, Sonia Marino, Director of Health/Sanitarian, Deb Lovelette, Director of Nursing, Meg Parulis, Planner, Jill Brainerd, HR, Joan Angelini, Town Clerk, Mike Farrell, Harbor Commission, Colleen Topitzer, Administrative Assistant, Roger Zito, Building Official, and Carol Hess, Asst. Finance Director.

REPORT/UPDATE FROM DIRECTOR OF HEALTH/SANITARIAN

Ms. Marino, Director of Health/Sanitarian, provided an overview of the Health Department's duties/responsibilities (see attached).

Ms. Marino has met with various state and local officials to determine the needs of the department. All restaurant inspections are up to date. The state will require that the Westbrook Health Department continue to provide the extensive restaurant inspection spreadsheet/report.

The draft job description for proposed Health Educator/Environmental Health Inspector was included in the BOS packet. The job description has been reviewed by Attorney Jiran. The job description includes inspection of food service establishments.

Mr. Ehlert made a motion to move forward with the Health Educator/Environmental Health Inspector position as presented. Mr. Bishop seconded the motion. The motion passed unanimously.

BUDGET DISCUSSION

Harbor Commission

Mr. Bishop made a motion to approve the Harbor Commission's budget as presented with a \$500 deduction in the payroll account. Mr. Hall seconded the motion. The motion passed unanimously.

There was a discussion as to the amount of funds that may be available during the budget process. It was agreed that Mr. Urban will present, at the next BOS meeting, the projected figures for the unfunded balance, reserve account, etc.

Public Works

The BOS reviewed the Public Works proposed budget in detail including the two Staff Change Request forms submitted (Maintainer III and Administrative Assistant II).

Mr. Bishop made a motion to approve the request for an upgrade of a public works employee from Maintainer II to Maintainer III effective 7/1/15. Mr. Hall seconded the motion. The motion passed unanimously.

Administrative Asst. II

The BOS reviewed and discussed the request submitted by the Director of Public Works for an Administrative Assistant II. This position will be discussed further at the 2/9/15 BOS meeting in conjunction with the Land Use Department budget.

Mr. Bishop made a motion to approve the Public Works Budget as presented excluding the Administrative II position. Mr. Ehlert seconded the motion. The motion passed unanimously.

Tax Collector

Ms. Bratz provided additional information as requested by the BOS.

Mr. Bishop made a motion to approve the Tax Collector's budget in the amount of \$120,690 for office operations. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the Tax Refund Account in the amount of \$30,000. Mr. Bishop seconded the motion. The motion passed unanimously.

Building Official

Conferences Account – reduced by \$200.

Microfilm Funds - \$600 deleted.

Mr. Bishop made a motion to approve the Building Official’s budget as noted above. Mr. Hall seconded the motion. The motion passed unanimously.

Zoning Commission

Will be discussed at 2/9/15 BOS meeting.

Zoning Board of Appeals

Mr. Bishop made a motion to approve the Zoning Board of Appeal’s budget as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.

Inland/Wetland/Watercourses

Will be discussed at 2/9/15 BOS meeting.

DISCUSSION OF FUNDING FOR CODE VIOLATIONS AT THE RIGGIO BUILDING

The BOF approved the \$30,000 funding for the system as recommended by the BOS and strongly requested that the Committee develop, as soon as possible, a long term plan for the total remediation of the Riggio Building.

Discussion of the Riggio Building will be removed from the 2/12/15 Town Meeting agenda.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 8:40 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,
Suzanne Helchowski
Administrative Assistant

Attest,
Noel Bishop
First Selectman