

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

WESTBROOK BOARD OF SELECTMEN
Regular Meeting
Thursday, March 26, 2015
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:30 p.m. Those in attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Andrew Urban, Director of Finance, Becky Coffey, Press, Mike Jenkins, Fire Chief, Joan Angelini, Town Clerk, Lester Scott, Riggio Building Committee, George Pytlik, Riggio Building Committee, Peter Krause, Fire Department, John Palermo, Fire Department, Kim Bratz, Tax Collector, Sonia Marino, Director of Health, Harry Ruppenicker, Dennis Hallahan, Chairman Riggio Building Committee, Roger Zito, Building Official, Rich Annino, Director Park & Rec., and Attorney Jiran, Labor Counselor.

Innovative Mosquito Management Contract

Mr. Bishop reported that we have gone out to bid for mosquito management in the past and Innovative Mosquito Management has been the only vendor to supply a bid. Ms. Marino, Director of Health, commented that she has worked with Innovative Mosquito Management in the past and has been satisfied with their performance.

Mr. Ehlert made a motion to approve the Treatment Order provided by Innovative Mosquito Management as presented and to authorize First Selectman Bishop to sign the document. Mr. Hall seconded the motion. The motion passed unanimously.

HEALTH DEPT. BUILDING FEES

Ms. Marino provided updated Health Department Fees. A communication was sent to surrounding towns requesting their Building Department fee schedule.

Mr. Bishop made a motion to table the discussion on Health Department and Building Fees until information is available from surrounding towns. Mr. Hall seconded the motion. The motion passed unanimously.

BUDDY BASEBALL REQUEST

Mr. Hall made a motion to approve the request for a \$500 donation to the Buddy Baseball program. Mr. Ehlert seconded the motion. The motion passed unanimously.

SET DATE FOR TOWN MEETING

Mr. Bishop made a motion to schedule a Town Meeting on 4/22/15 @ 7:00 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

STATUS OF AGENDA FOR CIP, TOWN MEETING AND BUDGET HEARINGS

The Capital Improvement Plan will be presented to the BOS at the 4/6/15 BOS meeting.

USE OF TOWN TENNIS COURTS

Mr. Annino reported that the MRSC (Madison Tennis Club) has requested use of 4 Westbrook tennis courts, Monday through Friday, 8:30 a.m. to noon from June 22 to August 22. Mr. Annino reported that past experience has demonstrated that there is ample space at the tennis courts to accommodate this request and it does not interfere with the public's access to the courts. The Park & Rec. Board has approved this request.

Mr. Ehlert made a motion to approve the request as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Annino will provide a contract for use of the tennis courts.

USE OF MEETING ROOM C – EXERCISE EQUIPMENT

Mr. Annino reported that employees have expressed an interest in an exercise room (Room C, lower level of town hall). Examples of suggested equipment were included in the BOS packet and a committee may be formed to choose equipment and discuss funding sources (donated equipment, fund raising, Union dues).

Mr. Urban reported that he has not yet received clarification from USI regarding liability, ownership of equipment and indemnification of the Town.

This will appear as an agenda item at the 4/6/15 BOS meeting.

STATUS OF RIGGIO BUILDING

Mr. Hallahan, Chairman Riggio Building Committee, reported that the roofers inspected the property and cited several areas in need of replacement. The shingles were installed in 1985 and are cracking. Silktown Roofing will provide a report.

Building Committee members have “walked” the property and will provide a Punchlist along with cost estimates. No action has been taken to date on the sprinkler system. The fire alarm system is complete and will be programmed next week. Regarding the panic bars, Mr. Hallahan reported that panic bars are included on the Committee’s Punchlist.

PAYMENT TO R.E. LEIGHTON

Mr. Bishop made a motion to go into Executive Session at 6:06 p.m. for the discussion of a legal opinion letter prepared by Attorney Jiran. Mr. Hall seconded the motion. Invited into the Executive Session was Attorney Jiran.

Regular session resumed at 7:15 p.m.

Mr. Bishop made a motion that Mr. Leighton not be paid for any invoices submitted for month of February 2015 for work performed at the Riggio Building since the work is covered under the stipend he receives as Deputy Fire Marshal. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Hall made a motion that any future work done by Mr. Leighton for the Town of Westbrook is done under the Deputy Fire Marshal stipend of \$1,200 annually. Mr. Ehlert seconded the motion. The motion passed unanimously.

LETTER FROM R.E. LEIGHTON

A letter from Dick Leighton “Request for Clarification” dated 3/19/15 was included in the BOS packet.

Mr. Ehlert reported that at the 3/9/15 BOS meeting, the BOS formally removed Mr. Leighton from the 1296/1306 Boston Post Road project. Subsequent to that meeting, Mr. Bishop forwarded a letter to Mr. Leighton informing him of same.

Mr. Zito, Building Official, reported that if Mr. Leighton were actively engaged in monitoring the 1296/1306 Boston Post Road property, there should be more documentation in the Land Use file. He continued that Mr. Leighton was also the Health Agent and Deputy Fire Marshal on the property. Mr. Zito reported that Mr. Leighton did not return the 1296/1306 Boston Post Road property file to him.

Mr. Ehlert made a motion to deny Mr. Leighton’s “Request for Clarification” dated 3/19/15 and that the Board of Selectman stands by the motion made at the 3/9/15 BOS meeting regarding Mr. Leighton’s responsibility as Building Official for the 1306/1296 Boston Post Road property: “Mr. Ehlert made a motion to revoke Mr. Leighton’s authority on the 1296 & 1306 Boston Post Road property effective immediately. Mr. Hall seconded the motion. The motion passed unanimously” and as outlined in a letter from the First Selectman to Mr. Leighton dated 3/11/15. Mr. Hall seconded the motion. The motion passed unanimously.

EMPLOYEE REQUEST – MEETING WITH SELECTMEN REGARDING PROCEDURE FOR HIRING OF NEW PERSONNEL; ADJUSTMENTS TO SALARIES FOR MUNICIPAL EMPLOYEES

Mr. Bishop reported that Ms. Angelini, Town Clerk and Ms. Bratz, Tax Collector requested an employee meeting with the Selectmen to discuss protocols for hiring and salary adjustments. Ms. Angelini will poll town employees for a date and time. The Selectmen are available at 8:00 a.m. on 4/7/15.

APPOINTMENTS/REAPPOINTMENTS

Mr. Hall made a motion to re-appoint Dave Russell, Gary Nolf and Keith Rich to 3 year terms on the Shellfish Commission. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Bill Angelini and Evan Cusson to 3 year terms on the Harbor Commission effective 3/28/15. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to re-appoint Tony Barbieri and Sandra Galloni to 5 year terms on the Housing Authority. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint David Russell, Tom Smith, Mike McKenna, Joe Pucillo, Karen Reilly, Ken McNamara, Mark Wyzykowski, and Larry Merrill to 1 year terms on the Marine Patrol. Mr. Ehlert seconded the motion. The motion passed unanimously.

ELECTRONIC SIGN

Mr. Bishop made a motion to add to the agenda a discussion on a request for an electronic sign. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop reported that he has received a request from employees for an electronic sign to be placed in front of the Mulvey Municipal Center. The cost for the sign is approximately \$5,000 to \$7,000 (not including an enclosure).

The BOS was not interested in pursuing an electronic sign.

APPROVAL OF MINUTES – tabled.

DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the Historical Society is pursuing a grant from the Westbrook Foundation for air conditioning at the old library building. Ms. Doane is working with Mr. Urban to coordinate the application.

The Town received a letter from FEMA to close out the parking lot project at West Beach as a result of Hurricane Irene. FEMA has determined that after reviewing the project, the Town of Westbrook owes FEMA \$6,900. This will be discussed further at the 4/6/15 BOS meeting.

Mr. Ehlert expressed concern about the current number of hours for the Accounts Payable Clerk in the Finance Office.

Mr. Urban reported that he is meeting with the staff in the Finance Department on Monday and will review the hours and the duties of the Account’s Payable Clerk. He continued that certain times of the year are more intense than others and additional time for the Accounts Payable clerk is required.

Mr. Urban reported that he is recommending 19 hours per week in the budget. He does not plan to permanently reduce the hours but is “watching his budget” until the end of the fiscal year.

Mr. Bishop commented that the duties and the hours for the Accounts Payable Clerk should be discussed by the Finance Director and the staff. Mr. Urban will report back to the BOS following his meeting with the staff.

FIRST SELECTMAN’S REPORT

The Selectmen were invited to CCM’s Day on the Hill scheduled 4/14/15.

Mr. Bishop attended the recent COG meeting on 3/25/15. Kevin Lembo, State Comptroller, was present and reported that the State’s revenues are down and the deficit is close to \$150 million dollars.

The majority of area Selectmen reported that their budgets are coming in between 2.4% and 3.5%. All area towns, including Westbrook, are seeing a significant decline in their school enrollments.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 8:00 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Asst.

Noel Bishop
First Selectman