

WESTBROOK
BOARD OF SELECTMEN
SPECIAL MEETING
Monday, April 2, 2012
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 6:15 p.m. In attendance included: Selectman Hall, Selectman Ehlert, Rich Tsau, Paul Connelly, Andrew Urban, Don Izzo, Mike Jenkins and Ms. Edelsen.

APPOINTMENT OF RECORDING SECRETARY FOR WPCC

Included in the BOS packet was a letter from Marilyn Ozols, Chairman WPCC, recommending Stella Beaudoin as Recording Secretary for the WPCC at a pay rate of \$22 per hour.

Mr. Hall made a motion to appoint Stella Beaudoin as Recording Secretary for the WPCC at a pay rate of \$22 per hour. Mr. Ehlert seconded the motion. The motion passed unanimously.

APPOINTMENT

Second Reading – Bryan Amenta – Ad Hoc Shellfish Commission – D

Mr. Bishop made a motion to appoint Bryan Amenta to the Ad Hoc Shellfish Commission. Mr. Ehlert seconded the motion. The motion passed unanimously.

AD HOC ENERGY COMMITTEE

Mr. Bishop reported that clarification was requested regarding representation on the Westbrook Ad Hoc Energy Committee.

Suzanne Helchowski reported that at the 3/8/10 BOS meeting, the following members were appointed to the Westbrook Ad Hoc Energy Committee: Loren Baker, John Riggio, Meg Parulis, Chris Ehlert, Darlene Briggs, John Britt, Ray Hayes, Cheryl Blum and Jay Sheehan. Since the Committee has been meeting, the following changes have been made in representation: John Britt and Cheryl Blum are no longer members of the Committee.

Mr. Bishop made a motion confirming the following additional Energy Committee members: Leighton Lee, Arno Utegg, Bill Fish, Bill Frederickson, Samantha Crowley, Lesley Wysocki and Lester Scott. Mr. Hall seconded the motion. The motion passed unanimously.

FOLLOW-UP ON PROTOCOL FOR PUBLIC INFORMATION

Included in the BOS packet was documentation provided by Attorney Wells (as requested by the BOS) regarding the privacy of individuals requesting to see files from town offices. Attorney Wells' letter was distributed to Ms. Edelsen.

Mr. Bishop reported that a resident expressed concern that staff members disclose to other residents the names of individuals reviewing their files. This individual felt this practice inappropriate.

Mr. Hall agreed with Attorney Wells that it is appropriate for staff members to be present when a person is allowed to look at a file to insure the integrity of the file.

Mr. Ehlert commented that it would be difficult to "police" and monitor a policy that bars a staff member from providing information that they have concerning the identities of persons looking at files. Mr. Hall added that once any litigation is started, all files are given to the appropriate attorneys.

Ms. Edelsen disagreed with Attorney Wells regarding FOI statutes as they pertain to this issue. She commented that information "readily available" does not refer to who was looking at the files. Ms. Edelsen continued that she is reviewing her neighbor's files to insure that everything is being done properly.

Mr. Bishop will contact Attorney Wells for additional clarification and request that he develop a draft policy regarding staff members being present while files are being reviewed by residents.

MEMORANDUM OF UNDERSTANDING – REGIONAL ANIMAL SHELTER

Mr. Bishop reported that the \$100,000 in State funding for the Regional Animal Shelter has been transferred to Clinton. Originally, the towns of Westbrook, Clinton and Killingworth were part of the Regional Animal Shelter. However, at this time, the Killingworth BOS has chosen to not participate with Westbrook and Clinton.

A copy of the MOU was included in the BOS packet. This document has been reviewed by the Town's attorney.

Mr. Bishop made a motion to approve the MOU as presented and reviewed by the Town Attorney and forward to a Town Meeting. Mr. Hall seconded the motion. The motion passed unanimously.

BEACH CONCESSION STAND

Suzanne Helchowski reported that an RFP regarding the Beach Concession Stand was placed on the Town's website. As a result, one proposal was received and included in the BOS packet.

The proposal offers \$1,500 for operation of the Concession Stand. The previous Concession Stand operators owned the equipment in the stand and have since taken this equipment out of the Concession Stand.

The electric bill at the stand is the responsibility of the Concession Stand operator and the Town may use the electricity. The Town is responsible for the water bill.

Mr. Ehlert made a motion to accept the proposed received from Mr. John Anello in the amount of \$1,500 for the operation of the Beach Concession Stand. Mr. Hall seconded the motion. The motion passed unanimously.

BID ORDINANCE

Mr. Urban distributed an updated Bid Ordinance that incorporates comments received from the Town Attorney as well as various Department Heads.

This document was developed after reviewing several bid ordinances from other towns and in consultation with Attorney Wells. This ordinance splits the formal bidding process to items above \$20,000. For any item between \$5,000 and \$20,000 a formal process is in place but a sealed bid is not required. For any item under \$5,000, the Department Head may exercise discretion. The document presented formalizes a policy and makes the Selectman's office the focus point of bids and awards.

Mr. Bishop made a motion to adopt the Bid Ordinance as presented and forward to a Town Meeting. Mr. Hall seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 6:55 p.m. Mr. Ehlert seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman