

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

WESTBROOK BOARD OF SELECTMEN
Regular Meeting
Monday, April 06, 2015
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:30 p.m. Those in attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Andrew Urban, Director of Finance, Paul Connelly, BOF Chairman, Ray Gaudet, Sr. Center Board, Phil and Rosemary Einsmann, Sr. Center Board, Courtney Burks, Director of Senior Center, Lucile Spanilo, Sr. Center Chairman, Bob Hagemeister, Fire Commissioner Chair, Becky Coffey, Press, John Palermo, Fire Department, Don Izzo, Emergency Management Director, George Pytlik, Fire Department, Mike Jenkins, Fire Chief, Nancy Rudek, ZEO, Sonia Marino, Director of Health, Meg Parulis, Planner, Joan Angelini, Town Clerk, John Riggio, Director of Public Works, Kim Riggio, Administrative Asst., and Tony Palermo.

FURTHER DISCUSSION OF PAYMENT TO DEPUTY FIRE MARSHAL – Bob Hagemeister

The following motions were made at the BOS Meeting 3/26/15:

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.

Mr. Hagemeister, Chairman of the Board of Fire Commissioners, reported that duties requested of Mr. Leighton regarding the Riggio Building are not those of a Deputy Fire Marshal and that since the Town paid Mr. Leighton for services in January, they should also pay him for services rendered in February. Mr. Hagemeister requested that the BOS reconsider payment to Mr. Leighton.

Mr. Bishop made a motion to rescind the above referenced motions made at the 3/26/15 BOS meeting. The motion was not seconded. No further action taken.

CAPITAL IMPROVEMENT PLAN

Documentation on the Capital Improvement Plan (CIP) was distributed to the BOS on Thursday, 4/2/15.

Zoning Commission

Mr. Hall made a motion to approve the Zoning Commission's Capital request in the amount of \$60,000 for the rewrite of the Town's zoning regulations and to forward the request to the BOF for further action. Mr. Bishop seconded the motion. The motion passed unanimously.

Ms. Rudek, ZEO, reported that the Commission intends to hire a consultant. Mr. Hall suggested that the Commission go out to bid for a consultant.

Police Cruiser

Mr. Hall made a motion to approve the Police Department's Capital request in the amount of \$35,000 for the replacement of a police cruiser and to forward the request to the BOF for further action. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the Police Department's Capital request in the amount of \$55,000 for radios for Constables and to forward the request to the BOF for further action. Mr. Ehlert seconded the motion. The motion passed unanimously.

Fire Department

Mr. Ehlert made a motion to approve the Fire Department's request in the amount of \$50,000 for a command vehicle and to forward the request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to approve the Fire Department's request in the amount of \$100,000 for the replacement of the generator and to forward the request to the BOF for further action. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the Fire Department's request in the amount of \$60,000 for repairs to headquarters and to forward the request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to defer the Fire Department's request for communication enhancements. Mr. Hall seconded the motion. The motion passed unanimously.

Emergency Management

Mr. Bishop made a motion to approve Emergency Management's request in the amount of \$140,000 for the replacement of the town wide radio system and to forward the request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Facilities Management

Mr. Bishop made a motion to approve the First Selectman's request in the amount of \$100,000 for repairs to the roof at the Mulvey Municipal Center and to forward the request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

It was requested that there be a detailed report from Silktown Roofing who inspected the roof regarding the specifics of the materials required including any financial costs associated with a roof project.

Senior Center

Mr. Bishop made a motion to approve the Senior Center Management Committee's request in the amount of \$15,300 for the replacement of kitchen appliances and to forward the request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Public Works

Mr. Ehlert made a motion to approve the Public Work Department's request in the amount of \$30,000 for seawall repair and to forward the request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the Public Works Department's request in the amount of \$48,000 for repairs to the athletic fields at the Westbrook High School and to forward the request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

CONTINGENCY TRANSFERS/APPROPRIATIONS

Ms. Marino, Director of Health, has requested a supplemental appropriation to assist in food service inspections.

Mr. Bishop made a motion to approve a supplemental appropriation request in the amount of \$5,850.00 for food service inspections and forward to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Urban reported that as a result of hiring a full-time Director of Health/Sanitarian, expenditures for the Department will show a shortfall of \$23,790.00. Mr. Urban recommended that this amount be transferred from the WPCC payroll line item since there are no expenditures against that line item. This option was discussed via e-mail with Ms. Ozols, Chairperson of the WPCC and she objected to the funds being taken from the WPCC account.

Mr. Hall made a motion to approve a budget transfer in the amount of \$23,888 from the WPCC Regular Payroll account to the Department of Health – Regular Payroll account and to forward the item to the BOF for further action. Mr. Bishop seconded the motion. The motion passed unanimously.

HEALTH DEPT FEES/BUILDING FEES

Mr. Urban and Mr. Zito have collected information regarding Building Fees from various towns. This information was included in the BOS packet. Currently, the fees collected cover only 10% of the costs in the Land Use Department. With the proposed changes, approximately 25% of costs would be covered.

Mr. Hall made a motion to adopt the building fee schedule as presented and forward to a Town Meeting for approval. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Urban reported that after discussion with Attorney Wells, it was determined that Health fees do not have to be established by Ordinance. Furthermore, the health fees may be established by the Director of Health with the approval of the Board of Selectmen. It was suggested that the environmental health fees be removed from the Code of Ordinances and adopted by the BOS.

POTENTIAL LIABILITY FOR EXERCISE EQUIPMENT FOR MUNICIPAL EMPLOYEES – tabled.

UPDATE ON RIGGIO BUILDING PROJECT

Mr. Hallahan, Chairman of Riggio Building Committee, was unable to attend the meeting this evening but did report, via a phone call, that the project is moving along. The Board of Fire Commissioners will discuss the possibility of a State Fire Marshal reviewing the building/project.

REVIEW OF CALENDAR DATES REGARDING BUDGET, TOWN MEETING, REFERENDUM, ETC.

A copy of the proposed calendar was included in the BOS packet. These dates have been reviewed by the Town Clerk and Ms. Brainerd.

DISCUSSION OF BUDGET REFERENDUM

The Registrars provided data regarding voter turnout in the last 3 referenda.

Mr. Bishop made a motion to hold a Referendum to vote on the 15/16 budget. Mr. Hall seconded the motion. The motion passed unanimously.

RE-APPOINTMENTS

Mr. Bishop made a motion to re-appoint Sandy Bannon as Animal Control Officer for a one year term effective 4/14/15. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Hall requested copies of the Animal Control Officer's reports.

Mr. Ehlert requested copies of updated reports from the Senior Center and Social Services Department.

CONTINGENCY TRANSFERS/APPROPRIATIONS

Mr. Bishop made a motion to sponsor a garden bed in the amount of \$250.00 to support the YMCA's Community Garden. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Ehlert made a motion to approve the minutes from the 3/9/15 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 3/12/15 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 3/26/15 BOS meeting. Mr. Ehlert seconded the motion. The motion passed unanimously.

DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the March reports will be distributed by the end of the week.

A communication was received from Woodard & Curran regarding a request for a time extension for the bridge projects.

FIRST SELECTMAN'S REPORT

An Employee Evaluation Workshop has been scheduled on 4/23/15 @ 5:30 p.m. Attorney Jiran will be the presenter.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 6:07 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman