

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

WESTBROOK BOARD OF SELECTMEN
Regular Meeting
Monday, May 28, 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 (arrived at 5:45), Selectman Ehlert, Andrew Urban, Director of Finance, Dennis Hallahan, Chairman Riggio Building Committee and Blight Committee, Rich Annino, Park & Rec Director, Pam Fogarty, Assessor, Kim Bratz, Tax Collector, Jill Brainerd, HR, John Palermo, Open Burning Official, and Mike Jenkins, Fire Chief.

YMCA NEIGHBORHOOD ASSISTANCE ACT

Included in the BOS packet was information submitted by the YMCA relative to the Neighborhood Assistance Tax Credit Program. The YMCA is proposing a revision to the 2014 NAA application and a 2015 NAA Application for additional energy conservation projects as outlined in their submission (Form NAA-01).

Mr. Bishop made a motion to approve Form NAA-01 and designate Chris Ehlert as the Town Liaison. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to forward the revised 2014 Form NAA-01 and the 2015 Form NAA-01 to a Town Meeting no later than 7/1/15. Mr. Ehlert seconded the motion. The motion passed unanimously.

ANNUAL RE-APPOINTMENT OF ASSESSOR

Mr. Bishop made a motion to re-appoint Pam Fogarty as the Assessor for a one year term to expire 6/30/16. Mr. Hall seconded the motion. The motion passed unanimously.

THE PRESERVE

The BOS discussed the Conservation Commission's recommendation that the Town waive all real estate taxes that the Town of Old Saybrook may be responsible for relative to The Preserve.

Attorney Wells advises that any relief of taxes must be done through the Board of Selectmen.

Ms. Fogarty will research the possibility of applying for PILOT funds for Westbrook's portion of the Preserve property.

Mr. Hall made a motion to waive all real estate taxes that the Town of Old Saybrook may be responsible for relative to The Preserve and directed Ms. Fogarty, Assessor to explore possible PILOT funding from the State of Connecticut. Mr. Bishop seconded the motion. The motion passed unanimously.

UPDATE ON RIGGIO BUILDING

Mr. Hallahan gave a status report on the Riggio Building project. The immediate safety concerns in the building have been addressed. Preliminary estimates to complete the safety and aesthetic upgrades (roof, stair railing replacement, electrical upgrades, carpentry, pressure washing, painting, sprinkler system) to the building total \$213,737.00. Additional work at the building will not require the relocation of any tenants.

Mr. Hallahan will formalize the quotes and forward to the Boards of Selectmen and Finance. The Board requested that Mr. Hallahan prioritize the remaining projects. Mr. Urban suggested that perhaps some of the projects (under \$5,000) may be funded from the Riggio Building Operating Budget that begins July 1, 2015. It was suggested that any sprinkler system installation be delayed until the historic designation of the building is determined.

Mr. Bishop suggested that perhaps a Public Hearing may be scheduled to discuss the ownership and future use of the Riggio Building.

The status of a 3rd party review of Mr. Leighton's report on the Riggio Building was discussed. Mr. Hallahan reported that it is the Board of Fire Commissioner's responsibility to schedule any additional inspections of the Riggio Building.

Mr. Bishop made a motion to accept the report from the Riggio Building Chairman as presented, direct the Building Committee to prioritize projects and forward report to the BOF. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS discussed the Summary of Expenditures to date at the Riggio Building. Mr. Ehlert expressed concern that an additional appropriation was not requested and the Riggio Building Repair account is over-spent.

Mr. Urban responded that as of the last financial report (before the Zelek and Happy Jack bills were processed), the account was not yet overspent. Also, due to the critical safety projects that needed to be done immediately at the Riggio Building, the bid ordinance was waived and any delay to the project was not recommended. The end of the year transfers will address any shortfall in the account.

Ms. Bratz, Tax Collector, reported that in prior years, if it was anticipated that a Department Head's budget would be overspent, a request would need BOS and BOF approval.

A policy/protocol will be developed to address requests for additional funding to accounts that are overspent.

STATUS OF PROPOSED BLIGHT ORDINANCE

A copy of the draft Blight Ordinance and Attorney Wells' comments on same were included in the BOS packet.

Mr. Hallahan reported that Attorney Wells' comments will be incorporated into the document at the Blight Committee meeting on 6/1/15. Mr. Hallahan will provide additional information at the 6/8/15 BOS meeting.

MULVEY MUNICIPAL CENTER ROOF

Mr. Hallahan reported on the difficulty in obtaining additional estimates for the repair work required on the Mulvey roof. He is comfortable with the estimate provided by Silktown Roofing and recommended that the work on the roof proceed.

Mr. Bishop made a motion to waive the bid requirements and to authorize Mr. Hallahan to engage Silktown Roofing to perform the necessary work on the Mulvey Municipal Center roof in an amount not to exceed \$9,000.00. Mr. Hall seconded the motion. Discussion followed. The motion passed unanimously.

EXERCISE EQUIPMENT

The questions developed by Mr. Wardrop, USI, were discussed via a telephone conference call with Mr. Wardrop, Mr. Urban, Mr. Bishop and Mr. Annino.

Mr. Wardrop commented that the liability would be decreased if the treadmill was not one of the pieces of exercise equipment. Mr. Annino reported that an elliptical machine and several bikes are the suggested pieces of equipment. The approximate cost for these items is \$2,500. A telephone is also necessary in the room in the event of an emergency. Employees are also amenable to signing waivers for use of the equipment.

Mr. Bishop reported that subsequent to the conference call with Mr. Wardrop, it was determined that Vision Appraisal requires a dedicated space to work for an extended period of time. The room identified for the exercise equipment (Room C, lower level) is the only room appropriate for Vision Appraisal. It was suggested that there is additional space that can be utilized for exercise equipment in the lower level storage area.

Mr. Urban will request that Mr. Wardrop develop a policy/procedure protocol for use of an exercise equipment room.

Mr. Ehlert made a motion to move forward with the exercise room for employees in an amount not to exceed \$2,500 and to direct Mr. Wardrop, USI to develop a policy to minimize Town liability. The policy is to be developed by June 30, 2015. Mr. Bishop seconded the motion. The motion passed unanimously.

STATUS OF SIGNAGE FOR FIELDS AT HIGH SCHOOL/MIDDLE SCHOOL

Verbiage for a sign at the Middle School/High School fields was discussed as follows:

“Permission to use fields requires prior approval from the Park & Rec Board. Please call 860-399-3095. Violators are subject to appropriate penalties. Per order of the Board of Selectmen”.

Mr. Bishop made a motion to approve the signage as proposed for the Middle School/High School fields. Mr. Ehlert seconded the motion. The motion passed unanimously.

UPDATE ON MIDDLE BEACH SWIM AREA

Last summer, the BOS approved a swim area at Middle Beach. This swim area required DEEP approval and the DEEP permit outlined the parameters of the project. Necessary materials were ordered and are currently being assembled at the Public Works Garage. The cost of the materials was approximately \$5,000.00.

The BOS discussed concerns regarding possible vandalism at the swim area, the potential for additional individuals using that beach, parking concerns, fishermen, jet skis etc. Before the swim area is installed, signage will be posted stating that there is **no lifeguard on duty**.

The BOF discussed the costs associated with the Middle Beach swim area at their meeting last evening and expressed concern that the materials were ordered prior to funding.

COMMUNICATION FROM BOARD OF FIRE COMMISSIONERS

Payment to Dick Leighton

Request for Communications from Selectman’s Office Regarding Payment to Dick Leighton

Board of Fire Commission members were unavailable to meet at this time and the discussion was tabled. A joint meeting of the Board of Fire Commissioners and BOS will be scheduled.

PROFESSIONAL SERVICES AGREEMENT

A copy of a Professional Services Agreement, developed by Attorney Wells, was included in the BOS packet. It was suggested that this agreement be used as a template for consulting agreements throughout the town. The document can be customized as necessary, i.e. verbiage for proprietary information etc.

A copy of this document was forwarded to Roger Zito, Building Official, for use with IPI (Carl Brown). No response was received.

Mr. Ehlert made a motion to approve the Professional Services Agreement for IPI and to authorize First Selectman Bishop to sign the document and develop a template agreement for future uses. Mr. Hall seconded the motion. The motion passed unanimously.

ENERGY COMMITTEE – RATIFICATION OF AGREEMENT BETWEEN CL&P FOR \$5,000 BRIGHT IDEA GRANT

Mr. Ehlert reported that the Town joined the Clean Energy Community Program. Part of the program calls for the Town to receive grants/rewards for participation milestones. In December, Westbrook became eligible for a \$5,000 Bright Idea Grant. The Energy Committee determined a bulb swap was an appropriate use for these funds and an event is scheduled on 6/13/15, in conjunction with Family Day.

Mr. Hall made a motion to approve the Ratification Agreement as presented and authorized First Selectman Bishop to sign the document. Mr. Bishop seconded the motion. The motion passed with Mr. Bishop and Mr. Hall voting “aye” and Mr. Ehlert abstaining from the vote.

REVIEW OF BOS PROTOCOL FOR ACCEPTANCE OF DONATIONS

A letter from Attorney Wells concerning the receipt of a donation of services or personal property was included in the BOS packet. This letter clarifies that the anonymous donation regarding Ted Lane Field was under the jurisdiction of the Park & Rec Board and there was no need for BOS approval.

Mr. Urban will develop a grant proposal for BOS and BOF review.

UPDATE ON CULVERT AND LAND FILL

Mr. Riggio is working to obtain specifications and quotes for the proposed culvert.

UPDATE ON CHIP SEAL/STREET SWEEPING

Mr. Bishop reported that after communicating with Mr. Riggio, Director of Public Works, it was determined that no agreement/contract with the chip seal contractor is on file.

Mr. Hall made a motion to direct Mr. Riggio to obtain contracts/letters of agreement with vendors/contractors used for Public Works projects. Mr. Bishop seconded the motion. The motion passed unanimously.

SEASIDE AVENUE PAVING

Mr. Ehlert did not participate in this discussion.

Southern Connecticut Gas recently installed gas lines on Seaside Ave and must repave the street. The Town has determined that it can do the repaving at a significantly lower cost than Southern Connecticut Gas. Southern Connecticut Gas has agreed to reimburse the Town \$166,500 upon completion of the work and the execution of a General Release and Liability document. The BOF approved acceptance of the reimbursement at their 5/27/15 meeting.

Mr. Hall made a motion to authorize First Selectman Bishop to sign the General Release and Discharge of Liability document as presented and approve the proposal as presented. Mr. Bishop seconded the motion. The motion passed. Mr. Ehlert abstained from voting.

CONTINGENCY TRANSFERS/APPROPRIATIONS

EV Charging Station – the Town received a \$10,000 from the State of Connecticut for the installation of an EV Charging Station. After discussion with the BOF, it was determined that it is premature to pursue the grant at this time.

Old Library Air Conditioning – Mr. Bishop made a motion to add to the agenda a Capital Appropriation Resolution regarding the Westbrook Foundation’s funding of an air conditioning system at the Old Library. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to accept the grant from the Westbrook Foundation in the amount of \$6,100 for the installation of air conditioning at the Old Library Building as requested by the Historical Society and to forward to the BOF and Town Meeting for further action. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

May 11, 2015 – Mr. Hall made a motion to approve the minutes from the BOS meeting dated 5/11/15 as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.

DIRECTOR OF FINANCE REPORT – No report at this time.

FIRST SELECTMAN’S REPORT

Mr. Bishop reported:

- The Currituck completed dredging of the Federal channel (at no cost to the Town) and may return later in the summer for additional work.
- The rate of pay for Attorney Wells is \$175 per hour and has not changed in the past 7 years. A letter from Attorney Wells was included in the BOS packet.
- Mr. Bishop participated in the interviews for the replacement of Trooper Hart. Five individuals were interviewed and the position has been offered to one of the candidates.

Mr. Ehlert reported that he has received reports of vandalism at Wren Park. Mr. Bishop will follow-up with the Resident State Trooper.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 8:26p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman