

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

WESTBROOK BOARD OF SELECTMEN
Regular Meeting
Monday, July 13, 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, Dennis Hallahan, Chairman Riggio Building Committee, Mike Oryl, PA/TA, Kim Bratz, Tax Collector, Meg Parulis, Planner, Tom Odell, Conservation Commission, and Becky Coffey, Press.

STATUS OF APPOINTMENTS – HEALTH EDUCATOR, LAND USE ASSISTANT

Tabled.

Mr. Hallahan reported that Silktown Roofing completed the project at the Town Hall; however additional gutter and downspout work is necessary. Silktown is developing a proposal for the additional work.

UPDATE ON RIGGIO BUILDING

Mr. Hallahan reported that he has received and is negotiating a proposal from the paint contractor.

A proposal for services from Versteeg Associates was included in the BOS packet. As a result of the 12/16/15 Westbrook Fire Marshal's report, the Ad Hoc Riggio Building Committee is recommending Versteeg Associates review the report and building to develop a written strategy detailing compliance options for the issues cited by the Fire Marshal. The fee for Versteeg's services is \$6,300.00 and funds are available in the Town Building account. A copy of Versteeg's proposal was included in the BOS packet for review.

Following discussion on this matter, the BOS determined that it would be appropriate for the State Fire Marshal review the Riggio Building and the 12/16/15 report develop by the Westbrook Fire Marshal's office.

Ms. Parulis reported that the normal process for appealing a decision made by a local official usually includes a report from an outside consultant. However, the local official may rescind or modify a violation if new information is received.

Mr. Ehlert reported that he has discussed the Riggio Building violations with the State Fire Marshal and will file a formal complaint against the Fire Marshal and Deputy Fire Marshal on July 14, 2015. If the Town does not wish to file an appeal of the Fire Marshal's findings, funds need to be put into place to address the violations.

Mr. Ehlert made a motion to communicate to the Ad Hoc Riggio Building Committee that the BOS would like to see that the State Fire Marshal's office do a review of the Riggio Building and the violation report that the Town received in December 2014 that was developed by the Westbrook Fire Marshal's office. Mr. Hall seconded the motion. The motion passed unanimously.

BENEFIT ADJUSTMENT – Non-union Employees and Elected Officials

A Summary of Proposal for FY 2016 Wages and Benefits to Town of Westbrook Non-Union Employee developed by the Director of Finance was included in the BOS packet.

Mr. Bishop made a motion to approve the FY2016 wages and benefits to non-union employees as presented. Mr. Hall seconded the motion. The motion passed unanimously.

STATUS OF EMPLOYMENT AGREEMENT – Carl Brown

A copy of the Employment Agreement for Carl Brown, Building Official, was included in the BOS packet. This document has been reviewed by Attorney Wells. The following will be deleted from the agreement: Section 3 (a) – "Although the hours of work will vary based upon the work to be done for the building department, employee shall work no more than twenty (20) hours per week".

Mr. Hall made a motion to accept the Employment Agreement as amended. Mr. Ehlert seconded the motion. The motion passed unanimously.

OPEN SPACE ACQUISITION – St. John Property

The Town has entered an agreement to purchase 7.67 acres of undeveloped forest land (St. John property) on the north side of Breakneck Hill Road. Purchase of this property will link Westbrook’s 38 acre Chapman Mill Pond conservation area to the Russo property the town acquired in 2014. Acquisition of this property is consistent with the Open Space Vision in the 2011 Plan of Conservation and Development.

Mr. Bishop made a motion to approve an appropriation request in the amount of \$105,000 for the purchase of the 7.67 acre St. John property and forward the request to the BOF and a Town Meeting for approval. Mr. Hall seconded the motion. The motion passed unanimously.

SPEED ENFORCEMENT GRANT

Trooper Wayne Buck has submitted an application that has been approved for a Speed Enforcement Grant for the Town of Westbrook. The goal of the Federal 2015 High Risk Rural Roads Speed Enforcement Program is to reduce the speed of vehicles traveling on both the secondary rural roads and rural state roads through the Town of Westbrook. To achieve this goal, the plan will be to increase patrols on these roads and conduct speed enforcement utilizing both laser and radar. The program start date was July 1 and Federal funds will reimburse the Town for 100% of the cost. Statistics on the results of the program will be communicated to the Town.

Mr. Hall made a motion that the BOS may enter into with and deliver to the State of Connecticut DOT Highway Safety Office, all documents which it deems to be necessary or appropriate for the FY2015 High Risk Rural Speed Enforcement Grant and to authorize First Selectman Bishop to execute and deliver any and all documents on behalf of the BOS and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. Mr. Ehlert seconded the motion. The motion passed unanimously.

GRANT PROTOCOL

A copy of a Town of Westbrook Financial Policy regarding grants was included in the BOS packet. This protocol was developed by the Director of Finance in collaboration with Meg Parulis, Town Planner and was also a recommendation made by the auditors.

The BOS discussed the parameters of the Grant Protocol including appropriate levels of oversight.

Mr. Bishop made a motion to approve the document as presented. Mr. Hall seconded the motion. The motion passed unanimously.

VACANCY AND NOMINATIONS

Peter Parisi – PA/TA – 3 year term – At the request of the BOS, this appointment was tabled pending further clarification of the status of all members of the PA/TA.

CONTINGENCY TRANSFER

GASB45 Valuation - \$3,900

Mr. Bishop made a motion to approve and forward to the BOF a contingency transfer resolution in the amount of \$3,900 for the valuation and reporting of the liabilities for the Town employee post-employment benefits as required by GASB45. Mr. Hall seconded the motion. The motion passed unanimously.

Westbrook Foundation

Mr. Hall made a motion to accept and forward to the BOF a grant from the Westbrook Foundation in the amount of \$5,250 for the purchase of new banners and a sound system to be used by the Tree Lighting Committee. Mr. Ehlert seconded the motion. The motion passed unanimously.

Bright Ideas Grant

Mr. Hall made a motion to rescind the BIG Grant appropriation adopted on May 28, 2015 and to appropriate the \$5,000 BIG grant in the Capital and Non-Recurring Expenditure (CNRE) Fund effective June 30, 2015 and forward to the BOF for action. Mr. Bishop seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 5/28/15 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 6/8/15 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

DIRECTOR OF FINANCE REPORT

Monthly financial reports have been distributed and all payroll expenditures are in for the last fiscal year. Transfers, to cover division deficits will go to the BOF in August.

FIRST SELECTMAN'S REPORT

The BOS packet included reports from the Senior Center Director, Social Services Coordinator and Animal Control Officer.

A progress report on the follow-up to the Middle Beach meeting will be available at the 7/23/15 BOS meeting.

The BOS discussed the necessary follow-up regarding the invoice submitted by Mr. Leighton. Mr. Bishop reported that he has received no further information or requests from the Board of Fire Commissioners regarding the invoice.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 5:05 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman