

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

WESTBROOK BOARD OF SELECTMEN
Regular Meeting
Thursday, July 23, 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, Paul Connelly, Chairman Board of Finance, Bob Hagemeister, Chairman Board of Fire Commissioners, Mike Jenkins, Fire Chief, Lyn Spencer, Board of Fire Commissioners, George Pytlik, Board of Fire Commissioners, Don Izzo, Director EOC, Jill Brainerd, HR, Cliff Spencer, Asst. Fire Chief, Mike Vallero, Fire Dept., Tony Cozza, Pam Fogarty, Assessor, Jane Butterworth, Treasurer.

EXECUTIVE SESSION - Annual Performance Review – Director of Finance

Mr. Bishop made a motion to go into Executive Session at 5:31 p.m. for the purpose of the Annual Performance Review for the Director of Finance. Mr. Hall seconded the motion. Invited into Executive Session: Jane Butterworth, Treasurer, Paul Connelly, Chairman Board of Finance. The motion passed unanimously.

Regular session resumed at 7:28 p.m.

No action taken in Executive Session

Mr. Bishop made a motion to renew the Agreement with Andrew Urban, Director of Finance, for one year from July 1, 2015 to June 30, 2016, with a 1.5% increase in compensation. An interim performance review will be scheduled no later than November 1, 2015. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF REVALUATION CONTRACT

An RFP for the revaluation of property values was sent to selected qualified providers and posted on the Town's website on June 3, 2015. As a result, four bids were received. Pam Fogarty, Assessor and Andrew Urban, Director of Finance reviewed all bids and recommend that Vision Appraisal be awarded the contract. Funding is in place for the project. Vision Appraisal is familiar with the Town, was the lowest bidder and requires no additional software or training to complete the project.

A letter from Tony Cozza, Westbrook resident, was included in the BOS packet.

Mr. Ehlert made a motion to approve the contract between the Town of Westbrook and Vision Appraisal and to authorize First Selectman Bishop to sign the contact. Mr. Hall seconded the motion. The motion passed unanimously.

REQUEST FROM FIRE DEPARTMENT – Fire Trucks

Chief Jenkins reported that the Board of Fire Commissioners has approved the Department/Committee's recommendation to go out to bid for 3 trucks simultaneously. Mike Vallera, Chairman of the Engine Committee, and the Committee have been meeting with a manufacturer (Seagraves) for approximately one year. The Committee recommends purchasing 3 trucks at the same time for various reasons including savings in training expenses, engineering costs, pre-construction trips, final inspection trips and the potential for manufacturer discounts on multiple purchases. Also, NFPA, the governing body over fire apparatus, has an update planned in 2016. It is estimated that this update will increase the cost of trucks between \$30,000 and \$50,000.

Currently, the Capital Plan calls for the purchase of one truck now for delivery in 2016, one truck in 2018 and the final truck in 2020.

Mr. Vallera reported that once drawings are engineered, production takes approximately six to nine months. If a contract is signed before first of the year, the trucks would be delivered in July 2016. The Committee anticipates that several manufacturers would bid on the project.

Mr. Hall suggested going out to bid with several options to determine what, if any, savings can be realized by purchasing 3 trucks at one time.

The financing of the vehicles was discussed (notes vs. bonding). More information is required before the Finance Department can put together an economic/financial package.

Mr. Hall made a motion to authorize the Town to go out to bid on fire apparatus; option a) 3 apparatus at one time, option b) one apparatus per year for 3 years and c) as presently in the Capital Plan and d) any other option that would be advantageous to the Town. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to move forward with the sale of the Fire Truck "Old 471". Mr. Hall seconded the motion. The motion passed unanimously.

REQUEST FROM BOARD OF FIRE COMMISSIONERS – Review of Leighton Invoice

Bob Hagemeister, Chairman of the Board of Fire Commissioners, on behalf of the Board of Fire Commissioners recommended that the BOS pay R.E. Leighton & Associates the remaining balance due for work relating to the Fire Code violations at the Riggio Building. The Board of Fire Commissioners is recommending Mr. Leighton be paid for a variety of reasons including the fact that prior payments were made to Mr. Leighton and, in their option, the work done at the Riggio Building did not fall under the purview of an Asst. Fire Marshal but that of an engineering consultant and the potential for a lawsuit over a relatively small amount of money (under \$5,000).

Mr. Ehlert expressed concern that the employment status of Mr. Leighton was never clarified. Also, Mr. Leighton was paid in January through the payroll system yet an invoice for work performed was also received. Further, the majority of the work Mr. Leighton was doing was plan review for the Fire Marshal; these duties fall under the purview of the Asst. Fire Marshal and additional invoices for this work should not have been submitted.

Mr. Hagemeister reported that Mr. Leighton is still the Deputy Fire Marshal and receives the Deputy Fire Marshal stipend.

Mr. Bishop made a motion to pay R.E. Leighton the amount of \$4,537.00 for services provided at the Riggio Building. Mr. Hall seconded the motion. Discussion followed. Mr. Hall and Mr. Bishop voted in favor of the motion. Mr. Ehlert voted against the motion. The motion passed.

A letter will be sent to Mr. Leighton, along with the payment, indicating that this is the final payment with regard to the Riggio Building.

Mr. Hagemeister reported that the Board of Fire Commissioners met to discuss the fuel usage in the Fire Chief's personal vehicle. The Chief will now keep a log/record of his mileage and will be paid on a per mile basis.

STATE TROOPER CONTRACT -

A copy of the State Trooper Contract was included in the BOS packet. Attorney Wells has reviewed the document.

Mr. Hall made a motion that the "Contract Between the State of Connecticut Department of Public Safety, Division of State Police and the Town of Westbrook, Connecticut" is hereby approved, and the First Selectman, Noel Bishop, is hereby authorized to execute said contract on behalf of the Town of Westbrook for the services of three (3) Resident State Troopers for the period of July 1, 2015 through June 30, 2017. Mr. Ehlert seconded the motion. The motion passed unanimously.

SET DATE FOR TOWN MEETING

A Town Meeting was scheduled on 8/24/15 @ 7:00 p.m. for the following agenda items: Purchase of St. John Property and Ticket Ordinance.

A Public Hearing on the proposed Blight Ordinance was scheduled on 8/24/15 @ 7:30 p.m.

VACANCY AND NOMINATIONS

Mr. Parisi (R) was not re-appointed to the Policy Advisory/Traffic Authority since it is a "D" seat.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the meeting minutes from the July 9, 2015 BOS meeting including comments received from Mr. Einhorn. Mr. Bishop seconded the motion. The motion passed unanimously.

Comments: Mr. Einhorn raised a concern with regard to the lack of handicapped access to a public swimming area which would violate state and federal law.

Mr. Bishop made a motion to approve the minutes from the 7/13/15 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

DIRECTOR OF FINANCE REPORT

Mr. Urban reported:

- The Emergency Management Grant reimbursement through June 30, 2015 was received (approx. \$7,000).
- The first DUI reimbursement has been received.
- Auditors have completed their field work.
- Jill Brainerd, Don Izzo and Andrew Urban have been working with Frontier regarding a phone system upgrade.
- Attorney Jiran has reviewed the Human Resource Manual. The manual will be available at the upcoming Department Head meeting. Final approval will be made by the BOS.
- The Exercise Equipment Policy was forwarded to Mr. Annino for review.

FIRST SELECTMAN'S REPORT

The Town of Westbrook and the Westbrook Board of Education received a Members' Equity Distribution check in the amount of \$10,000 from CIRMA.

Mr. Connelly asked for any observations regarding Mr. Urban's comments this evening that might be perceived as Town Manager duties. There was some discussion and different points of view were represented.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 9:26 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Administrative Assistant

Attest,

Noel Bishop
First Selectman