

WESTBROOK BOARD OF SELECTMEN  
REGULAR MEETING  
October 24, 2013  
Mulvey Municipal Center  
Multi-Media Room  
Westbrook, Connecticut

CALL TO ORDER

First Selectman Bishop called the meeting to order at 7:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Meg Parulis, Planner, Don Harger, Don Izzo, Jill Brainerd, Administrative Secretary, Paul Connelly, BOF Chairman, Elizabeth Carpenter, Social Services Coordinator, Andrew Urban, Director of Finance, Tom Odell, Conservation Commission and Meg Parulis, Planner.

SET DATE FOR TOWN MEETING

Mr. Ehlert made a motion to set 11/21/13 @7:00 p.m. as the date for a Town Meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Proposed agenda items: Fuel Tanks at Town Garage, Additional Member to the Retirement Board, Russo land purchase

REVISIT PRIVACY POLICY

Tabled until further information received from CIRMA.

REPORT FROM AD HOC COMMITTEE REVIEWING THE HEALTH DEPARTMENT

Mr. Ehlert distributed minutes from the Ad Hoc meeting held 10/22/13. The Committee (Dr. Bernstein, Deb Lovelette and Chris Ehlert) developed short and long term goals and a copy of the document is included in the minutes.

Mr. Ehlert reported that individuals will be invited to the Committee's meeting for input as appropriate.

Mr. Bishop suggested "other" be added to the "What is the future state of the Health Department" section of the document.

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

DATE FOR JOINT BOS/BOF MEETING

Mr. Bishop reported that the BOF/BOS should meet jointly to discuss the proposed Russo property purchase. The date is set for 11/7/13 @ 7:00 p.m.

Mr. Bishop reported that BOF current members remain on the BOF for one week after the election.

Mr. Bishop made a motion to schedule a Joint BOS/BOF meeting on 11/7/13 @ 7:00 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

SCIONGAY PROPERTY

Tom Odell, Conservation Commission reported that an event celebrating the Conservation of the Sciongay Property was held at the Elk's Club.

STATUS OF OFFICE SPACE – Social Services

Mr. Bishop reported that there has been some discussion regarding shared office space (Treasurer/Social Services).

Elizabeth Carpenter, Social Services Coordinator, reported that individuals come to her office for a variety of reasons and confidentiality has not been an issue with her clients.

Mr. Bishop made a motion to table the office space discussion until the 11/7/13 BOS meeting. Mr. Hall seconded the motion. Discussion followed:

Mr. Ehlert commented that this is not an item that needs to come before the BOS. Mr. Bishop agreed that this is an internal management decision but will report back at the 11/7/13 BOS meeting.

The motion passed unanimously.

#### FOOD DRIVE

Elizabeth Carpenter asked for permission to promote a Food Drive and suggested that residents may wish to bring a canned good to the Town Hall on November 5<sup>th</sup>.

Mr. Bishop reported that this must not be seen as a political event. The Food Drive has been discussed with the Registrars and the Superintendent of Schools. The Nurses have also scheduled a Flu Clinic on November 5, 2013.

Mr. Hall and Mr. Ehlert had no issue with holding a Food Drive on November 5<sup>th</sup>.

#### RE-APPOINTMENTS

Mr. Bishop made a motion to add to the agenda the re-appointment of Ron Rose, Food Inspector. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Marge Alexander (D) to a 3 year term on the Senior Center Management Committee. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint Lucile Spanilo (R) to a 3 year term on the Senior Center Management Committee. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to re-appoint Louise Fowler (D) to a 2 year term on the Senior Center Management Committee. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint Norma Mitchell (U) to a 2 year term on the Senior Center Management Committee. Mr. Ehlert seconded the motion. The motion passed unanimously.

#### APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 10/7/13 meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 10/16/13 meeting. Mr. Ehlert seconded the motion. The motion passed unanimously.

#### DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the pre-pay option will be utilized on the Seagraves contract. Mr. Bishop will sign the contract after final attorney review.

Mr. Ehlert commented that the BOF minutes showed that the pro forma budget showing a deficit was approved by the BOF. He expressed concern that this item was not presented to the BOS.

Mr. Urban responded that the auditors have not yet completed their work. They anticipate a completion date at the end of November.

Mr. Urban reported that the BOS will not need to appropriate funds for the deficit. The deficit will be seen as an operating loss.

#### FIRST SELECTMAN'S REPORT

Mr. Bishop reported that the Middlesex Clinic is scheduled to open in April. He has been asked to coordinate with other municipalities in the district the importance of this being a regional clinic even though it is located in Westbrook.

Mr. Bishop made a motion to re-appoint Ron Rose as Food Inspector for a 3 month period. Mr. Hall seconded the motion. Discussion followed:

Mr. Ehlert commented on the payment arrangement with Mr. Rose.

Mr. Urban reported that Mr. Rose is salaried employee. He does not provide a timesheet and reports directly to Dr. Bernstein. Mr. Urban has met with DPH representatives regarding the Food Inspector.

Mr. Bishop reported that Deb Lovelette is responsible for providing reports to DPH. Due to a computer “glitch” she was unable to submit the report that was due in October. This issue is being addressed.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 7:50 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Administrative Assistant

Noel Bishop  
First Selectman