

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

WESTBROOK BOARD OF SELECTMAN
REGULAR MEETING
October 6, 2014
Mulvey Municipal Center
Multi Media Room

CALL TO ORDER

The meeting was called to order at 3:30 p.m. Those in attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Courtney Burks, Sr. Center Director, Lucile Spanilo, Senior Center Committee Chairman, Fred and Louise Fowler, Phil Einsmann, Paul Connelly, BOF Chairman, Andrew Urban, Director of Finance, Leo Santos, Ann Mazur, Carole Ketelsen, John Riggio, Director of Public Works, Mindy Gordon, Ken Butterworth, Gary Gavigan, Becky Coffey, Press, Meg Parulis, Planner, Dan Wolfram, Woodard & Curran, Marvin Brown, Joan Angelini, Town Clerk, Tony Palermo, Jill Brainerd, HR, Nancy Rudek, ZEO, and John Riggio, Director of Public Works.

Agenda item #4, Road Acceptance and agenda item #10, Status of Professional Service Agreement have been tabled to a future BOS meeting.

Mr. Ehlert made a motion to add to the agenda an update on MIRMA. Mr. Hall seconded the motion. The motion passed unanimously.

MIRMA UPDATE

Tony Palermo, MIRMA Board of Directors, reported that the MIRMA Board of Directors voted to dissolve MIRMA. A check in the amount of \$9,478.77 was given to the Town representing Westbrook's portion of membership equity. MIRMA entered into a "Loss Portfolio Transfer" agreement with Safety National Insurance Company. This agreement eliminated all of MIRMA obligations regarding past, present and future claim expenses.

REQUEST FROM SENIOR CENTER MANAGEMENT COMMITTEE – Job Description – Senior Center Director
At the request of the Senior Center Management Committee, the BOS reviewed and discussed the job description of the Senior Center Director and the request for additional wages for the Senior Center Director.

Information provided by the Senior Center Management Committee and the Director of Finance was included in the BOS packet.

The revised job description provided indicates that the Senior Center Director's responsibilities have changed significantly over the past year. The committee provided salary range recommendations and is requesting a wage increase for the Director. Ms. Spanilo, Senior Center Management Committee Chairman reported that the salary survey completed by Randi Frank Associates indicated that the wages for the Senior Center Director are far below that of Directors in other towns.

Mr. Einsmann, Senior Center Board member reported that additional programs have been initiated in the Senior Center including the Thursday lunch program previously provided by the Estuary. The Town's contribution to the Old Saybrook Estuary has decreased significantly (from approx. \$30,000 per year to approx. \$18,000 per year) as a result of additional programs now provided at the Westbrook Senior Center.

Mr. Gavigan, Senior Center Board member reported that improvements in the Senior Center and the usage of the center has created additional revenue to the Town. Any salary increase in wages for the Director would be off-set by the budget reductions.

The Meals on Wheels service provided to Westbrook residents is still being provided by the Old Saybrook Estuary.

The Senior Center Director supervises volunteers and the part-time paid kitchen employee.

Mr. Bishop reported that during the Union negotiations, Management did attempt to address the wages of the Senior Center Director. This request was not accepted by the Union. Employees determined by the salary survey to be under par will receive an additional 2% increase per Union contract. The Union President is aware of the request made by the Senior Center Management Committee and was invited to participate in this evening's discussion.

Mr. Gavigan expressed disappointment that Mr. Annino, as Union President, was not in attendance at this meeting.

The BOS briefly discussed the difficulty in comparing data collected by the CCM salary information and the Randi Frank salary survey.

The Board discussed the possibility of other town staff requesting wage increases outside of the budget cycle and without input from the Union. Mr. Bishop commented that it is appropriate to consider the request of the Senior Center Management Committee and these types of issues should be treated on a case by case basis.

Mr. Ehlert cautioned against using the Contingency to fund wage increases. He continued that the Contingency is meant for emergency purposes and suggested that perhaps funds are available in the current budget. Mr. Urban was unaware of additional funds in the Senior Center budget to accommodate the request. Mr. Ehlert reported that any wage increases should be addressed during the budget cycle.

Mr. Bishop made a motion to increase the hourly rate of pay for the Senior Center Director from \$17.35 per hour to \$19.00 per hour, effective 10/1/14 and refer the matter to the BOF for action. Mr. Hall seconded the motion. Mr. Bishop and Mr. Hall voted in favor of the motion. Mr. Ehlert abstained from voting. The motion passed.

REPORT FROM W&C – TURNPIKE AUTO WRECKERS

A Town Meeting approved the expenditure of \$27,000 for additional testing on the Turnpike Auto Wreckers property. A copy of Woodard & Curran's report was included in the Board packet. The results of the testing indicate a range of \$559,433 to \$845,691 for clean-up costs, depending upon the redevelopment scenarios.

Ms. Parulis updated the BOS on possible grant opportunities available for clean-up including an assessment grant. There is no financial commitment from the Town required to submit the grant application and Woodard & Curran would write the grant at no cost to the Town.

Mr. Bishop made a motion to pursue Brownfield grants to remediate the property. Mr. Hall seconded the motion. Discussion followed:

Mr. Gavigan expressed concern that the Town has incurred expenses on property privately owned.

Mr. Maynard reported that he was told all dredge material deposited on the property was approved by DEEP. Mr. Wolfram responded that is not the case and the dredge material was not approved by the DEEP. No permitting was completed prior to dredge material being placed on the property.

The motion was withdrawn.

Mr. Hall made a motion to conduct a Public Hearing in the next 30 days to present the Woodard & Curran report on the Turnpike Auto Wreckers property. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to change the order of the agenda to discuss the Request from Resident. Mr. Hall seconded the motion. The motion passed unanimously.

REQUEST FROM RESIDENT – Road Chip Sealing and Culvert at Land Fill

Mr. Riggio reported that the town has been chip sealing roads for the past 15 years (approximately 50 roads). The chip seal process calls for a layer of liquid asphalt and stone to be applied when the weather is warm. The road is swept and the timing of the sweeping depends on the weather (if it is too warm, the oil stays "tacky").

The chip sealing process is cost effective and used to prolong the life of a road prior to re-paving. Chip Sealing is the standard protocol in many Connecticut towns.

Mr. D'Amico, Brookwood Drive, expressed disappointment with the sweeping schedule on Brookwood Drive. He was unable to use one of his vehicles due to the loose stones that could potentially damage and stick to his vehicle. Mr. D'Amico presented a petition requesting that the Town sweep the loose tar/oil covered stones from the roadway (attached).

Mr. Riggio responded that the weather and vacation schedules were factors in the schedule for sweeping the road. High temperatures don't allow the oil to "set up". Stones are kept in place to deter transfer of the tar/oil to undesirable locations.

Mr. D'Amico reported that the road was not prepared properly prior to chip sealing and cracks remain in the street.

Mr. Fred Bechtel, Fishing Brook Road, commented that, in his opinion, the road did not need to be resurfaced. He too is concerned about damage to his vehicle.

John Einhorn, Brookwood Drive, reported that grass is growing through the cracks in the road and on the poor quality of the work performed on Brookwood Drive.

Mr. Riggio reported that the road has been swept twice. He will sweep the road again and monitor the condition to determine if further sweeping is necessary.

Culvert at Land Fill

Mr. Bishop reported that the BOS approved \$8,000 to install additional drainage pipes at the culvert at the land fill. Subsequent to that, the Inland Wetland Commission rejected the town's application due to the impact the increased water would have downstream. The Inland Wetland Commission suggested that Mr. Riggio monitor the situation during heavy rain events to determine if the current culvert is handling the water adequately.

Mr. Riggio reported that the recent heavy rain this past spring and the flood of 1982 are the only significant flooding events he is aware of in that area.

Mr. Bishop suggested that Mr. D'Amico may wish to discuss the issue with the Inland Wetland Commission.

ADDITIONAL HOURS IN LAND USE OFFICE STAFF

Ms. Parulis reported that the Land Use office is requesting funds (\$2,500 to \$3,000) for additional administrative staff on an as needed basis. Additional funds to accommodate this request were placed into Contingency during the last budget cycle and subsequently used to supplement the increased hours elsewhere in the Land Use Department. Additional funds, if approved, will be used on a temporary basis and prior approval from the First Selectman is required.

The BOS discussed the potential need for additional administrative staff when the Director of Health/Sanitarian is in place.

Mr. Bishop will discuss this request further at the Land Use Department meeting on Wednesday, October 08, 2014.

UPDATE ON TAPING OF BOS MEETINGS

Mr. Bishop reported that Chris Morgan, Valley Shore Community Television has identified an individual to tape BOS meetings; however, this individual has not made a final commitment.

FOLLOW-UP ON BLIGHT

A verbatim of the Public Information Session on Blight dated 9/25/14 and a draft Charge to the Blight Committee was included in the BOS packet. The Board discussed the draft Charge to the Committee. The Charge will be updated to reflect this evening's comments.

The size and representation of the Blight Committee was discussed. Members must be registered voters of the Town of Westbrook and will be sworn in when appointed to the Blight Committee.

Staff members from town departments will be invited to committee meetings as needed.

The BOS will finalize the charge and committee members at the 10/23/14 BOS meeting.

APPOINTMENTS/RESIGNATIONS

Mr. Hall made a motion to accept the resignations from Tony Palermo received as Deputy Fire Marshal, Board of Fire Commissioner member, Board of Assessment Appeals and Parking Violation Officer. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Mr. Art Fletcher and Tom Elliott as Zoning Citation Officers for 2 year terms. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint John Rie, Martin Marx and Michael Oryl to the Conservation Commission for 3 year terms. Mr. Hall seconded the motion. The motion passed unanimously.

APPROPRIATIONS/CONTINGENCY TRANSFERS

Funds in the Selectman's account for recording secretaries will be utilized for Energy Committee recording secretary.

Mr. Ehlert reported that the Energy Committee is requesting funds for outreach to promote solar energy. The Energy Committee has been working with CL&P and Connecticut Solar for outreach opportunities. Mr. Ehlert will provide more information and report back to the BOS.

APPROVAL OF MINUTES - 9/24/14

Mr. Hall made a motion to approve the minutes from the 9/24/14 BOS meeting. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 9/25/14 BOS meeting as amended. Mr. Hall seconded the motion. The motion passed unanimously.

Correction: Page 3 – change Marvin Marone to Marvin Brown

DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the monthly reports will be distributed via e-mail at the end of the week.

Mr. Urban will provide the payroll analysis and cost summary for food inspectors as requested by Selectman Ehlert.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that he will be on vacation from 10/14 through 10/21/14.

The Town has collected approximately 500 e-mail address from residents. The intention was to use these e-mails to communicate with residents. Mr. Hennick, FOI Commission, reported that if the town uses these e-mails addresses, they will be subject to FOI rules and must be distributed upon request. This item will be revisited at a future BOS meeting.

To date, 3 applicants have submitted resumes for the Director of Health/Sanitarian position.

A letter requesting a meeting with the DOT regarding Middlesex Hospital's request for signage on I-95 was forwarded to Commissioner Redeker. The letter was signed by First Selectman Bishop and our local representatives.

ADJOURNMENT – Mr. Bishop made a motion to adjourn the meeting at 6:23 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman