

WESTBROOK BOARD OF SELECTMEN  
REGULAR MEETING  
October 7, 2013  
Mulvey Municipal Center  
Multi-Media Room  
Westbrook, Connecticut

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Meg Parulis, Planner, Dick Leighton, Health Department, Pat Ciccone, Superintendent of Schools, Tom Odell, Conservation Commission, and Becky Coffey, Harbor News.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

The Emergency Management Performance Grant application was included in the BOS packet.

Mr. Urban reported that this recurring grant is budgeted and a Continuing Authorizing Resolution was signed earlier this year, therefore a Town Meeting is not required.

Mr. Ehlert made a motion to submit the Grant to DEMHS as presented. Mr. Hall seconded the motion. The motion passed unanimously.

HEALTH DEPARTMENT – INSPECTIONS – SALARIES – RELATED MATTERS

Mr. Bishop reported that Dr. Bernstein was unable to attend this afternoon's meeting but is available to meet on 10/16/13.

Mr. Leighton distributed an updated Restaurant Scheduling Calendar and reported that the schedule distributed previously was meant for internal use only, as a scheduling tool. Mr. Leighton continued that the classification of an establishment can be changed, depending upon their activity, at the Food Inspector or Health Director's discretion. Mr. Leighton can provide this report to the BOS on a monthly basis if desired.

Mr. Ehlert made a motion to form a Committee consisting of Chris Ehlert, John Hall, Dr. Bernstein, WPC Representative, Deb Lovelette, and Colleen Topitzer.

Mr. Bishop commented that two Selectmen should not be on the Committee as any recommendations would come back to the BOS for action.

Mr. Ehlert amended the motion to remove Selectman Hall. Mr. Hall seconded the motion. Discussion followed:

There was a discussion regarding the importance of establishing short and long term needs of the Health Department. It was agreed that Dr. Bernstein will be invited to a Special BOS Meeting on 10/16/13 to discuss and finalize a charge and membership/composition of an Ad Hoc Committee.

The motion passed unanimously.

REVISIT PRIVACY POLICY – CAMERAS AT TED LANE FIELD

Pat Ciccone, Superintendent of Schools, reviewed the Privacy Policy and suggested that the following sentence be added: "Any video surveillance is used only to promote order, safety and security."

Ms. Ciccone reported that the BOE adopted a CAFE Policy. This policy stresses the importance of maintaining the privacy of students and staff. Notice that the facilities are under surveillance is posted. Any town policy should not alter the BOE adopted policy.

Mr. Hall suggested that the document be amended to exclude the school system from the policy.

Mr. Ehlert made a motion to update the Privacy Policy scope to exclude the school properties. Mr. Hall seconded the motion. The motion passed unanimously.

An updated policy will be forwarded to Attorney Wells for review.

AUTHORIZATION TO SIGN STEAP FINANCIAL PROPOSAL – Phase II – Westbrook Downtown Surface Parking Lot

The STEAP Financial Proposal was included in the BOS packet. Ms. Parulis reported that this is not the formal contract document. The formal contract must be approved by a Town Meeting.

Mr. Ehlert made a motion to authorize the First Selectmen to sign the STEAP document as presented. Mr. Hall seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

Mr. Bishop made a motion to go into Executive Session at 3:55 p.m. to discuss property acquisition. Mr. Hall seconded the motion. The motion passed unanimously. Meg Parulis, Tom Odell, Andrew Urban and Suzanne Helchowski were invited into the Executive Session.

No action taken.

Regular Session resumed at 4:37 p.m.

Mr. Hall made a motion to approve a request in the amount of \$15,000 for a refundable down payment on the property and to forward the request to the BOF. Mr. Ehlert seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Bishop made a motion to approve the minutes from the 9/26/13 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the October monthly reports are completed and 49.6% of revenues have been collected. This is in line with previous years.

Selectmen Ehlert presented the attached e-mails and asked they be part of the minutes.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that the State Supreme Court denied the reconsideration request of Ivan Kovalanka. No other appeals are available.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 4:41 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Administrative Assistant

Noel Bishop  
First Selectman