

WESTBROOK BOARD OF SELECTMEN  
REGULAR MEETING  
December 19, 2013  
Mulvey Municipal Center  
Multi-Media Room  
Westbrook, Connecticut

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:33 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Labor Attorney Gabe Jiran, Kim Bratz, Tax Collector, Deb Lovelette, Director of Nursing, Deb DeCristoforo, Asst. Town Clerk, Jill Brainerd, Administrative Secretary, Heidi Wallace, Inland Wetland Official, Cathy Winninger, Fire Department, Charlie Farrell, Crew Leader, Lew Daniels, Library Director, Mike Jenkins, Public Works, Paul Connelly, Director of Finance, Katie Kelemen, Asst. Tax Collector, Andrew Urban, Director of Finance, Eric McIntyre, Public Works, Mike Groat, Public Works, John Riggio, Director of Public Works, Elizabeth Carpenter, Social Services Coordinator, Jay Sheehan, Woodard & Curran, Tony Marino, Town Garage Committee Chairman, John Rie, Deb Rie, Tom Odell, Mindy Gordon.

A copy of the Summary of Proposal for FY2014 Wages and Benefits to Town of Westbrook Non-Union Employees was distributed.

Mr. Bishop made a motion to approve the proposal as presented for Non Union Employees and Elected Officials. Mr. Hall seconded the motion. Discussion followed:

Ms. Lovelette reported that due to regulatory requirements for licensing, she must do an evaluation of individuals in her department. The Selectmen requested a copy of her evaluation form and agreed that this evaluation is sufficient.

The longevity details were clarified as follows:

- Completion of 5<sup>th</sup> & 6<sup>th</sup> years – 1% of annual compensation
- Completion of 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> years – 3% of annual compensation
- Completion of 10<sup>th</sup> years and thereafter – 5% of compensation

The protocol for the Executive Session to discuss Director of Finance salary was discussed. Attorney Jiran reported that since this is a personnel matter, Executive Session is the appropriate venue for the discussion.

The Union Contract is a 3 year contract as follows: effective July 1, 2013 (retro) 2.5% increase, effective 7/1/14, 2.75% increase and effective 7/1/15, 2.75% increase.

At the present time, the Union insurance rates are frozen.

The parameters for the Salary Survey conducted by Randi Frank were discussed. A copy of the Survey results is available for employees. This survey was distributed to Union officers several months ago when it was completed.

Salary information provided by employees, including years of service and benefits, was discussed. Ms. Angelini requested that the BOS take this information under consideration when determining salary and benefits. Ms. Angelini expressed offense at Mr. Urban's comment: "A Clerk, is a clerk, is a clerk."

Mr. Farrell expressed concern that Non-Union employees had to wait for the Union Contract to be settled before receiving any increases. He continued that salary surveys have been undertaken in the past but not utilized. He felt that this may "put a wedge" between union and non-union employees.

Mr. Riggio commented that the funds used for salary surveys over the years may have been better utilized if given to employees in the form salary increases.

It was reported that approximately \$16,000 has been spent on attorney fees for union negotiations.

Mr. Ehlert commented that the motion on the floor includes elected officials. The Board discussed the possibility of adding stipend individuals and board clerks.

Mr. Ehlert commented on the benefits of offering merit increases based on performance and the protocol for developing a merit based evaluation format.

Mr. Bishop responded that the BOS can discuss such an evaluation for non-union employees however; the Union Contract did address the evaluation form. The BOS discussed the possible formation and charge of a Committee (employees, elected officials, appointed individuals) to discuss and recommend an evaluation format for non-union individuals. If such an evaluation form were developed, there would be two different evaluation forms, one for Union and one for Non-union. This will be discussed further at the 1/13/14 BOS meeting.

The BOS discussed a possible timeline (7/1/13 through 6/30/14) for the Non-union proposal.

The motion was amended to approve the proposal for non-union employees, elected officials and recording clerks as presented.

The amended motion passed unanimously.

#### EXECUTIVE SESSION

Mr. Bishop made a motion to go into Executive Session at 6:49 p.m. to discuss pending litigation. Mr. Hall seconded the motion. The motion passed unanimously.

Regular Session resumed at 6:56 p.m.

No action was taken.

#### TOWN GARAGE UPDATE

Mr. Marino distributed the Town Garage Project Report developed by the Director of Finance.

He reported that a CO has been issued for the Town Garage and the project has come in approximately \$200,000 under budget. It was suggested that a portion of these funds be used to purchase items eliminated from the project due to budgetary considerations.

Mr. Riggio reported that several projects (kitchen, aprons, shelving) were completed by the Public Works Department thus saving money. Also, funds were budgeted for a Clerk of the Works but no Clerk was utilized.

The Town Garage is scheduled to open February 1, 2014.

#### STORMWATER VIOLATION NOTICE

Mr. Riggio reported that the Town received a Stormwater Violation from DEEP regarding the lack of stormwater testing at the town garage facility. Due to the delay in the transfer of the property and the move, testing was not completed. Mr. Riggio reported that the cost of testing would have been more than a fine. Woodard & Curran has been completing the appropriate testing, and a response to the violation notice has been forwarded to DEEP.

#### BARRIER ISLAND UPDATE

Jay Sheehan, Woodard & Curran, outlined the parameters of the Hurricane Sandy Coastal Resiliency Competitive Grant Program. This grant is sponsored by the US Department of the Interior and National Fish & Wildlife Foundation. The Planning Department, Conservation Commission, Friends of the Barrier Islands, Steward McKinney National Wildlife Refuge and Woodard & Curran have collaborated on this opportunity and the minutes from their two meetings have been distributed.

Several projects, including a Grove Beach Flood Mitigation Study, West Beach Dune Restoration Study, Town Center Watershed Study Update, Non-Point Source River Pollution Mitigation Plan, Salt Island Habitat Restoration & Stabilization Study and Restoration of the Menunketesuck Island, will be included in the request. No matching funds are required however; in-kind services are being included in the grant application. The grant application is due by the end of January. The total amount being requested is \$500,000.00.

Mr. Bishop made a motion to approve a capital appropriation request in the amount of \$9,500 to engage Woodard & Curran to prepare grant application for submission to the National Fish and Wildlife Foundation and forward to the BOF for further action. Mr. Ehlert seconded the motion. The motion passed unanimously.

#### MIRMA UPDATE

Mr. Bishop reported that he and Mr. Urban attended the MIRMA Board meeting on December 12, 2013. All of the towns in attendance raised similar concerns and no conclusive resolution resulted from this meeting. An executive summary was requested and a member from the MIRMA Board will be invited to a Board of Selectmen meeting to provide an update. Another MIRMA Board meeting is scheduled in January.

Mr. Bishop made a motion to approve a contingency transfer request in the amount of \$8,056 for MIRMA assessment dues and forward to the BOF for further action. Mr. Ehlert seconded the motion. Discussion followed.

Mr. Ehlert suggested placing "paid in full" on this payment. He also suggested contacting the Attorney General's office. Mr. Urban responded that MIRMA has been "shut down" by the Legislature and are in a "claims run off" situation at this time.

The motion passed unanimously.

#### APPOINTMENTS/RE-APPOINTMENTS

Mr. Ehlert made a motion to re-appoint members of the Ad Hoc Energy Committee as follows: Chris Ehlert, Lesley Wysocki, Bill Fish, Bill Frederickson, Darlene Briggs, John Vogden, Leighton Lee, Loren Baker, Meg Parulis, Noel Bishop and Richard White. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint members of the Ad Hoc School Building Committee as follows: Lesley Wysocki, Scott Hartzell, Karl Heilmann, Michelle Palumbo, Pat Labbadia, Jan Mazeau, Marti White, and Maureen Westbrook. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint Chris Ehlert, Dr. Jeff Bernstein and Deb Lovelette to the Ad Hoc Health Department Committee. Mr. Bishop seconded the motion. The motion passed unanimously.

#### Open Burning Official

Mr. Bishop reported that Don Izzo expressed an interest in an interim position as Open Burning Official in Mr. Baker's absence. After consulting with Chief Jenkins, it was suggested that Mr. Baker be re-appointed as Open Burning Official and if necessary, qualified Fire Department personnel may be contacted for assistance in Mr. Baker's absence. Ms. Brainerd will contact the DEEP regarding this appointment.

Mr. Bishop made a motion to re-appoint Loren Baker for a two year term as the Open Burning Official. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to re-appoint David Stein for a two year term as the Sanitation Rep. to IWWC. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to re-appoint Mike Engles to a two year term as the Selectman's Rep. to IWWC. Mr. Hall seconded the motion. The motion passed unanimously.

#### First Reading – Nick Alaimo – R – Alternate, ZBA

Mr. Bishop thanked Jill Brainerd and John Riggio for keeping Mr. Baker's responsibilities current during his absence.

#### PROCEDURE FOR ALLOCATION OF DEPARTMENT FUNDS – I.E. TEMP/P/T LINE ITEMS

The Instructions for Staff Changes Request Form, developed by Mr. Urban was included in the BOS packet. All personnel requests are due in January and unless there are extraordinary/emergency circumstances, all requests will be addressed at that time.

There was a discussion regarding the request for additional hours in the Town Clerk's office from their existing budget to reallocate to a part time employee. It was agreed that additional hours can be allocated for only a 30 day period with no benefits.

#### REPORT AND RECOMMENDATION FROM SOCIAL SERVICES COORDINATOR

Ms. Carpenter, Social Services Coordinator, distributed a Client Report. Due to cuts in State programs many services previously provided (CRT and Renter Rebate) by the State have fallen to the local Social Service Departments.

Ms. Carpenter continued that the local economy is not improving and additional hours are needed to provide the necessary services to Westbrook residents. Additional hours would also allow her to pursue grant opportunities.

The Board discussed the financial implications of increased hours/benefits for the Social Services Coordinator.

Mr. Bishop reported that he frequently forwards phone calls to Ms. Carpenter's voice mail prior to 8:00 a.m. There is an emergency need for additional hours in the Social Services Department and if hours are not provided individuals in need may have to be turned away. Because of the Energy Assistance Program (CRT), temporary additional hours were allocated to Ms. Carpenter for a 30 day period in November. However, additional increased hours must be approved by the BOS.

Mr. Hall requested time to review the data submitted by Ms. Carpenter and for Mr. Urban to develop documentation regarding the costs associated with any additional Social Service hours.

Mr. Hall made a motion to extend Elizabeth Carpenter's hours to 30 hours per week for a 30 day period. Mr. Ehlert seconded the motion. The motion passed unanimously.

BOS MEETING SCHEDULE

Mr. Bishop made a motion to approve the BOS meeting schedule as presented: 1/13/14, 1/23/14, 2/10/14, 2/27/14, 3/10/14, 3/27/14, 4/7/14, 4/24/14, 5/12/14, 5/22/14, 6/9/14, 7/14/14, 7/31/14, 8/11/14, 8/28/14, 9/8/14, 9/25/14, 10/6/14, 10/23/14, 11/13/14, 12/8/14 and 12/18/14. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 12/9/13 meeting as amended. Mr. Ehlert seconded the motion. The motion passed unanimously.

Correction: proper spelling Crowley, not Crawley as reported.

DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the budget process is progressing. He will report on personnel requests at the next BOS meeting.

SELECTMAN'S REPORT – none

EXECUTIVE SESSION

Mr. Bishop made a motion to go into Executive Session at 8:36 p.m. to discuss the Director of Finance's salary. Mr. Hall seconded the motion. The motion passed unanimously.

Regular session resumed at 8:38 p.m.

No action taken.

ADJOURNMENT

Mr. Hall made a motion to adjourn the meeting at 8:39 p.m. Mr. Ehlert seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Administrative Assistant

Noel Bishop  
First Selectman