

WESTBROOK BOARD OF SELECTMEN  
REGULAR MEETING  
January 23, 2014  
Mulvey Municipal Center  
Multi-Media Room  
Westbrook, Connecticut  
REVISED 2/4/14

CALL TO ORDER

First Selectman Bishop called the meeting to order at 7:00 p.m. Those in attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Becky Coffey, Press, Andrew Urban, Director of Finance, Paul Connelly, BOF Chair, Courtney Burks, Senior Center Director.

BUDGET MEETINGS

The Board of Selectmen discussed the following budgets: Board of Assessment Appeals, Police Advisory/Traffic Authority, Town Center/EDC, Conservation Commission, IWWC, Harbor Commission, and Board of Fire Commissioners.

Consistent with all budget meetings, the Director of Finance, Andrew Urban, makes budget adjustments as appropriate for a final review of the budget by the BOS on February 27, 2014.

Any requests for additional personnel will be addressed at a separate Board of Selectmen meeting after all budgets are submitted and reviewed. All staff will be invited to this meeting.

Mr. Ehlert made a motion to approve the Special BOS Budget Meeting dates as follows: 1/27/14 (3:30 p.m.), 2/3/14 (3:30 p.m.), 2/18/14 (3:30 p.m.), 2/20/14 (3:30 p.m.) and 2/27/14 (3:30 p.m.). Mr. Hall seconded the motion. The motion passed unanimously.

UPDATE FROM SOCIAL SERVICE COORDINATOR

An updated Social Services Report and documentation on a United Way Grant received in the amount of \$13,375 was included in the BOS packet.

Ms. Carpenter reported on the increased demand for services and decreasing support from the State in the Social Services Department. Without additional hours, individuals will be unable to get needed support. Mr. Urban distributed the budgetary implications with increased hours, for the Social Service Coordinator.

Mr. Bishop reported that the Town is again applying for the Small Cities Housing Rehabilitation Grant along with Clinton and Killingworth. Ms. Carpenter was instrumental in identifying individuals that may benefit from this program.

Accordingly, it was agreed that with the increased unanticipated demands for social services in Westbrook, the Coordinator's position will now become a full-time position with 35 hours per week and all benefits consistent with the Union contract.

Mr. Ehlert made a motion to approve \$8,400 to increase the Social Services Coordinator's hours to 35 per week and forward this request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

STEAP GRANT

The following resolution was included in the BOS packet:

**WHEREAS, pursuant to section 4-66g(d) of the Connecticut General Statutes (the Small Town Economic Assistance Program Act, hereinafter “STEAP”, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and**

**WHEREAS, it is desirable and in the public interest that the Town of Westbrook make an application to the State for \$500,000 in order to undertake the Town Center Parking Project – Phase II and to execute an Assistance Agreement.**

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SELECTMEN:**

- 1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by STEAP 4-66g.**
- 2. That the filing of an application for State financial assistance by the Town of Westbrook in an amount not to exceed \$500,000 is hereby approved and that Noel Bishop, First Selectman, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Westbrook.**

It is further requested that this item be forwarded to Town Meeting for acceptance of the STEAP Grant and appropriation in the amount of \$500,000.

Mr. Ehlert made a motion to forward the STEAP Grant to the BOF as presented. Mr. Hall seconded the motion. The motion passed unanimously.

SET DATE FOR TOWN MEETING

Town Meeting agenda items, (STEAP Grant acceptance and the sidewalk appropriation), were discussed.

Mr. Bishop made a motion to set a Town Meeting date of February 25, 2014 @ 7:00 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

PROPOSED ILLICIT DISCHARGE ORDINANCE

Discussion tabled.

APPROPRIATION/CONTINGENCY TRANSFERS

- a. Sidewalk Plan \$50,000 – Ms. Parulis reported that the Planning Commission is requesting an appropriation from the CNRE Reserves to fund the Sidewalk Improvement Plan. Documentation on the project was included in the BOS packet.

Mr. Hall made a motion to forward to the BOF a capital appropriation request in the amount of \$50,000 for the Sidewalk Improvement Plan. Mr. Ehlert seconded the motion. The motion passed unanimously.

- b. Flooring – Senior Center – Kitchen – lower level and adjacent areas – at a prior BOS meeting, \$8,600 was approved to replace carpeting and replace with non-porous tiles in the lower level of the Mulvey Center. Due to changes in the scope of work, including the foyer area, Senior Center reception area and kitchen have increased the cost to \$17,525 (an additional \$8,925).

Mr. Ehlert made a motion to forward a supplemental capital appropriation to the BOF in the amount of \$8,925 for lower level flooring. Mr. Hall seconded the motion. The motion passed unanimously.

#### STATUS OF FOOD INSPECTOR

Mr. Bishop reported that the BOS packet included Dr. Bernstein’s recommendation for a Food Inspector.

Mr. Ehlert reported that the Ad Hoc Health Committee has invited Health Department staff to their next meeting. The Ad Hoc Health Committee does not recommend Mr. Rose’s extension as Food Inspector.

#### APPOINTMENTS/RE-APPOINTMENTS

Appointment of Food Inspector – Ms. Kimberly White’s resume was included in the BOS packet. Dr. Bernstein recommends she be appointed as an interim Food Inspector.

Mr. Ehlert reported that Mr. Monopoli, CRAHD (located in Old Saybrook), also provided a proposal for food inspections. He felt the CRAHD would be the appropriate entity to provide food inspections until the Ad Hoc Health Committee makes their recommendations. The BOS discussed the funds available for Food Inspections.

Mr. Bishop reported that Dr. Bernstein, Director of Health, is not in favor of using the CRAHD for these services. The BOS discussed the potential perception of moving toward joining CRAHD if they were contracted to perform Food Inspections.

Mr. Hall made a motion to appoint Kimberly White as Food Inspector for a term of 90 days, as recommended by Dr. Bernstein with a contract listing 56 restaurants and regular reports to the Board of Selectmen. Mr. Bishop seconded the motion. Discussion followed:

Mr. Ehlert commented that joining the Health District and contract with the Health District are separate issues. In the past, the Town voted to not join the Health District. He continued that it could be appropriate to contract with the Health District for a specific service. He recommended that Dr. Bernstein provide a plan for the Food Inspector.

The motion passed.

Mr. Hall made a motion to re-appoint Nathaniel Wentworth, Tom Maynard and Mary Bon to the WPCC for a 3 year term to expire 2/1/17. Mr. Bishop seconded the motion. The motion passed unanimously.

### Open Burning Official

Mr. Bishop reported that individuals have expressed interest in the Open Burning Official position. At this time, no individuals are certified. Information regarding an on-line certification course has been distributed via the Fire Department.

Mr. Leighton is currently certified as an Open Burning Official and interested in serving on an interim basis. There have been several individuals requiring a burning permit; however they were not urgent requests.

Mr. Hall made a motion to appoint Dick Leighton as Open Burning Official for a period of 30 days. Mr. Bishop seconded the motion. The motion passed unanimously.

### MIRMA UPDATE

MIRMA meeting cancelled due to inclement weather.

### APPROVAL OF MINUTES

Mr. Ehlert made a motion to approve the minutes from the 1/13/14 BOS meeting as amended. Mr. Hall seconded the motion. The motion passed unanimously.

Correction: page 4 – delete – “before any next steps are taken” from the second sentence.

### DIRECTOR OF FINANCE REPORT

All capital improvement requests have been received.

### FIRST SELECTMAN'S REPORT

The Annual COST meeting is scheduled 2/19/14 from 8:00 a.m. until 2:00 p.m. Any interested party should register before 1/31/14.

The Barrier Island Committee has developed their Grant application. The total to be requested is \$618,000.00.

Mr. Bishop reported that individuals determined to be “below par” through the salary survey were given a 1% salary increase. Subsequent to that determination an individual, member of the Union, expressed concern that as an Administrative Assistant, she was not given the 1% increase.

Mr. Urban reported that in the Salary Survey, Administrative Assistants and the Administrative Assistant in the VNA were given different position numbers. It was difficult to compare the salary information obtained for the VNA Administrative Assistant because of the disparity in the staffing of the other VNA organizations throughout the state. The union contract states that Administrative Assistants are entitled to the 1% increase. Salary information for Administrative Assistant (non-Union position) in the Selectman's office was distributed.

The Selectmen requested a letter from Attorney Jiran clarifying the appropriate protocol for administering the additional 1% for Administrative Assistants including any non-Union personnel.

### AUDIENCE COMMENTS

Mr. Ed Cretella reported on the condition of sidewalks throughout Town and specifically the sidewalk on 153 over the train tracks after snow storms and who is responsible for maintaining sidewalks in this area.

Mr. Bishop responded that he met with Mr. Cretella and Mr. Riggio to discuss these issues. The size of the sidewalk over I-95 is not conducive to the public works equipment. A gentleman from VISTA has been contracted to remove the snow on that sidewalk. Regarding sidewalks throughout town, there is no sidewalk Ordinance and the Town did not adopt a Sidewalk Ordinance. Many businesses maintain their own sidewalks. Public Works has a specific schedule for snow removal, including sidewalks.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 9:50 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully submitted,

Attest,

Suzanne Helchowski  
Administrative Assistant

Noel Bishop  
First Selectman