

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

WESTBROOK BOARD OF SELECTMEN
REGULAR MEETING
Monday, June 09, 2014
Mulvey Municipal Center
Multi-Media Room
Westbrook, Connecticut

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:40 p.m. Those in attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Andrew Urban, Director of Finance, Paul Connelly, BOF Chair, Don Izzo, Emergency Management Director, Chris Pallato, YMCA Director, Rich Annino, Park & Rec Director, Joel Maynard, Retirement Board, Tony Cozza Retirement Board, Becky Coffey, Press, Lew Daniels, Library Director, Harry Ruppenicker, Pam Fogarty, Assessor, John Riggio, Chris Pallato, YMCA Director, Bonnie Palermo, Chairman Police Advisory/Traffic Authority and Kim Bratz, Tax Collector.

VISTA CONTRIBUTION/ALLOCATION

The discussion on the Vista contribution was tabled until the July BOS meeting.

YMCA NEIGHBORHOOD ASSISTANCE ACT

Included in the BOS packet was information submitted by the YMCA relative to the Neighborhood Assistance Tax Credit Program. The YMCA is proposing energy conservation projects (roof and HVAC projects) as outlined in their submission (Form NAA-01).

Mr. Bishop made a motion to approve Form NAA-01 and designate Chris Ehlert as the Town Liaison. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to forward the Form NAA-01 to a Public Hearing scheduled 7/1/14 @ 6:00 p.m. and a Town Meeting scheduled 7/1/14 @ 7:00 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

ADDITION TO THE AGENDA

Mr. Bishop made a motion to add to the agenda BOE appropriations (Daisy Room Heaters \$10,000, High School Exhaust Fans (\$19,000), High School Generator Connections (\$26,245) and Cafeteria Appliances (\$65,000). Mr. Hall seconded the motion. Discussion followed:

The Board discussed the process for appropriating the funds and the bidding process for the projects. Mr. Urban reported that appropriating the funds now will allow the projects to be placed on the agenda for the July 1 Town Meeting.

The motion passed unanimously.

RETIREMENT BOARD – INVESTMENT POLICY STATEMENT

A copy of the Investment Policy Statement, developed by the Retirement Board, was included in the BOS packet.

The Retirement Board is recommending that the BOS, as fiduciary of the plan, review and adopt as presented. The Town's Investment Manager also recommended the Town adopt an Investment Policy Statement.

Mr. Hall suggested that "meet or exceed" terminology be used in place of "exceed".

Mr. Bishop made a motion to adopt the Investment Policy Statement developed by the Retirement Board effective immediately. Mr. Hall seconded the motion. Mr. Hall and Mr. Bishop voted in favor of the motion. Mr. Ehlert abstained from voting. The motion passed.

It was suggested that Courtney Burks is interested in joining the Retirement Board.

APPROPRIATIONS/CONTINGENCY TRANSFERS

Mr. Ehlert made a motion to approve a budget transfer in the amount of \$8,500 for Fire Department deficit and to forward this request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve a budget transfer in the amount of \$6,500 for the Tax Collector’s Refund Account and to forward this request to the BOF for further action. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the following Capital Appropriation Resolutions:

- Speed Machine \$5,000
- BOE High School Generator Connections \$26,245
- BOE Daisy Elementary Heaters \$10,000
- BOE High School Exhaust Fans \$19,000
- Seawall Repairs \$30,000
- BOE Cafeteria Appliances \$65,000
- PW Infrastructure Projects \$125,000
- PW Infrastructure Projects \$55,000
- AM Radio Station \$25,000
- Communications Interoperability Project \$140,000
- PW Pickup Truck \$165,000

and to forward these requests to the BOF for further action. Mr. Ehlert seconded the motion. The motion passed unanimously.

7/1/14 TOWN MEETING AGENDA

Mr. Urban reported that the projects were approved at the 4/16/14 Town Meeting. The next step is to have funding in place to begin the projects.

Mr. Bishop made a motion to set the 7/1/14, 7:00 p.m. Town Meeting agenda as follows:

- a. DPW Infrastructure Projects - \$55,000
- b. DPW 1986 Dump Truck Replacement - \$165,000
- c. DPW Seawall Repairs - \$30,000
- d. EM Communications Interoperability - \$140,000
- e. EM AM Radio Station - \$25,000
- f. DPW LOCIP Road Projects - \$125,000
- g. High School Generator Connections - \$26,245
- h. Cafeteria Appliances - \$65,000
- i. YMCA Neighborhood Assistance Act
- j. Fair Rent Commission Member
- k. Harbor Management Plan
- l. Engineering Costs on Cusson Property - \$27,000

Mr. Hall seconded the motion. The motion passed unanimously.

APPOINTMENTS/REAPPOINTMENTS

Mr. Bishop made a motion to re-appoint Pam Fogarty Westbrook Assessor for a one year term (July 1, 2014 to June 30, 2015). Mr. Ehlert seconded the motion. The motion passed unanimously.

CCM PRESCRIPTION DRUG CARD UPDATE

A copy of the CCM Prescription Drug Card update was included in the BOS packet. The report indicates that since the program started in November 2012, Westbrook residents have saved over \$15,700.

Mrs. Helchowski reported that in discussions with CCM (Connecticut Conference of Municipalities) out of the 160 towns in Connecticut, 116 towns participate in the discount program. To date, Connecticut residents have saved over \$4 million using the card.

SALARY ADJUSTMENT, FRINGE BENEFITS, RELATED MATTERS – NON UNION EMPLOYEES

7/1/14 – 6/30/15

A copy of the 2015 wages and benefits proposal for non-union employees and elected officials was included in the BOS packet. Funds for this proposal are in the budget.

Mr. Bishop made a motion to adopt the salary and fringe benefit proposal for non-union and elected officials from 7/1/14 to 6/30/15. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop reported that labor attorney Gabe Jiran presented an Evaluation Workshop for all employees. Evaluations begin in January and must be completed by 7/1/15.

PROPOSED ROAD NAMING

Mr. Ruppenicker, Chairman of the Republican Town Committee, submitted a request the naming of two currently undesignated town roadways as follows:

- Access way leading from McVeagh Road to the school ball fields – John A. Holbrook Road
- Access way leading from McVeagh Road to the Middle School entrance and tennis courts – Don Morrison Road

The BOS has the authority to designate road names and Town Meeting approval is not necessary. Mr. Hall commented that the BOS has changed road names/designated road names in the past.

Mr. Ehlert suggested that the term “Way” be used in place of “Road” since it is uncertain if these access ways meet the requirements of a town road.

Mr. Ehlert stressed the importance of using a consistent policy when naming roads.

Mr. Izzo reported that Emergency Departments (Fire Department, Ambulance, EOC) should be made aware of any road name changes etc.

Mr. Bishop made a motion to adopt the recommendation from the Republican Town Committee to designate the access way leading from McVeagh Road to the school ball fields John A. Holbrook Way and the access way leading from McVeagh Road to the Middle School entrance and tennis courts Don Morrison Way. Mr. Hall seconded the motion. The motion passed unanimously.

STATUS REPORT – FACILITIES MANAGER

Mr. Bishop reported that since the passing of Loren Baker, Jill Brainerd has coordinated many of the responsibilities for facilities at municipal buildings. The IT portion has been handled by Rich Holton, Enterprise Computers. As discussed during the budget process, a Public Works individual will be available to perform routine maintenance projects in town facilities on an as needed basis. A walk-through of all buildings will be completed to develop a “to do” list and inventory. A “Work Request” form will be developed and forwarded to all employees. Contractors (i.e. Environmental Tech etc.) will be contacted to discuss possible routine checks/inspections of equipment etc.

Mr. Ehlert expressed concern that preventative maintenance projects are not being addressed.

Mr. Bishop is not recommending a part-time Facilities Director this time. He further indicated there was an approximate \$19,000 in savings for not appointing a part-time Facilities Director. The BOS discussed the possibility of changing Jill Brainerd’s job description to include added responsibilities for facilities. At the August BOS meeting, further information and an update regarding the unassigned duties of the Facilities Director position will be presented by Mr. Bishop.

LIBRARY REQUEST

Included in the BOS packet was a request from the Library for BOS approval for the use of library gift and special funds. These funds will be used for the Learning Express Program and the purchase of books.

Mr. Hall made a motion to approve a supplemental appropriation in the amount of \$15,000 for Library expenditures from the Library Special Revenue Fund and to forward this request to the BOF for further action. Mr. Ehlert seconded the motion. The motion passed unanimously.

SPEED MACHINE

As previously reported, the \$5,000 appropriation for the purchase of an additional speed monitoring machine was approved.

Ms. Palermo reported that the Police Advisory/Traffic Authority will discuss placement of the two speed monitoring machines at their next meeting.

The BOS discussed road striping projects throughout the Town and schools. Mr. Riggio reported that the street striping has been completed and striping at the schools will begin after school finishes for the summer.

There was a discussion regarding the feasibility of a joint meeting of the BOS and the PA/TA. Selectman Hall requested that a meeting be held in September of the two Boards with Attorney Wells present.

APPROVAL OF FEES FOR ENGINEERING – Culverts to Landfill

Mr. Bishop reported that through the application process with Inland Wetlands regarding the additional drainage pipes to be installed near the town landfill, the Inland Wetland Commission is requesting that the project be reviewed by an engineer. The downstream impacts are of concern to the Inland Wetland Commission.

The BOS approved up to \$8,000 for the project and additional costs may be associated with engineering work for the project. Mr. Sheehan, Woodard & Curran, will provide cost estimates. Mr. Urban reported that funds may be taken from the drainage reserve account.

BUDGET TRANSFERS

Mr. Urban distributed documentation on Budget Transfer Requests from the Registrar of Voters (\$5,000) and Public Works Department (\$10,000).

Mr. Ehlert made a motion to add to the agenda the Budget Transfer Requests from the Registrar of Voters (\$5,000) and Public Works Department (\$10,000).

Mr. Ehlert made a motion to approve a budget transfer in the amount of \$5,000 for Registrar laptops and software and to forward this request to the BOF for further action. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to approve a budget transfer in the amount of \$10,000 for deficits and projected expenditures in the Public Works Department and to forward this request to the BOF for further action. Mr. Bishop seconded the motion. The motion passed unanimously.

APPOINTMENTS/RE-APPOINTMENTS

First Reading – Tony Fastaia – Traffic Authority – Beach Association Representation

Mr. Hall made a motion to re-appoint Michael Oryl (R) to a 3 year term on the Police Advisory/Traffic Authority. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Lucille Spanilo (R) to a 4 year term on the Retirement Board. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Kara Brewster (U) to a 4 year term on the Retirement Board. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS discussed Scott Wilderman's representation on the Retirement Board. Mr. Urban reported that Tony Cozza replaced Mr. Wilderman on this Board. Ms. Brainerd clarified that Mr. Wilderman resigned from the Committee. Mr. Cozza's term is not yet complete. No BOS action required.

VACANCY/NOMINATIONS

Mr. Ehlert reported that Dr. Bernstein officially resigned from the Ad Hoc Health Committee on 6/9/14. Mr. Ehlert further stated that Dr. Bernstein, as Director of Health, was required to serve on the Ad Hoc Health Committee. Mr. Bishop suggested that he clarify the question of Dr. Bernstein's status on the Committee with Attorney Wells. Mr. Ehlert will follow up with Attorney Wells regarding Dr. Bernstein's responsibility to the Ad Hoc Health Committee.

Mr. Bishop suggested that even though Dr. Bernstein resigned from the Committee, a quorum still exists and Mr. Ehlert and Ms. Lovelette should continue to schedule meetings. Any decision to rescind the motion should be made by the Ad Hoc Health Committee. He requested the Committee provide a one page list of recommendations to the BOS.

Mr. Hall reiterated that the remaining Committee members (Ms. Lovelette and Mr. Ehlert) should meet and determine what recommendations will be submitted to the BOS.

As Chairman of the Ad Hoc Health Committee, Mr. Ehlert indicated that he will not vote on the Committee's recommendations when they are submitted to the BOS. He will, however, vote on the recommendations as Chairman of the Ad Hoc Health Committee.

APPROVAL OF MINUTES

The 5/22/14 BOS meeting minutes were tabled.

Mr. Bishop made a motion to approve the minutes from the 5/29/14 BOS meeting. Mr. Hall seconded the motion. Mr. Bishop and Mr. Hall voted in favor of the motion. Mr. Ehlert voted against the motion. The motion passed.

DIRECTOR OF FINANCE REPORT

Mr. Urban distributed, via e-mail, the monthly financial reports.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that he attended the Route One Corridor Study Workshop on June 3rd. Old Saybrook and Clinton were represented at the meeting.

A communication from the DOT regarding the scheduling of the paving of Rte. 1 from Old Saybrook to Clinton was received. Information will be forwarded to appropriate individuals.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 6:15 p.m. Mr. Ehlert seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Administrative Assistant

Attest,

Noel Bishop
First Selectman