

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

WESTBROOK BOARD OF SELECTMEN
SPECIAL MEETING
JULY 21, 2014
Mulvey Municipal Center
Multi-Media Room
Westbrook, Connecticut

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:35 p.m. Those in attendance included: First Selectman Bishop, Selectman Hall, Selectman Ehlert, Ann Mazur, Nancy Rudek, ZEO, Paul Connelly, BOF Chairman, Andrew Urban, Director of Finance, Dick Leighton, Health Department, Elizabeth Carpenter, Social Services Coordinator, Corey Erlich, Westbrook Schools, John Riggio, Director of Public Works, Jill Brainerd, HR, Rick Newberg, Don Izzo, Director of Emergency Management, Deb Lovelette, Director of Nursing, Marilyn Ozols, Planning Chairman, Becky Coffey, Press, Pat Labbadia, Mary Labbadia, Registrar of Voters and two members of the public.

At the request of staff the following items have been removed from the Agenda: #7 Status of Town Garage, #9 Park & Rec. Request, #14 Library Grant, and #16 Town Clerk Request.

VISTA Contribution

Vista Vocational & Life Skills Center made a contribution in the amount of \$4,600 to the Town in lieu of taxes as follows:

Dear First Selectman Bishop,

Enclosed is a "payment in lieu of taxes" that we try to provide annually to the Town of Westbrook. As a non-profit tax exempt organization, we are not required to pay property taxes and yet have been privileged to have the support of the town and its citizens as we provide training and support services for young adults with disabilities.

We gladly provide this payment to be used as you see fit to enhance town services or support community programs.

Sincerely,

Tod Van Kirk
Director of Organizational Development

In previous years, the BOS has allocated a portion of the Vista contribution to various organizations including Buddy Baseball, Nine Town Transit, Veterans, Buddy Track, etc.

Ms. Carpenter, Social Service Coordinator, reported that several families are in need of scholarship funds for Park & Rec summer camp programs. Ms. Erlich, Westbrook Public Schools, works closely with Ms. Carpenter to identify families in need.

Mr. Bishop made a motion to allocate \$1,841.00 to the Social Services Department for Park & Rec. scholarships. Mr. Hall seconded the motion. The motion passed unanimously.

COUNCIL OF BEACHES REQUEST FOR BLIGHT ORDINANCE

The Council of Beaches has requested that the BOS consider a Blight Ordinance for the Town of Westbrook.

A copy of the Town of Clinton's "Nuisance Ordinance" was distributed as a draft/guide for review. Any Ordinance must go before a Town Meeting for a vote. Attorney Wells' recommended that the draft be distributed to the appropriate Land Use departments for review and comment. Criteria for enforcement for a Blight Ordinance will be defined in the final document.

Several members of the audience spoke in favor of the Blight Ordinance and commented that Westbrook is "lax" in terms of blight. They reported that a Blight Ordinance would have a positive effect on property values. One individual cautioned against the potential targeting of individual's sense of what may be considered a nuisance.

APPOINTMENT – MAINTAINER III – PUBLIC WORKS

Mr. Hall reported that the Maintainer III, Public Works new position was created through the budget process. The position was posted internally and externally and multiple applications were received in the Selectman’s office. Selectman Hall chaired an interview panel that included John Riggio and Dick Leighton. The panel interviewed 4 qualified candidates and unanimously recommended that Mr. John Cain fill the position. The rate of pay is \$26 per hour/\$54,080 per year. There is a 6 month probationary period for new hires.

The BOS discussed the protocol for appointing Public Works positions and the formation of the Interview Panel. Mr. Ehlert expressed disappointment with the process and felt that Mr. Riggio, Director of Public Works had the authority to hire individuals for his department.

Mr. Bishop directed John Riggio, Director of Public Works, to hire the individual recommended by the Interview Panel.

REGIONAL ANIMAL CONTROL SHELTER CONTRACT

The Town of Madison has expressed an interest in joining with Clinton and Westbrook at the Regional Animal Shelter in Clinton. A copy of the Inter-local Agreement between the Towns of Clinton, Westbrook and Madison was included in the BOS packet.

The BOS requested that usage statistics and financial documentation be provided prior to the expiration of this one year contract.

Mr. Ehlert made a motion to authorize First Selectman Bishop to sign the Inter-local Agreement between the Towns of Clinton, Westbrook and Madison as presented. Mr. Hall seconded the motion. The motion passed unanimously.

STIPEND – DON IZZO – VALLEY SHORE EMERGENCY

Mr. Bishop suggested a \$1,000 stipend to Don Izzo for responsibilities for monitoring alarms going into Valley Shore Emergency as they pertain to municipal properties (excluding school facilities). Mr. Riggio is the back-up when Mr. Izzo is not available.

Mr. Bishop made a motion to authorize a stipend to Don Izzo, Emergency Building Access Key Holder, in the amount of \$1,000. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS briefly discussed the Facilities Manager position. The new Public Works Maintainer III individual will have some routine maintenance responsibility for the Mulvey Municipal Center. Jill Brainerd continues to do an excellent job of assuming many of the current responsibilities in the Facilities Department.

UPDATE ON PURCHASE OF TOWN ENERGY

Mr. Urban reported that he has met with Andy Merola, CCM to discuss energy procurement. Documents provided by Mr. Merola should be reviewed by Attorney Wells. Mr. Urban will follow up and report to the BOS.

RESIGNATION – DR. BERNSTEIN – AD HOC HEALTH COMMITTEE

Mr. Bishop reported that Dr. Bernstein resigned from the Ad Hoc Health Committee several weeks ago and suggested that the BOS accept his resignation.

Mr. Ehlert distributed an e-mail from Dr. Bernstein dated 5/13/14 and read the following excerpt into the minutes:

- 1) I will resign my membership to the Ad Hoc Committee of the Westbrook Health Department.
- 2) I request that Selectman Ehlert be censored, and not be allowed to participate in activities and decisions involving the current and future state of the Health Department.
- 3) Request that Selectman Ehlert be removed from his position as Selectman and replaced by appointment or special election.
- 4) Request a formal public apology to me by Selectman Ehlert for his abhorrent and unprofessional behavior.
- 5) Request a formal meeting with the First Selectman, Attorney Wells and myself to discuss these concerns and related issues.

Mr. Ehlert reported that Dr. Bernstein participated in Ad Hoc Health Committee meetings after 5/13/14.

Mr. Ehlert reported that no formal resignation letter has been received by the Chairman of the Ad Hoc Committee, in the Town Clerk's office or the Selectman's office.

Mr. Ehlert made a motion to accept Dr. Bernstein's resignation dated 5/13/14 in e-mail to First Selectman at 2:58 p.m.

The motion was not seconded.

Mr. Bishop will follow up with Dr. Bernstein and request a formal letter of resignation from the Ad Hoc Health Committee.

STATUS REPORT ON FOOD INSPECTIONS

A copy of the Restaurant Inspection Report dated 7/21/14 was distributed. To date, the restaurant inspections are current. There are a few establishments where the inspections must be complete by August 1, 2014.

Mr. Ehlert expressed concern that several establishments require more than one inspection per year and the report indicates that they have not been inspected adequately. Mr. Ehlert requested that Dr. Bernstein provide a status report on the schools and several other establishments.

Mr. Leighton reported that the two food inspectors are up to date and there are no food establishments overdue for inspection at this time.

REVIEW OF JOB DESCRIPTION – SANITARIAN/DIRECTOR OF HEALTH/FOOD INSPECTOR

Mr. Bishop distributed a draft job description for the Sanitarian/Director of Health/Food Inspector for review. This document will be reviewed by the Union.

Mr. Ehlert reported that he has job descriptions from the State. He will forward these job descriptions to the appropriate individuals.

The job descriptions will be discussed at a future BOS meeting.

REVIEW/APPROVAL OF 5/22/14 BOS MINUTES

A copy of the 5/22/14 BOS minutes, including a verbatim of a portion in question, was included in the BOS packet.

Mr. Ehlert questioned the accuracy of the motion that was made to go into Executive Session for a personnel matter.

Mr. Bishop made a motion to approve the minutes from the 5/22/14 BOS meeting as presented. 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.

ANNUAL SALARY ADJUSTMENT – BOARD OF SELECTMEN

Mr. Bishop made a motion that the Selectmen will not accept a salary adjustment as budgeted for the current fiscal year; however this line item will remain the same. Mr. Hall seconded the motion. The motion passed unanimously.

Accordingly, the Selectmen all agreed that they will not accept any increase for the current fiscal year.

CIRMA – LETTER OF COMMITMENT

A copy of a letter of commitment for Budget Stabilization Program from CIRMA was included in the Board packet.

Mr. Hall made a motion to authorize First Selectman Bishop to sign the contract as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.

FOLLOW-UP ON STREET NAMING POLICY

A proposed application form for naming or re-naming streets developed by the Planning Commission was included in the BOS packet for review.

Mr. Ehlert reported that he received several inquiries regarding the protocol for naming of streets.

Mr. Bishop made a motion to adopt the procedure for naming or re-naming a street as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.

STATUS OF STRIPED BASS SIGNS

Mr. Bishop distributed a letter dated 6/2/14 to Mr. Myerson and Mr. Newberg indicating that he had contacted Jim Crawford, EDC Chairman, regarding their request for a sign recognizing that Westbrook is the "Home of the World Record Striped Bass". Mr. Ehlert reported that this topic is an agenda item for the next EDC meeting.

Mr. Ehlert made a motion that the BOS forward on to the EDC their strong support for a sign recognizing that Westbrook is the "Home of the World Record Striped Bass". Mr. Bishop seconded the motion. The motion passed unanimously.

APPROPRIATIONS/CONTINGENCY TRANSFERS

Mr. Bishop made a motion to approve a contingency transfer request in the amount of \$11,167 for a payroll line item budget in the Land Use Department (Administrative Assistant elevated to Administrative Assistant II). This request is also being forwarded to the BOF for action. Mr. Hall seconded the motion. Discussion followed:

Mr. Urban reported that the Administration Assistant position in the Land Use department has been upgraded to an Administrative Assistant II due to increased responsibilities and duties. The number of hours has also increased from 35 hours per week to 40 hours per week. These changes have been discussed by both the BOS and the Union.

Mr. Ehlert expressed concern that 40 hours per week for this position was not reflected during the budget process and the individual consistently worked 40 hours per week (not every week).

Mr. Urban responded that this request was not made until after the budget was finalized and approved.

Mr. Bishop reported that due to an increase in the workload, 40 hours per week have been approved for 90 days for Lisa DeMaria, Asst. ZEO. This will be re-evaluated in 90 days.

Mr. Bishop and Mr. Hall voted in favor of the motion. Mr. Ehlert abstained from voting. The motion passed.

APPOINTMENTS/RE-APPOINTMENTS

Mr. Hall made a motion to appoint Tony Fastaia to the Police Advisory/Traffic Authority. Mr. Bishop seconded the motion. The motion passed unanimously.

First Reading – Donald Perrault – Retirement Board - R

First Reading – Ralph DePonte – IWWC – U – Conservation Representative

APPROVAL OF MINUTES

Mr. Bishop made a motion to approve the minutes from the 6/5/14 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to approve the minutes from the 6/9/14 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 7/7/14 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the Finance Department continues to process payables from the past fiscal year. At this time, it is too early to report a year-end financial position. A report will be issued as of July 31, 2014.

Mr. Urban will provide, via e-mail, a line by line summary as requested by Mr. Ehlert.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported that a few complaints regarding the timing of the Rte. 1 paving project were received in the Selectman's office. As soon as the information regarding the paving project was received from the DOT, it as communicated to the Press, posted on the Town's website, forwarded to the Chamber of Commerce and Council of Beaches. Westbrook was informed by the DOT when the paving

project would occur and did not have any choice in the timing of the paving project. The DOT did not do work the week of July 4th.

Mr. Ehlert reported that he received some complaints regarding the quality of the work and damage and he will convey his concerns to the DOT.

ADJOURNMENT

Mr. Hall made a motion to adjourn the meeting at 7:46 p.m. Mr. Ehlert seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman