

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOARD OF SELECTMEN MEETING
WESTBROOK BOARD OF SELECTMEN
SPECIAL MEETING
Thursday, September 29, 2016
Mulvey Municipal Center
Multi-Media Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectwoman Labbadia, Ed Fontaine, Ed Binder, Becky Coffey, Press, John & Deb Rie, John Riggio, Director of Public Works, Sonia Marino, Health Director, John Planas, Deputy Fire Marshal, Ron Lyman, Carol Hess, Deputy Treasurer, Kim Bratz, Tax Collector, Mindy and Jeff Gordon, Meg Parulis, Planner, Chris Ehlert, Energy Committee Chairman, Tony Cozza, BOF member, and George Pytlik, Fire Commissioner/BOF member, Rich Annino, Director of Park & Rec.

EXECUTIVE SESSION

Mr. Bishop made a motion to go into Executive Session at 5:31 p.m. for the purpose of a personnel matter regarding the potential appointment of a Land Fill Operator. Mr. Hall seconded the motion. The motion passed unanimously. Mr. Riggio, Public Works Director, was invited into the Executive Session.

Mr. Bishop went into the hallway and told individuals who were not in the Executive Session that they were welcome to come back into the meeting but the BOS would be going back into Executive Session immediately.

Regular Session resumed at 5:39 p.m.

Mr. Hall made a motion to appoint Bill Angelini as the Land Fill Operator as proposed (\$22.25 per hour, 24 hours per week, effective 10/1/16). Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to go into Executive Session at 5:42 p.m. for the purpose of a personnel matter regarding the potential appointment of an Administrative Assistant in the Land Use Department. Mr. Hall seconded the motion. The motion passed unanimously. Ms. Marino, Health Director, was invited into the Executive Session.

Regular Session resumed at 5:48 p.m.

Mr. Bishop made a motion to appoint Kimberly Casagrande as the Administrative Assistant in the Land Use Department as proposed (\$17.00 per hour, 22 hours per week). Ms. Labbadia seconded the motion. The motion passed unanimously.

Since members of the public and other individuals chose not to come into the room as noted above, Mr. Bishop requested that the Clerk repeat, for the record, the two motions made regarding the appointment of personnel.

UPDATE ON WESLEY AVENUE BRIDGE

Mr. Riggio reported that the Wesley Avenue Bridge, reconstructed in 1991, has experienced a failure on the east side of the bridge. The Town received a letter from the State rating the bridge as "poor" and advising the Town to facilitate the rehabilitation of the bridge as soon as possible.

Mr. Riggio presented a proposal in the amount of \$39,000 from Neri Construction to repair the bridge.

Mr. Hall made a motion to approve \$39,000 from account 101.3020.0060.0924.3 (Reserve – Infrastructure) for repair work to the Wesley Ave. Bridge. Ms. Labbadia seconded the motion. The motion passed unanimously.

FOLLOW-UP ON REQUEST TO PURCHASE TOWN PROPERTY

Mr. Bishop reported that, due to a glitch in communications, Mr. Lyman was not in attendance at the meeting. Mrs. Helchowski left the room and contacted Mr. Lyman via telephone and apprised him of the meeting. He was in Middletown and not able to attend the meeting. Mr. Bishop raised the question about having the discussion without Mr. Lyman present. Mr. Hall recused himself from the discussion. **It was agreed that no Board action would be taken on the item but testimony from individuals present would be appropriate.** The following comments were made at the meeting:

Mr. Bishop reported that he has received several telephone calls, e-mails and letters from residents objecting to the selling of the property. A copy of the letter received from Tom ODe'll, Chairman of the Conservation Commission was included in the BOS packet.

John Riggio, Westbrook resident and Director of Public Works reported that the only access for maintenance etc. to the cemetery adjacent to property is through 1112 Boston Post Road. The Public Works Department also uses the area for staging equipment.

John Rie, 1 Lookout Road, reported that the Plan of Conservation and Development (POCD) identified this property as a "pocket park". He reported that it would be "folly" for the BOS to consider selling the property.

Ed Binder, 593 Essex Road, commented that the Town should dismiss any offers of this type for the sale of town owned property. The only practical way to access the cemetery for maintenance purposes is through this property. During the Muster and other events, the area is used for parking. The right of way that Mr. Binder has through property is important to him. The BOS should just dismiss these offers from anyone wanting to buy town property...McDonalds could offer millions for the Town Green. We've been buying property for open space, including that land and he opposes the Town selling property.

Mindy Gordon, 1247 Old Clinton Road, reported that the Town should not consider selling the property. She distributed several maps and reported that the POCD included this area. Also, the Town Center Committee worked for 2 years and they show this as a "pocket park". The Rte. One Corridor Study also shows this area as a park. Additional information shows this as an extremely sensitive ecological area. People use the area for parking, the area is part of the Adopt a Spot program maintained by citizens. It is a valuable resource and the BOS should not consider selling the property.

Ray Fontaine, 13 Westbrook Heights Road, reported that he has been a resident of Westbrook for over 50 years. At that time, you could go from Old Saybrook to Clinton and see open space. Today it is all built up. This piece of land is one of the few remaining pieces of land where you can see meadows. If it is sold and built up, it will be another area for billboards. The Town should hang on to it because once a piece of open space is gone; it is gone forever and future generations will only see buildings along Rte. 1. He was against the proposal.

Mr. Bishop reported that all comments will be forwarded to Mr. Lyman. The BOS took no action at t his time.

DESIGNATION OF TOM ODELL WILDLIFE AND CONSERVATION AREA

Mr. Bishop reported that a Committee has been planning an event to honor Tom ODe'll for his many contributions to the Town. The event is scheduled on 10/13/16 from 6:00 p.m. to 8:00 p.m. at Waters Edge. Representatives from the various State departments and the public have been invited to attend.

Ms. Parulis reported that the Committee is requesting that the BOS designate the Barrier Island area as The Tom ODe'll Conservation and Wildlife Area. Mr. Hall suggested that consideration be given to the recent purchase of the Toby Hill property since Tom was instrumental in the Town's acquisition of that property.

John Rie and Mindy Gordon, Committee members, reported on the many conservation projects initiated by Tom over the past 40 years. They commented that designating the area in Tom's name does not affect ownership or liability of the islands. Rick Potvin, Fish and Wildlife, is in favor of the designation.

Mr. Bishop made a motion to designate the Barrier Island area as The Tom ODe'll Conservation and Wildlife Area. Mr. Hall seconded the motion. The motion passed unanimously.

UPDATE ON CUSSON PROPERTY AND TOWN CENTER PARKING LOT

Ms. Parulis, Planner, reported that 10 firms replied to the RFQ for a consultant to work on the Brownfield Grant for the former Turnpike Auto Wrecker property. Woodard & Curran was chosen and a contract for the project is being developed.

Ms. Parulis reported that the Town Center Parking lot project bids are due 10/14/16. It is anticipated that the project will begin this Fall.

UPDATE/ACTION – TOWN'S PROPOSED ENGINEERING SERVICES

It is recommended that an ad hoc committee be formed to re-evaluate the town's engineering needs. The committee will review engineering costs over the next six years, examine engineer costs to date,

compare continuation of a consulting firm vs. hiring a Town Engineer and make a recommendation to the BOS.

Mr. Bishop made a motion to appoint John Hall, BOS, Rick Westbrook, BOF, John Riggio, Director of Public Works, David Maiden, Building Official, Sonia Marino, Director of Health, Meg Parulis, Town Planner and Dwayne Xenelis, Zoning Commission to an Ad Hoc Engineering Services Committee. Mr. Hall seconded the motion. The motion passed unanimously.

UPDATE ON FIRE DEPARTMENT AUCTION

The high bidder for engine 471 (ladder truck) at the August 17th auction withdrew their bid and the vehicle is still in the Town's possession.

Mr. Bishop received a letter from Paul Fazzino, President, Valley Shore Mutual Aid Association. Valley Shore wishes to procure the ladder truck as a reserve piece of equipment. The Departments of Guildford, Essex and Clinton would purchase and maintain the truck through their association. They are offering \$5,000 for the vehicle conditional on the vehicle passing all appropriate inspections. Furthermore, an anonymous donor has offered to contribute the \$5,000 for the purchase of this equipment for Valley Shore.

Ms. Bratz, Tax Collector, and George Pytlik, Fire Commissioner, have also received phone calls expressing interest in the vehicle. Ms. Bratz favored placing the vehicle up for sale with the "first come, first served" approach.

Mr. Bishop reported that Attorney Wells noted that the Town may place the vehicle up for sale or accept the offer from Valley Shore.

Mr. Hall made a motion to accept offer from Valley Shore as presented in the amount of \$5,000 pending appropriate inspections. Ms. Labbadia seconded the motion. The motion passed unanimously.

BLOOD BORN PATHOGEN DISCUSSION

The Health & Safety Committee is developing a unified plan including Blood Born Pathogen training. John Planas, Deputy Fire Marshal, is familiar with the protocol and has offered his assistance to develop the program and provide necessary training. The Town's current program is not up to date and does not include all pertinent information. Appropriate employees to be trained on the protocol will be identified. The final plan and cost implications will be presented to the Board of Selectmen.

Mr. Annino, Director of Park & Rec. reported that his staff is trained on the protocol through the Red Cross.

WESTBROOK FOUNDATION GRANT

The Town received two grants from the Westbrook Foundation totaling \$58,500 for the construction of a fishing dock and kayak launch on the Patchogue River behind the Town Hall. The project is not ready to proceed at this time and the Westbrook Foundation has asked that the funding be returned to them. The Town may re-apply for the grant(s) when the project is ready to begin.

Ms. Hess, Assistant Finance Director, reported that the appropriate account number is 101.2014.1411.5701.4 and the transaction will be recorded in FY2016.

Mr. Hall made a motion to return the funds to the Westbrook Foundation in the amount of \$58,500 and forward the request to the BOF for further action. Mr. Bishop seconded the motion. The motion passed unanimously.

UPDATE ON ENERGY COMMITTEE

Mr. Ehlert, Energy Committee Chairman, reported on the following items:

- The Portfolio Manager has not been updated since July. Mr. Bishop responded that he has discussed the Portfolio Manager with Ms. Brainerd. Ms. Brainerd reported that she has obtained the passwords and will enter the information into the Portfolio Manager.
- Alternate Electric Supplier – to comply with the Energy Pledge, the Town must choose an alternate supplier. Mr. Ehlert recommends that the Town discuss an alternate electric supplier with the BOE. Mr. Bishop will follow up on same.
- Natural Gas – Emergency Generators – Mr. Ehlert expressed concern that natural gas was not considered as a fuel source for the emergency generator at the firehouse and no analysis was done on the using natural gas. Mr. Bishop reported that Mr. Scott, Chairman and the Generator

Committee were not interested in pursuing natural gas as a fuel source for the generator. Mr. Bishop will follow-up with Mr. Scott.

Additional projects have been initiated by the Energy Committee.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Bishop made a motion to appoint Mr. Parisi to the PA/TA. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 1/11/16 (addendum) meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 8/28/16 revised meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 8/4/16 meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 8/8/16 meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

Ms. Labbadia made a motion to approve the minutes from the 8/10/16 meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 8/15/16 meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 8/23/16 meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

Ms. Labbadia made a motion to approve the minutes from the 8/31/16 meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the minutes from the 9/8/16 meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 9/12/16 meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Bid packages for the electronic sign were distributed to local sign companies and sign manufacturers used by the towns of Old Saybrook and Clinton. All bids received will be reviewed with Bonnie Palermo, Chairman of the Ad Hoc Sign Committee.

The CCM conference is scheduled on 11/14 & 11/15. Please let Suzanne know if you are interested in attending the event.

The job posting for the Finance Director closes on 9/30. To date, 11 applicants have responded to the posting. The Screening Committee (Paul Connelly, Jane Butterworth and Noel Bishop) will meet on Monday, 10/3 to review the resumes. The Town's auditor will also be involved in the process. Final interviews will be conducted jointly by the BOS and the BOF.

Mr. Bishop reported that it is not necessary to hire an Interim Finance Director. Ms. Hess, Deputy Finance Director is doing an excellent job.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 7:25 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Administrative Assistant

Attest,

Noel Bishop
First Selectman