

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK CONNECTICUT
Regular Meeting
Monday, January 3, 2017
3:00 p.m.
MULTI-MEDIA ROOM
MULVEY MUNICIPAL CENTER

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:04 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectwoman Labbadia, Meg Parulis, Planner, Becky Coffey, Press, Tony Cozza, BOF member, Paul Connelly, BOF Chairman, Donna Castracane, Director of Finance, Joan Angelini, Town Clerk, Colin Bennett, Jeff Kriete, Sonia Marino, Director of Health, Pat Labbadia, David Maiden, Building Official, Heidi Wallace, Inland Wetland Official.

Two items were removed from the agenda; item #3 “LED Streetlights” and “Status of LED Sign”.

AUTHORIZE FINANCE DIRECTOR TO ENTER INTO ENERGY AGREEMENTS WITH BOE

Mr. Bishop made a motion to authorize Donna Castracane, Director of Finance, to enter into energy agreements with energy suppliers. Mr. Hall seconded the motion. The motion passed unanimously.

REQUEST FOR EASEMENT – RECOMMENDATION FROM PLANNING COMMISSION

Ms. Parulis, Planner, reported that after review, the Planning Commission found that granting an easement at 105 Old Mail Trail for the purposes of repairing an existing on-site septic system was consistent with the Plan of Conservation and Development.

The plans are currently being reviewed by the Health Department. An easement from the State is also required before final Health Dept. approval.

Mr. Hall made a motion to approve the request for an easement at 105 Old Mail Trail, conditional on all appropriate approvals, and to forward the request to a Town Meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

PERMIT SOFTWARE – LAND USE DEPT

Mr. Maiden, Building Official, reported that after presentations to all Land Use, Public Works and Fire Marshal departments from various software providers, Muncity Software Consulting Associates was unanimously chosen to provide the software to all of the departments. The public and contractors will also utilize the software to expedite the permitting process. Funding is in place for the software and no additional funding is necessary at this time. The Muncity contract/agreement has been reviewed by Attorney Wells.

Ms. Labbadia made a motion to purchase software from Muncity as recommended and to authorize First Selectman Bishop to sign the agreement with Muncity. Mr. Bishop seconded the motion. The motion passed unanimously.

REGISTRAR OF VOTERS – RESIGNATIONS/APPOINTMENTS

For informational purposes, the Registrars of Voters for the Town of Westbrook are Nancy Moore, R, Teresa Gavigan, D and Colin Bennet, U.

No BOS action is necessary.

REQUEST FROM TOWN CLERK – SUB-REGISTRAR (FUNERAL DIRECTORS)

Ms. Angelini, Town Clerk, reported that per state statute 7.65 she is required to appoint sub-registrars (funeral directors). These individuals have the authority to issue burial and cremation permits for deaths occurring in the town of Westbrook during the hours in which the Town Clerk’s office is closed.

Mr. Bishop made a motion to appoint Christopher Kulmacz and Samuel Fulginiti as the sub-registrars for the Town of Westbrook with a term to expire in November 2018. Mr. Hall seconded the motion. The motion passed unanimously.

REPORT FROM ENGINEERING COMMITTEE

Ms. Parulis, Planner, distributed a report from the Ad Hoc Town Engineering Committee.

The recommendation from the Committee is as follows: "Based on analysis of cost, efficiency goals, and anticipated engineering needs going forward, the committee recommends the creation of a part-time Town Engineer (draft job description attached) at a salary of \$35,000 to \$45,000, along with a budget in the amount of \$65,000 for outside consulting services as needed. The committee believes that this will result in an overall savings of at least \$30,000 in engineering costs, improved efficiency and flexibility to hire specialists as needed."

The request will go through the budget process.

Mr. Bishop made a motion to accept the recommendation from the Ad Hoc Engineering Committee as presented. Ms. Labbadia seconded the motion. The motion passed unanimously.

BOARD OF SELECTMEN SPECIAL MEETINGS - Budget

Mr. Hall made a motion to schedule Special BOS meetings on 1/24/17, 1/31/17 and 2/7/17 @ 3:00 p.m. Mr. Bishop seconded the motion. The motion passed unanimously.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

Mr. Bishop made a motion to appoint John Rie, U, to the Harbor Commission. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to appoint Tom Fahey, U, as an alt. to the Harbor Commission. Mr. Bishop seconded the motion. The motion passed unanimously.

For informational purposes, Mr. Labbadia, Chairman DTC, reported that the following individuals are Democratic Justices of the Peace: Jim Crawford, Terri Gavigan, Mary Labbadia, Pat Labbadia and Tony Marino.

DIRECTOR OF FINANCE REPORT

Ms. Castracane, Director of Finance, reported that budget packets are due to the Finance Office on 1/13. A reminder will be sent to Department Heads. Ms. Castracane reported that the HSA account has been funded and that she is working with the auditors to complete the audit.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported on a recent communication from OPM indicating that additional monies will be cut from Westbrook in ECS and LOCIP funds (approximately \$150,000).

The PA/TA has discussed the "policing" needs of the Town with the Constables and will, at their next meeting, discuss same with the Troopers. A report/recommendations from the PA/TA will be forwarded to the BOS.

Attorney Jiran will conduct a sexual harassment and social media seminar on 1/19/17 for municipal employees and fire department volunteers.

A letter of resignation was received from Nancy Rudek, ZEO. The Zoning Commission has a special meeting scheduled this evening to determine next steps, etc.

A resident has requested that a Committee be formed to discuss a possible Demolition Ordinance. This will be discussed further at a future BOS meeting.

John Anello, Hog Wild, has signed a revised contract, as discussed by the BOS (\$3,000 per year, contract extended until 2020, recently installed hood to remain), for the beach concession stand. The possibility of an ATM machine at the concession stand will be re-visited by the BOS in the spring.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 3:49 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Administrative Assistant

Attest,

Noel Bishop
First Selectman