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WESTBROOK BOARD OF SELECTMEN

REGULAR MEETING

Monday, November 8, 2010

Multi-Purpose Room, Mulvey Municipal Center, 866 Boston Post Road

Call to Order

First Selectman Bishop called the meeting to order at 3:32 p.m.

A quorum was established with the following Board members present: First Selectman Bishop, Selectman Crawford and Selectman Hall.

Also in attendance included: Members of the staff, public and press

Wage, Salary Presentation - Consultants Randi Frank and Georgian Lessier

Ms. Randi Frank and Ms. Georgian Lessier were present and outlined the process they use to establish a uniform classification system. This process includes data gathering and analysis, review/development of job descriptions, and salary comparison with similar towns. Their process ultimately produces a classification and compensation system.

The consultants were able to answer questions from staff on topics that included minimum and maximum salary ranges, implementation phase in, timelines and costs.

Mr. Bishop commented that, to date, no costs have been incurred for Ms. Frank's services. In the upcoming weeks, Ms. Frank will develop a proposal for her services. The BOS intends to invite CCM to the December BOS meeting for a similar presentation.

Library Grant Application – Ms. Joan Angelini

A copy of the Historic Documents Preservation Program Grant Application was included in the BOS packet. Ms. Angelini reported that the town is eligible for a \$3,000 grant to be used to continue the map preservation project.

Mr. Hall made a motion to approve the grant in the amount of \$3,000.00 as presented. Mr. Crawford seconded the motion. The motion passed unanimously.

Request from Registrar

A request from the Registrar was included in the BOS packet.

Mr. Bishop made a motion to approve the Registrar's request, in an amount not to exceed \$650.00, for the Close Vote Recanvass expenses. Mr. Hall seconded the motion. The motion passed unanimously.

Toby Hill Road Easement

Ms. Parulis reported that a septic tank was inappropriately placed (too close to a property line) at a property located at 497 Toby Hill Road. In order to correct the situation, an easement on town owned property (open space) is needed.

Mr. Bishop made a motion to refer this item to the Planning Commission for consideration. Mr. Crawford seconded the motion. The motion passed unanimously.

Release of Bond for Westbrook Deli Septic System on Town Green

Mr. Bishop made a motion to release the bond in the amount of \$2,000 plus any interest accrued, for the work performed on the Town Green in association with the installation of the Westbrook Deli Septic

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System effective November 9, 2010. Mr. Crawford seconded the motion. The motion passed unanimously.

Request from Charter Commission

Mr. Bishop reported that the Charter Commission has invited the Selectmen to their November 22, 2010 meeting.

Bathhouse Concessions

Mr. and Mrs. Pfaff, the current operators of the Bathhouse Concessions, reported briefly on the operations of the concession stand located at the Westbrook Town Beach.

Mr. Annello, a gentleman interested in operating the Bathhouse Concession stand, will be informed on the parameters of the concession stand to determine if he wishes to pursue further.

Vacancy and Nominations

Mr. Bishop reported that the PAB/TA has two open positions. One of these positions should be filled by the Beach Association. A letter will be sent to the DTC and the RTC for nominations to fill the additional opening.

Mr. Bishop made a motion to appoint Thomas Maynard to the WPCC with a term to expire 2/1/11. Mr. Hall seconded the motion. The motion passed unanimously.

Status of Outstanding Bills/Invoices

None.

BOF Communication – Middle School Building Project

Mr. Bishop made a motion to support the request from the BOF that the Town return \$75,309.00 regarding the monies received from the State for the Middle School Building Project. Mr. Crawford seconded the motion. The motion passed unanimously.

Approval of Minutes - October 18, 2010

Mr. Hall made a motion to approve the minutes from the October 18, 2010 meeting as presented. Mr. Crawford seconded the motion. The motion passed unanimously.

October 28, 2010

Mr. Bishop made a motion to approve the minutes from the October 28, 2010 meeting, with corrections. Mr. Hall seconded the motion. The motion passed unanimously.

Corrections:

Page 2 – change the word “by” to “pay”, Page 3 – change the word “Craward” to “Crawford”, Page 4 – strike the following sentence: “The Selectman’s Office is to generate a bid proposal”.

Discussion on Format of Minutes

A letter from Attorney Wells was distributed. This letter outlines the FOI requirements pertaining to the content of meeting minutes.

The Selectmen determined that having the meetings audio taped eliminates the need for detailed minutes. A brief summary and a record of the action items is all the Selectmen require.

BOS Meeting Dates

Due to the holidays the December 23 (check date) BOS meeting was cancelled. If required, the BOS will schedule a Special Meeting. The next regular meeting of the BOS will be held on December 13, 2010.

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Mr. Crawford reported that pending the election results, he does not feel he can remain on BOS after the first of the year.

Adjournment

Mr. Bishop made a motion to adjourn the meeting at 5:07 p.m. Mr. Crawford seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski

Noel Bishop

Recording Clerk

First Selectman