

3/14/11

WESTBROOK BOARD OF SELECTMEN

REGULAR MEETING

Monday, March 14, 2011

Mulvey Municipal Center, 866 Boston Post Road

Call to Order

First Selectman Bishop called the meeting to order at 3:30 p.m.

A quorum was established with the following Board members present: First Selectman Bishop, Selectman Ehlert and Selectman Hall. Also in attendance were residents and members of the Press.

Appropriations

Mr. Bishop made a motion to approve the request to the BOF to appropriate \$2,500 from the General Fund Unreserved Undesignated Fund Balance, Acct. #010-0009-000-0910 for the purpose of Probate supplies and professional services. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve a \$10,000 appropriation from the Capital and Non-Recurring Fund Reserve for Office Equipment, Acct. #101-9000-000-0925 for the purchase of a mobile file system in the Land Use Office. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to forward a supplemental appropriation request in the amount of \$300,000 to the BOF. This appropriation represents LOCIP funds for Old Clinton Road reconstruction. Mr. Hall seconded the motion. The motion passed unanimously.

The Old Clinton Road project will need approval via a Town Meeting. The project is scheduled to begin in August, prior to the start of school.

Mr. Bishop reported that at a Joint Meeting with the BOS, BOF and MIRMA representatives, it was agreed that, per Westbrook's contract with MIRMA, assessments are due. For the current year, \$33,019.00 is due and an additional \$29,763.42 has been put into the 2011/12 budget. The \$33,019.00 figure must be approved at a Town Meeting.

Mr. Bishop made a motion to approve a request to the BOF to appropriate \$33,019.00 from the General Fund Unreserved Undesignated Fund Balance, Acct. #010-0009-000-0910 for the MIRMA assessment. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to set April 27, 2011, 7:00 p.m. as the date for a Town Meeting. Mr. Ehlert seconded the motion. The motion passed unanimously.

Historic Preservation Study

Mr. Urban reported on the process needed to appropriate funds for the Historic Preservation Study accurately. This may be an item for the upcoming Town Meeting.

Budget Update

Mr. Bishop reported that the BOS submitted their budget to the BOF. The town's budget represented an approximate 0.50% decrease from prior year. The BOF has scheduled their Budget Hearings. This schedule has been posted with the Town Clerk.

Approval for Fair Housing

Included in the Board's packet was information, including resolutions to be adopted in order for Westbrook to receive Small Cities CDBG funding. This documentation was provided by Larry Wagner & Associates.

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Mr. Hall made a motion to adopt the resolutions as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.

Status of Dredging

Mr. Bishop reported that a letter has been sent to our representatives in an attempt to secure funding for a joint dredging project with the Town of Clinton. The Harbor Commission continues to discuss the dredging project and has invited area marina owners to the next Harbor Commission meeting to discuss options.

There was brief discussion on the disposition of boat registration fees.

Communication to Board/Commission Chairs

Included in the Board packet was information from Andrew Urban, Director of Finance, requesting that in order to expedite payments to vendors, Boards/Commissions designate an individual to authorize payment of their bills. This request has been sent to Board and Commission Chairs.

There was brief discussion between the BOS, Director of Finance and Treasurer regarding this procedure. Mr. Bishop requested that Ms. Jones schedule a meeting, with her Attorney, Mr. Urban and himself to discuss several important matters. Ms. Jones responded that Mr. Bishop should discuss same with the Town's Attorney.

Area Selectmen Meetings

Mr. Bishop reported that he meets regularly with area Selectmen to discuss a variety of topics. At their most recent meeting, budgets were the main topic of discussion. The Selectmen do not anticipate a State budget until June.

Status of Bills and Invoices

Mr. Bishop made a motion to pay the W&C bill in the amount of \$2,992.96 for the Community Center Feasibility Study. Mr. Hall seconded the motion. The motion passed unanimously.

Appointments and Resignations

ZBA Alternate – Second Reading – Vincent Neri

Mr. Hall made a motion to appoint Vincent Neri to fill an alternate seat on ZBA with a term to expire 1/2/12. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion rescinding the previous motion made at the 2/28/11 BOS meeting accepting the resignation of Mr. Mark Damiani from the Town Garage Committee and the TCRC Committee. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall commented that it would be the decision of ZBA to reinstate Mr. Damiani to the ZBA.

Treasurer's Report – None.

Mr. Bishop requested that Ms. Jones state her intentions regarding the appointment of a Deputy Treasurer. He requested that she bring a proposal to the BOS.

Director of Finance Report – Andrew Urban

Mr. Urban distributed, and the BOS reviewed, several reports including: Report Summary, Revenue Summary, Expenditure Summary, All Funds Report, General Fund Fund Balance Status, CNRE Fund Balance Status, Bonded Projects Fund Balance Status, CNRE Projects Status. These reports are also distributed to the BOF.

Mr. Urban is currently working a Budget Presentation for the Town Meeting.

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Mr. Bishop reported that a Long Term Planning Meeting, with the BOE has been scheduled for Wednesday, March 16, 2011.

First Selectman's Report

Mr. Bishop reported that he is currently in the process of obtaining several Salary Surveys, as requested, for the upcoming employee negotiations.

Mr. Bishop reported that a contract was signed with Vision Appraisal. Part of the contract included office space in the Westbrook Town Hall. An office will be set up for Vision downstairs at Town Hall. This space includes internet and telephone access.

BOS Communications and Protocol

For the benefit of the new Selectman, Mr. Bishop briefly reviewed the process for establishing BOS agendas and communications. Typically, a draft BOS agenda is circulated to Selectmen one week prior to the meeting. Any questions or concerns a Selectman may have are addressed at this time. Once completed and posted, the agenda, along with a board packet is distributed to the Selectmen.

Mr. Bishop reported that if he is out of the office for any reason (i.e. meetings etc.), Jill Brainerd and/or Suzanne Helchowski are aware of his location and approximate return time.

The necessary paperwork has been signed allowing Selectman Ehlert to sign checks. Typically, the checks are signed on Mondays.

Mr. Bishop reminded the Selectmen that any e-mail communications are subject to FOI laws.

Ms. Jones asked who is responsible for HR for the Town of Westbrook. Mr. Bishop responded that Jill Brainerd and Mr. Urban are responsible for Westbrook's HR duties.

Mr. Bishop outlined the most recent protocol used when he was on vacation. He will discuss further with Town Attorney.

Approval of Minutes

Mr. Hall made a motion to approve the minutes from the 2/24/11 meeting. Mr. Bishop seconded the motion. The motion passed unanimously. Mr. Ehlert abstained from voting.

Mr. Hall made a motion to approve the minutes from the 2/28/11 meeting. Mr. Bishop seconded the motion. The motion passed unanimously. Mr. Ehlert abstained from voting.

Mr. Hall made a motion to approve the minutes from the 3/2/11 meeting with corrections. Mr. Bishop seconded the motion. The motion passed unanimously.

Correction: Mr. Ehlert had not yet been sworn in as a Selectman; therefore, he should have been considered an Audience member.

Adjournment

Mr. Ehlert made a motion to adjourn the meeting at 4:40 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski

Noel Bishop

Recording Clerk

First Selectman