

WESTBROOK BOARD OF SELECTMEN

REGULAR MEETING
Monday, May 23, 2013
Mulvey Municipal Center
Multi-Purpose Room

CALL TO ORDER

First Selectman Bishop called the meeting to order at 7:00 p.m. In attendance included: Selectman Hall, Selectman Ehlert, Cathy Winger, Chief Mike Jenkins and Andrew Urban, Director of Finance, Superintendent Pat Ciccone, Maureen Westbrook, BOE Chairman, members of the BOE, Becky Coffey, Bonnie Hall, Tony Cozza, Lesley Wysocki, Business Manager, and Attorney Wells.

Review of CREC Proposal

Attorney Wells reported that he reviewed the proposal provided by CREC and had no issues with the document. Attorney Wells will review the CREC contract when received.

Ms. Westbrook, Chairman of the BOE, reported that the final contract will be based on template provided.

Mr. Bishop made a motion to accept the CREC proposal as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Superintendent Ciccone will follow-up with CREC regarding the formal contract.

Finalizing Building Committee Membership

Mr. Bishop read the following excerpt from the 5/13/13 BOS meeting:

Mr. Hall made a motion to rescind the motion from the 4/8/13 meeting ("Mr. Hall made a motion to establish a 7 member School Building Committee to oversee the current projects at the Westbrook schools. The Committee is to consist of no more than 3 representatives from the BOE and is to be forwarded to a Town Meeting for approval. Mr. Bishop seconded the motion. The motion passed unanimously.) Mr. Bishop seconded. The motion passed unanimously.

Included in the BOS packet was a copy of the draft resolution establishing a Westbrook School Building Committee. Mr. Bishop reported that as discussed at the 5/13/13 BOS meeting, letters were sent to individuals expressing interest in the Building Committee. Three individuals responded to the letter, Lester Scott, Jan Mazeau and Scott Hartzell.

Regarding the Building Committee, Suzanne Helchowski read the following comments made by Dennis Hallahan:

- No able to serve on the Committee
- He felt that the position of Owner's Representative should have gone out to bid
- This is an ambitious project
- He was concerned with delegating responsibilities to CREC – this type of oversight is normally done by a Building Committee

George Pytlik also declined participating in the Building Committee.

Ms. Westbrook reported that the BOE Long Range Planning Committee members and BOE members are interested in being on the Building Committee (Pat Labbadia, Marty White, Michelle Palumbo).

Ex-officio members to include: Andrew Urban, Lesley Wysocki, Superintendent Ciccone, Maureen Westbrook and Noel Bishop.

Attorney Wells reported that in the past a School Building Committee was established by a Town Meeting. When established by a Town Meeting, powers and authority are delegated to the Committee. If the Building Committee is established by the BOS (as proposed this evening), the BOS is ultimately responsible for the project. The Building Committee will work with the Owner's Rep. The BOS can authorize the First Selectman to sign all contracts. This authorization requires a motion made by the BOS to delegate signing of contracts to the First Selectman. It was noted that the Building Committee should make recommendations to the BOS.

Mr. Bishop reported that the resolution calls for a 7 member board and 5 ex-officio members. We currently have 3 BOE members interested in serving and 3 members of the public interested in serving. Mr. Hall commented that he prefers a 7 member committee.

Mr. Bishop will solicit a 7th member from the two Party Chairmen (Democrat and Republican). A 7th member can be appointed when identified.

Mr. Hall made a motion to adopt the Resolution Establishing a Westbrook School Building Committee as presented and nominated the following members: Pat Labbadia, Marty White, Michelle Palumbo, Lester Scott, Jan Mazeau and Scott Hartzell. Ex-officio members to include: Andrew Urban, Lesley Wysocki, Superintendent Ciccone, Maureen Westbrook and Noel Bishop. One additional member will be appointed when identified. Mr. Ehlert seconded the motion. Discussion followed:

The Board discussed the possibility of removing Energy Conservation projects from the resolution.

Mr. Urban commented that the Bond calls for CREC oversight of these projects. He recommends keeping them in the project. He added that the boiler installation is not in the project because this project is already underway.

Superintendent Ciccone reported that several small conservation projects are “out of the station” and being done under the CT Clean Energy Fund. No choices are to be made in these projects therefore, they suggest they be pulled from the resolution. If we depart from what is in place, the reimbursements will be in jeopardy.

Ms. Westbrook reported that she is comfortable with removing only the Daisy project from the resolution.

Mr. Urban reported that he is not aware any reimbursement/grants on the projects and any grant funds need to be put into the Bond Fund upon receipt. Ms. Wysocki responded that this documentation was included in the original proposal.

Mr. Urban and Ms. Wysocki will clarify the grant protocol. Attorney Wells recommends discussion with Bond Counsel.

The motion passed unanimously.

Mr. Bishop reported that the agenda for the first Building Committee meeting will include the election of a Chairman and Secretary and establishment of meeting dates. CREC representatives will be invited to the first Building Committee meeting.

Fire Department and S. Connecticut Gas Company Agreement

A letter from Chief Jenkins responding to Attorney Wells’ comments was included in the BOS packet. Mr. Ehlert recused himself from this discussion as his employer is the parent company of S. Connecticut Gas.

Mr. Bishop reported that the Fire Department has done due diligence and are requesting that the BOS approve the contract.

The BOS discussed the protocol for the project, i.e. bid process.

Mr. Hall made a motion to authorize the First Selectman to sign the contract with Southern Connecticut Gas conditioned upon the completion of the bid process. Mr. Bishop seconded the motion. The motion passed unanimously.

Daisy Boiler Contract

Mr. Bishop made a motion to add to the agenda a discussion on the Daisy Boiler Contract. Mr. Ehlert seconded the motion. The motion passed unanimously.

Attorney Wells has reviewed the contract. Ms. Wysocki reported that the project went out to bid and the Committee recommends Barrie Associates as contractor.

Mr. Ehlert made a motion to allow the First Selectman to enter into a contract with Barrie & Associates for the boiler project at Daisy Ingraham Elementary School pending approval of bond dollars through the referendum. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to add to the agenda a Public Hearing date for the YMCA proposal. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to set the date of June 10, 2013 @ 3:00 p.m. for a YMCA Public Hearing. Mr. Hall seconded the motion. The motion passed unanimously.

APPOINTMENTS

Second Reading – Tony Cozza – Housing Authority

Mr. Hall made a motion to appoint Tony Cozza to the Housing Authority. Mr. Ehlert seconded the motion. The motion passed unanimously.

Second Reading – Ron Lyman – EDC

Mr. Bishop made a motion to appoint Ron Lyman to the EDC. Mr. Hall seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Ehlert made a motion to adjourn the meeting at 7:41 p.m. Mr. Bishop seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman