

Westbrook Board of Selectmen
Regular Meeting
Monday November 14, 2011

Mulvey Municipal Center, 866 Boston Post Road, Westbrook

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 Hall and Selectman Ehlert. Also in attendance: Andrew Urban, Director of Finance, Jane Butterworth, Treasurer, Meg Parulis, Planner, Heidi Wallace, Jill Brainerd, Cathy Wininger, Paul Connelly, BOF Chairman, Rich Annino, Katie Kelemen, Marilyn Ozols, Loren Baker, Gene Cieri, residents and member of the Press.

BUSINESS

Mr. Bishop made a motion to add a FEMA reimbursement update item to the agenda. Mr. Hall seconded the motion. The motion passed unanimously.

Discussion on Compensation for Board and Commission Clerks

Documentation on rates of compensation for Board and Commission Clerks, provided by CCM and surrounding towns, was included in the BOS packet.

Currently, the Town has no consistent policy on the rate of compensation for Board and Commission Clerks. Some individuals receive a "flat rate" and others an hourly rate. The issue has been discussed with labor counsel who advises a consistent policy, effective 1/1/12.

While this topic has been discussed in the past, and briefly during contract negotiations, Mr. Bishop was approached by an individual who expressed concern with the disparity in compensation.

Ms. Kelemen reported on her experiences "clerking" for many Boards and Commissions over the past 23 years. In the past, the budget process determined the rate of compensation; however, special ad hoc committees did not go through payroll or the budget process.

Ms. Ozols commented that there has never been a policy regarding compensation. She continued that the rate of compensation should be determined by the Board/Commission, not the BOS.

Mr. Ehlert commented that a policy pertaining to the role/job description of the clerk must be developed as well (i.e. preparation of agenda, distribution of information etc.).

Mr. Bishop suggested that written comments on clerk compensation be obtained for BOS discussion at their December meeting.

Mr. Bishop made a motion to table the discussion on compensation for Board and Commission Clerks to the 12/5/11 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

FEMA Reimbursement Update - Gene Cieri

Mr. Cieri thanked the Department Heads and Finance Department for their assistance on the FEMA reimbursement project. The \$400,000 account that was instituted to pay the "Irene" bills allows FEMA to determine exactly how the money is being spent. FEMA is reimbursing the town 75% of the amount submitted. Thus far, \$114,018.81 and \$71,375.45 have been submitted. Of those amounts, only \$3,995.00 was not reimbursed (total "ballpark" reimbursement figure: \$139,045.69).

Mr. Cieri has also identified other reimbursable expenses including generator usage costs of \$16,876.00. He expects that approximately \$12,657.00 will be reimbursed for generator expenses. Also, approximately \$2,758.05 is expected for Fire Department reimbursement.

Mr. Cieri has a meeting scheduled on Friday, November 18, 2011 with Mr. Bob Burt, Westbrook's FEMA representative to discuss BOE submissions.

Mr. Cieri reported that Westbrook is ahead of schedule for FEMA submission. A complete copy of the FEMA package will be given to Selectmen and Finance offices. This documentation must be kept for 3

years. Mr. Cieri outlined the steps for reimbursement to include: submission to FEMA, Federal Government review, the Federal Government will submit a check to the State and the State will distribute the funds. He expects that Westbrook should receive two to three checks within two to three months.

Mr. Cieri reported that any work to be completed in the spring is eligible for reimbursement. He has done a walkthrough of the beach parking lot with Mr. Riggio and Mr. Burton.

Mr. Urban commented Mr. Cieri has done an excellent job on the complicated and time consuming task of submitting documentation to FEMA.

Revisit Bidding Ordinance

Comments received from various individuals regarding the Draft Bidding Ordinance were distributed to the BOS.

Mr. Urban suggests that the comments received be incorporated into the document and distributed accordingly.

Mr. Ehlert made a motion to table discussion on the Bidding Ordinance to the 12/5/11 BOS meeting. Mr. Hall seconded the motion. The motion passed unanimously.

Menunketesuck Road –Possible Name Change

Documentation pertaining to a potential name change to Menunketesuck Road was included in the BOS packet.

Ms. Parulis, Planner, suggests soliciting input from Emergency Services, legal, Traffic Authority, and property owners regarding the possible name change and date for a public hearing.

Request for Additional Constable

Mr. Bishop reported that after additional conversations with Trooper Hart he recommends hiring one additional Constable. Mr. Urban commented that this does not require an appropriation as 6 Constables are currently budgeted for.

Mr. Ehlert made a motion to hire an additional Constable as recommended. Mr. Hall seconded the motion. The motion passed unanimously.

Set Agenda for Town Meeting

Nancy Rudek, ZEO, reported that an increase in zoning fees is necessary due to new flood regulations requiring additional outside professional services. The new fees would be effective 1/1/12.

Mr. Ehlert made a motion to approve the Zoning Fees as presented and forward to a Town Meeting scheduled 12/8/11 from 7:00 to 7:30 p.m. Mr. Bishop seconded the motion. The motion passed unanimously.

Ms. Parulis, Planner, reported that the printing costs (\$25) associated with the Plan of Conservation and Development need to be added to the ordinance. This document is also available online.

Mr. Ehlert made a motion to forward the \$25 Plan of Conservation and Development printing fee to the Town Meeting scheduled 12/8/11 from 7:00 to 7:30 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Review of Next Steps for Charter

A BOS Special Meeting Agenda to discuss the proposed Charter has been scheduled for 11/17/11 at 7:00 p.m.

John Ferrara, Chairman of Charter Commission, reported that this meeting will provide an opportunity for the Charter Commission to answer BOS questions and offer clarity. The Charter Commission will also provide a timeline for the process moving forward from the Public Hearing.

2012 BOS Meeting Schedule

A copy of the proposed 2012 BOS meeting schedule was included in the BOS packet. Mr. Bishop suggested amending the proposed 2/23/12 meeting to 3/1/11 to accommodate February vacation scheduled in the school district.

Mr. Hall made a motion to approve the 2012 BOS meeting schedule as discussed. Mr. Bishop seconded the motion. The motion passed unanimously.

Please note the 2012 BOS schedule as follows:

Monday, January 9, 2012	3:30 p.m.		
Thursday, January 26, 2012	7:00 p.m.		
Monday, February 13, 2012	3:30 p.m.		
Thursday, March 1, 2012	7:00 p.m.		
Monday, March 12, 2012	3:30 p.m.		
Thursday, March 22, 2012	7:00 p.m.		
Monday, April 9, 2012	3:30 p.m.		
Thursday, April 26, 2012	7:00 p.m.		
Monday, May 14, 2012	3:30 p.m.		
Thursday, May 24, 2012	7:00 p.m.		
Monday, June 11, 2012	3:30 p.m.		
Thursday, June 21, 2012	7:00 p.m.	(3 rd Thursday)	
Monday, July 9, 2012	3:30 p.m.		
Thursday, July 26, 2012	7:00 p.m.		
Monday, August 13, 2012	3:30 p.m.		
Thursday, August 23, 2012	7:00 p.m.		
Monday, September 10, 2012	3:30 p.m.		
Thursday, September 27, 2012	7:00 p.m.		
Monday, October 15, 2012	3:30 p.m.	(3 rd Monday)	Columbus Day Holiday
Thursday, October 25, 2012	7:00 p.m.		
Monday, November 19, 2012	3:30 p.m.	(3 rd Monday)	Veteran's Day Holiday
Thursday, November 29, 2012	7:00 p.m.	(5 th Thursday)	Thanksgiving Holiday
Monday, December 10, 2012	3:30 p.m.		
Thursday, December 27, 2012	7:00 p.m.		

These meetings are held in the Multi Media Room.

Appropriations

Mr. Ehlert made a motion to rescind the following motion made at the 10/27/11 BOS meeting.

"Mr. Ehlert made a motion to approve \$6,600 from the Contingency Fund to install the appropriate connections to allow the current generator (located at the Town Hall) to fully operate the Town Hall building. Mr. Hall seconded the motion. The motion passed unanimously."

and approve a new appropriation of \$8,000 from the Capital Non Recurring Building Account to be used for town hall generator transfer switches. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Baker reported that upon completion of this project, the generator will accommodate the entire Town Hall.

Bills/Invoices - none.

Treasurer's Report

A conference call is scheduled for 11/21/11 @ 2:30 p.m. regarding the refinancing of bonds. It is expected that the refinancing will be finalized the week after Thanksgiving and delivery of bonds by 12/15/11.

Mr. Urban reported that the audit should be concluded by the December BOF meeting.

Appointments/Resignations

Mr. Hall made a motion to appoint Robert Mathis to the Senior Center Management Committee. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to appoint Mary Bonn to the WPCC. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Ehlert made a motion to appoint Michael Polo to the Policy Advisory/Traffic Authority. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to accept the resignation from the Senior Center Management Committee submitted by Elizabeth Streeto. Mr. Hall seconded the motion. The motion passed unanimously.

Director of Finance Report

Documentation pertaining to the Use of Contingency Funds was included in the BOS packet.

Mr. Hall made a motion to adopt Financial Policy #3: Contingency as presented and forward to BOF. Mr. Ehlert seconded the motion. The motion passed unanimously.

Update on Budget Process

Documentation on the budget process was included in the BOS packet. A meeting to review the budget process, answer questions and obtain input is scheduled for Thursday, November 17, 2011 @ 2:00 p.m.

First Selectman's Report

A pre-construction meeting with the DOT regarding the train station is scheduled for November 15, 2011 at 10:00 a.m. Mr. Bishop, Ms. Parulis and Mr. Riggio will attend this meeting.

Mr. Bishop reported that a Town Garage meeting is scheduled this evening. Westbrook is awaiting a response from Clinton regarding architectural estimates for updating the current animal shelter in Clinton.

Mr. Urban commented that there is no requirement to do the animal shelter project within the constraints of the town garage project. The animal shelter is proposed to be a free standing facility and can be a separate project not subject to prevailing wages.

Approval of Minutes Approval of Minutes

Mr. Hall made a motion to approve the meeting minutes from the BOS meeting dated 10/27/11. Mr. Bishop seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 5:00 p.m. Mr. Ehlert seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman

