

Westbrook Board of Selectmen

REGULAR MEETING

Monday, June 13, 2011

Mulvey Municipal Center, 866 Boston Post Road, Westbrook

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:42 p.m.

A quorum was established with the following Board members present: First Selectman Bishop, Selectman Hall and Selectman Ehlert (arrived at 3:44 p.m).

Also present: members of the Library Board of Directors, Park & Rec Board, New Haven Register representative and members of the public.

BUSINESS

Plane Crash – Friday, June 10, 2011

Don Izzo, Westbrook Emergency Management Director, reported that on Friday, 3:00 p.m. a private airplane crashed in Westbrook. Mike Jenkins was able to locate the crash site. For 48 hours the Town Emergency Services and Fire Department worked with the NTSB and FAA. These federal and state agencies praised the professionalism of Westbrook Emergency Services.

Mike Jenkins, Fire Chief, reported that the recently purchased fire rescue tool was instrumental during this incident. The Fire Department has been practicing with the tool and Mike thanked the Town for allowing the Department to purchase the tool. The NTSB and FAA were also impressed with the tool's performance.

Emergency Management Radio Purchase

Don Izzo provided documentation for the purchase of two-way radio equipment. Mr. Izzo reported that new equipment is necessary due to new FCC regulations, effective next year. The current equipment is not compliant with the new standards. This equipment will be used for Emergency Management, schools, public works, constables and will interface with the fire department radio equipment.

Mr. Bishop made a motion to recommend to the BOF an appropriation in the amount of \$18,476.60 for the purchase of two-way radio equipment as requested by Westbrook Emergency Management. Mr. Hall seconded the motion. The motion passed unanimously.

POCD

At the request of the Town Planner, this discussion was tabled.

Historic Document Preservation Grant – Joan Angelini

Ms. Angelini reported that this grant will enable the Town Clerk to continue the back file conversion of land records. No municipal funds are required for this grant.

Mr. Hall resolved that Noel Bishop, First Selectman of Westbrook is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant. Mr. Ehlert seconded the motion. The motion passed unanimously.

Community Center Feasibility Study – Final Report – Jay Sheehan, W&C - Copies of the W&C report are available in the Selectmen's Office.

Mr. Bishop reported that no action will be taken on this item at this time.

Mr. Sheehan reported that Woodard & Curran was contracted to develop an independent analysis on the feasibility of a Community Center in Westbrook. Parameters of the study included:

1. Determine need
2. Understand existing conditions of Park and Rec, space availability
3. Investigated potential locations – town owned and non-town owned
4. Funding options
5. Inform the public

A Public Hearing was held to solicit feedback. Woodard & Curran spoke with the schools, YMCA, and town departments and determined that there is not adequate space for recreational activities.

While the Park and Rec programs are well attended, more families would participate if there was adequate space for additional programming. Mr. Sheehan reported that their research clearly indicates a need for such a facility in Westbrook.

After reviewing several potential Community Center locations (Armory, old library, old Turnpike Wreckers, high school, Riggio building and land fill), it was determined that the basement at the Westbrook library would be a viable site for a Community Center. The W&C report recommends two options; potential space in the Westbrook Library basement and a stand-alone building at an approximate cost of \$1.5 million.

Capital Costs to renovate the library basement were estimated to be \$239,000 and would include carpeting, sheet rock, hvac improvements, and plumbing improvements. Funding options for renovation included CDBG Grants, STEAP Grants, Foundation support, Westbrook Capital Fund, private donations and town funds. Additional revenue generated from the Community Center would also offset costs.

The W&C report proposes use of the library basement as a Community Center on an interim (3 year) basis. After 3 years, the Town would re-visit the effectiveness of the Center and determine next steps. If successful, a new stand alone property or move might be warranted. If not successful, the renovated space would be available for library use.

The W&C report also recommends that the Town pursue partnering opportunities with the YMCA and develop a system for scheduling and coordinating space at the school.

Mr. Ehlert commented that the Armory may be an option. Mr. Sheehan responded that the Armory is a federally owned, functioning Armory and was not an option. Mr. Annino responded that space at the schools for Park & Rec is limited and gym time is usually only available after 7 p.m.

Ms. Kathleen Cietanno, Chairman Westbrook Public Library Board of Trustees, expressed concern that the Library Board has not been involved in the process. At their next Library board meeting (July 12) the Board will review the W&C report and provide more feedback. At this point, they are not ready to comment. She continued that this type of facility has never been in their long range plan for the space and is not compatible with their vision for library use.

A Library Board member commented that a large portion of the area is necessary for storage. Also, a separate bathroom facility would be required.

Mr. Kriete expressed concern that there are empty buildings throughout the Town. The Library area proposed was just handed over for 5 years to a private group. He continued that this Community Center will not break even financially. The proposal was originally put forth as a Teen Club and now has "morphed" into a Community Center.

Mr. Kriete commented on the success of the Old Saybrook facility and noted that the location is in close proximity to the Middle School. He continued that it would be difficult to transport children to the proposed location.

Ms. Gina Fifield questioned the timeline for a facility. Mr. Bishop responded that no timeline or commitment has been set forth. Ms. Fifield suggested that the Town investigate the potential of rented space for a Community Center.

Tony Cozza commented that it is important that the Library Board has an opportunity to review and digest the information presented. He questioned the potential for grant funding. Mr. Sheehan responded that the Town would be eligible for funds through several grants. Use of grants could potentially fund a renovation at the library at no cost to the Town.

Dave Perago, Coach and parent, commented there is a substantial need for this space for all children, not just teens. Gym time and field time is limited and difficult to schedule through the schools.

Joel Maynard questioned the type of space needed.

Mr. Sheehan reported that the type of space needed is an area with teen center, foosball, pool tables, Wii/video games, multi-purpose space (aerobics, light sports), and study space.

Mr. Maynard suggested that other areas in the schools (cafeteria, classrooms) could be better utilized.

Rich Annino reported that the school buses go to the Daisy school routinely and could be used to transport middle school/high school students to the library. He continued that there are several issues with using school space including: Park & Rec cannot use the school gym after school but usually must wait until 8:00 p.m., Park & Rec can only use the Daisy gym a couple of days a week and must share the space with Vista, and Park & Rec pays a premium for custodial staff at schools. He added that the school gyms are not consistently available. There is a need for a safe haven for kids. A Library and Community Center go hand in hand. The longer we wait for a project, escalation costs rise.

Lew Daniels, Librarian, reported that not all of the space would be available and it would be difficult to play any sports in the area. Much of the basement is needed for storage and a Community Center is not consistent with the library's long range plan for the space. Lew also suggested that the Town rent space for a Community Center.

Marilyn Maynard questioned supervision and maintenance/cleaning of such a facility. Mr. Sheehan responded that Park & Rec would re-locate and supervise the site (library basement).

Mr. Bishop suggested that the Library Board review the document and report to the BOS.

Mr. Ehlert reported that there is the need for an accurate inventory of space throughout the Town and school buildings. He added that partnering with the YMCA should be explored further.

Mr. Bishop, Mr. Annino and Ms. Wysocki will schedule a meeting to discuss spacing and scheduling at the schools.

Mr. Bishop made a motion to table the discussion and report presented by Mr. Sheehan until more information from the Library Board is provided and a space inventory is completed. Mr. Hall seconded the motion. The motion passed unanimously.

Community Center Appropriation

Mr. Bishop made a motion to recommend to the BOF an appropriation in the amount of \$1,900 as requested by Woodard & Curran for additional efforts with regard to the Community Center Feasibility and Financial Analysis. Mr. Hall seconded the motion. The motion passed unanimously.

Review of Deputy Fire Marshall Compensation

A letter from Atty. Wells dated 6/2/11 was included in the Board's packet. Mr. Wells recommends that the Deputy Fire Marshal cannot serve on the BOF as the Fire Marshal position is a paid position.

Mr. Bishop reported that Mr. Pytlik would like to remain a Deputy Fire Marshal, as a volunteer. Further clarification from Atty. Wells is needed to determine if it is appropriate that Mr. Pytlik volunteer as a Deputy Fire Marshal.

Proposed Zoning Fees

A copy of the proposed Zoning Fee Schedule (application fees) was included in the BOS packet. Nancy Rudek, ZEO, reported that the new Storm Water Regulations call for more extensive plan review. Additional fees have been added due to impervious surface plan review. Final approval of the new fee schedule will require a Town Meeting.

Ms. Rudek reported that recent legislation regarding Storm Water Management did not pass.

Mr. Kriete suggested that this may be an opportunity to review the fees in all Land Use Departments. Mr. Bishop agreed and suggested Ms. Rudek discuss fees with all applicable Land Use Departments.

Appropriations

Mr. Bishop made a motion to recommend to the BOF an appropriation in the amount of \$3,000 to enable the BOE to obtain an RFP for boiler replacement at the high school. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to recommend to the BOF an appropriation in the amount of \$2,950.00 from acct. #101-0-951 for the installation of a propane tank for the Sr. Center. Mr. Ehlert seconded the motion. Discussion followed: Mr. Hall commented that this amount appeared high. Mr. Bishop responded that the figures will be carefully monitored.

The motion passed unanimously.

It has been determined that Kim Riggio, a municipal employee, has been paying an insurance premium that was not necessary since her husband, John Riggio, Westbrook Director of Public Works, is enrolled in a family plan. Mr. Urban thoroughly reviewed the costs associated with these payments and based on this review, the following motion was adopted:

Mr. Bishop made a motion to approve a refund of \$3,629.30 in health insurance fund payroll deductions to Ms. Kim Riggio. Mr. Hall seconded the motion. The motion passed unanimously.

Proposal for New Financial Software – Andrew Urban

A Business Case for the Implementation of the Unifund BudgetSense System, prepared by Mr. Urban was included in the Board's packet.

Mr. Ehlert questioned the use of recently purchased modules from BMSI. Mr. Urban responded that the Cash Module has never worked properly (BMSI representatives continue to "work on the problems") and the Fixed Asset Module was never implemented. Mr. Urban does not intend to renew the licenses with BMSI. The Finance Department continues to use the software installed by the previous auditor since he is unable to produce the necessary financial reports utilizing the BMSI system. It is anticipated that the BudgetSense System will save time for the auditors as well as the Finance Department staff.

Mr. Urban reported that he is impressed with the BudgetSense system and recommends a 5 year lease for the Unifund BudgetSense System. This system is currently used in the Westbrook Schools.

Mr. Urban clarified the HR component of the BudgetSense system. The new system will have HR information stored in one location. This feature will be an asset during the budgeting cycle.

Funding information for the proposed BudgetSense system was included in Mr. Urban's proposal. Mr. Urban has discussed this proposal with the BOF Chairman. Previous funds will be used to purchase hardware.

Mr. Hall made a motion to authorize First Selectman Bishop to sign the lease agreement for the financial software presented. Mr. Ehlert seconded the motion. The motion passed unanimously.

Copier Lease

Mr. Urban reported that he has met with Konica-Minolta representatives to replace six existing machines and add four more machines to a new 48 month lease. The cost is an additional \$96 per month than our current cost. Konica-Minolta agrees to waive remaining lease payments and costs associated with removing old equipment.

Mr. Ehlert made a motion to authorize First Selectman Bishop to sign the lease with Konica-Minolta effective 7/1/11. Mr. Hall seconded the motion. The motion passed unanimously.

Appointments/Resignations

Mr. Hall made a motion to appoint Kathleen Kelemen to the Board of Fire Commissioners as an Alternate. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to appoint Michelle Neri to fill a vacancy on the BAA. Mr. Ehlert seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to accept the resignation of Chris Ehlert from the Zoning Commission, effective immediately. Mr. Hall seconded the motion. The motion passed unanimously.

Adjournment

Mr. Bishop made a motion to adjourn the meeting at 5:42 p.m. Mr. Ehlert seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Clerk

Noel Bishop
First Selectman