

WESTBROOK BOARD OF SELECTMEN  
SPECIAL MEETING  
Thursday, January 26, 2012  
Multi-Purpose Room  
Mulvey Municipal Center

CALL TO ORDER

Mr. Bishop called the meeting to order at 7:37 p.m. Those in attendance included: Selectman John Hall, Selectman Chris Ehlert, Barbara Lupa, Andrew Urban, Meg Parulis, Paul Connelly, Becky Coffey and Marilyn Ozols and Jane Butterworth.

REQUEST FROM REGISTRAR

Information from the Registrar regarding the creation of an emergency contingency plan, per the Secretary of State, was included in the BOS packet. This information included an emergency evacuation plan during an election, incompetence in performance plan, disruptive person plan, voting machine malfunction plan and ballot plan.

Barbara Lupa, Registrar, reported that all appropriate, responsible parties will be made aware of these plans.

Chris Ehlert commented that these plans should be updated annually.

**Mr. Bishop made a motion to approve the Emergency Contingency Plan as presented and submit same to the Secretary of State. Mr. Hall seconded the motion. The motion passed unanimously.**

REQUEST FOR APPROPRIATION

Aerial Buy Up Program

Ms. Parulis updated the BOS on an Aerial Buy Up Program offered by the State. The towns of Old Saybrook, Old Lyme and Essex, in addition to Westbrook plan to participate in the program. Board of Finance approval is necessary for participation in this program. The estimated cost for Westbrook is \$11,930.00; however, Ms. Parulis reported that if Essex or Old Lyme are unable to make the commitment, the cost to Westbrook could increase to \$13,720.00. Ms. Parulis continued that the price may come down if additional towns participate.

**Mr. Hall made a motion to approve a Capital Appropriation Request in an amount up to \$13,720.00 for the Aerial Buy Up Program and forward to the BOF. Mr. Ehlert seconded the motion. The motion passed unanimously.**

Charter Commission Appropriation

At the request of the Board of Selectmen, the Charter Commission requested a quote from Attorney Mednick for an opinion letter. Mr. Mednick estimated that such a letter would take no more than 4 hours to develop. Mr. Ferrara, Chairman of Charter Commission, felt 5 hours @ \$200.00 per hour (\$1,000 total) would be an appropriate request.

In order to pay the bill in a timely manner and avoid the need for a Town Meeting due to this second request for an appropriation, the Charter Commission suggested that BOS appropriate the additional funds out of the Selectmen's account. The Charter Commission has empowered Mr. Ferrara to approve an amended retainer letter provided that the BOS wishes the Charter Commission to pursue the opinion letter.

Mr. Bishop reported that the BOS previously approved a \$500 additional appropriation for legal expenses. Mr. Ferrara commented that this additional \$1,000 request is for the opinion letter only. He continued that no additional request would have been necessary had the BOS not requested the opinion letter. Attorney Mednick's bill states that he devoted 8 hours over what the retainer letter authorized and did not charge for these additional 8 hours.

Mr. Hall feels that an opinion letter from Attorney Mednick is appropriate as suggested by Attorney Wells.

Mr. Ehlert questioned the need for an opinion letter from Attorney Mednick. He was unfamiliar with the process of an attorney offering an opinion letter on his own work.

There was discussion regarding having Attorney Mednick be present at the BOS meeting scheduled 1/30/12.

The BOS along with Mr. Urban, Director of Finance, discussed the methods available to appropriate additional funds.

**Mr. Hall made a motion to rescind the following motion made at the January 9, 2012 meeting:**

**“Mr. Hall made a motion to approve the \$500 request from the Charter Commission and forward Attorney Mednick’s contract to Attorney Wells for review. Chris Ehlert seconded the motion. The motion passed with Mr. Bishop voting no.”**

**Mr. Bishop seconded the motion. The motion passed unanimously.**

**Mr. Ehlert made a motion to approve the \$1,500 request of the Charter Commission, transfer the funds from account #010-9990-9991-3000 to account #010-0118-1183-0234 and forward request to the BOF. Mr. Hall seconded the motion. The motion passed unanimously.**

#### APPOINTMENTS/RESIGNATIONS

First Reading: Preston Pope – R – Harbor Commission alt.

**Mr. Bishop made a motion to appoint Evan Cusson to the Harbor Management Commission. Mr. Hall seconded the motion. The motion passed unanimously.**

#### DIRECTOR OF FINANCE REPORT

Mr. Urban reported that the audit has been completed and the budget is under way. The FEMA application, as a result of Hurricane Irene, is nearly completed. Approximately \$150,000 is expected to be received in stages.

Budget workshops are scheduled for February 2<sup>nd</sup> and 9<sup>th</sup>. When completed, the budgets will be forwarded to the BOF.

#### TREASURER’S REPORT

Ms. Butterworth reported that the consolidation of accounts is in process.

#### MINUTES

**Mr. Hall made a motion to approve the meeting minutes from the BOS meeting dated January 9, 2012 as presented. Mr. Ehlert seconded the motion. The motion passed unanimously.**

Mr. Bishop reported that the Special Joint Meeting between the Charter Commission and the BOS was inadvertently not taped. However, extensive minutes were taken, nearly verbatim.

Mr. Bishop thanked everyone for their participation in this evening’s Leadership Meeting. A draft report will be sent tomorrow, Friday, January 27, 2012.

Dr. Charles, Superintendent and Trooper Hart will submit documentation regarding a \$10,000 grant.

The BOS discussed the format of the public participation at BOS meetings. The current format will remain.

#### ADJOURNMENT

**Mr. Bishop made a motion to adjourn the meeting at 8:20 p.m. Mr. Hall seconded the motion. The motion passed unanimously.**

Respectfully Submitted,

Attest,

Suzanne Helchowski

Noel Bishop

Administrative Assistant

First Selectman