

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Tuesday, January 08, 2019
Multi-Media Room
Mulvey Municipal Center

CALL TO ORDER

First Selectman Bishop called the meeting to order at 3:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectwoman Labbadia, Donna Castracane, Director of Finance, Paul Connelly, Chairman BOF, Tony Cozza, BOF member, Heidi Wallace, Inland Wetland Official, Eric Knapp, ZEO, John Riggio, Director of Public Works, Marilyn Ozols, Planning Chairman, Jim Crawford, Registrar, and Jeff Kriete.

OPEN SPACE GRANT APPLICATION – TOBY HILL ASSOCIATES

As previously discussed, Toby Hill Associates has expressed interest in selling property to the Town to be used as Open Space. Ms. Wallace, Inland Wetland Official, attended the State's Open Space Grant Seminar. Two appraisals on the property are necessary per the grant application. The BOS previously approved up to \$4,000 to fund one of the appraisals and Toby Hill and Associates has funded the second appraisal. The Planning Commission and the Conservation Commission support the grant application. Upon receipt of both appraisals, Ms. Wallace, with the support of the BOS, will submit an Open Space Grant application to the State of Connecticut. If awarded the grant, the Town would also be required to provide a portion of the funding for the purchase of the property. Any such expenditure of funds would require approval at a Town Meeting.

AWARD OF FIELDS MAINTENANCE CONTRACT

The Town recently went out to bid for field maintenance for both the school and Town properties. The 2 bids received were opened on 12/17/18. The results of the bid opening were included in the BOS packet.

Mr. Riggio reviewed the bids received from Tower Landscaping and Diamond Landscaping. He recommends that Diamond Landscaping be awarded the contract (the "season" runs from March to December). Mr. Riggio has completed reference checks on Diamond Landscaping. The figures offered by Diamond Landscaping match Greenscapes' (the prior contractor) pricing. Mr. Riggio reported that Diamond Landscaping is confident in the figures included in their bid.

Mr. Kriete suggested that the contract include a "negotiation clause" outlining the use of an arbitrator in the event of a conflict with the contractor.

Mr. Hall requested clarification on the length of the contract and that an "escape" clause be added to the contract.

Mr. Bishop made a motion to approve the bid received from Diamond Landscaping subject to comments from the Board of Education and final review by the Town Attorney. Ms. Labbadia seconded the motion. The motion passed unanimously.

The above suggestions will be forwarded to Attorney Wells as he develops the contract. Mr. Bishop reported that school personnel have reviewed the bids and the BOE meets this evening to discuss same.

Formal action on the contract will be made at the 1/24/19 BOS meeting.

STATUS OF CME CONTRACT

The contract with CME relative to Planning services expired 12/31/18. CME provided a status report to the First Selectman, Planning Chair, EDC Chair and P&Z and Development Coordinator, Mr. Knapp, on the three grant projects currently in progress for the Town.

Ms. Ozols, Planning Chairman, reported CME was able to get the Town extensions until December 2019 on the Brownfields and STEAP grants. Ms. Castracane, Finance Director, reported that the Finance Office will be able to "close out" the STEAP grant.

Further discussion regarding the appropriate grant protocol and grant management will be discussed during the budget process.

STATUS OF LYNNE ROAD BRIDGE

To date, all of the requested grant paperwork relative to the Lynne Road replacement has been forwarded to the State of Connecticut. It is anticipated that the project will go out to bid within the next several weeks with construction to begin in the Spring. Mr. Hall commented that all tree work must be completed prior to April 1 to accommodate the habitat of bats. Mr. Hall stressed the importance of contacting the schools in both Westbrook and Essex regarding the project.

Ms. Castracane reported that the BOF will discuss financing options (short term notes or fund balance) at their next meeting.

UPDATE ON CONNECTIVITY GRANT

The Town was awarded a Connectivity Grant in the amount of \$200,000 to complete sidewalks from train station into the Town Center. Engineering costs (\$25,000 in Capital) related to the project are the responsibility of the Town.

Mr. Knapp is currently coordinating quotes for the engineering work required to facilitate the project. The BOF will discuss this item further at their next meeting.

Mr. Riggio reported that he has reviewed the scope of the work and feels that some of the sidewalk work may be able to be completed less expensively "in house". Any funds saved by performing the work "in house" may be able to be used for sidewalks elsewhere in the Town. Any change to the scope of the project would need approval from the State.

Ms. Ozols commented that the engineer would be responsible for obtaining any Encroachment Permits necessary for the project. Also, when the project goes out to bid, the Town may be a bidder on the project.

To date, the State has not yet sent to the Town the Commitment to Fund letter.

UPDATE FROM ENERGY COMMITTEE - no report.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

John Hall made a motion to appoint Christopher Bazinet, R, to the Conservation Commission. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to appoint Matt Schenck, R, as an alternate member of the ZBA. Mr. Hall seconded the motion. The motion passed unanimously.

Ms. Labbadia made a motion to appoint Jackie Lyman, R, as an alternate member of the ZBA. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to appoint Hiram Fuchs, D, to the Town Center Revitalization Committee. Ms. Labbadia seconded the motion. The motion passed unanimously.

APPROPRIATIONS/CONTINGENCY TRANSFERS

The Basic Needs Task Force (Tony Cozza, Jim Crawford, Andy Schatz) has worked diligently to raise funds for a School to Career Counselor/ALICE Coordinator. Many local businesses have contributed funds for this position and the Westbrook schools are willing to fund the benefits portion of the position.

Mr. Bishop made a motion to approve, and forward to the BOF for further action, the amount of \$3,000 from Contingency to support the Basic Needs Task Force School to Career Counselor. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes of the 12/11/18 BOS meeting. Ms. Labbadia seconded the motion. The motion passed unanimously.

Ms. Labbadia made a motion to approve the minutes of the 12/14/18 BOS meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

The BOS and BOF budget meeting schedule was distributed and the budget books will be available the week of 1/14/19.

Union negotiations begin next week. Mr. Bishop and Attorney Jiran will represent the Town during the negotiations.

Mr. Bishop reported on the recent rash of car break-ins in Westbrook and surrounding communities. RiverCOG has been discussing the matter and several towns are considering the purchase and posting of signs reminding individuals to lock their cars, take their belongings, etc.

EXECUTIVE SESSION

Mr. Bishop made a motion to go into Executive Session at 3:43 p.m. for the purpose of a personnel matter (six month review - Land Use Tech.). Mr. Hall seconded the motion. Invited into the Executive Session: Attorney Jiran, Labor Counselor. The motion passed unanimously.

Mr. Knapp, ZEO, entered the Executive Session at 4:18 p.m.

Regular Session resumed at 4:30 p.m.

No action taken.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 4:31 p.m. Ms. Labbadia seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman