

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK
BOARD OF SELECTMEN
Special Meeting
Tuesday, February 19, 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, Paul Connelly, BOF Chairman, Donna Castracane, Director of Finance, Bob Hagemeister, Chairman Board of Fire Commissioners, John Riggio, Director of Public Works, Lee McNamar, Eric Knapp, ZEO, Tony Marino, Chairman Zoning, Tony Cozza, BOF member, David Maiden, Building Official, Jill Brainerd, Facilities, Kimberly Bratz, Tax Collector, Sonia Marino, Director of Health, Peter Schaumburg, Board of Fire Commissioners, Colleen Topitzar, Administrative Asst. Public Works, Shirley Mickens, WPCC Tech., Bonnie Hall, ZBA Chairman, and Jackie Ward, Youth and Family Services Director.

DISCUSSION OF STAFFING IN LAND USE

The revised job description for the full-time Asst. ZEO was included in the BOS packet.

Mr. Bishop made a motion to approve the revised job description for the full-time Asst. ZEO. The Union approved the job description with the understanding that, per their established recommendations regarding salary ranges, that the individual for this position not be paid more than \$23.00 per hour.

Further be it resolved that since the First Selectman has the day by day administrative responsibilities of the entire staffing in the Land Use Dept., the BOS, without a vote, will be involved in interviewing the candidates for the position.

The motion passed unanimously.

Mr. Marino, Zoning Chairman, commented that the above motion was a good step forward and he had no reservations regarding the BOS participation in the process.

Part-time Administrative Assistant I– Land Use

The BOS will discuss the posting of the Administrative Assistant I for the Land Use Department at the 2/21/19 BOS meeting.

REVIEW COMPENSATION FOR PLANNING, ZONING AND DEVELOPMENT COORDINATOR

Mr. Bishop reported on the process to determine the compensation for the Planning, Zoning and Development Coordinator. The Zoning Enforcement Officer (ZEO) was hired in July 2018 at a salary of \$63,038.00. Additional responsibilities were added to the position and the ZEO position was changed to the Planning, Zoning and Development Coordinator at a salary of approximately \$70,000.00. After further consideration and discussion the BOS increased the salary to \$72,000.00 per year.

MUNICIPAL ADVISORY AGREEMENT

Ms. Castracane reported that IBIC, the Town's financial advisors, has merged with Hilltop Security. The revised contract has been reviewed by Attorney Wells.

Mr. Hall made a motion to authorize First Selectman Bishop to sign the agreement with Hilltop Securities, on behalf of the Town, as presented. Ms. Labbadia seconded the motion. The motion passed unanimously.

STATUS OF KIRTLAND LANDING PROJECT

The Ad Hoc Committee has interviewed 3 engineering firms and will request proposals for the Kirtland Landing project from two firms.

Mr. Hall made a motion to accept a grant from the United States Fish and Wildlife Service in an amount up to \$160,100.00 and hereby appropriates the sum of \$36,600 from the Unappropriated Fund Balance to Kirtland Landing Project for the purpose of performing Preliminary Engineering for the Kirtland Landing Project, and hereby authorizes the First Selectmen to execute such documents as may be

necessary to accept said grant and receive such funds and forward to the BOF and Town Meeting for further action. Ms. Labbadia seconded the motion. The motion passed unanimously.

Note that the BOF took action on this item at their 2/13/19 meeting.

POSSIBLE ACTION ON SALE OF TAX LIENS

As previously reported the Town has received an offer to purchase the Municipal Tax Liens on the 88 Pond Meadow Road property. Pond Meadow Road, LLC has offered \$65,161.53 to purchase the liens. Ms. Bratz, Tax Collector, reported that the figure offered is the amount owed by the current owner of the property, including interest.

Any future project at the property must go through the appropriate Zoning and Land Use protocols.

Mr. Hall made a motion to accept the offer received from Pond Meadow Road, LLC to purchase the municipal tax liens on the 88 Pond Meadow Road property in the amount of \$65,161.53 and forward to a Town Meeting for further action. Ms. Labbadia seconded the motion. The motion passed unanimously.

ACCEPTANCE OF ROCKFALL FOUNDATION GRANT

Ms. Labbadia made a motion to accept the Grant from the Rockfall Foundation in the amount of \$3,465.00 for work to be performed at the Town Center parking lot. Mr. Hall seconded the motion. The motion passed unanimously.

SET DATE FOR TOWN MEETING

Mr. Bishop made a motion to set the date for a Town Meeting on 3/11/19 @7:00 p.m. John Hall seconded the motion. The motion passed unanimously.

REPORT FROM ENERGY COMMITTEE - no report.

FINALIZE BOS BUDGET -The BOS scheduled a Special Meeting on 2/21/19 @ 3:00 p.m. to finalize the municipal budget.

APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS

First reading – Vincent Gentile – D – Retirement Board

First reading – Molly Bernstein – D – Conservation Commission

Mr. Bishop made a motion to accept the resignation of Bob Furno from the Planning Commission. Mr. Hall seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Hall made a motion to approve the minutes from the 1/24/19 BOS meeting as presented. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 1/29/19 BOS meeting as presented. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to approve the minutes from the 2/5/19 BOS meeting as amended. Ms. Labbadia seconded the motion. The motion passed unanimously.

Note: The Police Budget should be \$739,297.00.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported:

- The permit has been received relative to the dredging of the Patchogue River.
- The Open Space Grant application was submitted regarding the Toby Hill property.
- The status of the consultant for the two-way radio project will be discussed at the 2/21/19 BOS meeting.

BUDGET PRESENTATIONS

All budgets will be presented to the BOS and a final vote on the budget will occur following all presentations. When each department budget is discussed, any recommended changes will be adjusted at that time. Each Department Head and the BOS will be in general agreement of their line item budgets pending a final vote by the BOS following all budget presentations.

Public Works

Mr. Riggio, Director of Public Works, outlined his request for staffing and provided background information on same.

Mr. Bishop made a motion to approve the Public Works budget in the amount of \$1,409,315.00. Mr. Hall seconded the motion. The motion passed unanimously.

Facilities

Ms. Brainerd reported that Public Works' staff (John Cain) has been instrumental in assisting with maintenance at town buildings; thus saving the town considerable money.

Mr. Hall made a motion to approve the Facilities budget in the amount of \$302,211.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

Planning, Zoning, Development

Mr. Bishop reported on the staffing in the Land Use Department. The BOS discussed requests for engineering services in the Land Use budget and agreed that all engineering will continue to be under the direction of the First Selectman.

Ms. Labbadia made a motion to approve the Planning, Zoning and Development budget in the amount of \$220,623.00. Mr. Hall seconded the motion. The motion passed unanimously.

ZBA

Mr. Bishop made a motion to approve the ZBA budget in the amount of \$18,554.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

Conservation

Mr. Bishop made a motion to approve the Conservation budget in the amount of \$20,725.00. Mr. Hall seconded the motion. The motion passed unanimously.

IWWC

Mr. Bishop made a motion to approve the IWWC budget in the amount of \$63,863.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

Building Official

Mr. Hall made a motion to approve the Building Official budget in the amount of \$138,340.00. Mr. Bishop seconded the motion. The motion passed unanimously.

Harbor Commission

Mr. Hall made a motion to approve the Harbor Commission budget in the amount of \$12,200.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

Health

Mr. Hall made a motion to approve the Health Department budget in the amount of \$166,158.00. Mr. Bishop seconded the motion. The motion passed unanimously.

WPCC

Mr. Bishop made a motion to approve the WPCC budget in the amount of \$60,951.00. Mr. Hall seconded the motion. The motion passed unanimously.

Fire Marshal

Mr. Bishop made a motion to approve the Fire Marshal budget in the amount of \$128,611.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

Membership/Dues

Mr. Bishop made a motion to approve the Membership/Dues budget in the amount of \$17,729.00. Mr. Hall seconded the motion. The motion passed unanimously.

Grants

Mr. Bishop made a motion to approve the Grants budget in the amount of \$199,125.00. Mr. Hall seconded the motion. The motion passed unanimously.

Benefits

Mr. Hall made a motion to approve the Benefits budget in the amount of \$1,941,312.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

Capital contributions

Mr. Hall made a motion to approve the Capital Contributions budget in the amount of \$ 575,460.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

Municipal Insurance

Mr. Bishop made a motion to approve the Municipal Insurance budget in the amount of \$275,491.00. Mr. Hall seconded the motion. The motion passed unanimously.

Debt Service

Mr. Bishop made a motion to approve the Debt Service budget in the amount of \$2,510,763.00. Ms. Labbadia seconded the motion. The motion passed unanimously.

ADJOURNMENT

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

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman