

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
Special Meeting
Thursday, February 21, 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, Eric Knapp, ZEO, Tony Cozza, BOF member, David Maiden, Building Official, Kimberly Bratz, Tax Collector, Sonia Marino, Director of Health, Peter Schaumburg, Board of Fire Commissioners, Shirley Mickens, WPCC Tech., Don Izzo, EMD, Susan Izzo, Rich Annino, Director Park & Rec. Joan Angelini, Town Clerk, Lew Daniels, Library Director, and Carol Mullaney, Director of Nursing.

BUDGET PRESENTATIONS – Finalize Municipal Budget and forward to BOF for further action

Note, as agreed in the budget presentations with Department Heads, all Departments were invited to this final meeting of the BOS in the event of changes to the final budgets that may affect their respective budgets.

Ms. Castracane provided documentation on the status of the budget to date including changes (additions and deletions) made by the BOS during their review of the department budgets.

Mr. Bishop made a motion to forward a municipal budget in the amount of \$12,601,571.00(3.9% increase) to the BOF for further action, subject to final review by the Director of Finance. Mr. Hall seconded the motion. The motion passed unanimously.

The BOS discussed the possible use of the Fund Balance to lower the municipal budget to 2%. The BOS agreed that use of the Fund Balance to offset the budget was the decision of the BOF.

Mr. Hall made a motion to recommend that the BOF consider using \$200,000 from the Fund Balance to lower the municipal budget to approximately 2%. Mr. Bishop seconded the motion. The motion passed unanimously.

Ms. Castracane outlined the Capital Budget process. The Capital budget will be discussed by the BOS and the BOF in March.

REVIEW PROPOSED TWO-WAY RADIO INFRASTRUCTURE PROJECT

An e-mail dated 2/19/19 to the Board of Selectmen, Board of Finance and Board of Fire Commissioners, developed by First Selectman Bishop and outlining the timeline relative to the submission of documentation on the proposed two-way radio project, was included in the BOS packet (said documentation indicates that a proposed consultant at no cost was not able to proceed since information requested from Mr. Izzo was not received in a timely manner)

Mr. Bishop stressed the importance of the safety and well being of Westbrook residents and recommended that an outside consultant be retained (similar to the process used regarding the recent purchase of the Marine Patrol Boat) to thoroughly and objectively review the proposed parameters of the project. The consensus of the BOF and BOS was to hire an outside consultant to review the project.

Mr. Hagemeister encouraged the BOS to consider using Mr. Schaumburg, Board of Fire Commissioner, to review the proposal.

Mr. Izzo reported that the FCC license for the project expires in October 2019 and an extension may not be allowed. Without the license, the project cannot move forward. Mr. Bishop reviewed a conversation he had with Attorney Wells regarding the process for securing a consultant. The information should be posted on the Town's webpage and any inquiries would be forwarded to the First Selectman who would then report the information to the BOS. Mr. Bishop outlined the process for engaging a consultant including:

- BOS receipt of consultant credentials.
- BOS approval of funding for consultant
- BOF approval of funding for consultant

Mr. Bishop reported that the two-way radio project would be considered a Capital project. The Capital budget is currently being developed and will go to a Town Meeting for discussion in May. Funding for Capital projects will not be available until after July 1, 2019.

Mr. Bishop made a motion to approve up to \$9000 to generate a proposal from a consultant on the proposed Two-way Radio Infrastructure Project. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Izzo reported that if the project will not be funded by 4/1/19, the FCC license will be lost. If the project is to be re-started at a later date, consultant fees will be included in the cost estimates.

Mr. Hagemeister requested that a Special Town Meeting be scheduled as soon as possible to release current year Capital funds to proceed with this project (without the review of an outside consultant).

Mr. Izzo reported that if the project does not proceed before 4/1/19 and must go into the Capital Budget, the delay may cause an increase in cost estimates including fees for re-engineering the project.

Mr. Hall encouraged Mr. Izzo to re-submit the project in the Capital Budget. He suggested that if the project was “shovel ready” the FCC would likely re-new/extend the license.

Mr. Bishop reported that any consultant hired would meet with all appropriate parties.

REVIEW AND ANTICIPATED APPROVAL OF LAND USE ADMIN ASST.I POSITION

A copy of the Land Use Administrative Assistant I job description was included in the BOS packet. The job description will be changed to reflect that the individual reports to the Planning, Zoning and Development Coordinator (not the Town Planner).

Mr. Bishop made a motion to approve the Land Use Administrative Assistant I job description and post the position at 15 hours per week, not to exceed \$17.00 per hour. Mr. Hall seconded the motion. The motion passed unanimously.

Please note that the Planning and Zoning Departments may participate (without vote) in the interviewing of candidates.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 4:27 p.m. Ms. Labbadia seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman