

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
Board of Selectmen
Special Meeting
Thursday March 21, 2019
Multi-Media Room
Mulvey Municipal Center

CALL TO ORDER

First Selectman Bishop called the meeting to order at 5:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectwoman Labbadia, Lee McNamar, WPCC Chairman, Shirley Mickens, WPCC Tech, Marilyn Ozols, Planning Chairman, Cathy Winninger, Fire Dept. Admin., Bonnie Hall, ZBA Chairman, Lew Daniels, Library Director, Gary Gavigan, BOF member, Ken Butterworth, IT, Jill Brainerd, Facilities, Mike Jenkins, Fire Chief, Don Izzo, Emergency Management Director, Paul Connelly, BOF Chairman, Andy Schatz, Donna Castracane, Director of Finance, John Riggio, Director of Public Works, Sonia Marino, Health Director, Pam Fogarty, Assessor, George Pytlik, BOF member, Rich Annino, Director of Park & Rec. , Bill Cusson, Harbor Commission, Trooper Buck (speaker phone) and 10 audience members.

FARMER'S MARKET UPDATE

(Selectman Hall left the room during this discussion).

Ms. Hall requested BOS approval of a Farmer's Market to be located on the "lawn" of the Town Hall on Friday afternoons, for 20 weeks, from 4:00 p.m. to 7:00 p.m.

A proposal, developed by Ms. Hall and reviewed by Attorney Wells, was included in the BOS packet. Ms. Hall has been in contact with the Zoning and Health Departments for appropriate approvals.

Ms. Labbadia made a motion to approve the request for a Farmer's Market to be located on the "lawn" of the Town Hall on Friday afternoons, for 20 weeks, from 4:00 p.m. to 7:00 p.m. Mr. Bishop seconded the motion. The motion passed with Selectman Hall abstaining from the vote.

UPDATE AND POSSIBLE ACTION ON ACCESS SYSTEM – Mulvey Building, Riggio Building, Headquarters and Station 2

Ms. Winninger reported that the Committee has reviewed all bid proposals relative to the Access System for the Mulvey Municipal Center, the Riggio Building and the Fire Department and recommends that the BOS award the contract to: American Total Protection.

Mr. Hall made a motion to award the Access System for the Mulvey Municipal Center, the Riggio Building and the Fire Department to American Total Protection in the amount of \$23,117.35, pending final review by Attorney Wells. Mr. Bishop seconded the motion. The motion passed unanimously.

CAPITAL BUDGET PRESENTATIONS

Mr. Bishop reported that the BOS's recommendations regarding Capital will be forwarded to the BOF for further action. The BOF will meet on 3/26/19 to discuss Capital. The Capital will go to a Town Meeting for final approval.

The Capital Plan is a 5 year plan. The BOS and BOF will review and make recommendations regarding the funding of Capital projects each year. Several years ago, due to the State's budget crisis and the Town's uncertainty regarding State revenue, Capital Projects were frozen by the BOS and the BOF. This year, there are overwhelming Capital requests and all projects are important.

Assessor - \$50,000 request – mandated revaluation every 10 years

Mr. Bishop made a motion to approve the Assessor's \$50,000 capital request. Ms. Labbadia seconded the motion. The motion passed unanimously.

Library - \$125,000 request – renovations to basement area of the Library

A detailed overview of the proposed project, developed by Mr. Daniels, was included in the BOS packet.

Mr. Bishop made a motion to approve the Library's \$125,000 capital request. Ms. Labbadia seconded the motion. The motion passed unanimously.

WPCC - \$50,000 – Pilot Projects 9 Riggio Building and Beach Snack Shack

P&Z requested \$80,000 for Town Center Soil Testing. As discussed by the BOS, WPCC Chairman and Planning Chairwoman, these funds were moved into the WPCC capital request.

Ms. Labbadia made a motion to approve the WPCC's \$130,000 capital request. Mr. Hall seconded the motion. The motion passed unanimously.

Planning & Zoning – various requests.

Note that the Public Works Department will manage a portion of the proposed sidewalk projects. Ms. Ozols reported that the Sidewalk Plan is currently near completion and will go to a Public Information meeting. Data garnered from sidewalk surveys and grant requirements will be used to prioritize projects.

Capital funding has been requested to update Subdivision Regulations and the Plan of Conservation and Development.

Mr. Bishop made a motion to approve the P&Z's \$210,000 capital request. Ms. Labbadia seconded the motion. The motion passed unanimously.

Harbor Commission - \$25,000 – Harbor Dredging

Mr. Bishop made a motion to approve the Harbor Commission's \$25,000 capital request. Mr. Hall seconded the motion. The motion passed unanimously.

Kirtland Landing - \$123,500 – grant funded project – Town will be reimbursed

Mr. Bishop made a motion to approve the \$123,500 Kirtland Landing Project capital request. Mr. Hall seconded the motion. The motion passed unanimously.

Police - \$65,500 – police cruiser, radio upgrades, locker room improvements

Trooper Buck outlined the Department's requests. Several police vehicles will be in need of replacement in the upcoming years. The Town may use state pricing for purchase of the police cruisers. Additional costs for the cruiser would include lights and equipment.

The State recently did an upgrade to the radio system and the Town's current radios will not be functional.

Mr. Riggio will develop a materials list for the locker room upgrades and Public Works will facilitate the project.

Mr. Bishop made a motion to approve the Police Department's \$60,000 capital request. Mr. Hall seconded the motion. The motion passed unanimously.

Fire Department - \$212,500 – various requests

Chief Jenkins outlined the need for SCBA (self contained breathing apparatus). The current equipment is over 15 years old and parts are no longer available for the devices. The Department intends to purchase 15 units per year.

Mr. Bishop made a motion to approve the Fire Department's \$129,300 capital request for SCBA equipment. Ms. Labbadia seconded the motion. The motion passed unanimously.

Chief Jenkins reported on costs associated with the request for funding for Apparatus Replacement (command vehicle). The \$100,000 request includes lettering, lights, paint, sirens and radios.

Mr. Hall made a motion to approve the Fire Department's \$100,000 capital request for Apparatus Replacement. Mr. Bishop seconded the motion. The motion passed unanimously.

Public Works - \$350,000 – paving, jetties

Mr. Riggio reported that paving projects are on-going. Town roads are rated to prioritize projects.

The cost to replace the jetties is approximately \$928,000 over 4 years. The proposal calls for \$200,000 per year to replace 2 jetties per year.

Mr. Riggio reported that the jetties were originally installed between 1960 and 1964. He updated the BOS on the protocol used to rate the jetties and prioritize the project. The goal is to replace two jetties per season, weather permitting. Logistically, it is not practical to replace all of the jetties at the same time.

Mr. Bishop made a motion to approve the Public Works Department's \$350,000 capital request. Ms. Labbadia seconded the motion. The motion passed unanimously.

Buildings/Facilities - \$271,790 various items

The BOS discussed the various maintenance projects necessary on town own buildings including the Mulvey Center and the Riggio Building.

Mr. Bishop made a motion to approve the Building/Facilities \$271,790 capital request. Mr. Hall seconded the motion. The motion passed unanimously.

Park & Rec. - \$100,000 – Rec Center

Mr. Bishop reported that funding \$100,000 in the Capital at this time for a Rec. Center will be making a commitment for future years as well. He suggested that since school enrollments continue to drop, at some point in the future, space may become available at one of the school campuses.

Mr. Bishop commended Park & Rec. for their excellent programs and service to the Town. Mr. Annino suggested the BOS defer funding for a Rec. Center with the understanding that if and when space may become available at one of the school campuses, Park & Rec be considered for the space.

Mr. Bishop made a motion to defer the Park & Rec Department's Capital request in the amount of \$100,000. Mr. Hall seconded the motion. The motion passed unanimously.

IT - \$25,000 – various items

Ms. Labbadia made a motion to approve the IT Department's \$25,000 capital request. Mr. Hall seconded the motion. The motion passed unanimously.

EMERGENCY MANAGEMENT

Mr. Bishop reported that approximately one year ago, the BOS considered a request by Mr. Izzo for a two-way radio infrastructure project. At that time approximately \$1 million was requested for the project.

After considerable discussion, Mr. Bishop at the request of the BOS and BOF, was able to secure a consultant, at no charge, to review the proposed project. Since Mr. Izzo did not provide the information as requested in a timely manner, the consultant that had been identified at no cost was no longer available to review the proposal. At a recent BOS meeting, the BOS approved up to \$9,000 for a consultant to review the project. Three consultants responded to the request for proposals and interviews of the consultants are scheduled on 3/26/19.

Subsequent to scheduling the consultant interviews, Mr. Bishop received an unsolicited phone call from the State regarding the proposed radio project. Representatives from the State (Emergency Management) are scheduled to discuss the proposal at a 4/4/19, 4p.m., Board of Selectmen meeting.

Mr. Bishop recommended that the Capital Request for a two-way radio project be tabled until after discussions with both the consultants and the State. After those discussions, funds may be appropriated as necessary when we have more definitive costs of the total project.

Mr. Bishop made a motion to table the Two-Way Radio Project. Mr. Hall seconded the motion. Discussion followed:

All appropriate parties, including the Board of Fire Commissioners, Emergency Management Director and Board of Finance members will be invited to the above noted BOS meetings.

Mr. Izzo reported that he has been following the State's initiatives and does not believe that their programs would be beneficial to the Town.

Mr. Bishop reported that if necessary, a Special Town Meeting can be called to address funding for a project. Mr. Bishop encouraged Mr. Izzo to attend the meetings on 3/26 and 4/4.

The vote on the motion was unanimous.

Representatives from the State of Connecticut will be present at the 4/4/19 Special BOS meeting beginning at 4:00 p.m.

Mr. Hall made a motion to approve the 2019/20 Capital Budget in the amount of \$1,599,590.00 and forward to the BOF for further action. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to adopt the 5 Year Capital Plan as presented and forward to the BOF for further action. Ms. Labbadia seconded the motion. The motion passed unanimously.

Mr. Bishop stated that all of the above discussed projects are considered priorities by the BOS.

FIRST SELECTMAN'S REPORT

None.

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 6:35 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Administrative Assistant

Noel Bishop
First Selectman