

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT  
BOARD OF SELECTMEN  
SPECIAL MEETING  
Tuesday, February 1, 2022  
Multi-Media Room and via ZOOM

CALL TO ORDER

First Selectman Hall called the meeting to order at 5:30 p.m. In attendance included: First Selectman Hall, Selectman Campbell, Selectman Bialicki, Donna Castracane, Director of Finance, Ken Butterworth, IT, Jill Brainerd, Facilities, Zach Faiella, Director of Health, Sid Holbrook, WPCA Chairman, Courtney Burks, Senior Center Director, Elizabeth Carpenter, Social Services Coordinator, Rich Annino, Park & Rec Director, Wendy Leone, Assessor, Kim Bratz, Tax Collector, John Riggio, Director of Public Works, Carol Mullaney, VNA Director, Chris Ehlert, Energy Committee Chairman, Tony Cozza, BOF member, and John Palermo, Open Burning Official/Asst. Emergency Management Director.

Mr. Hall led the Pledge of Allegiance.

PULLMAN COMLEY AGREEMENT – Bond Counsel

Judith Blank, the Town's Bond Counsel, is now associated with Pullman & Comley. A copy of the Pullman & Comley agreement was included in the BOS packet.

Mr. Bialicki made a motion to authorize First Selectman Hall to sign the Pullman & Comley Agreement as presented. Mr. Campbell seconded the motion. The motion passed unanimously.

PROGRESSIVE BENEFIT SOLUTIONS – FSA Plan Document – Revision

Ms. Castracane reported that minor changes were made to the FSA document. A copy of the document was included in the BOS packet.

Mr. Bialicki made the following motion and authorized First Selectman Hall to sign the FSA Plan document as presented:

RESOLVED, that the form of amended and restated Welfare Benefit Plan, effective 1/1/22, presented to this meeting is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

RESOLVED, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that attached hereto as Exhibits, are true copies of Town of Westbrook's Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

Mr. Campbell seconded the motion. The motion passed unanimously.

INDIVIDUAL BUDGET DEPARTMENT REVIEWS

As done in previous years, no votes will be taken relative to individual department budgets until all departments have been presented to the BOS. Ms. Castracane will update department budgets as adjusted at the meeting. The BOS reviewed the following budget submittals:

Public Health, WPCA, Senior Center, Social Services, Assessor, Tax Collector, Nursing, Rec, Public Works, Facilities, IT and Finance.

Of note:

- Most department budgets remained relatively “flat” from prior year.
- Funds for software, hardware and IT items, with the exception of the Nursing Department, were transferred from individual departments into the IT budget.

FIRST SELECTMAN’S REPORT

Mr. Hall reported:

- He met with the Town Attorney today and discussed:
  - Status of the Fire Department Ordinance.
    - The Town Attorney will attend the next Committee meeting to provide an overview and parameters of the Committee.
    - The Committee will discuss the “points” system used by the Fire Dept.
  - The Fair Rent Commission

ADJOURNMENT

Mr. Bialicki made a motion to adjourn the meeting at 8:30 p.m. Mr. Campbell seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Executive Assistant

John Hall, III  
First Selectman