

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

MINUTES  
TOWN OF WESTBROOK, CT  
BOARD OF SELECTMEN  
**REGULAR MEETING**  
Thursday, March 25 2021 – 6:30 p.m.  
MULVEY MUNICIPAL CENTER  
Via Zoom

CALL TO ORDER

First Selectman Bishop called the meeting to order at 6:30 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Fuchs, Donna Castracane, Director of Finance, John Bennet, Wendy Leone, Assessor, Marty Marx, Conservation Commission Chairman, Clinton Bonner, Little League President, Chief Cusson, Trooper Borelli, Eric Knapp, Planning, Zoning and Development Coordinator, Tony Cozza, BOF member, Tim Kellogg, Library Director, Gary Gavigan, BOF Chairman, Ken Butterworth, IT, Lesley Wysocki, Business Manager and Paul Winch, BOF member.

EXECUTIVE SESSION – Negotiation/Litigation – Military Historic Museum

Mr. Bishop made a motion to go into Executive Session at 6:31 p.m. for discussion relative to litigation. Invited into the Executive Session: Suzanne Helchowski, Wendy Leone, Assessor, Attorney Bennet. Mr. Hall seconded the motion. The motion passed unanimously.

Regular Session resumed at 6:37 p.m.

Mr. Bishop made a motion to approve the settlement with the Military Historians Museum LLC in their pending tax appeal by refunding the amount of \$4,350; further moved to forward to the BOF and Town Meeting for further action. Mr. Fuchs seconded the motion. The motion passed unanimously.

ADDITIONS TO AGENDA

Mr. Bishop made a motion to add to the agenda a request to waive the Building Permit fee for the YMCA's roof project and authorization for Westbrook Foundation Grant submittals and the DUI Grant submittal. Mr. Hall seconded the motion. The motion passed unanimously.

GRANTS

Trooper Borelli requested authorization to forward to the Westbrook Foundation a grant application for the purchase of a Thermal Imaging Camera (\$8,500), if the BOF does not fund the purchase via the Capital budget. Grant applications are due April 1.

Mr. Bishop made a motion to authorize a Westbrook Foundation grant submission in the amount of \$8,500 for the purchase of a Thermal Imaging Camera. Mr. Fuchs seconded the motion. The motion passed unanimously.

Trooper Borelli updated the BOS on the State's DUI Grant. This 100% reimbursable grant will facilitate extra road shifts targeting DUI enforcement particularly over the July 4<sup>th</sup> holiday.

Mr. Fuchs made a motion to authorize the State's DUI Grant in the amount of \$29,615.43 submission as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to authorize a Westbrook Foundation grant submission in the amount of \$5,352.19 for the purchase of equipment necessary to meet the CT Re-open Guidelines for Senior Centers. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to authorize a Westbrook Foundation grant submission developed by the Fire Department for the installation of heat in the Fire Dept. Boat (\$7,705) and for the purchase of a Thermal Imaging Camera (\$71,523) (Fire Boat). Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to authorize a Westbrook Foundation grant submission in the amount of \$40,000 for the installation of a 3<sup>rd</sup> Pickle Ball court at Magna Lane. Mr. Fuchs seconded the motion. The motion passed unanimously.

#### LITTLE LEAGUE REQUEST – Ted Lane Field

Clinton Bonner, Little League President, requested permission to paint the backstop located at Ted Lane Field. The color chosen is “Westbrook Purple”. All paint and labor costs will be provided via donations. Mr. Bonner’s proposal was “screen shared” at the meeting.

Mr. Bishop made a motion to grant permission to Westbrook Little League to paint the backstop at Ted Lane Field as presented. Mr. Fuchs seconded the motion. The motion passed unanimously.

#### LAKE LACONIA AGREEMENT

A copy of the Lake Laconia Treatment Agreement was included in the BOS packet. Funds to facilitate the treatment are budgeted via the Conservation Commission budget.

Mr. Hall made a motion to approve the contract as presented in the amount of \$4,626.00 and to authorize First Selectman Bishop to sign same. Mr. Bishop seconded the motion. The motion passed unanimously.

#### HOUSING GRANT EXTENSION

Mr. Knapp reported that due to the Covid-19 Pandemic, the Housing Plan project was delayed. The State issued an extension to December 31, 2021, for BOS consideration.

Mr. Bishop made the following motion:

RESOLVED, that the BOS of the Town of Westbrook, acting both in its own capacity and that of a Town Meeting, per Executive order, authorized:

The extension of time to complete the Affordable Housing Plan supported by the Planning Grant awarded by the State of Connecticut, Department of Housing from June 30, 2021 until December 31, 2021.

Eric Knapp, Planning, Zoning and Development Coordinator for the Town of Westbrook, is authorized to sign and submit the Amended Notice of Grant Award.

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

#### SET DATE FOR BUDGET REFERENDUM

Mr. Bishop made a motion to set the date of May 13, 2021, from noon until 8 p.m., for the Budget Referendum. Mr. Fuchs seconded the motion. The motion passed unanimously.

#### YMCA

Mr. Bishop made a motion to waive the Building Permit Fee in the amount of \$1,685.00 (including the Fire Marshal's fee) for the roof project at the YMCA. Mr. Fuchs seconded the motion. The motion passed unanimously.

Appointment/Re-appointments/Resignations

Mr. Bishop made a motion to appoint Kathy King as the Recording Clerk for the Affordable Housing Sub-Committee at a rate of \$24.03. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appointment Dean Artkop, R, to the Harbor Management Committee for a 3 year term. Mr. Fuchs seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to re-appointment the Marine Patrol as follows: Dave Russell, Erico Milardo James Connelly, Michael McKenna, Joe Pucillo, Derek Allen, Ken McNamara, Mark Wyzykowski, Christopher Reid, Charles McSorley, Mike Morris, and Marc Gelvin. Mr. Hall seconded the motion. The motion passed unanimously.

First Reading – Howard Benisvy – R – Inland Wetland Commission – Selectman's rep.

Transfers/Appropriations -  
Library Gift Fund (2)

Due to the Pandemic, per Executive Order, the BOS may act in both its own capacity and that of a Town Meeting.

A copy of the request for use of the Library's Special Gift Fund was included in the BOS packet.

Mr. Bishop made a motion to approve, as a Town Meeting, per Executive Order, the Westbrook Public Library's request for an expenditure not to exceed \$6,000 from the Library Gift and Special Funds for the anticipated purchase of dedicated memorial furniture in honor of Maxine Orsina approved by the Library Board of Trustees from 3/2/21 through 6/30/22. This appropriation request is for dedicated items as a supplemental appropriation to the library's annual appropriation from funds. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve, as a Town Meeting, per Executive Order, the Westbrook Public Library's request for expenditures not to exceed \$19,000 from the Library Gift and Special Funds for the purchase of library materials, equipment, supplies, furnishings, and furniture; plants and landscaping materials for the library grounds; memberships, continuing education, stipends to graduating high school pages and library employees and other expenditures approved by the Library Board of Trustees from 7/1/21 through 6/30/22. Mr. Hall seconded the motion. The motion passed unanimously.

BOE Capital

A copy of the request for an approval and appropriation for BOE capital projects, 2021/22 was included in the BOS packet. Due to the Pandemic project material availability is limited and delivery dates are delayed. Planned BOE Capital projects must be completed when school is not in session. The funds requested, \$265,000, are currently available in the BOE budget.

Mr. Bishop made a motion to authorize, on behalf of the Town Meeting, per Executive Order, the BOE request for an appropriation from the BOE Capital account as presented in the amount of \$265,000. Mr. Hall seconded the motion. The motion passed unanimously.

Approval of Minutes – 3/10/21

Mr. Hall made a motion to approve the minutes from the 3/10/21 BOS meeting as amended. Mr. Bishop seconded the motion. The motion passed unanimously.

Note that Selectman Fuchs arrived at 2:14 p.m., not 1:14 p.m. as reported in the minutes.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported:

- Westbrook was allocated approximately \$600,000 via the American Rescue Plan. An Executive Summary of the report was forwarded to BOS and BOF members. More clarification is necessary from Treasury and the State as to the appropriate use of these funds.
- The RFP for the Small Cities Grant writer is due 4/9.
- Suzanne Helchowski received a Notary Public certification.

EXECUTIVE SESSION – Personnel Matter – IT Director

Mr. Bishop made a motion to go into Executive Session for a Personnel Matter (IT Director) at 7:25 p.m. Invited into the Executive Session: Donna Castracane and Suzanne Helchowski. Mr. Fuchs seconded the motion. The motion passed unanimously.

Regular Session resumed at 7:59 p.m.

Mr. Bishop made a motion to adjust Ken Butterworth's rate of pay to \$35 per hour, effective Monday, 3/29/21. Mr. Fuchs seconded the motion. The motion passed unanimously.

ADJOURN

Mr. Bishop made a motion to adjourn the meeting at 8:00 p.m. Mr. Fuchs seconded the motion. The motion passed unanimously.

Respectfully,

Suzanne Helchowski  
Executive Assistant

Attest,

Noel Bishop  
First Selectman