

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Tuesday, May 10, 2022
Multi-Media Room
Mulvey Municipal Center and via ZOOM

CALL TO ORDER

First Selectman Hall called the meeting to order at 5:45 p.m. In attendance included First Selectman Hall, Selectman Campbell, Selectman Bialicki, Paul Winch, BOF Chairman, Tony Cozza, BOF, Tony Sharillo, YMCA, Sara Angelini, Nancy Giannini, John Palermo, Emergency Mgt. Director, Chief Cusson, Lynne Spencer, Board of Fire Commissioners, Rachel McNellis, Garden Club and Bob Curt.

PUBLIC HEARING – Neighborhood Assistance Act Applications (NAA) – YMCA and Garden Club
First Selectman Hall opened the Public Hearing at 5:45 p.m. Two applications relative to the NAA were included in the BOS packet.

Tony Sharillo, YMCA Director, reported that the YMCA has submitted an application relative to the NAA Tax Credit Program. C Corporations are eligible to participate in this program. The YMCA is proposing energy conservation projects (HVAC) as outlined in the submission. No Town funds are required for this submission.

Ms. McNellis, Garden Club, reported that due to the Pandemic, donations to the Garden Club have diminished. The Garden Club uses donations to provide scholarships to Westbrook students and to plant flowers throughout town properties. The Garden Club is proposing a project at the “Meadow Walk” location. No Town funds are required for this submission.

No comments relative to the applications were received from the Public.

Mr. Campbell made a motion to close the Public Hearing at 5:52 p.m. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to approve Form NAA-01 as submitted by the YMCA, authorize First Selectman Hall to sign all appropriate documentation and to forward the application to a Town Meeting for further action. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to approve Form NAA-01 as submitted by the Garden Club, authorize First Selectman Hall to sign all appropriate documentation and to forward the application to a Town Meeting for further action. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Hall made a motion to add to the agenda a request from the Fire Department. Mr. Campbell seconded the motion. The motion passed unanimously.

STATUS REPORT – Dog Park

Mr. Hall reported that the proposed site for a Dog Park is located at the McVeagh Road/John A Holbrooke Drive intersection. A sketch of the proposal was included in the BOS packet. The Planning Commission approved the proposal at their meeting on 5/9/22. The proposal must also be forwarded to the Zoning Commission for their consideration.

The proposal includes fenced areas (2) one area for small and one area for large dogs. In addition, a pervious parking lot will be installed. Public Works will facilitate the project. It is estimated that \$12,000 to \$14,000 will be required for fencing and additional funds will be necessary for materials. There is no water source available at the site and patrons will need to bring their own water for their pets. Appropriate signage and trash receptacles will be installed.

Mr. Curt withdrew his suggestion to use Ted Lane Field as a Dog Park. Members of the Public in attendance expressed support for the proposal.

Mr. Campbell made a motion to approve the proposed Dog Park as presented and forward the proposal to the Zoning Commission for consideration. He further moved to authorize the expenditure of up to \$19,500 for construction of a Dog Park and to forward the request for funding to the BOF for further action. Mr. Bialicki seconded the motion. The motion passed unanimously.

STATUS AND POSSIBLE ACTION – Panic Alarm Policy

A copy of the Panic Alarm Policy was included in the BOS packet. Mr. Palermo, Emergency Management Director, reported that the policy has been reviewed by Trooper Moran and First Selectman Hall. This document has been forwarded to all employees, Boards/Commissions and individuals as appropriate. The policy outlines the procedure for initiating the Panic Alarm and in the event that the Panic Alarm is sounded (shelter in place). Each department has a Panic button. A “Panic Alarm” drill will be conducted 2x per year.

Mr. Bialicki made a motion to adopt the Panic Alarm Policy as presented. Mr. Campbell seconded the motion. The motion passed unanimously.

SET DATE FOR TOWN MEETING – Capital Appropriations

Mr. Campbell made a motion to schedule a Town Meeting on Monday, June 13, 2022 @ 7 p.m. Mr. Bialicki seconded the motion. The motion passed unanimously.

FIRE DEPARTMENT REQUEST

Chief Cusson reported that the Fire Department recently replaced air packs as they were out of date. However, the equipment is still “usable” and Chief Cusson asked for the BOS’s permission to donate the air packs to the Ukraine. In addition, the Department is not trained on the 4 “packs” that were included with the Ladder Truck. Chief Cusson requested BOS permission to donate those items to the Fire Marshals. Ms. Spencer, Board of Fire Commissioners, reported that the Fire Commissioners are in support of this request. The Fire Department has secured an individual willing to ship the equipment to the Ukraine.

Mr. Bialicki made a motion to donate Fire Department equipment to the Ukraine and Fire Marshal Department as presented by Chief Cusson. Mr. Campbell seconded the motion. The motion passed unanimously.

APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

Mr. Campbell made a motion to re-appoint Nancy Pytlik to the Westbrook Housing Authority. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to appoint Chet Bialicki as the BOS’s representative to the POCD Implementation Committee. Mr. Hall seconded the motion. The motion passed unanimously.

Note that Mr. Bialicki is not available to attend meetings until August.

APPROVAL OF MINUTES

Mr. Campbell made a motion to approve the minutes from the 4/28/22 BOS meeting as presented. Mr. Bialicki seconded the motion. The motion passed unanimously.

FIRST SELECTMAN’S REPORT

Mr. Hall reported:

- It is anticipated that the Dredging project will begin in June. If the dredging ship is not available, the project may be “pushed” until next Spring. Original cost estimates to remove piling #6 to facilitate the project were \$3,000 to \$5,000; however, Mr. Riggio, Director of Public Works has secured a contractor to remove the piling. The piling will be stored at the Public Works Garage until it after the dredging is complete.
- Small Cities Grant – Worthington Manor – as previously reported, the Town received a Small Cities Grant in the amount of \$1.5 million for upgrades to Worthington Manor. To date, management of Worthington Manor (Merit Properties) has not secured the engineering/architectural plans necessary for the project. Mr. Hall attended the Westbrook Housing Authority meeting today and stressed the importance of securing these plans ASAP. An extension will be requested from the Department of Housing.
- Scan Optics – Land Use Documentation Digitization project – As previously discussed, RiverCOG is facilitating a document digitization project and has endorsed Scan Optics. Mr. Maiden, Building Official, has taken the lead on this project and RiverCOG has requested that Westbrook be the first Town to move forward with the project. The cost of the project is approximately \$75,000 and it has been recommended that ARPA funds be used to facilitate this project. Additional discussion and possible action on the proposal will be an agenda item on the June 14 BOS meeting. Scan Optics will make a presentation at this meeting

EXECUTIVE SESSION – Personnel Matter – Interview Land Use Tech Candidates

Mr. Campbell made a motion to go into Executive Session at 6:19 p.m. for the purpose of interviewing the Land Use Tech. candidate. Mr. Bialicki seconded the motion. The motion passed unanimously. Invited into the Executive Session: Sara Angelini.

Ms. Angelini exited the Executive Session at 6:41 p.m.

Regular Session resumed at 6:54 p.m.

Mr. Hall made a motion to appoint Sara Angelini as the Land Use Technician, effective immediately, 35 hours per week @ \$24.00 per hour. Mr. Bialicki seconded the motion. The motion passed unanimously.

ADJOURNMENT

Mr. Campbell made a motion to adjourn the meeting at 6:56 p.m. Mr. Bialicki seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

John Hall, III
First Selectman