

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

MINUTES  
TOWN OF WESTBROOK, CT  
BOARD OF SELECTMEN  
REGULAR MEETING  
Tuesday, May 11, 2021 – 2:00 p.m.  
MULVEY MUNICIPAL CENTER  
Via Zoom

CALL TO ORDER

First Selectman Bishop called the meeting to order at 2:00 p.m. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Fuchs, Donna Castracane, Director of Finance, Joan Angelini, Town Clerk, Trooper Moran, Chris Pallatto, Executive Director, YMCA, John Palermo, Open Burning Official, Tony Cozza, BOF member, Pat Marcarelli, Chief Cusson, and Attorney Jiran, Labor Counselor.

YMCA Application relative to the Neighborhood Assistance Act

The Public Hearing on the YMCA's NAA application ended at 1:50 p.m. No comments from the public were received.

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

Mr. Bishop made a motion to add to the agenda discussion relative to staffing in the Town Clerk's office and property located on Pond Circle. Mr. Hall seconded the motion. The motion passed unanimously.

Officer Private Duty

Ms. Castracane proposed changing the Officer Private Duty fees to vendors as follows:

- Double the rate for the officer working
- Add a 35% Administrative Fee on to the total labor cost

This proposal was based on research into how other municipalities charge for private duty and the estimated cost of benefits and administrative time spent processing private duty; i.e. scheduling and billing. Note that an additional \$16 per hour vehicle charge was approved by the BOS in October 2020.

Mr. Hall made a motion to approve the proposal as presented for Police Officer Private Duty (double the rate for the officer and a 35% administrative fee), effective 5/11/21. Mr. Fuchs seconded the motion. The motion passed unanimously.

MOA Resolution – Dept of Emergency Services and Public Protection/Emergency Mgt. Homeland Security

Mr. Bishop made a motion to table discussion and action on the MOA Resolution – Dept of Emergency Services and Public Protection/Emergency Mgt. Homeland Security. Mr. Fuchs seconded the motion. The motion passed unanimously.

Small Cities Grant Resolutions

Copies of the "Local Assurances" and "Certification by Applicant" documents, relative to the Small Cities Grant Application were included in the BOS packet. BOS and Town Meeting approval of these documents is part of the grant application.

Mr. Bishop made a motion to approve and forward to a Town Meeting for further approval, the Small Cities Grant Application "Local Assurances" and "Certification by Applicant" documents as presented. Mr. Hall seconded the motion. The motion passed unanimously.

A copy of the "Fair Housing Resolution" document, relative to the Small Cities Grant Application was included in the BOS packet.

Mr. Fuchs made a motion to approve the Fair Housing Resolution as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Staffing Request – Town Clerk's Office

Ms. Castracane reported that funding is available in the Town Clerk's budget to facilitate Ms. Angelini's request for temporary additional staff hours to accommodate her anticipated absence from the Town

Clerk's office. Accordingly, no BOS or BOF is action is necessary to accommodate the Town Clerk's request for additional hours for her current staff.

Pond Circle

Mr. Hall reported that he has been approached by residents of Pond Circle regarding a potential transfer/donation of a detention pond located at Pond Circle. Residents of Pond Circle, including their attorney, will be invited to the next BOS meeting for further discussion. Note that the State may play a role in any transfer/donation of property since the State of Connecticut owns a portion of the property.

Executive Session – To discuss Police staffing and related collective bargaining issues

Mr. Bishop made a motion to go into Executive Session at 2:38 p.m. for the purpose of a discussion relative to police staffing and related collective bargaining issues. Mr. Hall seconded the motion. The motion passed unanimously. Invited into the Executive Session: Trooper Moran, Donna Castracane, Suzanne Helchowski and Attorney Jiran.

Regular Session resumed at 3:14 a.m.

No action taken.

APPOINTMENT/RE-APPOINTMENTS/RESIGNATIONS - None

APPROVAL OF MINUTES

Mr. Fuchs made a motion to approve the BOS minutes dated 4/13/21 as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Fuchs made a motion to approve the BOS minutes dated 4/19/21 as presented. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to approve the BOS minutes dated 5/4/21 as presented. Mr. Hall seconded the motion. The motion passed unanimously.

FIRST SELECTMAN'S REPORT

Mr. Bishop reported:

- As previously reported, the Executive Orders relative to virtual meeting vs. in-person meetings was extended until 5/19/21. Clarification is still necessary from the State on the status/protocol for meetings after 5/20.21.
  - To accommodate Selectmen schedules, the consensus of the BOS was to continue with virtual meetings through the month of May and possibly longer if necessary

ADJOURNMENT

Mr. Bishop made a motion to adjourn the meeting at 3:10 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski  
Executive Asst.

Noel Bishop  
First Selectman