

TOWN OF WESTBROOK, CT  
BOARD OF SELECTMEN  
REGULAR MEETING  
Thursday, January 26, 2023– 6:30 p.m.  
Mulvey Municipal Center  
Multi-Media Room/ZOOM

Join Zoom Meeting  
<https://us02web.zoom.us/j/87178400369?pwd=dEJ2OEszWVh1UytVMUFEZThiNkZWQT09>

Meeting ID: 871 7840 0369  
Passcode: 888409  
One tap mobile  
+13052241968,,87178400369#,,,,\*888409# US  
+13092053325,,87178400369#,,,,\*888409# US

Dial by your location  
+1 646 558 8656 US (New York)  
Meeting ID: 871 7840 0369  
Passcode: 888409

Find your local number: <https://us02web.zoom.us/j/kcU6zZYgrF>

1. Call to Order
2. Update on Town Hall Telephones
3. Open Space Discussion
4. Budget Calendar
5. WPCA Conceptual Plan – Jacobson
6. Acceptance of STEAP Grant – Sidewalks – BPR/Old Saybrook
7. Set Date for Town Meeting
8. Six Month Probationary Review – Police Officers

Appointment/Re-appointments/Resignations

Second Reading – Robert Satti, III – R - Planning, Alt

Second Reading – Nilani Shankar – R- Library Board

Re-appointment – WPCA – 3 year terms – Mark Richard, R, Shirley Mickens, U

Approval of Minutes – 1/10/23

First Selectman's Report

Executive Session – Personnel Matter – 6-month review – Assessor Assistant

Adjourn

Board and Commission Vacancies

|                   |                                     |           |                         |
|-------------------|-------------------------------------|-----------|-------------------------|
| IWWC              | 3 (Planning Rep (2 Alt) - D, R or U | WPCA      | 1 D, U Town Ctr – 1 DRU |
| Cable TV Advisory | 2 (1) BOE Rep., (1) Sel Rep.        | Fair Rent | 1 R, U                  |
| Library           | 1 DRU                               | Zoning    | 1 alt D or U            |

Respectfully,

Suzanne Helchowski,  
Executive Assistant

**REQUEST: Review new terms offered by Steven Ross regarding parking on parcel south of 558 Horse Hill Road.**

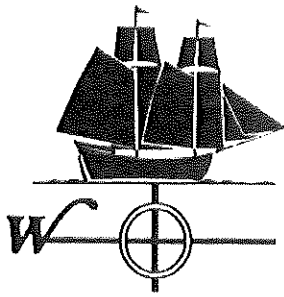
HORSE HILL GORGE

I communicated the Board of Selectmen's decision to Steven Ross who stated he was not familiar with Yellow Book appraisals so it was difficult to commit to something that could bear no relation to market value.

Steven said he had a couple of ideas to could discuss that might be of interest for the purchase and/or parking. He does not plan on putting the property on the market for private sale until April at the earliest, so there would be time to perhaps work out a solution without a letter of intent. His preference is still a sale to the Town rather than private.

When I spoke with Steven on the phone, he related that the low number he would take for the property would be \$225,000. I told Steven that this was not an attainable number for us (\$17,578.00 per acre).

**Steven wondered if we could still move forward with the parking area, with 50% tax relief (\$1600/annually) on the parcel south of 558 Horse Hill Road or compensation; and the Town will be responsible to mow the field.**



**TOWN OF WESTBROOK  
CONSERVATION COMMISSION**

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Mulvey Municipal Center  
866 Boston Post Rd.  
Westbrook, CT 06498  
Tel. 399-3046 – FAX 399-2084

Westbrook Conservation Commission Regular Meeting Minutes  
Tuesday, January 17, 2023, 7:00 p.m.  
Mulvey Municipal Center - Multi-Media Room and via Zoom  
Hybrid Meeting

**Members Present:**

Chair Randy Bell, Stephen Bergeron, Molly Bernstein and Chris Bazinet

**Members Absent:**

Sheridan Bauman

**Staff Present:**

Environmental Planner Heidi Wallace, and Recording Clerk Kathy King

**Guest:** Todd Vigorito, member of Lake Laconia Homeowners' Association

**Call to Order:**

Chairman R. Bell called the regular meeting to order at 7:00 p.m.

**Minutes:**

MOTION: to approve the 12/20/22 Conservation Commission Regular Meeting Minutes. MADE: by C. Bazinet; SECONDED: by S. Bergeron; VOTED IN FAVOR: C. Bazinet, S. Bergeron and M. Bernstein. OPPOSED: None; ABSTAINED: None; APPROVED: 3-0-0.

**Bills:**

MOTION: to approve payment of \$103.39 to Recording Clerk K. King for December 2022 meeting. MADE: by M. Bernstein; SECONDED: by C. Bazinet; VOTED IN FAVOR: C. Bazinet, S. Bergeron and M. Bernstein. OPPOSED: None; ABSTAINED: None; APPROVED: 3-0-0.

**Correspondence:**

- Eversource Energy, dated 12/21/22, stating they will be conducting vegetation management work in their rights of way (power line corridor).

assessed by an appraiser or real estate agent. The rock bottom price he would sell it for would be \$225,000.00, which is much higher than the Town had agreed upon. S. Ross sent a letter proposing the terms and conditions for an Easement to the Town of Westbrook, CT on property of Frani and Steven Ross at 558 Horse Hill Road, Lot 2. The purpose of the easement is to provide limited parking adjacent to the Town's existing Right of Way from Horse Hill Road to Town owned open space known as Horse Hill Gorge which bounds the east end of the Ross property. S. Ross said he would like 50% tax relief, and he would like the Town to mow the field. This new proposal has to be reviewed with the Board of Selectmen. Then, the CC can discuss this again. R. Bell asked H. Wallace to keep the conversation going to see if there's any way to make the sale of this land work.

**Old Business:**

- **Pollinator Pathway**

S. Bauman was not present at tonight's meeting. There was nothing new to report.

**Chairman's Report:**

R. Bell had nothing new to report.

**Staff Report:**

H. Wallace circulated her staff report last week, in advance of the meeting.

There is a parcel of land that is being offered for donation to the Town on the corner of Fishing Brook Road and Fairview Road. First Selectman John Hall said he might be interested in accepting the land in case the Town needs it. The Westbrook Land Trust and the Planning Commission are not interested in acquiring small parcels of land that they can't do anything with, that are not contiguous with any open space. Nothing can be built on them. The Town has to maintain the property, mow it, pick up trash, etc. The Planning Commission suggested asking the abutting property owners if they would like this land parcel.

M. Bernstein said that on February 11, 2023 at 10:00 a.m., at Lake Louise Road, the entrance to Toby Hill VIII, the trailhead, the Land Trust will be meeting to create steps to make a better entrance to the trail from the cul-de-sac. She encouraged CC members to attend.

**Commission Member Reports:**

There were no Commission Member reports.

**Adjournment:**

|                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION: to adjourn the meeting at 7:30 p.m., until the next Regularly Scheduled Meeting of the Westbrook Conservation Commission which will be on Tuesday, February 21, 2023. MADE: by C. Bazinet; SECONDED: by M. Bernstein; VOTED IN FAVOR: C. Bazinet, S. Bergeron and M. Bernstein. OPPOSED: None; ABSTAINED: None; APPROVED: 3-0-0. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Respectfully Submitted,

Kathleen King, Recording Clerk

**Town of Westbrook  
Fiscal Year 2023-24  
Budget Calendar - DRAFT**

| <b>Date/Time</b>                                 | <b>Task</b>                                                                     | <b>Notes</b>                                                                                                                                                      |
|--------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 12, 2022<br>Monday                      | Budget packages (Operating) distributed to departments                          |                                                                                                                                                                   |
| January 9, 2023<br>Monday                        | Budget packages (Capital) distributed to departments                            |                                                                                                                                                                   |
| January 9, 2023<br>Monday                        | Departments return Operating Budget requests to Finance                         |                                                                                                                                                                   |
| January 19, 2023<br>Thursday                     | Operating Budget workbooks distributed to Board of Selectmen                    |                                                                                                                                                                   |
| January 26, 2023<br>Thursday 5:30pm              | Board of Selectmen Regular Meeting - Hybrid                                     | Presentation of the FY22-23 Requested Operating Budget to the Board of Selectmen - Individual department budget review                                            |
| January 31, 2023<br>Tuesday 5:30pm               | Board of Selectmen Special Meeting - Hybrid                                     | Individual department budget review                                                                                                                               |
| February 1, 2023<br>Wednesday 5:30pm             | Board of Selectmen Special Meeting - Hybrid                                     | Individual department budget review                                                                                                                               |
| February 6, 2023<br>Monday                       | Departments return Capital Budget requests to Finance                           |                                                                                                                                                                   |
| February 8, 2023<br>Wednesday 5:30pm             | Board of Selectmen Special Meeting - Hybrid                                     | Individual department budget review                                                                                                                               |
| February 10, 2023<br>Friday                      | Capital Budget workbooks distributed to Board of Selectmen and Board of Finance |                                                                                                                                                                   |
| February 14, 2023<br>Tuesday 5:30pm              | Board of Selectmen Regular Meeting - Hybrid                                     | Individual department budget review if needed<br>Approval of Board of Selectmen Operating Budget                                                                  |
| February 16, 2023<br>Thursday                    | Operating Budget workbooks distributed to Board of Finance                      |                                                                                                                                                                   |
| February 16, 2023<br>Thursday 5:30pm             | Board of Selectman Regular Meeting - Hybrid                                     | FY2024-FY2028 Capital Improvement Plan (CIP) presented<br>Board of Selectman review and approve CIP                                                               |
| February 28, 2023<br>Tuesday 6:00pm              | Board of Finance Special Meeting - Hybrid                                       | Individual department budget review                                                                                                                               |
| March 1, 2023<br>Wednesday 6:00pm                | Board of Finance Special Meeting - Hybrid                                       | Individual department budget review                                                                                                                               |
| March 6, 2023<br>Monday 6:00pm                   | Board of Finance Special Meeting - Hybrid                                       | Individual department budget review                                                                                                                               |
| March 14, 2023<br>Tuesday 5:30pm                 | Board of Selectmen Regular Meeting - Hybrid                                     | Vote to determine whether the FY23-24 budget will be decided via a Town Meeting or a Referendum                                                                   |
| March 15, 2023<br>Wednesday 6:30pm               | Board of Finance Regular Meeting - Hybrid                                       | Review of FY2023-2027 CIP                                                                                                                                         |
| March 16, 2023<br>Thursday 6:30pm                | Board of Finance Special Meeting - Hybrid                                       | Individual department budget review                                                                                                                               |
| March 20, 2023<br>Monday 6:00pm                  | Board of Finance Special Meeting - Hybrid                                       | Individual department budget review                                                                                                                               |
| March 28, 2023<br>Tuesday 6:00pm                 | Board of Finance Special Meeting - Hybrid - joint w/BOS?                        | Approval of Board of Finance FY2024-2028 CIP and FY23-24 Operating Budget - financing the capital program                                                         |
| April 5, 2023<br>Wednesday 7:00pm                | Annual Town Meeting                                                             | Set date for the Annual Town Budget Meeting                                                                                                                       |
| April 19, 2023<br>Wednesday 7:00pm               | Annual Town Budget Public Hearing                                               | Public Hearing on the FY23-24 Operating Budget and Five Year Capital Plan                                                                                         |
| April 19, 2023<br>Wednesday after public hearing | Board of Finance Special Meeting                                                | Revision to Budget based on the Public Hearing                                                                                                                    |
| April 27, 2023                                   | Publish Budget before Annual Town Budget Meeting                                |                                                                                                                                                                   |
| May 8, 2023<br>Monday 7:00pm                     | Annual Town Budget Meeting - High School                                        | Vote to either adopt FY23-24 General Fund Operating Budget and FY23 through FY28 Five Year Capital Plan or send it to a referendum, depending on earlier BOS vote |
| May 8, 2023<br>Monday after Town Meeting         | Board of Finance Special Meeting - High School                                  | Set Mill Rate for FY24                                                                                                                                            |



Jacobson

January 10, 2023

Mr. John L. Hall, III, First Selectman  
Westbrook Town Hall  
866 Boston Post Road  
Westbrook, Connecticut 06498

RE: Westbrook Town Center  
Conceptual Wastewater System Design and Opinion of  
Probable Construction Cost

Dear Mr. Hall:

In response to your request, we are pleased to provide the following proposal for conceptual design and preparation of a conceptual opinion of probable construction cost for a decentralized wastewater system to serve Westbrook Town Center. Previous conceptual engineering studies and cost information for this project have been prepared by others, relative to work by the Westbrook Economic Development Commission and the Town Center Revitalization Committee. This previous work pertained to providing wastewater infrastructure in support of a master plan study for Town Center and Flat Rock Place. It is our understanding that the purpose of this current effort is to provide Town officials, boards, committees, residents and property owners with more current cost and technical information for evaluation of the proposed project.

The referenced previous studies include the following:

- 9/17/13 Draft Memorandum Phase 1 - Town Center & Flat Rock Area Wastewater Disposal Infrastructure Study, prepared by Woodard & Curran
- 9/17/13 Draft Memorandum Phase 2 - Town Center & Flat Rock Area Wastewater Disposal Infrastructure Study, prepared by Woodard & Curran
- 10/20/15 Draft Memorandum Phase 3 - Town Center Wastewater Infrastructure Economic Analysis, prepared by Woodard & Curran
- Wastewater flow estimates for existing and future conditions.

The previous Woodard & Curran reports noted that evaluation of wastewater disposal capacity for the proposed subsurface wastewater disposal sites was conceptual in nature and a more detailed technical evaluation would require subsurface investigations, soils testing, groundwater monitoring and pollutant renovation analysis. Previous economic analysis included probable capital cost as well as operation and maintenance costs.

In 2020, the Westbrook Water Pollution Control Authority retained the services of Nathan L. Jacobson & Associates, Inc. to conduct a more detailed preliminary evaluation of wastewater disposal capacity of the Town of Westbrook property located at 1163 Boston Post Road. This 6-acre parcel includes the John P. Riggio Municipal Building, the Westbrook Volunteer Fire Department Firehouse and the Ted Lane Field athletic ballfields. One important criterion considered as part of this evaluation was to avoid significant modification of existing site grades and topography, in order to avoid impact on existing uses of the property. The study included soil borings, seasonal high groundwater monitoring, laboratory soil testing, hydrogeologic groundwater modeling, subsurface disposal system sizing and pollutant renovation analyses.

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Nathan L. Jacobson & Associates, Inc.  
Nathan L. Jacobson & Associates, P.C. (NY)  
86 Main Street P.O. Box 337 Chester, Connecticut 06412-0337  
Tel 860.526.9591 Fax 860.526.5416

Consulting Civil and Environmental Engineers Since 1972



Jacobson

Mr. John L. Hall, III, First Selectman  
RE: Westbrook Town Center, Conceptual Wastewater System  
Date: January 10, 2023  
Page 2 of 5

Preliminary wastewater disposal system capacity for the 1163 Boston Post Road site was calculated to be approximately 19,500 gallons per day, based on design criteria of the Connecticut Department of Energy and Environmental Protection.

In 2021, the Town Center Revitalization Committee retained the services of Nathan L. Jacobson & Associates, Inc. to review, update and comment on cost information contained in the 2015 Woodard & Curran Town Center Wastewater Infrastructure Economic Analysis report.

In 2022, the Westbrook Water Pollution Control Authority retained the services of Nathan L. Jacobson & Associates, Inc. to conduct a conceptual "tabletop" analysis (without subsurface investigations) of potential subsurface wastewater disposal capacity of available areas on the Westbrook Town Green. Preliminary disposal system capacity was calculated to be approximately 3,300 to 6,000 gallons per day, based on design criteria of the Connecticut Public Health Code.

Conceptual design at this stage will be based on wastewater disposal capacity of 19,500 gallons per day for the 1163 Boston Post Road property and 5,000 gallons per day for the Town Green, for a total of 24,500 gallons per day.

Some additional wastewater disposal capacity would be available by utilizing additional portions of the 1163 Boston Post Road property, including expansion of the proposed westerly system area and possible utilization of adjacent Town property to the southwest where the pickleball courts are located. If these additional areas are utilized, impacts to physical site improvements and uses of the property will likely be involved, which will require consideration. It is possible that other properties in the Town Center with potential for subsurface wastewater disposal capacity may also be available for evaluation. Any of these alternative areas can be considered for evaluation as additional services, beyond the scope of services itemized below.

Based on the foregoing, the following Scope of Services is proposed:

#### SCOPE OF SERVICES

1. Review information contained in the referenced Phase 1, 2 and 3 wastewater infrastructure engineering studies, prepared for the Westbrook Economic Development Commission and the Town Center Revitalization Committee.
2. Review and refine wastewater flow estimates for existing uses in the proposed Town Center wastewater service area.
3. Meet with Town officials and staff to review existing wastewater flow estimates and proposed sewer service area boundaries.



Jacobson

Mr. John L. Hall, III, First Selectman  
RE: Westbrook Town Center, Conceptual Wastewater System  
Date: January 10, 2023  
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4. Prepare design base mapping of the project area using available digital aerial photogrammetric maps, Laser Imaging Detection and Ranging (LIDAR) topography and Town of Westbrook GIS property boundary information.
5. Contact utility companies and District 2 of the Connecticut Department of Transportation to gather available information on existing underground utilities within the project area (DOT and Town storm drainage, public water supply, electric, telephone, cable, gas, etc.).
6. Conduct a site reconnaissance of the proposed sewer service area and properties to be served.
7. Incorporate available information on existing utilities on base mapping.
8. Prepare conceptual layout of a gravity wastewater collection system, gravity service connection laterals, raw sewage pump station, raw sewage force main, advanced wastewater treatment plant, effluent pump station, effluent force mains and subsurface wastewater absorption systems. Wastewater collection system layout from previous studies will be considered in the current system layout design.
9. Meet with Town officials and staff to review the conceptual design plan.
10. Prepare a conceptual opinion of probable construction cost for proposed wastewater infrastructure.
11. Provide a letter report summarizing the proposed sewer service area, wastewater flows, wastewater infrastructure and costs, with related project drawings.
12. Attend a meeting with Town officials and staff to review and discuss conceptual design and cost information.

In consideration of scheduling and conducting project coordination meetings with Town officials, staff, DOT and utility representatives as noted above, we estimate an approximate time frame of 3 months to complete the scope of work outlined above.

After finalizing this phase of conceptual design and conceptual opinion of probable construction cost, follow up work can be provided to incorporate facility operation and maintenance costs, administrative costs, evaluation of potential project funding and economic analysis to determine project financial feasibility.

We propose to provide our services as set forth herein in accordance with the terms of our existing engineering services agreement with the Town of Westbrook, for a fee determined using our municipal hourly rate schedule, plus reimbursement for out-of-pocket expenses. The fee will be based on the range of hourly rates listed herein for the type of personnel involved in performing the services, multiplied by the total hours devoted to performing said services by each member of our staff. Actual hourly rates billed will





Jacobson

Mr. John L. Hall, III, First Selectman  
RE: Westbrook Town Center, Conceptual Wastewater System  
Date: January 10, 2023  
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vary within each of the hourly rate ranges listed, depending upon actual salaries paid to each member of our staff.

HOURLY RATES FOR SERVICES RENDERED

| <u>Personnel Category</u>         | <u>Hourly Rate</u> |
|-----------------------------------|--------------------|
| Principal Engineer                | \$162-168/hr       |
| Senior Engineer                   | \$138-141/hr       |
| Staff Engineer                    | \$92-117/hr        |
| Geologist/Environmental Analyst   | \$133-144/hr       |
| Engineering Technician, Inspector | \$109-117/hr       |
| CADD Technician                   | \$106-112/hr       |
| Licensed Surveyor                 | \$156/hr           |
| Survey Technician                 | \$90-104/hr        |
| Technical Assistant               | \$65/hr            |

The hourly rates listed herein will remain in effect through the end of 2023. These rates will be reviewed at the end of the calendar year and effective January 1<sup>st</sup> of each year thereafter will be adjusted to reflect current operating costs. Reimbursable Expenses will be billed at cost, with no markup.

For your guidance, we provide the following estimate of the cost of our services under the Scope of Work listed above:

|                      |          |
|----------------------|----------|
| Engineering Services | \$31,100 |
|----------------------|----------|

This cost estimate will not be exceeded without written authorization by the Owner. This estimate is based on the proposed services being provided during the current calendar year.

We have reviewed and accept the Town of Westbrook's Policy on Change Orders, which is attached to this proposal.

In providing services under this agreement, Nathan L. Jacobson & Associates, Inc. will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

If this proposal is acceptable, please sign below and return a copy to our office.

We look forward to being of continued service to the Town of Westbrook on this project and thank you for providing us with the opportunity to provide a proposal. Please do not hesitate to call should you have any questions regarding this matter or require any modification of the project scope or budget. We are available to meet to discuss the project and our proposal in detail.



Jacobson

Mr. John L. Hall, III, First Selectman  
RE: Westbrook Town Center, Conceptual Wastewater System  
Date: January 10, 2023  
Page 5 of 5

Sincerely,

Nathan L. Jacobson & Associates, Inc.

Brian C. Curtis, P.E., Vice President

Accepted:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

(Please Type or Print Name)

Date: \_\_\_\_\_

enclosure

copy: Sidney Holbrook, Chairman, Westbrook Water Pollution Control Authority  
Peter Gillespie, Westbrook Town Planner  
Zachary Faiella, Westbrook Director of Health  
Marilyn Ozols, Town Center Revitalization Committee  
James Crawford, Westbrook Economic Development Commission

J:\Proposals\2023 Proposals\2023-01-05 Westbrook Town Center Wastewater\2023-1-10 L John Hall Proposal.docx

**Change Orders.** The Town of Westbrook (the "Town") may at any time, by written instructions issued to Nathan L. Jacobson & Associates, Inc. ("Jacobson"), order changes to the services (a "Change Order"). Jacobson shall within seven (7) days of receipt of a Change Order submit to the Town a fixed cost proposal for the Change Order. If the Town accepts such cost proposal, the Change Order shall be signed by the authorized representative of Jacobson and the First Selectman for the Town. Any other Change Order that does not have dual signatures from both Jacobson and the Town will not be honored by the Town.

Once the requisite signatures for the Change Order have been obtained, Jacobson shall proceed with the work in accordance with the terms and conditions of this Agreement. Jacobson acknowledges that a Change Order may or may not entitle Jacobson to an adjustment in its compensation or the performance deadlines under this Agreement.

If Jacobson performs any work that is out the scope of this Agreement, contrary to the terms, conditions or intent of this Agreement, including any related Change Order, and/or not requested and approved by the Town in accordance with the terms as set forth in this addendum, then such work performed by Jacobson will be at its sole risk, cost and expense, and Jacobson shall not charge the Town, and the Town shall not be responsible or liable for, any fees or expenses for, relating to or arising out of such unauthorized work.





# Westbrook Republican Town Committee

December 14, 2022

Ms. MaryJo Noonan, Chairman  
Westbrook Library Board of Trustees  
61 Goodspeed Drive  
Westbrook, CT 06498

**Re: Library Board of Trustees Appointment**

Dear MaryJo,

On behalf of the Westbrook Republican Town Committee, I write to nominate Dr. Nilani Shankar to fill a recently announced vacancy on the Library Board of Trustees.

Nilani holds a Ph.D. in psychology and is currently employed as a school psychologist. She resides at 951 Old Clinton Road #20 in Westbrook; and can be reached at [nilani.shankar@protonmail.com](mailto:nilani.shankar@protonmail.com), or by telephone at (203) 232-8509, should you have additional questions.

I respectfully request that your board consider this nomination at its next meeting.

Sincerely,

Harry Ruppenicker, Jr.  
Chairman

cc. Michelle Centore  
John Hall, III  
Joseph Campbell  
Sid Holbrook  
Tony Cozza  
Nilani Shankar  
Megan Ruppenicker  
Kate Richard  
Amy Heilman  
Melinda Xenelis  
Linda Tragakes  
Melinda Xenelis

PO Box 1125 · Westbrook, CT 06498

Paid for by the Westbrook Republican Town Committee, Richard Kuehlewind, Treasurer



# Westbrook Republican Town Committee

December 12, 2022

Mr. John L. Hall, III  
Town of Westbrook  
866 Boston Post Road  
Westbrook, CT 06498

**Re: Planning Commission, Alternate**

Dear John,

On behalf of the Westbrook Republican Town Committee, I write to nominate Mr. Charles Robert Satti, III to fill a vacancy on the Planning Commission as an Alternate. This nomination is made with the assumption that Rick Newberg, currently an alternate, will be appointed to fill a newly created vacancy as a full member.

Mr. Satti is registered as Unaffiliated and resides at 38 Johnson Pond Lane. He can be reached at [rob.satti@gmail.com](mailto:rob.satti@gmail.com) or by telephone at (203)-209-5306 should you have additional questions.

I respectfully request that the Board of Selectmen consider this nomination at its next regularly scheduled meeting.

Sincerely,

Harry Ruppenicker, Jr.  
Chairman

cc. Joseph Campbell  
Tony Cozza  
Sid Holbrook  
Rob Satti  
Athena Uzzo

# 2023

## REAPPOINTMENTS JANUARY 1 – DECEMBER 31

### JANUARY

Health Director/Zachary Faiella 1/6/23 4yr term

### FEBRUARY

WATER POLLUTION CONTROL AUTHORITY 3YEARS

Mark Richard R 2/1/23

Shirley Mickens U 2/1/23

### MARCH

HARBOR MANAGEMENT 3 YEAR

John Rie (U) 3/28/23

Andy Calderoni R 3/19/23

Ronny Stevenson (U) 3/28/23

### APRIL

MARINE PATROL 1 YEAR 4/1/2023 Not sure if all will be appointed

DAVID RUSSELL

ANSIS RUTKIS

CHARLES MCSORLEY

ENRICO MILARDO

CHRISTOPHER REID

MICHAEL MCKENNA

MARK WYZYKOWSKI

MARC GELVEN

DAN PEDERSON

RICHARD MILLER

SABINE NYEHUIS

FIRE COMMISSIONERS 3 yr

John Giannini R ALT 4/30/23

### MAY

HARBOR MANAGEMENT 3yr

Gary Nolf U 5/19/23

### JUNE

ASSESSOR APPOINTED JUNE 20 2023 1 YEAR

WENDY LEONE

TREE WARDEN 2 year

John Riggio 6/30/23

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF WESTBROOK, CT  
BOARD OF SELECTMEN  
REGULAR MEETING  
Tuesday, January 10, 2023– 5:30 p.m.  
Mulvey Municipal Center  
Multi-Media Room/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, Jessica LeClair, Sustainable CT, Ken Butterworth, IT, Pat Marcarelli, COB President, Tony Cozza, BOF member, Peter Gillespie, Town Planner, Heidi Wallace, Environmental Planner, Donna Castracane, Director of Finance, John Palermo, Emergency Management Director, and Jill Brainerd, Facilities Director.

Mr. Hall led the Pledge of Allegiance.

Mr. Hall made a motion to add to the agenda the following items: Resignation of Ed Kelly (TCRC) and the acceptance of the DUI Grant. Mr. Campbell seconded the motion. The motion passed unanimously.

SUSTAINABLE CT

Ms. LeClair, Sustainable CT provided an overview on Sustainable CT program. Sustainable CT is a free, voluntary certification program that inspires, supports and celebrates thriving and resilient Connecticut communities. Documentation, including a Resolution for BOS consideration, on the Sustainable CT program was included in the BOS packet. Ms. Wallace distributed additional information. The Conservation Commission supports Westbrook's participation in the Sustainable CT program. Mr. Gillespie also supports the program and offered his assistance if necessary. Ms. LeClair was available to address questions/comments posed by BOS members.

Mr. Bialicki made a motion to approve the Sustainable CT Resolution as presented and authorized the Environmental Planner to serve as Westbrook's contact person. Mr. Campbell seconded the motion. The motion passed unanimously.

OPEN SPACE

Ms. Wallace distributed updated information relative to a potential Open Space purchase (12.7 acre parcel, Horse Hill Road). The Town currently has deeded rights to an adjacent town owned property (no parking area).

The property owner is now requesting that the Yellow Book appraisal be consistent with the real estate market value and that the timeline for the potential purchase be "moved up". A Yellow Book appraisal will cost approximately \$3,000 and typically DOES NOT reflect market value.

No BOS action taken.

FUEL MASTER COMMUNICATION LINES AND EQUIPMENT – Town Garage



The Public Works Department uses the Fuel Master program to monitor and bill appropriate departments (Public Works, Police, FD, Ambulance) for fuel. They were notified by Verizon that the equipment/hardware currently used will no longer be supported.

Documentation relative to new hardware was included in the BOS packet. Mr. Butterworth recommends ATT and the 5-year NetCloud IoT Essentials Plan and IBR600C router with WiFi (150 Mbps modem) @ \$580.00. Mr. Butterworth was available to address questions/comments posed by BOS members.

Mr. Campbell made a motion to approve ATT and the 5-year NetCloud IoT Essentials Plan and IBR600C router with WiFi (150 Mbps modem) @ \$580.00 as recommended. Mr. Bialicki seconded the motion. The motion passed unanimously.

#### TELEPHONES

The Town Hall recently experienced an outage on half of the telephones in the building. Mr. Butterworth was able to “move” lines from one “box” to space on a second “box”; however, this temporary solution is operable but not ideal. There is currently a risk of another outage. The equipment is old and not available anymore. Mr. Butterworth recommends a “Cloud” application to address the system and will have information available for BOS consideration at the next BOS meeting.

#### JACOBSON PROPOSAL - Sidewalks – BPR East Sidewalks – (OS Town Line)

A copy of the Jacobson Proposal for survey work for the Boston Post Road East Sidewalk from the Old Saybrook Town line was included in the BOS packet. The \$6,100 included in the proposal will be applied to the Town’s “match”. Mr. Gillespie provided an overview of the project. Public Participation meetings will be scheduled, and letters will be sent to property owners relative to same.

Mr. Bialicki made a motion to accept the contract as presented and authorize First Selectman Hall to sign same. Mr. Campbell seconded the motion. The motion passed unanimously.

#### EMPG GRANT

The Town received notification from the State that Westbrook was awarded the EMPG Grant (\$5,000).

Mr. Campbell made a motion to accept the EMPG Grant in the amount of \$5,000 and forward to the BOF and Town Meeting for further action. Mr. Bialicki seconded the motion. The motion passed unanimously.

#### DUI GRANT

The Town received notification from the State that Westbrook was awarded a DUI Grant (\$17,615.03).

Mr. Campbell made a motion to accept the DUI Grant in the amount of \$17,615.03 and forward to the BOF and Town Meeting for further action. Mr. Bialicki seconded the motion. The motion passed unanimously.

#### BUDGET CALENDAR

Ms. Castracane distributed a copy of the proposed Budget Calendar for BOS review. The calendar will be revised as discussed and re-distributed. It was agreed that Budget meetings will begin at 5:30 p.m.

#### Appointment/Re-appointments/Resignations

Mr. Hall made a motion to accept the resignation of Kit Bishop, R, from the Library Board of Trustees. Mr. Campbell seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to accept the resignation of Sabine Nyenhuis, Police Officer, effective 1/20/23. Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to accept the resignation of Ed Kelly from the TCRC. Mr. Bialicki seconded the motion. The motion passed unanimously.

First Reading – Robert Satti, III – R - Planning, Alt  
First Reading – Nilani Shankar – R- Library Board

Mr. Campbell made a motion to appoint Michelle Neri, R to the Town Center Revit. Committee. Mr. Campbell seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to appoint Vincent Neri, Jr., R to the Zoning Commission (Alt.). Mr. Bialicki seconded the motion. The motion passed unanimously.

Mr. Campbell made a motion to re-appoint Zachary Faiella as Westbrook’s Director of Health (4-year term). Mr. Bialicki seconded the motion. The motion passed unanimously.

#### Approval of Minutes – 12/13/22

Mr. Campbell made a motion to approve the minutes from the 12/13/22 BOS meeting as amended. Mr. Bialicki seconded the motion. The motion passed unanimously.

Correction: Page 2 – under WPCA/Town Center Conceptual discussion, paragraph 2, should read:

“The use of alternative technology (XENON system) was briefly discussed. The system installed at the Riggio Building is a PNR (Passive Nitrogen Reduction) system. Waters’ Edge uses the XENON system”.

#### First Selectman’s Report

Mr. Hall reported:

- He will be attending the COST Annual Meeting tomorrow along with Mr. Campbell, Ms. Hall and Mr. Cozza.
- The roof project(s) are progressing.
- Pindar is currently working on the longest jetty.
- Public Works has done work on the Middle Beach jetty and will be doing additional work as the tides allow. The use of additional equipment will be necessary to address the jetty.
- The water fountain for the Dog Park has been delivered. Public Works will be picking up the benches for the park. The benches were manufactured in Manchester, CT.
- The Town received notification from the State that the DOT will be working on the I-95 overpass and will be realigning the ramps. Construction is anticipated in 25/26.
- The DOT will also be facilitating the re-decking of the Singing Bridge. We’ve requested that this project not take place during the summer months.
- A COP has been received to address re-paving and raising Menunketesuck Road (Grove Beach).
- The Town officially “closed” on the Bushnell House. Mr. Riggio and Mr. Hall have “walked” the property and building. A list of “projects” for the property will be developed.

- The Foundation awarded the Town \$20,000 for fuel assistance. Funds are being issued, directly to fuel companies, on a case-by-case basis as approved by the First Selectman.

ADJOURNMENT

Mr. Bialicki made a motion to adjourn the meeting at 6:34 p.m. Mr. Campbell seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski,  
Executive Assistant

John Hall, III  
First Selectman