

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE SPECIAL MEETING – MULTI MEDIA ROOM
WESTBROOK MULVEY MUNICIPAL CENTER
February 24, 2020 6:00PM**

The Westbrook Board of Finance Special Meeting was held on Monday, February 24, 2020 at 6:00pm in the Multi Media Room. In attendance were Chairman Paul Connelly, Tony Cozza, Gary Gavigan, Chris Ehlert and Kate Gilstad-Hayden. Also in attendance were Noel Bishop, First Selectman, Teresa Alaimo, Registrar Pam Fogarty, Assessor, Kim Bratz, Tax Collector, Joan Angelini, Town Clerk, Donna Castracane, Director of Finance, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 6:00pm. The budget presentations are for the FY20-21 budgets.

BUDGET TRANSFER – TOWN CLERK TEMPORARY PAYROLL \$1,500

This transfer is for temporary help until a new clerk is hired. There is money in regular wages due to a retirement to cover this expense. This has been approved by the Board of Selectmen on January 9, 2020. There is approximately \$8,000 surplus in the account.

Upon a motion made by Gary Gavigan and seconded by Chris Ehlert to the Westbrook Board of Finance unanimously **VOTED** to transfer \$1,500 from Regular Wages to Temporary Payroll.

TREASURER:

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to table this item.

TOWN CLERK:

Ms. Angelini discussed her budget. Ms. Angelini requested that the BOF consider reinstating funds for a full time Assistant Clerk. She noted that having 2 part-time people makes it difficult to get the proper certifications to have an Assistant Town Clerk. This part time person will not have the same certifications that the previous Assistant Town Clerk had. This could cause services to be cut for residents. Ms. Angelini noted that the posting for this job was not accurate. It will need to be reposted. Mr. Bishop stated that the BOS have discussed this position and he believes their decision is firm. He noted that approval of any additional hours would have to come back to the BOS for approval. Mr. Ehlert is concerned that having two part-time positions may not be able to provide the same service to the residents. Mr. Bishop said that this position can be revisited in six months if necessary.

Upon a motion made by Gary Gavigan to table the budget until the reposting process is complete. Chris Ehlert seconded for discussion.

Discussion ensued. Mr. Ehlert asked for clarification of the surveyed of neighboring towns and whether they have the needed certification for covering the Town Clerk. Mr. Ehlert would like to see a three year activity report from the Town Clerk of activities done in her office. He asked if there is a pool of certified Town Clerks that could help in the office if needed. Mr. Ehlert also asked for the cost of this. Mr. Cozza would like to accept the budget as presented and then revisit if needed by April 1st. Mr. Bishop would like to know where we stand with this position. It was discussed that the BOS will review and if they remain firm on their decision, it should be reposted. Ms. Angelini asked the cost savings? It is approximately \$13,000 and the cost of

benefits if the position were 25 or more hours. Mr. Cozza suggested having the BOS reaffirm their position. Mr. Ehlert would like to table this and have the BOS discuss on Thursday with the Town Clerk to see if there is change. Ms. Castracane will get the information requested. Mr. Dahl would like the additional information and to know what the impact is on public service. Mr. Bishop noted that he will confirm the details with the Labor Attorney. The Registrar noted that it is important to have someone with the proper certification in the Town Clerk's office who can process her time sensitive paperwork.

Mr. Gavigan agreed to amend his motion.

Upon a motion made by Gary Gavigan and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to table the Town Clerk budget until additional information can be provided by the Board of Selectmen.

AD HOC ENERGY:

Upon a motion made Tony Cozza and seconded by Kate Gilstad-Hayden it was:

RESOLVED: to appropriate the sum of \$1,202 for Department #0111-1111 Ad Hoc Energy Committee. Abstentions: Chris Ehlert and Gary Gavigan. Ayes: Tony Cozza, Paul Connelly, Jim Dahl and Kate Gilstad-Hayden

BOARD of ASSESSMENT APPEALS

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl it was:

RESOLVED: Unanimously to appropriate the sum of \$378 for Department #0120 Board of Assessment Appeals.

ELECTIONS:

Staffing was discussed. Mr. Cozza suggested budgeting for 2 full time registrars. Deputies are needed. The temporary payroll stays the same. The statute states that there needs to be a candidate from each major party. If changes to this budget are needed it will be revisited.

Upon a motion made by Gary Gavigan and seconded by Chris Ehlert it was:

RESOLVED: Unanimously to appropriate the sum of \$73,211 for Department #0113 Elections.

ASSESSOR

Upon a motion made by Gary Gavigan and seconded by Tony Cozza it was:

RESOLVED: Unanimously to appropriate the sum of \$156,888 and Revenue of \$141,154 for Department #0115 Assessor.

Mr. Bishop noted that Ms. Fogarty is retiring at the end of April. If a person is found before she leaves, it would be beneficial to have a week overlap for training.

TAX COLLECTOR

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl it was:

RESOLVED: Unanimously to appropriate the sum of \$162,303 for Department #0116 Tax Collector.

INFORMATION TECHNOLOGY

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to table this item.

FINANCE:

Ms. Castracane discussed the budget and upgrade to the current financial system. She also discussed the revenue from the cell towers. This is determined by the State.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza it was:

RESOLVED: Unanimously to appropriate the sum of \$189,655 and Revenue of \$20,000 for Department # 0117 Finance.

BOARD OF FINANCE:

The auditor's contract has increased. Consideration for this going out for bid will be done at the end of the contract.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert it was:

RESOLVED: Unanimously to appropriate the sum of \$45,273 for Department #0121 Board of Finance.

PUBLIC COMMENT

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:37pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk