

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE SPECIAL MEETING
WESTBROOK MULVEY MUNICIPAL CENTER –VIDEO CONFERENCE
March 30, 2020 6:30PM**

The Westbrook Board of Finance Special Meeting was held on Monday, March 30, 2020 in the Multi Media Center of the Mulvey Municipal Center. In attendance were Chairman Paul Connelly, Tony Cozza, Chris Ehlert, James Dahl, Gary Gavigan and Kate Gilstad-Hayden. Also in attendance were Suzanne Helchowski, First Selectman's Office, Lew Daniels, Director of the Library, Michele Loso, Auditor, Seward and Monde, Paul Marcarelli, Council of Beaches, John Riggio, Director of Public Works, Donna Castracane, Director of Finance, Carol Hess, Assistant Director of Finance, Marilyn Ozols, Planning Chair, Lee McNamara, WPCC, Eric Knapp, Zoning Enforcement Officer/Planning, Ken Butterworth, IT and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 6:33pm.

PRESENTATION AND APPROVAL OF THE FY18-19 AUDIT RESULTS

Michele Loso from Seward and Monde discussed the audit. It was a clean opinion with no material weaknesses. Ms. Loso answered member questions.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to accept the audit report for FY18-19.

PUBLIC COMMENT

Mr. Marcarelli thanked the Board for allowing him to be part of the meeting.

Upon a motion made by Gary Gavigan to table the approval of the Capital Improvement Plan until additional information is available. Tony Cozza seconded for discussion.

Mr. Cozza discussed the cuts to the capital budget which he hopes the Board will consider during this difficult economic time. Ms. Castracane noted that all projects can be reviewed and voted on but that all projects are pending appropriation. Mr. Gavigan stated that the Board should consider using the previous year's budget if a budget is not approved. Mr. Gavigan noted that he has many questions that need answers before he is prepared to move forward. Mr. Ehlert feels that we may need to discuss the state of the state at the next meeting before proceeding with the Capital Improvement Plan. A decision needs to be made as to how this Board moves forward. He also noted that some capital items are important to fund.

Discussion ensued.

Due to the Governor's executive order there will be no town meeting or budget hearing held to approve the budget. The Board of Finance will make the final decision. The full impact of this crisis will not be known until we are well into the next fiscal year. The BOF could reserve the right to change when additional information is available.

Mr. Ehlert asked to call the question

Upon a motion made by Gary Gavigan to table the approval of the Capital Improvement Plan until additional information is available. Tony Cozza seconded the motion.

Ayes: Gary Gavigan, Tony Cozza, Chris Ehlert, Paul Connelly, Nays: Kate Gilstad-Hayden, Jim Dahl.

The Board will get hard copies of the Board of Education budget. Mr. Gavigan recommends that we pass the budget as it was approved last year so that the tax office can move forward. Ms. Castracane asked that any requests or questions be sent to her by noon tomorrow. She noted that May 5th is the date we have to approve the town budget.

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

