

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
TOWN OF WESTBROOK
BOARD OF FINANCE SPECIAL MEETING – REVISED LOGIN/CALL-IN
INFO
MONDAY, APRIL 6, 2020
6:30 P.M.**

Teleconference Number: 1 (646) 558-8656

Meeting ID: 861 515 607

Password: 016323

OR

One Tap Mobile Option: +16465588656,,861515607#

OR

Video Meeting URL:

<https://zoom.us/j/861515607?pwd=dC8zdjZwTkhkUGpuOHU0SVBIOUFIdz09>

Meeting ID: 861 515 607

Password: 016323

The Westbrook Board of Finance Special Meeting was held on Monday, April 6, 2020 by Videoconference. In attendance were Chairman Paul Connelly, Chris Ehlert, Tony Cozza, Jim Dahl, Gary Gavigan and Kate Gilstad-Hayden. Also in attendance were Noel Bishop, First Selectman, Suzanne Helchowski, Executive Assistant, John Rei, IWWC Chair, Ken Butterworth, IT, Stan Mingione, Estuary, Don Izzo, Emergency Management, Carol Mullaney, Nursing, Jane Butterworth, Treasurer, David Maiden, Building Official, Heidi Wallace, IWWC, Donna Castracane, Director of Finance, Carol Hess, Finance and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 6:34pm. The budget presentations are for the FY20-21 budgets.

TREASURER

Rates are decreasing for STIF. Ms. Butterworth will confirm rates when March rates are available.

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

RESOLVED: to appropriate the sum of \$14,067 and Revenue of \$200,000 for Treasurer # 0114.

HARBOR COMMISSION

There was a decrease because signs were not needed. There was increase in payroll because there is a need to track the shoreline moorings.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert for discussion.

The increase was due to having a Harbor Master.

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

RESOLVED: Unanimously to appropriate the sum of \$11,300 for Harbor Commission #0418.

CONSERVATION COMMISSION

Payroll and additional money for signs has increased because of the hope of purchasing additional property on Toby Hill. This is going to be used for recreational use so there will be a need for signs and parking lots.

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

RESOLVED: Unanimously to appropriate the sum of \$24,795 for Conservation Commission # 0414.

ZONING BOARD OF APPEALS

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

RESOLVED: to appropriate the sum of \$19,531 for Zoning Board of Appeals # 0410-4103.

INLAND WETLANDS & WATERCOURSES COMMISSION

This budget remained flat. There is a public hearing with Waters Edge and there may be a possible appeal. Ms. Wallace discussed possible reductions.

Upon a motion made by Tony Cozza and seconded by Jim Dahl it was:

RESOLVED: Unanimously to appropriate the sum of \$67,510 and Revenue of \$700 for Division # 0416 IWWC.

INFORMATION TECHNOLOGY

Machines will need to be upgraded to Windows 7. Some machines will need to be replaced. Applications are being moved into a cloud based solution. There is a server that needs to be replaced and an email server needs to also be addressed. Servers are in the Capital Improvement Plan (CIP). Mr. Butterworth supports everything but the network and the servers which are covered under the Enterprise contract.

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

RESOLVED: Unanimously to appropriate the sum of \$93,921 for Division # 0112 – Information Technology.

BUILDING OFFICIAL

Code books will be purchased. The increased revenue was for work done at the Lee Company. Temporary Payroll could be reduced by \$2,500 down to \$8,500. The coverage for 3 weeks of vacation will. Professional Development can be reduced to from \$1,000 to \$500. Mileage reimbursement reduced from \$2,000 to \$1,800.

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

RESOLVED: Unanimously to appropriate the sum of \$144,556 and Revenue of \$200,000 for Division #0417 – Building Official.

HEALTH

A full time sanitarian has been added to the Health Department. Beach water testing is done by Eastern Analytical.

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

RESOLVED: Unanimously to appropriate the sum of \$210,535 and Revenue of \$15,000 for Division # 0510 – Department of Health.

WPCA

The Environmental Tech position is now part time and vacant.

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

RESOLVED: Unanimously to appropriate the sum of \$32,630 for Division # 0511 – WPCA.

NURSES

Expenses may increase due to the current crisis. Expenses to revenue has stayed stable over the past five years. Educational and Office supplies may be able to be reduced. This will be reviewed.

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

RESOLVED: Unanimously to appropriate the sum of \$590,247 and Revenue of \$400,000 for Division # 0512 – Public Health Nurses. Ayes: Paul Connelly, Tony Cozza, Chris Ehlert, Gary Gavigan, Kate Gilstad-Hayden. Abstentions: Jim Dahl.

TOWN CLERK

The position has been filled and the budget has been agreed to and will be reviewed in six months by the Board of Selectmen. The person moving from land use is not on the payroll until the current crisis is resolved.

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

RESOLVED: Unanimously to appropriate the sum of \$144,075 and Revenue of \$218,000 for Division # 0119 – Town Clerk.

GRANTS TO OUTSIDE AGENCIES

The Estuary came before the Board of Selectmen with the information requested. The Board agreed to \$20,000. This is an important service to our town. An information session is planned for June but now will be moved to the fall.

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

RESOLVED: Unanimously to appropriate the sum of \$213,965 Division # 0910 – Grants to Outside Agencies.

This will need to be submitted in the paper by April 16th. A meeting may need to be scheduled on April 14th at 5:00pm. This will be posted to the website and an email will be sent to all department heads.

PUBLIC COMMENT

Mr. Bishop discussed the information discussed in the meeting with the Lt. Governor and possible directives which the Governor will be acting on. Town beaches are closed for the time being.

Mr. Cozza discussed having the Senior Center Director and the Director of Social Services be added to the agenda for April 8th to discuss additional funding. Ms. Castracane noted all

expenses incurred due to this event should be tracked for possible partial reimbursement. More information will be available in the near future.

Mr. Ehlert asked if there will be department savings for this year. Ms. Castracane will be doing a summary of this and possible lost revenue. Mr. Cozza asked to add an item of General Budget Discussion FY20-21 and another item to address the FY19-20 Budget discussion for Wednesday.

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:06pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk