

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE SPECIAL MEETING
WESTBROOK MULVEY MUNICIPAL CENTER –VIDEO CONFERENCE
April 14, 2020 5:00PM**

The Westbrook Board of Finance Special Meeting was held on Tuesday, April 14, 2020 via Zoom Video Conference. In attendance were Chairman Paul Connelly, Tony Cozza, Chris Ehlert, Gary Gavigan, Jim Dahl and Kate Gilstad-Hayden. Also in attendance were Noel Bishop, First Selectman, Suzanne Helchowski, First Selectman's Office, Jill Brainerd, Facilities, John Flaherty, Fire Marshall, Ben Borelli, Police, Carol Mullaney, Visiting Nurses, Mike Jenkins, Fire Chief, Jane Butterworth, Treasurer, Pat Ciccone, Superintendent of Schools, David Maiden, Building Official, Lew Daniels, Library Director, Paul Marcarelli, Council of Beaches, Donna Castracane, Finance Director, Carol Hess, Assistant Director of Finance, Marilyn Ozols, Planning Chair, Lee McNamara, WPCC, Eric Knapp, Zoning Enforcement Officer/Planning, Kim Bratz, Tax Collector, Joan Angelini, Town Clerk, Rich Annino, Director of Parks and Recreation, Ken Butterworth, IT and Kelley Frazier, Clerk. Absent: James Dahl

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 5:12pm.

DISCUSSION AND APPROVAL OF TOWN OF WESTBROOK OPERATING BUDGET

Ms. Castracane discussed the open items in the budget. Ms. Bratz gave an update on revenue. The BOS agreed to reduce the interest rate to 3% so that money is received in July. The reduction in interest revenue will be approximately \$11,000. Liens will also be reduced. Tax bills will go out at the end of June. If payment is not received by October the interest rate will revert back. Supplemental Motor Vehicle Revenue is expected lower due to the low volume of vehicles purchased. This should be reduced to \$70,000. Expenditures have not changed.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to reduce Interest Revenue by \$10,000 and the Supplemental Motor Vehicles reduced \$70,000 with a total reduction in Tax Collector Revenue of \$80,000. Expenditures remain \$162,303.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the First Selectmen budget of \$203,583.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Human Resource budget of \$27,500.

Upon a motion made by Kate Gilstad and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the General Engineering budget to \$58,000.

Upon a motion made by Gary Gavigan and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve Information Technology budget of \$93,921.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad Hayden the Westbrook Board of Finance unanimously **VOTED** to approve the Elections budget to \$65,191.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to reduce the Treasurer Revenue to \$100,000 and to approve the budget of \$14,067.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Assessor budget of \$155,888.

Upon a motion made by Kate Gilstad Hayden and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Finance budget of \$189,155.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Town Clerk budget of \$144,075 for expenditures and Revenue of \$218,000.

Upon a motion made by Gary Gavigan and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Board of Finance budget to \$45,273.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Police Department budget of \$644,066.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Fire Department budget of \$805,594.

Upon a motion made by Kate Gilstad Hayden Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Fire Marshall budget of \$127,952.

Upon a motion made by Kate Gilstad Hayden Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Fire Commissioners budget of \$1,529.

Upon a motion made by Kate Gilstad Hayden Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Emergency Management budget of \$27,998.

Mr. Riggio asked if projects that are not completed by the end of the year can be extended. Capital projects can be extended. Funding that is not used could be put into designated fund balance and appropriated as a special appropriation.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Public Works budget of \$1,453,266 and Revenues of \$540,079.

Upon a motion made by Gary Gavigan and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to approve the Facilities budget of \$404,957.

Upon a motion made by Kate Gilstad Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Planning and Zoning Development budget of \$241,041.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Conservation budget of \$24,795.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the IWWC budget of \$66,745.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Building Official budget of \$145,556 and Revenues of \$200,000.

Upon a motion made by Gary Gavigan and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to approve the Harbor Commission budget of \$11,300.

Upon a motion made by Kate Gilstad Hayden and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Public Health budget of \$210,535 and Revenues of \$15,000.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the WPCA budget of \$33,713.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Visiting Nurses budget of \$589,087 and Revenue of \$400,000.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance **VOTED** to approve the Senior Center budget of \$102,221 and Revenue of \$17,300.
Ayes: Paul Connelly, Kate Gilstad-Hayden, Chris Ehlert, Tony Cozza, Jim Dahl. Abstentions: Gary Gavigan

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Social Services budget of \$64,179.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Library budget of \$ 350,434.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Recreation budget of \$426,978 and Revenue of \$250,000.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Grants to Outside Agencies budget of \$213,965.

Upon a motion made by Gary Gavigan and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to approve the Town wide Dues/Memberships budget of \$17,201.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Transfer to Other Funds of \$28,000.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Employee Benefits budget of \$1,777,400.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Debt Service budget of \$2,719,325

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to approve the Contingency budget of \$70,000.

Discussion held regarding the new constable position and funding for this position.

DISCUSSION AND APPROVAL OF TOWN OF WESTBROOK CAPITAL BUDGET

Discussions held regarding a zero percent increase and where the reductions could occur. Board members are encouraged to review the capital plan for the meeting 4/15/20 to see where reductions are possible.

PUBLIC COMMENT

No Comment

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:45pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk