

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE SPECIAL MEETING
WESTBROOK MULVEY MUNICIPAL CENTER –VIDEO CONFERENCE
May 5, 2020 7:00PM**

The Westbrook Board of Finance Special Meeting was held on Tuesday, May 5, 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, John Hall, Selectman, Hiram Fuchs, Selectmen, Jill Brainerd, Facilities, Ben Borelli, Police, Carol Mullaney, Visiting Nurses, Mike Jenkins, Fire Chief, John Rie, Jane Butterworth, Treasurer, Pat Ciccone, Superintendent of Schools, Lew Daniels, Library Director, Paul Marcarelli, Council of Beaches, Donna Castracane, Finance Director, Carol Hess, Assistant Director of Finance, Marilyn Ozols, Planning Chair, Eric Knapp, Zoning Enforcement Officer/Planning, Kim Bratz, Tax Collector, Rich Annino, Director of Parks and Recreation, Ken Butterworth, IT and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

Mr. Connelly called the meeting to order at 7:10pm.

PUBLIC COMMENT

Andy Schatz 25 Chapman Avenue thanked the Board for their hard work. He asked that Town Center Improvements capital project be considered sooner in the five year plan. He said that a wide range of residents surveyed wanted to enhance the Town Center and make it a priority. He suggested moving the entire \$250,000 to FY22-FY23.

DISCUSSION AND APPROVAL OF THE FIVE YEAR CAPITAL PLAN

The Capital Plan was discussed. Mr. Gavigan requested information on the possibility of bonding of the CIP. Ms. Castracane has contacted the financial advisor. This would add approximately \$200,000 to next year's debt service. This amount would increase significantly in the coming years. Ms. Castracane does not recommend doing this. Mr. Gavigan requested that this discussion be placed on an upcoming agenda to discuss funding of the CIP in the coming years.

Discussion Ensued

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve Year 1 of the Capital Improvement Plan in the amount \$1,724,707.

There is no thermal imaging on the fire boats. This would be very beneficial.

Upon a motion made by Tony Cozza and seconded by Paul Connelly the Westbrook Board of Finance unanimously **VOTED** to add \$7,000 for a Thermal Imaging System in Year 2 of the Capital Improvement Plan.

Mr. Paul Macarelli, Council of Beaches, noted that a fundraiser may be held for part of the cost.

Upon a motion made by Paul Connelly and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve Year 2 of the Capital Improvement Plan in the amount of \$2,254,707.

Discussion held regarding moving the Town Center Improvement into year 4. This will be added to the agenda for July for discussion.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to move the Town Center Improvement Plan funding to Year 3 of the Capital Improvement Plan in the amount of \$250,000.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to approve Year 3 of the Capital Improvement Plan in the amount of \$2,938,750.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to approve Year 4 of the Capital Improvement Plan in the amount of \$1,573,000.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve Year 5 of the Capital Improvement Plan in the amount of \$ 7,667,000.

DISCUSSION AND APPROVAL OF THE FY20-21 OPERATING BUDGET

Upon a motion made by Gary Gavigan and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to approve the FY20-21 budget in the amount of \$31,131,630 and a 1.5% increase.

Mr. Ehlert said that summer programs for Park and Recreation may start June 29th. The impact of the revenue for Park and Rec was discussed. Mr. Annino said that the number of kids attending camp will be decreased but the Revenue expected should be realized. Mr. Ehlert noted that revenues is where the budget can become unraveled during this pandemic. Mr. Bishop noted that unemployment in Westbrook is low. Ms. Bratz stated that escrow and leasing companies are holding money which they will pay in July. Supplemental revenue will be reduced. Things are uncertain. This will be a year of collecting constantly to work with businesses that have been closed. Ms. Bratz will give the Board of Finance an update in September as to what has been collected.

Mr. Ehlert noted that the school is going to close for the balance of the year. Summer Learning costs may be more, but it is uncertain. The number of students that require this program is unknown. Mr. Ehlert discussed the three administrative personnel changes. He asked if there will be savings. These positions are difficult to fill. The Board has not met to discuss this. This is on the agenda for the next meeting. There may be savings, but the BOE is reluctant to change anything at this time. Mr. Cozza asked about sharing classes with another town for classes with small enrollment. Ms. Ciccone said that the distance learning platform could be used to do this.

Mr. Cozza and Mr. Ehlert suggested having a discussion of comparing other town's departmental budgets to our budget. This will be added to the next agenda. Ms. Gilstad-Hayden would also like the BOS to be involved.

SET MILL RATE FOR FY20-21

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to set the mill rate of 25.00 for Fiscal Year 2020-2021.

The Board of Finance agreed to have a meeting on Thursday May 7, 2020 at 6:00pm.

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:18pm.

Respectfully Submitted,

Kelley Frazier, Clerk