

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE REGULAR MEETING**

**WESTBROOK BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER, NORTH CONFERENCE ROOM
JANUARY 16, 2019 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, January 16, 2019 in the North Conference Room of the Westbrook Mulvey Municipal Center. In attendance were Chairman Paul Connelly, Tony Cozza, Kate Gilstad-Hayden, Gary Gavigan k and John Leake. Also in attendance were Noel Bishop, First Selectman, Eric Knapp, Zoning Enforcement Office/Planning, Donna Castracane, Director of Finance and Kelley Frazier, Clerk. Absent: George Pytlik

CALL TO ORDER

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

Upon a motion made by Gary Gavigan and seconded by John Leake the Board of Finance unanimously **VOTED** to move the Sidewalk Engineering for Connectivity Grant up in the agenda to accommodate the attendees.

OTHER BUSINESS

Sidewalk Engineering for Connectivity Grant – Discussion and Approval to Spend

Mr. Knapp discussed the costs for engineering. Engineering is required before an application for the grant can be submitted. The three quotes received were discussed. Mr. Knapp is requesting \$25,000 to enter into a contract with DTC who quoted \$25,000.

Upon a motion made by Tony Cozza and seconded by John Leake it was:

RESOLVED unanimously by the Board of Finance to authorize Mr. Bishop to enter into an agreement with DTC for sidewalk engineering for the Connectivity grant as stated in their proposal dated January 8, 2019 for professional engineering services for Westbrook sidewalk enhancement and extensions along Route 1 DTC proposal No. 19 106 000 in the amount of \$25,000 pending review and approval by Attorney Wells.

APPROVAL OF MINUTES

Upon a motion made by Gary Gavigan and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to approve the October 24, 2018 Regular Meeting as written.

TREASURER'S REPORT

Ms. Butterworth was not present, but her report was briefly discussed. STIF did go up again, but rates are expected to remain stable. A brief discussion occurred as to the rate for STIF funds.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to table the report until further information is received.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. Budget material has been received. Next Thursday the Board of Selectmen (BOS) will have their first budget discussion. If a budget has not been received from a Department Head, the same budget funding from last year will be used. Negotiations for municipal employees is underway. A status of the radio project was given. The additional information requested was received and is being reviewed by a consultant. Mr. Bishop discussed articles in the *Harbor News*. One was regarding a redesign of Kirtland Landing. Three bids have been received and are being reviewed. The new patrol boat has been received. It will be christened in the spring. A committee will be formed to nominate a person to dedicate the boat to. A donation from the Westbrook Foundation is being discussed for a pickle ball court. Mr. Bishop would like to recognize the Westbrook Foundation for their community support in the spring.

APPROPRIATIONS

Community Foundation of Middlesex County – Not to Exceed \$3,000

This appropriation is for the Shoreline Basic Needs Task force to Career Counselor position. This is a position which will help with long term career counseling. Students and people from the community will be able to work with this person.

Upon a motion made by Gary Gavigan and seconded by John Leake it was:

RESOLVED unanimously by the Board of Finance to appropriate a sum not to exceed \$3,000 is hereby appropriated from Contingency to the Community Foundation of Middlesex County. From Account # 010.9990.9991.0910.5 to Account # 010.0910.9100.0820.5.

BUDGET TRANSFERS

Ms. Castracane discussed the transfers. See Attachment 6.1. The previous year transfer was a recommendation of the auditors.

Upon a motion made by Gary Gavigan and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to approve the Fiscal 2017-18 transfers as stated in Section 6-1.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Fiscal 2018-19 transfers as stated in Section 6-1.

FINANCIAL REPORTS AND COMMENTS FROM DONNA CASTRACANE- DIRECTOR OF FINANCE

FY18-19 Financial Summary and Key Revenue

Ms. Castracane gave a brief summary. 63% of revenue has been collected. Tax collections are going well. Pilot funding is also being received. Building revenue is high due to the Lee Company building project.

FY18-19 YTD Expenditures and Revenues

Ms. Castracane gave a brief update. Legal services expenditures are being reviewed. Contract negotiations are also ongoing.

Status of Contingency and Fund Balance

A brief discussion was held regarding the reporting.

Upon a motion made by John Leake and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to accept the Financial Report as presented.

A proposal for the purchase of 144 acres was discussed. There is the potential for a grant, but two assessments are required.

PUBLIC COMMENT

No comment.

OTHER BUSINESS

Lynn Road Bridge Update and Possible Appropriation

Reengineering of this project was required due to the historical considerations. Bonding was done for the project, but there was a deficit for the total cost. The Board of Finance (BOF) and BOS have committed to this project. Short term notes for \$369,000 may be taken or the fund balance could be used for funding the deficit. The preliminary audit report indicates funds available to use the Fund Balance. This is an appropriate use of the fund balance and keeps us above 15% as suggested by the BOF. This will have to go to a town meeting for approval.

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

RESOLVED unanimously by the Board of Finance to fund the \$369,000 from the Fund Balance for the Lynn Road Bridge bonded project and to forward it to a town meeting for approval.

Discussion and Possible VOTE to Extend Contract for Seward and Monde

There is general consensus to continue the audit services with Seward and Monde. The auditors will be appointed in February. Mr. Gavigan said that this should be voted on at the next meeting after information is received.

Upon a motion made by John Leake and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to add a discussion and approval of the Board of Finance budget for 2019-20.

Ms. Castracane discussed the budget in detail. The financial services amount should remain as is until more information is received from Seward and Monde.

Upon a motion made by Gary Gavigan and John Leake the Board of Finance unanimously **VOTED** to approve the Fiscal Year 2019-20 budget as presented.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:00pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk

