

**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- MULTI MEDIA ROOM
FEBRUARY 19, 2020 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, February 19, 2020 in the Multi Media Center of the Westbrook Mulvey Municipal Center. In attendance were Paul Connelly, Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Gary Gavigan. Also in attendance were Noel Bishop, First Selectman, Suzanne Helchowski, Donna Castracane, Director of Finance, Jill Brainerd, Facilities, Human Resources, John Riggio, Director of Public Works, Lew Daniels, Director of Library, Eric Knap, Zoning Enforcement Officer, Trooper Ben Borelli, Police, Colleen Topitzer, Public Works, Carol Hess, Assistant Director of Finance. Absent:

CALL TO ORDER

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

APPROVAL OF MINUTES

Upon a motion made by Gary Gavigan and seconded by Chris Ehlert the Westbrook Board of Finance **VOTED** to approve the minutes of January 15, 2020 as written.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. Employees from Town Hall attended a COST conference in which the Governor spoke.

APPROPRIATIONS

Resolved that a Sum Not to Exceed \$5,015 be Appropriated from the Fire Hose Account to the Grant Fund to Cover the Town's Match of the Westbrook Foundation Grant.

This is to match a grant from the Westbrook Foundation.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously

RESOLVED: That a Sum not to exceed \$5,015 be appropriated from the Fire Hose Account to the Grant Fund to cover the Town's match of the Westbrook Foundation Grant. (From Account 010.0211.2113.0316.5 to 110.0211.2113.0412.5)

BUDGET TRANSFERS

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to table this item until February 24, 2020 when the Town Clerk is available to attend.

FINANCIAL REPORTS

FY 19-20 Expenditures and Revenues

ECS funds were received higher than anticipated. There are no department deficits. Facilities may have potential expenses due to emergencies that have occurred. The audit is in process. Auditors will be attending a meeting in March to report on the audit. Building permits have exceeded their budget revenue due to the Lee Company expansion. The Dog Warden vehicle will need to be discussed by the Board of Selectmen before the Board of Finance can approve.

Upon a motion made by Gary Gavigan and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to accept the Director of Finance report as discussed.

PUBLIC COMMENT

No public comment.

OTHER BUSINESS

No other business.

OPERATING BUDGET DEPARTMENT REVIEW

Overview of FY20-21 Budget Requests and BOS Approved Budget

Ms. Castracane discussed the budget as approved by the Board of Selectmen.

FIRST SELECTMAN:

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

RESOLVED: Unanimously to appropriate the sum of \$204,083 and Revenue of \$200 for Department 0111 First Selectmen.

HUMAN RESOURCES:

Legal services had a reduction because the only contract outstanding is the Constables budget. The Medical Services line item includes DOT physicals and hearing tests. Ms. Brainerd will get the actuals for these physicals. Medical Services will be decreased to \$2,500.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl it was:

RESOLVED: Unanimously to appropriate the sum of \$27,000 for Department 0111-1112 Human Resources.

GENERAL ENGINEERING

This item is difficult to project. There are three major projects being done by the Town. The Sidewalk project grant does not include the engineering costs.

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

RESOLVED: Unanimously to appropriate the sum of \$60,000 for Department 0111-1113 General Engineering.

LEGAL SERVICES

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

RESOLVED: Unanimously to appropriate the sum of \$20,500 for Department #0118 Legal Services

PLANNING, ZONING AND DEVELOPMENT 0410

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

RESOLVED: Unanimously to appropriate the sum of \$225,093 and Revenue of \$1,500 for # Planning 0410.

PUBLIC WORKS

Streetlights have been reduced in this fiscal year. Mr. Riggio agrees that the Electric under Budget Category Roads could be reduced by \$8,000 from \$70,000 to \$62,000.

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

RESOLVED: Unanimously to appropriate the sum of \$1,454,866 and Revenue of \$530,079 for Department #0311- Public Works.

FACILITIES

The Library cleaning contract has been moved to the facilities budget. Electrical costs for the Town Hall were discussed. Mr. Ehlert discussed the reduction expectations. It is uncertain when this will occur. Mr. Riggio suggested keeping the funds in the budget until timing is known. The Board members agree that this line item will remain as it is. This will be reviewed again before the final budget is approved. Fencing at the Academy building needs to be replaced. Custodial contracts were discussed. Ms. Brainerd requested that Custodial Supplies be increased for the Library to \$2,600 to purchase equipment such as a vacuum, cart and carpet cleaner. The town has one propane and natural gas supplier. This has not gone out to bid recently. Mr. Ehlert suggested doing this in late summer.

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

RESOLVED: Unanimously to appropriate the sum of \$419,957 and Revenue of \$200 for Department #0314- Facilities Management.

LIBRARY

Staffing was discussed. Mr. Bishop asked the Board of Finance to increase the salary line item for the Director so that the salary can be competitive when searching for a new director. Mr. Daniels noted that the Assistant Librarian is also leaving. A LTA will be brought in for 35 hours a week and one Assistant Director is also needed. Mr. Daniels suggests that the budget remain the same. The range for the Library Director is \$75,000 to \$80,000. This will be reviewed when better information is received.

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

RESOLVED: Unanimously to appropriate the sum of \$370,956 and Revenue of \$2,750 for Department #0810 Library.

POLICE, HARBOR PATROL, PATA

Police Services

Staffing was discussed. Trooper Borelli stated that coverage will be better with the new staffing schedule. Vehicle maintenance was discussed and the Board agrees to increase the budget \$1,500. Mr. Ehlert noted that the town prefers a set schedule for the constables. Harbor Patrol has 2 people to operate the boat, but three are needed.

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

RESOLVED: Unanimously to appropriate the sum of \$635,888 and Revenue of \$43,250 for Department #0210 Police Services.

Police Advisory/Traffic

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

RESOLVED: Unanimously to appropriate the sum of \$1,842 for Department #0210-2016 Police Advisory/Traffic.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:24pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk