

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE (BOF) REGULAR MEETING
WESTBROOK BOARD OF FINANCE REGULAR MEETING
VIA ZOOM TELECONFERENCE
May 19, 2021 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, May 19, 2021. In attendance were Paul Winch, Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden(7:00pm Arrival) and Gary Gavigan. Also in attendance were Donna Castracane, Director of Finance, Suzanne Helchowski, Administrative Assistant, Eric Knapp, ZEO, Jane Butterworth, Treasurer, Carol Hess, Assistant Director of Finance, Susan Connelly and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

The meeting was called to order at 6:30pm.

APPROVAL OF MINUTES

Upon a motion made by Paul Winch and seconded by Tony Cozza the Westbrook Board of Finance **VOTED** to approve the minutes of April 19, 2021 Public Hearing, April 19, 2021 Special Meeting as written.

Upon a motion made by Paul Winch and seconded by Chris Ehlert the Westbrook Board of Finance **VOTED** to approve the minutes of April 21, 2021 Regular Meeting as written.

Upon a motion made by Chris Ehlert and seconded by Paul Winch the Westbrook Board of Finance **VOTED** to approve the minutes of May 4, 2021 Special Meeting as written.

Upon a motion made by Tony Cozza and seconded by Paul Winch the Westbrook Board of Finance **VOTED** to approve the May 13, 2021 minutes as amended.

Amendment:

Mr. Ehlert was present. Ms. Gilstad-Hayden was not present.

TREASURER'S REPORT

Ms. Butterworth discussed her report. STIF interest went down slightly and will continue to be monitored. The rate is still higher than Citizens.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance **VOTED** to approve the Treasurer's Report as presented.

APPROPRIATIONS

None

BUDGET TRANSFERS

Various – See Attached Document (Sec. 5-1)

Small Cities Grant

Discussion held regarding funding and where to fund this from. It was suggested that this come from contingency.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance **VOTED** to approve the transfer from Food Account #010.0514.5140.0330 Other Professional Services Account #010.0111.1110.0239 in the amount of \$2,220. Ayes: Chris Ehlert, Gary Gavigan, Tony Cozza, Jim Dahl. Nays: Paul Winch

Planning, Zoning and Development

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance **VOTED** to approve the transfer from Legal Services Account #010.01410.4102.0234 to Subscription Services Account #010.0410.4100.0204 in the amount of \$360.

OTHER BUSINESS

Update on Sidewalk Capital Project

Mr. Knapp discussed the sidewalk repair needed. Funding for this repair will come from the capital project for sidewalks. This does not require action by the Board, but is informational only. Mr. Ehlert thanked Mr. Knapp for keeping the Board aware of this need.

Update on Energy Projects

Mr. Ehlert gave an update on the benefits of the net metering and the streetlight project. The savings will be reported monthly. Streetlight savings is over \$40,000. This has been very beneficial to the town. A rebate will also be given to the town. Mr. Ehlert will follow up on the rebate. Usage was discussed. Mr. Ehlert will research the accuracy of the billing. Mr. Cozza suggested having the Board send a letter thanking Mr. Fish for his work on the Energy Committee. Mr. Gavigan will write the letter. The School has mitigated over \$60,000 in energy costs.

Approval of Bills

Upon a motion made by Tony Cozza and seconded by Paul Winch the Westbrook Board of Finance unanimously **VOTED** to approve bills in the amount of \$4,600 to Seward and Monde and \$45.00 for Shore Publishing.

FINANCIAL REPORTS

FY20-21 Financial Report

Ms. Castracane gave an update on the financial reporting. Federal funding was discussed. It is uncertain if and when these funds will become available for the town. Mr. Gavigan requests that the Board be made aware of any federal funding that becomes available to our town. It is important that the BOF work with the Board of Selectmen (BOS) to make decisions about how these funds are spent. Updates regarding this funding should be given to the Board of Finance on a regular basis.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to accept the Director of Finance report as discussed.

PUBLIC COMMENT

No Comment

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:43pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk