

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

**WESTBROOK BOARD OF FINANCE SPECIAL MEETING  
WESTBROOK MULVEY MUNICIPAL CENTER- TELECONFERENCE  
MAY 26, 2020 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Tuesday, May 26, 2020 via Zoom Videoconference. In attendance were 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 Wayne Buck, Police, Lee McNamara, Waste Water Management Chair, Marilyn Ozols, Planning Chair, Carol Hess, Assistant Director of Finance. Absent: Paul Connelly

**CALL TO ORDER**

The meeting was called to order at 6:35pm by Acting Chair Gavigan.

**FIRST SELECTMAN'S REPORT**

Mr. Bishop gave a brief update. The town received confirmation that funds for Grants and state funding is expected to be received. The parking lot at West Beach has been opened. There are guidelines in place for extra cleaning. People are social distancing. This will continue to be monitored.

Upon a motion duly made and seconded the Westbrook Board of Finance unanimously **VOTED** to move the Approval of Minute to the end of the meeting.

**TREASURER'S REPORT**

Interest rates continue to drop. This will be monitored.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the Treasurer's report.

**APPROPRIATIONS**

**Library Fund Appropriation-Resolved that a sum not to exceed \$18,000 for FY2020-21 from Library Fund Unassigned Fund Balance to Library Fund Expenditure Account**

This is an annual appropriation to purchase things outside of the library's operating budget. Everything has been approved by the Library Board of Trustees.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously

**RESOLVED:** Resolved that a sum not to exceed \$18,000 for FY2020-21 from Library Fund Unassigned Fund Balance to Library Fund Expenditure Account

**Planning, Zoning & Development-Resolved that a sum not to exceed \$50,000 from the Sidewalk Construction Capital Project to the Sidewalk Improvement Program Capital Project.**

Mr. Knapp explained the appropriation. This money was set aside in Public Works and has been moved to this construction account.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously

**RESOLVED:** that a sum not to exceed \$50,000 from the Sidewalk Construction Capital Project to the Sidewalk Improvement Program Capital Project to cover the cost of the selected contractor and additional engineering for the sidewalk enhancements and extensions along Route 1 Project back to the Board of Selectmen for final approval.

**Tax Collector-Resolved that a sum not to exceed \$65,000 for a deficit in Refunds.**

This is a reduction in the assessment of the property discussed.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously

**RESOLVED:** that a sum not to exceed \$65,000 for a deficit in refunds mainly associated with a Water's Edge refund and refer to the Board of Selectmen for final approval.

**OTHER BUSINESS**

**Discussion and acceptance of grants – Registrar Equipment and PPE, Open Space, Playground Update on WPCA Capital Project**

**Registrar of Voters Equipment Grant-Max \$3,000**

Mr. Crawford explained the grant from the Secretary of the State for computer upgrades and cyber security. Three new computers will be installed in the Registrar's Office.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the Registrar of Voters Equipment Grant not to exceed \$3,000.

**Registrar of Voters PPE Grant – Max \$3,000**

There may be additional poll workers needed. Mr. Izzo will coordinate what supplies will be needed.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the PPE Grant for the Registrar of Voters not to exceed \$3,000.

**Open Space Grant - \$50,000**

Marty Marx discussed the purchase of 3 parcels of land totaling 146.74 acres known as Toby Hill VIII for open space. Additional funding is needed to complete the purchase. This grant is from the Westbrook Foundation. Mr. Ehlert is concerned if additional grant monies are not secured will the town be asked for funding. Mr. Marx feels that at this time Grants can be secured.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to accept the Open Space Grant for \$50,000 for the Toby Hill VIII open space.

**Playground Construction Grant-\$39,000**

This grant is to purchase and install a new playscape at the Westbrook Town Beach. Public Works will be working on this project.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the Playground Construction Grant for \$39,000 to purchase a town playground at the Town Beach.

**Update on COVID-19**

Mr. Faiella gave an update. There are 25 confirmed cases of Covid-19, three occurred in the past week. Last week was the Phase I reopening. Graduation will be onsite for photos and the ceremony will be viewed online on June 12<sup>th</sup>. Mr. Faiella and his department will be able to handle contact tracing.

Trooper Buck discussed the Police and Trooper overtime due to coverage at the Beach. There is one officer at the beach and this is overtime. Reimbursement from the State will be tracked.

A warehousing system had been created for the town for PPE and disinfectant. A meeting will be held regarding the guidelines FEMA has and the upcoming hurricane season. This may impact the supplies that we need. The school system may have additional supplies that are needed. Mr. Izzo would like to place orders as soon as possible.

Mr. Ehlert discussed the projects that Public Works will not be able to complete in this Fiscal Year. Public Works crews have been working a staggered shift. Paving and sidewalk projects will not be done in 30 days. Any capital projects will roll from year to year. Mr. Riggio will have to review what needs to be carried over from his operating budget. Ms. Castracane stated that we do not usually carry these things over from year to year, but this year is different. Ms. Castracane will review this information with Mr. Riggio. At the next meeting (June 17<sup>th</sup>) guidelines will be discussed.

#### **Approval of Bills:**

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the bill in the amount of \$4,600 for Seward and Monde for the FY18-19 audit, the Staples bill in the amount of \$89.94 for budget binders and tabs and Kelley Frazier's timecard for taking minutes in the amount of \$500.80 and \$433.12.

#### **FINANCIAL REPORTS**

##### **FY 19-20 Expenditures and Revenues**

Intergovernmental Revenue for this fiscal year will be receive. Covid-19 expenses are over budget. This includes PPE supplies, trooper overtime, cleaning and groceries for homebound seniors. Revenue for Recreation and the Senior Center is not near the budgeted revenue. Utilities have seen savings.

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

#### **PUBLIC COMMENT**

No public comment.

#### **APPROVAL OF MINUTES**

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance **VOTED** to approve the minutes of April 6, 2020, April 8, 2020, April 15, 2020, April 29, 2020, May 7, 2020 as written and the April 14, 2020 and May 5, 2020 minutes as amended.

##### **Amendments:**

April 14<sup>th</sup> Date should be changed to Wednesday, April 15, 2020

April 14, 2020 motions on Page 2 should be amended as follows:

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

The May 5, 2020 Minutes should be amended on Page for as follows:

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 which includes the Board of Education Capital Plan in the amount of \$306,000.

**ADJOURNMENT**

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:07pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk