

**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
June 16, 2021 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, June 16, 2021. In attendance were Paul Winch, Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Gary Gavigan. Also in attendance were Donna Castracane, Director of Finance, Suzanne Helchowski, Administrative Assistant, Ken Butterworth, IT, Jill Brainerd, Facilities, John Riggio, Director of Public Works, Noel Bishop, First Selectman, John Hall, Selectman, Hiram Fuchs, Selectman, Bill Cusson, Fire Department, Jim Crawford, Jane Butterworth, Treasurer, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk.

Absent:

CALL TO ORDER

The meeting was called to order at 6:31pm.

APPROPRIATIONS

Mulvey Roof-Discussion and Possible Vote

Thomas Hibbard from Hibbard- Rosa Architects (HRA, LLC) presented information and answered questions regarding the roof replacement. Mr. Riggio discussed the benefits of a steel roof system and also the possibility of solar. Decisions need to be made regarding the type of roofing system the town would want. An RFP and drawings will be developed by Mr. Hibbard. An estimate for asphalt shingles and metal roofing options will be considered.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to direct the Hibbard-Rosa Architects to complete drawings and estimates for a roof design for asphalt shingles and structural standing seam for a slope and a modified build up roof for the flat sections; said design to be completed in 30 days.

Public Works Garage Fuel Tank-Discussion and Possible Vote

No Appropriation – Discussion only.

Mr. Riggio, Director of Public Works updated the Board on concerns relative to the fuel storage tank located at the Public Works garage. The tank will be cleaned, dried out and higher octane gas will be delivered. Town vehicles are being fueled at a local gas station until the matter is resolved. No Board action needed at this time.

Fire Boat Pump – Discussion and Possible Vote

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 \$13,577 be appropriated from Fire Communications Equipment and Food to the Boat Pump Capital Project for the purpose of replacing the pump on the Fire boat. From Account #: 010.0211.2113.0443.5 and 010.0211.2113.0330 to Account #: 101.2021.0227.0448.

Upon a motion made by Chris Ehlert and seconded by Paul Winch the Westbrook Board of Finance unanimously **VOTED** to add an agenda item under Other Business to discuss future meeting format.

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Ms. Butterworth discussed her report. Funds will be moved to accommodate the increase in rates. This will continue to be monitored.

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

BUDGET TRANSFERS

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

Fire Marshal

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to approve the transfer from Mileage Account #010.0211.2115.0243 to Account #010.0211.2115.0319 in the amount of \$3,000.

OTHER BUSINESS

Upon a motion made by Tony Cozza and seconded Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to add an item to the agenda to discuss the WPCA usage at Wren Park. This items is informational only. An agreement has been entered to monitor the wastewater usage at Wren Park. No action required.

Appointment of Auditors

Upon a motion made by Tony Cozza and seconded by Paul Winch the Westbrook Board of Finance unanimously **VOTED** to appoint Seward and Monde as Auditors for the Town of Westbrook to audit the financial statements for FY20-21 ending June 30, 2021.

Future Meeting Format

The Board agreed that Hybrid is a good option.

Upon a motion made by Chris Ehlert and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to meet in person for future meetings but to allow public access using a Zoom link.

Ms. Gilstad-Hayden requested the Board of Finance have a designated town email address. Mr. Butterworth agreed that this is possible. It was suggested that Ms. Castracane attach backup documentation for meetings in Civic Plus. An email will be sent when the information is available.

FINANCIAL REPORTS

FY20-21 Financial Report

Ms. Castracane gave an update on the financial reporting. Revenue is as anticipated. FEMA information has been submitted. The end of year activities is starting to occur. A discussion was held regarding reimbursement funds the town receives and how it is spent. Dr. Martineau will be invited to update the Board on how BOE funds are spent. Mr. Ehlert stated that the BOF has asked that they be updated on these funds. Ms. Castracane noted that Westbrook is not an entitlement town. The Board is again asking for collaboration on this issue. The Board needs to be made aware of these funds and requests that this information be included in the monthly Financial Reports.

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.

Mr. Gavigan wrote a letter to the High School Scholar Leaders congratulating them for their award.

PUBLIC COMMENT

A member from the public expressed interest in joining the BOF in the fall.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:43pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk