

**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
JUNE 17, 2020 6:30PM**

The Westbrook Board of Finance Special Meeting was held on Wednesday, June 17, 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, Jane Butterworth, Treasurer, Suzanne Helchowski, Donna Castracane, Director of Finance, Jill Brainerd, Facilities, Human Resources, John Riggio, Director of Public Works, Trooper Ben Borelli, Police, 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.

APPROVAL OF MINUTES

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to approve the minutes of May 26, 2020 as written.

TREASURER'S REPORT

Interest rates were discussed. STIF has dropped significantly to .39%. There are concerns about this. This will continue to be monitored and no action will be taken at this time.

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

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. The Governor is pleased with Phase II reopening. Businesses are opening across the states. The number of hospitalization is down. The CDC protocols are still being followed. All Covid-19 expenses have been extended until September. The BOS have agreed there is a need to enforce the illegality of fireworks. Extra constables will be working on the Fourth of July. The parking lot on Seaside Avenue is for Westbrook residents only. Mr. Bishop discussed the guidelines for parking for the Fourth of July. The Old Saybrook Rotary has given gift cards for Westbrook Residents in need for food at various locations. The decision to have the Carnival and Muster will be decided around July 1st. Mr. Bishop thanked Mr. Cozza for his efforts in working with the businesses in town during the pandemic. There is positive feedback from families that they want to attend the Park and Recreation Summer Camps this summer.

APPROPRIATIONS

No appropriations at this time.

BUDGET TRANSFERS

Ms. Castracane discussed the various transfers.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the Budget Transfers as presented by the Finance Director.

OTHER BUSINESS

Status of Police Cars

Trooper Borelli discussed issues with the fleet vehicles. There is a fleet of four which have various repair issues. Currently there are two cars working. The new car has been ordered and will be ready by August. With the demand for police support, it is making it very difficult to not have other cars available. Trooper Borelli is concerned that this needs to be addressed soon. Mr. Dahl feels this is a public safety hazard. There is funding in Contingency. Mr. Ehlert asked if other repairs need to be done. A new car will not be available until October. Trooper Borelli feels repairs need to be made. Mr. Ehlert said that a serious look at Policing needs to be done for the Town of Westbrook. He would volunteer to chair a committee to get the resources and tools we need for proper policing. This issue should not be delayed. Mr. Bishop noted that negotiations are ongoing and some of these issues will be addressed. Ms. Castracane noted that a transfer in the amount of \$2,750 for the repairs of the current vehicles is needed and on July 1st there is an additional \$8,000 available which will take care of anything else. This will be discussed next year in the Capital Improvement Plan. Mr. Cozza asked for an update on the maintenance needs of the fleet monthly or quarterly. He would like the mileage and hours included on the reporting.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the purchase of a police vehicle not to exceed \$55,000 from Contingency and to have this appropriation brought to the Board of Selectmen for approval.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the budget transfer into Vehicle Maintenance in the amount of \$2,750 for the repairs needed for the police vehicles.

COVID-19 UPDATE

Ms. Castracane gave an update. Revenue from the Senior Center and Park and Recreation was discussed. This will be discussed again in July. More Beach Revenue has been collected than anticipated. Ms. Burks discussed the revenue for the Senior Center. She noted that she does not expect to bring in additional revenue until August or September. There is also no additional expenses being incurred. It is recommended that Senior Centers not open until 3-4 weeks after Phase III which will likely mean September. The space is one big room and hard to partition which will be the biggest challenge. Ms. Burks discussed the community outreach to homebound seniors. This will continue. Mr. Izzo discussed the PPE supplies. He feels we are fully stocked. The cost of PPE has significantly increased which is a concern. Ms. Castracane discussed funding for Covid-19 expense and the possible reimbursement for these expenses.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to add an item to discuss carrying money to FY20-21.

Mr. Riggio is asking to encumber \$20,000 in asphalt and \$16,000 in concrete for work that was planned but not able to be completed due to the pandemic. This money will need to be used in 90 days. This is a unique situation and will not set a precedence.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to encumber \$20,000 for asphalt and \$16,000 for concrete for work not able to be completed due to the Covid-19 pandemic. Funds will be available and work must be completed in 90 days.

FINANCIAL REPORTS

FY 19-20 Expenditures and Revenues

Lost revenue was discussed. This is still being reviewed. Expenses are on target. All revenue from the State has been received for the year. Mr. Gavigan stated that the BOS stated all CIP expenditures are important. Funding this plan needs to be reviewed. He asked that the Board of Finance be aware of how these expenditures will be funded. This will be discussed in October. Mr. Cozza asks that the BOS adhere to the money agreed upon in the CIP or they will need to prioritize.

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.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:45pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk