

**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
JULY 22, 2020 6:30PM**

The Westbrook Board of Finance Special Meeting was held on Wednesday, July 22, 2020 via Zoom Videoconference. In attendance were Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden (Arrival 6:35pm) and Gary Gavigan. Also in attendance were Jane Butterworth, Treasurer, Donna Castracane, Director of Finance, Jill Brainerd, Facilities, Don Izzo, Emergency Management, Tim Kellogg, Library Director, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk. Absent: Paul Connelly

CALL TO ORDER

The meeting was called to order at 6:30pm by Acting Chair Gavigan.

APPROVAL OF MINUTES

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

Amendments:

First Selectmen's Report will have the following corrections:

Mr. Bishop thanked Mr. Cozza, Mr. Crawford and Mr. Schatz for working with town business during the pandemic.

The third sentence should read: CRF from the State is anticipated and has been extended until the end of September.

TREASURER'S REPORT

STIF continues to drop. There are many unknown factors. This will continue to be monitored.

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

APPROPRIATIONS

No appropriations.

BUDGET TRANSFERS

Ms. Castracane discussed the Facilities transfer. This transfer is to purchase cleaning equipment at the Library in part associated with COVID-19 for required cleaning. See attachment Sec.5-1.

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

COVID 19 Update

Mr. Annino stated that summer revenue will be approximately \$65,000 which is lower than anticipated. Programs have just restarted and additional programs are being approved. There are some camps which are not able to be held. There are also no elderly programs being held this summer. Revenue for a normal summer would be approximately \$100,000. Mr. Ehlert stated that we need to compare the budgeted revenue with the actual revenue. Mr. Cozza would also like expenses to be tracked. Ms.

Castracane will track revenue for departments which have larger amounts of revenue budgeted. Mr. Maiden gave an update for revenue in the Building Department. He is not anticipating any problem in meeting his budgeted revenue.

Mr. Kellogg, Library Director, may have a small decrease in revenue.

Mr. Izzo gave a brief update. He discussed the guidelines if a hurricane hits our area. He is also putting together guidelines if a shelter were needed. A draft plan will be presented to the First Selectman. He will also educate the public about options for residents rather than using the shelter.

Energy Committee Update- Virtual Net Metering

The solar array went active in March. Bills are being received from Madison Solar. Credits are expected next month. Usage is down because schools are closed so savings are lower than anticipated.

Status of FY18-19 Audit Items

The auditors are working remotely. Performance Bonds are being worked on by the Finance Department. A list of performance bonds have been sent to the appropriate departments and have been slowly making progress. Tracking is being discussed for older bonds. Guidelines are being put in place for capital equipment. Communication with Departments Heads will be improved for equipment which is no longer in use. The Trial Balance tracking will be improved with the purchase of new software. This may be delayed until a future date.

Future Bonding

Rates are still favorable for borrowing. This will continue to be researched. Mr. Gavigan asked that the Board be made aware of funding options. This will be discussed during the budget process.

Area Town Budget Comparison

The Board of Finance would like to go forward with this. They would like to compare a couple of towns that are similar to ours and have a volunteer fire department. Mr. Ehlert suggested that the Board review Fire, Police Services and Land Use. Mr. Ehlert offered to review Fire and Police Services and Ms. Castracane will compile this information. Essex and Old Lyme are towns which are similar to Westbrook and should be considered for comparison.

FINANCIAL REPORTS

FY 19-20 Expenditures and Revenues

Prior Year payments will be finished in August. Revenue is over what was anticipated. Tax collections are at 99.6%. The revenue from the state has been received. Expense is within budget expectations.

FY19-20 Status of Contingency and Fund Balance

The Fund Balance is at 13.9 percent. Ms. Castracane is confident that expenses for COVID will be reimbursed. Additional costs for the elections are being out looked.

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

Vince Gentile asked about the police officer position that was posted. One constable retired so this is filling the vacant part time constable position.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:52pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk