

**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
August 18, 2021 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, August 18, 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, Ken Butterworth, IT, Jill Brainerd, Facilities, John Riggio, Director of Public Works, Kristina Martineau, Superintendent of Schools, Jane Butterworth, Treasurer, Noel Bishop, First Selectman, Hiram Fuchs, Selectman, John Hall, Selectman, Suzanne Helchowski, Administrative Assistant and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

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

APPROPRIATIONS

Resolved that a Sum Not to Exceed \$15,867 from the Library ARPA Grant Revenue Account to the Library ARPA Adaptability Project

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously

RESOLVED: To appropriate a Sum Not to Exceed \$15,867 for FY2021-22 from the Library ARPA Grant Revenue account to the Library ARPA Adaptability Project for the purchase of items associated with Library specific ARPA funds and to send to the Board of Selectmen to set a date for a Town Meeting. (From Account 110.0810.8101.4 to Account 101.0810.8101.5. Abstentions: Paul Winch

Accept the CT State Library Grant and appropriate a Sum Not to Exceed \$47,280 from the Fiber to the Library Grant Revenue Account to the Fiber Library Capital Account.

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

RESOLVED: To Accept the CT State Library Grant and appropriate a sum not to Exceed \$47,280 from the Fiber to the Library Grant revenue account to the Fiber to the Library Capital project from Account 101.2022.2206.5573.4 to Account 101.2022.2206.0450.5 and to send back to the Board of Selectmen to set a date for a Town Meeting. Abstentions: Paul Winch

OTHER BUSINESS

Town Hall Roof-Update from Architect

Tom Hibbard from Hibbard and Rosa Architects, LLC gave an executive summary of the proposal for the Mulvey Center roof replacement. He compared warranties for an asphalt roof and the structural standing metal seam roof. The latter roof would be aluminum. Pricing of materials is going up and availability of materials has been delayed. Getting a bid by December is important. Mr. Winch suggested that forming a building committee is not needed. Solar was discussed as an option. The RFP will state that the funds will be available July 1, 2022. The HVAC units will also need to be replaced. Ms. Brainerd thanked the Board of Finance for their support. Mr. Gavigan suggested that the Board of Selectmen discuss a stipend for Ms. Brainerd's work on this project.

BOE ARP ESSER III Funds Update

Dr. Martineau discussed the ARP ESSER III grant update for Westbrook Public Schools. The application is due in August. The grant is for student success and activities. Questions were answered about spending of these funds. Mr. Fuchs requested that the poison ivy at Daisy be addressed. Police training at the school should be discussed. He noted that a partnership with the school and the resident trooper

would be beneficial. Mr. Cozza commended Dr. Martineau for reviewing the needs of the school population in spending these funds. A collaborative effort with Park and Recreation was very beneficial for the summer program. Nutritional needs of the students will be discussed. There is great interest in this area.

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 progress payment of \$13,000 for Seward and Monde for auditing services.

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 the July 21, 2021 Regular Meeting as written.

TREASURER'S REPORT

Ms. Butterworth discussed her report. STIF rates have changed. Money will be moved to STIF. This will continue to be monitored.

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

BUDGET TRANSFERS

Various – See Attached Document (Sec. 6-1)

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to approve the budget transfers Sec. 6-1 as presented by the Finance Director. (See Attachment Sec. 6-1).

FINANCIAL REPORTS

FY20-21 Financial Report

Ms. Castracane gave an update on the financial reporting. The year will be closing August 30, 2021. Work is being done with the auditors. Year-end entries are being completed.

FY21-22 Financial Reports

Tax collections and other revenue is very strong. Expenditures are as anticipated. No appropriations from Contingency this year. Ms. Castracane is doing a revenue loss calculation for ARPA. Mr. Gavigan has suggested a joint BOF/BOS meeting after the town meeting to discuss ARPA funds. Ms. Castracane will not be present for the September meeting.

Upon a motion made by Chris Ehlert and seconded by Paul Winch the Westbrook Board of Finance **VOTED** to accept the status of contingency for FY20-21 in the amount of \$19,357.

Upon a motion made by Kate Gilstad-Hayden and seconded by Paul Winch the Westbrook Board of Finance **VOTED** to accept the status of Fund Balance FY20-21 in the amount of \$6,613,203 which is 21% of the budget.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to accept the report for other appropriations for FY2020-21 in the amount of \$2,075,116.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to accept the status of the fund balance for FY 2021-22 in the unaudited amount of \$6,144,496 which is 19.6%.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance **VOTED** to accept the report for other appropriations for FY 2021-22 in the amount of \$1,269,000.

Funds left in the streetlight project is approximately \$7,074. This will be emailed to Mr. Ehlert for review.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to accept the Director of Finance reports for FY2020-21 and FY 2021-22 as discussed.

PUBLIC COMMENT

None

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:19pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk