

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

**WESTBROOK BOARD OF FINANCE SPECIAL MEETING
TELECONFERENCE
AUGUST 19, 2020 6:30PM**

The Westbrook Board of Finance Special Meeting was held on Wednesday, August 19, 2020 via Zoom Teleconference. In attendance were Jim Dahl (Arrival 6:40pm), Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Gary Gavigan. Also in attendance were Donna Castracane, Director of Finance, Jill Brainerd, Facilities and Human Resources and Kelley Frazier, Clerk.

CALL TO ORDER

The meeting was called to order at 6:35pm.

ELECT A TEMPORARY CHAIR

Upon a motion made by Chris Ehlert and seconded Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to elect Gary Gavigan as the temporary chair of the Westbrook Board of Finance.

Mr. Ehlert discussed the three modifications he would like to have on the agenda. He noted that having a permanent Chair would be beneficial so he would like this added to the agenda as well as an item removing Item #3 on the agenda. This meeting should be called at the discretion of the Chair of the Board of Finance. He would also like to elect a Permanent Clerk of the Board of Finance.

Upon a motion made by Chris Ehlert and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to add to the agenda Election of a Permanent Chair of the Westbrook Board of Finance.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to elect Gary Gavigan as the permanent chair of the Westbrook Board of Finance until November 2021.

Upon a motion made by Chris Ehlert and seconded by Kate Gilstad-Hayden for discussion to remove Agenda Item 3 from the agenda.

Discussion ensued regarding when the meeting should be held.

Upon a motion made by Chris Ehlert and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** remove Agenda Item 3 from the agenda.

Mr. Gavigan will contact all members for availability.

Mr. Ehlert noted that the Town Attorney has stated that a permanent clerk should be elected by the Board.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to add to the agenda Election of a permanent clerk of the Westbrook Board of Finance.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to elect Kate Gilstad-Hayden as the permanent clerk of the Westbrook Board of Finance.

Mr. Ehlert noted that a Board of Finance designee needed to be voted on for the Board of Education Contract Negotiations Committee. He would like an agenda item added.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to add an item to the agenda to assign a Representative from the Westbrook Board of Finance for the Board of Education Contract Negotiations Committee.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to nominate Gary Gavigan as the Board of Finance Representative for the Board of Education Contract Negotiations Committee.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to add an agenda item to approve the Seward and Monde invoice and the Shore Publishing invoice.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to approve for payment the Seward and Monde invoice in the amount of \$12,500 and the Shore Publishing Invoice in the amount of \$1,150.

Ms. Castracane would like to have a meeting scheduled to discuss the monthly financial reporting. Mr. Ehlert is disappointed that we did not carry on regular business during this regularly scheduled meeting. Additional information for reporting is being completed.

Mr. Gavigan would like to have a meeting prior to the September meeting. He will poll members and he would like candidates to be present at this meeting. If candidates are not available, they will be able to submit a resume for consideration. Ms. Castracane noted that the Police vehicle maintenance will need to be scheduled before the September meeting. Mr. Riggio and the Resident Trooper will be asked to attend.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:11pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk