

**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  
September 16, 2020 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, September 16, 2020 via Zoom Videoconference. In attendance were Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden, Paul Winch and Gary Gavigan. Also in attendance were Noel Bishop, First Selectman, Jane Butterworth, Treasurer, Donna Castracane, Director of Finance, Jill Brainerd, Facilities, Kim Bratz, Tax Collector, Ben Borelli, Police, Rich Annino, Director of Parks and Recreation, John Riggio, Director of Public Works, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk. Absent:

**CALL TO ORDER**

The meeting was called to order at 6:55pm by Chair Gavigan.

**APPROVAL OF MINUTES**

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

**Amendments**

The motion to elect a temporary chair should read that Mr. Gavigan was the acting chair not the temporary chair.

**TREASURER'S REPORT**

STIF continues to drop. Currently interest rates are higher at Citizens. There now could be a material gap. This will continue to be monitored.

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

**FIRST SELECTMAN'S REPORT**

Mr. Bishop gave a brief update. The bid for the finishing the library community room was accepted from Munger Construction for \$96,950. The Jetty bid for #5 and #6 was accepted from Pindar Construction in the amount of \$198,862.

Mr. Ehlert asked if there is a clerk of the works who will be monitoring the construction of the library project. Tom Elliot is managing this project. The clerk of the works would be responsible to make sure things were done as the contract states and if things go awry, that person would resolve those issues. Mr. Winch confirmed that this is Mr. Elliot and is doing this without charge. The Library Director will be signing the check requests and the Library Board will also be monitoring the expenditures.

Mr. Ehlert also discussed the replacement of the Assessor. Mr. Bishop confirmed that Wendy Leone has been working in this position for the past two weeks.

Mr. Ehlert asked about the Animal Control Officer who was replaced. Mr. Bishop noted that Mr. Plaut applied for this position and his salary is \$10,000. His review will come up in 30 days.

Mr. Ehlert asked about the hiring of a part time constable. Mr. Bishop noted that a retired state trooper has been hired for Larry Merrill's position. This will help to fill shifts for better coverage. He will start October 2<sup>nd</sup>.

Ms. Gilstad-Hayden asked for the updated on the Town Vehicle Policy. This policy will be presented that the BOS meeting next Thursday.

The Radio project has been put on hold during this time and no additional expense will be spent in this fiscal year. Other towns are joining this effort. Consultants did come in. The overall recommendation was presented in a public forum. Mr. Bishop will send this to Ms. Gilstad-Hayden.

Mr. Gavigan asked for clarification of the processing of fines for town and state roads. The town tickets go through the tax collector. The state tickets have a different process. The state tickets go through the police and the town receives a percentage. Covid has affected how we are writing tickets. Ms. Bratz discussed the process of having town tickets come to her. Ms. Bratz stated that of the 98 town tickets 94 have been collected. Mr. Harger discussed how he collects town tickets. He feels that all tickets should be collected by the police, and it should not cost the town anything. Ms. Bratz said that the only cost is for printing of the tickets. Mr. Harger feels that his position was to follow the tickets through to collection. Mr. Gavigan asked Ms. Bratz to report to the BOF on a quarterly basis as to the collection rate. Mr. Ehlert asked that this go back to the Board of Selectmen to move forward. He encouraged Mr. Bishop to make this work for all parties going forward.

Mr. Bishop noted that this summer that Westbrook residents did not pay to park at the beach. The out of town revenues were not collected for parking either. It was budgeted at \$18,000 and there has not been anything collected to date.

### **APPROPRIATIONS**

No appropriations.

### **BUDGET TRANSFERS**

#### **Police and Public Works-Vehicle Maintenance (FY20-21)**

This maintenance plan is in conjunction with the Vehicle Policy the BOS is reviewing next week. The maintenance of the vehicles is in house in the Public Works Department. Mr. Riggio's employees will be certified. There is also a purchase of a tool needed. Two mechanics will get all the certifications needed to work on the police vehicles.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert to approve this transfer for discussion Mr. Ehlert asked if there is training costs for staff. This will be absorbed within the public works budget.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to approve this transfer in the amount of \$850 from Account # 010.0210.2104.0218 Vehicle Maintenance to Account # 010.0311.3114.0348 Tools & Hardware.

#### **Year End Departmental Transfers – Various (FY19-20)**

See attachment Sec.6-2.

Upon a motion made by Chris Ehlert and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Budget Transfers in Section 6-2 as presented by the Finance Director.

## **OTHER BUSINESS**

### **Board of Education (BOE) COVID Expenditures Update – Possible Carryover Request**

Ms. Charles requested that the BOE would like that the allowable 2 percent of surplus be transferred to the Board Capital Reserve to be used for various capital projects. She also asked that \$500,000 or the final balance of the remaining budget surplus be designated by the BOF for undesignated COVID expenses for the BOE. The ESSER funds anticipated will be in the amount \$60,633 for PPE items. Professional development for distance learning and cleaning for buses and bus monitors are not covered by federal or state funds. The reimbursement expected is approximately \$700,000 of the \$1.6 million of expense. The most reimbursement went to the cities with the most need. Mr. Cozza asked how much more the school will need. Ms. Charles stated that it is difficult to know. Any money not used from the reserve fund will go back to the town Fund Balance.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad Hayden to put 2 percent of the surplus into the Board of Education Capital Reserve Account. Mr. Winch suggested that the amount be amended to the dollar amount of \$363,520.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad Hayden the Westbrook Board of Finance unanimously **VOTED** to move \$363,520 into the Board of Education Capital Reserve Account.

The Board of Finance wants to work with the Board of Education to stay informed of the expenses and to work together to solve these issues.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to allow the Board of Education access to the remaining balance of the FY19-20 budget surplus be used by the to cover Covid expenses in FY20-21.

### **Facilities Update**

Ms. Brainerd discussed the possibility that facilities will be over budget for electrical and plumbing for the year. She noted that Public Works have been under staffed and not able to do this work at the town hall. She also noted that the Police rooftop unit is not working properly and may need to be replaced. This will cost approximately \$8,000 and is not in the capital budget for this year. Ms. Brainerd discussed the increase in costs for cleaning due to COVID. The touchless doors is over \$30,000 for three doors. This is in the COVID account but it may not be covered.

### **Public Works Update**

Staffing has been low but employees are starting to return to work. The brush at the transfer station is large and grinding it may go over budget. Residents are able to bring their brush from the storms to the Transfer Station for a fee of \$5.00 to cover the cost of grinding.

Sidewalk and Paving projects which were given more time will be done in the timeframe stated.

### **COVID 19 Update (Health, Taxes, Recreation)**

The Health Director was not available, but he filed a written report.

Mr. Annino stated that this has been a difficult summer running programs. Summer programs typically bring in \$85,000-\$100,000 in revenue, but the brought in less than that this summer. He noted that much of the decreased revenues will be offset by a decrease in expenses.

Ms. Bratz discussed the tax collections for this year. The town is over \$15.0M in collections in July and \$1.0M in August which is a collection rate of 54.06%. This is in line where we should be. The return envelopes in the bill has caused people to use the mail.

Expenses for Covid is approximately \$300,000. FEMA reimbursement will be 75%. Covid reimbursements have been submitted. The amount from Fund Balance should be minimal for things that are not covered.

### **FINANCIAL REPORTS**

#### **FY 19-20 Expenditures and Revenues**

We are in good shape for both expenditures and revenues. A surplus is expected. Revenue was more than budgeted for last year. Ms. Castracane discussed the solar information.

#### **FY19-20 Status of Contingency and Fund Balance**

Ms. Castracane is cautious and making sure everyone is staying within budget. We are ending the year in good shape.

#### **FY20-21 YTD Expenditures and Revenues**

Concerns were discussed but the first quarter looks good.

#### **FY20-21 Status of Contingency and Fund Balance**

Ms. Castracane discussed her reporting.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to accept the Director of Finance report as discussed.

### **PUBLIC COMMENT**

No Comments

### **ADJOURNMENT**

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:00pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk