

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

**WESTBROOK BOARD OF FINANCE REGULAR MEETING  
WESTBROOK MULVEY MUNICIPAL CENTER,  
MULTI MEDIA ROOM  
October 16, 2019 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, October 16, 2019 in the Multi Media Center of the Westbrook Mulvey Municipal Center. In attendance were Chairman Paul Connelly, Tony Cozza, George Pytlik, Kate Gilstad-Hayden and Gary Gavigan. Also in attendance were Noel Bishop, First Selectman, Jill Brainerd, Facilities, Jane Butterworth, Treasurer and Kelley Frazier, Clerk. Absent: Jim Dahl

**CALL TO ORDER**

The meeting was called to order at 6:33pm.

Mr. Connelly thanked Mr. Pytlik for his many years of service to the Town of Westbrook and the last 14 years on the Board of Finance as he retires from the Board of Finance. Ms. Castracane read a letter from Mr. Bishop thanking Mr. Pytlik for his distinguished service.

**APPROVAL OF MINUTES**

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the minutes of September 18, 2019 as written.

**TREASURER'S REPORT**

Ms. Butterworth gave a brief update. She discussed the graph indicating the trends for the Stif rates. There continues to be a likelihood that the Fed will drop the rate again. Currently the rate is 2.00%.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Treasurer's report.

**FIRST SELECTMAN'S REPORT**

Mr. Bishop gave a brief update. Next Monday at 5:00pm a ceremony will be held to honor Vietnam Veterans of the Town.

**APPROPRIATIONS**

None at this time.

**BUDGET TRANSFERS**

**Year End Transfers – Various (FY18-19)**

This will be the last transfers for FY18-19.

Upon a motion made by George Pytlik and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the transfers listed in Schedule 6-1 as presented by the Finance Director. (See Attachment 6-2)

**FY19-20 Transfers**

Land Use Plotter Maintenance – (FY19-20)

This is for yearly maintenance.

Upon a motion made by Tony Cozza and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to transfer \$572 from Account #010.0410.4100.0239 Other Professional Services in the amount of \$200 and from Account #010.0410.4102.0234 Legal Services to Account #010.0410.4100.0221 Equipment Maintenance and Repair.

### **FINANCIAL REPORTS**

#### **FY 19-20 Financial Summary and Key Revenue – 1<sup>st</sup> Quarter**

Ms. Castracane discussed the financial reporting for the first quarter. Over 50 percent of revenue has been collected. Most Intergovernmental revenue will not be received until December. Nursing revenue is slightly below the first quarter goal.

#### **FY19-20 YTD Revenue and Expenditures**

Ms. Castracane gave a brief update. Tax collections are strong. Forty percent of the recreation fees have been collected. Building permits are 62% of budget. Revenue are on target to meet budgeted expectations. Expenditures are at 30% which is slightly higher than budgeted. This is driven by payments to grant agencies which occur early in the year.

#### **FY19-20 Status of Contingency and Fund Balance – 1<sup>st</sup> Quarter**

Ms. Castracane discussed this reporting.

Upon a motion made by Tony Cozza and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to accept the Financial Report as presented by the Finance Director.

### **PUBLIC COMMENT**

Mr. Bishop noted that there is good progress at the Lynn Road Bridge.

### **OTHER BUSINESS**

#### **BOF Calendar – APPROVE 2020 Meeting Schedule**

Upon a motion made by Tony Cozza and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** approve the FY19-20 Board of Finance Regular Meeting calendar as amended. Attachment Included.

The Budget Calendar for FY 19-20 was discussed.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** approve the FY19-20 Board of Budget Calendar as discussed. Attachment Included.

### **ADJOURNMENT**

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:12pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk