

**TOWN OF WESTBROOK
BOARD OF FINANCE – REGULAR MEETING
WEDNESDAY NOVEMBER 17, 2021 6:30 P.M. – TOWN HALL MULTI MEDIA ROOM**

Teleconference Number: 1 (646) 558-8656

Meeting ID: 878 1439 3772

Passcode: 805399

OR

+16465588656,,87814393772#,,,,*805399#US (New York)

Meeting ID: 878 1439 3772

Passcode: 805399

OR

Video Meeting

<https://us02web.zoom.us/j/87814393772?pwd=N2g4RDRuQ1pZOFN2YnBCdmhhL3FTUT09>

Meeting ID: 878 1439 3772

Passcode: 805399

- 1. Call to Order**
- 2. Elect a Chairperson and Clerk**
- 3. Approval of Minutes**
- 4. Treasurer's Report**
- 5. Other Business**
 - Grand List Update
 - Roofs/Facilities Update
 - Toby Hill Update
 - Energy Update
 - COVID Update
 - 2022 Regular Meeting Calendar Discussion
 - FY22-23 Budget Calendar Discussion
- 6. Financial Reports**
- 7. Public Comment**
- 8. Adjournment**

Respectfully Submitted,

Kelley Frazier, Clerk

MEMORANDUM

To: Noel Bishop

From: Duncan J. Forsyth

Date: November 5, 2021

Re: Board of Finance - Vote for Officers
Our File No. 06891.2

We have at your request, reviewed the question of how the meeting of the Board of Finance on November 17, 2021 should be run prior to the vote for a new chairperson. Section 7-342 of the Connecticut General Statutes provides for the choosing of two officers: “chairman” and “clerk”. It is our understanding that the existing chairman did not run for re-election and, thus, will not be on the Board of Finance when the next regularly scheduled meeting takes place on November 17th. Thus, the clerk, as the remaining officer, could initially chair the meeting for the purposes of soliciting nominations for chairperson and then conducting the vote. Assuming a new chairperson is chosen, he, or she, would then take over running the meeting with the first order of business being a vote on the clerk’s position.

Another option would be to have the First Selectman, as an ex-officer non-voting member (as set forth in Section 7-12a of the Connecticut General Statutes), start the meeting for purposes of soliciting nominations for chairperson. However, if Ms. Gilstad-Hayden is present at the meeting and is willing to undertake this task, such would be the preferred method.

Please note that pursuant to Section 7-342, if one, or both, officers are not chosen within one month of election, the Board of Selectmen is given the authority to make the necessary choices from the membership of the Board of Finance.

We trust that the above will be helpful in conducting the meeting appropriately. If there are any additional questions, please do not hesitate to contact us.

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

**WESTBROOK BOARD OF FINANCE REGULAR MEETING
HYBRID MEETING
October 20, 2021 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, October 20, 2021. In attendance were Paul Winch, Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Gary Gavigan. Also in attendance were First Selectman Bishop, Selectman Hall, Selectman Fuchs, Donna Castracane, Director of Finance, Elizabeth Carpenter, Social Services Coordinator, Amy Hollis, Shoreline Soup Kitchen, David Maiden, Building Official, Ken Butterworth, IT, Pat Marcarelli, COB President, Carol Hess, Asst. Director of Finance, Dr. Martineau, Superintendent of Schools, Karl Gelotte, Carol Mullaney, VNA Director, Carrie Campi, Interim Emergency Management Director, Trooper Moran (left at 7:25 p.m.), Sara Zaiantz, Youth and Family Services, Vincent Gentile and audience members.

CALL TO ORDER

The meeting was called to order at 6:43pm.

ARPA DISCUSSION

Mr. Bishop reviewed the process to date regarding the ARPA funds. Meetings have been held with Department Heads, Chairmen of Boards/Commissions and a Public Hearing was held on September 28, 2021. Mr. Ehlert voiced concern regarding the approach that has been decided by the Board of Selectman on the process of how to spend the ARPA funds. Mr. Bishop noted that no decision has been made. Mr. Gavigan asked about the auditing of COVID funds and how the money is spent. Mr. Hall said that funds used for the poorest and oldest members of this town should be the focus of this meeting which would allow funds to be distributed to those in need. Outside agencies will still need to go before the BOS and the BOF to request funds.

A motion made by Tony Cozza to discuss establishing a grant fund in the amount of \$200,000 for the distribution of ARPA funds Outside Agencies.

Upon a motion made by Tony Cozza and seconded by Paul Winch the Westbrook Board of Finance unanimously **VOTED** to establish a grant fund in the amount of \$200,000 for the distribution of ARPA funds to Outside Agencies.

Upon a motion made by Paul Winch and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to appropriate \$25,100 from the Grant Fund to Westbrook Youth and Family Services to provide programs as presented.

Upon a motion made by Paul Winch and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to appropriate \$10,000 from the Grants Fund to Shoreline Soup Kitchen for the purchase of a refrigeration truck.

Upon a motion made by Paul Winch and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to appropriate \$5,000 to the Visiting Nurses Association to identify any medical needs or support services for residents.

Upon a motion made by Tony Cozza and seconded by Paul Winch the Westbrook Board of Finance unanimously **VOTED** to appropriate \$25,000 to Westbrook Social Services Department for programming to assist low income and elderly residents.

Upon a motion made by Paul Winch and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to appropriate \$30,900 to Westbrook Senior Center to increase access to address mental, physical and cognitive needs of elderly residents..

Mr. Maiden provided an overview of the requests for funding to digitize the Land Use and Finance records. Discussion ensued. This request will go through the upcoming capital budget process.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to accept the ARPA Grant in the amount of \$2,032,884.58 and move to a town meeting for approval.

Land Use and Policing will be discussed in the future.

Upon a motion duly made and seconded the Westbrook Board of Finance **VOTED** to recess at 8:11pm.

The meeting reconvened at 8:20pm.

Upon a motion duly made and seconded the Westbrook Board of Finance unanimously **VOTED** to move item 4 up in the agenda to accommodate the attendees.

APPROPRIATIONS

The Assistant Emergency Management director discussed this appropriation. Mr. Ehlert suggested this appropriation go through the normal budget process. Discussion ensued.

Upon a motion made by Tony Cozza and seconded by Paul Winch the Westbrook Board of Finance unanimously:

RESOLVED: that a Sum Not to Exceed \$4,500 be Appropriated from Contingency to Emergency Management to Pay for an Assistant Director of Emergency Management. (From 010.9990.9991.0910.5 to 010.0212.2120.0102.5).

OTHER BUSINESS

Assessor Tax Relief

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to approve the motion as presented by the Assessor (See Attached Pages 2-6).

An additional update will be given by the Assessor at the November 2021 meeting.

Grant Update

Ms. Castracane gave a brief grant update.

APPROVAL OF MINUTES

Upon a motion made by Tony Cozza and seconded by Paul Winch the Westbrook Board of Finance **VOTED** to approve the minutes of the September 15, 2021 Regular Meeting as written.

TREASURER'S REPORT

Ms. Butterworth gave an update on her report.

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

TRANSFERS

Year End Transfers (FY20-21)

The transfers were discussed. There is adequate revenue to cover these expense.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Year End Transfer for First Selectman in the amount of \$144,394.84.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Year End Transfer for Human Resources in the amount of \$4,427.36.

Mr. Ehlert discussed his FOI requests and the fees charged for these types of requests. The town is spending thousands of dollars on these types of requests. The appointment of the new Board of Finance member was discussed and the cost involved in legal services. Mr. Ehlert discussed his displeasure in the money spent for this political appointment.

Upon a motion made by Kate Gilstad-Hayden and seconded by Paul Winch the Westbrook Board of Finance unanimously **VOTED** to approve the Year End Transfer for Legal in the amount of \$49,635.29. Ayes: Gary Gavigan, Kate Gilstad-Hayden, Jim Dahl, Paul Winch, Tony Cozza. Nays: Chris Ehlert

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Year End Transfer for Town Clerk in the amount of \$1,081.94.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to approve the Year End Transfer for Board of Tax Review in the amount of \$667.50, Board of Finance \$403.25, Police \$300.00. Fire \$21,054.02.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Year End Transfer for Public Works in the amount of \$86,724.78.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to approve the Year End Transfer for Planning, Zoning & Development in the amount of \$811.45.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the remaining Year End Transfers for Fiscal Year 20-21.

FINANCIAL REPORTS

FY21-22 Financial Summary and Key Revenue – First Quarter

Expenditures are slightly up due to pension and capital contribution expenses. No department has expended more than 40 percent of its budget. Nearly 55% of budgeted revenue has been collected. Prior year collections are at 36% of budget and expenses are 26% of budget, consistent with the first quarter percentage. Revenue is strong. Expenses are as anticipated.

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

FY21-22 First Quarter Reports

Ms. Castracane discussed the COVID Expense summary.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance **VOTED** to First Quarter Reporting as presented by the Finance Director.

PUBLIC COMMENT

None

Mr. Ehlert thanked Mr. Gavigan for his work on the Board of Finance and his many years of service to the town and the Board of Finance. He noted his guidance through the pandemic.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:45pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk

Donna Castracane

From: Jane Butterworth <j.butterworth@sbcglobal.net>
Sent: Monday, November 15, 2021 4:04 PM
To: JH Outside Email; Carol Hess; Chris Ehlert; Gary Gavigan; James Dahl; John Hall; Karl Gelotte; Kate Gilstad-Hayden; Kelley Frazier; Paul Winch; Tony Cozza; Donna Castracane
Cc: Tracey Celentano
Subject: Treasurer report
Attachments: Treasurer Report - 31Oct2021.pdf

Hello all

Attached is the October Treasurer's report.

We continue to monitor the interest rates, albeit there has not been much change.

I will be available to answer questions at your meeting on Wednesday.

Regards
Jane

**Town of Westbrook
Treasurer's Report
Period Ending: 10/31/21**

Fund	Description	Bank	Cash	Investments	Total	Interest Rate	YTD Interest Received	Prior Month	Variance
Treasurer's Fund	Checking	Citizens	\$ 400,000.00		\$ 400,000.00	n/a	\$ -	400,000.00	0.00
	Investment Sweep Account	Citizens		\$ 7,044,002.65	\$ 7,044,002.65	0.08%	\$ 3,050.52	8,688,806.72	(1,644,804.07)
	Investment	State Treasurer STIF		\$ 15,339,924.40	\$ 15,339,924.40	0.09%	\$ 3,846.00	15,319,614.78	20,309.62
				\$ 400,000.00	\$ 22,383,927.05		\$ 6,896.52	24,408,421.50	(1,624,494.45)
Performance Bond Fund	Checking	Citizens	898.89		898.89	0.01%	\$ 0.04	898.88	0.01
	Checking	Citizens	4,749.76		4,749.76	0.01%	\$ 0.16	4,749.72	0.04
	Concentration Account	Citizens	126,262.18		126,262.18	n/a	\$ -	126,261.14	1.04
			\$ 131,910.83	\$ -	\$ 131,910.83		\$ 0.20	131,909.74	1.09
Nurses Fund	Checking	Citizens	11,527.88		11,527.88	n/a	\$ -	11,527.88	0.00
	Checking	Citizens	142,839.35		142,839.35	0.02%	\$ 8.79	78,797.96	64,041.39
			\$ 154,367.23	\$ -	\$ 154,367.23		\$ 8.79	90,325.84	64,041.39
HSA Fund	Checking	Liberty Bank	\$ 115.00		\$ 115.00	n/a	\$ -	115.00	0.00
Land Use Fund	Checking	Citizens	\$ 149,655.86		\$ 149,655.86	0.01%	\$ 5.01	148,754.59	901.27
Library Fund	Investment	Vanguard Account	\$ -	\$ 264,091.21	\$ 264,091.21	Qrtly Div	\$ 622.12	264,091.21	0.00
			\$ 836,048.92	\$ 22,648,018.26	\$ 23,484,067.18		\$ 7,532.64	\$ 25,043,617.88	\$ (1,559,550.70)

SUMMARY BY DEPOSITORY

Bank	Cash	Investments	Total	% Allocation
Citizens Bank	835,933.92	7,044,002.65	7,879,936.57	33.55%
State Short Term Investment Fund	0.00	15,339,924.40	15,339,924.40	65.32%
Liberty Bank	115.00	0.00	115.00	0.00%
Vanguard (updated quarterly)	0.00	264,091.21	264,091.21	1.12%
Totals All Funds	\$ 836,048.92	\$ 22,648,018.26	\$ 23,484,067.18	100.00%
Allocation by Type	3.6%	96.4%	100.0%	

Average Interest	1,883.16
Annualized Interest	22,597.92

SECTION 5 – OTHER BUSINESS

- 1) Grand List 2021 Update
- 2) Roofs/Facilities Update
- 3) Toby Hill Update
- 4) Energy Update
- 5) COVID Update
- 6) 2022 Regular Meeting Calendar
- 7) FY22-23 Budget Calendar



**TOWN OF WESTBROOK
ASSESSOR'S OFFICE
866 BOSTON POST RD
WESTBROOK, CT. 06498
860-399-3016
FAX 860-399-3098**

TO: Donna Castracane, Finance Director

FROM: Wendy Leone, Assessor

DATE: November 10, 2021

CC: John Hall, First Selectman

RE: 2021 Revaluation

The preliminary figures are in, and I have attached a spreadsheet reflecting the increase that resulted from the 2021 revaluation. Values are subject to changes due to revaluation hearings from November 22 through December 4 and Board of Assessments Appeals meetings.

The overall Price Related Differential is 1.02 we are required to be between .98 to 1.03

The Coefficient of Dispersion is .12 we are required to be between .10 to .15

	2021 REVALUATION	2020 GRAND LIST	CHANGE	PERCENT INCREASE
RESIDENTIAL	1,098,882,060	877,748,981	221,133,079	0.251932026
COMMERCIAL	212,918,540	191,366,300	21,552,240	0.112622964
INDUSTRIAL	104,637,690	80,705,165	23,932,525	0.296542669
MISC (EX ACRES, FARM, FORREST, ETC)	22,974,840	16,536,380	6,438,460	0.389351236
TOTAL GL	1,439,413,130	1,166,356,826	273,056,304	0.234110435
EXEMPT	122560140	104733323	17,826,817	0.170211509
NET INCREASE	1,316,852,990	1,061,623,503	255,229,487	0.240414315

Toby Hill VII Open Space

130+/- acres

Located at the terminus of Toby Hill Road and Timberlane Drive

On November 9, 2021, the Board of Selectmen voted to move forward with the purchase of this property. Toby Hill Associates will accept the amount that we were able to raise through grants. There will be no additional cost to the Town of Westbrook. Toby Hill Associates will pay for the closing costs. The next steps include referring an easement on the property to the Planning Commission. Once that is complete, the acquisition will be put on the agenda for a Town meeting.

\$315,000.00 State of Connecticut OSWA grant

\$140,000.00 Westbrook Conservation Commission

\$ 50,000.00 Westbrook Foundation

\$ 10,000.00 Westbrook Land Conservation Trust

5,000.00 Community Foundation of Middlesex County

1,000.00 Connecticut Water Company

\$521,000.00

650,000.00 Assessed value of property (blue book analysis)

- 521,000.00 Money raised through grants and contributions.

129,000.00 Amount remaining

Heidi Wallace

Street Light Bills - Eversource - FY21-22

Month	Amount	Usage	Distribution Charge	Electric Charge	
July 2021	\$1,087.17	5,750.10	\$441.52	\$645.65	0.06759
August 2021	\$1,159.31	6,416.60	\$441.52	\$717.79	0.06759
September 2021	\$1,240.56	7,253.10	\$443.08	\$797.48	0.06759
October 2021				\$0.00	
November 2021				\$0.00	
December 2021				\$0.00	
January 2022				\$0.00	
February 2022				\$0.00	
March 2022				\$0.00	
April 2022				\$0.00	
May 2022				\$0.00	
June 2022				\$0.00	
Total FY21-22	\$3,487.04	19,419.80	\$1,326.12	\$2,160.92	0.06759

Autumn Ridge

Month	Amount	Usage	Distribution Charge	Electric Charge	
July 2021	12.00	58.40	5.15	\$6.85	0.06759
August 2021	12.74	65.00	5.34	\$7.40	0.06759
September 2021	13.42	72.10	5.34	\$8.08	0.06759
October 2021				\$0.00	
November 2021				\$0.00	
December 2021				\$0.00	
January 2022					
February 2022					
March 2022					
April 2022					
May 2022					
June 2022					
Total FY21-22	\$38.16	195.50	\$15.83	\$22.33	0.06759

***NOTE - The Town still has a credit of \$586.38 on the Autumn Ridge bill from being overcharged for months. Based on the average charge per month, this credit will cover electricity costs for Autumn Ridge for the next three and a half years.**

Solar Array Project Credits and Payments FY21-22

Month	Eversource Credit		Total Eversource Credits	Madison Solar	
	Town Hall	Library		Payment	Savings
July (6/16-7/17)	1,935.87	982.83	2,918.70	2,243.81	\$674.89
August (7/17-8/17)	2,483.76	1,260.98	3,744.74	2,878.85	\$865.89
September (8/17-9/16)	1,607.13	815.93	2,423.06	1,862.78	\$560.28
October (9/16-10/16)			0.00		\$0.00
November (10/16-11/16)			0.00		\$0.00
December (11/16-12/16)			0.00		\$0.00
January (12/16-1/18)			0.00		\$0.00
February (1/18-2/16)			0.00		\$0.00
March (2/16-3/17)			0.00		\$0.00
April (3/17-4/16)			0.00		\$0.00
May (4/16-5/17)			0.00		\$0.00
June (5/17-6/16)			0.00		\$0.00
Total Savings			57,043.52	37,830.67	\$19,212.85

Item 5 – COVID Funding Update

CARES Act/CRF/FEMA/ARPA

To date, the only amount spent on COVID in the current fiscal year was \$980 for disinfectant wipes. All eligible expenditures to date have been reimbursed either through FEMA or CRF money provided by various State agencies. At this point, the only expenditures that were not fully covered were for the election in FY21 and I am working with the Registrars to see if there is money that we did not receive. There are still funds the Town will receive for COVID in the form of administrative expenditures. This is the last project to be submitted, which will reimburse the Town for 100% of any of my time spent putting together projects for FEMA. Over the course of the last year and a half I have spent roughly 300 hours on getting reimbursements from FEMA for COVID expenditures. There is also the potential to be reimbursed for any time spent by the Fire Department volunteers. I am currently working with FEMA on that.

Regarding ARPA, attached is the working summary of projects discussed during internal staff meetings as well as the public hearing. For some of these projects I have detail, and others I am working on getting it. A standard form has been created for each requesting agency or department to complete. These will be kept on file in the Finance Department and provided to the BOS and BOF as requests come before them. Several of the requests were voted on at the October BOS and BOF meetings and will go to a Town Meeting on November 18th. Once approved I will contact the grant agencies to let them know the process for payment as well as any reporting requirements the Town and the agency must adhere to.

Other Federal Funding

To date the Town has submitted and received \$120,210 in FEMA reimbursements for Tropical storm Isaias, which occurred in August of 2020. These revenues will be recorded in FY22 due to the timing of receipt of funds. The Town was reimbursed at 75% for emergency response as well as debris removal costs associated with the storm. I also assisted the Westbrook Cemetery Association in securing 75% of the total cost, or \$2,906, of repairing headstones damaged during the storm. Similar to COVID funding, I will be reimbursed for the hours spent with FEMA on Isaias and I am working to determine potential reimbursement for the volunteer firefighters.

ARPA Master List

		BOS	BOF	Town Meeting
Original Funding Amount	\$2,032,884.58			
Grants to Outside agencies*	(200,000.00)	10/20/21	10/20/21	
Nurses	(5,000.00)	10/20/21	10/20/21	
Social Services	(25,000.00)	10/20/21	10/20/21	
Senior Center	(30,900.00)	10/20/21	10/20/21	
Remaining Balance	\$1,771,984.58			

* Detail of grants provided separately

Grants to Outside Agencies - Detail

		BOS	BOF	Town Meeting
Original Funding Amount	\$200,000.00			
Youth & Family Services	(25,100.00)	10/20/21	10/20/21	
Shoreline Soup Kitchens	(10,000.00)	10/20/21	10/20/21	
Remaining Balance	\$164,900.00			

FY20-21 COVID Summary

Total GF Expenditures	\$139,682.90
FEMA Reimbursement	(\$60,265.14)
Health Reimbursement	(\$9,526.79)
CRF Reimbursement	(\$40,669.00)
Senior Shopping	(\$25,295.85)
Total Town Cost	\$3,926.12

* The CRF funds were a formula based distribution

* Only \$933 of the \$3,926 labeled as "Town Cost" is actually cost that was not eligible for any reimbursement. This was for additional Recreation staff at the beach to staff the gate. The remaining \$2,993 was associated with the election and I am still working to see if it can be covered through State or FEMA funds.

AMERICAN RESCUE PLAN ACT FUNDING – DRAFT LIST

Introduction/Key Information

A total of \$2,032,885 has been allocated to the town. This includes \$698,662 as a town share and \$1,334,223 as a county share. This money will be distributed in two equal tranches. In late June the first \$1,016,442 was received and has been transferred to a grant fund. We anticipate receiving the remaining amount in June 2022. There are five broad categories of acceptable spending:

- Support Public Health Expenditures
- Address Negative Economic Impacts Caused by the Public Health Emergency Crisis
- Replace Lost Public Sector Revenue
- Provide Premium Pay for Essential Workers
- Invest in Water, Sewer and Broadband Infrastructure

There are a wider variety of eligible spending within each category, but the most important thing is that money spent should have some tie back to public health, COVID and the effects of it on the government, its residents and businesses.

Additionally, Governments have until December 2026 to spend the allocation; funds cannot be used to boost fund balance, reduce taxes or fund pensions; and the town is allowed to keep any interest that is earned.

Since June there have been public and internal meetings to gather ideas for possible uses of ARPA funds. These have been grouped into 4 major categories below. For some items, there is a cost attached, for others just a rough estimate. This list is a draft and not meant to be all inclusive and amounts will not match the Town's allocation. A final plan will be sent through the Town's regular appropriation process – Board of Selectmen, Board of Finance and Town Meeting before funds are committed or spent.

SOCIAL SERVICES, PHYSICAL & MENTAL HEALTH SERVICES

Community Grants (External Agencies) - \$200,000

The Town would set aside money to distribute to local agencies whose work helps those negatively impacted by the pandemic. A grant application and requirements would be established and agencies would apply directly to the Town for these funds. This number was based on the amount the Town budgets each year for grants to outside agencies include Shoreline Soup Kitchens, Literacy Volunteers, the Senior Estuary and Youth and Family Services. The total of that amount is \$200,000.

Specific Requests (bolded approved on 10/20/21)

- **\$10,000 – Shoreline Soup Kitchens for a refrigerated truck – see attached documentation**
- **\$20,000 – Youth and Family Services for various support activities including clinical and back-office support, programs and a community resource database.**
- \$985,000 – Westbrook Ambulance Association for various public safety items including payroll/stipends, automatic CPR devices, facility upgrades, gear and a new ambulance. This is under the grant category because the Westbrook Ambulance is not an agency of the Town so they would need to apply through the grant process that is established.
- Garden Club for maintenance of Meadow Walk, based on loss of revenue due to COVID.

Senior Center Programs - \$30,900

The Senior Center would like to request funds so that it can continue to offer support services identified during COVID-19 to Westbrook residents aged 60+. During the pandemic, the Westbrook Senior Center devised a plan to keep seniors engaged during the closure by creating isolation craft kits, sending cards, making phone calls, prescription/food delivery, goody bags and the like. Now that it has reopened, it cannot forget about the residents in town who remain Homebound and susceptible to isolation and depression. The plan is to develop a program utilizing a core group of volunteers to continue to provide these necessary and invaluable services in the Community. This includes funding falls prevention programs, developing a volunteer program to assist isolated clients, and setting up a permanent online shopping/food delivery program.

Potential Impact on Operating Budget – This budget reflects the cost of these programs over the next year. Any programs that want to be made permanent would then be included in the Senior Center budget.

Social Services Programs - \$25,000

Client services have increased due to COVID and funds could be used for heating food, utility, rent/mortgage assistance as well as setting up a separate fund to assist qualified individuals with medical equipment, home health aides, and auto repairs so clients can work. The primary focus would be to help those who make too much money to qualify for other programs.

Potential Impact on Operating Budget – None as once this money is used the department will continue to operate using budgeted and doated funds as it always has.

Nursing - \$5,000

Funds requested to hire a per diem nurse to assess the health status and medical needs of Westbrook residents who have been identified as at risk and provide them with needed medical services.

Potential Impact on Operating Budget – If the Town decides they want to continue this program it would become a regular expenditure in the Nurses operating budget.

PUBLIC SAFETY

Fire Department Water Tank - \$150,000

Police Department - \$250,000

The department is requesting money to help fund a third shift Officer as well as purchase an additional vehicle and officer training.

Purchase of PPE

Use funds to purchase PPE that may be needed as supplies begin to run low

HEALTH & ENVIROMENT

Conservation Commission - \$50,000

Funding requested to maintain the Town's open space – COVID drove many people outside as that became the only safe thing to do. The Conservation Commission would like to use money not only to maintain the open spaces that have been heavily used in the past 18 months, but also possibly add more open spaces for residents and visitors to enjoy.

Town Hall Ventilation System

A more advanced ventilation system could help address any potential air quality and safety issues

West Beach Passive Nitrogen System - \$80,000

Town Center Community Septic System - \$2,000,000

A community septic system that would increase capacity would transform the Town Center area. It would help solve the problems that currently exist, address the wastewater needs of the town center and be instrumental in facilitating the economic growth of Westbrook. New business could increase the grand list and potentially effect taxes for residential property owners.

TOWN MODERNIZATION & OTHER

Digitization of Records - \$100,000

The digitization of records for Town Hall departments would help reduce the foot traffic in the building and provide 24 service to the public. It would also help eliminate the need to purchase an additional filing system and allow the Land Use and other departments to better utilize their office space. There are two options, the amount above is based on the more expensive option.

On the Finance side, also included in the total listed above, being able to digitize records, especially accounts payable would allow staff to access past bills without having to come to the office in person and facilitate the ability to more effectively work remotely if and when the need arises. It would also reduce the need for paper and free up space in the Finance Department as well as in storage. The cost to implement this is \$7,000 with a \$3,000 yearly maintenance fee.

Hybrid Meetings/Remote Work - \$50,000

COVID created the need for employees to be able to work remotely with very little notice. The current technology does not allow for this to happen easily. Laptops and supporting devices will allow employees the ability to work remotely when the need arises (not just from home, but when traveling to training or conferences).

The need to be able to safely run public meetings has created a dilemma for the IT department. The Town does not have the needed technology to effectively and successfully run multiple hybrid meetings at the same time. As the Town begins to move in that direction a more permanent solution is needed. These funds will allow the IT Department to purchase better more reliable equipment that will accommodate multiple meeting spaces in Town Hall.

RiverCOG Regional Fund - \$200,000

This is a request of the COG that its member towns contribute a percent of their county allocation toward funding items and services for the region. The \$200,000 represents 15% of the Town's county allocation or ARPA money.

2022 Board of Finance Meeting Schedule
3rd Wednesday of each month
Multi Media Room
6:30PM

January 19, 2022	6:30 p.m.
February 16, 2022	6:30 p.m.
March 16, 2022	6:30 p.m.
April 20, 20202	6:30 p.m.
May 18, 2022	6:30 p.m.
June 15, 2022	6:30 p.m.
July 20, 2022	6:30 p.m.
August 17, 2022	6:30 p.m.
September 21, 2022	6:30 p.m.
October 19, 2022	6:30 p.m.
November 16, 2022	6:30 p.m.
December 21, 2022	6:30 p.m.

SECTION 6 – FINANCIAL REPORTS

STATUS OF CONTINGENCY
FY2021-22

	<u>Original Approved</u>	<u>Appropriated as of 10/31/21</u>	<u>Balance</u>
Regular Contingency	\$70,000	(\$4,500)	\$65,500

APPROPRIATIONS FROM CONTINGENCY FOR FISCAL YEAR 2021-22

Requesting Department	Account	Explanation	BOS Approved	BOF Approved	Town Meeting Approved	Date Entered	Amount Requested	Amount Approved
Emergency Mgmt.	010.0212.2120.0102	Hire an Assist. Director of Emergency Management	10/12/21	10/20/21	N/A	10/21/21	\$4,500	\$4,500
		GRAND TOTAL						\$4,500

STATUS OF FUND BALANCE
FY2021-22

	<u>Undesignated</u> <u>As of 7/1/21*</u>	<u>Increases</u> <u>as of 10/31/21</u>	<u>Appropriated</u> <u>as of 10/31/21</u>	<u>Balance</u>
Undesignated Fund Balance	\$6,628,618	\$0	(\$571,707)	\$6,056,911
				19.4%

* UNAUDITED

APPROPRIATIONS FROM FUND BALANCE FOR FISCAL YEAR 2021-22

Requesting Department	Account	Explanation	BOS Approved	BOF Approved	Town Meeting Approved	Date Entered	Amount Requested	Amount Approved
Public Works	101.2022.1512.0450	FY21-22 Capital – Paving*	2/25/21	4/19/21	6/17/21	7/20/21	\$571,707	\$571,707
		GRAND TOTAL						\$571,707

*The Capital Plan was approved via referendum on May 13, 2021. A Town Meeting approved the appropriation of funds for FY21-22 only.

OTHER APPROPRIATIONS FOR FISCAL YEAR 2021-22

Requesting Department	From Account	To Account	Explanation	BOS Approved	BOF Approved	Town Meeting Approved	Date Entered	Amount Approved
Library	303.3014.0000.3020	303.0810.8101.0517	Annual library fund appropriation	3/9/21	3/17/21			\$19,000
Information Technology	010.9910.9911.0870	101.2022.2001.0415	FY21-22 Capital – Various IT Projects*	2/25/21	4/19/21	6/17/21	7/20/21	\$20,000
Assessor	010.9910.9911.0870	101.2022.1611.0239	FY21-22 Capital – Revaluation*	2/25/21	4/19/21	6/17/21	7/20/21	\$30,000
Police	010.9910.9911.0870	101.2022.2201.0420	FY21-22 Capital – Rifles*	2/25/21	4/19/21	6/17/21	7/20/21	\$11,000
Police	010.9910.9911.0870	101.2022.1601.0422	FY21-22 Capital – New Cruiser*	2/25/21	4/19/21	6/17/21	7/20/21	\$35,000
Fire	010.9910.9911.0870	101.2022.2003.0420	FY21-22 Capital – SCBA Replacement*	2/25/21	4/19/21	6/17/21	7/20/21	\$112,707
Fire Marshal	010.9910.9911.0870	101.2022.2202.0420	FY21-22 Capital – New Vehicle*	2/25/21	4/19/21	6/17/21	7/20/21	\$36,000
Emergency Mgmt.	010.9910.9911.0870	101.2022.0211.0443	FY21-22 Capital – Radio Batteries*	2/25/21	4/19/21	6/17/21	7/20/21	\$10,000
Public Works	010.9910.9911.0870	101.2022.1512.0450	FY21-22 Capital – Paving*	2/25/21	4/19/21	6/17/21	7/20/21	\$28,293
Public Works	010.9910.9911.0870	101.2022.1915.0450	FY21-22 Capital – West Beach Jetties*	2/25/21	4/19/21	6/17/21	7/20/21	\$255,000
Public Works	010.9910.9911.0870	101.2022.1617.0422	FY21-22 Capital – Fleet Replacement*	2/25/21	4/19/21	6/17/21	7/20/21	\$210,000
Public Works	010.9910.9911.0870	101.2022.2203.0412	FY21-22 – Small Equipment*	2/25/21	4/19/21	6/17/21	7/20/21	\$12,000
Facilities	010.9910.9911.0870	101.2022.1906.0451	FY21-22 Capital – Gen. Capital Repairs*	2/25/21	4/19/21	6/17/21	7/20/21	\$125,000
Facilities	010.9910.9911.0870	101.2022.2204.0451	FY21-22 Capital – Library Gas Conversion*					\$50,000
Facilities	010.9910.9911.0870	101.2022.0212.0451	FY21-22 Capital – Energy Eff. Projects*	2/25/21	4/19/21	6/17/21	7/20/21	\$50,000
Facilities	010.9910.9911.0870	101.2022.1905.0239	FY21-22 Capital – Facilities Plan*	2/25/21	4/19/21	6/17/21	7/20/21	\$20,000
Planning, Zoning & Development	010.9910.9911.0870	101.2022.1907.0450	FY21-22 Capital – Sidewalk Improvement Program*	2/25/21	4/19/21	6/17/21	7/20/21	\$175,000
Planning, Zoning & Development	010.9910.9911.0870	101.2022.2005.0239	FY21-22 Capital – Subdivision Regs Rewrite*	2/25/21	4/19/21	6/17/21	7/20/21	\$40,000
			SUBTOTAL (PAGE 1)					\$1,239,000

*The Capital Plan was approved via referendum on May 13, 2021. A Town Meeting approved the appropriation of funds for FY21-22 only.

OTHER APPROPRIATIONS FOR FISCAL YEAR 2021-22

Requesting Department	From Account	To Account	Explanation	BOS Approved	BOF Approved	Town Meeting Approved	Date Entered	Amount Approved
Planning, Zoning & Development	010.9910.9911.0870	101.2022.2006.0239	FY21-22 Capital – Update Plan of Conservation & Development*	2/25/21	4/19/21	6/17/21	7/20/21	\$5,000
Harbor Comm.	010.9910.9911.0870	101.2022.0927.0239	FY21-22 Capital – Harbor Dredging*	2/25/21	4/19/21	6/17/21	7/20/21	\$25,000
Planning, Zoning & Development	101.2022.2205.5575	101.2022.2205.0450	STEAP 3 – Boston Post Road Sidewalks	11/10/20	11/18/20	11/10/20	10/5/21	\$128,205
Library	110.0810.8101.5589	110.0810.8101.0410	Library – ARPA Adaptability Grant	8/18/21	8/18/21	9/16/21	9/28/21	\$15,867
Library	101.2022.2206.5589	101.2022.2206.0450	Library – Fiber to the Library	8/10/21	8/18/21	9/16/21	9/28/21	\$47,280
ARPA-Grants	110.0910.1170.5694		ARPA-Grant Fund	10/20/21	10/20/21			\$200,000
ARPA-Grants	110.0910.1170.5694		ARPA-Grant Fund-YFS	10/20/21	10/20/21			\$25,100*
ARPA-Grants	110.0910.1170.5694		ARPA-Grant Fund-SSK	10/20/21	10/20/21			\$10,000*
ARPA-Grants	110.0910.1170.5694		ARPA-Senior Center	10/20/21	10/20/21			\$30,900
ARPA-Grants	110.0910.1170.5694		ARPA-Nurses	10/20/21	10/20/21			\$5,000
ARPA-Grants	110.0910.1170.5694		ARPA-Social Services	10/20/21	10/20/21			\$25,000
			SUBTOTAL (PAGE 2)					\$482,252
			GRAND TOTAL					\$1,721,252

*These amounts are taken out of the \$200,000 allocated for the Grants to Outside agencies fund set up.