

**THESE MINUTES ARE  
SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF FINANCE REGULAR MEETING  
WESTBROOK BOARD OF FINANCE REGULAR MEETING  
TELECONFERENCE  
January 20, 2021 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, January 20, 2021 via Zoom Videoconference. In attendance were Gary Gavigan, Jim Dahl (6:38 Arrival), Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Paul Winch. Also in attendance were Ben Borelli, Resident Trooper, Noel Bishop, First Selectman, Jane Butterworth, Treasurer, Bonnie Hall, Zoning Board of Appeals, John Riggio, Director of Public Works(7:23pm Arrival), Donna Castracane, Director of Finance, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk. Absent:

**CALL TO ORDER**

The meeting was called to order at 6:34pm by Chair Gavigan.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to add an item to the agenda to discuss the three Westbrook Beach Jetties. This will be under Other Business.

**APPROVAL OF MINUTES**

Upon a motion made by Paul Winch seconded by Chris Ehlert the Westbrook Board of Finance **VOTED** to approve the minutes of the December 16, 2020 regular meeting as written.

**TREASURER'S REPORT**

The STIF rate is higher than the Citizen's rate. This will continue to be monitored.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza to accept the Treasurer's Report as presented.

**APPROPRIATIONS**

**Resolved that a sum not to exceed \$103,000 be appropriated from Undesignated Fund Balance to the Police Camera Capital Project in Accordance with the Police Accountability Bill**

Trooper Borelli noted that there is a reimbursement available for purchasing the cameras at this time. Mr. Winch asked what the one-time costs and recurring costs are. Mr. Gavigan suggested that we get the equipment immediately to get the reimbursement and then place this in the capital budget for upcoming expenses. Reimbursement will be 30% of qualifying items. This is not a grant. There are other towns who are interested in getting the reimbursement so timing is essential. This does include a contingency for unknown expenses. All constables and the Animal Control Officer are required to have cameras in 2022. Mr. Ehlert would like to maximize reimbursement and reduce outlay and suggested that the best way may be to buy the cameras at the beginning of the next Fiscal Year.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **RESOLVED:**

That a sum not to exceed \$103,000 be appropriated from Undesignated Fund Balance to the Police Camera Capital Project in Accordance with the Police Accountability Bill and to send it forward to the Board of Selectmen to forward to a Town Meeting for approval.

## **BUDGET TRANSFERS**

### **Planning, Zoning & Development – ZBA Coordinator**

This is moving \$4,400 dollars from Zoning Part Time Payroll to Zoning Board of Appeals (ZBA) Part-Time Payroll for a stipend given to the Building Official who will be a supervisor of the staff and will work with the ZBA. A review will occur on or before June 15<sup>th</sup> to decide this position moving forward. Mr. Ehlert noted that the Land Use department has had the most personnel changes and yet we continue to not have a handle on this department. A review of this office needs to be done to correct the problems. Mr. Bishop agrees that there has been issues in this department, but he does not feel this is a band aid for this department. A review was done with consultation of labor council and the labor union. Ms. Hall noted that the Board of Selectmen (BOS) have no oversight of the staff. She feels that this is a very workable change going forward. The BOS unanimously voted to do this. Mr. Winch agrees with Mr. Ehlert on this issue. Mr. Ehlert noted that per the previous reviews it was determined that the land use staff did report to the First Selectmen. Mr. Bishop will send the report done by Mr. Juran discussing the roles and responsibilities of the Commissions and the First Selectmen.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance **VOTED** to approve the transfer from Part-time Payroll from Account #010.0410.4103.0102 to Part time Payroll Account #010.0410.4103.0102 in the amount of \$4,400. Ayes: Kate Gilstad-Hayden, Tony Cozza and Jim Dahl Nays: Chris Ehlert and Paul Winch Abstentions: Gary Gavigan. The motion passed.

## **OTHER BUSINESS**

### **Discussion Regarding Jetties**

Mr. Riggio discussed the completion of Jetties. Number 2 was done last year for \$150,000. We completed two this year for \$219,000. The contractor had a clause, and the town can continue to use his services at a fee if needed. He will do Jetty 4 for \$100,000 which is much cheaper. There is \$41,000 left from last year and he can wait until July 1<sup>st</sup> for the additional \$59,000. The Board of Selectmen and the Town Attorney agreed that a bid was not necessary. Ms. Castracane discussed funding. There will be four remaining jetties. The Capital for 21-22 will include Jetties 1 and 3. This will be approximately \$230,000 and an additional \$59,000 for partial payment of the Jetty 4. There is no motion that is needed at this time. The BOS have entered into the agreement and money will be transferred at the next Board of Finance (BOF) meeting. Mr. Ehlert asked if the BOF was willing to have the town pay \$41,000 to Pindar and then then budget the remaining amount for next year.

### **Capital Project Closeout**

There are two capital projects to close at this time. The West Beach Jetty Project for FY19-20 and the second project is the FY2016 Radio Project. The radio project will be reappropriated to the Police Car Radios.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to Close Completed Capital Projects in the amount of \$17,857 and return to the General Fund Capital Contribution and Fund Balance as presented by the Finance Director. (See enclosure 6.2).

### **COVID Update**

Ms. Castracane stated that we have received reimbursement funds from Jan-March 2020 and April-June is in process. She discussed reimbursements received. The current fiscal year we have spent approximately \$113,000 for Covid related expenses. There are no large purchases anticipated.

Ms. Castracane also reported that there will be reimbursements for Tropical Storm Isaias from FEMA.

### **FY21-22 Budget Update**

The Board of Selectmen budget will approve their budget next week. Budget books will be distributed after the BOS approve their budget. Revenue for investment income and the senior center will be impacted because of Covid. The Capital Budget was discussed. Mr. Cozza asked the BOS to prioritize items in the Capital budget. Ms. Castracane will communicate this to the BOS. Mr. Cozza noted that the Capital Plan could be sent back to the Board of Selectmen to prioritize. Mr. Gilstad-Hayden agreed that this does need to be prioritized. Mr. Ehlert agrees that a prioritization is important.

### **FINANCIAL REPORTS**

#### **FY20-21 Expenditures, Revenues and Status of Contingency and Fund Balance**

Ms. Castracane discussed the financial reporting. Over 64% of revenue has been collected. Revenue is lower than anticipated for Park and Recreation and the Senior Center. Building Permits and Health permits remain strong. Tax Collections are strong. Expenses are tracking well. The resident trooper billing is lower than anticipated because billing has not been received.

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

### **PUBLIC COMMENT**

No Comment

### **Discussion of Alternates**

Upon a motion made by Chris Ehlert and seconded by Paul Winch the Westbrook Board of Finance unanimously **VOTED** to add an item to the agenda to discuss Board Alternate.

Mr. Gavigan stated that an ordinance must be written to add an alternate. At this time of Covid, town meetings are not being held so the BOS could then approve. The process was discussed. Mr. Cozza suggested getting public input at a teleconference meeting before final approval. Attorney Forsythe created a draft which will be distributed to the Board members so this can move forward. Mr. Ehlert suggested doing this at a later date. Mr. Cozza asked Ms. Castracane to research other towns who may have this ordinance. Ms. Castracane suggested having the attorney and the Board of Selectmen present at the February meeting to discuss this.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to table this discussion until the February meeting.

### **ADJOURNMENT**

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:34pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk