

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF FINANCE (BOF) REGULAR MEETING  
WESTBROOK BOARD OF FINANCE SPECIAL MEETING  
VIA ZOOM TELECONFERENCE  
FEBRUARY 24, 2021 6:00PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, February 24, 2021. In attendance were Paul Winch, Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Gary Gavigan, Noel Bishop, First Selectman, Elizabeth Carpenter, Social Services, John Flaherty, Fire Marshal, Tim Kellogg, Library Director, William Cusson, Fire Chief, Don Izzo, Emergency Management, Jim Crawford, Elections, Martin Marx, Conservation, Eric Knapp, Planning, Zoning & Development, Marilyn Ozols, Planning Chair, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk.  
Absent:

**CALL TO ORDER**

The meeting was called to order at 6:03pm.

**BUDGET PRESENTATIONS**

**SOCIAL SERVICES**

There is a request for four additional hours for part-time payroll. Ms. Carpenter has requested that this be increased to five hours. Mr. Bishop felt that this reduction would work but after discussions he realizes that the need for five hours is valid. Discussion ensued. Ms. Carpenter feels confident that 5 hours is adequate.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden it was:

**RESOLVED:** Unanimously to increase the Part Time Payroll to \$4,680 and to appropriate the sum of \$71,043 for the Social Services.

**LIBRARY**

Mr. Kellogg explained his budget and answered questions. There will be a reduction for a retirement in staffing. A replacement has not been found. This should remain an open item and updated with more accurate numbers when available. Mr. Kellogg is willing to reduce the salary. This will still be a competitive salary.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza it was:

**RESOLVED:** to reduce Regular Payroll to \$250,748 and Longevity of \$400 and to appropriate the sum of \$367,185 and Revenue of \$651 for Library. Ayes: Kate Gilstad-Hayden, Tony Cozza, Chris Ehlert, Gary Gavigan, Jim Dahl. Abstentions: Paul Winch

**FIRE**

There is a request for \$9,000 for technology software. The Fire department is not part of the virtual net metering. Due to Covid, training classes were cancelled. The budget includes additional training classes. Truck maintenance was discussed. Maintenance is anticipated for the new trucks. Communication equipment was discussed. Batteries and pagers need to be replaced. Batteries are required to be replaced every five years.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of \$825,124 for Fire.

**FIRE MARSHAL**

Mr. Flaherty is working with Comcast to finalize a better rate after a rate increase after a three year contract which has expired. There should be a reduction in the rate. This will be an open item and revisited if there is a change. Covid has added to the workload of this department. Mr. Ehlert asked that this be monitored.

Upon a motion made by Paul Winch and seconded by Jim Dahl it was:

**RESOLVED:** Unanimously to appropriate the sum of \$132,440 and Revenue of \$40,000 for Fire Marshal.

### **BOARD OF FIRE COMMISSIONERS**

Upon a motion made by Paul Winch and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of \$1,570 for the Board of Fire Commissioners.

### **EMERGENCY MANAGEMENT**

The Board thanked Mr. Izzo for his support.

Upon a motion made by Tony Cozza and seconded by Jim Dahl it was:

**RESOLVED:** Unanimously to appropriate the sum of \$28,332 for Emergency Management.

### **CONSERVATION**

Mr. Marx discussed the intern summer program.

Upon a motion made by Paul Winch and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of \$26,599 for Conservation.

### **PLANNING, ZONING & DEVELOPMENT**

Software maintenance was moved to the IT department. Sea level rise and climate change were discussed. Work will be done in future years and this expenditure is in the Capital Improvement plan. Mr. Knapp noted that Engineering costs are in the First Selectman's budget. Mr. Crawford alerted the BOF of a completed wastewater study done on Town Center. There will need to be a further work done by a consultant. There will be a request for Professional Services over what is requested in the near future. This is being finalized and a more thoughtful number will be given before the budget is complete. Mr. Gavigan asked that this be discussed at the April Regular BOF meeting. The Regular Payroll line needs to be increased \$1,820 due to the newly hired Land Use Tech.

Upon a motion made by Tony Cozza and seconded by Jim Dahl it was unanimously:

**RESOLVED:** to increase Regular Payroll \$1,820 and to appropriate the sum of \$203,693 and Revenue of \$1,500 for Planning, Zoning & Development.

### **PUBLIC COMMENT**

No Comment

### **OTHER BUSINESS**

The BOF will not be able to approve the budget because the Governor's Executive Order has expired. The Town Meeting is not an option per the Health Director so a referendum is required. The BOS will review the Capital Plan tomorrow evening. Ms. Castracane will email the credentials to Board members. The review of the Capital Improvement Plan (CIP) was discussed. The calendar was discussed. The finalized CIP from FY20-21 will be sent to the members by Ms. Castracane.

### **ADJOURNMENT**

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:56pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk