

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF FINANCE SPECIAL MEETING – ROOM A  
WESTBROOK MULVEY MUNICIPAL CENTER  
February 26, 2019 6:00PM**

The Westbrook Board of Finance Special Meeting was held on Tuesday, February 26, 2019 at 6:00pm in Room A. In attendance were Chairman Paul Connelly, Tony Cozza, Gary Gavigan, (7:15pm Arrival), George Pytlik and Kate Gilstad-Hayden. Also in attendance were Noel Bishop, First Selectman, Chris Ehlert, Energy, Linda Nolf, Board of Assessment Appeals, Pam Fogarty, Assessor, Kim Bratz, Tax Collector, Ken Butterworth, IT, Jane Butterworth, Treasurer, Joan Angelini, Town Clerk, Donna Castracane, Director of Finance, Carol Hess, Finance and Kelley Frazier, Clerk. Absent: John Leake

**CALL TO ORDER**

The meeting was called to order by Mr. Connelly at 6:00pm. The budget presentations are for the FY19-20 budgets.

**PRESENTATION AND ACCEPTANCE OF FY17-18 AUDIT**

Representatives from Seward and Monde discussed the audit.

Upon a motion made by George Pytlik and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to accept the audit report for FY17-18.

Mr. Cozza asked that the four items discussed be placed on an upcoming agenda to be discussed. The items are the Performance Bonds, Capital Assets, Constables-Outside Services Billing and Trial Balance-Fiduciary Funds.

All budget discussions are for Fiscal Year 2019-2020.

**FIRST SELECTMAN:**

Contract negotiations are underway. Discussions held regarding the March 11<sup>th</sup> Town Meeting. The BOF will have a short meeting at 6:00pm and then go to the Town Meeting. Police Services were discussed. There are potential cost savings. This will be addressed during their budget meeting with the BOF. Mr. Cozza feels that staffing for the Police is a Board of Selectmen decision.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to have a reduced agenda for the March 11<sup>th</sup> Budget meeting beginning at 6:00pm. Budget discussions will include: ZBA, Conservation, IWWC, Harbor Commission, Health and WPC

Upon a motion made by Tony Cozza and seconded by George Pytlik it was:

**RESOLVED:** Unanimously to appropriate the sum of ONE HUNDRED NINETY THOUSAND, FIVE HUNDRED EIGHT FIVE DOLLARS (\$190,585) and Revenue of \$200 for Department 0111 First Selectmen.

**HUMAN RESOURCES:**

Upon a motion made by Tony Cozza and seconded by George Pytlik it was:

**RESOLVED:** Unanimously to appropriate the sum of THIRTY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$37,500) for Department 0111-1112 Human Resources.

### **GENERAL ENGINEERING**

Upon a motion made by George Pytlik and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of SEVENTY FIVE THOUSAND DOLLARS (\$75,000) for Department 0111-1113 General Engineering.

### **LEGAL SERVICES**

Upon a motion made by George Pytlik and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of TWENTY THOUSAND FIVE HUNDRED DOLLARS (\$20,500) for Department #0118 Legal Services

### **TREASURER:**

Upon a motion made by George Pytlik and seconded by Kate Gilstad-Hayden it was:

**RESOLVED:** Unanimously to appropriate the sum of FOURTEEN THOUSAND AND SIXTY SEVEN DOLLARS (\$14,067) and Revenue of \$200,000 for Department # 0114 Treasurer.

### **INFORMATION TECHNOLOGY**

It may be difficult to find a part time person for IT services. This position is shared with the third party provider. This does not include the schools IT services. Contracted Services have been moved into this budget from Finance.

Upon a motion made by George Pytlik and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of SIXTY TWO THOUSAND, FOUR HUNDRED AND NINETY SEVEN DOLLARS (\$62,497) for Department 0112 Information Technology.

### **ELECTIONS:**

Upon a motion made by George Pytlik and seconded by Kate Gilstad-Hayden it was:

**RESOLVED:** Unanimously to appropriate the sum of SIXTY THOUSAND, SIX HUNDRED FORTY ONE DOLLARS (\$60,641) for Department #0113 Elections.

### **ASSESSOR**

There is an increase in the maintenance cost of the assessor software.

Upon a motion made by Tony Cozza and seconded by George Pytlik it was:

**RESOLVED:** Unanimously to appropriate the sum of ONE HUNDRED FIFTY FIVE THOUSAND NINE HUNDRED FIFTY NINE DOLLARS (\$155,959) and Revenue of \$189,153 for Department #0115 Assessor.

### **TAX COLLECTOR**

Upon a motion made by George Pytlik and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of ONE HUNDRED FIFTY FIVE THOUSAND, ONE HUNDRED SIXTY TWO DOLLARS (\$155,162) for Department #0116 Tax Collector.

### **TOWN CLERK:**

Upon a motion made by George Pytlik and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of ONE HUNDRED FIFTY THREE THOUSAND AND FOUR DOLLARS (\$153,004) and \$223,000 for Revenue for Department # 0114 Town Clerk.

**BOARD of ASSESSMENT APPEALS**

Upon a motion made by George Pytlik and seconded by Kate Gilstad-Hayden it was:

**RESOLVED:** Unanimously to appropriate the sum of THREE HUNDRED AND SIXTY THREE DOLLARS (\$363) for Department #0120 Board of Assessment Appeals.

**DEPARTMENT 0117 FINANCE:**

Upon a motion made by George Pytlik and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of ONE HUNDRED SEVENTY EIGHT THOUSAND FIVE HUNDRED FOURTEEN DOLLARS (\$178,514) and Revenue of \$31,000 for Department # 0117 Finance.

**BOARD OF FINANCE:**

Upon a motion made by George Pytlik and seconded by Kate Gilstad-Hayden it was:

**RESOLVED:** Unanimously to appropriate the sum of THIRTY FIVE THOUSAND THREE HUNDRED SIXTY THREE DOLLARS (35,363) for Department #0121 Board of Finance.

**AD HOC ENERGY COMMITTEE:**

Savings have been incurred in the past year.

Upon a motion made by George Pytlik and seconded by Tony Cozza it was:

**RESOLVED:** Unanimously to appropriate the sum of ONE THOUSAND SIX HUNDRED THIRTY FIVE DOLLARS (\$1,635) for Department #0111-1111 Ad Hoc Energy Committee.

**PUBLIC COMMENT**

None

**OTHER BUSINESS**

Meeting schedules were discussed. Ms. Castracane will contact Mr. Leake regarding the schedule for the Capital Improvement Plan.

Stipends will be reviewed by the Board of Selectmen and a recommendation will be given to the Board of Finance at the end of the budget discussions.

The Board of Education budget discussion will be on March 26<sup>th</sup>. Mr. Cozza is not available on the 28<sup>th</sup>.

**ADJOURNMENT**

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:37pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk