

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

**WESTBROOK BOARD OF FINANCE SPECIAL MEETING
VIA ZOOM TELECONFERENCE
MARCH 3, 2021 6:30PM**

The Westbrook Board of Finance Special Meeting was held on Wednesday, March 3, 2021. In attendance were Paul Winch, Jim Dahl(6:35 Arrival), Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden(6:33 Arrival), Gary Gavigan, Noel Bishop, First Selectman, Marilyn Ozols, Chair of Planning, Zoning & Development, John Riggio, Director of Public Works, Jill Brainerd, Facilities, 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 6:30pm.

BUDGET PRESENTATIONS

VOTE ON PLANNING, ZONING & DEVELOPMENT

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

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

GRANTS

Youth and Family services has an appropriation in another area. There has been a recent change and revenue is now going directly to Youth and Family Services.

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

RESOLVED: to appropriate the sum of \$196,750.

PUBLIC WORKS

Mr. Riggio discussed the details of his budget. Rates for electricity are unpredictable. Currently rates are increasing. A credit was received for Autumn Ridge. Ms. Castracane will do a rate history to verify that this is a good budget number. Natural gas has increased in recent months. Grounds Maintenance is for an outside contractor who provides services on various grounds in town along with maintenance of the cemetery, pickle ball courts and beach sweeping.

Upon a motion made by Chris Ehlert and seconded by Paul Winch it was unanimously:

RESOLVED: to appropriate the sum of \$1,488,181 and Revenues of \$540,079 for Public Works.

Mr. Ehlert would like Electric and Propane expenses reviewed for possible cost savings,

FACILITIES

Frontier contracts are expiring and the costs are going up. A request has been made to increase Central Services-Telephone Services by \$3,000. This contract was reviewed in 2015. The phone equipment lease will expire in one year. At this time the town can renew or buy the equipment. The Library and Health Department have requested additional phones. Mr. Ehlert suggested doing a review of pricing of these services. Consolidation of cell phones will be reviewed for possible cost savings. Copiers are also leased and the expense varies based on use. A copier assessment is being done. An RFP will be done before July and this can be revisited. Ms. Castracane will track kilowatt hours for Mulvey and the Library. The school should also be tracked to see what savings and usage is.

Upon a motion made by Tony Cozza and seconded by Paul Winch it was unanimously:
RESOLVED: to increase Central Services—Telephone \$3,000 and Library- Building Maintenance \$1,500 and to appropriate the sum of \$421,169 and Revenue of \$200 for Facilities.

ANIMAL CONTROL OFFICER

Upon a motion made by Paul Winch and seconded by Jim Dahl it was unanimously:
RESOLVED: to appropriate the sum of \$16,771 for the Animal Control Officer.

PUBLIC COMMENT

No Comment

NEW BUSINESS

No New Business

OLD BUSINESS

Possible Update on Budget Process/Referendum

Ms. Castracane will distribute a new calendar to members. This is compliant with timelines and deadlines. The town will have a budget referendum. This is set by the Board of Selectmen (BOS) and is expected on May 13th. Mr. Ehlert would like Ms. Castracane to get final information regarding bonding. Rates are very low. Discussion continued regarding options for funding the Capital Plan. Ms. Castracane will present the information with requested options at the March 17th meeting. A grant from the Westbrook Foundation for the Police Imaging equipment was discussed. The deadline for application submission is April 1st. Mr. Bishop was asked for additional information regarding supervision and oversight of Land Use. Mr. Ehlert voiced concerns regarding Longevity and how it is handled. Employees that have worked numerous years are getting \$400 and those with less service are getting much more. He feels that this needs to be reviewed. This would be a policy decision and this would need to be done by the Board of Selectmen. Mr. Ehlert would like to review the expenses associated with this and to communicate to the BOS that a policy change may need to occur.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:06pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk