

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOF MEETING
TOWN OF WESTBROOK, CONNECTICUT

BOARD OF FINANCE
Special Meeting (Joint with BOS)
Tuesday, March 14, 2023
Mulvey Municipal Center
Multi-Media Room and via ZOOM

CALL TO ORDER

Chairman Winch called the meeting to order at 6:14 p.m. In attendance included First Selectman Hall, Selectman Bialicki, Selectman Campbell, Donna Castracane, Director of Finance, Tony Cozza, BOF, John Palermo, Emergency Management Director, Jill Brainerd, Facilities, John Riggio, Public Works Director, Chief Cusson, Carol Hess, Asst. Finance Director, Ken Butterworth, IT, Peter Gillespie, Planner, Don Izzo, Fire Department, Sid Holbrook, WPCA Chairman, Paul Winch, BOF Chairman, Jim Dahl, BOF, Karl Gelotte, BOF, and George Pytlik, BOF.

CAPITAL DISCUSSION

The BOS and BOF reviewed the Capital Budget requests as submitted by Department Heads. Several Department Heads were in attendance to address questions/comments posed by Board members.

Ms. Brainerd reported on the status of the Electronic Sign located in front of the Mulvey Municipal Center. The sign, funded by the Foundation several years ago, is not functioning. The sign is no longer under warranty; and the manufacturer, a company out of Florida is non-responsive. A quote of \$43,500 to replace the sign was distributed to board members. Ms. Brainerd requested that this item be added to the Facilities Capital Budget. If funded, the project would be put out to bid.

Open Items:

Assessor – funds requested in anticipation of next revaluation due in 2026.

Fire Department

- Radio Project – All requests for radios were placed in one Capital Budget (Fire Dept.).
 - Chief Cusson, Don Izzo and John Palermo provided an update on the radios and were available to address questions/comments posed by board members.
- Cistern – funding for this project was “pushed” to the 24/25 Capital Budget

Facilities

- Funding was added for an Electronic Sign (as discussed above).

Planning & Zoning

- Coastal Resiliency Fund – funding for this project was “pushed” to the 24/25 Capital Budget.
- Town Center (wastewater)- funding for this project was “pushed” to the 24/25 Capital Budget.
 - Mr. Holbrook, WPCA Chairman, reported on the process for obtaining Clean Water Funds to potentially facilitate a Town Center wastewater project. To date, ARPA funds have been “earmarked” for conceptual engineering for this project. Note that a wastewater project of this magnitude will require substantial funding and ultimately Town Meeting approval.

Recreation

- Community Center – funding for this project was “pushed” to the 24/25 Capital Budget.

ARPA

A copy of the ARPA "Master List" was included in the Board's packet. The Boards discussed same.

Ms. Castracane reported that of the \$2,032,884.58 allocated to Westbrook, \$1,003,492.58 is the remaining balance. The total amount appropriated to date is \$1,029,392.00. The balance remaining is \$34,592.58. Note that of the \$1,000,000 "set aside" for a possible appropriation for a Town Center septic project, a total of \$31,100 has been appropriated for engineering costs.

Mr. Winch suggested that perhaps ARPA could be used to fund police tasers and radars. The use of ARPA funds will be discussed further at future meetings.

The BOF took no action and will discuss Capital Budgets further at the Monday, 3/20/23 BOF meeting. Department Heads will be invited to this meeting.

*A copy of the Capital Budget FY 2024 – 2028 (dated 3/15/23), as discussed this evening is attached to these minutes.

ADJOURNMENT

Mr. Gelotte made a motion to adjourn the meeting at 8:34 p.m. Mr. Pytlik seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski
Executive Assistant

John Hall, III
First Selectman

PROJ.#	DEPARTMENT	Approved	Request	BOS App.	Request	BOS App.	Request	BOS App.	Request	BOS App.	Request	BOS App.
		2022-23	2023-24	2024-25	2024-26	2025-26	2025-26	2026-27	2026-27	2026-27	2027-28	2027-28
	SUBTOTAL - PLANNING & ZONING	\$ 270,000	\$ 1,205,000	\$ 1,150,000	\$ 1,250,000	\$ 1,115,000	\$ 915,000	\$ 1,115,000	\$ 915,000	\$ 1,200,000	\$ 1,000,000	

TOWN OF WESTBROOK CAPITAL IMPROVEMENT PLAN FY2024 - FY2028

CONSERVATION COMMISSION												
2303	SUBTOTAL - CONSERVATION COMMISSION	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	1. Open Space*	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

HARBOR COMMISSION												
0927	SUBTOTAL - HARBOR COMMISSION	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	1. Harbor Dredging*	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000

WATER POLLUTION CONTROL												
1806	SUBTOTAL - WATER POLLUTION CONTROL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	1. Wastewater Management Program	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

RECREATION												
0213	SUBTOTAL - RECREATION	\$ 125,000	\$ 497,811	\$ 535,091	\$ 497,811	\$ -	\$ 635,091	\$ -	\$ 635,091	\$ -	\$ -	\$ -
	1. Community Center	125,000	497,811	535,091	497,811	0	635,091	0	635,091	0	0	0

CHANGE

BOARD OF EDUCATION												
1910	SUBTOTAL - BOARD OF EDUCATION	\$ 150,000	\$ 303,000	\$ 218,500	\$ 6,090,000	\$ -	\$ 2,693,500	\$ -	\$ 2,185,000	\$ -	\$ -	\$ -
	1. All Schools - Root Repairs/Replacement	35,000	35,000	35,000	4,500,000	0	2,275,000	0	2,185,000	0	0	0
	2. Facilities Plan Update	40,000	40,000	0	0	0	0	0	0	0	0	0
	3. HS - Gym Scoreboard	25,000	25,000	0	0	0	0	0	0	0	0	0
	4. Portable PA System	33,000	33,000	0	0	0	0	0	0	0	0	0
	5. Carletonum Sound System	20,000	20,000	0	0	0	0	0	0	0	0	0
2009	6. HS - Tennis Court Repair	0	0	48,500	0	0	48,500	0	0	0	0	0
	7. Student Transport Van	0	0	60,000	0	0	0	0	0	0	0	0
	8. District Pick-up Truck	0	0	75,000	0	0	0	0	0	0	0	0
	9. Multiple Schools - HVAC Indoor Air Quality	0	0	0	1,240,000	0	370,000	0	0	0	0	0
	10. HS - Replace Classroom Fan Coils	43,000	43,000	0	350,000	0	0	0	0	0	0	0
0223	11. HS - Replace Exterior Doors	0	0	0	0	0	0	0	0	0	0	0
2009	1. HS - Tennis Court Repairs	48,500	48,500	0	0	0	0	0	0	0	0	0
	2. HS - Score Board Replacement	35,000	35,000	0	0	0	0	0	0	0	0	0
	3. HS - Replace Air Handling Units	15,500	15,500	0	0	0	0	0	0	0	0	0

GRAND TOTAL												
	TOWN	\$ 1,739,630	\$ 3,651,551	\$ 2,200,240	\$ 8,222,747	\$ 2,486,838	\$ 4,756,209	\$ 2,892,709	\$ 4,265,244	\$ 1,910,244	\$ 2,080,244	\$ 1,910,244

PROJ.#	DEPARTMENT	2022-23	2023-24	2023-24	2023-24	2024-26	2024-26	2024-26	2024-26	2025-26	2025-26	2026-27	2026-27	2026-27	2027-28	2027-28	BOS App.
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TOWN OF WESTBROOK CAPITAL IMPROVEMENT PLAN FY2024 - FY2028

DEPARTMENT SUMMARY																
INFORMATION TECHNOLOGY	ASSASSOR	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
POLICE DEPARTMENT	115,000	183,800	109,800	109,800	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
FIRE DEPARTMENT	0	380,000	445,000	200,000	250,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
EMERGENCY MANAGEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS	707,800	671,340	571,340	645,807	675,807	472,247	502,247	472,247	502,247	472,247	502,247	472,709	567,709	560,244	590,244	590,244
BUILDINGS/FACILITIES	143,730	239,600	283,100	231,150	231,150	214,500	214,500	214,500	214,500	214,500	214,500	100,000	100,000	100,000	100,000	100,000
PLANNING & ZONING	270,000	1,206,000	605,000	1,150,000	1,250,000	1,115,000	915,000	1,115,000	915,000	1,115,000	915,000	50,000	50,000	50,000	50,000	50,000
CONSERVATION COMMISSION	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
HARBOR COMMISSION	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
WATER POLLUTION CONTROL	50,000	50,000	20,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
RECREATION	125,000	497,811	0	535,091	497,811	0	535,091	0	535,091	0	535,091	0	535,091	0	535,091	0
BOARD OF EDUCATION	142,000	303,000	303,000	218,500	218,500	6,090,000	6,090,000	6,090,000	6,090,000	6,090,000	6,090,000	2,693,500	2,693,500	2,185,000	2,185,000	2,185,000
GRAND TOTAL	\$ 1,739,530	\$ 3,651,551	\$ 2,200,240	\$ 3,211,548	\$ 3,124,768	\$ 8,222,747	\$ 2,486,838	\$ 8,222,747	\$ 2,486,838	\$ 8,222,747	\$ 2,486,838	\$ 4,756,209	\$ 2,892,709	\$ 4,265,244	\$ 1,910,244	\$ 1,910,244
LESS: REVENUES BY DEPARTMENT																
ASSASSOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POLICE DEPARTMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE DEPARTMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
FACILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PLANNING & ZONING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RECREATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOARD OF EDUCATION	142,000	303,000	303,000	218,500	218,500	2,185,000	2,185,000	2,185,000	2,185,000	2,185,000	2,185,000	2,185,000	2,185,000	2,185,000	2,185,000	2,185,000
GENERAL FUND BUDGET	1,130,530	1,472,747	1,472,747	2,186,092	2,186,092	2,434,571	2,434,571	2,434,571	2,434,571	2,434,571	2,434,571	2,494,148	2,494,148	3,302,810	3,302,810	3,302,810
SUBTOTAL REVENUES	\$ 1,312,530	\$ 1,815,747	\$ 1,512,747	\$ 2,444,592	\$ 3,124,768	\$ 2,474,571	\$ 2,486,838	\$ 2,474,571	\$ 2,486,838	\$ 2,474,571	\$ 2,486,838	\$ 2,222,061	\$ 2,892,709	\$ 3,342,810	\$ 922,434	\$ 1,910,244
NET AMOUNT TO BE FUNDED	\$ 427,000	\$ 1,835,804	\$ 687,493	\$ 766,956	\$ 3,124,768	\$ 5,748,176	\$ 2,486,838	\$ 5,748,176	\$ 2,486,838	\$ 5,748,176	\$ 2,486,838	\$ 2,222,061	\$ 2,892,709	\$ 922,434	\$ 1,910,244	\$ 1,910,244

FINAL TOTALS