

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

**WESTBROOK BOARD OF FINANCE SPECIAL MEETING
MONDAY, MARCH 20, 2023 – 6:00PM
TOWN HALL-MULTIMEDIA ROOM – HYBRID**

The Westbrook Board of Finance Special Meeting was held on Monday, March 20, 2023. In attendance were Paul Winch, Jim Dahl, Chris Ehlert, Tony Cozza, George Pytlik, Jr. and Karl Gelotte. Also in attendance were John Hall, First Selectman, Donna Castracane, Director of Finance, Carol Hess, Assistant Director of Finance, William Cusson, Chief of Fire Department, John Riggio, Director of Public Works, Jill Brainerd, Human Resources, Facilities, April Moran Resident Trooper - Police, John Rie Harbor Commission, Mike Oryl, PATA, Rich Annino, Parks and Recreation, Don Izzo, John Palermo, Emergency Management, Marilyn Ozoles, Peter Gillespie, Town Planner, Wendy Leone, Assessor, Sam Lyman, Town Center Revitalization, Heidi Wallace, Conservation, Sid Holbrook, WPCA, Ken Butterworth, IT and Kelley Frazier, Clerk.

Absent:

CALL TO ORDER

The meeting was called to order at 6:07pm.

OPERATING BUDGET DEPARTMENT REVIEW

Overview of FY23-24 Budget Requests and BOS Approved Budget

FIRE

Chief Cusson discussed open items in the operating budget.

Open Item: Review of expense categories for possible savings.

Capital

Cistern has been removed. Concrete delayed.

Open Item: The Tanker refurbishment proposal and timing needs to be finalized. This may be considered for bonding. The radio project was discussed. The contract needs to be signed before pricing can be obtained. This is a town-wide project and this plan is for Phase I. Terms of payment needs to be clarified. Leasing and grants should be considered. Mr. Hall and Chief Cusson will discuss the grant application process. Mr. Izzo is consulting and volunteering his time for the radio project. Mr. Izzo would like to be included in communication regarding this project.

PUBLIC WORKS

Operating

Mr. Riggio discussed his open items. Pricing for sand and salt has increased.

Capital

Fleet Replacement and drainage have decreased. Paving was discussed.

FIRST SELECTMAN

Only contractual changes to payroll.

No Open Items.

HUMAN RESOURCES

Legal services are for labor contracts.

No Open Items:

ENGINEERING

No change.

No Open Items:

LEGAL

Bid package review had largest impact on budget.

No Open Items:

POLICE

Older vehicles are causing increase to Vehicle Maintenance and Repair. Payroll increased due to contractual increases. A full time and part time position is requested. Shift work was discussed.

Open Item: Part time payroll was discussed. What percent of the shifts were filled? This will be reviewed.

Capital

An additional car was requested. Police cars expire quickly. Additional items need to be purchased for a new car. It takes a year and a half to get a car once it is ordered. Discussion held regarding tasers.

HARBOR PATROL

Fuel and maintenance have increased due to having two boats. New life vests need to be purchased.

No Open Items:

PATA

No Open Items.

EMPLOYEE BENEFITS

No Open Item:

INSURANCE

No Open Item:

DEBT SERVICE

No Open Item:

CAPITAL PLAN

Recreation

The conceptual plan is 9-12 months away. Town meeting approval is still needed. Reduce the request amount due to timing to zero. Funding for \$200,000 a year in the out years was suggested.

Assessor

Reoccurring line item is for the revaluation. This will be done in 2026 and it is expected to cost \$150,000.

WPCA

A septic system was built at the Riggio building. Another similar system will be put at the town beach. Grant money may be available.

Planning and Zoning

Sidewalks on town roads are also in need of repair or replacement.

Sidewalks

A request for a breakdown of money received, grants applied for and not yet received and what is still needed. They will work with Public Works to do smaller projects.

Resiliency Plan

Explanation of project was given.

Town Center

Allocated ARPA funds were discussed which was designated for wastewater management. Other items were in the plan other than just Wastewater. The first step is to get approval for the wastewater plan.

Hazard Mitigation

This needs to be done every 5 years. This increment is budgeted.

Coastal Resiliency

Part of the plan will be a detailed plan for financing.

GIS

Stormwater system tracking is needed. \$25,000 in FY24-25.

Subdivision Regulations Rewrite

This is expected to cost \$30,000.

Conservation- Open Space

No Changes

Harbor Commission

The Federal Government dredges the harbor. This funding is in case an emergency dredging needs to be done.

Emergency Management

Radios were moved into the Radio Project. This is for 5 portable radios. A discussion was held that a radio may be pushed back a year. This would decrease the Radio Project. Nothing in year 4 and 5.

Facilities

The Academy and Old Library need roofs. The Fire Department 2 and the Fire Department on Main Street are in the out years.

Town Buildings General Capital Repairs

Carpet and Hard water heater is outlooked.

Town Buildings – Energy

This may be able to be reduced for closed projects. Funds can be reallocated. The gas bill will be confirmed.

Town Hall – LED Sign

New sign quote for \$43,500.

IT

This is to bring the CEN network into Mulvey. Mr. Butterworth and Ms. Castracane will see what was expended this year.

OTHER BUSINESS

No other business.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 10:04pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk