

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE (BOF) REGULAR MEETING
WESTBROOK BOARD OF FINANCE REGULAR MEETING
VIA ZOOM TELECONFERENCE
April 21, 2021 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, April 21, 2021. In attendance were Paul Winch, Jim Dahl, Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Gary Gavigan. Also in attendance were Donna Castracane, Director of Finance, Ken Butterworth, IT, Jane Butterworth, Treasurer, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

The meeting was called to order at 6:30pm.

APPROVAL OF MINUTES

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Finance **VOTED** to approve the minutes of March 9, 2021, March 10, 2021, March 17, 2021, March 24, 2021 and March 31, 2021 as written.

TREASURER'S REPORT

Ms. Butterworth discussed her report. STIF interest went down slightly and will continue to be monitored. This rate is still higher than the rate at Citizens.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to approve the Treasurer's Report as presented.

APPROPRIATIONS

Resolved that a sum not to exceed \$4,350 be appropriated from Contingency to the Tax Collector Refund Account for the purpose of refunding taxes to the Military Historians.

Discussion held regarding this transfer.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance unanimously

RESOLVED: That a sum not to exceed \$4,350 be appropriated from Contingency to the Tax Collector Refund Account for the purpose of refunding taxes to the Military Historians.

(From Account 010.9990.9991.0910.5 to 010.0116.1160.0840.5)

BUDGET TRANSFERS

Various – See Attached Document (Sec. 5-1)

Discussion held regarding where this type of expense should be taken from. This will be reviewed and possible account additions may occur. The process of applying and approving grants was discussed. This may also be reviewed.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to table this item until more information is available.

Questions should be given to Ms. Castracane so they can be answered by the next meeting.

Upon a motion made by Chris Ehlert and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance **VOTED** to approve the transfer from Regular Payroll Account #010.0512.5120.0101 to Part-Time Payroll Account #010.0512.5120.0243 in the amount of \$7,000 and to transfer from Other Professional Services Account #010.0512.5120.0243 to Mileage Account #010.0512.5120.0243 in the amount of \$1,875.

FINANCIAL REPORTS

FY20-21 Financial Report – Quarterly Update – Key Revenue

Ms. Castracane discussed her reporting. Budgeted Revenue collections is at 99%. Recreation revenues are down. No parking revenue will be realized for beach parking this year. Expenditures are as expected. COVID expenses are starting to lessen. Changes to the executive orders may change this. Facilities expenses remain stable, but this continues to be monitored.

Status of Contingency and Fund Balance

Grants and reimbursement for the health department expenses was discussed. Staffing at the beach and cleaning at the beach may be covered under Covid expense. This will be reported at the June meeting. Update was given on the status of the Contingency and Fund balance.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the Director of Finance report as discussed.

Discussion held regarding the two questions on the ballot. Discussion held regarding procedures following the referendum given the possibility of the budget passing but capital not being approved.

PUBLIC COMMENT

No Comment

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:43pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk