

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF FINANCE REGULAR MEETING**

**WESTBROOK BOARD OF FINANCE SPECIAL MEETING  
WESTBROOK MULVEY MUNICIPAL CENTER, ROOM A  
August 28, 2019 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, July 17, 2019 in Room A of the Westbrook Mulvey Municipal Center. In attendance were Chairman Paul Connelly, Tony Cozza, George Pytlik, Jim Dahl and Gary Gavigan. Also in attendance were Noel Bishop, First Selectman, Jane Butterworth, Treasurer, Donna Castracane, Director of Finance and Kelley Frazier, Clerk. Absent: Kate Gilstad-Hayden

**CALL TO ORDER**

The meeting was called to order at 6:37pm.

**APPROVAL OF MINUTES**

Upon a motion made by George Pytlik and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the minutes of July 17, 2019 as written.

**TREASURER'S REPORT**

Ms. Butterworth gave a brief update. Interest rates are decreasing. The rate may go down again. This will continue to be monitored.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Treasurer's report.

**FIRST SELECTMAN'S REPORT**

Mr. Bishop gave a brief update. The Council of Governments discussed funding available for sidewalks. The Planning Commission worked very hard to put this application information together for submission. The residents of Westbrook have indicated they want additional sidewalks. This funding if received, along with the Connectivity Grant, will allow the town to connect many sidewalks along Route 1. On September 19<sup>th</sup> there will be a business economic forum to develop a plan to move forward to develop some of the empty stores in Westbrook. CIRMA has issued a rebate of \$18,500. The Welcome Center on I-95 had an opening ceremony. An editorial was written regarding funding of the Estuary. Additional accurate data will be given to the Town Of Westbrook. The first School to Career Councilor was introduced at Convocation. The radio project committee has hired a consultant to develop a Phase I needs assessment. Interviews with the members of the committee will begin next week.

**APPROPRIATIONS**

**Public Works Paving Program - \$86,365**

Upon a motion made by Tony Cozza seconded by George Pytlik the Westbrook Board of Finance unanimously

**RESOLVED:** to appropriate a sum not to exceed \$86,365 from the Undesignated Fund Balance to the Public Works Paving Program Capital Project to cover the cost of repairing McVeagh Road and to forward it to a Town Meeting. From Account #010.3010.0000.3020.3. to Account # 101.2019.1512.0450.5.

**BUDGET TRANSFERS**

Ms. Castracane discussed the transfers. Wage accounts are not on this report and will be transferred in September. See Attachment Section 6-1.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Budget Transfers as presented by the Finance Director in Section 6-1.

### **FINANCIAL REPORTS**

#### **FY19-20 YTD Revenue and Expenditures**

Ms. Castracane gave a brief update. There is nothing significant that will impact the budget. The audit is underway. The End of Year closing is underway.

Upon a motion made by George Pytlik and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the Financial Report as presented by the Finance Director.

#### **Status of Contingency and Fund Balance**

Ms. Castracane discussed the status of contingency and the Fund Balance.

### **PUBLIC COMMENT**

No comment.

### **OTHER BUSINESS**

#### **Approval of Bills**

The first progress billing from Seward and Monde for the FY19 Audit

Upon a motion made by George Pytlik and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Seward and Monde bill in the amount of \$12,400 for the initial progress billing for the FY19 audit.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to add to the September agenda an item to discuss Ransomware and how this would affect our town.

Mr. Butterworth will be invited to attend the next meeting to discuss putting a plan in place for this type of cyber-attack.

### **ADJOURNMENT**

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:13pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk