

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE (BOF) REGULAR MEETING
WESTBROOK BOARD OF FINANCE SPECIAL MEETING
VIA ZOOM TELECONFERENCE
FEBRUARY 22, 2021 6:00PM**

The Westbrook Board of Finance Regular Meeting was held on Monday, February 22, 2021. In attendance were Paul Winch, Jim Dahl (6:27pm Arrival), Tony Cozza, Chris Ehlert, Kate Gilstad-Hayden and Gary Gavigan. Also in attendance were Donna Castracane, Director of Finance, Ken Butterworth, IT, David Maiden, Building Official, Bonnie Hall, ZBA, Heidi Wallace, IWWC, Lee McNamara WPCA, Jim Crawford, Elections, Wendy Leone, Assessor, Kim Bratz, Tax Collector, Joan Angelini, Town Clerk, Carol Mullaney, Nursing, Courtney Burks, Senior Center, Zach Faiella, Health, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

The meeting was called to order at 6:08pm.

BUDGET PRESENTATIONS

BUILDING OFFICIAL

Upon a motion made by Tony Cozza and seconded by Paul Winch it was:

RESOLVED: Unanimously to appropriate the sum of \$146,086 and Revenue of \$160,000 for the Building Official.

ZBA

The working relationship with the Building Official and ZBA is working well. Discussion held regarding the new position in Land Use. This person started today.

Upon a motion made by Tony Cozza and seconded by Paul Winch it was:

RESOLVED: Unanimously to appropriate the sum of \$27,996 for the Zoning Board of Appeals.

IWWC

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

RESOLVED: Unanimously to appropriate the sum of \$68,384 and Revenue of \$700 for IWWC.

HARBOR COMMISISON

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

RESOLVED: Unanimously to appropriate the sum of \$11,353 for Harbor Commission.

ELECTIONS

The cost of a referendum was discussed. This is not in the proposed budget. Absentee ballots were discussed. There are many variables. There has to be time to process absentee ballots. Jim Crawford noted that the referendum will happen under the current fiscal year so it will not affect next year's budget.

Upon a motion made by Paul Winch and seconded by Tony Cozza it was:

RESOLVED: Unanimously to appropriate the sum of \$63,140 for Elections.

ASSESSOR

The new Assessor is part time with no benefits so the budget reflects this. The budget also reflects an increase in hours for the assessor's aide from 30 to 35 hours per week.

Upon a motion made by Tony Cozza and seconded by Paul Winch it was:

RESOLVED: Unanimously to appropriate the sum of \$127,739 and Revenue of \$141,154 for Assessor.

TAX COLLECTOR

The budget increase includes software maintenance and wages. Taxes are being collected as expected. Refunds were discussed. Mr. Ehlert asked for updates on open cases so that changes can be accounted for in this budget.

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

RESOLVED: Unanimously to appropriate the sum of \$165,364 for Tax Collector.

TOWN CLERK

There was a change to temporary payroll. Revenues for conveyance taxes are more than anticipated this year. Covid has caused people to move to CT and to buy real estate. There has also been an increase in refinances.

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

RESOLVED: to appropriate the sum of \$146,558 and Revenue of \$259,500 for Town Clerk.

NURSING

Revenue increased due to fees charged. The Part-time payroll increase is due to a greater use of sick time and the need to hire and train a nurse for per diem. Ms. Mullaney noted that she is comfortable with the increase in revenue. Ms. Gilstad –Hayden asked for an additional increase to revenue. This can only be done with nursing board approval.

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

RESOLVED: Unanimously to appropriate the sum of \$616,392 and Revenue of \$415,000 for Nursing.

Ayes: Tony Cozza, Paul Winch, Chris Ehlert, Gary Gavigan, Kate Gilstad-Hayden. Abstentions:
Jim Dahl

SENIOR CENTER

There is a decrease in food expense because the Senior Center will not be serving food this summer.

Upon a motion made by Paul Winch and seconded by Jim Dahl it was:

RESOLVED: Unanimously to appropriate the sum of \$99,004 and Revenue of \$14,000 for Senior Center.

HEALTH

This is a flat budget.

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

RESOLVED: Unanimously to appropriate the sum of \$215,441 and Revenues of \$15,000 for the Department of Health.

WPCA

There is a request to increase the Environmental Health Tech salary to \$24.00 per hour.

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

RESOLVED: Unanimously to increase Part time Payroll to \$26,065 and to appropriate the sum of \$32,655 for WPCA.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:12pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk