

**These minutes are subject to approval at the next BOF meeting**  
**TOWN OF WESTBROOK, CONNECTICUT**  
**BOARD OF FINANCE REGULAR MEETING**  
**Tuesday, March 9, 2021**  
**Via Zoom**

The Westbrook Board of Finance meeting was held via Zoom on Tuesday, March 9, 2021 at 6:00pm. In attendance included: First Selectman Bishop, Selectman Hall, Selectman Fuchs. Board of Finance Members: Chairman Gary Gavigan, Tony Cozza, Chris Ehlert, Paul Winch(6:58pm Departure; 7:31pm Return) and Jim Dahl(6:52pm Departure). Also in attendance were: Donna Castracane, Director of Finance, Rich Annino, Park & Rec Director, Don Izzo, Emergency Management Director, Pat Marcarelli, COB President, Eric Knapp, Planning, Zoning and Development Coordinator, Mary Jo Noonan, Tim Kellogg, Library Director, Bill Cusson, Fire Chief, Marilyn Ozols, Planning Chairman, John Flaherty, Fire Marshal, Lee McNamar, Chairman WPCA, John Rie, Harbor Commission Chairman, Jill Brainerd, Facilities and John Riggio, Director of Public Works.

**CALL TO ORDER**

Chairman Gary Gavigan called the meeting to order at 6:03pm.

**Operating Budget Review and Possible Action – Recreation**

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

**RESOLVED:** to appropriate the sum of \$416,402 and Revenue of \$218,000 for Recreation.

**Capital Budget Review and Possible Action**

The BOF had an extensive discussion relative to the Town of Westbrook Capital Plan. The total Capital Budget requests for 21/22, excluding the BOE, totaled \$2,905,707.00. A total of \$1,175,000.00 was included in the Operating Budget for Capital projects; leaving \$1,440,707 to be funded by other means. Options include increasing the amount in the Operating Budget, use of Fund Balance and Bonding.

**Recreation**

The Recreation Center has been delayed one year until a study is completed by Great Blue.

**IT – Request - \$25,000.00**

Server replacement is needed.

**Assessor**

The Assessor agreed to reduce the revaluation to \$30,000.

**Police**

Three projects were requested. Trooper Borelli discussed his projects in detail. Members supported the request to keep ½ of vehicle in the plan. The rifles should also remain in the plan, but the imaging equipment may be delayed because the fire department has this equipment but it is not always available when needed on the water. Discussions were held that this equipment is increasing in price. There is a possibility to receive a grant for this equipment. At this time the possible grant should be pursued and if it is not awarded, this could be revisited. Mr. Borelli requested that the \$1,000 be placed back into the budget for a gun safe.

**Fire Department**

There is one request for the SCBA replacement for year 1. The out years include replacement of the Fire Safety House and the Station 2 Roof Replacement.

**Fire Marshal**

A detailed discussion was held on the importance of having a town vehicle for use by the Fire Marshal. Discussion held regarding what the Town should include in their insurance policy for personal vehicle usage by town employees. It was suggested that a review of other town's vehicle use policy should be done in regard to their liability policy. A review of town employees who use their own vehicles needs to be done, and guidance from the BOS should be done. Mr. Izzo has requested a copy of the Vehicle Use Policy from Ms. Castracane.

**Emergency Management**

No additional comments.

**Public Works**

Mr. Riggio discussed paving and the need to put additional funds in the paving plan. Putting this work off could result in a large expense. State funds were discussed about possible new grants or funds available for paving. There is \$150,000 which was not reimbursed. This money will be used for a project on Toby Hill. The transfer station loader is 22 years old. It has over 15,000 hours. He has asked for this to be placed back in the Capital Plan after being taken out the past two years. The cost of a new one has increased \$9,000 in one year.

**Buildings/Facilities**

Ms. Castracane discussed the facilities capital plan. Roof replacement of town buildings was discussed. A study has been done. The leaks at the Town Hall have gotten progressively worse. Discussions held regarding the kind of roof to replace the current roof. Mr. Ehlert would like an assessment done and to have various options presented to the BOS and BOF. Solar options were discussed. Discussion ensued regarding how to fund the roof replacement. Pricing will need to be given to the BOF so they can vote on the 31<sup>st</sup>. The priority is Mulvey. Board members agree that this needs to move forward.

**Planning & Zoning**

Mr. Knapp discussed the Planning and Zoning projects. The Resiliency plan was discussed. Ms. Ozols said that this should be pushed out into out years of the plan. An RFP will be done a year from now. The Sidewalk Improvement plan should be funded to have a portion done each year. Sidewalks should be considered if bonding is done. Town Center needs to be considered.

**Harbor Commission**

Dredging was discussed. There is approximately \$100,000 available for dredging.

**WPCA**

This was withdrawn.

**Other Business**

Discussion held regarding approving the Capital projects for BOE. They will also present their Operating Budget. Bonding will be discussed on the 17<sup>th</sup>. A vote for Capital Funding will be on March 31<sup>st</sup>. A new calendar was emailed to all members. Some restrictions are loosening on the 19<sup>th</sup> regarding meetings. A Town Meeting may be a possibility. Mr. Cozza said that this may shut those out of voting if they cannot come to the Town Hall. Board members feels that with the timing a referendum is best. The Calendar was discussed.

**ADJOURNMENT**

Upon a motion duly made and seconded, the Westbrook Board of Finance unanimously **VOTED** to adjourn at 8:21pm.

Respectfully Submitted,

Kelley Frazier  
Clerk