

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT BOARD  
OF FINANCE AND BOARD OF SELECTMAN REGULAR MEETING  
WESTBROOK BOARD OF FINANCE/BOARD OF SELECTMAN SPECIAL MEETING  
WEDNESDAY, MARCH 30, 2022 – 5:30PM  
TOWN HALL-MULTIMEDIA ROOM – HYBRID MEETING**

The Westbrook Board of Finance and Board of Selectman held a Special Meeting on Wednesday, March 30, 2022. In attendance were Paul Winch, Jim Dahl, Chris Ehlert, Tony Cozza, Kate Gilstad-Hayden, Karl Gelotte, First Selectman Hall, Selectman Campbell and Selectman Bialicki. Also in attendance were Donna Castracane, Director of Finance, Carol Hess, Assistant Director of Finance, Jill Brainerd, Facilities, Ken Butterworth, IT, Kristina Martineau, Superintendent of Westbrook Schools, Marilyn Ozoles, Planning, Lesley Wysocki, Finance Director Westbrook Schools, Chief William Cusson, Fire Department and Kelley Frazier clerk.

Absent:

**CALL TO ORDER**

The Board of Finance meeting was called to order at 5:30pm.

**EXECUTIVE SESSION-DISCUSSION CONCERNING PENDING UNION  
NEGOTIATIONS AND PENDING SECURITY**

The Executive Session is no longer needed.

Mr. Hall voiced concerns regarding the Executive Session information being discussed outside of Executive Session from the previous evening.

**OPERATING BUDGET**

**GRANTS TO OUTSIDE AGENCIES**

The Center for Behavioral Health Services did not respond to requests for additional information. Upon a motion made by Jim Dahl and seconded by Kate Gilstad-Hayden the Westbrook Board of Finance unanimously **VOTED** to appropriate the sum of \$200,550 for Grants to Outside Agencies.

**DISCUSSION AND POSSIBLE VOTE ON FY22-23 OPERATING BUDGET AND  
CAPITAL 5 YEAR PLANNING**

**CAPITAL BUDGET**

This item will be discussed later in the agenda.

**Board of Education**

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Westbrook Board of Education Operating Budget in the amount of \$18,761,280.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the Capital Plan for the Westbrook Board of Education Year 1 in the amount of \$142,000. This funding will come from the CNRE Fund.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Education unanimously **VOTED** to approve the Capital Plan for the Westbrook Board of Education \$290,000 for years 2023-2024 which will be funded from the CNRE fund.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board of Education unanimously **VOTED** to approve the Capital Plan for the Westbrook Board of Education \$3,898,500 for Years 2024-2025.

Upon a motion made by Jim Dahl and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve the following Capital Plan for the Westbrook Board of Education \$2,385,000 for Years 2025-2026.

Upon a motion made by Jim Dahl and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve the following Capital Plan for the Westbrook Board of Education \$2,048,500 for Years 2026-2027.

## **CALL TO ORDER BOARD OF SELECTMAN**

Mr. Hall called the Board of Selectman meeting to order at 6:14pm. Mr. Bailicki and Mr. Campbell were present. Mr. Hall noted that this is a joint meeting with the Board of Finance.

### **Recreation**

This project is not ready to begin next year. Engineering and site designation needs to be done. This may require a building committee. This will go to a Town Meeting.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve Year 1 in the amount of \$125,000 for Recreation.

Upon a motion made by Chris Ehlert and seconded by Kate Gilstad- Hayden the Westbrook Board unanimously **VOTED** to approve Years 2-5 as approved by the Board of Selectman. Mr. Winch abstained.

Mr. Esposito noted that the Community Center is important for the community and that it is a revenue generating function.

### **IT**

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve the Capital Plan for Information Technology Year 2022-2023 in the amount of \$81,000.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve the IT Capital Project in Year 2-5 as approved by the Board of Selectman.

### **Assessor**

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board unanimously **VOTED** to approve the following Capital Project for the Assessor for Revaluation Year 2022-2023 in the amount of \$30,000.

Upon a motion made by Tony Cozza and seconded by Kate Gilstad Hayden the Westbrook Board unanimously **VOTED** to approve the Assessor Revaluation Capital Project in Year 2-5 as approved by the Board of Selectman.

### **Police**

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve the Capital Plan for Year 2022-23 in the amount of \$74,000 for Police Cruiser.

Upon a motion made by Chris Ehlert and seconded by Kate Gilstad Hayden the Westbrook Board of Finance unanimously **VOTED** to approve years 2-5 of the Police Capital Plan-Police Cruiser as approved by th Board of Selectman.

Upon a motion made by Kate Gilstad Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Capital Plan for Police E Ticket Printer in Year 2022-2023. Discussion ensued.

Ms. Gilstad-Hayden and Mr. Cozza agreed to amend their motion to have this funded from Contingency in 2022-2023. Trooper Moran will put together a request for the Board of Selectman who will send to the Board of Finance to appropriated funds for the E Ticket Printer.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board unanimously **VOTED** to approve \$50,000 for the Capital Plan-Police Carport in Year 2022-2023.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board unanimously **VOTED** to approve \$41,000 in Year 2022-2023 of the Capital Plan for Police 18' Open Boat.

**Fire**

Other Capital funds may be available if capital projects can be closed. Ms. Castracane will research.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert to approve \$13,955 for Fire SCBA Replacement in 2022-2023 and \$595,000 for Radio Project. Discussion ensued. No vote taken.

Mr. Cozza and Mr. Ehlert agreed to amend their motion.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board unanimously **VOTED** to approve \$13,955 for Fire SCBA Replacement in 2021-2022 and \$595,000 for Fire Radio Project in Year 2022-2023.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve \$150,000 for Fire Cistern in Year 2025-2026.

**Public Works**

Upon a motion made by Tony Cozza and seconded by Kate Gilstad-Hayden the Westbrook Board unanimously **VOTED** to approve \$707,800 for Public Works in 2022-2023.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board unanimously **VOTED** to approve the Public Works Capital Plan Years 2-5 as approved by the Board of Selectman.

**Building/Facilities**

Upon a motion made by Kate Gilstad-Hayden and seconded by Chris Ehlert the Westbrook Board unanimously **VOTED** to approve \$1,728,000 for Building/Facilities Town Buildings for Year 2022-2023 to include the new rooftop units.

Upon a motion made by Chris Ehlert and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve the Capital Plan for Building/Facilities Years 2-5 as approved by the Board of Selectman.

**Planning & Zoning**

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve \$290,000 for the Capital Plan for Planning & Zoning in Year 2022-2023.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve the Capital Plan for Planning & Zoning as approved by the Board of Selectman in Years 2-5.

**Conservation Commission**

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board unanimously **VOTED** to approve \$50,000 in years 1-5 for Conservation Commission as approved by the Board of Selectman.

**Harbor Commission**

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board unanimously **VOTED** to approve \$25,000 for the Capital Plan in years 1-5 for Harbor Commission Dredging as approved by the Board of Selectman.

**Water Pollution Control**

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board unanimously **VOTED** to approve \$50,000 for the Capital Plan in years 1-5 for Water Pollution Control for Wastewater Management Program as approved by the Board of Selectman.

**Library**

A motion was made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board unanimously **VOTED** to approve \$5,500 shelving in Year 2022-2023.

Ms. Gilstad Hayden and Mr. Dahl agreed to amend their motion

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board unanimously **VOTED** to approve \$5,500 shelving in Year 2021-2022. An appropriation will be brought to the Board of Finance.

## **OPERATING BUDGET CAPITAL CONTRIBUTIONS**

Both Boards agree that an 18% Fund Balance is appropriate. Mr. Hall suggested funding the \$595,000 for Fire Radio Project from ARPA funds. Mr. Ehlert voiced concerns that capital funding in future years may be difficult.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to appropriate the sum of \$1,130,530 for Capital Contributions for Fiscal Year 2022-23.

Upon a motion made by Kate Gilstad-Hayden and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve \$31,907,606 for the Operating Budget for Fiscal Year 2022-2023 pending review by the Finance Director.

Upon a motion made by Kate Gilstad and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to remove the Fire-Radio Project from the Capital Plan for funding elsewhere.

Upon a motion made by Kate Gilstad-Hayden and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to approve the sum of \$3,467,530 for Capital Improvement Plan for Year 1.

The Board of Selectman will discuss the ARPA Radio project funding on April 12<sup>th</sup> and send to the Board of Finance for appropriation.

Upon a motion made by Tony Cozza the Westbrook Board of Finance to take \$2,195,000 from Fund Balance to pay for Capital Projects. Kate Gilstad-Hayden seconded. The motion passed unanimously.

Upon a motion made by Joe Campbell and seconded by Chet Bialicki the Westbrook Board of Selectman unanimously **VOTED** to approve \$595,000 from ARPA funds for the Fire Department- Radio Project and to refer to the Board of Finance for consideration and then to a Town Meeting for approval.

## **PUBLIC COMMENT**

Mr. Hall thanked Department Heads, the Board of Finance and Ms. Castracane for their efforts on completing the budget for this year.

## **OTHER BUSINESS**

No other business.

## **ADJOURNMENT**

Upon a motion duly made and seconded, the Westbrook Board of Selectmen unanimously **VOTED** to adjourn the meeting at 8:50p.m.

Upon a motion duly made and seconded, the Westbrook Board of Finance unanimously **VOTED** to adjourn the meeting at 8:50p.m.

Respectfully Submitted,

Kelley S. Frazier  
Board of Finance Clerk