

**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  
MARCH 31, 2021 5:00PM**

The Westbrook Board of Finance Special Meeting was held on Wednesday, March 31, 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, Jill Brainerd, Facilities, Human Resources, John Riggio, Director of Public Works, Noel Bishop, First Selectmen, Marilyn Ozols, Planning and Development, Don Izzo, Emergency Management, Carol Hess, Assistant Director of Finance and Kelley Frazier, Clerk. Absent:

**CALL TO ORDER**

The meeting was called to order at 5:00pm.

**AUDIT REVIEW – SEWARD & MONDE**

Michele Loso from Seward and Monde discussed the audit. It was a clean opinion with no material weaknesses. Ms. Loso answered member questions.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the audit report for FY19-20.

**DISCUSSION AND APPROVAL OF TOWN OF WESTBROOK OPERATING BUDGET**

**General Engineering**

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

**RESOLVED:** Unanimously to reduce General Engineering \$8,000 and to appropriate the sum of \$40,000 for General Engineering.

**Information Technology**

Upon a motion made by Chris Ehlert and seconded by Tony Cozza to increase Part Time Payroll \$10,400 and to decrease Technology Services \$10,400. Discussion ensued.

The motion was rescinded by Mr. Ehlert and Mr. Cozza.

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

**RESOLVED:** Unanimously to increase \$10,400 and to appropriate the sum of \$163,127 for Information Technology.

**Assessor**

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

**RESOLVED:** Unanimously to approve \$128,327 for Assessor.

**Police Services**

Mr. Ehlert asked Mr. Borelli to report to the Board of Finance how many shifts were covered comparing Years 19 and 20.

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

**RESOLVED:** to appropriate the sum of \$657,346 for Police Services.

**Fire Marshal**

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

**RESOLVED:** to appropriate the sum of \$130,160 for Fire Marshal.

### **Fire**

Mr. Cusson discussed the reductions requested by the Board of Finance.

Upon a motion made by Chris Ehlert to reduce the Training to \$18,000 and Vehicle Repair and Maintenance to \$42,000 and Communications to \$6,000. Discussion ensued.

No seconded was received.

Upon a motion made by Paul Winch and seconded by Kate Gilstad-Hayden it was:

**RESOLVED:** Unanimously to appropriate the sum of \$819,124 for Fire.

### **Facilities**

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

**RESOLVED:** Unanimously to appropriate the sum of \$416,169 for Facilities.

### **Public Health**

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

**RESOLVED:** Unanimously to appropriate the sum of \$205,301 for Public Health.

### **WPCA**

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

**RESOLVED:** Unanimously to appropriate the sum of \$37,655 for WPCA.

### **Townwide Dues/Memberships**

Upon a motion made by Tony Cozza and seconded by Jim Dahl it was:

**RESOLVED:** Unanimously to appropriate the sum of \$17,423 for Townwide Dues/Membership.

### **Employee Benefits**

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

**RESOLVED:** Unanimously to appropriate the sum of \$1,799,978 for Employee Benefits.

### **Insurance LAP**

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

**RESOLVED:** Unanimously to appropriate the sum of \$258,870 for Insurance (LAP).

### **Contingency**

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

**RESOLVED:** Unanimously to appropriate the sum of \$70,000 for Contingency.

### **Inter-Governmental Revenue**

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

**RESOLVED:** Unanimously to appropriate the sum of \$734,547 for Revenue.

### **Fire Marshal**

A line item should be considered for Gas in the amount of \$1,000.

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

**RESOLVED:** Unanimously to appropriate the sum of \$130,160 for Fire Marshal.

Nursing revenue will be researched further for possible increases.

Discussion held regarding the BOE budget.

Upon a motion duly made and seconded the Westbrook Board of Finance unanimously **VOTED** to recess at 8:00pm and resumed at 8:07pm.

### **DISCUSSION AND APPROVAL OF TOWN OF WESTBROOK CAPITAL BUDGET**

The BOF had an extensive discussion relative to the Town of Westbrook Capital Budget and funding options.

#### **IT**

Paul Winch made a motion to approve the 21/22 Capital request for IT in the amount of \$20,000. Jim Dahl seconded the motion. The motion passed unanimously.

Paul Winch made a motion to approve \$25,000 each year for 22/23, 23/24, 24/25 and 25/26 request for IT as presented. Jim Dahl seconded the motion. The motion passed unanimously.

#### **Assessor**

Chris Ehlert made a motion to approve the 21/22 Capital request for the Assessor in the amount of \$30,000. Jim Dahl seconded the motion. The motion passed unanimously.

Paul Winch made a motion to approve the 22/23, 23/24, 24/25 and 25/26 request for \$30,000 each year. Jim Dahl seconded the motion. The motion passed unanimously.

#### **Police**

Chris Ehlert made a motion to approve the 21/22 Capital request for the Police Vehicle in the amount of \$46,000 for police cruiser and rifles. Jim Dahl seconded the motion. The motion passed unanimously.

Paul Winch made a motion to approve the 22/23 (\$35,000), 23/24 (\$37,000), 24/25 (\$37,000) and 25/26 (\$39,000) request for the Police. Jim Dahl seconded the motion. The motion passed unanimously.

Upon a motion made by Tony Cozza made a motion to approve \$0 for the Thermal imaging camera for 21/22. Chris Ehlert seconded the motion. The motion passed. Ayes: Tony Cozza, Kate Gilstad-Hayden, Chris Ehlert, Gary Gavigan, Jim Dahl Nays: Paul Winch

Paul Winch made a motion to approve the 22/23 (\$8,500), 23/24 (\$0), 24/25 (\$0) and 25/26 (\$0) request for the Police thermal imaging. Jim Dahl seconded the motion. The motion passed unanimously.

#### **Fire Department**

Tony Cozza made a motion to approve the 21/22 Capital request for the Fire Dept. in the amount of \$112,707 (SCBA Replacement). Kate Gilstad-Hayden seconded the motion. The motion passed unanimously.

Paul Winch made a motion to approve the 22/23 (\$75,000), 23/24 (\$22,000) request for the Fire Department for Fire Safety House. Chris Ehlert seconded the motion. The motion passed unanimously.

### Fire Marshal

Tony Cozza made a motion to approve the 21/22 Capital request for the Fire Marshal in the amount of \$36,000. Kate Gilstad-Hayden seconded the motion. The motion passed unanimously.

### Emergency Management

Tony Cozza made a motion to approve the 21/22 Capital request for Emergency Management in the amount of \$10,000 for battery replacement. Kate Gilstad-Hayden seconded the motion. The motion passed unanimously.

Tony Cozza made a motion to approve the 23/24 (\$125,000) 24/25 (\$125,000) and 25/26 (\$125,000) request for Emergency Management for the radio project. Chris Ehlert seconded the motion. The motion passed unanimously.

### Public Works-Paving

Chris Ehlert made a motion to approve the 21/22 Capital request for Public Works paving in the amount of \$600,000. Paul Winch seconded the motion. The motion passed unanimously.

Tony Cozza made a motion to approve the 22/23 (\$300,000), 23/24 (\$300,000), 24/25 (\$350,000) and 25/26 (\$350,000) request for Public Works paving. Chris Ehlert seconded the motion. The motion passed unanimously.

### Jetties

Chris Ehlert made a motion to approve the 21/22 Capital request for Public Works jetties in the amount of \$255,000. Paul Winch seconded the motion. The motion passed unanimously.

Kate Gilstad-Hayden made a motion to approve the 22/23 (\$280,000), 23/24 (\$0), 24/25 (\$0) and 25/26 (\$0) request for Public Works paving. Tony Cozza seconded the motion. The motion passed unanimously.

### Fleet Replacement

Chris Ehlert made a motion to approve the 21/22 Capital request for Public Works Fleet Replacement in the amount of \$210,000. Jim Dahl seconded the motion. The motion passed unanimously.

Kate Gilstad-Hayden made a motion to approve the 22/23 (\$65,000), 23/24 (\$265,000), 24/25 (\$16,000) and 25/26 (\$15,000) request for Public Works Fleet Replacement. Tony Cozza seconded the motion. The motion passed unanimously.

### Small Equipment

Kate Gilstad-Hayden made a motion to approve the 21/22 Capital request for Public Works Small Equipment in the amount of \$12,000. Jim Dahl seconded the motion. The motion passed unanimously.

Kate Gilstad-Hayden made a motion to approve the 22/23 (\$12,000), 23/24 (\$12,000), 24/25 (\$12,000) and 25/26 (\$12,000) request for Public Works Small Equipment. Tony Cozza seconded the motion. The motion passed unanimously.

#### Facilities- Town Buildings -Roof

Kate Gilstad-Hayden made a motion to approve the 21/22 Capital request for Facilities Town Buildings Roofs in the amount of \$0. Tony Cozza seconded the motion. The motion passed unanimously.

Paul Winch Hayden made a motion to approve the 22/23 (\$800,000), 23/24 (\$72,000), 24/25 (\$50,000) and 25/26 (\$50,000) request for Facilities Town Buildings Roofs. Tony Cozza seconded the motion. The motion passed unanimously.

#### Buildings/General Capital Repairs

Jim Dahl a motion to approve the 21/22 Capital request for Buildings/Facilities in the amount of \$125,000. Tony Cozza seconded the motion. The motion passed unanimously.

Tony Cozza made a motion to approve the 22/23 (\$100,000), 23/24 (\$100,000), 24/25 (\$100,000) and 25/26 (\$100,000) request for Buildings/Facilities. Jim Dahl seconded the motion. The motion passed unanimously.

#### Library Natural Gas

Jim Dahl made a motion to approve the 21/22 Capital request for Buildings/Facilities in the amount of \$50,000. Kate Gilstad-Hayden seconded the motion. The motion passed.  
Abstentions: Mr. Winch.

Jim Dahl made a motion to approve the 22/23 (\$0), 23/24 (\$0), 24/25 (\$0) and 25/26 (\$0) request for Library Natural Gas. Kate Gilstad-Hayden seconded the motion. The motion passed.  
Abstentions: Mr. Winch.

#### Town Buildings/Energy

Tony Cozza made a motion to approve the 21/22 Capital request for Town Buildings/Energy in the amount of \$50,000. Kate Gilstad-Hayden seconded the motion. The motion passed.  
Abstentions: Mr. Ehlert and Mr. Gavigan

Kate Gilstad-Hayden made a motion to approve the 22/23 (\$50,000), 23/24 (\$50,000), 24/25 (\$0) and 25/26 (\$0) request for Town Buildings/Energy. Jim Dahl seconded the motion. The motion passed. Abstentions: Mr. Ehlert and Mr. Gavigan

#### Facilities Plan

Chris Ehlert made a motion to approve the 21/22 Capital request for Buildings/Facilities in the amount of \$20,000. Paul Winch seconded the motion. The motion passed unanimously.

Note: No additional money requested in years 23-26.

### Planning & Zoning

Kate Gilstad Hayden made a motion to approve the 21/22 Capital request for Planning & Zoning in the amount of \$220,000. Paul Winch seconded the motion. The motion passed unanimously.

Kate Gilstad-Hayden made a motion to approve the 22/23 (\$350,000), 23/24 (\$290,000), 24/25 (\$230,000) and 25/26 (\$170,000) request for Planning & Zoning. Tony Cozza seconded the motion. The motion passed unanimously.

### Harbor Commission/ Dredging

Tony Cozza made a motion to approve the 21/22 Capital request for the Harbor Commission in the amount of \$25,000. Jim Dahl seconded the motion. The motion passed unanimously.

Tony Cozza made a motion to approve the 22/23 (\$25,000), 23/24 (\$25,000) 24/25 (\$25,000) and 25/26 (\$25,000) request for the Harbor Commission. Paul Winch seconded the motion. The motion passed unanimously.

### WPCA

Tony Cozza made a motion to approve the 22/23 (\$50,000), 23/24 (\$50,000), 24/25 (\$50,000) and 25/26 (\$50,000) request for the WPCA as presented. Kate Gilstad-Hayden seconded the motion. The motion passed unanimously.

### Recreation

Tony Cozza made a motion to approve the 22/23 (\$375,000), 23/24 (\$375,000), request for Recreation. Kate Gilstad-Hayden seconded the motion. The motion passed unanimously.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to appropriate \$571,707 from Fund Balance to fund the Westbrook Capital Improvement Plan for FY21-22.

Upon a motion made by Kate Gilstad Hayden and second by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to increase the Capital Budget \$75,000 for a total Capital Budget of \$1,250,000 for FY21-22.

Upon a motion made by Chris Ehlert and second by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to approve the Westbrook FY21-22 Operating Budget in the amount of \$31,278,297.

### PUBLIC COMMENT

No Comment.

### ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 10:08pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk

