

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE (BOF) REGULAR MEETING
WESTBROOK BOARD OF FINANCE REGULAR MEETING
WEDNESDAY, MARCH 15, 2023 – 6:30PM
TOWN HALL-MULTIMEDIA ROOM – HYBRID MEETING**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, March 15, 2023. In attendance were Paul Winch, Jim Dahl, George Pytlik, Jr., Tony Cozza and Karl Gelotte. Also in attendance were First Selectman John Hall, Donna Castracane, Director of Finance, Carol Hess, Assistant Director of Finance, Dr. Kristina Martineau, Superintendent of Westbrook Schools, Lesley Wysocki, Westbrook Schools Finance Manager, Dr. Walker, Chair of Board of Education, Donald Perrault, Board of Education, Ken Butterworth, IT and Kelley Frazier, Clerk.

Absent: Chris Ehlert

CALL TO ORDER

The meeting was called to order at 6:35pm.

TREASURER’S REPORT AND BUDGET REVIEW

STIF interest did increase and funds are being moved as necessary to take advantage of this increased rate. There is nothing material to report. Discussion held regarding how to move money. This will be discussed in a meeting in the future.

TREASURER

There is 0% change in expenses from last year. The interest was increased by the BOS.

Open Items: Revenue will be reviewed.

APPROVAL OF MINUTES

Upon a motion made by Jim Dahl and seconded by Tony Cozza the Westbrook Board of Finance **VOTED** to approve the minutes of the February 15, 2023 regular meeting as written.

Upon a motion made by Karl Gelotte and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to approve the minutes of the February 28, 2023 special meeting as written.

Upon a motion made by Tony Cozza and seconded by Karl Gelotte the Westbrook Board of Finance **VOTED** to approve the minutes of the March 1, 2023 special meeting as written.

Upon a motion made by Jim Dahl and seconded by George Pytlik, Jr. the Westbrook Board of Finance **VOTED** to approve the minutes of the March 6, 2023 special meeting as written.

FIRST SELECTMAN'S REPORT

Mr. Hall gave a brief report on the following:

- Roof on Mulvey is nearing completion. The lawn will be repaired after completion
- HVAC contracts were opened today. This will be brought to the BOS for approval.
- 9 town transit will be ending free fares.
- The River Cog is working on a trash removal proposal. Long term solutions are being discussed.

INDIVIDUAL DEPARTMENT BUDGET REVIEW AND POSSIBLE ACTION DOG FUND

Clinton usually bills the town for use of their facility.

No Open Items.

BOARD OF ASSESSMENT APPEALS

No Open Items.

BOARD OF EDUCATION – OPERATING AND CAPITAL

Operating

Dr. Martineau discussed her budget and enrollment study. New requests were discussed for all schools. Grant funds are being used for these purchases when possible. Health insurance and contractual agreements are driving the increases. Staffing decreases were discussed.

No Open Items.

Capital Budget

Funding is available for the capital items they are requesting. The truck will be discussed as to whether a used vehicle could be an option. The HVAC system replacement was discussed.

No Open Items.

Salaries for Town Hall employees was discussed. Ms. Hess recommends not going through a salary survey because action has not been taken after the previous surveys. This can be very time consuming.

Upon a motion duly made and seconded the Westbrook Board of Finance unanimously **VOTED** to add a discussion regarding the Social Services budget for 2023-2024.

Ms. Carpenter discussed requesting an additional 7 hours for her department. The social services need in the town has increased and additional hours are needed to complete the applications.

Open Item: Increase staffing an additional 7 hours. Regular Payroll will be increased \$5,281 and the part time payroll will be \$1,996.

APPROPRIATIONS

No Appropriations

BUDGET TRANSFERS

No budget transfers

OTHER BUSINESS

Kirtland Landing Grant Acceptance

Upon a motion made by Tony Cozza and seconded by Karl Gelotte the Westbrook Board of Finance unanimously **VOTED** to accept the Kirtland Landing Grant in the amount of \$50,000 from the and forward to a Town Meeting for further approval. The motion passed unanimously.

FINANCIAL REPORTS

FY22-23 Financial Report

Ms. Castracane gave an update on the financial reporting. This is through February. Expenses and revenue are as anticipated. All financial obligations are expected to be met.

Upon a motion made by Tony Cozza and seconded by Jim Dahl the Westbrook Board of Finance unanimously **VOTED** to accept the Director of Finance report as presented.

PUBLIC COMMENT

No comment.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:37pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk