

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE (BOF) REGULAR MEETING
WESTBROOK BOARD OF FINANCE REGULAR MEETING
WEDNESDAY, JANUARY 18, 2023 – 6:30PM
TOWN HALL-MULTIMEDIA ROOM – HYBRID MEETING**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, January 18, 2023. In attendance were Paul Winch, Jim Dahl, Chris Ehlert, George Pytlik, Tony Cozza and Karl Gelotte. Also in attendance were First Selectman John Hall, Donna Castracane, Director of Finance, Carol Hess, Assistant Director of Finance, Jane Butterworth, Treasurer and Kelley Frazier, Clerk.

Absent:

CALL TO ORDER

The meeting was called to order at 6:33pm.

APPROVAL OF MINUTES

Upon a motion made by Karl Gelotte and seconded by Jim Dahl the Westbrook Board of Finance **VOTED** to approve the minutes of the December 21, 2022 Regular meeting as written.

TREASURER’S REPORT

Ms. Butterworth gave an update on the Treasurer’s Report. Interest rates continue to rise. The year-to-date interest received is \$288,541. This reporting is as of December 31, 2022.

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

FIRST SELECTMAN’S REPORT

Mr. Hall gave a brief report on the following:

- The Town has possession of the Bushnell House. Immediate repairs are being done. There will be a budget consideration for future needs. Mr. Hall will work with the Historical Society for use.
- ARPA funds will be used for the Town Center
- The roof is 55% done.
- Meetings are being held regarding the Fire Department radio project.
- RFP for HVAC maintenance for our buildings is complete and being reviewed by the town attorney.
- The study committee for the Community Center has met.
- The Coastal Resilience Committee has met.
- Pindar is currently working on the longest jetty.

APPROPRIATIONS

No appropriations

BUDGET TRANSFERS

No budget transfers

OTHER BUSINESS

EMPG Grant Acceptance

The Town received notification from the State that Westbrook was awarded the EMPG Grant (\$5,000). Contact and date corrections in the contract were noted.

Karl Gelotte made a motion to accept the EMPG Grant in the amount of \$5,000 and forward to a Town Meeting for further action. Tony Cozza seconded the motion. The motion passed unanimously.

DUI Grant Acceptance

The Town received notification from the State that Westbrook was awarded a DUI Grant (\$17,615.03).

Jim Dahl made a motion to accept the DUI Grant in the amount of \$17,615.03 and forward a Town Meeting for further action. Chris Ehlert seconded the motion. The motion passed unanimously.

Budget Calendar

Ms. Castracane distributed a copy of the proposed Budget Calendar for BOF review. The calendar will be revised as discussed and re-distributed. It was agreed that Budget meetings will begin at 6:00 p.m.

FINANCIAL REPORTS

FY21-22 Financial Report

Ms. Castracane gave an update on the financial reporting. Expenses and revenue are as anticipated. All financial obligations are expected to be met. Payroll reporting is through the end of November. Revenue reporting is complete. The audit is being worked on and anticipated to be done by the end of the month. Police expense issues are being resolved. Capital fund balance is being reviewed. Funding will be needed to cover this. ARPA projects will be reviewed by Ms. Castracane.

Upon a motion made by Tony Cozza and seconded by Chris Ehlert the Westbrook Board of Finance unanimously **VOTED** to accept the Director of Finance report as informational.

PUBLIC COMMENT

No comment.

ADJOURNMENT

On a motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:47pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk