

VOL. 19
CORRECTED MINUTES

FEBRUARY 22, 2011

SPECIAL MEETING, BOARD OF FINANCE

Minutes of the Special Meeting of the Board of Finance held on Tuesday, February 22, 2011 at the Westbrook Mulvey Municipal Center.

Present: Chairman Paul Connelly, Jane Butterworth, Chris Ehlert, George Pytlik, Gary Gavigan and Sherry Seidman.

Also Present: First Selectman Noel Bishop, Treasurer Darlene Jones, Director of Finance Andrew Urban, Loren Baker Jr., Sharon Lessard, Joel Maynard and members of the public.

CALL TO ORDER

The Meeting was called to order at 7:30 p.m. by Chairman Paul Connelly with a salute to the flag.

APPROVAL OF MINUTES

REGULAR MEETING – JANUARY 19, 2011

Upon a motion by George Pytlik, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to approve the minutes of the January 19, 2011 Regular Meeting, as submitted.

Upon a motion by Gary Gavigan, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to adjust the order of the agenda to accommodate those in attendance.

REQUEST FOR APPROPRIATION – FIRE DEPARTMENT

A motion was made by Gary Gavigan and seconded by Sherry Seidman to: Approve the appropriation of \$12,500.00 to be transferred from Reserved Capital Non-Recurring Expenditures, Account #101-9-0-951, Town Buildings to new Special Account #101-1210-000-XXXX.

Discussion: Director of Finance Andrew Urban stated that he cannot get the Reserved Capital, Non-Recurring Expenditures Report that has been used prior to today to reconcile. The report that the Treasurer has been submitting each month states that there is approximately \$1.6 Million in the accounts. According to the Auditor's, there is \$843,770.00. Treasurer Darlene Jones asked the Board of Finance if they have ever heard of this discrepancy before. Chairman Connelly stated "Not that I recall". Mrs. Jones asked if anyone has asked the Auditor's about this. Mr. Urban stated that he has sent e-mails to Mrs. Jones regarding the matter, but has received no response. Mrs. Jones stated she never received any e-mails regarding this matter. Mr. Urban stated he will resend the e-mail. Mrs. Jones stated that she has stated to the Board of Finance in the past that the report was not reconciled.

The motion was withdrawn.

Upon a motion by Jane Butterworth, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to approve the following appropriation of **\$12,500.00** from the Capital and Non-Recurring Fund, Unreserved Fund Balance, Account #101-0009-000-0910 to New Account #101-1210-100-0132, Fire Headquarters Air Conditioning, for the purpose of installing air conditioning at the South End Fire Station Meeting Room, as recommended by the Board of Selectmen. (Vote: Ayes: Gary Gavigan, Sherry Seidman, Chris Ehlert and Jane Butterworth; Abstentions: Paul Connelly and George Pytlik).

REQUEST FOR CREATION OF SOCIAL SERVICES FUND

Director of Finance Andrew Urban stated that Social Services receives donations that are to be used to provide emergency assistance to town citizen's when needed and they wish to preserve these funds for future use beyond the current fiscal year. These funds will become part of the audited financials.

Upon a motion by Sherry Seidman, seconded by Jane Butterworth, it was:

RESOLVED: Unanimously that the Board of Finance of the Town of Westbrook approve the creation of the Social Services Fund, effective February 22, 2011, as recommended by the Board of Selectmen.

REQUEST FOR CREATION OF SENIOR CENTER FUND

Director of Finance Andrew Urban stated that this request is similar to the request for the Social Services Fund. Donations are received to be used to provide support for the operation of the Senior Center.

Upon a motion by Jane Butterworth, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously that the Board of Finance of the Town of Westbrook approve the creation of the Senior Center Fund, effective February 22, 2011, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – LAND USE

The information for this request is not available at this time.

REQUEST FOR APPROPRIATION – FINANCE DEPARTMENT

Director of Finance Andrew Urban stated that the request is for a transfer of funds, not an appropriation.

Upon a motion by Jane Butterworth, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously that the Board of Finance approve the transfer of \$15,170.00 from Fiscal Year 2010/2011 Budget Account #010-0114-095-0101, Finance Director, Regular Payroll, to the following Fiscal Year 2010/2011 Budget Accounts: \$15,000.00 to Account #010-0114-095-0239, Finance Professional Services and \$170.00 to Account #010-0114-095-0240, Finance Director Dues, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – ADOPT-A-SPOT PROGRAM

Director of Finance Andrew Urban stated that the Town has received a Grant from the Westbrook Foundation in the amount of \$3,820.00 for the Adopt-A-Spot Program.

Upon a motion by Jane Butterworth, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to approve the following supplemental appropriation in the General Fund Fiscal Year 2010/2011 budget: \$3,820.00 from Account #010-0070-000-7600, Miscellaneous Revenues to Account #010-0411-051-0379, Adopt-A-Spot Program Materials, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – FEMA GRANT

Director of Finance Andrew Urban stated that we received FEMA funds in October for reimbursement for work done on the Winthrop Bridge. This money should be transferred back to Public Works Budget for the money that was spent for the work.

Upon a motion by Jane Butterworth, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to approve the following supplemental appropriation in the General Fund Fiscal Year 2010/2011 budget: \$12,045.04 from Account #010-0050-000-5581, Miscellaneous State Revenues to the following Budget Accounts: \$8,8,303.79 to Account #010-0311-034-0101, Public Works, Regular Payroll, \$660.25 to Account #010-0311-035-0224, Public Works, Roads, Materials and \$3,081.00 to Account #010-0311-035-0359, Public Works, Roads, Miscellaneous Construction, for the purpose of reimbursing Public Works Accounts, from monies received from a FEMA Grant, for payments for work done on the Winthrop Bridge, as recommended by the Board of Selectmen.

Mr. Urban will contact Attorney Mike Wells to find out whether this motion would initiate a second appropriation if Public Works comes forward with another request for appropriation.

PUBLIC COMMENT – MUNICIPAL FINANCING

Richard White of 25 Riverview Road was present and stated that he was glad to see a collaboration between the Treasurer and the Director of Finance. He then stated that he feels the Treasurer's position should be full time. Chairman Connelly stated that the Town has taken the path to bring the Towns Financials under Control and feels that the positions, as they are, are sufficient. Mr. White stated that he would like the Board of Finance to promote the collaboration of the Director of Finance and Treasurer. Chris Ehlert stated that the Auditor's, for years, have recommended that the Town hire a Director of Finance, so that has been done and feels that we will continue to move forward in a positive way. Chairman Connelly encouraged Mr. White to

attend future meetings to see how well the Town progresses. Mr. White stated that he did not come to the meeting to make any allegations towards the Board of Finance.

DIRECTOR OF FINANCE REPORT

Mr. Urban stated that he wanted clarification from the Board of Finance regarding the policy for over-expenditures. He asked if a line item would be overspent, should an invoice be paid if there is money left in the object. Chairman Connelly stated that the policy was to help things move along and to pay bills in a timely manner. If a line item is over spent, transfers between line items is not necessary as long as there is money left in the object and the bill should be paid immediately. Any department can request a transfer of funds between line items if they wish to. Upon a motion by Jane Butterworth, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to further clarify the policy of the Board of Finance, request for transfers between line items are not necessary if there is money remaining in an object. Any Department can request transfers if they so wish.

Mr. Urban went over his report and summarized a lot of information. He stated that if the Board wishes further information, he will be happy to provide it. The Board Members stated that they would like the full accounts payable report e-mailed to them on a quarterly basis.

TREASURER'S REPORT

Treasurer Darlene Jones stated that what the Director of Finance submitted is what she would normally present for her report. If the Board would like any other information, please e-mail her. The Board stated that they would like to continue receiving the first page of her report. There was discussion regarding who is responsible for certain things: The Treasurer or the Director of Finance. Chairman Connelly stated that this is not the place for this to be discussed and asked First Selectman Noel Bishop to set up a meeting with the two. First Selectman Bishop stated that he has tried to do this numerous times, but has not received any response from the Treasurer. Treasurer Jones stated that she has not received any requests regarding this matter. First Selectman Bishop stated that he will set up a meeting between himself, the Treasurer and the Director of Finance to discuss appropriate matters.

Gary Gavigan stated for the record that "There was no Treasurer's Report provided by the Treasurer".

INFORMATION FROM THE BOARD OF SELECTMEN

1. First Selectman Bishop stated that the Board of Selectmen will finalize the budget on Thursday night and that they have proposed a 0% increase.
2. This morning the Lieutenant Governor was here for the Chamber of Commerce Meeting and gave an update on the dredging.
3. Train Station update: The new station will be no cost to the Town except for moving the Town Garage to the new facility.
4. Update on Constable Law Suit: There could be a cost to the Town for the upcoming Law Suit with one of the former Constables.
5. Update: FOI cases: The Town prevailed on the 2 FOI suits filed by Treasurer Jones. Copies of the findings were distributed to all Board Members.

OLD BUSINESS:

1. Audit services for fiscal year 2010/2011: Seward & Monde has proposed a cost of \$35,500.00 for the upcoming audit.
Upon a motion by Jane Butterworth, seconded by George Pytlik, it was:
RESOLVED: Unanimously to commit to Seward & Monde for the audit of Fiscal Year 2010/2011 in the amount of \$35,500.00.

NEW BUSINESS:

1. **SET BUDGET HEARING SCHEDULE:** After discussion, it was decided to hold Budget Hearing on the following dates: 3/8/11, 3/9/11, 3/10/11, 3/21/11 and 3/23/11. These dates are subject to change depending upon scheduling conflicts.
2. **SET ANNUAL TOWN BUDGET HEARING DATE:** The Board is not ready to schedule a date at this time.
3. **SET ANNUAL TOWN BUDGET MEETING DATE:** The Board is not ready to schedule a date at this time.

APPROVAL OF BILLS

Upon a motion by Jane Butterworth, seconded by George Pytlik, it was:

RESOLVED: Unanimously to approve the payment of the following bills: \$139.10 and \$32.10 to Kathleen Kelemen for Secretarial duties, \$15,400 and \$4,500.00 to Seward & Monde for Auditing services.

There is a bill from the Town Attorney, but this should be paid out of the "Legal" fund.

Director of Finance Andrew Urban recommended that the Board delegate the Chairman to approve payment of customary bills when they are received in order to pay in a timely manner.

The Chairman will give a report at each meeting of anything that was paid.

Upon a motion by George Pytlik, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to authorize the Chairman of the Board to approve payment of customary bills prior to a meeting so that they can be paid in a timely manner. The Chairman will give a report of all approved payments at each meeting.

CORRESPONDENCE: None.

ADJOURNMENT

Upon a motion Sherry Seidman, seconded by Jane Butterworth, it was:

RESOLVED: Unanimously to adjourn at 9:55 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Secretary

Note: Corrections indicated in bold, underlined and italicized print.