

MAY 18, 2011

REGULAR MEETING, BOARD OF FINANCE

Minutes of the Regular Meeting of the Board of Finance held on Wednesday, May 18, 2011 at the Westbrook Mulvey Municipal Center.

Present: Chairman Paul Connelly, Sherry Seidman and and George Pytlik.

Also Present: Director of Finance Andrew Urban, First Selectman Noel Bishop, Selectmen Chris Ehlert, Public Works Director John Riggio 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: SPECIAL MEETING – APRIL 12, 2011

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

RESOLVED: Unanimously to approve the minutes of the Special Meeting of April 12, 2011, as amended.

SPECIAL MEETING – APRIL 12, 2011

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

RESOLVED: Unanimously to approve the minutes of the Special Meeting of April 12, as amended.

REGULAR MEETING – APRIL 13, 2011

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

RESOLVED: Unanimously to approve the minutes of the Regular Meeting of April 13, 2011, as submitted.

DIRECTOR OF FINANCE REPORT: Andrew Urban reported the following items:

- There was a glitch with the copier lease renewals. He was told the contract expired on 6/30/11 and went out to bid. The contract doesn't actually expire until 9/31/11. Because the Town was technically trying to end the contract early, the small print was pointed out that we would have to ship all the machines back to California at the Town's expense. So, Mr. Urban will be renewing the contract with Konica and as of 7/1/11 they will be replacing the current machines as well as some new machines for the same price or even lower as the last contract.
- Mr. Urban will be moving forward with the recommendation that the Town purchase the same accounting software that the Schools are currently using. The software could be up and running by 7/1/11. The cost is \$8,000.00 per year for the entire package.
- Mr. Urban has looked at Health Insurance renewals. He is recommending moving the non union employees to the same rate at the union employees. This could show a savings of \$18 to \$19,000.00 per year. He will be making recommendations to the Board of Selectmen.
- Mr. Urban stated that he is working on various projects such as: McVeagh Road project received a change order from the State; Daisy roof replacement shows monies in the CNR, but the project has been closed. He recommends that the left over funds be used to pay down the Town's debt. He will talk to Bond Council to discuss the best way to handle this matter.
- The Energy Grant is coming to an end,
- Mr. Urban will have resolutions for the June Meeting for any accounts that need to be closed.
- Mr. Urban has prepared year end instructions for all departments and he should be ready to give reports to the Auditors by September.

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

RESOLVED: Unanimously to accept the Director of Finance Report.

TREASURER'S REPORT

Treasurer Darlene Jones was not present at the meeting, but did supply the reports for April and May, 2011.

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

RESOLVED: Unanimously to accept the Treasurer's Report for March and April, 2011.

BOARD OF SELECTMENT REPORT: First Selectman Noel Bishop reported on the following items:

- Dredging: The dredging equipment arrived on Sunday and they will complete dredging the outside channel.
- There will be an FOI Seminar on May 19, 2011 at 6:00 p.m. and everyone is invited to attend.

- The outline for Plan of Conservation and Development is complete and they will be having 2 public hearings for input. Everyone involved has done a great job.
- On June 13, 2011 the Board of Finance will have a meeting where a presentation will be given regarding the feasibility of a Community Center.
- There will be a Town Meeting on June 9, 2011. He is looking to prioritize Capital Projects.
- The Constables Contract will be coming before the Board of Selectmen for approval at their next meeting.
- Last Thursday, a letter was received from the State, giving permission to enter the new Town Garage Facility on Route 145. The Public Works Department will be moving forward with plans to relocate there

PUBLIC COMMENT

Richard White asked questions of Andrew Urban regarding the copier contract. Mr. Urban answered the questions. He also asked since conveyance fees are up, does that mean that property sales are up? Mr. Urban indicated that this could be the case. Mr. White asked if he could attend the FOI Seminar and was told that he absolutely could.

REQUEST FOR APPROPRIATION – PUBLIC WORKS

John Riggio stated that he is requesting \$58,000.00 to replace the current 1988 tractor mower with a used 2007. The 2007 is fully enclosed, has heat and air conditioning and has safety glass. This model is much safer than the current one.

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

RESOLVED: Unanimously to recommend to a Town Meeting to approve an appropriation of \$58,000.00 to be transferred from Capital and Non-Recurring Expenditure Reserve Account #101-0009-000-0923, Highway Department Equipment, to Account #101-1210-100-136, Highway Apparatus, for the purpose of purchasing a used 2007 Tractor for Public Works, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – ZBA

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

RESOLVED: Unanimously to approve the supplemental appropriation in the amount of \$3,000.00 to be transferred from Account #010-0009-000-0910, General Fund, to Fiscal Year 2010/2011 Fiscal Year Budget Account #010-0410-050-0234, Planning and Zoning, ZBA, Professional Services, for the purpose of covering payments for additional professional services, as recommended by the Board of Selectmen.

OLD BUSINESS

None.

NEW BUSINESS:

None.

APPROVAL OF BILLS

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

RESOLVED: Unanimously to approve payment of the following bills: \$128.40 and \$353.10 to Kathleen Kelemen for Secretarial duties and \$16.39 to Shoreline Publishers for the printing of a legal notice.

CORRESPONDENCE:

None.

ADJOURNMENT

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

RESOLVED: Unanimously to adjourn at 8:44 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Secretary