

JUNE 15, 2011

REGULAR MEETING, BOARD OF FINANCE

Minutes of the Regular Meeting of the Board of Finance held on Wednesday, June 15, 2011 at the Westbrook Mulvey Municipal Center.

Present: Chairman Paul Connelly, Gary Gavigan and George Pytlik.

Also Present: Andrew Urban, Leslie Wysocki, Cathy Wininger, Loren Baker Jr., and Joel Maynard.

CALL TO ORDER

The Meeting was called to order at 7:35 p.m. by Chairman Paul Connelly with a salute to the flag.

MEETING WITH CHARTER COMMISSION COMMITTEE:

This item is for the July Meeting.

Upon a motion by George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to change the order of the agenda to accommodate people in the audience.

REQUEST FOR TRANSFER – FIRE DEPARTMENT

Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:

RESOLVED: Unanimously to approve the transfer of \$3,000.00 from Fiscal Year 2010/2011 Budget Account #010-0211-026-0243, Fire Department, Fire Training, Fire Training School, to Budget Account #010-0211-029-0300, Fire Department, Fire Station, Fuel Oil, for the purpose of covering expenses through the end of the Fiscal Year.

REQUEST FOR APPROPRIATION – SENIOR CENTER – NATURAL GAS INSTALLATION

Loren Baker Jr., stated that the Senior Center has purchased a gas stove to help with the preparation of food. Therefore, they need to have a natural gas line piped from the boiler room to the kitchen.

Upon a motion George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to approve the appropriation of \$2,950.00 to be transferred from Capital Non-Recurring Expenditures Account #101-9-0-951, Town Buildings, to new Special Fund Account #101-1210-100-0137, Senior Center Natural Gas Installation, for the purpose of installing natural gas, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – COMMUNITY CENTER FEASIBILITY AND FINANCIAL ANALYSIS

\$1,900.00 is needed for Woodard & Curran for additional efforts with regard to the feasibility and financial analysis for a community center.

Upon a motion by George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to approve the appropriation of \$1,900.00 to be transferred from Account #010-0009-000-0910, Unreserved Fund Balance, to Account #101-1210-100-0129, Community Center Feasibility/Financial Analysis, for the purpose of covering expenses for additional work, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – RFP FOR BOILER REPLACEMENT – BOARD OF EDUCATION

The amount of \$3,000.00 is needed to obtain an RFP for the boiler replacement at the High School.

Upon a motion by George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to approve the appropriation of \$3,000.00 to be transferred from Account #010-0009-000-0910, Unreserved Fund Balance, to new Special Fund Account #101-1210-100-0138, High School Boiler Replacement RFP, as recommended by the Board of Selectmen.

APPROVAL OF MINUTES:

REGULAR MEETING – MAY 18, 2011

Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:

RESOLVED: Unanimously to approve the minutes of the Regular Meeting of May 18, 2011, as

Submitted.

SPECIAL MEETING – MAY 25, 2011

Upon a motion by George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to approve the minutes of the Special Meeting of May 25, as Submitted.

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

- The new copier lease with Konica Minolta was approved by the Board of Selectmen.
- A new financial system (Unifund BudgetSense System) has purchased. No financing is needed.
- Draft Grant Protocols have been created. A copy will be sent to all members.
- Mr. Urban will forward resolutions to close special accounts for projects that have been completed, copies will be forwarded to all members for their review.
- Year end instructions have been forwarded to all departments.
- The auditors have started their field work.
- The Treasurer has not made a transfer that was requested, therefore, the General Ledger is out of balance. Mr. Urban will discuss the matter with the auditors.
- Mr. Urban recommended using the funds left in the Daisy Ingraham Roof Account to pay off the bond anticipation notes for that project.

Upon a motion by George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to utilize \$206,922.07 in Account #101-1210-100-0084, Daisy Ingraham Roof Replacement, to pay bond anticipation notes from that project. \$200,000.00 to be paid on the principal and \$6,922.07 to be paid toward accrued interest.

TREASURER'S REPORT

Treasurer Darlene Jones was not present at the meeting and no reports were received.

Upon a motion by George Pytlik, seconded by Gary Pytlik, it was:

RESOLVED: Unanimously to table the Treasurer's due to the fact that no report was received.

Director of Finance distributed a sample of a Treasurer's Cash and Investment Report.

Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:

RESOLVED: Unanimously to direct the Town Treasurer to supply a monthly Cash and Investment Report to the Board of Finance in the form provided and recommended by the Town Auditors and to work with the Director of Finance in order to consolidate as many accounts as possible.

BOARD OF SELECTMENT REPORT: There were no members of the Board of Selectmen present. Gary Gavigan wanted to know the status of the Town Constable that is on Administrative Leave. He further stated that he would like to see this matter rectified as soon as possible.

PUBLIC COMMENT

None.

REQUEST FOR APPROPRIATION – EMERGENCY MANAGEMENT

It was stated that new radio's are needed to make the Town in compliance with FCC Regulations.

Upon a motion by Gary Gavigan, seconded by Paul Connelly, it was:

RESOLVED: To approve the appropriation of \$18,476.60 to be transferred from transferred from Account #010-0009-000-0910, Unreserved Fund Balance, to new Special Fund Account #101-1210-100-0139, Emergency Management Radio's for the purpose of purchasing new radio's to be in compliance with FCC Regulations, as recommended by the Board of Selectmen. (George Pytlik abstained from the vote).

OLD BUSINESS

None.

NEW BUSINESS:

None.

APPROVAL OF BILLS

Upon a motion by George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to approve payment of the following bills:

\$42.80 and \$96.30 to Kathleen Kelemen for Secretarial duties
\$51.77 to Kathleen Kelemen for mileage reimbursement (Jan. 11 through Jun. 11)
\$2,298.00 to Technique Printers for the publishing of the Annual Town Report.
\$1,185.00 to Shoreline Publishers for the budget legal notice

CORRESPONDENCE:

None.

ADJOURNMENT

Upon a motion George Pytlik, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to adjourn at 9:30 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Secretary