

**AUGUST 18, 2010**

**REGULAR MEETING, BOARD OF FINANCE**

Minutes of the Regular Meeting of the Board of Finance held on Wednesday, August 18, 2010 at the Westbrook Mulvey Municipal Center.

**Present:** Chairman Paul Connelly, Jane Butterworth, Chris Ehlert and Gary Gavigan.

**Also Present:** First Selectman Noel Bishop, Treasurer Darlene Jones, Acting Sanitarian Dick Leighton, Town Planner Meg Parulis, Facilities Manager Loren Baker and Members of the Public.

**CALL TO ORDER**

The Meeting was called to order at 7:33 p.m. by Chairman Paul Connelly with a salute to the flag.

**APPROVAL OF MINUTES:**

**SPECIAL MEETING – MAY 20, 2010**

**REGULAR MEETING – JUNE 16, 2010**

**SPECIAL MEETING – JUNE 17, 2010**

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

**RESOLVED:** To table the approval of the minutes of May 20, 2010, June 16, 2010 and June 17, 2010.

**REGULAR MEETING – JULY 21, 2010**

Upon a motion by Jane Butterworth, seconded by Paul Connelly, it was:

**RESOLVED:** To approve the minutes of the July 21, 2010 Regular Meeting as submitted.

**APPROVAL OF ACCOUNT MANAGER’S REPORT – 2009/2010**

There may be a check that was paid in May by the Board of Education that may have to be voided. The Board of Education will notify if and when this has to happen.

Upon a motion by Jane Butterworth, seconded by Chris Ehlert, it was:

**RESOLVED:** Unanimously to approve the 2009/2010 Fiscal Year Accounts Managers Report.

**APPROVAL OF ACCOUNTS MANAGER’S REPORT – 2010/2011**

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

**RESOLVED:** Unanimously to approve the 2010/2011 Fiscal Year Account Manager’s Report.

**REVIEW OF SPECIAL ACCOUNTS**

- It was stated that the Special Senior Center Account funds have not been returned to the State. Treasurer Darlene Jones stated that she is waiting for a check request from the Selectmen’s Office. First Selectman Noel Bishop stated that he will follow up on this because he thought a check request was submitted.
- Facilities Manager Loren Baker stated that he will submit a letter stating that the “Riggio Building Replacement Special Account” can be closed.

**APPROVAL OF TREASURER’S REPORT – 2009/2010 FISCAL YEAR**

Upon a motion by Jane Butterworth, seconded by Chris Ehlert, it was:

**RESOLVED:** Unanimously to not approve the 2009/2010 Fiscal Year Treasurer’s Report.

**APPROVAL OF TREASURER’S REPORT – 2010-2011 FISCAL YEAR**

Treasurer Darlene Jones stated that she will have the 2010/2011 Revenue amounts in the Treasurer’s Report for next month.

Upon a motion by Jane Butterworth, seconded by Chris Ehlert, it was:

**RESOLVED:** Unanimously to table the approval of the 2010/2011 Treasurer’s Report because it is incomplete.

**PUBLIC COMMENT – MUNICIPAL FINANCING**

None.

**INFORMATION FROM THE BOARD OF SELECTMEN**

- First Selectman Bishop stated that a Town Meeting is scheduled for Monday, August 23, 2010 and distributed a copy of the Call To Meeting”.
- First Selectman Noel Bishop stated that he wanted to thank Acting Sanitarian Dick Leighton for his work to be in compliance with the Consent Order for the closure of the Landfill.
- A letter has been received from Dodd/Lieberman that \$918,000.00 has been allocated for dredging. This still needs to be approved by Congress next spring.

- Energy Grant: CTE is to meet next week with the 6 towns that are to be the recipient of the \$250,000.00. Interviews have started for the Regional Energy Manager, which is a two year position. The Town of Madison will be administering the Grant.
- MIRMA: Westbrook's share is approximately \$158,000.00 and our portion of legal fees is approximately \$1000.00. We are waiting for some information to be confirmed. We will have to pay 1/6 of the initial amount, which has to be approved at a Town Meeting. The legal firm is still verifying data. The Towns will have 6 years to pay the debt. The town is no longer with MIRMA, we are with CIRMA.

**REQUEST FOR APPROVAL OF PAYMENT – MCVEAGH ROAD PROJECT**

Treasurer Darlene Jones stated that she spoke with Attorney Michael Wells and he indicated that the Selectmen would be the appropriated party to approve invoices against this Grant.

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

**RESOLVED:** Unanimously to sent the approval of payment for the McVeagh Road project back to the Board of Selectmen, who should work with John Riggio and Woodard & Curran to be sure all Grant procedures are properly followed.

Upon a motion by Chris Ehlert, seconded by Gary Gavigan, it was:

**RESOLVED:** Unanimously that tonight's meeting will not be video-taped due to lack of equipment.

**REQUEST FOR APPROPRIATION – OFFICE OF EMERGENCY MANAGEMENT**

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

**RESOLVED:** Unanimously to approve the appropriation of \$111.14, to be transferred from Account # 010-0009-000-0190, Unappropriated Fund Balance, to Fiscal Year 2009/2010 Budget Account #010-0212-033-0448, Emergency Management, Communication Equipment, for the purpose of covering expenditures through the end of the fiscal year, pending approval of the Board of Selectmen.

**REQUEST FOR APPROPRIATION – MULVEY BUILDING & LAND**

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

**RESOLVED:** Unanimously to approve the transfer of \$2,900.00, \$783.42 from Fiscal Year 2009/2010 Budget Account #010-0314-044-0210, Municipal Buildings, Academy Building, Electric, and \$2,116.58 from Fiscal Year Budget Account #010-0314-044-0222, Municipal Buildings, Academy Building, Maintenance, to 2009/2010 Fiscal Year Budget Account #010-0314-093-0210, Municipal Buildings, Mulvey Buildings & Land, Electric, for the purpose of covering expenditures through the end of the fiscal year, pending approval by the Board of Selectmen.

**REQUEST FOR APPROPRIATION – ZBA**

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

**RESOLVED:** Unanimously to approve the transfer of \$667.00 to from the following Fiscal Year 2009/2010 Budget Accounts: \$300.00 from Account #010-0410-049-0240, Planning and Zoning, Zoning, Dues/Conf/Educ. and \$367.00 from Account #010-0410-049-0251, Planning and Zoning, Zoning, Printing to the following Fiscal Year 2009/2010 Budget Accounts: \$300.00 to Account #010-0410-050-0102, Planning and Zoning, ZBA, Part Time Payroll, and \$367.00 to Account #010-0410-050-0250, Planning and Zoning, ZBA, Legal Ads, for the purpose of covering expenditures through the end of the fiscal year, pending approval by the Board of Selectmen.

**REQUEST FOR APPROPRIATION – SANITARIAN**

Upon a motion by Jane Butterworth, seconded by Chris Ehlert, it was:

**RESOLVED:** Unanimously to approve the transfer of \$3,421.16 from Fiscal Year 2009/2010 Budget Account #010-0510-062-0360, Health, Public Health Nurses, Medical Supplies, to Fiscal Year 2009/2010 Budget Account #010-0510-063-2391, Health, Sanitarian, Beach Testing, for the purpose of covering expenses through the end of the fiscal year, pending approval by the Board of Selectmen.

**REQUEST FOR APPROPRIATION – PLANNING – HISTORIC SURVEY GRANT**

Town Planner Meg Parulis stated that this \$20,000.00 Grant is 100% refundable, with \$10,000.00 up front and \$10,000.00 reimbursed upon completion.

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

**RESOLVED:** Unanimously to table the approval of this request pending the outcome of the Town Meeting and the approval of the Board of Selectmen.

**OLD BUSINESS**

Chris Ehlert stated that due to the fact that the Board of Finance requested a copy of the tape of the May Meeting from Treasurer Darlene Jones and she stated that she will not comply with the request, should the Board of Finance submit an FOI request. First Selectman Noel Bishop stated that Board Member George Pytlik has already submitted an FOI request.

**NEW BUSINESS:**

Annual Town Report: It needs to be decided who to dedicate the report to.

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

**RESOLVED:** Unanimously to dedicate the Annual Town Report to Dr. Robert Schrek.

First Selectman Noel Bishop stated that he will handle the appropriate picture needed for the report. Board Member Chris Ehlert stated that he will help George Pytlik with this project.

Chairman Connelly stated that he received a copy of the submittal for the Annual Town Report from Treasurer Darlene Jones. A copy of said letter was distributed to all members of the Board. Chairman Connelly contacted Town Attorney Mike Wells regarding the submission and per the advise received, asked the Treasurer if she would like to re-submit her report for the Annual Town Report. Treasurer Jones was given a copy of the letter received from Attorney Wells. She stated she will review the information and respond to the question at a later date.

Upon a motion by Chris Ehlert, seconded by Gary Gavigan, it was:

**RESOLVED:** Unanimously to add "Request for Transfer of Special Funds" to the agenda.

**REQUEST FOR TRANSFER OF PAYMENTS MADE FROM SPECIAL FUNDS**

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

**RESOLVED:** Unanimously to approve the transfer of the posting of payment of 4 invoices totaling \$14,000.00 from Special Account #101-1210-100-0095, Plan of Conservation and Development, to Special Account #101-1210-100-0110, Affordable Housing Grant, for the purpose of correcting which account the invoices were paid from, as requested by Town Planner Meg Parulis.

**APPROVAL OF BILLS**

None.

**CORRESPONDENCE:**

None.

**ADJOURNMENT**

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

**RESOLVED:** Unanimously to adjourn at 9:49 p.m.

Typed by:

---

Kathleen H. Kelemen, Secretary  
As taken by Board Member Jane Butterworth