

AUGUST 24, 2011

REGULAR MEETING, BOARD OF FINANCE

Minutes of the Regular Meeting of the Board of Finance held on Wednesday, August 24, 2011 at the Westbrook Mulvey Municipal Center.

Present: Chairman Paul Connelly, Sherry Seidman, George Pytlik, Gary Gavigan, Rick Westbrook and John Leake.

Also Present: First Selectman Noel Bishop, Treasurer Jane Butterworth, Director of Finance Andrew Urban, Public Works Director John Riggio, Park and Recreation Chairman Rich Ronne and Members of the Public.

CALL TO ORDER: The Meeting was called to order at 7:31 p.m. by Chairman Paul Connelly with a salute to the flag.

APPROVAL OF MINUTES – SPECIAL MEETING – JULY 18, 2011

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

RESOLVED: Unanimously to approve the minutes of the July 18, 2011 Special Meeting, as Submitted.

DIRECTOR OF FINANCE REPORT

Andrew Urban stated that there was no July report because of the change to the new software. A report will be put together for 8/31/11. There was discussion regarding the Emergency Contingency fund and what was \$210.00 paid for from that account.

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

RESOLVED: Unanimously to accept the Director of Finance Report.

TREASURER’S REPORT

Jane Butterworth stated that 45% of property taxes have been collected. The finance department will be closing bank accounts that are not necessary. When they are done, there will only be approximately 8 accounts. Gary Gavigan stated that he was concerned with the amount of money being spent on legal fees for union negotiations for employees. It was stated that most of the money for legal fees has been spent on current lawsuits and not contract negotiations.

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

RESOLVED: Unanimously to accept the Treasurer’s Report.

BOARD OF SELECTMEN REPORT

- FYI – The union contract was ratified last week. Next week the Board of Selectmen will accept it at their meeting and they will decide on what they will do with non-union employees.
- There was an emergency management meeting last week and Westbrook is in good shape for any emergency. Mr. Bishop stated that he is very proud of our Town.
- A Town Meeting is schedule for 9/7/11, which will include the approval of the \$100,000.00 for the Dog Pound. The Board of Finance will have to hold a Special Meeting to approve the request to move to the Town Meeting for approval.
- The Town will be entering into negotiations for the purchase of the Mongillo property on Route 1/Knothe Road for additional municipal parking.
- The Town has received \$685,000.00 in Federal money for dredging the internal channels in Town. Mr. Bishop thanked Gary Gavigan for his efforts.

PUBLIC COMMENT

None.

REQUEST FOR APPROPRIATION – PARK AND REC – HOMEWORK CLUB

Rich Ronne, Chairman of Westbrook Parks & Recreation, stated that this program is being proposed to take over what Youth and Family Services was providing. They will need 12 students to enroll to break even. The program will be offered every day after school. They are requesting \$19,500.00 to operate the program.

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

RESOLVED: Unanimously to appropriate the sum of \$19,500.00, to be transferred from Account #010-0009-000-0910, General Fund, to the following Fiscal Year 2011/2012 new Budget Accounts: \$18,500.00 to Account #010-0912-9123-0102, Homework Club Part Time Payroll and \$1,000.00 to Account #010-0912-9123-0201, Homework Club Supplies, for the purpose of funding an after school Homework Club Program, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – PUBLIC WORKS

Public Works Director John Riggio was present and stated that he is requesting \$120,000.00 so that he can purchase a new Backhoe.

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

RESOLVED: Unanimously to recommend to a Town Meeting that the sum of \$120,000.00 be appropriated and transferred from Reserved Capital, Non-Recurring Expenditures Account #101-3020-000-0923, Public Works Equipment, to Special Account #101-2012-0003-0442,1 Public Works Equipment, Backhoe, for the purpose of purchasing a new Backhoe for the Public Works Department, as recommended by the Board of Finance.

REQUEST FOR YEAR END TRANSFERS

- a. **LEGAL SERVICES:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to approve the transfer of \$11,570.71 from Fiscal Year 2010/2011 Budget Account #010-0111-002-0101, Executive, Chief Elected Officer, Payroll, to Fiscal Year 2010/2011 Budget Account #010-0115-012-2344, Law, Legal Services, Labor Counsel, for the purpose of balancing the Account for year end.
- b. **PUBLIC SAFETY:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to approve the transfer of \$1,110.78 from Fiscal Year 2010/2011 Budget Account #010-0212-033-3000, Civil Preparedness, Emergency Management, Contingency to Fiscal Year 2010/2011 Budget Account #010-0209-018-0212, Public Safety, Hydrants, for the purpose of balancing the Account for year end.
- c. **POLICE VEHICLES:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to approve the transfer of \$334.18 from Fiscal Year 2010/2011 Budget Account #010-0210-023-0103, Police Protection, Constables, Training, to Fiscal Year 2010/2011 Budget Account #010-0210-022-0301, Police Protection, Police Vehicles, Gasoline, for the purpose of balancing the Account for year end.
- d. **FIRE PROTECTION:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to approve the transfer a total of \$2,882.91 from the following Fiscal Year 2010/2011 Budget Accounts:
\$896.27 from Account #010-0211-026-0242, Fire Protection, Fire Training, Conferences;
\$191.44 from Account #010-0211-027-0379, Fire Protection, Fire Prevention, Supplies;
\$394.97 from Account #010-0211-029-0320, Fire Protection, Fire Station, Supplies;
\$1,069.07 from Account #010-0211-030-xxxx, Fire Protection, Fire Marshal;
\$331.16 from Account #010-0211-031-xxxx, Fire Protection, Fire Commissions;
(totaling \$2,882.91) to Fiscal Year 2010/2011 Budget Account #010-0210-023-0103, Fire Protection, Truck Maintenance, for the purpose of balancing the Account for year end.
- e. **PUBLIC WORKS:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to approve the transfer of \$6,489.32 from Fiscal Year 2010/2011 Budget Account #010-0312-036-0233, Sanitation & Waste Disposal, Landfill Closure, Professional Services to Fiscal Year 2010/2011 Budget Account #010-0315-047-xxxx, Public Works, Equipment, for the purpose of balancing the object for year end.
- f. **PUBLIC HEALTH NURSES:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to approve the transfer of \$4,952.77 from Fiscal Year 2010/2011 Budget Account #010-0510-063-2392, Health, Sanitarian, Landfill Well Testing to Fiscal Year 2010/2011 Budget Account #010-0510-062-0102, Health, Public Health Nurses, Part Time Payroll, for the purpose of balancing the Account for year end.
- g. **SOCIAL SECURITY:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:

RESOLVED: Unanimously to approve the transfer of \$870.60 from Fiscal Year 2010/2011 Budget Account #010-1050-078-0125, Employee's Life Insurance to Fiscal Year 2010/2011 Budget Account #010-1020-076-0121, Social Security, for the purpose of balancing the account for year end.

REQUEST FOR CLOSURE OF SPECIAL ACCOUNTS

- a. **MULVEY CENTER PROJECT:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to close Special Account #208, The Mulvey Center Project and transfer the remaining funds of \$6,033.81 back to Reserved Capital, Non-Recurring Expenditures Account #101-3020-0000-0951, Town Buildings.
- b. **LIBRARY RENOVATION PROJECT:** Upon a motion by Gary Gavigan, seconded by George Pytlik, it was:
RESOLVED: Unanimously to close Special Account #313, The Library Renovation Project and transfer the remaining funds of \$98,012.00 to Reserved Capital, Non-Recurring Expenditures Account #101-3020-0000-0951, Town Buildings.

REQUEST FOR APPROPRIATION – DEPARTMENT OF FINANCE – TECHNOLOGY UPGRADE

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

RESOLVED: Unanimously to appropriate the sum of \$18,500.00 and transfer it from Reserved Capital, Non-Recurring Expenditures Account #101-3010-000-3020, Unreserved Capital, to New Special Account #101-2012-0009-0325, Technology Upgrades, for the purpose of purchasing necessities to bring the Server and Switches up to grade, 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: \$181.90 and 85.60 to Kathleen Kelemen for Secretarial duties.

CORRESPONDENCE

1. Copy of anticipated facility relocation fees for the Town Garage move.
2. Copy of Bidding Policy from the Town of Chester.
3. Copy of minutes from the Charter Commission.

ADJOURNMENT

Upon a motion George Pytlik, seconded by Rick Westbrook, it was:

RESOLVED: Unanimously to adjourn at 9:25 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Secretary