

SEPTEMBER 21, 2011

REGULAR MEETING, BOARD OF FINANCE

Minutes of the Regular Meeting of the Board of Finance held on Wednesday, September 21, 2011 at the Westbrook Mulvey Municipal Center.

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

Also Present: First Selectman Noel Bishop, Director of Finance Andrew Urban, Town Planner Meg Parulis, Senior Center Management Committee Chairman Joel Maynard, Social Services Director Sharon Lessard 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.

REQUEST FOR APPROPRIATION – STEAP GRANT

Town Planner Meg Parulis was present to state that the Town was awarded a STEAP Grant last year in the amount of \$250,000.00 for the purpose of purchasing an ½ acre parcel of land on Knothe Road and Boston Post Road. There is contamination on the property and the plan is to clean it up and construct 16 municipal parking spaces. The \$250,000.00 will cover the purchase price of the land, the clean-up and some for design of the project. The Town has applied for an additional STEAP grant for \$300,000.00 which, if awarded, will pay for the development of the property. If the grant is not awarded, then they will be seeking a different source for funds. Knothe Road will be relocated as part of the development which will improve the safety of that intersection.

Upon a motion by Gary Gavigan, seconded by John Leake, it was:

RESOLVED: Unanimously to recommend to a Town Meeting that the STEAP Grant in the amount of \$250,000.00 be accepted and the same amount to be appropriated and transferred from Account #101-2012-0014-5574, State DEP Grant to Account #101-2012-0014-0460, STEAP Grant, for the purpose of funding the purchase of property located at 2 Westbrook Place/1224 Boston Post Road, Assessor’s Map 177, Lots 21 & 22, remediation of the property and preliminary design related to development of a parking lot in the Town Center, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – WPCC – CLEAN WATER FUND

The WPCC wishes to complete the Engineering Plan for Wastewater Management, originally begun in 1997. The plan must be completed before any further funding from the State DEP can be received. The cost to complete the plan is \$62,400.00.

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

RESOLVED: Unanimously to recommend to a Town Meeting that the sum of \$62,400.00 be appropriated and transferred as follows: \$34,320.00 from Account #100-2012-0011-5512, State DEP Grants and \$28,080.00 from Account #101-3020-0000-0929, Capital, Non-Recurring Expenditures, Waste Water, for a total of \$62,400.00 to Account #101-2012-0011-0236, Waste Water Engineering Plan Update, for the purpose of completing the Engineering Plan for Wastewater Management, as recommended by the Board of Selectmen.

APPROVAL OF MINUTES – REGULAR MEETING – AUGUST 24, 2011

Upon a motion by George Pytlik, seconded by John Leake, it was:

RESOLVED: Unanimously to approve the minutes of the August 24, 2011 Regular Meeting, as Submitted.

DIRECTOR OF FINANCE REPORT

Andrew Urban stated that 47% of Revenues have been collected, which is right where we should be. Mr. Urban gave a detailed explanation of the entire report that was distributed.

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

RESOLVED: Unanimously to accept the Director of Finance Report.

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

RESOLVED: Unanimously to adjust the order of the Agenda and handle item #10 “REQUEST FOR APPROPRIATION – ENERGY ASSISTANCE STAFFING” next.

REQUEST FOR APPROPRIATION – ENERGY ASSISTANCE STAFFING

Senior Center Management Committee Chairman Joel Maynard and Social Services Director Sharon Lessard were present to report that the State will no longer be providing a representative

to help residents fill out the appropriate paper work for energy assistance. Therefore, they are requesting \$4,050.00 to cover pay for an employee for 15 hours per week from October 2011 through March or April, 2012.

Upon a motion by John Leake, seconded by George Pytlik, it was:

RESOLVED: Unanimously to approve the appropriation of \$4,050.00 from Account #010-9990-9991-3000, General Fund Contingency, to Fiscal Year 2011/2012 Budget Account #010-0515-5150-0103, Social Services Part Time Payroll, for the purpose of covering the cost for an employee to assist residents submit appropriate paperwork for energy assistance, as recommended by the Board of Selectmen.

TREASURER'S REPORT

Finance Director Andrew Urban stated that the Treasurer is in the process of closing 10 bank accounts and consolidating them into one.

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

RESOLVED: Unanimously to accept the Treasurer's Report.

BOARD OF SELECTMEN REPORT

- The Charter Commission Committee will be holding a Public Hearing on Tuesday, September 27 at 7:00 p.m.
- A Debriefing meeting for Hurricane Irene will be held on 10/6/11.
- A new lawsuit has been filed by former Treasurer Darlene Jones with the Commission of Human Rights.

PUBLIC COMMENT: None.

REQUEST FOR APPROPRIATION – ANIMAL SHELTER

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

RESOLVED: Unanimously to recommend to a Town Meeting that the sum of \$100,000.00 be appropriated and transferred from Account #101-2012-0014-5575, State DECD Grant, to Account #101-2012-0014-0452, Regional Animal Shelter, for the purpose of design, development and construction of a Regional Animal Facility, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – HURRICANE IRENE EXPENSES

Upon a motion by Gary Gavigan, seconded by John Leake, it was:

RESOLVED: Unanimously to recommend to a Town Meeting that the sum of \$400,000.00 be appropriated and transferred from Account #101-3010-0000-3020, Capital Non-Recurring Expenditures to Account #101-2012-0011-0415, for the purpose of repairing and restoring facilities and services of the Town to their pre-storm condition, as well as to recover personnel and non-personnel costs related to the Town's response to Hurricane Irene.

The Town's insurance will reimburse for some items and FEMA will reimburse the Town 75% of acceptable damages which will be determined by a project manager.

REQUEST FOR APPROPRIATION – HARBOR PATROL

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

RESOLVED: Unanimously to appropriate the sum of \$4,709.50 to be transferred from Account #010-9990-9991-3000 to Fiscal Year 2011/2012 Budget Account #010-0210-2103-0216, Harbor Patrol Equipment Maintenance, for the purpose of paying for the replacement of the radar unit on the Town's Harbor Patrol Boat, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – EOC ANTENNA'S

Upon a motion by John Leake, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to appropriate the sum of \$12,000.00 and be transferred from Account #101-3020-000-0920, Capital Non-Recurring Expenditures, Unreserved, to Account #101-2012-2010-0450, Hurricane Restoration, for the purpose of replacing EOC Antenna's that were damaged during Hurricane Irene, as recommended by the Board of Selectmen.

The cost of the repairs will be submitted to FEMA for reimbursement.

OLD BUSINESS: None.

NEW BUSINESS

Closure of Special Funds:

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

RESOLVED: Unanimously to close the following completed Town Capital Project Funds with any residual balance to be transferred to the Capital and Non-Recurring Expenditure Fund, Unreserved Balance:

- Account 101-1210-100-0111, Plannimetric Mapping
- Account 101-1210-100-0110, Affordable Housing Grant
- Account 101-1210-100-0114, McVeagh Road
- Account 101-1210-100-0121, Engineering Fee, McVeagh Road
- Account 101-1210-100-0122, Energy Grant
- Account 101-1210-100-0124, Jetty Repairs
- Account 101-1210-100-0126, MIRMA Assessment
- Account 101-1210-100-0132, Fire Station Air Condition
- Account 101-1210-100-0136, Public Works Equipment

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

RESOLVED: Unanimously to close the following Town Capital Reserve Accounts that are no longer needed and the can be transferred to the Capital and Non-Recurring Expenditure Fund Unreserved Fund Balance, Account #101-3010-0000-3020:

- Account #101-0009-000-953, Reserve for LOCIP
- Account #101-0009-000-956, Reserve for Landfill

APPROVAL OF BILLS

None.

CORRESPONDENCE

1. Notification of CCM Conference on 10/5/11. Any members who wish to attend, please let Chairman Connelly know as soon as possible.

ADJOURNMENT

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

RESOLVED: Unanimously to adjourn at 9:18 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Secretary
As transcribed from tape of the meeting.