

CORRECTED MINUTES

OCTOBER 20, 2010

REGULAR MEETING, BOARD OF FINANCE

Minutes of the Regular Meeting of the Board of Finance held on Wednesday, October 20, 2010 at the Westbrook Mulvey Municipal Center.

Present: Chairman Paul Connelly, Jane Butterworth, George Pytlik, Sherry Seidman and Gary Gavigan.

Also Present: First Selectman Noel Bishop, Treasurer Darlene Jones, Town Planner Meg Parulis, Recreation Director Rich Annino 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.

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

RESOLVED: Unanimously to add the following items to the agenda:

1. RFP for Auditor for upcoming year.
2. Board of Finance Letter to BOS and BOE.
3. Letter from State Department of Education.
4. Notification of FOI Complaint.

APPROVAL OF MINUTES

SPECIAL MEETING – MAY 20, 2010

Board Member George Pytlik asked Treasurer Jones again if she will be supplying a copy of the cassette of the recording she made at the May 20, 2010 meeting. Ms. Jones stated that she will not be supplying a copy. George Pytlik asked Ms. Jones to submit, in writing, that she will not supply a copy of the cassette, as requested by the Board of Finance.

Upon a motion by Sherry Seidman, seconded by Jane Butterworth, it was:

RESOLVED: Unanimously to table the minutes of the May 20, 2010 Special Meeting, pending submission in writing from Treasurer Darlene Jones that she will not be submitting a copy of the cassette of the meeting that was recorded by her.

REGULAR MEETING – SEPTEMBER 15, 2010

Upon a motion by Jane Butterworth, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to approve the minutes of the September 15, 2010 Regular Meeting, as submitted.

APPROVAL OF ACCOUNT MANAGER'S REPORT

A motion was made by Jane Butterworth and seconded by Sherry Seidman to :

Approve the Account Manager's Report.

The motion was amended to:

Approve the Account Manager's Report pending the appropriate allocations of the gas accounts.

The motion passed unanimously.

REVIEW OF SPECIAL ACCOUNTS

Upon a motion by Sherry Seidman, seconded by Jane Butterworth, it was:

RESOLVED: Unanimously to close Special Account #101-1210-100-0123, Mulvey Projects and to return the remaining \$119.00 to Reserved Capital, Non Recurring Expenditures Account #101-9-0-951, Town Buildings, where it was originally transferred from.

Other Special Accounts that should be looked into to see if they can be closed:

- Middle School Building Committee: First Selectman Noel Bishop to look into.
- Library Renovation & Expansion: Chairman Connelly will look into.
- Daisy Ingraham School Roof: First Selectman to look into.
- Engineering Fee/McVeagh Road: John Riggio will submit a letter stating the account can be closed.

APPROVAL OF TREASURER'S REPORT

Upon a motion by Jane Butterworth, seconded by George Pytlik, it was:

RESOLVED: Unanimously to accept the Treasurer's Report for September, 2010.

Upon a motion by Jane Butterworth, seconded by George Pytlik, it was:

RESOLVED: Unanimously to change the order to the agenda and handle item #8 (Request for Appropriation – Feasibility & Financial Analysis for Community Center) next.

Treasurer Jones stated that the Revenues from Bank Interest will be under what was estimated because of the low interest rates. She further stated that \$12,045.04 has been reimbursed by FEMA for the bridge repair. There was discussion where the money should be. Treasurer Jones will get a letter from the Auditor's on how to handle the funds.

REQUEST FOR APPROPRIATION – FEASIBILITY & FINANCIAL ANALYSIS FOR COMMUNITY CENTER

Rich Annino, Menno Marringa, Rick Newberg and Chris Walker were present to give a history of their committee and to answer any questions. The analysis, which will be a third party review, will compile information on the needs, wants, funding, etc. If a community center were to be built, it would probably generate enough money to pay for itself. The study will look at other possibilities of existing buildings that may be used.

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

RESOLVED: Unanimously to appropriate the sum of \$9,500.00 to be transferred from Account #010-0009-000-0910, Unappropriated Fund Balance to new Special Account #101-1210-100-0129, Community Center Feasibility & Financial Analysis, for the purpose of funding an Analysis to see if a Community Center is feasible and the cost to the Town, as recommended by the Board of Selectmen.

PUBLIC COMMENT – MUNICIPAL FINANCING

None.

INFORMATION FROM THE BOARD OF SELECTMEN

1. The closing date for the Finance Director Position is 10/31/10.
Upon a motion by Gary Gavigan, seconded by Sherry Seidman, it was:
RESOLVED: Unanimously to hold a special joint meeting with the Board of Selectmen on November 12, 2010 at 7:00 p.m. regarding the Financial Director's Position.
2. The Town will be looking at capital projects and whether it is the right time to bond some of these projects because the bonding rate is so low. Bonding Council will be giving a presentation on October 28, 2010, for information only at this time.
3. The regional energy manager contract is ready to be signed.
4. The next Town Meeting is scheduled for November 22, 2010.

REQUEST FOR NEW BUDGET ACCOUNT – PLAN OF CONSERVATION & DEVELOPMENT

Town Planner Meg Parulis stated that this is the last phase and the project will be done on time.

Upon a motion by Jane Butterworth, seconded by George Pytlik, it was:

RESOLVED: Unanimously to recommend to a Town Meeting that the sum of \$25,000.00 be transferred from Reserved Capital, Non Recurring Expenditures Account #101-9-0-055, Plan of Conservation and Development, for the purpose of completing Phase III of the Plan of Conservation and Development, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – RELEASE SETTLEMENT

This appropriation does not have to go to a Town Meeting because it is a legal settlement.

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

RESOLVED: Unanimously to approve the appropriation of \$28,000.00 to be transferred from Account #010-0009-000-0910, Unappropriated Fund Balance, to Fiscal Year 2010/2011 Budget Account #010-1415-095-3000, Contingency, for the purpose of funding the specified agreement between the Town of Westbrook and Robert Powers, as recommended by the Board of Selectmen.

REQUEST FOR APPROPRIATION – TREASURER'S OFFICE

There is no action for the Board of Finance to take. The Board of Selectmen approved the increased hours for Carol Hess, but there is funds available, so no appropriation is needed.

REQUEST FOR APPROPRIATION – SHELLFISH ADHOC COMMITTEE

Upon a motion by George Pytlik, seconded by Jane Butterworth, it was:

RESOLVED: Unanimously to approve the appropriation of \$1,500.00 to be transferred from Account #010-0009-000-0910, Unappropriated Fund Balance to new Special Account #101-1210-000-0130, Ad Hoc Shellfish Commission, for the purpose of funding an Ad Hoc Shellfish Commission, as recommended by the Board of Selectmen.

OLD BUSINESS

None.

NEW BUSINESS:

RFP FOR AUDITOR:

Gary Gavigan will contact CCM to find out what the guidelines are for going out to bid for Auditing services.

BOARD OF FINANCE LETTER TO BOS & BOE

A letter was sent to the Board of Selectmen and the Board of Education requesting a 0% increase in proposed budgets for 2011/2012.

LETTER FROM STATE DEPARTMENT OF EDUCATION

The State Board of Education has requested that the Town return \$75,309.00 regarding the monies received from the State for the Middle School Building Project. The Board of Selectmen need to approve the payment and submit a check request for payment back to the State.

NOTIFICATION OF FOI COMPLAINT

Treasurer Darlene Jones has filed another complaint against the Board of Finance and Board of Selectmen. There is no date set for a hearing. One of the Board of Finance Members will have to represent the Board at the hearing once it is scheduled.

Gary Gavigan stated that he feels that the Treasurer should be part of the Finance Department and would like to recommend that the position be appointed instead of elected. This would need to be changed through Town Ordinance.

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

RESOLVED: Unanimously that Board of Finance send a request in writing to the Board of Selectmen that they look into and start the process of removing the Treasurer's position from an elected position and change to an appointed position by Town Ordinance.

APPROVAL OF BILLS

Upon a motion by Jane Butterworth, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to approve the payment of \$128.40 to Kathleen Kelemen for Secretarial duties.

Upon a motion by Jane Butterworth, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to approve the payment of \$11,400.00 to Seward & Monde for the First progress billing on auditing services for the year ending June 30, 2010.

CORRESPONDENCE:

Discussion regarding the November and December Meetings. There is the possibility that there will not be quorums for these meetings because of conflicts. It was decided to cancel the regular meeting for November 17, 2010 and hold the meeting on November. 10, 2010 and to cancel the December 15, 2010 meeting and hold the meeting on December 16, 2010.

ADJOURNMENT

Upon a motion Jane Butterworth, seconded by George Pytlik, it was:

RESOLVED: Unanimously to adjourn at 9:32 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Secretary

NOTE: Corrections indicated in bold, underlined and italicized print.