

VOL. 19

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NOVEMBER 16, 2011

REGULAR MEETING, BOARD OF FINANCE

Minutes of the Regular Meeting of the Board of Finance held on Wednesday, November 16, 2011 at the Westbrook Mulvey Municipal Center.

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

Also Present: First Selectman Noel Bishop, Facilities Manager Loren Baker Jr. and Director of Finance Andrew Urban.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Paul Connelly with a salute to the flag.

ELECT CHAIRMAN

Upon a motion by Gary Gavigan, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to elect Paul Connelly as Chairman of the Board of Finance.

APPROVAL OF MINUTES – OCTOBER 19, 2011

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

RESOLVED: Unanimously to approve the minutes of the Regular Meeting of October 19, 2011, as submitted.

DEDICATION OF ANNUAL TOWN REPORT

There was discussion of several possibilities.

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

RESOLVED: Unanimously to dedicate the Annual Town Report for the next four years to the following: Year 1: Westbrook Town Hall Employees; Year 2: Public Works; Year 3: Board of Education and Year 4: The Library Staff.

At this time, Chairman Connelly had to leave the meeting and appointed George Pytlik as Acting Chairman.

DIRECTOR OF FINANCE REPORT

Director of Finance Andrew Urban stated that the numbers are right where they should be for both revenues and expenditures. Starting December 1st, the State will be submitting all payments directly to the Towns bank account instead of submitting payments by check. The Town will soon follow suit and make payments to vendors bank accounts instead of checks. The Budget Process will soon be starting and an outline/timeline was distributed. They are trying to combine purchases such as office supplies as well as other areas. There was discussion regarding Capital purchases versus operating budget purchases.

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

RESOLVED: Unanimously to accept the operating budget guidelines for Fiscal Year 2012/2013 as provided by the Director of Finance.

Update on Old Clinton Road: Because of the storms, the work will not start until spring.

An update was given on the retirement funds for Town Employees.

An update was given on the refinancing go the Municipal Bonds.

REQUEST FOR APPROPRIATION – TOWN HALL BUILDING

A request has been made by Facilities Manager Loren Baker Jr. to update the generator transfer switches for the Town Hall so that the building can run at 100%.

Upon a motion by Sherry Seidman, seconded by Gary Gavigan, it was:

RESOLVED: Unanimously to approve the appropriation of \$8,000.00 to be transferred from Capital Non-Recurring Expenditures Account #101-3020-0000-0951, Town Buildings, to Account #101-2012-0016-0420, Town Hall Generator Transfer Switches, for the purpose of upgrading the Town Hall Generator to 100% capacity, as recommended by the Board of Selectmen.

TREASURER'S REPORT

Andrew Urban stated that 15 accounts have been closed so the report looks different than last month.

Upon a motion by Gary Gavigan, seconded by Rick Westbrook, it was:

RESOLVED: Unanimously to approve the Treasurer's Report as submitted.

BOARD OF SELECTMEN REPORT

- There will be a Town Meeting on December 8, 2011 from 7:00 – 7:30 p.m. Following the Town Meeting will be a Public Hearing for the proposed Charter.
- First Selectman Bishop attending a meeting yesterday with CT State DOT regarding the new train station. They will start demolition on December 1st. Because of the work, there will be less parking available. The BOS will figure out how to best deal with the situation.

PUBLIC COMMENT

None.

2012 MEETING DATES

Upon a motion by Gary Gavigan, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to table this item until the December Meeting.

OLD BUSINESS

Andrew Urban gave an update on the status of the FEMA reimbursement for the Town.

NEW BUSINESS

Discussion regarding making the Town Website more user friendly.

APPROVAL OF BILLS

None.

CORRESPONDENCE

None.

ADJOURNMENT

Upon a motion by Gary Gavigan, seconded by Sherry Seidman, it was:

RESOLVED: Unanimously to adjourn at 9:16 p.m.

Typed by:

Kathleen H. Kelemen, Secretary

As transcribed by tape of the meeting