

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE MEETING
WESTBROOK MULVEY MUNICIPAL CENTER**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, April 24, 2013 immediately following the Town Budget Hearing. In attendance were Chairman Paul Connelly, Sherry Seidman, Keith Maynard, Gary Gavigan, George Pytlik and Rick Westbrook. Also in attendance were Kelley Frazier, Secretary to the Board, Andrew Urban, Director of Finance. Absent:

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 8:21pm.

APPROVAL OF MINUTES

Upon a motion made by Gary Gavigan and seconded by Sherry Seidman the Board of Finance unanimously **VOTED** to approve the minutes for the March 18, 19, 20 and April 4, 2013 meetings as written.

TREASURER'S REPORT

Ms. Butterworth noted that there were no significant changes from last month. She briefly discussed the report.

Upon a motion made by Rick Westbrook and seconded by Sherry Seidman it was:

RESOLVED: Unanimously by the Board of Finance to approve the Monthly Treasurer's Report as presented.

FIRST SELECTMEN REPORT

Mr. Bishop attended a monthly meeting of First Selectmen from 19 Connecticut towns. Most towns noted that voting for town budgets have been low and most town budgets are flat. Comments we heard tonight are very typical.

There was a brief discussion regarding the Building Committee for various town projects. This will go on the town agenda for discussion. This will be revisited on May 13th.

BUDGET REVIEW 2013-2014

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

RESOLVED: Unanimously to appropriate the sum of TWENTY SIX MILLION, THREE HUNDRED AND NINETY THOUSAND, SIX HUNDRED AND SIXTY DOLLARS (\$26,390,660) for the Westbrook Town Budget.

DIRECTOR OF FINANCE REPORT

Monthly Financial Report

Mr. Urban gave a brief update of the monthly financials.

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

RESOLVED: Unanimously by the Board of Finance to approve the Monthly Financial Report as presented by Mr. Urban.

Review of FY2013-2014 Revenues

Mr. Urban reviewed the Revenue Comparison. He also discussed the State funding for Fiscal Year 2013 – 2014. He noted that investment income has been dismal. This is the last year we will have the school building grants for the Middle School.

There was a discussion regarding the budget and percentage of increase for the town.

Mr. Gavigan would prefer to have a zero percent increase.

Mr. Westbrook discussed possible projections for next year.

Mr. Maynard feels that a small increase this year and next year is more appropriate than a zero percent increase this year and possibly a larger increase next year.

Mr. Westbrook said that the prudent thing to do is to get the Audited General Fund Fund Balance below 15 percent and to allow the taxpayers to pay only what they have to pay. We know what the number is this year, but next year is unpredictable.

Ms. Seidman said that she would like to not increase the mill rate this year.

Town of Westbrook
Board of Finance Regular Meeting
April 24, 2013

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

RESOLVED: by the Board of Finance to transfer \$200,000 from the audited General Fund Fund Balance to the Fiscal Year 2013-2014 Operating Budget and to have the mill rate remain at 20.98. Ayes: George Pytlik, Sherry Seidman, Rick Westbrook and Gary Gavigan. Nays: Keith Maynard.

APPROPRIATIONS

Police Vehicle Replacement - \$33,000

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

RESOLVED: Unanimously by the Board of Finance to approve the capital appropriation in the Capital and Non-Recurring Expenditure Fund in the amount of \$33,000 Source Account#: 101.3020.0000.0954.3 CNR Reserve for Police Vehicles to Budget Account#: 101.2014.0001.0422.5 Police Vehicle. The motion passed.

Contingency Transfer – Tax Collector Refund Account \$10,000

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

RESOLVED: Unanimously by the Board of Finance to approve the following transfer from FY2012-2013 General Fund Contingency Account 010.9990.9991.3000 in the amount of \$10,000 to Account # 010.0116.1161.0296.5 Tax Collector Refund Account.

PUBLIC COMMENT

None

NEW BUSINESS

None

OLD BUSINESS

Mr. Westbrook felt that the discussion during the Board of Selectmen's meeting was not an appropriate representation of the Board of Finance's support for the formation of a Building Committee for Bonded projects. Mr. Bishop said that the minutes from that meeting will be verbatim. Mr. Westbrook does not think all projects should be handled by the Building Committee. Mr. Pytlik agrees that smaller projects do not require this review, but considerable money has been saved by having a Building Committee work on larger projects. Mr. Westbrook would like specific guidelines regarding which projects require Building Committee over site. Mr. Connelly agrees that large projects should be assigned to the Building Committee. Mr. Gavigan asked if we have distinguished between bonded money and other projects which are of an appropriate size? It was discussed that the Middle School project was an exhaustive process and may cause timelines to not be met. Mr. Ehler discussed having a Committee to oversee the CIP funds. The Board of Selectmen will review this in the future.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 10:20pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk