

Town of Westbrook
Board of Finance
SPECIAL JOINT MEETING WITH THE BOARD OF SELECTMEN
April 2, 2012

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

The Westbrook Board of Finance Budget Hearing was held on Monday, April 2, 2012. In attendance were Chairman Paul Connelly, Sherry Seidman, Rick Westbrook, George Pytlik, and Keith Maynard. Also in attendance were Kelley Frazier, Secretary to the Board; Noel Bishop, First Selectman, Chris Ehlert, Selectman, John Hall, Selectman and Andrew Urban, Director of Finance. Also present Mike Jenkins, Don Izzo, Fire Department, Lew Daniels, Library Director and John Riggio, Director Public Works. Absent: Gary Gavigan

CALL TO ORDER

The meeting was called to order by First Selectman Bishop and Chairman Connelly at 7:00p.m. The meeting began with the Pledge of Allegiance.

SARAH LUFT PRESENTATION

Ms. Luft, a Westbrook High School student, presented her speech for an American Legion competition she will be attending on April 13, 2012.

CAPITAL PLAN – A. Urban

Mr. Bishop thanked Andrew Urban for organizing all of the material that was distributed to BOS and BOF members. Mr. Bishop stated that the Board of Selectmen will prioritize the town's Capital Plan. Mr. Urban explained how the document is organized. It was agreed by both Boards that the plan will be discussed and one amount will be voted on. No financing decisions will be made tonight because the bond will be issued in Fiscal Year 2013.

Fire Department Equipment – Chief M. Jenkins

Mike Jenkins presented the capital plan for the fire department detailing the need for replacement of the oldest equipment. He will contact the manufacturer and get the detailed information for a remount and a new ladder for Engine 471 as well as the cost for brand new equipment. It would cost \$300,000 to \$400,000 a piece to refurbish. It was decided by both Boards to keep all pieces of equipment in the Plan for consideration.

Fire Department Building Improvements – L. Baker - \$50,000

The concrete pads are breaking down and need to be replaced in the fire station. He has obtained prices from two masons. There may be a buried fuel tank. The cost is under \$50,000 but the quote is 8-9 months old. The State passed legislation regarding buried tanks. Mr. Baker said this could be a safety issue.

Retaining Wall at Fire Station– L. Baker

The retaining wall is in disrepair. Public Works will be part of this project. Fiberglass webbing is stronger. No quote at this time.

Academy Building \$8,000 – L. Baker

Replace all of the windows.

Bobcat Mower - \$10,000 – J. Riggio

Replacing a mower that is 12 years old. This is normal equipment replacement.

Highway Sand Spreader - \$12,000 – J. Riggio

This equipment is 24 years old. This will be replaced with a stainless steel sand spreader.

Engineering - \$10,000 – J. Riggio

Replace bridge on Lynn Road and Winthrop Road.

Tennis Courts - \$55,000 – J. Riggio

McVeigh Road and Fiske Lane. Quotes are still being obtained. There is a timeline as to when they can be repaired. This should be done in June or September. One of the courts is not level and may cause a safety hazard. McVeigh Road courts may be repaired at a much lower cost than presented. Fiske Lane has cracks in the courts that need repair.

Boilers

Mr. Urban briefed the Board regarding the boilers. This will go to a town meeting. Both the Board of Finance and the Board of Selectmen have approved.

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High School HVAC - \$50,000 – L. Wysocki, Business Manager, Westbrook School

This is one unit above the auditorium. The existing unit is not working. It is both an A/C and heating unit.

Fire Department Communications Equipment – \$400,000

Mr. Izzo explained that there are issues regarding proper communication for the fire department and ambulance personnel while on calls in town. Other area towns have spent money to make this communication better, but it is noted that no towns have 100 percent communication capability. No equipment is needed to be purchased because our current equipment is adaptable to the new system. Cost sharing with Essex has not been determined to be beneficial. The receivers will be located at Firehouse Station 2 and along the I-95 corridor. Mr. Bishop asked Mr. Izzo to prepare a report of the expense information so the Board of Selectmen and the Board of Finance can understand the terms of this better.

AM Radio Station - D. Izzo -\$25,000

After Tropical Storm Irene many people felt isolated. A vendor sells a 10W AM radio station. This is a \$25,000 radio station turnkey. This will cover 99% of the town.

Library Generator - L. Daniels -\$42,000 (total cost \$84,000)

It was noted that \$42,000 will be paid for by grants. This will provide power to the library for the town in a crisis. It was noted that during Tropical Storm Irene people were looking for a place to power their devices. This expenditure includes the generator, the switch, the concrete pad and the electrical wiring. This could come from a fund left over from the Library Building project. The Library Board will pay for half of the total expense.

Jetty Project \$40,000

Upon a motion made by George Pytlik and seconded by Sherry Seidman to appropriate \$40,000 from existing CNR Reserve/Jetties/Seawalls for Jetty Repair of jetties 1 and 4. This vote was rescinded because this expenditure has been voted on previously by the Board of Finance and the Board of Selectmen.

EXPENDITURE OF UNUSED SMALL CITIES FUNDS – FUNDING - OLD CLINTON RD.

Twenty years ago, the town received a Small Cities Grant. This was designed to be a revolving fund of deferred loans. It is no longer an active revolving loan program. As a matter of protocol we need to decide what to do with the balance of these funds. This fund needs to be properly managed from an accounting standpoint. Mr. Bishop noted that the Town would like to apply for a small cities grant next year. Ms. Seidman asked about using this money for emergency management. Mr. Urban suggested this money go into the unassigned capital funds. There are seven outstanding loans totaling \$101,000. Mr. Urban will obtain, in writing from DECD, the proper protocol for disposition of the funds.

PURCHASE OF ANIMAL CONTROL VEHICLE

Mr. Baker stated that they have been searching for a vehicle and found a Mazda pick up truck for use by the Animal Control Officer. She has been operating almost three months without a vehicle. This was authorized by Mr. Bishop last week. Sharing a vehicle with another town is not feasible. Mr. Urban and Mr. Bishop, at the request of the BOF, met with officials from Clinton to discuss possible sharing. Clinton did not follow through on Westbrook's request (the cost of the vehicle will be approximately \$5,000).

Board of Selectmen Motion:

Upon a motion made by Noel Bishop and seconded by John Hall it was:

RESOLVED: Unanimously to forward the capital appropriation request in the sum of \$5,594.00 for the purchase of an animal control vehicle to the Board of Finance.

Board of Finance Motion:

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

RESOLVED: Unanimously by the Board of Finance to appropriate the capital appropriation in the Dog Fund from Source Account#102.3010.0000.3020.3 Dog Fund Unreserved Fund Balance to Budget Account #102.0201.2108.0422.4 in the sum of \$5,594.00

STATUS OF FINANCIAL REIMBURSEMENT FROM FEMA

Reimbursement requests have been signed off. The original FEMA representative was replaced and 10 actual projects were completed and reimbursement received:

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Debris Removal

Clearance and removal or disposal of woody debris, sand, mud, silt, gravel, building components, wreckage, vehicles and personal property.

Emergency Measures

Actions taken by Applicants before, during and after a disaster to save lives and protect public health and safety. The town will be reimbursed for approximately \$75,000.

Buildings

Buildings including food loss from the Senior Center kitchen. The reimbursement is \$750.00.

Facilities

Repair and restoration of parks, playground, pools, cemeteries and beaches. We will receive \$99,000 from our original claim of \$132,000 which is 75% of our claims. The town's net expense is \$101,564. We will return \$298,436 to the CNRE Fund Balance.

Mr. Bishop noted that he was notified by Joe Courtney's office that the town did receive \$1.4M for dredging. The funds were a combination of Federal and State resources.

Discussion ensued. It was noted that additional information is needed from the Emergency Management and the Fire Department. Mr. Izzo asked when the information is required? It is not required for the Annual Town Meeting presentation on April 26, 2012. Mr. Pytlik noted that previously at the Annual Town Meeting options for Capital Plan expenditures were presented. This needs to be verified by Michael Wells.

On a motion duly made and seconded the Board of Selectmen unanimously **VOTED** to approve the Capital Plan as presented and to forward it to the Board of Finance. The motion passed.

ADJOURNMENT

On motion duly made and seconded, the Board of Finance and the Board of Selectmen unanimously **VOTED** to adjourn at 10:00pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk