

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT BOARD OF FINANCE REGULAR MEETING
TOWN OF WESTBROOK BOARD OF FINANCE
SPECIAL MEETING
MULVEY MUNICIPAL CENTER – ROOM A
APRIL 11, 2016 6:30PM**

The Westbrook Board of Finance Special Meeting was held on Monday, April 11, 2016. In attendance were Chairman Paul Connelly, George Pytlik, Gary Gavigan and Rick Westbrook. Also in attendance were Mary Labbadia, Selectman, Meg Parulis, Town Planner, David Maiden, Building Official, Pat Ciccone, Superintendent of Westbrook Schools, Lesley Wysocki, Business Manager Westbrook Schools, Bob Hagemeister, Board of Fire Commissioners, Kelley Frazier, Clerk, Andrew Urban, and Director of Finance. Absent: John Leake

The meeting was called to order by Chairman Connelly at 6:30p.m. Mr. Connelly led the Board in the Pledge of Allegiance.

All motions made are for the proposed budget for Fiscal Year 2016/2017.

BOARD OF EDUCATION CAPITAL REQUESTS

Mr. Urban discussed the capital projects which were reviewed and approved by the Board of Selectmen. Superintendent Ciccone discussed the capital needs in detail for Westbrook Schools. The Board of Education is paying for their capital plan with \$171,000 from their own reserves and the remaining funds of \$119,240 will come from the town's General Fund. Mr. Westbrook asked if anything could be deferred. The auditorium upgrades could possibly be delayed. Mr. Urban discussed possible changes to the state funding and how this will affect our budget. There was discussion regarding projects that may be bondable. Mr. Cozza would like to look at the revenue and where we stand. Mr. Urban state that all information is not available and he is unprepared to discuss this at this time. Mr. Westbrook feels that we need to find \$250,000 in savings in the budget so we can absorb the shock when funding does not come from the state. We should bond as many items as possible. Mr. Pytlik agrees.

A motion was made by George Pytlik and seconded by Gary Gavigan to fund the Board of Education capital plan for \$593,010. Discussion ensued.

Upon a motion duly made and seconded, the Westbrook Board of Finance unanimously **VOTED** to call the question.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to fund the Board of Education capital plan for \$593,010.

FY2017 CAPITAL PLAN REVIEW AND APPROVAL

The Fire Department discussed their training storage building. They will fund half of the cost of this building. They have applied for a \$30,000 grant from the Westbrook Foundation. If they do not receive the grant, they will get a loan for \$30,000. The town's portion is \$71,500 and Westbrook Chemical will contribute \$71,500. Mr. Westbrook said that in the last three years there has been a lot of equipment purchased for the fire department. He would like to request this be deferred. Discussion continued regarding the bidding process. This must be a town project and follow town guidelines if town funds are being used. This will need to go to the Town Meeting on April 20th for approval. Mr. Hagemeister noted that there is equipment outside that is showing wear and needs to be parked inside. This could also be a safety shelter if the other fire house is damaged by a storm.

Upon a motion made by George Pytlik and Tony Cozza the Westbrook Board of Finance **VOTED** to fund the Fire Department North End Training Storage Building for \$71,500. Ayes: Rick Westbrook, Tony Cozza, Gary Gavigan. Abstentions: George Pytlik and Paul Connelly

Mr. Pytlik agreed to amend his motion to include the corrected amount of funding for the North End Training Building to \$143,000 instead of \$71,500 which includes the whole amount for the project.

Upon a motion made by George Pytlik and seconded by Gary Gavigan, the Westbrook Board of Finance unanimously **VOTED** to approve the Zoning Commission request to fund the Rewrite of the Zoning Regulations for \$30,000.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Land Use request to fund the purchase of Workflow System Software for \$25,000.

Upon a motion made by George Pytlik and seconded by Gary Gavigan to approve for discussion the Land Use request for Sliding Files.

Mr. Maiden discussed the files. The files purchased 3 years ago are very full. He noted that there is a statutory requirement to have a hardcopy of all documents. The paper copies will decrease with the new software system approved previously.

Upon a motion duly made and seconded the Westbrook Board of Finance unanimously **VOTED** in favor of moving the question.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Land Use request to fund the request for the purchase of Sliding Files in the amount of \$10,000.

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to approve the WPCC request for Town Center Soil Testing in the amount of \$50,000.

The price of the Town Dock project has increased since the previous grant funds were received. We have 5 years to complete this DEEP project. There is community interest for this dock. The Town may lose the grant funds from the Westbrook Foundation if the dock is not completed. The goal is to go out for bid in October and reduce the cost of this project in any way possible. There has been \$10,000 spent on this project. The total budget is \$130,000 including the engineering. We estimate 500 visitors a year.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza the Westbrook Board of Finance unanimously **VOTED** to defer the Recreation Town Dock Project for one year.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the Facilities Management request to replace two servers in the amount of \$25,000.

The public works department needs to be automated. This software will allow for inventory and vehicle maintenance tracking. It will also track equipment, materials and resources used during a storm which is important for FEMA reimbursement. This is currently done by hand. This will also track citizen complaints. This software may also be tailored to use in the Land Use and Fire departments. This system is configured and will be done in small implementations. It will take 6 months to fully implement.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance to approve for discussion the Public Works Asset Management Software request in the amount of \$10,000. Discussion ensued.

Upon a motion duly the Westbrook Board of Finance unanimously **VOTED** to move the question.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to approve the Public Works Asset Management Software request in the amount of \$10,000.

Mr. Urban discussed the items which will be added to the reserve. Mr. Urban noted that the final numbers are not available regarding the Riggio Building repairs. The roof may be included in a bond issue. The other items may be paid from the building reserve. We may consider hiring CREC to do a five year building assessment of all town buildings.

FY2016-2021 CAPITAL IMPROVEMENT PLAN REVIEW & APPROVAL

Mr. Urban discussed projects which may need to be funded in the future. We need to be disciplined to not borrow more money. Mr. Gavigan asked for a status of the General Fund. We are at 14.5% and this should be considered. Mr. Urban reviewed where the budget stands.

Upon a motion made by Rick Westbrook and seconded by Tony Cozza, the Westbrook Board of Finance unanimously **VOTED** to approve the projected 5 year Capital Improvement Plan based on adjustments made tonight.

Mr. Urban will forward the finalized numbers to Board members on April 12th.

OTHER BUDGET ISSUES AS NECESSARY

None

ADJOURNMENT

On motion duly made and seconded, the Board unanimously **VOTED** to adjourn at 9:50pm.

Respectfully Submitted

Kelley S. Frazier, Board Clerk