

THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT BOARD OF FINANCE REGULAR MEETING

**TOWN OF WESTBROOK BOARD OF FINANCE  
BUDGET HEARING- SPECIAL MEETING  
MULVEY MUNICIPAL CENTER – MULTI-MEDIA  
MARCH 2, 2015 6:30PM**

The Westbrook Board of Finance Budget Hearing was held on Monday, March 2, 2015. In attendance were Chairman Paul Connelly, Tanya Lane, John Leake, George Pytlik(6:37pm Arrival), Gary Gavigan, and Rick Westbrook. Also in attendance were Kelley Frazier, Clerk, Noel Bishop, First Selectman, Selectman, Andrew Urban, Director of Finance, Jane Butterworth, Treasurer, Kim Bratz, Tax Collector, and Mary Labbadia Elections. Absent:

**CALL TO ORDER**

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

Mr. Urban discussed the budget that was approved by the Board of Selectmen. He reviewed the Town of Westbrook Fiscal Year 2015-2016 Budget Analysis.

**BUDGET HEARING**

All motions made are for the proposed budget for Fiscal Year 2015/2016.

**DEPARTMENT 0111 EXECUTIVE – CHIEF ELECTED OFFICER:**

Mr. Bishop thanked Mr. Urban for his work on the budget. He helped guide the discussions for the Department Heads and the Board of Selectmen. The Board had various questions regarding payroll. Ms. Lane suggested that mileage be added to the budget for the Selectmen. Mr. Bishop noted that this has never been discussed. Mr. Bishop will research estimations for mileage. Mr. Gavigan feels that the salary for the First Selectman should be competitive. Mr. Bishop will have numbers available for mileage and salary next Monday.

Upon a motion made by George Pytlik and seconded by John Leake it was:

**RESOLVED:** Unanimously to table this budget until further information can be obtained regarding regular payroll and/or mileage.

**DEPARTMENT 0110-1111 AD-HOC ENERGY COMMITTEE:**

There was a brief discussion as to whether this should fall under the Executive Budget.

Upon a motion made by George Pytlik and seconded by John Leake it was:

**RESOLVED:** to decrease Department 0110-1111 Ad-Hoc Energy Committee budget and increase Department 0111 Executive budget by \$882.

Discussion ensued. It was decided to keep these budgets separate for transparency.

Mr. Pytlik and Mr. Leake agreed to rescind their motion.

**DEPARTMENT 0110-1111 AD-HOC ENERGY COMMITTEE:**

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

**RESOLVED:** Unanimously to appropriate the sum of EIGHT HUNDRED AND EIGHTY TWO DOLLARS (\$882) for Department #0110-1111 Ad Hoc Energy Committee.

**DEPARTMENT 0113 ELECTIONS:**

Ms. Labbadia discussed her needs for elections.

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

**RESOLVED:** Unanimously to appropriate the sum of FORTY SIX THOUSAND, SIX HUNDRED AND FORTY FOUR DOLLARS (\$46,644) for Department #0113 Elections.

**DEPARTMENT 0114 TREASURER:**

Ms. Butterworth requested that her budget be approved in the amount of \$14,202 which reflects her expected expenditures.

Upon a motion made by Gary Gavigan and seconded by John Leake it was:

**RESOLVED:** Unanimously to appropriate the sum of FOURTEEN THOUSAND TWO HUNDRED AND TWO DOLLARS (\$14,202) for Department # 0114 Treasurer.

**DEPARTMENT 0116 Div 1160 TAX COLLECTOR**

Ms. Bratz was present and discussed the need to keep \$1,600 in the account for DMV fees. She would like this to remain in the budget until the State has finalized their budget.

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

**RESOLVED:** Unanimously to appropriate the sum of ONE HUNDRED AND NINETEEN THOUSAND, SIX HUNDRED AND NINETY DOLLARS (\$119,690) for Department #0116 Tax Collector and the Tax Collector Refunds Department #0116 Div 1161 in the amount of \$30,000 THIRTY THOUSAND DOLLARS.

**DEPARTMENT 0117 FINANCE:**

The fuel management system and filing is being done by the Accounts Payable Clerk. This job has increased from 17 to 19 hours per week. There was a discussion regarding the process for staffing changes. Mr. Urban noted that the Department Heads complete a Staffing Change Request for payroll changes. Mr. Westbrook feels that personnel changes should be approved through a Human Resources process and is uncomfortable with the current process. Mr. Pytlik said that this should be transparent. Ms. Lane feels that this process should have documentation. Mr. Urban will provide a table with personnel changes for the next meeting. Mr. Westbrook is still not comfortable that staffing changes are part of the budget process and not part of a separate human resource process. Mr. Urban stated that all changes were fiscally analyzed. Mr. Bishop noted that this is part of the budget process for the next fiscal year. Ms. Lane stated that this is not transparent. She asked if this should come to Board of Finance as an explanation. It seems as if due process was not followed in this request. Mr. Bishop explained the process the Board of Selectmen follow. Mr. Westbrook feels that human resource changes should be voted on as a separate line item in the budget process. Discussion ensued. Ms. Lane asked the reason Department Heads are increasing hours? Is it because there is more work or someone is not doing their job properly. Mr. Bishop stated that this does not happen without Board of Selectmen approval.

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

**RESOLVED:** Unanimously to appropriate the sum of ONE HUNDRED FIFTY NINE THOUSAND, ONE HUNDRED AND EIGHTY THREE DOLLARS (\$159,183) for Department #0117 Finance.

**DEPARTMENT 0118 LEGAL SERVICES**

Negotiations will be starting in January

Upon a motion made by George Pytlik and seconded by Tanya Lane it was:

**RESOLVED:** Unanimously to appropriate the sum of FORTY SIX THOUSAND FIVE HUNDRED DOLLARS (\$46,500) for Department #0118 Legal Services

**DEPARTMENT 0120 BOARD of ASSESSMENT APPEALS**

Upon a motion made by George Pytlik and seconded by Tanya Lane it was:

**RESOLVED:** Unanimously to appropriate the sum of THREE HUNDRED AND FORTY FOUR DOLLARS (\$344) for Department #0120 Board of Assessment Appeals.

**DEPARTMENT 0121-BOARD OF FINANCE:**

Seward and Monde are requesting a new three year contract. This will be discussed at the next Board of Finance meeting. Mr. Gavigan asked if this number is accurate. This will be discussed at the next Board of Finance meeting.

Upon a motion made by Gary Gavigan seconded by Tanya Lane it was:

**RESOLVED:** Unanimously to table this budget until the new contract with Seward and Monde can be discussed at the next regular Board of Finance Meeting.

Mr. Westbrook feels that this budget should be approved by the Board of Selectmen. Discussion ensued. This budget will be approved by the Board of Selectmen at the next Board of Selectmen meeting and then sent back to the Board of Finance for discussion.

**ADJOURNMENT**

On motion duly made and seconded, the Board unanimously **VOTED** to adjourn at 8:44 pm.

Respectfully Submitted

Kelley S. Frazier, Board Clerk