

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 – ROOM A
MARCH 30, 2016 6:30PM

The Westbrook Board of Finance Budget Hearing was held on Wednesday March 30, 2016. In attendance were Chairman Connelly, George Pytlik, Gary Gavigan, Tony Cozza and Rick Westbrook. Also in attendance were Noel Bishop, First Selectman, Mary Labaddia, Selectman, John Riggio, Director of Public Works, Jill Brainerd, First Selectman's Office, Lew Daniels, Library Director, Bill Angelini and Brian Fouche, Harbor Commission, Don Izzo, Emergency Management, Bob Hagemeister, Board of Fire Commissioners, Kelley Frazier, Clerk and Andrew Urban, 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.

DEPARTMENT 0311 PUBLIC WORKS:

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to increase Phone in the amount of \$ \$2,500 for Public Works - Town Garage.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to decrease Electric from \$2,500 Public Works – Transfer Station.

Mr. Riggio discussed the Board of Education property maintenance. A budget account has been created to fund curbs, paving, catch basin repairs and signs at the schools.

Upon a motion duly made and seconded, the Westbrook Board of Finance unanimously **VOTED** to restore Engineering Services \$2,590 to Public Works.

Mr. Riggio discussed the donations of playground equipment from the Westbrook Foundation. The Foundation feels that the equipment needs to be maintained better. The \$10,000 budgeted from the Board of Selectmen will cover all play scape repairs. Field Maintenance is done by Greenscape. This service is going out for bid and may be less. This covers grass cutting services, irrigation work and field maintenance.

DEPARTMENT 0311 PUBLIC WORKS

Upon a motion made by Rick Westbrook and seconded by George Pytlik it was:
RESOLVED: Unanimously to appropriate the sum of ONE MILLION, THREE HUNDRED THIRTY TWO THOUSAND ONE HUNDRED NINTY DOLLARS (\$1,332,190) for Department #0311- Public Works.

DEPARTMENT 0314 FACILITIES

Buildings – Town Hall

Upon a motion made by Tony Cozza to reduce Heating \$500 in Facilities Management - Town Hall. This was seconded by Rick Westbrook for discussion. Ayes: Tony Cozza Nays: Gary Gavigan, Rick Westbrook and George Pytlik. The motion did not pass.

Mr. Urban noted that heating costs are lower. Mr. Westbrook feels that the price for heating oil is going up and \$1,500 may be accurate.

Upon a motion made by George Pytlik and seconded by Rick Westbrook, the Westbrook Board of Finance **VOTED** to increase Heating for Facilities Management - Academy Building \$250. Ayes: George Pytlik, Rick Westbrook and Gary Gavigan. Nays: Tony Cozza

The final numbers to repair the Riggio building will be available at the end of the week. Mr. Westbrook asked if this will this cause our maintenance to go down? Mr. Urban does not believe so. Ms. Brainerd feels that the electric projection is too low due to previous averages.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to increase Electric \$1,500 for Facilities Management – Riggio Building.

Discussion ensued regarding the rates for electricity. Mr. Cozza would like more information.

There was a discussion regarding the projection for natural gas. This needs to be increased due to previous averages.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance **VOTED** to increase Heating \$6,000 in Facilities Management-Mulvey Center.

Telephone costs have decreased due to the new telephone system and the maintenance has also decreased on the cameras at the baseball fields. This need to be researched further as to whether the cameras are working.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to reduce Telephone \$1,000 in Facilities Management-Mulvey Center.

Upon a motion made by Rick Westbrook and seconded by George Pytlik it was:
RESOLVED: Unanimously to appropriate the sum of TWO HUNDRED NINETY TWO THOUSAND, EIGHT HUNDRED SIXTY SEVEN DOLLARS (\$292,867) for Department #0314- Facilities.

LIBRARY DEPARTMENT 0810

The heating oil has been reduced due to prices being lower.

Upon a motion made by George Pytlik and seconded by Rick Westbrook it was:
RESOLVED: Unanimously to appropriate the sum of FOUR HUNDRED FORTY TWO THOUSAND, THREE HUNDRED FORTY THREE DOLLARS (\$442,343) for Department 0810-Library.

To accommodate the attendees the Harbor Commission and Emergency Management will be moved up in the agenda.

HARBOR COMMISSION 0418

Mr. Fouché discussed the plan for dredging. Mr. Gavigan would like to have discussion regarding this plan and how it will be funded. We have 5-8 years before we have any major concerns. The Emergency Dredge Fund has not been funded in previous years as anticipated. We are increasing the fund \$25,000 this year. Maintenance and replacement of buoys will be done this spring. We also need new signage.

Upon a motion made by Tony Cozza and seconded by Rick Westbrook it was:
RESOLVED: Unanimously to appropriate the sum of NINE THOUSAND, FIVE HUNDRED NINETY FOUR DOLLARS (\$9,594) for Division # 0418 – Harbor Commission.

DEPARTMENT 0117 FINANCE:

The BOS have added one hour of week for the Accounts Payable Clerk for \$823.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to approve increase \$823 for Regular Payroll.

Ms. Brainerd requests that she do the portfolio manager to save this expense. She feels it is a facilities function. Mr. Urban noted that his department receives all of the bills and data. Ms. Labaddia feels that the increase and part of the update function should stay in the Finance Department. Ms. Brainerd should do the portfolio update. This will be discussed by the Board of Selectmen further.

Upon a motion made by Rick Westbrook and seconded by Gary Gavigan it was:
RESOLVED: Unanimously to appropriate the sum of ONE HUNDRED SIXTY THOUSAND, FORTY ONE DOLLARS (\$160,041) for Department #0117 Finance. Ayes: Rick Westbrook, Gary Gavigan, Paul Connelly Nays: George Pytlik and Tony Cozza

DEPARTMENT 0211.2115 FIRE MARSHAL:

The town attorney stated that the increase does not need to be approved by the Board of Selectmen. The Board of Selectmen approved the additional \$39,000.

Upon a motion made by Tony Cozza and seconded by George Pytlik it was:
RESOLVED: Unanimously to appropriate the sum of SIXTY THREE THOUSAND, THREE HUNDRED FORTY FIVE DOLLARS (\$63,345) for Department #0211.2115 Fire Marshall.

Mr. Gavigan would like an update on July 1st regarding the inspections. There are a minimum of 360 inspections that will need to occur.

DEPARTMENT 0212 EMERGENCY MANAGEMENT:

Mr. Bishop noted that the job description for the Emergency Management Director will be reviewed. Mr. Westbrook does not like personnel changes in the middle of the year. Mr. Bishop agreed that the Board of Selectmen do not like to do this either. Mr. Bishop noted that stipend positions are not in the negotiation agreement. Mr. Bishop feels that we are not setting a precedence. Mr. Bishop feels that we need to look at the stipends for the Chief and Deputy Fire Chief. Mr. Cozza asked Mr. Bishop to look at what other towns are doing for Emergency Management. He is concerned to add another staff position to the town hall staff.

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

RESOLVED: Unanimously to appropriate the sum of TWENTY SEVEN THOUSAND, FOUR HUNDRED THIRTY DOLLARS (\$27,430) for Department #0212 Emergency Management

NON-DEPARTMENTAL DEPARTMENT 9900

SOCIAL SECURITY:

Upon a motion made by Rick Westbrook and seconded by Tony Cozza it was:

RESOLVED: Unanimously by the Westbrook Board of Finance to increase Social Security \$8,373 and to approve Social Security in the amount of (\$262,068) TWO HUNDRED SIXTY TWO THOUSAND and SIXTY EIGHT DOLLARS.

PENSIONS:

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

RESOLVED: Unanimously by the Westbrook Board of Finance to approve the Pensions Budget in the amount of (\$426,000) FOUR HUNDRED TWENTY SIX THOUSAND DOLLARS.

LIFE INSURANCE:

Upon a motion made by Tony Cozza and seconded by George Pytlik it was:

RESOLVED: Unanimously by the Westbrook Board of Finance to approve Life Insurance in the amount of (\$5,750) FIVE THOUSAND SEVEN HUNDRED FIFTY DOLLARS.

HEALTH INSURANCE:

The Anthem expense for renewal and claims has increased \$3,000 per contract. Fringe Benefits have also increased due to the three new employees. If employees work more than 25 hours they receive benefits. We incurred an operating loss in 2015 for our health insurance expenses. New options for health benefits will be proposed to the union. Final numbers will be available tomorrow.

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to table this until further information is available.

WC INSURANCE:

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

RESOLVED: Unanimously to appropriate the sum of ONE HUNDRED EIGHTY THOUSAND, EIGHT HUNDRED FORTY DOLLARS (\$180,840) for WC Insurance.

Capital Contributions

Mr. Urban discussed the financial impact of the requested capital items. The Board of Selectmen will discuss the capital projects and vote on each project. Mr. Westbrook and Mr. Pytlik asks that department's plan ahead when submitting Capital Projects. This will be discussed further tomorrow night.

Dues and Contributions

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

RESOLVED: Unanimously to appropriate the sum of ONE HUNDRED SIXTY FOUR THOUSAND, SEVEN HUNDRED FOURTEEN DOLLARS (\$164,714) for Account #9940 - Dues and Contributions.

Other NOC

Upon a motion made by Gary Gavigan and seconded by George Pytlik the Westbrook Board of Finance **VOTED** unanimously to reduce Town Meeting by \$1,000.

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

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

RESOLVED: Unanimously to appropriate the sum of SIX THOUSAND TWO HUNDRED DOLLARS (\$6,200) for Miscellaneous NOC.

OTHER FY2016-2017 BUDGET MATTERS AS NECESSARY

Mr. Urban noted that he has two areas of possible reductions. He recommends to reduce the police trooper's contract \$46,000. Mr. Urban discussed possible revenue increases. The second decrease is contingency.

ADJOURNMENT

On motion duly made and seconded, the Board unanimously **VOTED** to adjourn at 10:22pm.

Respectfully Submitted

Kelley S. Frazier, Board Clerk