

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 4, 2015 6:30PM

The Westbrook Board of Finance Budget Hearing was held on Wednesday March 4, 2015. In attendance were Chairman Paul Connelly, George Pytlik, Gary Gavigan, John Leake, Tanya Lane and Rick Westbrook. Also in attendance were Noel Bishop, First Selectman, John Riggio, Director of Public Works, Meg Parulis, Town Planner, Carol Hess, Finance, Jill Brainard, First Selectman's Office, Sonya Marino, Health Director, Kelley Frazier, Clerk, Andrew Urban, Director of Finance 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. Connelly asked that members focus on the budget at hand and to not let other topics become the focus during these budget hearings.

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

Mr. Westbrook stated that he is concerned when human resource decisions have to be made at the Board of Finance level instead of at the Executive Level. Ms. Lane noted that she has the same issues in her work environment and she is unaware of any way around it.

DEPARTMENT 0311 PUBLIC WORKS:

Public Works Administration #3110:

Ms. Parulis discussed her administrative needs in Land Use. There is enough work in Land Use to support a full time administrative position. Mr. Riggio also is requesting a full time administrative person at the town garage to support Public Works. Ms. Lane asked if this position could work a 30 hour work week. Mr. Riggio stated that he needs someone there fulltime to accept deliveries and to deal with townspeople coming into the building. Ms. Lane asked if security is an issue. Mr. Riggio stated that he feels that this is not a problem. Ms. Parulis stated that currently Public Works is using half of the current Land Use Administrative Assistant's time. There are many things that are not able to be done at this time with the position being shared. Mr. Riggio discussed his needs for the Town Garage. The Fire Marshall will also move to the Garage and will share the administrative support with Public Works.

Mr. Bishop noted that the Board of Selectmen discussed this extensively. He feels that some of Mr. Riggio's time is misused because he does not have administrative support. He sees higher demands being placed on Public Works. He noted that we provide a great public service to the town and having an Administrative Assistant will provide additional support.

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

RESOLVED: Unanimously to appropriate in Public Works – Administration in Account #3110.0101.5 Regular Payroll the amount of FOUR HUNDRED SEVENTY SEVEN THOUSAND, FOUR HUNDRED AND SIXTY ONE (\$477,461).

Upon a motion made by Rick Westbrook and seconded by Gary Gavigan it was:

RESOLVED: Unanimously to appropriate in Public Works – Administration FIVE HUNDRED TWENTY NINE THOUSAND, SIX HUNDRED ELEVEN DOLLARS (\$529,611) for Public Works - Administration.

Public Works – Roads #3111:

Mr. Riggio is concerned with the funding for paving. The difficult winter has caused many of the roads to be in poor condition. There was a brief discussion the funding for paving. It was noted that there are LOCIP funds available.

Upon a motion made by Rick Westbrook and seconded by Tanya Lane the Westbrook Board of Finance unanimously **VOTED** to decrease Street Sign Striping in the amount of \$ 3,000.

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

RESOLVED: Unanimously to appropriate Public Works – Road TWO HUNDRED FIFTY FIVE THOUSAND, EIGHT HUNDRED NINETY DOLLARS (\$255,890) for Public Works - Roads.

Public Works Garage #3112:

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

RESOLVED: Unanimously to appropriate the sum of FIFTY ONE THOUSAND SIX HUNDRED TWENTY TWO DOLLARS (\$51,622) for Public Works-Garage.

Public Works Transfer Station #3113:

Upon a motion made by George Pytlik and seconded by John Leake to approve the budget as submitted. Discussion ensued.

Upon a motion made by John Leake and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to decrease Maintenance in the amount of \$2,500.

Mr. Pytlik agreed to amend his motion.

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

RESOLVED: Unanimously to appropriate the sum of SEVENTY NINE THOUSAND TWO HUNDRED TWENTY FIVE DOLLARS (\$79,225) for Public Works - Transfer Station.

Public Works Motor Vehicle #3114:

Street sweeping was discussed. The machine purchased in 2000 will continue to be refurbished as needed.

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

RESOLVED: Unanimously to appropriate the sum of NINETY FOUR THOUSAND SIX HUNDRED FIFTY DOLLARS (\$94,650) for Public Works-Motor Vehicle.

Public Works Property Management #3115:

Maintenance work needs to be done on the beach store.

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

RESOLVED: Unanimously to appropriate the sum of EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$18,750) for Public Works-Property Management.

Public Works Waste Collection #3116:

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

RESOLVED: Unanimously to appropriate the sum of SEVENTY FOUR THOUSAND DOLLARS (\$74,000) for Public Works-Waste Collection.

Public Works Parks Maintenance #3117:

Upon a motion made by George Pytlik to approve the budget as submitted and seconded by Rick Westbrook for further discussion.

Upon a motion made by George Pytlik and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to decrease Parks Electric in the amount of \$1,000.

Mr. Pytlik agreed to amend his motion.

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

RESOLVED: Unanimously to appropriate the sum of TWO HUNDRED EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$208,500) for Public Works-Parks Maintenance.

DEPARTMENT 0311 PUBLIC WORKS

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

RESOLVED: Unanimously to appropriate the sum of ONE MILLION, THREE HUNDRED TWELVE THOUSAND TWO HUNDRED FORTY EIGHTSEVEN HUNDRED FORTY EIGHT DOLLARS (\$1,312,248) for Department #0311- Public Works.

DEPARTMENT 0312 WPCC

Marilyn Ozols was present to discuss her staffing needs. She is concerned that legal and supplies were decreased.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to increase Legal \$1,000.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to increase Supplies \$100.

Upon a motion made by Rick Westbrook and seconded by George Pytlik it was:
RESOLVED: Unanimously to appropriate the sum of SIXTY SIX THOUSAND, SEVEN HUNDRED NINETY EIGHT DOLLARS (\$66,798) for WPCC.

DEPARTMENT 0314 FACILITIES

Buildings – Town Hall

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to increase \$9,000 in Equipment Maintenance.

Upon a motion made by Rick Westbrook and seconded by George Pytlik it was:
RESOLVED: Unanimously to appropriate the sum of THIRTY SEVEN THOUSAND, ONE HUNDRED DOLLARS (\$37,100) for Buildings – Town Hall.

Building - Academy

Upon a motion made by George Pytlik and seconded by Gary Gavigan it was:
RESOLVED: Unanimously to appropriate the sum of FIVE THOUSAND, EIGHT HUNDRED NINETY FIVE DOLLARS (\$5,895) for Building – Academy.

Mr. Westbrook discussed that fuel expenses will likely increase for next year.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to increase \$250 in Heating.

Mr. Pytlik agreed to amend his motion.

Upon a motion made by George Pytlik and seconded by Gary Gavigan it was:
RESOLVED: Unanimously to appropriate the sum of SIX THOUSAND ONE HUNDRED FORTY FIVE DOLLARS (\$6,145) for Building – Academy.

Buildings – Riggio Building

Line items were discussed.

Upon a motion made by George Pytlik and seconded by John Leake it was:
RESOLVED: Unanimously to appropriate the sum of TWENTY THOUSAND, ONE HUNDRED AND NINETEEN DOLLARS (\$20,119) for Building – Riggio Building.

Buildings – Old Library

Water was briefly discussed.

Upon a motion made by George Pytlik and seconded by John Leake it was:
RESOLVED: Unanimously to appropriate the sum of SEVEN THOUSAND TWO HUNDRED DOLLARS (\$7,200) for Building – Library.

Buildings – Mulvey Center

Line items were discussed. The Heating estimate needed to be increased due to pricing.

Upon a motion made by George Pytlik and seconded by John Leake it was:
RESOLVED: Unanimously to increase Heating by appropriate the sum of TWO HUNDRED AND FORTY SEVEN THOUSAND, SIX HUNDRED SEVENTY NINE DOLLARS (\$247,679) for Building – Mulvey Center.

Upon a motion made by George Pytlik and seconded by John Leake it was:
RESOLVED: Unanimously to appropriate the sum of THREE HUNDRED AND EIGHTEEN THOUSAND, TWO HUNDRED AND FORTY TWO DOLLARS (\$318,242) for Department #0314- Facilities.

Ms. Lane feels that conferences and supplies are a larger than expected expense. She asked if it is an accounting issue. She questions these expenditures and would like an explanation. Mr. Urban stated that there has been a Supply Spend Analysis done by W. B. Mason. There has been a significant savings by using one supplier. She asked if we decrease supplies by 25% would this be a hardship. Mr. Urban noted that line items have been consolidated. The Spend Analysis compared various office supply companies. Mr. Westbrook stated that looking at these line items is a learning process. He feels that a 25% cut would not be appropriate. We need to ask every Department about their supply usage if they seem high.

ADJOURNMENT

On motion duly made and seconded, the Board unanimously **VOTED** to adjourn at 8:58pm.

Respectfully Submitted

Kelley S. Frazier, Board Clerk