

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
JANUARY 18, 2012**

The regular meeting of the Westbrook Board of Finance was held on Wednesday, January 18, 2012. In attendance were Chairman Paul Connelly, Gary Garvin, George Pytlik, Keith Maynard and Rick Westbrook. Also in attendance were First Selectmen Noel Bishop, Facilities Manager Loren Baker, Jr., Kelley Frazier, Clerk, Director of Finance Andrew Urban and Michelle Loso from Seward and Monde. Absent: Ms. Seidman

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 7:35 p.m. Mr. Connelly led the Board in the Pledge of Allegiance.

APPROVAL OF RECORDING SECRETARY

Mr. Connelly introduced the new interim recording secretary.

Upon a motion made by Mr. Westbrook and seconded by Mr. Pytlik the Westbrook Board of Finance VOTED to move the Town Hall Upgrade discussion to the beginning of the agenda. The motion carried by a unanimous vote.

A request has been made by the Facilities Manager Loren Baker, Jr. to upgrade the building system software for the Mulvey Center Alteron Energy Management System in the amount of \$9,900.00. This will be taken from the Capital and Non-Recurring Expense fund. Mr. Westbrook asked for a review of software used by the town to plan for future upgrades. He would like to see a plan like the one currently done for hardware replacement.

Upon a motion made by Mr. Pytlik and seconded by Mr. Maynard, the Westbrook Board of Finance unanimously VOTED to approve the appropriation of \$9,900.00 for an upgrade to the Mulvey Center Alerton Energy Management System. The motion passed.

TOWN AUDITORS: FY2011 ANNUAL AUDIT RESULTS

Michelle Loso from Seward and Monde presented the audit results to the Board of Finance. Mr. Urban will share his responses to the audit recommendations via an email to Board members.

Upon a motion made by Mr. Pytlik and seconded by Mr. Westbrook the Board of Finance VOTED to unanimously accept the preliminary Audit Report from Seward and Monde. The motion passed.

APPROVAL OF MINUTES

Upon a motion made by Mr. Gavigan and seconded by Mr. Pytlik, the Board VOTED to table the minutes from the December 2011 Board of Finance meeting. The motion carried by a unanimous vote.

DIRECTOR OF FINANCE REPORT – A. URBAN

Director of Finance Andrew Urban stated that the numbers are right where they should be for both revenues and expenditures.

- Proposed Financial Policies

Upon a motion made by Mr. Pytlik and seconded by Mr. Gavigan, the Board VOTED to table the discussion of the Financial Policies until the February meeting. The motion passed by unanimous vote.

TREASURER’S REPORT – A. URBAN

Mr. Urban said that we are in good standing in regards to town finances. Funds were received from the state for the Town Garage. The State Trooper contact has not been paid.

Upon a motion made by Mr. Westbrook and seconded by Mr. Maynard the Board VOTED to approve the Treasurer’s Report as submitted. The motion carried by a unanimous vote.

BOARD OF SELECTMEN REPORT – N. BISHOP

Mr. Bishop noted that he researched Youth and Family Services departments in other towns and found that there is an increasing demand from the public for these services. Some departments are town agencies, some are not. The Board of Selectmen’s report will give more information. Mr. Connelly inquired about benefit packages. This information will be available in the documents generated in the budget workshops.

Mr. Bishop invited Board members and the community to an evening discussion with our Legislative Representatives January 26th from 6:00-7:30pm at Town Hall.

PUBLIC COMMENT

None

APPROPRIATIONS

Adopt a Spot - \$3,000 -

Upon a motion made by Mr. Gavigan and second by Mr. Pytlik the Board VOTED to accept the \$3,000 grant from the Westbrook Foundation and to approve the appropriation from the Adopt a Spot program for signs, safety vests and cones in accordance of the grant application. Mr. Connelly and Maynard voted yes. Mr. Westbrook abstained.

OLD BUSINESS

None

NEW BUSINESS

Board of Education has finalized the agreement with the teacher’ union.

APPROVAL OF BILLS

Upon a motion made by Mr. Pytlik and seconded by Mr. Westbrook, the Board VOTED to approve the payment of the following bills: \$49.95 Mileage, \$44.00, \$99.18, \$77.14 and \$198.36 for Services Rendered to Kathleen H. Kelemen.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board unanimously VOTED to adjourn at 10:09pm.

Respectfully Submitted,

Kelley S. Frazier, Board Clerk