

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

The Westbrook Board of Finance Regular Meeting was held on Wednesday, July 17, 2013 at 7:00pm in the Multi Media Room. In attendance were Chairman Paul Connelly, George Pytlik, Gary Gavigan(7:40pm Arrival) Keith Maynard and Rick Westbrook. Also in attendance were Andrew Urban, Director of Finance. Absent: Sherry Seidman

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 7:05pm.

APPROVAL OF MINUTES

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Board of Finance unanimously **VOTED** to table the minutes from the June 17, 2013 Regular Meeting until the network is available.

TREASURER'S REPORT

Ms. Butterworth was present and discussed the Treasurer's Report. She discussed the final report for the year.

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

RESOLVED: Unanimously by the Board of Finance to approve the Monthly Treasurer's Report as presented.

FIRST SELECTMEN REPORT

Mr. Bishop was not present.

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to table the First Selectmen's Report. The motion was approved.

Upon a motion made by George Pytlik and seconded by Keith Maynard the Westbrook Board of Finance unanimously **VOTED** to move agenda Item 6 Capital Appropriations up in the agenda. The motion was approved.

APPROPRIATIONS

Fire Department Safety Truck - \$57,000

There was a discussion about the truck which will be purchased and its function. The contingency line item was discussed in detail. Mr. Pytlik feels that the contingency should remain in the approved dollar amount.

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

RESOLVED: Unanimously by the Board of Finance to approve the capital appropriation in the Capital and Non-Recurring Expenditures fund Source Account#: 101.3020.0000.0922.3 CNR Reserve – Fire Equipment to Budget Account #: 101.2014.0006.0422.5 Fire Department Safety Truck in the amount of \$57,000.

Mr. Urban will inform the Board of Finance if the contingency funds are used for the purchase of the Safety Truck.

Public Works Mason Dump Truck - \$45,000

Mr. Urban discussed the specifications of the truck to be purchased. This truck will have snowplow. He explained why this expenditure has been moved up one year.

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

RESOLVED: Unanimously by the Board of Finance to approve the following capital appropriation in the Capital and Non-Recurring Expenditure Fund Source Account#: 101.3020.0000.0923.3 CNR Reserve – Public Works Equipment to Budget Account#: 101.2014.0005.0422.5 Public Works Pickup Truck in the Amount of \$45,000.

Upon a motion made by Rick Westbrook and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to move the Library Fund Annual Appropriation up in the agenda.

Town of Westbrook
Board of Finance Regular Meeting
July 17, 2013

Library Fund Annual Appropriation - \$15,000

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

RESOLVED: Unanimously by the Board of Finance to approve the supplemental appropriation in the amount of \$15,000 for Source Account #: 303.3010.0000.3020.3 Library Fund Unassigned Fund Balance to Budget Account#: 303.0810.8101.0517.5 Library Fund Expenditure Control Account.

Snowstorm Nemo - \$14,826

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

RESOLVED: Unanimously by the Board of Finance to approve the capital appropriation in the Capital and Non-Recurring Expenditure fund Source Account #: 101.3010.0000.3020.3 CNRE Unassigned Fund Balance in the amount of \$14,826 to Budget Account#: 101.2013.0012.0615.5 Snow Storm Nemo Restoration.

DIRECTOR OF FINANCE REPORT

Monthly Financial Report

Preliminary FY2013 Operating Results

Mr. Urban gave a brief update of the monthly financials. The payroll postings and journal entries are being completed. A written report will be complete next week. Accruals have not been completed. The Board of Education will most likely not have any funds to return to the Town. The resident state trooper contract will not be paid until the amount is finalized.

Status of 2013 Bond Issue

Mr. Urban discussed our rating and how towns are rated. We are very small and it would be difficult for a town this size to get at AAA rating. We will receive our rating on Monday morning. The sale will be July 31, 2013. The AA 20 year rate is 3.25 percent.

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

RESOLVED: Unanimously by the Board of Finance to approve the Monthly Financial Report as presented by Mr. Urban.

Upon a motion by Rick Westbrook and seconded by George Pytlik the Board of Finance unanimously **VOTED** to approve payment of \$12,200 to Seward and Monde for FY2013 Audit of Town.

PUBLIC COMMENT

None

NEW BUSINESS

The Board discussed the budgeting process. There are various issues that need to be addressed regarding the use of the laptops. Mr. Urban will have the IT consultant look at each laptop for problems. Training was suggested and will be coordinated by Mr. Urban.

OLD BUSINESS

Mr. Gavigan discussed that there are grants available for the transportation design for the train station. He is working with Ms. Parulis on this issue. He noted that the UCONN plan is delayed until the fall. These are long term considerations.

The high school roof replacement will begin soon.

APPROVAL OF MINUTES

Upon a motion made by Rick Westbrook and seconded by Keith Maynard the Board of Finance unanimously **VOTED** to approve the minutes from the June 17, 2013 Regular Meeting as written.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:40pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk