

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
APRIL 16, 2014 7:45PM MULTI MEDIA ROOM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, April 16, 2014 in the Multi Media Room. In attendance were Paul Connelly, Rick Westbrook, Gary Gavigan and Tanya Lane. Also in attendance were Andrew Urban, Director of Finance and Noel Bishop, First Selectman. Absent: George Pytlik and John Leake

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 8:05pm.

APPROVAL OF MINUTES

Upon a motion made by Gary Gavigan and seconded by Tanya Lane the Westbrook Board of Finance unanimously **VOTED** to approve the minutes from the February 19, 2014, March 10, 2014, March 11, 2014, March 12, 2014, March 17, 2014, March 18, 2014, March 26, 2014 and April 1, 2014 as written.

Upon a motion made by Gary Gavigan and seconded by Tanya Lane the Westbrook Board of Finance unanimously **VOTED** to add to the agenda in New Business a discussion of the Citizen's Budget Guide.

TREASURER'S REPORT

Mr. Urban noted that the cash flow is being monitored very carefully.

Upon a motion made by Gary Gavigan and seconded by Tanya Lane the Westbrook Board of Finance unanimously **VOTED** to accept the Treasurer's Report as written.

FIRST SELECTMEN REPORT

Mr. Bishop gave a brief update. He noted that we have received reimbursement from the State for the Town Garage.

DIRECTOR OF FINANCE REPORT

March 2014 Monthly Financial Report

Mr. Urban discussed the Financial Statement for March. He is able to make reasonable projections for Revenue and Expenses. We are where we expect to be. Mr. Urban noted that tax collections are at 99.3%. He answered various questions from Board members regarding the Town Garage project.

Upon a motion made by Rick Westbrook and seconded by Gary Gavigan, the Westbrook Board of Finance **VOTED** to approve the Financial Report as presented.

APPROPRIATIONS AND OTHER RESOLUTIONS

None

CONTINGENCY TRANSFERS

None

PUBLIC COMMENT

None

NEW BUSINESS

Citizen's Budget Guide

Mr. Ehlert distributed a reprint of the State Elections Enforcement Commission specifically on the spending of funds to inform citizens regarding a referendum. Mr. Ehlert discussed a filing of a FOI complaint for a discussion regarding the Citizen's Budget Guide. The Citizen's Budget Guide was published last year and Mr. Ehlert questions the validity. Discussion ensued regarding the process and approval of the Citizen's Budget Guide. There is a meeting scheduled tomorrow to approve distribution of this guide by the Board of Selectman and Mr. Ehlert is not available to be at the meeting or conferenced in. The cost for this guide is \$1,700 from the Selectmen's budget. Mr. Ehlert feels that proper procedure for distribution of this guide has not been followed. Mr. Ehlert noted that the Town Clerk has not been included in the process. He wanted all Board of Finance members to be aware of this situation. Mr. Urban confirmed that Attorney Wells did review this document. Mr. Connelly confirmed that the Board of Finance did not approve this guide. Mr. Urban feels that the facts will clarify this situation. Mr. Westbrook noted that a referendum will happen because in previous years the Save Westbrook group determined that a referendum will occur each year. Ms. Lane asked Mr. Ehlert if the wording of the Citizen's

Guide or the approval process is the problem? Mr. Ehlert he is concerned that a document like this could be distributed without appropriate review and the approval process was not followed. He asked that the meeting to discuss this document be scheduled at a time when he can attend. Mr. Urban verified that the date of publication is April 23rd. Mr. Ehlert discussed items in the budget where he feels reductions could be made. Mr. Bishop noted that the Citizen's Guide is basic information for the public. This type of document is used by other shoreline towns. Mr. Bishop noted that the Attorney did review this document and had an opportunity to revise it last year. This year this guide was completed over the weekend and was distributed to the Board of Selectmen and the Board of Finance for review. The timeline was stepped up because it was felt that citizens would benefit from having it earlier. This document was discussed after the Board of Finance adjourned their CIP meeting. Ms. Coffey was satisfied after talking to Mr. Bishop that discussion regarding this document took place after adjournment with no quorum. The Attorney advised that to be 100 percent compliant we should have the Board of Selectmen approval. Mr. Bishop noted that the only thing that is different from last year's guide is the budget numbers which have been updated. Mr. Urban noted that it is important to know what the FOI request is. Mr. Urban read the FOI request and feels that there is no basis for this request. Discussion ensued regarding receipt of the Citizen's Guide.

Review of FY2014-15 Revenue Estimates

The Revenue Estimates were distributed and discussed.

OLD BUSINESS

Mr. Gavigan would like to have a discussion regarding staffing before next year's budget is complete. He noted that there are people who work for the town who do not have a contract. We need to review what their job duties are. Mr. Leighton does not have a formal contract for the town and works for other towns. Mr. Gavigan spoke with the Director of the Department of Health. Over 300 inspections were not completed in 2013. We have no record of the restaurant inspections adhering to state requirements. This has put the residents at risk and the town in jeopardy of litigation. Mr. Bishop noted that there is an ad hoc health committee. This committee will come forth with recommendations for staffing of the Department of Health. Mr. Gavigan asked how many hours a week Mr. Leighton works for Westbrook? Mr. Urban stated 25 hours. It was noted that Mr. Leighton is not certified. A Professional Services Agreement should be worked on by the Ad Hoc Committee. Mr. Ehlert agrees that we need to look at the contacts we have or need to have. Mr. Gavigan has asked if the 10 hours for the restaurant inspector is adequate? The Director of Health feels that it is. Mr. Bishop noted that all hourly workers have to fill out a time sheet which is signed by their supervisor. Salaried employees do not fill out a time sheet. There is a high rate of accountability. Mr. Urban said that the draft of the professional services agreement was not sent to Mr. Ehlert in error. He will send it to him.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:28pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk