

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE MEETING
BUDGET HEARING
WESTBROOK MULVEY MUNICIPAL CENTER
MARCH 10, 2014**

The Westbrook Board of Finance Budget Hearing was held on Monday, March 10, 2014. In attendance were Chairman Paul Connelly, Tanya Lane, John Leake, George Pytlik, Gary Gavigan, and Rick Westbrook. Also in attendance were Kelley Frazier, Clerk, Noel Bishop, First Selectman, Selectman, Andrew Urban, Director of Finance, Jane Butterworth, Treasurer, Pam Fogarty, Assessor, Kim Bratz, Tax Collector, Joan Angelini, Town Clerk, Chris Ehlert, Selectman, John Riggio, Public Works, Mary Labbadia and Nancy Moore, Elections. Absent:

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 7:00p.m. Mr. Connelly led the Board in the Pledge of Allegiance.

Mr. Urban discussed the budget that was approved by the Board of Selectmen. He reviewed the Town of Westbrook Fiscal Year 2014-2015 Budget Analysis and process.

To accommodate the attendees, the Elections item will be moved to the front of the agenda.

BUDGET HEARING

All motions made are for the proposed budget for Fiscal Year 2014/2015. The Board of Finance discussed the personnel requests and budget line items submitted by various departments. Mr. Gavigan would like the Board to consider contingency funds and budget requests and what sort of control is needed for the line items. Mr. Gavigan feels an accurate budget should be presented to the town. Mr. Urban noted that all contingency appropriations come before the Board of Finance for approval after the Board of Selectmen have approved. Mr. Ehlert discussed how the Board of Selectmen developed the budget.

DEPARTMENT 0113 ELECTIONS:

Upon a motion made by George Pytlik and seconded by Tanya Lane it was:

RESOLVED: Unanimously to appropriate the sum of FORTY SIX THOUSAND SEVEN HUNDRED AND SEVENTY TWO DOLLARS (\$46,772) for Department #0113 Elections.

DEPARTMENT 0111 EXECUTIVE – CHIEF ELECTED OFFICER:

The Board had a brief discussion regarding the increase in payroll. This will remain in the Executive budget.

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

RESOLVED: Unanimously to appropriate the sum of ONE HUNDRED SIXTY ONE THOUSAND, TWO HUNDRED AND EIGHTY FOUR DOLLARS (\$161,284) for Department #0111 First Selectman.

DEPARTMENT 0114 TREASURER:

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

RESOLVED: Unanimously to appropriate the sum of FOURTEEN THOUSAND FIVE HUNDRED AND TEN DOLLARS (\$14,510) for Department # 0114 Treasurer.

DEPARTMENT 0115 ASSESSOR:

The Board had various questions regarding the additional payroll hours request.

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

RESOLVED: Unanimously to appropriate the sum of ONE HUNDRED THIRTY EIGHT THOUSAND, FIVE HUNDRED AND SEVENTY FOUR DOLLARS (\$138,574) for Department #0115 Assessor.

DEPARTMENT 0116 Div 1160 TAX COLLECTOR

There was a discussion regarding the increase in postage fees. It was decided that postage should be increased \$600.00 to the original request of \$6,500.

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

RESOLVED: Unanimously to appropriate the sum of ONE HUNDRED AND TEN THOUSAND, FIVE HUNDRED AND SEVENTY FIVE DOLLARS (\$116,841) for Department #0116 Division 1160 Tax Collector and the Tax Collector Refunds Department #0116 Div 1161 in the amount of \$20,000 TWENTY THOUSAND DOLLARS.

DEPARTMENT 0117 FINANCE DIRECTOR:

Upon a motion made by George Pytlik and seconded by Gary Gavigan it was:

RESOLVED: to appropriate the sum of ONE HUNDRED FIFTY THOUSAND, TWO HUNDRED AND NINETEEN DOLLARS (\$150,219) for Department #0117 Finance. Ayes: Gary Gavigan, George Pytlik, Tanya Lane and John Leake. Nays: Rick Westbrook

DEPARTMENT 0118-LEGAL SERVICES:

Upon a motion made by George Pytlik and seconded by Tanya Lane it was:

RESOLVED: Unanimously to appropriate the sum of FIFTY THREE THOUSAND DOLLARS (\$53,000) for Department #0118 Legal Services.

DEPARTMENT 0119 TOWN CLERK

The Board discussed the additional hours requested. Ms. Angelini discussed the increase in activity in her office. Mr. Bishop noted that he will get a legal opinion regarding the options available for the additional hours needed.

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

RESOLVED: Unanimously to table this item until further information can be obtained.

DEPARTMENT 0120 BOARD of ASSESSMENT APPEALS

Upon a motion made by George Pytlik and seconded by Tanya Lane it was:

RESOLVED: Unanimously to appropriate the sum of ONE THOUSAND TWO HUNDRED AND THIRTY EIGHT DOLLARS (\$1,238) for Department #0120 Board of Assessment Appeals.

DEPARTMENT 0121-BOARD OF FINANCE:

It was discussed that it is a good idea to have copies of the Annual Financial Report available for residents.

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

RESOLVED: Unanimously to appropriate the sum of THIRTY FOUR THOUSAND FIVE HUNDRED AND SIXTY SEVEN DOLLARS (\$34,567) for Department #0121 Board of Finance.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

On motion duly made and seconded, the Board unanimously **VOTED** to adjourn at 9:55pm.

Respectfully Submitted

Kelley S. Frazier, Board Clerk