

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF FINANCE REGULAR MEETING  
WESTBROOK MULVEY MUNICIPAL CENTER  
May 18, 2016 6:30PM**

The Westbrook Board of Finance Regular Meeting held on May 18, 2016 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, George Pytlik, Tony Cozza, Rick Westbrook and John Leake. Also in attendance were Noel Bishop, First Selectman, Andrew Urban, Director of Finance and Kelley Frazier. Absent: Gary Gavigan

**CALL TO ORDER**

The meeting was called to order by Mr. Connelly at 6:30pm. The meeting began with the Pledge of Allegiance.

Mr. Connelly thanked Mr. Westbrook for his efforts at the Town Meeting.

**APPROVAL OF MINUTES – March 16, 2016 and April 27, 2016**

Upon a motion made by George Pytlik and seconded by John Leake the Westbrook Board of Finance **VOTED** to approve the February 17, 2016 minutes as amended.

**Amendments to the April 27, 2016 Meeting:**

Lou Boyd should be Lou Daniels

**FIRST SELECTMAN’S REPORT**

Mr. Bishop gave a brief update. Next week after the Board of Selectman’s meeting, there will be a meeting on policing in Westbrook. The committee will be formalized very soon. There is a blight committee meeting next week. It will be decided at this time as to whether this type of ordinance will go to a hearing or referendum. If there is financial implication, it will come before the Board of Finance for approval. Mr. Bishop attended a meeting of the municipalities. He noted that no other town had such a low percentage increase for their budgets presented to their towns. Tomorrow there will be a Board of Fire Commissioners meeting to review reports of the State Fire Marshall.

**TREASURER’S REPORT**

Ms. Butterworth gave a brief update. We did transfer money from STIF to checking for bill payment.

Upon a motion made by Rick Westbrook and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to accept the Treasurer’s Report as presented.

Upon a motion duly made and seconded, the Westbrook Board of Finance unanimously **VOTED** to move the Appropriation and Other Resolutions item up in the agenda.

**APPROPRIATIONS AND OTHER RESOLUTIONS**

There is a channel forming between the two courts that needs to be repaired.

### **Capital Appropriation – Public Works – Tennis Court Repairs - \$6,000**

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

**RESOLVED** unanimously by the Westbrook Board of Finance to approve the following capital appropriation in the Capital and Non-Recurring Expenditure Fund in Source Account #:101.3020.0000.0951.3/101.2016.1619.0951.4 CNRE Unassigned Fund Balance to Budget Account # 101.2016.1619.0450.5 Tennis Court in the amount of \$6,000.

### **DIRECTOR OF FINANCE REPORT**

#### **April 2016 Financial Reports**

There was nothing notable to report. The variances we see are all explainable. Revenues and expenditures are where we expect them to be. Mr. Urban discussed the Actuals to Budget report. We are looking at a slight operating surplus and we are also anticipating additional revenue. There is minimal change in the CNR reserves. Projects will be closed at the end of the fiscal year if complete. Mr. Urban also discussed the capital projects which are all on target.

Upon a motion made by John Leake and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to accept the Financial Report as presented.

#### **2016 Bond Issue**

Mr. Urban discussed the list of projects which will be included in the 2016 Bond Issue. The bond issue amount is \$2,900,000 which does include the issuance fee. The Lynn Road Bridge has a shortfall. The new estimate is \$1,417,808. The DOT will pay for 45% of this project. The footings have to be replaced. The Flat Rock Place project is also over budget. This is not a state funded project. Mr. Bishop will get a written report from Mr. Riggio to be discussed at the next Board of Finance meeting as to what repairs are needed. There was concern regarding the engineering estimates not being accurate. We need an analysis of Woodard and Curran's ability to estimate these types of projects. Mr. Bishop will discuss this with them in an upcoming meeting. The Board of Education projects are bondable projects. The Riggio building repair estimate is \$100,000. Mr. Bishop will report on the Riggio building lease contracts that occupants have with the town. The lease documents may need to be reviewed. The Riggio building bonds will be a separate ordinance and resolution. Mr. Urban is suggesting having a town meeting the last two weeks of June to approve the capital appropriations. He suggests that we have a special Board of Finance meeting on June 8<sup>th</sup> at 7:00pm. There will be three resolutions.

Upon a motion made by George Pytlik and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to have a special Board of Finance meeting on June 8<sup>th</sup> at 7:00pm.

Mr. Urban discussed possibly having a reissuance of a bond from 2012. This would have a savings of 3%. The Board of Selectmen have the authority to approve a refunding.

### **PUBLIC COMMENT**

None

### **NEW BUSINESS**

#### **Critique of May 11<sup>th</sup> Town Meeting**

Mr. Westbrook felt that both presentations were too long. It should be a more abbreviated version from the town meeting. Mr. Connelly thought it was a bit cluttered. The decision to go to a secret ballot vote caused this meeting to go longer. A hand vote would have been faster. Mr. Bishop noted that the budget guide was very helpful. The High School auditorium would be a good venue for this meeting. Mr. Wells recommended that we use the same presentation for the

town hearing and the town meeting. Mr. Cozza noted that it needs to be stated what the process will be in the guide and then have a shortened presentation at the town meeting. The hearing should have the details. The Assessor and the Registrar of Voters felt it was chaotic. They suggested that citizens are given a chip to vote with after they are prequalified to vote. People can at any time during the meeting cast their chip in a private setting.

#### **Set Mill Rate for FY2017**

Upon a motion made by George Pytlik and seconded by Rick Westbrook to set the mill rate at 23.14 mills for discussion.

Mr. Pytlik feels that we should not take anything out of the fund balance. Mr. Cozza agrees. Mr. Leake feels that we should take \$150,000 out of fund balance to lower the increase to citizens. Mr. Urban noted that this would not lower the tax rate much. Mr. Westbrook noted that next year's projected shortfall is much larger. He feels that we will receive less state funding next year. He would like to keep funds in the fund balance. Mr. Urban discussed possible reductions next year and the revenue. He noted that we may get more funding when the town by town analysis is complete.

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

**RESOLVED:** Unanimously to set the mill rate at 23.14 mills for Fiscal Year 2017 with an increase of .63mills. Ayes: Rick Westbrook, Paul Connelly, Tony Cozza and George Pytlik.  
Nays: John Leake

#### **CORRESPONDENCE**

No correspondence at this time.

#### **ADJOURNMENT**

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:17pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk