

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

The Westbrook Board of Finance Budget Special Meeting was held on Wednesday, June 20, 2012. In attendance were Chairman Paul Connelly, George Pytlik, Rick Westbrook, Gary Gavigan(7:52pm), and Sherry Seidman. Also in attendance were Kelley Frazier, Secretary to the Board, Jane Butterworth, Treasurer, Meg Parulis, Town Planner and Andrew Urban, Director of Finance. Absent: Keith Maynard

**CALL TO ORDER**

The meeting was called to order by Chairman Connelly at 7:32pm. The meeting began with the Pledge of Allegiance.

To accommodate meeting attendees the following motion was made:

Upon a motion made by George Pytlik and seconded by Sherry Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance to move the Town Center Study to be moved up in the agenda.

Meg Parulis discussed a study being conducted by the University of Connecticut pertaining to the town center. The full cost of the study was \$20,000, but we have already spent \$4,000 from the FY2011-12 operating budget. Ms. Parulis is requesting an additional \$16,000 to complete this study. The initial payment is \$10,000 and then there is a schedule of payments. The next payment will be in the fall of 2012. Phase Four will be incurred in FY2013. The agreement states that the town can stop the study after the completion of any phase.

**Town Center Study- \$16,000**

Upon a motion made by Rick Westbrook and seconded by Sherry Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance to approve the appropriation in the Capital Non-Recurring Expenditure Fund in the sum of \$16,000 from Source Account # 101.3010.0000.3020.3 CNRE Unassigned Fund Balance to Budget Account # 101.2012.0027.0613.5 Town Center Study as recommended by the Board of Selectmen.

**APPROVAL OF MINUTES**

Upon a motion made by Rick Westbrook and seconded by Sherry Seidman the Board **VOTED** to table the minutes from the May 16, 2012 Board of Finance Meetings until a future meeting.

**DIRECTOR OF FINANCE REPORT**

**Monthly Financial Report:**

Mr. Urban discussed the end of the year financial status. He noted that the invoice for the Resident State Trooper contract have been received. The Board of Education is shown as being totally expended. If there are dollars remaining, the amount will go into their capital account. Mr. Urban noted that the financial outlook looks similar to last year. He said that most departments have money remaining in their budget. Mr. Bishop noted that if there is a surplus this should be considered when factoring the budget numbers for next year. Mr. Connelly said there may be circumstances that allow dollars to be left over such as a mild winter. He wants to be careful in budgeting too conservatively. Mr. Urban stated that the auditors review this. The projected surplus is over \$707,000. Mr. Urban will keep the Board informed as he goes through the process of closing the books as to what the final surplus amount will be.

The Capital Project Status Report was distributed. The state will reimburse us for \$492,000 for the McVeagh project. We have received several payments. The tennis courts are being repaired. Mr. Bishop noted that the Willard Avenue sidewalk will be finished. There is a drainage project for Grove Beach which will go out to bid, but will not be completed until this summer.

Upon a motion made by Sherry Seidman and seconded by Gary Gavigan it was:

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

**TREASURER'S REPORT**

Ms. Butterworth discussed the new format for her report which makes it more readable. The numbers now tie back to the bank statement. A Cash Flow Analysis indicates that in July we usually have \$9,000,000 in surplus funds for investment. Mr. Connelly is concerned that there may not be enough checks and balances in place. Mr. Urban feels that we do have the safeguards

Town of Westbrook  
Board of Finance Special Meeting  
June 20, 2012

we need. He works with both Ms. Butterworth and the Department Heads to ensure proper financial guidelines are met.

Upon a motion made by Rick Westbrook and seconded by Sherry Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance to accept the Treasurer's report as presented.

Upon a motion made by George Pytlik and seconded by Sherry Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance to move the Board of Selectmen report up in the agenda.

**BOARD OF SELECTMEN REPORT**

Mr. Bishop there will be an update on pending legal cases the town has pending. He noted that there may be financial implications. He also noted that Sharon Lessard resigned as the Senior Center Director. He said that Performance Reviews have been completed. The contract for the municipal employees and constables will mirror one another. The Board of Selectmen made a recommendation to eventually have the union and nonunion employees pay the same rate for their insurance contributions. The plan is to increase 1 percent a year. Depositions were given to Darlene Jones' attorney. Mr. Bishop noted that this case may have financial exposure. He noted that any financial settlement will come back to the Board of Finance for approval.

Mr. Gavigan asked how employees are evaluated. Mr. Bishop noted that we had an evaluation 2 years ago. An evaluation process has been developed and implemented. The union agreed to this. The average employee got satisfactory or above satisfactory as their evaluation rating. If needed, timelines could be given to employees to make improvements in their performance.

**CAPITAL IMPROVEMENT PLAN IMPLEMENTATION**

Mr. Connelly discussed going to various sites to view their capital improvement needs. It was noted that the department personnel should be available to discuss what renovations are needed at their sites. These visits are informational only.

**CIP SITE VISITS – SET DATES**

Site visits will be conducted and pictures will be taken with a digital camera of the bridges which need repair. The following dates were discussed and Mr. Connelly will confirm with site personnel:

June 27, 2012 at 7:00pm – Fisk Lane

June 27, 2012 at 7:30pm - Westbrook Firehouse

July 10, 2012 7:30pm – Westbrook Middle School/High School

July 17, 2012 7:30pm – Westbrook Daisy Elementary

The Library and Public Works garage will be scheduled in the future.

Mr. Urban stated that to fund the CIP we have two options which are own reserves and debt. Mr. Urban discussed how to fund these capital improvement items. The Board of Finance will need to decide what fire equipment will be purchased. If this equipment is not in the purchase plan, we may not be able to justify a long-term bond issued. Our fire engines are dated. Maintenance up to this point has been minimal. Mr. Gavigan would like to review the usage of the equipment. Mr. Westbrook noted that if we wait we could buy a new truck from our Capital Reserve Fund. Mr. Pytlik recommends purchasing one new truck. Mr. Pytlik and Ms. Seidman noted that they feel the communications system which does not work properly and should be addressed. Mr. Urban noted that the interest rate on 20 year AA municipal bonds is 3.65%. These rates are very low and will continue these trends. A bond issue under \$5,000,000 is inefficient. A bond authorization is valid until you rescind it. Mr. Urban recommends buying equipment every other year. Mr. Gavigan recommended going to the town with a presentation of the capital items. Mr. Urban asked the Board to consider approval of projects from the CNR so these projects can move forward. Next month we will review the list of projects which are ready to be reviewed. Mr. Urban suggested having the Board look at Fiske Lane tennis courts. This will be reviewed at 7:00pm on June 27, 2012 before the firehouse site visit.

**PUBLIC COMMENT**

None

**APPROPRIATIONS**

**Beach Store Maintenance/Sidewalk Maintenance - \$10,000**

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

**RESOLVED:** Unanimously by the Board of Finance to approve the budget transfers in the FY2011-12 General Fund Department of Public Works in the sum of \$10,000 from Account # 101.0311.3116.0512.5 GF DPW Hazardous Waste Disposal to Account # 010.0311.3115.0501.5 GF DPW Beach Store Maintenance in the amount of \$2,000 and to Account Number 010.0311.3115.0509.5 GF DPW Sidewalks Maintenance in the amount of \$8,000 as recommended by the Board of Selectmen.

**Public Works Garage Division - \$9,000**

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

**RESOLVED:** Unanimously by the Board of Finance to approve the budget transfers in the FY2011-12 General Fund Department of Public Works in the sum of \$9,000 from Account # 010.0311.3111.0232.5 GF DPW Storm Water Sampling to Account # 010.0311.3112.0222.5 GF DPW Garage Building Maintenance in the amount of \$6,000, Account # 010.0311.3112.0300.5 GF DPW Garage Building Heating in the amount of \$500, Account # 010.0311.3112.0305.5 GF DPW Garage Building Electric in the amount of \$1,500, Account # 010.0311.3112.0306.5 GF DPW Garage Building Water in the amount of \$800 and Account # 010.0311.3112.0379.5 GF DPW Garage Building Miscellaneous in the amount of \$200 as recommended by the Board of Selectmen.

**Installation of 30 Ton Chiller at Westbrook High School - \$50,000**

Upon a motion made by George Pytlik and seconded by Sherry Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance to approve the appropriation in the Non-Recurring Expenditure Fund at the Board of Finance Meeting on June 28, 2012 from Source Account # 101.3020.0000.0960.3 CNRE Reserve for Board of Education in the amount of \$50,000 to Budget Account # 101.2013.0001.0451.5 BOE High School HVAC and refer it to a town meeting for approval.

This will go to a town meeting on June 28, 2012.

**CLOSURE OF ACCOUNTS**

**Town Improvement Fund**

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

**RESOLVED:** Unanimously by the Board of Finance at the June 20, 2012 meeting to approve the closure of the Town Improvement Fund and transfer the cash balance of \$35,528.81 to the Capital and Non-Recurring Expenditure Fund. The Journal entries are as follows:

Debit Account #115.9910.9911.0899.5 Town Improvement Fund Operating Transfers Out in the amount of \$35,528.81 and to Credit Account # 115.0001.0000.0110.1 Town Improvement Fund Equity in Pooled Cash in the amount of \$35,528.81.

Debit Account #101.0001.0000.0110.1 CNRE Fund Equity in Pooled Cash in the amount of \$35,528.81 and Credit Account # 101.0070.0000.8100.4 CNRE Operating Transfers In in the amount of \$35,528.81.

**Weatherhead Medical Fund**

Upon a motion made by George Pytlik and seconded by Shari Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance at the June 20, 2012 meeting to approve the closure of the Weatherhead Medical Fund.

There was no cash activity after 2004.

**Evictions Fund**

Upon a motion made by George Pytlik and seconded by Shari Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance at the June 20, 2012 meeting to approve the closure of the Evictions Fund and transfer the cash balance of \$1,172.80 to the General Fund. The Journal entries are as follows:

This could be funded by the contingency fund.

Debit Account #312.0111.1110.0899.5 Evictions Fund Operating Transfers Out in the amount of \$1,172.80 and to Credit Account # 312.0001.0000.0110.1 Evictions Fund Equity in Pooled Cash in the amount of \$1,172.80.

Town of Westbrook  
Board of Finance Special Meeting  
June 20, 2012

Debit Account #010.0001.0000.0110.1 General Fund Equity in Pooled Cash in the amount of \$1,172.80 and Credit Account # 010.0070.0000.8100.4 General Fund Operating Transfers In in the amount of \$1,172.80.

**CNRE Project Closure**

Upon a motion made by George Pytlik and seconded by Sherry Seidman it was:

**RESOLVED:** Unanimously by the Board of Finance at the June 20, 2012 meeting to approve the closure of the following CNRE Projects and to transfer the unexpended balances to the Capital and Non-Recurring Expenditure Fund Reserve Accounts as indicated: The Journal entries are as follows:

Project Account	Closed Projects	Budget	Expended	Balance	Reserve Account #
101.2010.0110.XXXX	Affordable Housing Grant	50,000.00	-	50,000.00	101.3010.0000.3020.3
101.2011.0095.0601	POCD	105,000.00	100,561.32	4,438.68	101.3010.0000.3020.3
101.2011.0125.0604	Property Revaluation	220,000.00	219,800.48	199.52	101.3020.0000.0923.3
101.2011.0133.0410	Land Use Mobile Filing System	10,000.00	9,995.24	4.76	101.3020.0000.0925.3
101.2011.0137.0451	Senior Center Gas Line	2,950.00	1,798.68	1,151.32	101.3020.0000.0951.3
101.2012.0003.0422	DPW Backhoe	120,000.00	97,425.00	22,575.00	101.3020.0000.0923.3
101.2012.0007.0610	Garage Relocation	75,000.00	74,985.37	14.63	101.3020.0000.0951.3
101.2012.0008.0450	BOE Sidewalk repairs	25,000.00	24,511.00	489.00	101.3010.0000.3020.3
101.2012.0009.0325	Technology Upgrades	18,500.00	18,342.72	157.28	101.3010.0000.3020.3
101.2012.0010.0415	Riggio Building Windows	17,600.00	15,992.86	1,607.14	101.3020.0000.0951.3
101.2012.0013.0611	EOC Antennas	12,000.00	-	12,000.00	101.3010.0000.3020.3
101.2012.0016.0451	Town Hall Generator	8,000.00	7,547.00	453.00	101.3020.0000.0951.3
101.2012.0018.0451	Town Hall ABS Upgrade	9,900.00	9,873.00	27.00	101.3020.0000.0951.3
		<b>\$ 673,950.00</b>	<b>\$ 580,832.67</b>	<b>\$ 93,117.33</b>	
101.3010.0000.3020.3	Unassigned Fund Balance			67,084.96	101.3010.0000.3020.3
101.3020.0000.0921.3	Reserve: Assessor's Revaluation			199.52	101.3020.0000.0921.3
101.3020.0000.0923.3	Reserve: Public Works Equipment			22,575.00	101.3020.0000.0923.3
101.3020.0000.0925.3	Reserve: Office Equipment			4.76	101.3020.0000.0925.3
101.3020.0000.0951.3	Reserve: Town Buildings			3,253.09	101.3020.0000.0951.3
				<b>\$ 93,117.33</b>	

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**CORRESPONDENCE**

None

**ADJOURNMENT**

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:59pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk