

**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, September 19, 2012. In attendance were Chairman Paul Connelly, Keith Maynard, George Pytlik, Rick Westbrook, Gary Gavigan and Sherry Seidman. Also in attendance were Noel Bishop, First Selectman, Kelley Frazier, Secretary to the Board, and Andrew Urban, Director of Finance. Absent:

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 7:30pm. The meeting began with the Pledge of Allegiance.

Upon a motion by George Pytlik and seconded by Sherry Seidman the Board of Finance unanimously **VOTED** to amend the agenda to include in Number 8 Appropriations Item C. Board of Education Facilities Plan Update.

Upon a motion by George Pytlik and seconded by Sherry Seidman the Board of Finance unanimously **VOTED** to move Agenda Item 8c. Appropriations - Board of Education Facilities Plan Update to the beginning of the agenda.

The Board discussed in detail what the study will include and how the capital appropriation will be handled.

BOE Facilities Plan Update \$19,000

Upon a motion made by George Pytlik and seconded by Keith Maynard it was:

RESOLVED: Unanimously by the Board of Finance to approve the capital appropriation in the Capital and Non-Recurring Expenditure Fund in the amount of \$19,000 from Source Account # 101.3020.0000.0970.3 CNR Reserve-Planning Studies to Budget Account # 101.2013.0008.0236.5 BOE Facilities Plan Update. The motion passed.

Mr. Connelly asked Mr. Urban to work with the school Finance Director to finalize a plan for the capital expenditures.

APPROVAL OF MINUTES

Upon a motion made by Gary Gavigan and seconded by Keith Maynard the Board of Finance **VOTED** to approve the minutes from the August 20, 2012 Regular Meeting as written.

Upon a motion made by Gary Gavigan and seconded by Sherry Seidman the Board of Finance unanimously **VOTED** to amend the motion to approve the minutes from the August 20, 2012 Regular Meeting as amended.

Upon a motion made by Gary Gavigan and seconded by Keith Maynard the Board of Finance unanimously **VOTED** to approve the minutes from the August 23, 2012 Special Meeting as written.

DIRECTOR OF FINANCE REPORT

Status of FY12 Audit

The audit is going very well. All of our financial statements are complete. We are two months ahead of last year. Mr. Urban hopes to have things completed by November and a report available in December. Mr. Gavigan requested that we look for a lower bid for the audit next year.

August 2013 Financial Statements:

The General Fund Operating results indicate that this year our expenditures to budget are 17 percent. Mr. Urban noted that the departments are where they need to be.

Mr. Westbrook asked what is left in the McVeigh Road project. This account will be closed after the State Audit of the project takes place. The High/Middle School boilers still have a balance because there are two billings outstanding. The Senior Center Kitchen Hood is still not complete. The Board of Education HVAC has a balance because there are outstanding bills.

The Board of Finance has requested that the Director of the Senior Center come to the Board of Finance Meeting in October to give details regarding the Senior Center Kitchen Hood purchase.

Mr. Gavigan asked about the revenue based on tax collection which seemed to be lagging. Mr. Urban noted that building permits run in cycles. The Zoning Office has been very busy. Mr.

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Connelly asked about the transition of the Assessor and the Building Officials in processing payments. This will be looked into.

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

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

Capital Financing Review

Mr. Urban discussed his report regarding the Five Year Capital Improvement plan which the Board of Finance requested last month. This is a road map as to how to move forward.

Mr. Westbrook asked if the amount includes the Daisy School renovations and the Fire Department equipment? Mr. Urban stated that it is not included. It could be included in the next version of the Capital Improvement Plan. Mr. Westbrook asked if we should increase the bond at this time or at a later time? Mr. Urban stated that we could add it to this bond. You have 24 months to spend the bond proceeds.

Mr. Connelly asked the Board to finalize a plan by the first of February 2013. Mr. Bishop asked if a town meeting was needed for October? Mr. Urban said that there are no immediate projects which require Town Meeting approval. There is a request for an AM Radio station. This will have to go to the Board of Selectmen first. The library generator purchase will need to go to Town Meeting but it will not be ready for a Town Meeting in October.

LIBRARY GENERATOR FUNDING

We have money budgeted for 50 percent of the funding for the library generator project. Mr. Connelly would like to the Board consider buying the generator with town funds rather than library funds. We have budgeted \$40,000. He stated that it is a municipal building and he feels we have a municipal obligation. Mr. Connelly feels we need to ask the library what their needs are. The \$85,000 is a vendor estimate. Mr. Westbrook would like the Board of Selectmen to decide this as a policy issue and make a recommendation to the Board of Finance. Mr. Baker will have an engineering analysis completed and then this will go out to bid. Mr. Bishop will discuss this with Mr. Baker. Mr. Urban noted that we have funds in the town building reserve.

TREASURER'S REPORT

Ms. Butterworth was not present. Mr. Urban discussed that we have now moved a substantial amount of money to the State Treasurer STIF fund. We will monitor the balances in our Citizens accounts.

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

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

FIRST SELECTMEN REPORT

Mr. Bishop stated that the Army Core of Engineers has approved a bid for the dredging project which will begin in October. Mr. Bishop thanked Mr. Gavigan for his suggestions and work on this. Mr. Gavigan requested a few years ago that we go all the way to the bridge and now this will happen. He noted that many people worked on this. The Town Garage plans have gone out to bid. The outside funding is \$1.2 million. The only change is that there will not be an animal control shelter. This will be located in Clinton. We have a temporary shelter for our dogs. We will pay our fair share for the shelter, but we will have our own animal control officer. The train station is on target and hopefully will be completed by April. The Shoreline Clinic will move to Flatrock Place. The permits have been approved. There will be a groundbreaking in the future. The Board of Selectmen has recommended that no additional work is done on the Fiske Lane tennis courts. Mr. Westbrook asked about safety concerns. The Board of Selectmen is comfortable with the safety of the courts. The Board of Selectmen is interested in looking at our services for nursing, the senior center, youth and family services. Mr. Bishop will meet with the managers of these agencies monthly so that when the budget is prepared for next year, we can meet the needs of our town better.

PUBLIC COMMENT

None

APPROPRIATIONS

Supplemental Appropriation for Emergency Management Equipment - \$941.34

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

RESOLVED: Unanimously by the Board of Finance to approve the supplemental appropriation in the General Fund in the amount of \$941.34 from Source Account # 010.0020.2120.5578.4

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DEEP Grant to Budget Account # 010.0212.2120.0443.5 Emergency Management Equipment.
The motion passed.

Supplemental Appropriation for Audubon Society Grant - \$3,000

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

RESOLVED: Unanimously by the Board of Finance to approve the supplemental appropriation in the Capital and Non-Recurring Expenditure Fund in the amount of \$3,000 from Source Account # 101.2013.0006.4702.4 Audubon Society Grant to Budget Account # 101.2013.0006.6014.5 Public Outreach Program. The motion passed.

OLD BUSINESS

Proposed Financial Policy – Self-Insurance Fund Reserve Policy

Mr. Urban discussed the proposed policy.

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

RESOLVED: Unanimously by the Board of Finance to approve the Financial Policy – Self Insurance Fund Reserve Policy as written.

Proposed Financial Policy – CNRE Reserve Policy

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

RESOLVED: Unanimously by the Board of Finance to approve the Financial Policy – CNRE Reserve Policy as written.

NEW BUSINESS

Proposed Financial Policy – Grants

Mr. Urban discussed the Financial Policy – Grants which will be approved in a future meeting after the Board has had a chance to review.

Mr. Connelly asked to have the policies on the Town website for easy access.

Mr. Urban will have a conference call to discuss the right kind of computer equipment to purchase for the Board members. This will be decided before the next budget season.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 10:00pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk