

**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, October 16, 2013 at 7:00pm in the Multi Media Room. In attendance were Chairman Paul Connelly, Gary Gavigan, Sherry Seidman and Rick Westbrook. Also in attendance were Andrew Urban, Director of Finance and Kelley Frazier Secretary to the Board. Absent: George Pytlik and Keith Maynard

**CALL TO ORDER**

The meeting was called to order by Chairman Connelly at 7:06pm with a salute to the flag.

Mr. Connelly presented Ms. Seidman with flowers and thanked her for her years of service to the Board of Finance. He also thanked Mr. Maynard, who was not present, for his service to the Board of Finance.

**APPROVAL OF MINUTES**

Upon a motion made by Gary Gavigan and seconded by Rick Westbrook the Board of Finance unanimously **VOTED** to approve the minutes from the September 18, 2013 Regular Meeting as amended.

**TREASURER'S REPORT**

Ms. Butterworth noted that there is no significant change to report. She noted that the Town got the quarterly dividends for the library from Vanguard.

Upon a motion made by Rick Westbrook and seconded by Sherry Seidman, the Westbrook Board of Finance unanimously **VOTED** to accept the Treasurer's Report as presented.

**FIRST SELECTMEN REPORT**

Mr. Bishop discussed legal issues that the Town has been dealing with. He noted that the municipal employees are going to mediation for their contract. He said that at the next Board of Selectmen meeting a town meeting date will be selected. There are several items for the agenda for the town meeting.

Upon a motion made by Rick Westbrook and seconded by Sherry Seidman the Westbrook Board of Finance unanimously **VOTED** to move Items five and six up in the agenda. The motion passed.

**APPROPRIATIONS AND OTHER RESOLUTIONS**

**CNRE Fund Supplemental Appropriations: Town Garage Fuel Tanks, \$80,000**

Mr. Riggio was present to discuss the purchase and installation of new above ground tanks at the town garage. He noted that daily testing is required for the underground tanks which is time consuming. These tanks will have to be removed by 2019. Mr. Riggio noted that if the tanks were left in the ground it will cost approximately \$27,000 to update the system and to monitor the tanks daily. He would like to get the underground tanks removed and to be proactive in purchasing new above ground tanks which have a 50 year life. He said that there is a heating oil tank included in this project. All of the expenditures are included in this dollar amount. The above ground tanks will be a 2,000 gallon diesel tank and a 1,000 gallon gasoline tank. Funding was discussed. Mr. Riggio noted that the tanks are not leaking. Mr. Gavigan said he is disappointed that the garage costs were more than expected. Mr. Riggio noted that this is a state funded garage and costs have been more than expected. Mr. Westbrook asked how this would affect our balances. Mr. Urban noted that the money is available and he feels it is fine to appropriate these funds.

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

**RESOLVED:** Unanimously by the Board of Finance to approve the supplemental capital appropriation in the Capital and Non-Recurring Expenditure Fund, and refer to the Board of Selectmen to set a date for a Town Meeting.

**CNRE Fund Supplemental Appropriations: Ted Lane Lights, \$3,350**

This appropriation is to enhance the current lightening. This will replace current lights with LED lights. Mr. Gavigan asked if these are cage lights or have a protective covering? There will be signs at the field saying the fields are monitored by video cameras. Mr. Westbrook asked if the cameras have deterred vandalism. Mr. Bishop said that vandalism is down, but he does not have a report. Mr. Bishop will get the report from the constables.

Upon a motion made by Rick Westbrook and seconded by Gary Gavigan it was:

**RESOLVED:** Unanimously by the Board of Finance to table this item until further information is obtained.

**Open Space Fund: Property Acquisition, \$15,000**

Mr. O'Dell from the Conservation Commission and Ms. Parulis, Town Planner, were present to discuss the possible land acquisition.

At the request of the Conservation Committee, the Board of Finance unanimously **VOTED** to add an Executive Session to the agenda to discuss possible land acquisitions by the Conservation Committee.

On motion duly made and seconded, the Board unanimously **VOTED** to move into Executive Session at 8:02pm to discuss a possible land acquisition by the Conservation Committee. The motion passed. Mr. O'Dell, Ms. Parulis, Mr. Urban, Mr. Bishop and Ms. Frazier were asked to attend the Executive Session.

The Board Moved out of Executive Session at 8:22pm.

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

**RESOLVED:** Unanimously by the Board of Finance to approve the appropriation in the Open Space Preservation Fund Source Account #: 122.0090.0000.9100.4 Open Space Preservation Fund Balance to Budget Account#: 122.0414.4140.0460.5 Open Space Property Acquisition in the amount of \$15,000.

A special joint meeting will be scheduled. Mr. Bishop will schedule this as soon as possible.

**DIRECTOR OF FINANCE REPORT**

**Fiscal Year 2013 Pro Forma Report at 6/30/13**

This is the final report. The statements have been submitted to the auditors. The bottom line is that we have an operating deficit of over \$165,000 which is less than 2 percent. Mr. Urban is preparing a financial report detailing what happened with our finances for last year. The funds returned from the Board of Education were placed in their capital reserve account. Mr. Gavigan voiced concern that the Student Activity fund seems to be accumulating, but not being spent. Mr. Urban noted that the fund is being used appropriately.

Upon a motion made by Rick Westbrook and seconded by Sherry Seidman, the Westbrook Board of Finance unanimously **VOTED** to approve the Pro Forma Report as presented.

**September 2013 Monthly Financial Report**

We have generated 50 percent of our revenues. This is due to the timing of state grants. Expenditures are right in line with the previous year's expenditures. We are starting to purchase items with the bond funds.

Upon a motion made by Gary Gavigan and seconded by Rick Westbrook the Board of Finance unanimously **VOTED** to approve the October 2013 Monthly Financial Report and the Pro Forma report as presented.

**Contingency Transfer**

None

**PUBLIC COMMENT**

None

**NEW BUSINESS**

None

**OLD BUSINESS**

None

**CORRESPONDENCE**

None

**ADJOURNMENT**

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:42pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk