

**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 18, 2013 at 7:00pm in the Multi Media Room. In attendance were Chairman Paul Connelly, George Pytlik, Gary Gavigan, Sherry Seidman, Keith Maynard and Rick Westbrook. Also in attendance were Andrew Urban, Director of Finance and Kelley Frazier Secretary to the Board. Absent:

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 7:00pm with a salute to the flag.

Upon a motion made by Gary Gavigan and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to move the Phase I Environmental Site Assessment Appropriation to the front of the agenda to accommodate the attendees. The motion passed.

Meg Parulis was present to discuss the appropriation and the property involved. This is property that is contaminated and requires remediation before the property can be developed. The town will need to make a decision regarding this property. This study will give the town a cost estimate to clean the property. The neighbors have been notified and would like to see housing put on this property. The Board had various questions regarding the process.

Upon a motion made by George Pytlik and seconded by Rick Westbrook it was:
RESOLVED: by the Board of Finance to approve the following capital appropriation in the Capital and Non-Recurring Expenditure Fund Source Account #: 101.3020.0000.0970.3 CNR Reserve – Planning Funds in the amount of \$5,900 to Budget Account #: 101.2014.1408.0236.5 Phase I Environment Site Assessment. Ayes: George Pytlik, Sherry Seidman, Rick Westbrook and Paul Connelly. Nays: Gary Gavigan and Keith Maynard. The motion passed.

Discussion ensued. The Board of Selectmen are not ready to commit to a housing project but are interested in moving ahead to see what the options are for this property. Mr. Connelly noted that this motion would move this project forward. Mr. Gavigan said that he fears that the clean up costs will be too much for a developer to make this a profitable opportunity. He and Mr. Maynard felt the amount spent to find out the cost for clean up should be done by the property owner. Mr. Gavigan is concerned that more and more testing will be required and then it will not move forward. Grant programs could make it more economical to remove the toxins on this property. Mr. Pytlik said he is in favor of this expenditure because it will give the town an idea of the cost of clean up.

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 August 21, 2013 Regular Meeting as amended.

TREASURER'S REPORT

Upon a motion made by George Pytlik and seconded by Rick Westbrook, the Westbrook Board of Finance unanimously **VOTED** to table the Treasurer's Report until next month.

FIRST SELECTMEN REPORT

Upon a motion made by George Pytlik and seconded by Rick Westbrook, the Westbrook Board of Finance unanimously **VOTED** to table the First Selectmen's Report until next month.

DIRECTOR OF FINANCE REPORT

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

The operating results are more positive because of adjustments done for property taxes. This is a final number. Any other adjustments will be immaterial. There is a small surplus. Mr. Urban offered to do a variance analysis. Mr. Pytlik said that we should count on less state money and should continue to be conservative. Mr. Urban noted that there may be a mandate asking municipalities and the Board of Education to be more transparent in their financial reporting. The Implementer Bill was passed and will require municipalities to report in this way. OPM's rationale is to create a data warehouse. This will not become effective until the end of 2015. Mr. Urban stated that this should not happen. This is an unfunded mandate.

Mr. Westbrook questioned the overage in legal services. Mr. Urban said that this was all labor council. Mr. Connelly questioned the Board of Education surplus. This went into a sinking fund.

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.

August 31, 2013 Monthly Financial Report

Mr. Urban noted that we are comparable to last year.

Mr. Gavigan noted that Expenditures for Boards of Commissions seems to be out of line. Mr. Urban stated that the Board of Finance paid one half of the audit fee of \$12,000.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Board of Finance unanimously **VOTED** to approve the August 31, 2013 Monthly Financial Report as presented.

APPROPRIATIONS AND OTHER RESOLUTIONS

CNRE Fund Supplemental Appropriations: Police Vehicle \$4,000

Mr. Urban discussed the vehicle and the radio that is required. The vehicles are more expensive. We may consider this when allocating budget dollars next year.

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

RESOLVED: Unanimously by the Board of Finance to approve the supplemental appropriation in the Capital and Non-Recurring Expenditure Fund Source Account#: 101.3020.0000.0954.3 CNRE Reserve for Police Vehicles to Budget Account #: 101.2013.0016.0422.5 Police Vehicle in the amount of \$4,000. Ayes: Rick Westbrook, Gary Gavigan, Sherry Seidman and George Pytlik. Nays: Keith Maynard. The motion passed.

CNRE Fund Supplemental Appropriations: Audubon Grant \$1,800 for Public Outreach

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

RESOLVED: Unanimously by the Board of Finance to approve the following supplemental appropriation in the Capital and Non-Recurring Expenditure Fund. Source Account #: 101.2013.0006.5702.4 Audubon Society Grant to Budget Account#: 101.2013.0006.0614.5 Public Outreach Program in the amount of \$1,800.

Contingency Transfer

Mr. Urban discussed the recommendation for transfer of funds from Small Cities Repayment to CNRE Fund. These are loans available to homeowners. If there is a need then the dollars can be appropriated for a project. This would increase the CNR Reserves and would not affect the Operating Budget at all. Mr. Gavigan said that we are not getting interest and that this money should be used.

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

RESOLVED: Unanimously by the Board of Finance to approve the transfer of \$92,500 residual Small Cities Repayment Fund balance to the Capital and Non-Recurring Expenditure (CNRE) Fund.

PUBLIC COMMENT

None

NEW BUSINESS

None

OLD BUSINESS

The roof on the school is 100 percent complete. Final payment is expected soon. The final numbers came in below the estimate. The funds left over can be redirected.

Mr. Gavigan would like contract negotiations to begin in September so that accurate numbers can be put into the budget for the following Fiscal Year. The next time we can do this is in 2016.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:10pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk