

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE SPECIAL MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
February 6, 2014**

The Westbrook Board of Finance Special Meeting was held on Thursday, February 6, 2014 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, Gary Gavigan, Tanya Lane, John Leake and Rick Westbrook. Also in attendance were Andrew Urban, Director of Finance, Noel Bishop, First Selectman, Meg Parulis, Town Planner and Kelley Frazier Secretary to the Board. Absent: George Pytlik

CALL TO ORDER1The meeting was called to order by Chairman Connelly at 6:31pm with the Pledge of Allegiance.

CONTINGENCY TRANSFER & APPROPRIATIONS

General Fund Contingency Transfer, Social Services Regular Payroll \$8,400

Mr. Bishop noted that the demands of the job for the Social Services Coordinator have increased considerably in the past year. The Board of Selectmen agrees that this position should be increased to 35 hours a week. This resolution addresses the additional salary. Ms. Carpenter was introduced by Mr. Bishop. Ms. Carpenter discussed the functions of her position.

Upon a motion made by Gary Gavigan and seconded by Tanya Lane it was:

RESOLVED: Unanimously by the Board of Finance to approve the General Fund Contingency Transfer from the FY2013-14 from Account #: 010.9990.9991.3000.5 General Fund Contingency to Account#: 010.0515.5150.0102.5 General Fund Social Services Regular Payroll in the amount \$8,400.

CNRE Appropriation, Sidewalk Engineering Study, \$50,000

Ms. Parulis discussed the Sidewalk Engineering Study. She noted that the study would be overseen by the Planning Commission and would include public input. Locations of sidewalks, maintenance needs and policies will be reviewed in the study. This will be a comprehensive plan. The Route 1 corridor study draft will be complete in the fall of 2014 with final adoptions by the end of the 2014 or early 2015. The Town Center study will likely be done in the summer of 2014. There may be grants available and this plan will help with the application for these grants. Mr. Gavigan suggested that we include in the cost estimate the insurance liability if we go ahead with this project.

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

RESOLVED: Unanimously by the Board of Finance to approve the appropriation in the Capital and Non-Recurring Expenditure Fund in Source Account #: 101.3020.0000.0970.3 CNR Reserve-Planning Funds to Budget Account#: 101.2014.1413.0236.5 Sidewalk Engineering Study in the amount \$50,000 and refer to the Board of Selectmen to set date for a Town Meeting.

CNRE Appropriation, Mulvey Center Flooring, \$8,925

Mr. Bishop discussed the areas which require new flooring in the Senior Center. This is non-slip tile and meets all of the standards for areas which serve food. Three bids were received.

Upon a motion made by Rick Westbrook and seconded by John Leake it was:

RESOLVED: Unanimously by the Board of Finance to approve the supplemental capital appropriation in the Capital and Non-Recurring Expenditure Fund in Source Account #: 101.3020.0000.0951.3 CNR Reserve-Town Buildings to Budget Account#: 101.2014.1409.0451.5 Mulvey Center Floor Replacement in the amount of \$8,925.

CNRE Appropriation, STEAP Grant, \$500,000

Mr. Urban discussed how this appropriation is allocated. There will be no cost to the town. This is for the Town Center plan which will increase parking. We have 3 years to spend the grant money. Ms. Parulis does not want to proceed until a detailed plan is in place. There will be periodic reimbursement requests made. We currently have Phase 1 and 2 complete. These phases addressed projected flow and to establish if this plan was technically feasible. The next phase is the economic analysis, but we need to know what the master plan is first.

Upon a motion made by Gary Gavigan and seconded by Tanya Lane it was:

RESOLVED: Unanimously by the Board of Finance to approve the STEAP grant acceptance and appropriation request in the Capital and Non-Recurring Expenditure Fund in Revenue Account #101.2014.1414.5574.5 State DEP Grants to Budget Account#: 101.2014.1414.0236.5 Phase II Town Center Parking Project in the amount of \$500,000. Ayes: Mr. Gavigan, Ms. Lane, Mr. Westbrook and Mr. Connelly. Abstentions: Mr. Leake

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:05pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk