

**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 Monday, August 20, 2012. In attendance were Chairman Paul Connelly, Keith Maynard, George Pytlik, Gary Gavigan and Sherry Seidman. Also in attendance were Kelley Frazier, Secretary to the Board, and Andrew Urban, Director of Finance. Absent: Rick Westbrook

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 7:30pm.

APPROVAL OF MINUTES

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Board **VOTED** to approve the minutes from the July 18, 2012 meeting as written.

To accommodate the meeting attendees, Chairman Connelly requested to move appropriations for the Library Fund and Forest Restoration.

APPROPRIATIONS

Supplemental Appropriation for Forest Restoration - \$7,000

Upon a motion made by Gary Gavigan 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 in the amount of \$7,000 from Source Account # 101.2013.0004.5690.4 Federal Fish and Wildlife Grant to Budget Account # 101.2013.0004.0450.5 Forest Restoration. The motion passed.

Tom O'Dell reported that this funding will be used to open an emergency road.

Library Fund Annual Appropriation - \$15,000

Upon a motion made by George Pytlik and seconded by Gary Gavigan it was:

RESOLVED: Unanimously by the Board of Finance to approve the supplemental appropriation in the Library Fund in the amount of \$15,000 from Source Account # 303.3010.0000.3020.3 Library Fund Unassigned Fund Balance to Budget Account # 303.0810.8101.0517.5 Library Fund Expenditure Control Account.

Mr. Daniels explained that this is a yearly appropriation from their Vanguard fund. It is not line specific and the Library Board decides how to spend these funds. There is another fund for the library building project which still has a balance. A generator may be purchased in the future from this account as well as renovating part of the basement as a research area.

GUEST SPEAKER – M. CHAPMAN

Speaker was not present.

DIRECTOR OF FINANCE REPORT

Monthly Financial Report:

Mr. Urban noted that the budgetary surplus number is approximately \$652,000. Adjustments are being made and the fund balance will be \$684,000. We are very close to last year's numbers. There will be additional adjustments. Auditors are coming on September 10, 2012.

Upon a motion made by Gary Gavigan and seconded by George Pytlik it was:

RESOLVED: Unanimously by the Board of Finance to accept the Pro Forma Report as presented. The motion passed.

Mr. Urban's Monthly Financial Report compared the actuals to budget numbers which allowed you to compare last year's numbers. Timing needs to be considered in comparing the year to year numbers. Mr. Urban discussed the boat tax and how it works. Mr. Urban discussed his cash flow analysis. We will move money into an account for short term investment.

TREASURER'S REPORT

Ms. Butterworth was not present. Mr. Urban discussed the balance of \$400,000 in the Citizen's account. This amount generates an earnings credit which pays for services and fees from the bank.

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

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

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

RESOLVED: Unanimously by the Board of Finance to accept the General Fund Revenue Actual versus Estimate Report as presented. The motion passed.

FY2011-12 BUDGET TRANSFERS

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

RESOLVED: Unanimously by the Board of Finance to review the budget transfer and have one single vote to transfer all Budget Transfers for Fiscal Year 2011-2012.

Mr. Urban discussed the Budget Transfer Requests for Fiscal Year 2011-12 in detail. It was noted that legal fees have had an overage. After a brief discussion it was decided to outlook as normal due to this area being very volatile. The transfers will stay within a functional classification. The constables did have a surplus. Overtime worked by the constables was placed in a clearing account. He noted that higher fuel costs did cause an overage. Mr. Urban will handle the budget transfers next year with the use of clearing accounts. Mr. Gavigan asked how an overage is handled if a department does not have the funds to cover this overage. Mr. Urban noted that you go to another area to absorb the difference.

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

RESOLVED: Unanimously by the Board of Finance to approve the Budget Transfers for Fiscal Year 2011-2012.

FIRST SELECTMEN REPORT

Mr. Urban discussed the proposed repairs of the Fiske Lane tennis courts. These courts are not often used. The Board discussed whether or not it is cost effective to repair the courts. The will be decided in the future. Courtney Burks has been hired as the new Director of the Senior Center. She has a background working with seniors. Social Services will no longer be in the Senior Center. Bob Matthias requested an additional refrigerator. Mr. Gavigan has requested a report of the number of visits to the Senior Center each year. Mr. Urban will contact Ms. Burks for this reporting.

PUBLIC COMMENT

None

1660 Boston Post Road Discussion

Item removed from the agenda. No discussion.

APPROPRIATIONS

Westbrook Foundation Grant - \$2,400

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

RESOLVED: By the Westbrook Board of Finance to table this item until more information is available. Ayes: Mr. Pytlik, Ms. Seidman, Mr. Connelly and Mr. Gavigan. Abstentions: Mr. Maynard

The shed given to the town is to support the Tree Lightening ceremony. The shed will be built by the Boy Scouts and used as "Santa's shed". Ms. Seidman feels that sensitivity needs to be taken when placing a shed on town property for holiday use. A special meeting will be scheduled to resolve payment to the vendor. Mr. Gavigan voiced concern paying the vendor in a timely manner.

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

RESOLVED: Unanimously by the Board of Finance to call the question. The motion passed.

Landscape Trailer - \$2,975

Upon a motion made by George Pytlik and seconded by Shari Seidman 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 \$2,975 from Source Account # 101.3020.0000.0923.3 CNR Reserve – Public Works Equipment to Budget Account # 101.2013.0004.0422.5 DPW Landscaping Trailer. The motion passed.

AUDITOR'S INVOICE

Upon a motion made by George Pytlik and seconded by Gary Gavigan it was:

RESOLVED: Unanimously by the Board of Finance to approve the invoice dated July 31, 2012 from Seward and Monde in the amount of \$12,200.00 for a progress payment in Account #010.0121.1210.0231.5 Audit Fee-Progress Payment. The motion passed.

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BUDGET TRANSFERS

Emergency Management - \$1,000

Upon a motion made by Gary Gavigan and seconded by George Pytlik it was:

RESOLVED: Unanimously by the Board of Finance to approve the budget transfer from Account #010.0212.2120.0443.5 Communications in the amount of \$1,000 to Account # 010.0212.2120.0304.5 Telephone. The motion passed.

GF Social Services Part Time Payroll to GF Senior Center - \$9,162

Upon a motion made by George Pytlik and seconded by Gary Gavigan it was:

RESOLVED: Unanimously by the Board of Finance to approve the budget transfer from Account #010.0515.5151.0102.5 GF Social Services-Part Time Payroll in the amount of \$9,162 to Account #010.0515.5152.0101.5 GF Senior Center – Regular Payroll. The motion passed.

OLD BUSINESS

Mr. Gavigan asked when the dredging project would begin. This is projected to take place in October.

Mr. Urban discussed the Capital Improvement Plan and the need to go forward. The interest rates are at an all time low. Mr. Urban discussed the bondable projects which are approximately \$7.2 million dollars. There is an additional expense for \$200,000 for engineering for sidewalks which will need to be considered. The short and long term rates are expected to be available for another one or two years. Mr. Connelly would like to know by item how to approach this. Mr. Gavigan wants the information to be clear to the townspeople so that they understand why this needs to be done. Mr. Pytlik feels that the repairs done to the schools make this plan very justifiable.

NEW BUSINESS

Mr. Connelly asked about tablets for the Board of Finance. There are good for reviewing documents. There are many options. The Microsoft tablet will come with Microsoft Office. This will be discussed in the future.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 10:20pm.

Respectfully Submitted

Kelley S. Frazier, Board of Finance Clerk