

THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT BOARD OF FINANCE REGULAR MEETING
TOWN OF WESTBROOK BOARD OF FINANCE
SPECIAL MEETING
MULVEY MUNICIPAL CENTER – ROOM A
APRIL 25, 2016 6:30PM

The Westbrook Board of Finance Special Meeting was held on Monday, April 25, 2016. In attendance were Chairman Paul Connelly, George Pytlik, John Leake, Tony Cozza, Gary Gavigan and Rick Westbrook. Also in attendance were Noel Bishop, First Selectman, Kim Bratz, Tax Assessor, Jane Butterworth, Treasurer, David Maiden, Building Official, Pat Ciccone, Superintendent of Westbrook Schools, Lesley Wysocki, Business Manager Westbrook Schools, Kelley Frazier, Clerk, Andrew Urban, and Director of Finance. Absent:

CALL TO ORDER

The meeting was called to order by Chairman Connelly at 6:30p.m. Mr. Connelly led the Board in the Pledge of Allegiance.

All motions made are for the proposed budget for Fiscal Year 2016/2017.

TREASURER'S REPORT

We are keeping our money in STIF at this time. The only material change was the movement of money to pay bills.

Upon a motion made by Rick Westbrook and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to approve the Treasurer's Report as presented.

FY2017 BUDGETS

Mr. Urban discussed the Board of Finance adopted budget as of March 31, 2016. The Governor's revised budget has significant reductions in town funding. Mr. Urban discussed the revenue analysis. Departments were asked to review and verify their revenue estimates. Mr. Urban also discussed reductions in the health care budget. Discussion occurred on how to reduce our budget. The reserve allocations may be able to be deferred or reduced. Our Capital Reserves was recommended to be reduced. The Board discussed other options.

Mr. Cozza stated that in Land Use permits and fees are lower than last year. Our outlook indicates that we expect additional permits this year. Mr. Maiden does expect additional revenue from permits this year. He noted that the extra personnel hired is to handle the administrative process of completing the permits in a timely manner. This is to meet the statutory obligations properly. The Department Heads do not have any sense of what would be returned to the town at the end of this fiscal year. The flow of expenditures is tracked very closely. Mr. Urban stated that we will not receive our Resident State Trooper bill until June. The Board of Education is expected to put any return to the town in the capital reserves and the rest will go to the fund balance.

Mr. Urban discussed the grants that have been reduced. The expectation is that the Town Aid for Roads, Municipal Projects and the LoCIP funds will not be reduced. The Excess Cost Grant reduction was discussed.

Mr. Urban discussed the mill rate options and the impact. It was felt that the Board is giving the tax payers a reasonable budget and keeping our increases as low as we can. Mr. Gavigan stated that the future does not look bright for the state. The state will likely reduce their contribution and more pressure will be on the towns to provide services that previously were provided by the state. It is important to keep the fund balance between 14 and 15 percent. We have to be prepared for the demographic and monetary changes in town.

Mr. Bishop noted that Mr. Hallahan is working hard on the numbers for the Riggio building repairs. The range may be \$140,000 to \$160,000. The code violations will need to be addressed next year. Some of these costs may be able to go into the bond issue.

Upon a motion made by George Pytlik and seconded by Tony Cozza the Board of Finance **VOTED** to reduce capital by \$290,000 for the upcoming fiscal year. Discussion ensued.

Mr. Gavigan is concerned to discuss the reductions and income at this time as it is premature based on the lack of firm information. Mr. Urban said that State Aid Roads and Municipal Projects are the only areas that may still be reduced. Mr. Westbrook feels that we can absorb the reductions at this time. We still will have a 13.6% fund balance and can stay within our 12-15% goal. The Board agrees that the Capital Projects should continue forward.

Mr. Cozza is concerned about using funds from the reserves. Next year may be difficult. It was noted that there are few capital projects on this list for next year.

Mr. Ehlert feels that from a process standpoint the Board should not make changes to the capital numbers. The changes should be done after the budget hearing. The Board members agree. The public will be informed about this on Wednesday.

Mr. Pytlik and Mr. Cozza agreed to rescind their motion.

APPROVAL OF MINUTES FOR MARCH 2016

Amendment to March 9, 2016

Date should state 2016

Spelling error in Discussion Regarding Referendum should reference mill rate instead of bill rate. Department 0510.5102 Public Health spelling error should be Ms. Marino.

Upon a motion made by George Pytlik and Rick Westbrook the Westbrook Board of Finance **VOTED** to approve the Board of Finance Special meeting minutes held on February 25, 2016, March 9, 2016, March 14, 2016, March 16, 2016, March 21, 2016, March 23, 2016(Joint Board of Selectmen/Board of Finance, March 23, 2016, March 30, 2016 and March 31, 2016 as amended.

FIRST SELECTMEN'S REPORT

Mr. Bishop reported that Mr. Hallohan will give a report on the Riggio building repairs. Union negotiations are progressing very well. We hope to have a contract at the end of June. The committee for policing in Westbrook is being formed. There will be a public hearing on this issue. Mr. Bishop noted that last fall we decided to wait for a public hearing on the blight ordinance until this summer. He thanked Mr. Urban for the work on the Citizen's Guide. People feel that this is very helpful. Mr. Gavigan discussed policing. He noted that the Board of Finance needs to be informed about this issue. He feels that from a personal and Board standpoint the constable contract needs to address the language in the contract. Mr. Bishop stated that this will happen. We will develop who has responsibility for the various functions. We have some flexibility concerning the budget when developing the contract. The repairs from the vandalism of the cemetery will soon be done. The Westbrook Foundation is covering the \$5,000 insurance deductible.

APPROPRIATIONS AND OTHER RESOLUTIONS

None at this time.

DIRECTOR OF FINANCE REPORT MARCH 2016

The monthly report was distributed. There is no notable changes.

PUBLIC COMMENT

None

NEW BUSINESS

None

CORRESPONDENCE

Mr. Urban noted that the Citizen's Guides were mailed so that they would receive by Saturday. The 900 out of town residents also received the Citizen's Guide by First Class mail.

ADJOURNMENT

On motion duly made and seconded, the Board unanimously **VOTED** to adjourn at 8:00pm.

Respectfully Submitted

Kelley S. Frazier, Board Clerk