

**BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
MULTI-MEDIA ROOM
August 17, 2016 6:30PM**

The Westbrook Board of Finance Regular Meeting held on August 17, 2016 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, Tony Cozza, Gary Gavigan, John Leake, Andrew Urban, Finance Director, Kelley Frazier, Clerk, Noel Bishop, First Selectman, Kim Bratz, Tax Collector and Dennis Hallahan, Blight Committee. Absent: George Pytlik, Rick Westbrook

CALL TO ORDER

Mr. Connelly called the Board of Finance and the Board of Selectmen meeting to order at 6:33pm.

APPROVAL OF MINUTES

Upon a motion made by Tony Cozza and seconded by John Leake the Westbrook Board of Finance **VOTED** to approve the July 20, 2016 minutes as written and to table the July 28, 2016 minutes until the next regular meeting.

Upon a motion made by Gary Gavigan and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to add a discussion with the Tax Collector regarding the Suspense List.

TAX COLLECTOR DISCUSSION REGARDING SUSPENSE LISTING

The Tax Collector discussed the Suspense List of homeowners which the town has tried to collect taxes and would now like to suspend. They will continue to remain on the books.

Upon a motion made by Gary Gavigan and seconded by John Leake to approve the Suspense List and to move them into suspense as presented by the Westbrook Tax Collector.

Upon a motion duly made and seconded the Westbrook Board of Finance **VOTED** to add an agenda item to discuss Westbrook electricity costs as requested by Mr. Cozza.

WESTBROOK ELECTRICITY COSTS

Mr. Cozza would like to have a comparison done for town facilities for solar panel installation. Previously a discussion was held regarding this. Mr. Bishop would like to defer this to the Energy Committee for review and for a report of cost implication for this work. Mr. Bishop suggested that the Energy Committee get additional information. Location of panels have been discussed previously. This is complex issue technically and financially.

BLIGHT ORDINANCE FUNDING – D. HALLAHAN

Mr. Hallahan was present to discuss the work done on the Blight Committee. The Board of Selectmen have voted to have the Blight Ordinance sent to a Town Meeting. It will then go to referendum. The Blight Enforcement Officer job description and financing of this job was discussed. This is not a union position. It is part time for a designated amount of time. Mr. Hallahan discussed the ordinance based on changes made by the recommendations of Attorney Wells. Mr. Bishop and the Committee feel it is important for the Board of Finance to fund this position before the referendum. Other communities have an ordinance for blight because it can negatively affect property values and the sale of nearby real estate. The position could be phased out when no longer needed. Mr. Gavigan asked about what enforcement powers this position will

have. There is a blight enforcement committee consisting of the fire marshal, building official and the health director. The position qualifications and responsibilities were discussed. Mr. Cozza suggested that frequently asked questions be on the town website for residents.

Upon a motion made by Tony Cozza to approve the funding of the Blight Enforcement Officer and not to exceed \$11,000 from Jan 1, 2017 to December 31, 2017 pending the approval of the blight ordinance referendum.

Discussion ensued regarding whether this motion is valid due to it being in two different fiscal years.

Mr. Cozza withdrew this motion

Discussion ensued.

The Board of Finance agreed that they have no authority to approve this funding at this time until the approval of the position. The Blight Committee feels it is important to tell the citizens the cost of the position. They will be able to give the cost associated with the position. No further action will be taken by the Board of Finance at this time.

FIRST SELECTMAN'S REPORT

Mr. Bishop did not have a report.

TREASURER'S REPORT

Mr. Urban gave a brief update. Monies have been moved into STIF due to better interest rates.

Upon a motion made by John Leake seconded by Gary Gavigan Westbrook Board of Finance unanimously **VOTED** to table the Treasurer's Report until the next regular meeting.

APPROPRIATIONS AND OTHER RESOLUTIONS

2017 CNRE Project Closures

Mr. Urban discussed the projects to be closed. He met with Ms. Wysocki regarding the athletic fields. The track was resurfaced with funds in the operating budget. Two capital projects for work on the middle school gym and the high school gym were also completed with the operating budget. It was noted that \$48,000 will go into the athletic fields reserve account. The BOE has spent 100% of their budget. Mr. Gavigan asked about the oversight of these capital reserves. Are we structuring the capital account correctly? It was noted that the BOF did approve funding for these projects. It was suggested that a policy for a cap for the reserve funds be put in place. Mr. Leake noted that they used the wrong funds for the expenditures. Mr. Gavigan voiced concerns regarding the amount of the expenditures. Mr. Connelly suggested that we have a meeting with the school to discuss.

FY2015-16 Year End Budget Transfers

Mr. Urban discussed the budget transfers for FY2015-16 in detail.

Upon a motion made by John Leake and seconded by Tony Cozza it was:

RESOLVED: unanimously by the Westbrook Board of Finance to approve the budget transfers and authorize the Director of Finance to make these transfers.

Mr. Gavigan would like to request that the labor counsel attend one of our meetings to explain their overage. Mr. Urban does receive backup documentation for the billing. He noted the

overage was for town negotiations, a constable grievance and general items. Mr. Bishop also stated that there was also an additional cost for the former fire marshal discussions. Mr. Gavigan is concerned with the settlements over the course of several years. He would like to understand how he negotiates contracts.

Upon a motion made by Gary Gavigan and seconded by John Leake, the Westbrook Board of Finance unanimously **VOTED** to request Mr. Jiran attend a future meeting to explain recent billing.

Mr. Bishop will contact him and request that he attend the next meeting.

DIRECTOR OF FINANCE REPORT

July 2016 Financial Reports

Mr. Urban noted that in July we did not receive any state aid. This may be a timing issue. We have collected 51% of our tax revenue in July. He is working on the final reporting for FY16.

2016 Bond Issue

Mr. Urban distributed Moody's final report. Our rating indicates that our town is solid, but we do not have much growth in the grand list. Our bonds trade very well. Our interest rate will be decided soon. The delivery of the proceeds will be September 1st.

Upon a motion made by John Leake and seconded by Tony Cozza, the Westbrook Board of Finance unanimously **VOTED** to accept the finance director's report as written.

PUBLIC COMMENT

None

NEW BUSINESS

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:20pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk