

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF FINANCE REGULAR MEETING  
WESTBROOK MULVEY MUNICIPAL CENTER  
February 17, 2016 6:30PM**

The Westbrook Board of Finance Regular Meeting held on February 17, 2016 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, Tony Cozza, Gary Gavigan, Rick Westbrook and John Leake. Also in attendance were Noel Bishop, First Selectman, Jane Butterworth, Treasurer, Andrew Urban, Director of Finance and Kelley Frazier, Clerk. Absent: George Pytlik

**CALL TO ORDER**

The meeting was called to order by Mr. Connelly at 6:30pm. The meeting began with the Pledge of Allegiance.

**SEWARD AND MONDE AUDIT ENGAGEMENT, MICHELLE LOSO, PARTNER**

Mr. Urban introduced Michelle Loso and Andrew Switaj who presented the 2014-15 audit for the town. There were no material weaknesses. There was no federal single audit. There was a considerable amount of work done on the pensions this year. Ms. Loso discussed the legislation that is proposed and how this may affect our town.

Mr. Urban discussed the proposal which Seward and Monde presented for services for 2016-2018. There is no increase from 2015. Ms. Loso discussed the procedures which she has to follow for each audit. Mr. Gavigan asked why Seward and Monde should be our auditor. Ms. Loso responded that they a good job and have an open line of communication with staff and the boards. They are responsive to our needs. She also noted that they are competitive with their pricing.

Upon a motion made by Gary Gavigan and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to extend the contract for audit services with Seward and Monde for Fiscal Years ending June 30, 2016, 2017 and 2018.

**APPROVAL OF MINUTES – JANUARY 20, 2016**

Upon a motion made by Rick Westbrook and seconded by John Leake the Westbrook Board of Finance **VOTED** to approve the January 20, 2016 minutes as written.

**TREASURER'S REPORT**

Ms. Butterworth gave a brief update. Tax revenues are coming in. STIF rates are moving up and funds are being moved. We will continue to monitor this.

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

**FIRST SELECTMAN'S REPORT**

Mr. Bishop gave a brief update. He along with 3 Board of Finance members attended the annual Council of Small Towns. He noted that the state budget looks grim. We are in for a long term budget deficit. There could be a decrease in municipal aid. Our Board needs to look 5 – 10 years down the path. We need to consider our space availability.

Mr. Bishop also gave an update on the Riggio Building. Mr. Halloran met with our building official and will have hard numbers in the next 6 weeks. His initial estimate is that repairs will cost between \$150,000 and \$170,000 dollars.

Mr. Gavigan discussed possible areas for space expansion in our town. He noted that the school enrollment is expected to be approximately 500 students K-12 in ten years. Closing a school is not a feasible option so there may space available there. There is also space available in the lower level of the library.

Discussion ensued about how to build up funds if the state funds will no longer be available. We need to prepare for less help from the State. Mr. Urban is developing a list of options. He discussed these briefly. We all need to be communicating our concerns to our legislature, to the Governor and CCM.

Mr. Bishop noted that our constables have gone to the State Labor Board to discuss shifts on the weekend. We need to make decisions on how to cover these shifts. There is a meeting tomorrow to discuss this. Mr. Bishop is in conversations with other towns. They all have different models.

Mr. Bishop discussed a memo he received regarding the emergency medical services for Middlesex County. This is for paramedic services. We may need to increase our funding of this. Each town will pay based on population.

He also said that the RiverCog is meeting with key legislators to discuss the reduction in state funds. This may also affect our town.

Our Fire Marshall is on paid administrative leave. In the meantime, we only have one Deputy Fire Marshall. We need to hire an interim Fire Marshall which will require additional financial approval from the Board of Selectmen and the Board of Finance. There is a meeting tomorrow with the Board of Fire Commissioners who will interview candidates. Mr. Bishop read a letter from Mr. Pytlik regarding his recommendations. Mr. Pytlik believes that we should hire an interim Fire Marshall for approximately 18-20 hours a week. The pay rate should be \$35 per hour. There is not contracting services available for this position. There is funds in contingency to fund this. The interim person would be on call. Discussion ensued. The length of time needed for this interim position is not known. It was suggested that we have a Joint Board of Finance /Board of Selectman meeting at 5:00 or 6:00pm on February 25, 2016 to hear recommendations from the Board of Fire Commissioners. Mr. Bishop will confirm the time.

Mr. Bishop distributed a memo regarding the receipt of \$200,000 for a Remedial Action and Redevelopment Municipal Grant program. This will be used for the Cusson property. More information will be available at the next meeting.

The town dock will be repaired.

#### **APPROPRIATIONS AND OTHER RESOLUTIONS**

##### **Capital Appropriation – Public Works – Bucket Truck - \$40,000**

The bucket truck did not pass its certification requirements. Mr. Riggio would like to find a used vehicle. He does not see any other purchases needed in this account.

Upon a motion made by Gary Gavigan and seconded by Tony Cozza it was:

**RESOLVED** unanimously by the Westbrook Board of Finance to approve the following capital appropriation in the Capital and Non-Recurring Expenditure Fund in Source Account #:101.3020.0000.0923.3 CNRE Reserve – Public Works Equipment Reserve in the amount of \$24,600 and Source Account #:101.3010.0000.3020.3 in the amount of \$15,400 to Budget Account #: 101.2016.1617.0225 CNRE – Public Works Equipment in the amount of \$40,000 and refer to the Board of Selectmen to set a date for Town Meeting approval.

##### **Appropriation – Infrastructure Bond Fund - Public Works – Revised grant from CT DOT for Winthrop Road Bridget - \$40,000**

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

**RESOLVED** unanimously by the Westbrook Board of Finance to approve the following supplemental capital appropriation in the Infrastructure Bond Fund in Source Account #:202.2014.2923.0450.3 Winthrop Road Bridge to Budget Account #: 202.2014.2923.5573.4 State DOT Grant in the amount of \$31,732 and refer to the Board of Selectmen to set a date for Town Meeting approval.

#### **DIRECTOR OF FINANCE REPORT**

##### **January 2016 Financial Reports**

There was nothing notable to report. We are in line with expenditures and revenues.

Mr. Urban explained the three line items over the threshold. There is a savings in next year's budget for the building official. Mr. Urban was able to clarify questions by the Board. Mr. Urban discussed the funding for the HVAC system for the middle school and the roof replacement. There will be considerable cost savings for these items.

Upon a motion made by Rick Westbrook and seconded by Tony Cozza to move the question. The Westbrook Board of Finance unanimously **VOTED** to accept the Financial Report as presented.

##### **Status of FY2017 General Fund Budget**

The Board of Selectmen were not prepared to adopt the budget on the 28<sup>th</sup>. It will be adopted on February 25<sup>th</sup>. The Board of Education is finalizing their budget. Mr. Urban is discussing possible reductions with the Department Heads.

##### **Status of Phone System Upgrade**

We switched over to the new system on Monday. Personnel have been trained and love the new system. It is a digital display. We are waiting for routers which will connect all town buildings. It has been on time and within the budget.

**Status of FY17-21 Capital Improvement Plan**

Mr. Urban discussed the Capital Improvement plan and options for items possibly to be deferred.

**PUBLIC COMMENT**

None

**NEW BUSINESS**

**Adopt BOF FY17 Budget Hearing Schedule**

Mr. Connelly suggested all things scheduled for March 9<sup>th</sup> be switched with items scheduled for March 21<sup>st</sup>. The March 14<sup>th</sup> meeting will be held in Meeting Room A.

Upon a motion made by Rick Westbrook and seconded by John Leake, the Westbrook Board of Finance unanimously **VOTED** to approve the schedule of Board of Finance Budget Hearings with the proposed changes.

**CORRESPONDENCE**

No correspondence at this time.

**ADJOURNMENT**

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:55pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk