

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
January 20, 2016 6:30PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, January 20, 2016 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, George Pytlik, Gary Gavigan, Rick Westbrook and John Leake. Also in attendance were Jane Butterworth, Treasurer, Marilyn Ozols, WPCC, Sonia Marino, Director of Health, Jill Brainerd, First Selectman's Office, Andrew Urban, Director of Finance and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

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

CONSIDERATION OF RECOMMENDATION FOR FILLING VACANT POSITION ON BOARD OF FINANCE

Mr. Connelly read a letter from Tanya Lane stating her resignation from the Board of Finance effective immediately.

Upon a motion made by George Pytlik and seconded by Gary Gavigan to accept the resignation of Ms. Lane.

Mr. Pytlik rescinded his motion.

Mr. Connelly discussed the letter he received from the Republican Town Committee regarding the vacancy and the endorsement of Mr. Tony Cozza to fill the vacancy.

Upon a motion made by Gary Gavigan and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to close the nomination for the open position on the Westbrook Board of Finance.

Discussion ensued.

Mr. Westbrook asked if there were other candidates who are interested in this position and if we should have other possible candidates so that we can choose the best possible candidate. He voiced concerns that this may be an opportunity for other residents who are interested in the Board of Finance but are unaware of the opening. He is concerned that other possible candidates were not notified of this vacancy.

Upon a motion made by Gary Gavigan and seconded by George Pytlik the Westbrook Board of Finance **VOTED** to appoint Mr. Tony Cozza as a member of the Board of Finance upon swearing in by the Town Clerk. Ayes: John Leake, Gary Gavigan, George Pytlik. Nays: Rick Westbrook

REVIEW OF BOS CHANGE TO USE OF REGULAR PAYROLL IN WPCC BUDGET FOR PROGRAM MANAGER TO ENVIRONMENTAL TECHNICIAN

Ms. Ozols was present and discussed the position. This is not a new position and has been budgeted for many years. We no longer need a program manager but we need someone with more specific qualifications. There are functions which are required by DEEP which are currently not being done. This could have financial implications if things are non-compliant. The Environmental Technician is a less costly position. This position is an approved position in the union contract. Mr. Westbrook is concerned that we have added many positions in our town hall staff. He noted that it is important during the budgeting sessions that the Board of Finance understand the additional needs of the Land Use department. Ms. Marino noted that other neighboring towns have staff's which are larger to do this work. Mr. Urban noted that the WPCC budget is cutting the outside consultant by 40% which will offset the cost of this position. Mr. Leake noted that he is pleased that the WPCC is being proactive.

Upon a motion made by Rick Westbrook and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to approve change in the payroll account from Program Manager to Environmental Technician in the WPCC budget.

To accommodate the attendees the Treasurer's report has been moved up in the agenda.

TREASURER'S REPORT

Ms. Butterworth gave a brief update. Funds will remain in our Citizen's account even though STIF's rates have increased. We will watch this to see if we need to move the funds.

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

APPROVAL OF MINUTES – DECEMBER 16, 2015

Upon a motion made by George Pytlik and seconded by John Leake the Westbrook Board of Finance **VOTED** to approve the November 18, 2015 minutes as amended.

Amendment to December Minutes

The motion for approval of the Treasurer's report was seconded by George Pytlik.

FIRST SELECTMAN'S REPORT

Mr. Bishop was not available.

Mr. Urban gave a brief update. He noted that there the State's Attorney notified Mr. Bishop that there is no merit for an investigation of Mr. Leighton. Mr. Ehlert voiced concern that this issue was discussed in Executive Session at the Board of Selectmen meeting and posted on the agenda as a Personnel Matter instead of a Legal Matter. Mr. Connelly stated that he did not receive a letter from the State's Attorney regarding this issue and that it would not be in the realm of responsibility for the Board of Finance to further investigate. Mr. Westbrook requested a copy of the letter which was sent to Mr. Bishop from the State's Attorney regarding this matter. Mr. Urban noted that the Town Attorney is the point of contact for this.

APPROPRIATIONS AND OTHER RESOLUTIONS

The Board of Selectmen voted to approve this appropriation. The Westbrook Foundation has previously approved a grant for \$38,500 for this project.

Supplemental Appropriation – Boat Ramp Project - \$20,000

Upon a motion made by John Leake and seconded by George Pytlik it was:

RESOLVED: unanimously by the Westbrook Board of Finance to approve the following supplemental appropriation in the Capital and Non-Recurring Expenditure Fund in Source Account #:101.2014.1411.5701.4 Westbrook Foundation Grant to Budget Account #: 101.2014.1411.0236.5 Boat Ramp Project in the amount of \$20,000 and refer it to the Board of Selectmen to set a date for a Town Meeting to approve.

DIRECTOR OF FINANCE REPORT

Distribution of FY2015 CAFR, Management Letter

The audit was clean with nothing found which would be of concern. Two issues are being addressed. One dealt with Land Use bonds. This is being reviewed. Mr. Pytlik asked for an accounting of the passbooks before we decide how to approach this. Another issue has to do with Capital Assets. This is also being addressed. The town response to the audit was given to the Board of Selectmen on December 2, 2015. Mr. Westbrook asked if the Board of Finance also have the opportunity to review this. Mr. Urban suggested that this be coordinated with the Board of Finance next year at their December meeting.

Upon a motion made by Gary Gavigan and seconded by John Leake, the Westbrook Board of Finance unanimously **VOTED** to accept the Seward and Monde Annual Finance Report as audited.

December 2015 Financial Reports

There was nothing notable to report. We are in line with expenditures and revenues. We lost our pilot grant for state property. The Excess Cost grant and the School Transportation grant was decreased.

Mr. Urban discussed variances in the department budgets. The Mulvey Center had repairs on the flooring. There will be a Town Meeting to approve the Board of Education request for windows at Daisy Ingrahm School and the Westbrook High School. Contracts for this work is with the Town Attorney for review. This work will be done this summer.

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

FY2017 Budget Status

The Chairman requested that we provide a binder for each Board of Finance member to review as the Board of Selectmen approve department budgets. Some of the departments may change as finalized numbers become available. The Board of Selectmen will adopt the budget on February 8th. Mr. Gavigan suggested looking at the timing of the Town Meeting. We may want to begin our meetings in February. Mr. Pytlik will be unavailable until early March.

PUBLIC COMMENT

None

NEW BUSINESS

Final Payment \$2,600 to Seward and Monde for FY2015 Audit

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to approve final payment of \$2,600 to Seward and Monde for audit services.

Payment to Technique Printers, \$190.25 for Printing of FY2015 CAFR

Upon a motion made by Gary Gavigan and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to approve payment of \$190.25 to Technique Printers for printing of FY2015 CAFR.

Middlesex Chamber \$22.00

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to approve the payment to the Middlesex Chamber of Commerce for a Chamber breakfast with the Governor in the amount of \$22.00.

Attendance at Council of Small Towns (COST) Meeting, February 16, 2016

Mr. Gavigan and Mr. Connelly would like to attend.

RFQ for Audit Services

Mr. Urban noted that he is pleased with Seward and Monde. They are able to access our system. We do not run reports for them. He would like to continue working with them. Mr. Gavigan noted that going out to bid will not have much cost savings. He feels the working relationship is important. They have charged us a fixed rate for the past several years. They have also reduced their fees and have a competitive advantage because they are familiar with our town. Mr. Westbrook asked if we have a quote going forward. Mr. Urban will work with them to get a quote for the next three years.

Upon a motion made by Gary Gavigan and seconded by John Leake, the Westbrook Board of Finance unanimously **VOTED** to give Mr. Urban the authority to negotiate with Seward and Monde to present a proposal.

Mr. Westbrook wants to make sure that we do our due diligence to keep expenses down for the town.

CORRESPONDENCE

No correspondence at this time.

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:47pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk