

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
July 15, 2015 7:00PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, July 15, 2015 at 7:00pm in the Multi Media Room. In attendance were Acting Chairman George Pytlik, Gary Gavigan, Rick Westbrook and John Leake. Also in attendance were Andrew Urban, Director of Finance, Jane Butterworth, Treasurer, Tom O'Dell, Conservation Commission and Kelley Frazier, Clerk. Absent: Paul Connelly and Tanya Lane

CALL TO ORDER

The meeting was called to order by Mr. Pytlik at 7:00pm. The meeting began with the Pledge of Allegiance.

APPROVAL OF MINUTES

Upon a motion made by Gary Gavigan and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to approve the minutes from the June 17, 2015 meeting as written.

TREASURER'S REPORT

Ms. Butterworth was present and gave a brief update. Ms. Butterworth noted that there was a transfer from the STIF account to pay bills currently due.

Upon a motion made by Rick Westbrook and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to approve the June 2015 Treasurer's Report as written.

FIRST SELECTMAN REPORT

No Update.

DIRECTOR OF FINANCE REPORT
Monthly Financial Report – June 2015

Mr. Urban briefly discussed his report. He noted that things are running smoothly. We are showing a slight deficit but items are still waiting to post. Our projections are in line for expenditures and revenues. He noted that there will be budget transfers within departments and divisions to adjust line items for end of year transactions. Project managers have been notified to make decisions about the status of various open projects. Some of these projects may be closed in the near future.

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

Speed Enforcement Grant

Mr. Urban discussed this grant. This is a 100 percent reimbursable grant. This is overtime for state troopers. No action is required at this time.

APPROPRIATIONS AND OTHER RESOLUTIONS

Mr. O'Dell was present to discuss this appropriation. Planning and the Board of Selectmen have voted to approve this acquisition.

DEP Open Space Fund Appropriation: St. John Property Acquisition, \$105,000

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 appropriation in the DEEP Open Space Fund and refer to the Board of Selectmen to set a date for a Town Meeting. The Source Account # 306.0414.4140.5574.4 DEP Open Space Fund to Budget Account # 306.0414.4140.0460.5 Open Space Property Acquisition in the amount of \$105,000.

General Fund Contingency Transfer, \$3,900, OPEB Valuation

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 from the FY2014-15 General Fund Contingency from Account #010.9990.9991.3000.5 General Fund Contingency to Account #010.0117.1170.0213.5 Financial Professional Services in the amount of \$3,900.

General Fund Supplemental Appropriation, \$5,250, Westbrook Foundation Grant

Upon a motion made by Rick Westbrook and seconded by John Leake it was:

RESOLVED: unanimously by the Westbrook Board of Finance to approve the following supplemental appropriation to the FY2015-16 General Fund Budget, Parks and Recreation Department in Source Account #010.0050.9125.5701.4 Westbrook Foundation Grant to Budget Account #010.0912.9125.0420.5 Tree Lighting Committee Equipment in the amount of \$5,250.

CNRE Appropriation: \$5,000, Bright Idea Grant

Upon a motion made by John Leake and seconded by Gary Gavigan it was:

RESOLVED: unanimously by the Westbrook Board of Finance to rescind the BIG grant appropriation adopted on May 28, 2015 and to appropriate the \$5,000 BIG grant in the Capital and Non-Recurring Expenditure (CNRE) Fund effective June 30, 2015 in Source Account # 101.2016.1612.0603.5 Clean Energy Communities Program Grant and to Budget Account #101.2016.1612.0603.5 BIG Grant in the amount of \$5,000.

PUBLIC COMMENT

None

NEW BUSINESS

None

OLD BUSINESS

Mr. Urban distributed a document with the revisions to the policies which were discussed at the June meeting. Mr. Urban asked the members to review the document. This will be discussed at the August meeting. Additional policies are being reviewed and will be revised as needed.

Mr. Gavigan discussed being approached by people in the community with concerns about the Pilot's Point building project. He had asked Mr. Bishop to discuss this at tonight's meeting, but he was unable to attend this meeting. It was suggested that this be discussed at the August meeting. The community and the Board of Finance have limited knowledge of the status of this project. Mr. Gavigan asked that the Board be updated on the status and made aware of any possible appropriations which the Board may need to consider.

CORRESPONDENCE

The letter from Tony Cozza was read by Mr. Pytlik regarding Vision Appraisal. Mr. Urban noted that the awarding of the contract for our next appraisal which is set to begin on August 1st will be

on the BOS agenda next week. Mr. Urban briefed the Board about the extensive RFP process for selecting a company to do the town's appraisal.

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:47pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk