

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
March 16, 2016 6:30PM**

The Westbrook Board of Finance Regular Meeting held on March 16, 2016 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, George Pytlik, Tony Cozza, Gary Gavigan, Rick Westbrook and John Leake. Also in attendance were Pat Ciccone, Superintendent of Westbrook Schools, Lesley Wysocki, Westbrook Schools Business Manager, Lee Bridgewater, Board of Education Chair, Noel Bishop, First Selectman, Jane Butterworth, Treasurer, Sonia Marino, Health Director, David Maiden, Building Official, Andrew Urban, Director of Finance and Kelley Frazier,

CALL TO ORDER

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

TREASURER'S REPORT

Ms. Butterworth gave a brief update. We did transfer money to the STIF accounts because rates are better than Citizen's. We will continue to monitor this.

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

Upon a motion duly made and seconded, the Westbrook Board of Finance unanimously **VOTED** to move the Appropriation and Other Resolutions item up in the agenda.

APPROPRIATIONS AND OTHER RESOLUTIONS

Budget Transfer – Land Use-Temporary Administrative Assistant-\$5,610

Mr. Bishop noted that this position has been approved by the Board of Selectmen. Mr. Cozza asked if timing is right for approval for this position. Mr. Bishop noted that this is strictly a temporary part time position. This department needs temporary part time help due to a person on medical leave. Because of this, the workload shifts throughout the department. Mr. Maiden noted that in the past they have brought in a building official to assist, but this is not what he needs. He does need additional administrative help. The administrative person is supposed to be shared 50-50 between the Health Department and the Building Official. The Health Department is not getting the support needed. This is an urgent need. Monies for this funding will be transferred from the WPCC budget. Mr. Cozza would like a clear picture of the budget needs in Land Use during the budget hearing next week. Mr. Bishop stated that the Chair of the WPCC committee resigned last week. Mr. Gavigan asked how we will replace the chairman of the WPCC? A nomination will be considered by the Board of Selectmen. We do have a consultant for this commission who is able to provide assistance.

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 budget transfer from Account 010.0312.3120.0101.5 WPCC – Regular Payroll to Account #: 010.0410.4120.0103.5 Land Use – Temporary Payroll in the amount of \$5,610.

Capital Appropriation – Land Use – DECD Brownfield Grant - \$200,000.

This is a grant to do an assessment of the Cusson property. This funding is not for clean-up of the property.

Upon a motion made by Tony Cozza and seconded by George Pytlik 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 #: 101.2016.1518.5575.4 DECD Grant to Budget Account #: 101.2016.1618.0236.5 Brownfield Assessment Study in the amount of \$200,000 and refer to the Board of Selectmen to set a date for a town meeting.

FY2017 BUDGETS

DEPARTMENT OF EDUCATION FY2017 BUDGET:

Ms. Ciccone explained the budget and school goals. For future reference, Mr. Cozza has asked for a breakdown of staff personnel in categories. We now have an Athletic Director which is not school staff. We have added indoor track and unified sports for our special needs kids. Mr. Westbrook asked Ms. Ciccone to include specific information regarding this for the presentation to the public. The Athletic Director will be working with the town Recreation Director to support the town programs. Mr. Pytlik asked the school to form a committee with the town to discuss

space allocation. Mr. Pytlik noted that enrollment is down and he would like to know of any available space. Ms. Ciccone said that all space is currently used. She invited Mr. Pytlik to visit the school. Ms. Ciccone discussed a possible collaboration with neighboring schools on various services and purchases. Ms. Ciccone discussed the increases in various categories and answered questions the Board had in each budget category. Mr. Westbrook asked for clarification of emergency repairs. It was noted that leases are being renegotiated. Mr. Gavigan asked about the cost per pupil. Ms. Ciccone will get this information for the Board. Special education is a volatile category. Ms. Ciccone noted that teachers are becoming cross endorsed to offer other services for the school. Mr. Cozza thanked the Board of Education and the staff for addressing issues and meeting the needs of the town and the students. Ms. Ciccone noted that the school's needs are well met. She is hoping to be very transparent with the town. Mr. Connelly thanked Ms. Ciccone and the Board of Education for their work on the budget. The Board of Education has formed a subcommittee for enrollment issues. Mr. Westbrook noted that the Board of Education did an outstanding job.

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

RESOLVED unanimously to appropriate the sum of SEVENTEEN MILLION, SEVEN HUNDRED AND THIRTY EIGHT THOUSAND, FIVE HUNDRED ELEVEN DOLLARS (\$17,738,511) for the Westbrook School Board of Education budget.

DEPARTMENT 0115 ASSESSOR:

Upon a motion made by George Pytlik and seconded by Rick Westbrook it was:

RESOLVED Unanimously to appropriate the sum of ONE HUNDRED THIRTY EIGHT THOUSAND, TWO HUNDRED NINETY SIX DOLLARS (\$138,296) for Department # 0115 Assessor.

APPROVAL OF MINUTES – FEBRUARY 17, 2016

Upon a motion made by John Leake and seconded by Gary Gavigan the Westbrook Board of Finance **VOTED** to approve the February 17, 2016 minutes as written.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. The Board of Selectmen approved the request that the budget will go to a town meeting. The town meeting is scheduled for May 11th. The Citizen's Guide will be published. The town has hired an environmental tech person. This is a 40 hour a week position. We will have a joint meeting on the 23rd with the Board of Selectmen to discuss policing in Westbrook. The town has allocated \$19,500 for three part time deputy fire marshals. Contracts have been signed for \$32.50 per hour for each person. The contracts will expire at the end of June.

DIRECTOR OF FINANCE REPORT

February 2016 Financial Reports

There was nothing notable to report. We are in line with expenditures and revenues. Mr. Urban discussed the line item report for the departmental budgets.

There was a discussion regarding the work load in the Land Use department. The Board requests that backup documentation be given when the request for staff is presented.

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

Status of FY17-21 Capital Improvement Plan

Mr. Urban discussed the Capital Improvement plan which is a work in progress. He has distributed a report to the Board indicating where funding will come from. Mr. Urban discussed the projects. Mr. Westbrook requested Mr. Urban place a (*) on projects that may have impact. This will be done in the CIP analysis.

PUBLIC COMMENT

None

NEW BUSINESS

None

CORRESPONDENCE

No correspondence at this time.

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:17pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk