

**BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
MULTI-MEDIA ROOM
November 16, 2016 6:30PM**

CALL TO ORDER

Mr. Connelly, Chairman, called the meeting to order at 6:30 p.m. In attendance included John Leake, Paul Connelly, Gary Gavigan(6:40pm Arrival), George Pytlik, Rick Westbrook, Tony Cozza and Jane Butterworth, Treasurer, Carol Hess, Financial Office, Jill Brainerd First Selectman's Office, First Selectman Bishop and Kelley Frazier, Clerk. Absent: John Leake

Mr. Connelly led the Pledge of Allegiance.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance **VOTED** to move the Treasurers Report to the beginning of the agenda.

TREASURER'S REPORT

Ms. Butterworth gave a brief update. There has been movement of funds between STIF and Citizens. The STIF interest rate has increased. There has been normal accounts payable activity.

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

Upon a motion made by Tony Cozza seconded by George Pytlik he Westbrook Board of Finance **VOTED** to approve the October 19, 2017 minutes as written.

Upon a motion duly made and seconded the Westbrook Board of Finance **VOTED** to add approval of the July 20th special meeting, the July 28th special meeting and the August 2016 Regular Meeting minute approval to the agenda.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the July 20th Regular Meeting minutes as amended.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the July 28th Special Meeting minutes.

Upon a motion made by Tony Cozza and seconded by Gary Gavigan the Westbrook Board of Finance unanimously **VOTED** to approve the August 2016 Regular meeting minutes.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. A Town Meeting will be held next Monday regarding an easement. This has no financial implication for this. Also on the agenda is an adjustment to the building department fees. There is also a Board of Selectmen (BOS) meeting next Monday to discuss playscape equipment and the Fisk Lane tennis Courts. The location of the playscape will be decided. Fencing is included if the location is changed. John Palermo will be discussing funding for renovations to the North End fire station. There will be an Ad Hoc Committee formed. The Auction for the three pumpers has taken place. The towns of Clinton and Guilford were interested in buying the equipment for \$5,000. The truck did not pass the inspection. This will be discussed by the Board of Selectmen. Tomorrow night at 6:30pm there is a special meeting regarding FOI hearings. All members are invited to attend.

Mr. Westbrook gave an update on the Engineering Use Ad Hoc Committee. The Committee has looked at services from Woodard and Curran and 3-4 other specialty firms. Expenses were reviewed. The average contract to have an engineering firm in house was estimated at \$260,000. There would still be approximately \$67,000 for specialty engineering if needed. Drainage and culvert mapping was discussed. It was noted that towns are required to have every drain and culvert on GPS. Additional information and input from Mr. Riggio as to whether the estimates are accurate is needed. The next meeting is November 30th. Mr. Cozza feels it will be difficult to find someone who can engineer all of the things in our town. Most of the requirements are civil engineering requirements. The next steps will be decided.

The Elks Club will be hosting a holiday party to show appreciation to the Boards and Commissions of Westbrook on December 8th at 6:30pm at the Elks club. Please RSVP to Suzanne Helchowski by December 1st.

FYI Only – No BOF Action Needed-BOS Action Regarding A. Urban's Request for Vacation Pay

Discussions are being held regarding vacation pay and unemployment. If vacation and unemployment are granted, there is financial exposure to the town.

Upon a motion made by George Pytlik and seconded by Gary Gavigan the Westbrook Board of Finance **VOTED** unanimously to add Ms. Hess to the agenda to give the Financial Report.

Ms. Hess noted that the audit is ongoing. We are hoping to meet our January 1st deadline. There are no additional appropriations.

Mr. Westbrook had questions regarding the financial reporting which Ms. Hess will research. The audit was discussed and whether additional service is required. This will continue to be reviewed. The Board discussed budgeting parameters for Department Heads. Mr. Westbrook suggested zero based budgeting. All departments are asked to be as frugal as possible. The Board would like to see an average over the past three years

for each line item. Mr. Pytlik suggested that other than payroll, we should achieve a zero percent increase. The grand list is expected to be down. It is expected that money from the state will decrease due to the significant deficit. Mr. Cozza noted that during his session at the CCM conference, the State will be giving money for infrastructure. He suggested that the town have projects ready. Mr. Bishop suggested that the budget sheets are prepared, but first reviewed by Mr. Bishop, Mr. Connelly and Ms. Butterworth before they go to the Department heads. Mr. Gavigan noted that we need to have departments do a cost accounting. Zero percent does not include an inflationary factor. This needs to be considered. Mr. Cozza suggested having more meetings in the beginning of the process. The Board of Finance can call a special meeting based on information which is gathered in the coming weeks. We need to prioritize what the parameters are. A copy of last year's budget schedule will be sent to the Board of Finance by Mr. Bishop.

Mr. Connolly discussed purchasing air packs for the Fire Department for \$300,000. It was approved in bonding. Mr. Westbrook voiced concerns because he thought the trucks were fully equipped. Mr. Pytlik feels that this should be discussed with the Fire Commissioners. Ms. Hess will research this. The air packs are a line item within the bond issue. There was a brand issue when purchasing the air packs previously.

APPROPRIATIONS AND OTHER RESOLUTIONS

None at this time.

PUBLIC COMMENT

None

NEW BUSINESS

Proposed Building Official Adjustment

Mr. Bishop distributed the amendment to the building fees. This will be approved at a town meeting on November 21, 2016. Fee changes affect both residential and commercial. Fees will take effect on January 1, 2017.

Upon a motion made by Tony Cozza and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to approve the Building Department fee schedule Section 5-4.

There was a discussion regarding inspections by the Fire Commissioner. Funding for January through June will need to be discussed at the December meeting. The Fire Commissioners will need to come before the Board of Selectmen and then if needed the Board of Finance to discuss how many inspections are done and how many still need to be done and additional funding if required.

The Board of Finance agreed to continue to have meetings in 2017 on the third Wednesday of the month at 7:00pm .

OTHER BUSINESS

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 8:40pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk