

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
November 18, 2015 7:00PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, November 18, 2015 at 7:00pm in the Multi Media Room. In attendance were Chairman Paul Connelly, George Pytlik, Gary Gavigan, Tanya Lane, Rick Westbrook and John Leake. Also in attendance were Noel Bishop, First Selectman, John Hall, Selectman, Andrew Urban, Director of Finance, Jane Butterworth, Treasurer, Tony Marino, Board of Zoning Chairman, Jill Brainerd, First Selectman's Office and Meg Parulis, Town Planner and Kelley Frazier, Clerk. Absent: Tanya Lane

CALL TO ORDER

The meeting was called to order by Mr. Connelly at 7:05pm. The meeting began with the Pledge of Allegiance.

Upon a motion made by George Pytlik and seconded by Rick Westbrook, the Westbrook Board of Finance **VOTED** to move the Zoning and the Patio Appropriation discussion to the beginning of the agenda to accommodate the attendees.

ZONING DISCUSSION – MR. MARINO

Mr. Marino, Chair of the Zoning Board discussed the questions the Board had last month regarding transcription fees. These transcripts were required by law to be transcribed last month. This was covered as an internal transfer. Mr. Marino discussed that the staff received overtime because they are full time employees. Mr. Westbrook suggested that the Town research if an outside service could provide the transcription services. Mr. Urban reviewed the budget and it was on target until this overage occurred. The finance department acted as soon as they were notified that this expense would occur.

Mr. Marino discussed that Ms. Rudek is on medical leave. Mr. Bishop noted that we are meeting with the staff to make sure coverage is adequate. This area is thinly staffed. A building official needs to be hired to replace Mr. Zito.

TREASURER'S REPORT

Ms. Butterworth discussed her report. The Citizen's interest rate has changed. Mr. Urban will research why this has occurred.

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

APPROPRIATIONS

Capital Appropriation – Senior Center for Patio Repair Counter Project - \$15,000

Mr. Riggio discussed that the radiant heat for the patio was not hooked up when the patio was installed 10 years ago. He has received four quotes for the proposed work. Pennywise gave the most detailed quote and are available immediately to do the work. This project and quote are not to exceed \$15,000. Mr. Hall suggested that we need a thermostat so the heat is regulated. He feels that this is a good proposal. Mr. Riggio noted that this area is a liability because snow removal is difficult. Mr. Westbrook noted that this is an expense that has not been projected in the budget. This system will run many days this winter and will be very expensive. Mr. Pytlik asked if there was a control to shut the system off when needed? There is more sophisticated equipment available, but it would be more costly. Ms. Brainerd suggested that computer access for regulating the equipment is possible and would be beneficial. Mr. Westbrook said that we need a projection of the energy usage. There is a contract with Environmental Engineering for maintenance. Mr. Hall recommends having Environmental add access to Ms. Brainerd's computer so that she might monitor this from home. A yearly estimate of fuel consumption should be done. Mr. Westbrook suggest we have someone research the costs associated with this. Mr. Hall noted a decision regarding this expense should be done soon so that the boiler could be shut down to add another heating zone. We do not want to shut the heat off during the coldest time.

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

RESOLVED: unanimously by the Westbrook Board of Finance to approve the following appropriation in the Capital and Non-Recurring Expenditure Fund from Account #101.3010.0000.0951.3/101.4020.0000.0951.4 CNRE Reserve for Town Buildings in the amount of \$15,000 to Account # 101.2016.1614.0451.5 Senior Center Patio Repair in the amount of \$15,000.

Open Space Appropriation – Conservation for Toby Hill \$600,000

Mr. O'Dell discussed this purchase in detail. This will have a conservation easement. There is potential to connect the trail system to The Preserve. This property was appraised as an approved subdivision. The road will not be paved. It will be left undeveloped. Parking was discussed. There is an area at the end of Halls Road where parking could take place. Peter's Trail also has parking available. Mr. Pytlik is concerned that this is an approved subdivision. This would add to the grand list if it was developed. The subdivision approval will expire if not developed within a certain timeframe. Ms. Parulis said that people are wanting to live closer to the town center. This is not desirable property for a contractor to build on. This is on the agenda for the Town to approve at the Town Meeting tomorrow.

Upon a motion made by George Pytlik and seconded by Gary Gavigan it was:

RESOLVED: unanimously by the Westbrook Board of Finance to approve the following appropriation in the DEEP Open Space Fund in Source Account# 306.0414.4140.5574.4 DEEP Open Space Grant in the amount of \$390,000 and also in Source Account 306.0414.4140.9100.4 DEEP Open Space Fund Unassigned Fund Balance in the amount of \$210,000 to Budget Account #306.0414.4140.0460.5 Open Space Property Acquisition in the amount of \$600,000 and refer to the Board of Selectmen to set a date for a town meeting.

APPROVAL OF MINUTES

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to approve the minutes from the October 21, 2015 meeting as written.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. The State Fire Marshall has evaluated the Riggio building and given his final report. The sprinkler system has been removed as a needed purchase. The sub-Committee will put numbers together for the other repairs. This will be presented to the Board of Selectmen (BOS) on December 3rd and discussed at our next meeting. The fire code requires work to be done on the boiler. If the boiler can get below 400 BTU's, there will be no additional work required. The boiler exceeds fire code regulations. The report put together by Mr. Leighton is a professional objective report. The State Fire Marshall confirmed this report

The Blight Committee report will be presented to the come to the BOS on December 3rd. There was a strong request from the Council of Beaches to have this go to vote in the spring when these residents are in town.

The DECD Deputy Commissioner addressed the Chamber of Commerce. His responsibility is brownfields. He walked the Cusson property. He is cautious and feels that if we do not get outside assistance it will be difficult to clean this property. A grant application has been submitted. We will not know until the spring if we will receive this grant.

Mr. Westbrook asked about the double billing issues regarding Mr. Leighton. Mr. Bishop noted that this has recently come to his attention. It is currently under review by the state. The town attorney said the state has to complete an investigation and that the town should not interfere with this investigation. Mr. Gavigan requested Mr. Leighton's timesheets from 2103 to the present. Mr. Urban agreed to give Mr. Gavigan this information. Mr. Leighton was an employee in 2013. Mr. Urban did an initial review of the invoices. Urban stated that this is a massive job. Mr. Urban suggested having Seward and Monde review this. Mr. Gavigan stated that we may need to initiate another case for the State's Attorney's Office to review. We have many years of questionable records. Mr. Pytlik said that Mr. Leighton should be held accountable and make retribution if need be. Mr. Urban will ask Seward and Monde the estimated cost for this type of review.

DIRECTOR OF FINANCE REPORT

October 2015 Financial Reports

There was nothing notable that occurred. We are within 1% of the prior three year averages. Mr. Urban discussed overages in the transfer station part time payroll and the lease for copiers. This will be absorbed in the departmental budget.

Status of FY2015 Audit

This was briefly discussed. Mr. Urban distributed the final draft of the audit which went very smoothly.

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

Mr. Urban is sending out the budget packets next Monday. There will be no changes in hourly rates or salary due to negotiations occurring in March.

The Board of Finance suggested having guidance in the cover letter given to the department heads. The goal is a zero mill rate increase. It was suggested that we have a position freeze and no increase in part time hours. Mr. Bishop noted that the situation in Land Use needs to be addressed. There may also be a need for an additional building inspector. Another area for consideration is policing in Westbrook and how we address this. Mr. Westbrook said that we need to minimize or eliminate any new positions. Are we providing additional services which we do not need to provide? Mr. Connelly asked what our baseline budget is. Mr. Urban will review this. Mr. Gavigan suggested that Departments do their best effort. Mr. Urban reviewed the budgeting guidelines. Mr. Connelly would like Departments to know that they need to provide accurate numbers. Mr. Bishop stated that when the budget is finalized it will be difficult to get approval for additional funding from the Board of Selectmen. Mr. Connelly requested a draft letter from Mr. Urban for the budget packet. Mr. Urban asked the Board members to review the budget content and cover letter and give him any suggestions. Mr. Pytlik suggested a 10 year capital plan which would give a better picture. Mr. Urban will ask various departments to provide this information. This should focus on major items.

APPROPRIATIONS AND OTHER RESOLUTIONS

Budget Transfer: Building for Contract Services - \$33,000

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

RESOLVED: unanimously by the Westbrook Board of Finance to approve the following transfer from the FY2015-16 General Fund from Account # 010.9990.9991.3000.5 General Fund Contingency in the amount of \$19,000 and also from Account # 010.0417.4170.0236.5 Building Official Regular Payroll in the amount of \$14,000 to Account # 010.0417.4170.0236.5 Building Official Professional Services in the amount of \$33,000.

PUBLIC COMMENT

None

NEW BUSINESS

None

OLD BUSINESS

2016 Meeting Schedule

Board members would like to meet on the third Wednesday at 6:30pm. Kelley will submit a listing to the Town clerk as soon as possible.

Mr. Urban noted that BOS awarded a contract for three fire trucks to be delivered next year. Mr. Urban discussed the long term bonds and their associated projects. He has modeled a 20 year bond issue plan and will distribute this to members. Mr. Urban discussed the options of how this can be detailed from a financial perspective. This will be discussed at the Board of Selectmen meeting and their decisions will be discussed at our next meeting.

CORRESPONDENCE

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 10:00pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk