

**1THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
October 21, 2015 7:00PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, October 21, 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, Chris Ehlert, Selectman, Andrew Urban, Director of Finance, Jane Butterworth, Treasurer, Pat Ciccone, Superintendent of Schools, Lesley Wysocki, Westbrook Schools Business Manager, Maureen Westbrook, Westbrook Board of Education Chair, Jill Brainerd, First Selectman's Office and Meg Parulis, Town Planner and Kelley Frazier, Clerk.
Absent:

CALL TO ORDER

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

SUPERINTENDENT OF SCHOOLS: EXCESS COST GRANT

Ms. Ciccone discussed the history of the excess cost funds. She asked the Board of Finance for clarification of how and when to use the excess costs funds and how these funds will be applied going forward. There is a policy which was drafted in 2013. This policy was never formally approved. Ms. Ciccone also noted that we need to comply with the statutory requirements. Mr. Urban would like to review the technicalities of what has happened in the previous years. A meeting in the next few weeks with the Westbrook Schools Business Manager and Mr. Urban will be scheduled so that a policy can be drafted.

Mr. Pytlik requested a spreadsheet explaining the accounting of these numbers. A discussion will occur at the November Board of Finance meeting as to the status of this policy.

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 September 16, 2015 meeting as written.

TREASURER'S REPORT

Ms. Butterworth discussed her report. There was a brief discussion regarding the movement of funds out of STIF back into the account at Citizens. Mr. Gavigan asked if funds can be moved if interest rates change? Ms. Butterworth stated that funds can be moved at any time.

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.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. Municipalities received a notice from the Governor that the projected deficit is an additional \$125 million dollars. He is not sure how this will impact our municipal government. Discussions are being held in how to decrease this deficit. Don Izzo did an exercise on the town's response if a tornado should occur. Mr. Izzo and all the participants did a great job and Mr. Izzo should be thanked for his hard work. Mr. Zito resigned effective November 3rd as the Building Official. Mr. Brown is currently filling the position. Mr. Bishop is looking into possible state funding for brown fields. The Cusson property may meet these requirements. Tim Sullivan from DECD is speaking at the Chamber of Commerce. They will also walk the Cusson property. This meeting is October 2nd at Vista from 8:00am – 9:00am with a tour of the property after the meeting. We did not get the federal EPA funding which we applied for last year. Ms. Parulis discussed the open space grant and the open space the town may acquire. This will have to go through the process of appropriation approval and to a town meeting. Mr. Gavigan said that the Board of Finance had concerns about the placement of the open space. Ms. Parulis will give a presentation regarding this space when the appropriation is requested. Ms. Lane requests the maps previous to the discussion. The Blight Committee was discussed. Mr. Gavigan discussed attending a meeting with an attorney who discussed blight and how tax abatements can be used. He noted that we need legal approvals for a blight ordinance to be acceptable to the Courts. Inspections need to be done on these properties by a town inspector who is qualified in determining a blighted property. The Zoning Officer is only qualified to do these inspections if proper certification is acquired.

DIRECTOR OF FINANCE REPORT

September 2015 Financial Reports

We are in line with our revenues and expenditures. The Governor has decreased our grant expectations by \$53,000. We will not get funding for the hospitals grant.

Mr. Urban discussed the variance explanations. Bonded and Capital projects do not have changes. The Lynn and Winthrop Road bridge projects were discussed. Bids will go out early next year. The state reimbursement will be 45%. We will use bonded funds. We will be short because we anticipated that Lynn Road would be considerably less. The capital improvement for 2017 will be able to absorb the shortfall.

Status of FY2015 Audit

The audit will be complete in the next couple of weeks. In the spring, we will go out for a RFQ for audit services for the next five years. The RFQ will be drafted in January.

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

APPROPRIATIONS AND OTHER RESOLUTIONS

Budget Transfer: Zoning: Part time Payroll - \$5,600

Ms. Lane asked if this will impact the budget? This is unknown at this time. Ms. Lane had various questions regarding the hours submitted for transcription of these documents. Mr. Westbrook asked if this has back up documentation or if due diligence has been done? Mr. Urban received a letter. This could be tabled until Mr. Marino can be present to explain this appropriation. Mr. Ehlert responded that the Zoning Commission asked their clerk to transcribe these tapes. Discussion ensued regarding the policy for additional payroll hours. We need a check and balance for payroll approval. Mr. Westbrook would like the Chair of Zoning to attend the next BOF monthly meeting. There was \$4,200 spent on transcription services from September 1 until September 29. Ms. Lane feels that the system in place is not a system of all. At what point does the Chair raise a flag to discuss this further. This was brought to Mr. Urban's attention on September 16th.

Upon a motion made by Tanya Lane and seconded by Rick Westbrook it was:

RESOLVED: unanimously by the Westbrook Board of Finance to approve the following budget transfer in the FY2015-16 General Fund from Account # (CR)010.0410.4102.0234.5 Zoning Legal Services in the amount of \$2,800 and from Account #(CR)010.0410.4102.0236.5 Zoning – Engineering Services in the amount of \$2,800 to Account #(DR)010.0410.4102.0102.5 Zoning – Part time Payroll in the amount of \$5,600.

Capital Appropriation – Land Use Counter Project - \$5,000

This will expand the counter space for six departments. This would be an opportune time to do this work before the new carpeting is installed. This includes wiring. This was not in the budget. Mr. Bishop said that he has had discussions with the staff about the need for this additional counter space. Mr. Bishop agrees that this would be beneficial. He noted that staff has spent a considerable amount of time looking for ways to make their space more usable. We must maintain a handicap accessible counter. Ms. Lane endorses that there is a need for this counter.

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

Discussion ensued regarding funding. This will come from the Mulvey Roof Repair account which has been renamed Town Building Maintenance. We did not use all the funds to replace the roof.

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 Capital and Non-Recurring Expenditure Fund Unassigned Balance Account from Account #101.3010.0000.3020.3\101.4020.0000 0920.4 CNRE Unassigned Fund Balance in the amount of \$5,000 to Account # 101.2016.1613.0451.5 Land Use Counter in the amount of \$5,000.

Supplemental Appropriation – Public Health DPH Grant-Lead Prevention Program - \$3,964

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 supplemental appropriation in the General Fund Source Account #010.0020.5103.5571.4 State DPH Grant in the amount of \$3,964.00 to Budget Account # 010.0510.5103.0200.5 DPH Lead Prevention Program – Postage \$150.00, and to Budget Account #010.0510.5103.0233.5 DPH Lead Prevention Program – Contract Services \$3,050.00, and to Budget Account # 010.0510.5103.0242.5 DPH Lead Prevention Program – Training \$425.00, to Budget Account # 010.0510.5103.0321.5 DPH Lead Prevention Program – Educ Material \$339.00. The total appropriation is \$3,964.00

Supplemental Appropriation: DPH Grant – Health Preparedness Plan - \$5,022

Upon a motion made by Tanya Lane and seconded by Rick Westbrook it was:

RESOLVED: unanimously by the Westbrook Board of Finance to approve the following supplemental appropriation in the General Fund Source Account #010.0020.5104.5571.4 State DPH Grant in the amount of \$5,022.00 to Budget Account # 010.0510.5104.0233.5 DPH Emergency Preparedness Plan – Contracts \$2,000.00 and to Budget Account #010.0510.5104.0242.5 DPH Emergency Preparedness Plan – Training \$1,072.00, and to Budget Account #010.0510.5104.0242.5 DPH Emergency Preparedness Plan – Travel \$150.00, and to Budget Account # 010.0510.5104.0314.5 DPH Emergency Preparedness Plan – Rent \$500.00, and to Budget Account #010.0510.5104.0330.5 DPH Emergency Preparedness Plan – Food \$300.00, and to Budget Account #010.0510.5104.0440.5 DPH Emergency Preparedness-Plan Equipment \$1,000.00. The total amount appropriated is \$5,022.00.

Supplemental Appropriation –Public Health-DPH Grant – Public Prevention Health-\$1,713

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 supplemental appropriation in the General Fund Source Account #010.0020.5105.5571.4 State DPH Grant in the amount of \$1,713.00 to Budget Account # 010.0510.5105.0209.5 DPH Health Service Program – Operating Materials \$763.00 and to Budget Account #010.0510.5105.0233.5 DPH Health Service Program - Contracts \$500.00, and to Budget Account # 010.0510.5105.0249.5 DPH Emergency Preparedness Plan – Travel \$50.00, and to Budget Account #010.0510.5105.0330.5 DPH Emergency Preparedness Plan – Food \$100.00, and to Budget Account #010.0510.5105.0440.5 DPH Emergency Preparedness Plan – Equipment \$300.00. The Total amount appropriate is \$1,713.00.

Contingency Transfer – Facilities – Software Subscription-See Click Fix \$5,000

This software will be a service for reporting, routing and resolution of citizen complaints and reports. It is menu driven. Citizens can find out the status of their complaint. This is a per year fee. Ms. Lane is concerned that this is costly. Who will oversee and how will citizens be informed how to use this software? We would need to advertise this. Mr. Ehlert suggests that this is tabled until the Board of Selectmen can discuss. We are a small town and may not need this service.

Discussion ensued. Mr. Westbrook is concerned about employee hour creep. We seem to be increasing the hours of our employees. Ms. Lane agrees with Mr. Westbrook and Mr. Ehlert. She is not in favor of doing this until additional research can be done.

PUBLIC COMMENT

Mr. Ehlert stated that the Board of Selectmen have not had much input into the employee review process. He has sent a letter regarding this to Board of Finance members. Mr. Ehlert thanked the Board of Finance members for working with him through the years and for listening to his comments. He also thanked the Board for their hard work. The Board thanked Mr. Ehlert for his work as a Selectman.

NEW BUSINESS

Upon a motion made by John Leake and seconded by George Pytlik, the Westbrook **VOTED** unanimously to approve the progress bill from Seward and Monde in the amount of \$12,500.

OLD BUSINESS

Executive Session – Performance Review

Upon a motion duly made and seconded the Westbrook Board of Finance **VOTED** to go into Executive Session at 9:32pm. Mr. Bishop and Ms. Butterworth were asked to attend the Executive

Executive Session ended at 10:18pm.

Memo from Town Clerk Regarding 2016 Meeting Schedule

The meeting schedule needs to be filed by January 31, 2016.

BUDGET WORKSHOP

This will be discussed at the next meeting.

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 10:21pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk