

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF FINANCE REGULAR MEETING  
WESTBROOK MULVEY MUNICIPAL CENTER  
September 16, 2015 7:00PM**

The Westbrook Board of Finance Regular Meeting was held on Wednesday, September 16, 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, 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 and Kelley Frazier, Clerk. Absent:

**CALL TO ORDER**

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

**SUPERINTENDENT OF SCHOOLS: DISPOSITION OF BUDGET SURPLUS**

Ms. Westbrook discussed the large budget surplus being returned to the Town from Westbrook Schools. She said that many factors caused the surplus. (See attached report entitled Budget Narrative 2014-15 Dated 8/8/15) Ms. Ciccone discussed the breakdown. She noted that retirements caused savings because personnel who were hired were at a lower rate. Special Education expenses were reduced due to three children returning to our district who were previously outplaced. Utilities were much lower because of the efficiencies done to our schools last year. She noted that she did complete the new carpeting in the high school.

A decision needs to be made as to how much of this money should be returned to the fund balance and the amount held in reserves for unanticipated special education expenses. Ms. Ciccone feels that the trend shows that the amount placed in reserves should be \$500,000. Mr. Connelly thanked the Board for working well with the Board of Finance and returning the surplus. He then discussed the need to complete the windows in Daisy Ingrahm. Mr. Westbrook also congratulated the Board of Education for spending what they needed to spend. Mr. Westbrook questioned whether other departments with large overages have also been questioned for an explanation of their overages? Mr. Connelly stated that due to the large amount of surplus, he felt it was important to meet with school staff to understand why this occurred. The auditors will review the overages for all departments as well as departments who did not spend their budget. This analysis will be done in the near future. Ms. Lane commended the Board of Education for coming forward with this surplus and working well with the Board of Finance.

Upon a motion made by George Pytlik and seconded by Rick Westbrook, the Westbrook Board of Finance unanimously **VOTED** to approve Policy# 2015-01 Board of Education Special Education Committed Fund Balance Account as written.

**APPROVAL OF MINUTES**

There was a brief discussion about what should be included in the minutes. If Board members want specific comments in the minutes, they need to say that the item should be placed in the minutes. Mr. Pytlik called the question.

Upon a motion made by George Pytlik and seconded by John Leake the Westbrook Board of Finance unanimously **VOTED** to approve the minutes from the August 19, 2015 meeting as written.

**TREASURER'S REPORT**

Ms. Butterworth discussed investment opportunities. Citizens has instituted an interest rate higher than the STIF account. We will be moving money out of STIF to the Citizens account.

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 on the status of the Blight Committee. The Committee is reviewing the comments made at a recent Public Hearing. This will then go to a Town Meeting or a Referendum to be approved.

Mr. Bishop discussed the work being done on the outside of the Riggio Building. The Board of Selectmen will discuss work which needs to be done on the inside of the building at the next Board of Selectmen meeting on September 24<sup>th</sup>. Possible additional staffing was discussed for to resolve blight issues. Ms. Lane voiced concern about hiring additional personnel to complete this

work. Mr. Leake and Mr. Westbrook agreed that additional personnel should not be hired at this time. Ms. Lane asked that current staff handle additional work. If there is justification to hire additional personnel it should be discussed at a later time. She asked that Mr. Bishop be mindful of different parameters.

Mr. Bishop said that there were discussions regarding having a Historic District in Westbrook. The Riggio building would be included in this. No conclusions have been reached at this time.

Mr. Bishop stated that the case with Constable Malardo is now closed.

Senator Murphy had a meeting for marina owners along the coastline. The expense to the marinas is large. He noted that the marine business in Connecticut is hurting.

Mr. Urban discussed the bidding process for the fire equipment. The bids are due next Thursday. The specifications are very long. He discussed other options for purchasing this equipment. He noted that some items in our Capital Improvement Plan have been deferred. Decisions will need to be made regarding the Daisy Ingraham windows and the larger estimate for the Lynn Road bridge replacement.

Mr. Westbrook asked if the residents of Westbrook should be included in making the decision regarding the work that needs to be done on the Riggio Building? This will be discussed further when the estimate for work to be done is complete.

Budget transfers were discussed. Mr. Bishop commented that once or twice a month at the Board of Selectmen meetings a monthly financial analysis is discussed. He noted that some of the year end items are not known until the end of the year. Mr. Urban discussed the previous year's transfers. Public works can be difficult to predict. We have tightened the budget methodology.

## **DIRECTOR OF FINANCE REPORT**

### **Update FY2015 Financial Reports**

Mr. Urban briefly discussed his report and the adjustments which are made during the audit process. Mr. Urban answered various Board member questions. The Harbor Commission budget was discussed. Additional funding may be considered during the audit process. Mr. Gavigan feels additional funding should not be done at this time because the Army Corp of Engineers will cover dredging expenses. We currently have \$96,000 in the Dredging Reserve. Mr. Westbrook asked that we inform the Harbor Commission that this is being reviewed.

### **August 2015 Financial Reports**

We are in line with the prior three years. The line item report begins in the middle of the fiscal year because there is not many changes at the beginning of the fiscal year. Mr. Urban discussed in detail the expenses which have been incurred in the past month.

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

### **Status of FY2015 Audit**

All of the statements for the town funds have been submitted to the auditors.

### **Committed Fund Balance Policy**

Discussed previously.

## **APPROPRIATIONS AND OTHER RESOLUTIONS**

### **Capital Project Closures**

(See Attachment 1)

Upon a motion made by George Pytlik and seconded by John Leake, the Westbrook Board of Finance **VOTED** to unanimously approve the closure of the referenced capital projects and transfer any unexpended balances to the Capital and Non-Recurring Expenditure Fund Unassigned Fund Balance and other Assigned Reserve Accounts.

### **FY2015 Year-End Budget Transfers**

Upon a motion made by George Pytlik and seconded by Tanya Lane, the Westbrook Board of Finance discussed the approval of the designated budget transfers. Discussion ensued.

Mr. Urban was able to answer various questions which the Board asked regarding the budget transfers. Mr. Westbrook asked if we will review this again in the budget cycle. Mr. Urban noted that the variances for Public Works was additional expenses from DEEP requiring storm water monitoring. There was also additional expense for the number of snow storms and their timing. The resident trooper expenditures will also have an overage.

Ms. Lane called the question.

Upon a motion made by George Pytlik and seconded by Tanya Lane, the Westbrook Board of Finance **VOTED** to approve the budget transfers and authorize the Director of Finance to make such transfers. (See Attachment 2)

**PUBLIC COMMENT**

No comment made.

**NEW BUSINESS**

Ms. Lane feels it is appropriate to ask the town departments not ask for additional staffing requests for the next budget cycle. Mr. Westbrook stated that the Board of Finance can only provide guidance. Ms. Lane feels that we should let the department heads know that we will not endorse additional hours or staff before they begin development of next year's budget. She feels that the Board should indicate that we will not consider increases in line items. Mr. Urban suggested that at our October meeting we have a budget session for the Board which will include what content and information the Board will get and the policy for submitting the department budgets. The policy will be distributed in November. Ms. Lane would like to not increase the mill rate. Mr. Connelly suggested that we could say a zero increase for next year's budget. Mr. Urban stated that contract negotiations for town hall employees will occur next spring. We will need to estimate the funding for these negotiations. We can ask department heads to justify their line items in the budget process. This will be discussed further in October. Mr. Pytlik would like department heads to project what they will need in the future. Mr. Gavigan stated that the more the Board of Finance removes itself from the political process, the better it will function.

**OLD BUSINESS**

None

**CORRESPONDENCE**

None

**ADJOURNMENT**

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 9:52.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk