

**BOARD OF FINANCE REGULAR MEETING
WESTBROOK MULVEY MUNICIPAL CENTER
MULTI-MEDIA ROOM
September 21, 2016 6:30PM**

The Westbrook Board of Finance Regular Meeting held on September 21, 2016 at 6:30pm in the Multi Media Room. In attendance were Chairman Paul Connelly, George Pytlik, Rick Westbrook and Gary Gavigan. Also in attendance Kelley Frazier, Clerk, Noel Bishop, First Selectman. Absent: Tony Cozza, John Leake

CALL TO ORDER

Mr. Connelly called the Board of Finance to order at 6:30pm.

EXECUTIVE SESSION - To Discuss Pending FOIA Complaint-Invited Guest: Attorney Jiran

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance unanimously **VOTED** to go into Executive Session at 6:35pm. Jane Butterworth, Noel Bishop and Attorney Jiran were invited to attend the Executive Session.

The Board came out of Executive Session ended at 7:06pm. No action was taken.

Upon a motion made by Rick Westbrook and seconded by Gary Gavigan the BOF unanimously **VOTED** to move the Treasurer's Report up in the agenda.

TREASURER'S REPORT

The Bond proceeds were transferred into our account. There was an increase in revenue due to increased tax revenues. Money has been moved into STIF.

Upon a motion made by Gary Gavigan seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** approve Treasurer's Report as presented.

APPROVAL OF MINUTES

Upon a motion made by George Pytlik and seconded by Rick Westbrook the Westbrook Board of Finance **VOTED** to table the minutes from July 20, 2016 and the August 17, 2016.

FIRST SELECTMAN'S REPORT

Mr. Bishop gave a brief update. He stated that Ms. Hess is doing a fantastic job completing work in the Finance Department. She does not feel the need to hire an interim Finance Director for a short period of time before a new person is hired. Mr. Bishop thanked her for her hard work. The Community Foundation is requesting that funds be returned for a project the Foundation funded which is not moving forward. This will be discussed further at the Board of Selectmen meeting. These funds will need to be returned in Fiscal Year 2016. The Town will have their engineering services go out for bid. Woodard and Curran is currently the town engineering firm. A small ad hoc group has been formed to write the specifications and to do initial screenings. John Hall, John Riggio, Meg Parulis will serve on this committee. Mr. Westbrook has agreed to be on the committee as the Board of Finance representative. The CCM conference is being held November 14th and 15th at Foxwoods. Mr. Bishop will attend on the 15th. If any Board of Finance members would like to attend, contact Mr. Bishop's office and they will register you. An event is being planned for Tom O'Dell who has done many years of service for the town. This will be October 13th from 6-8pm at Water's Edge.

Mr. Bishop noted that the search for a new Finance Director has begun. A screening committee will review resumes and then the Board of Selectmen and the Board of Finance will have representatives who will do the final interviews. Applications are to be in by September 30th. It would be ideal to interview candidates by the end of October.

APPROPRIATIONS AND OTHER RESOLUTIONS

No appropriations.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to add an item titled Finance Report to the agenda.

Ms. Hess gave an update on the financial reporting. The payroll contingency has been done. Mr. Westbrook asked that the Legal services expense category be researched. He also asked that any significant overages in the departmental budgets be explained at the Board of Finance meeting.

Upon a motion made by Rick Westbrook and seconded by George Pytlik the Westbrook Board of Finance unanimously **VOTED** to approve the Finance Report as presented.

PUBLIC COMMENT

None

NEW BUSINESS

None

OTHER BUSINESS

None

ADJOURNMENT

On motion duly made and seconded, the Board of Finance unanimously **VOTED** to adjourn at 7:40pm.

Respectfully Submitted,

Kelley S. Frazier, Board of Finance Clerk