

2/14/11

WESTBROOK BOARD OF SELECTMEN

REGULAR MEETING

Monday, February 14, 2011

Mulvey Municipal Center, 866 Boston Post Road

Call to Order

First Selectman Bishop called the meeting to order at 3:30 p.m.

A quorum was established with the following Board members present: First Selectman Bishop, and Selectman Hall. Also in attendance were Andrew Urban, Director of Finance, Darlene Jones, Treasurer, Meg Parulis, Town Planner, Registrars, and resident.

Mr. Bishop reported that several items were received after the agenda was posted. The WPCC vacancy, the proposal from the Registrars and several financial matters will be discussed after the Appointments section of the agenda.

Status of Bills/Invoices

Included in the BOS packet was a bill from Pietre Dure Design in the amount of \$1,277.30. This is for a 3 x 6 mosaic project at the elementary school. This project was funded through the Energy Grant.

Mr. Bishop made a motion to pay Pietre Dure Design \$1,277.30 for the 3x6 mosaic. Mr. Hall seconded the motion. The motion passed unanimously.

Fire Department Request

Mr. Baker outlined the Fire Department's request for \$12,500 to install air conditioning in the upstairs meeting room at the Fire House. This room is routinely used throughout the summer by both the public and the Fire Department. The Fire Department received 3 quotes from reputable firms.

Mr. Bishop commented that, if approved by the BOS, the request will be forwarded to the BOF. If approved by both boards, work would be done in the next 30 to 60 days.

Mr. Urban commented that these funds, if approved, should come from the Capital Non-Recurring Fund.

Mr. Bishop made a motion to recommend that the BOF appropriate the amount of \$12,500 from the Capital Non-Recurring Fund for air conditioning the upstairs room of the Fire House. Mr. Hall seconded the motion. The motion passed unanimously.

FEMA Grant Appropriation

2/14/11

The Town received \$12,045.04 from FEMA for repairs to the Winthrop Bridge as a result of the severe rains in March 2010. Mr. Urban outlined the appropriation process necessary to adjust the Public Works budget to reflect receipt of these funds.

Mr. Bishop made a motion to submit to the BOF, for informational purposes and discussion, the supplemental appropriation in the amount of \$12,045.04 as outlined by Mr. Urban. Mr. Hall seconded the motion. The motion passed unanimously.

Adopt A Spot

Mr. Urban reported that the Westbrook Foundation provided a \$3,820.00 Grant to the Adopt a Spot Program. These funds are to be used for signs, safety cones, and vests.

Mr. Bishop made a motion to submit to the BOF, for informational purposes and discussion, supplemental appropriation from the Westbrook Foundation in the amount of \$3,820.00 for the Adopt A Spot Program. Mr. Hall seconded the motion. The motion passed unanimously.

Registrar Request

Mr. Urban reported on the Registrar's request to allow, in lieu of payment for a 6 month service contract on the 5 new voting machines, to trade the 2 outdated, unusable voting machines. The State previously held the contract for maintenance on the voting machines but this responsibility now falls to the Town. The value of these 2 outdated machines is unknown, however, when purchased they cost \$5,000 each.

Mr. Urban reported that currently, there is no Town policy on the distribution of Town assets.

The Registrars will provide the discussed contract and Town Attorney will review.

Request from Town Treasurer – Additional Salary

Documentation for the Treasurer's request for an \$18,920.00 salary increase was included in the BOS packet. The current salary for the Treasurer is \$12,298.00. Ms. Jones reported that in order to complete the duties required, the Treasurer position should be full time.

Mr. Bishop asked if Ms. Jones intends to hire a Deputy Treasurer. Ms. Jones responded that there will be a need for a Deputy Treasurer in the future.

Mr. Bishop outlined the process used to create and staff the current Finance Department. Mr. Bishop continued that, in his opinion, it would be inappropriate to change the salary of any elected official. Mr. Hall agreed and added that the budget, including the elected official's current salaries, was voted upon in a referendum.

The BOS requested that Ms. Jones provide budget recommendations to fill a Deputy Treasurer position.

Mr. Richard White requested documentation outlining the Director of Finance job description as well as job responsibilities for both the Treasurer and Director of Finance. Mr. Bishop responded that this

2/14/11

information, which was reviewed by both the Town's attorney and the Treasurer's office in the Spring of 2010, is available in the Selectman's office. Furthermore, Mr. Bishop commented that there were several BOS and BOF meetings discussing the issues involved with creating a separate Finance Department, assignment of staff, the budgets and related issues. All of these discussions are noted in the meetings of both boards.

Mr. Urban added that a "table" outlining specific job responsibilities of both the Director of Finance and the Treasurer was presented to Ms. Jones and, to date, no response has been received from Ms. Jones.

Mr. Bishop recommended that, in light of the information discussed, no action be taken this evening with regard to a salary adjustment for the Treasurer.

Appointments

Mr. Bishop made a motion to appoint Marilyn Maynard to the Library Board, with a term to expire November 2011. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop made a motion to re-appoint Tom Maynard to the WPCC with a term to expire 2/1/14. Mr. Hall seconded the motion. The motion passed unanimously.

Treasurer's Report – Darlene Jones

Ms. Jones briefly reported on state reimbursements for equipment.

Director of Finance Report – Andrew Urban

Mr. Urban recommends that two new Special Revenue Funds be added to address donations to the Social Services Dept. and the Senior Center Fund.

Mr. Bishop made a motion to recommend that the BOF establish Special Revenue Funds to the Social Services Dept. and the Senior Center. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Urban requested that funds be transferred from his regular payroll account to various accounts to provide for Peter Evankow's contract payments (\$15,000) and town dues (\$2,170.00) to the national GFOA.

Mr. Urban reported that the Finance offices have been moved, financial forms are being reviewed and revised as necessary and detailed financial reports are being provided to the BOF and the BOS. He has met recently with Department Heads, School Financial Officers and municipal employees. He recommends that Board and Commission Chairs consider delegating a staff member to approve payroll requests so that bills can be paid in a timely manner.

Mr. Urban continues to work and update the Capital Improvement Plan.

Selectman's Report – Noel Bishop

2/14/11

Mr. Bishop reported that a mandatory seminar is scheduled with all municipal employees on February 17, 2011 from 5:00 p.m. until 7:00 p.m. Gabe Jiran, the Town's Labor Attorney, will conduct this seminar at no cost to the Town.

The first Public discussion regarding the feasibility study for a Community Center is scheduled for 7:00 p.m. on Thursday, February 17, 2011.

The DOT will present plans for the new railroad station on February 22, 2011 at 7:00 p.m. in the Multi Purpose Room.

Mr. Bishop reported on a recent dredging meeting with the DEP, Army Corps of Engineers, and Harbor Commission. As a result of this meeting, additional dredging will begin in the Spring. It is expected that an additional 10,000 to 15,000 cubic yards will be dredged.

Mr. Bishop anticipates forwarding the municipal budget onto the BOF in late February.

Senior Center Grant

Mr. Urban reported that the State is requesting a return of the funds from the Senior Center Project that was completed in 2007. A motion was made in May 2010 by the BOS directing that these funds be returned.

Ms. Jones reported that the paperwork has not yet been completed to return these funds.

Mr. Maynard commented that he signed the check request and was never told that additional paperwork was necessary.

Ms. Lessard commented that if these funds are not returned, the Senior Center is not eligible for any additional grants.

Mr. Urban requested that the Treasurer forward any information on this grant as soon as possible so that he can refund the money to the state.

Budget Discussion

The Registrar's budget was presented and discussed.

Mr. Hall made a motion to accept the Registrar's Budget in the amount of \$46,636.00. Mr. Bishop seconded the motion. The motion passed unanimously.

Mr. Urban recommends that a new "non-departmental" object be created in the General Fund to include all insurance payments, debt service costs, health care costs, workers comp. costs and municipal insurance costs (MIRMA Assessment).

Mr. Bishop reported that a joint meeting of the BOS and BOF is scheduled for March 2, 2011. Representatives from MIRMA will be present to clarify their assessment.

2/14/11

The Regionalized Probate Court budget was discussed.

Mr. Bishop made a motion to add \$6,618 to the Judicial Line for the Regional Probate Court costs. Mr. Hall seconded the motion. The motion passed unanimously.

Mr. Bishop presented a request from Loren Baker for upgrades to the computer servers. This request was for an additional \$5,000. This request will be discussed further with Mr. Urban and Mr. Holton.

Mr. Urban recommends that \$10,000 be deducted from the self insurance funds. He also recommends, as a matter of policy, that this fund be maintained at \$50,000.

Approval of Minutes

Mr. Hall made a motion to approve the minutes from the January 10, 2011 meeting. Mr. Bishop seconded the motion. The motion passed unanimously.

Adjournment

Mr. Bishop made a motion to adjourn the meeting at 4:51 p.m. Mr. Hall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Attest,

Suzanne Helchowski

Noel Bishop

Recording Clerk

First Selectman

2/14/11