



NOTICE OF EXECUTIVE SESSION

The Board of Finance will hold a Special Meeting on **Wednesday, September 13, 2017** at **7:00 p.m.** in **Room 201 of Town Hall** for the following purposes:

1. To discuss the real estate negotiations of the Elm Street land swap, Baldwin Place parking, and Inn at Longshore. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion.
2. To discuss and approve the telecommunication leases between the Town of Westport and T-Mobile, and Sprint for space on the cell tower and roof located at the firehouse, 515 Post Road East. It is anticipated that the Board will vote to go into Executive Session to discuss the negotiations and financial terms of these leases.

NOTICE OF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on **Wednesday, September 13, 2017**, at **8:00 p.m.** in **Room 201 of Town Hall** for the following purpose:

AGENDA

1. To approve the Board of Finance Minutes of the August 2, 2017 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Liability Review from the Finance Director. (Discussion Only)
4. Status Update from the Audit Manager. (Discussion Only)
5. To recommend the leases of Cell Tower space to Sprint and T-Mobile at the Firehouse.
6. Upon the request of the Finance Director, to approve the following request(s) for transfers and carryover amounts of \$50,000 or less:

	<u>Department</u>	<u>Account Name</u>	<u>Amount</u>	<u>Purpose/Reason</u>
a.	Assessor	Fees & Services	\$5,028	Inspections
b.	Assessor	Salaries	\$1,660	Part Time Help
c.	DPW	Beautification Committee	\$10,000	Town Hall Landscaping
d.	Finance	Fees & Services	\$4,000	Dual Computer Monitors

e. Fire	Security Cameras	\$3,000	Security Cameras
f. Fire	Computers	\$4,000	Ipads
g. Fire	Vehicles	\$3,177	Vehicle Repair/Maintenance
h. Miscellaneous	Arts Advisory Council	\$7,910	Otocast Mobile Device
i. Parks & Rec	Fees & Services	\$4,000	Parks Maintenance
j. Parks & Rec	Equipment-Boat	\$30,500	Gas Pump & Computer Repair
k. Parks & Rec	Facility Mt/Tree Care	\$5,000	Parks Maintenance
l. Parks & Rec	Facility Improvement	\$14,000	Golf Improvements
m. Parks & Rec	Equipment-Beach/Pool	\$13,000	Radios & Water Feeder
n. P&Z	Salaries	\$10,340	Special Projects
o. Police	Employee Medical	\$1,199	Medical Expenses
p. Railroad	Parking Improvement	\$28,813	Facility Improvements
q. Registrar	Education & Expenses	\$600	Certification Classes
r. Westport Transit	Marketing	\$14,035	Marketing/ Advertising

7. Upon the request of the Finance Director, to approve the following request(s) for transfers and carryover amounts of \$50,000 or more:

<u>Department</u>	<u>Account Name</u>	<u>Amount</u>	<u>Purpose/Reason</u>
a. Westport Transit	Agency Payments	\$85,083	Appropriation Extension

8. Upon the request of the Finance Director, to close the Fiscal Year 2016-17 by processing the list of transfers (attached) and incorporating these in the appropriation subsidiary ledger.

9. In accordance with C.G.S. Section 10-222a and upon the request of the Superintendent of Schools, to approve an appropriation of \$140,591.94 to the 2016-2017 Budget, BOE Rentals & Reimbursements Expenditure Account.

Note: The practice for upcoming BOF regular meetings will be to close the meetings at 10:00 PM. Motions to extend individual meetings can be heard.

FYE TRANSFERS 2017	Proposed Internal Transfer To	Proposed Internal Transfer From
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101 General Fund

10101140 Registrars		
513001 Extra Help		(1,092.05)
532000 Contract Services	1,092.05	
	1,092.05	(1,092.05)

10101142 Elections		
513001 Extra Help		(2,133.74)
531000 Fees & Services		(1,208.25)
561000 Supplies		(522.81)
561002 Town Clerk Misc.Suppli		(827.86)
561003 Town Clerk EH Supplies	4,692.66	
	4,692.66	(4,692.66)

10101151 Finance Department		
511000 Salaries	2,517.32	
513001 Extra Help		(2,517.32)
531000 Fees & Services		(5,910.00)
541000 Voice/Data		
542000 Equipment Maint. & Ope		
552000 Postage		
561000 Supplies		
573000 Office Equipment		
585000 Education & Expenses		
10101152 Audit		
531000 Fees & Services	7,360.00	
532000 Contract Services		(1,450.00)
	9,877.32	(9,877.32)

10101153 Personnel		
511000 Salaries		(4,629.44)
528900 Transportation Allowan	1,524.59	
531000 Fees & Services	658.26	
552000 Postage	722.51	
561000 Supplies	1,724.08	
	4,629.44	(4,629.44)

10101156 Tax Collector		
511000 Salaries	4,166.87	
531000 Fees & Services	554.53	
552000 Postage		(4,721.40)
	4,721.40	(4,721.40)

FYE TRANSFERS 2017

	Proposed Internal Transfer To	Proposed Internal Transfer From
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	Proposed Internal Transfer To	Proposed Internal Transfer From
10101157 Information Technolo		
511000 Salaries	0.04	
541000 Voice/Data		(308.74)
574100 Software	308.70	
	308.74	(308.74)

	Proposed Internal Transfer To	Proposed Internal Transfer From
10101158 Bd Of Assessment App		
513000 Extra Help & Overtime	67.38	
561000 Supplies		(67.38)
	67.38	(67.38)

	Proposed Internal Transfer To	Proposed Internal Transfer From
10101170 Town Attorney		
561000 Supplies		(208.54)
589000 Miscellaneous Expenses	208.54	
	208.54	(208.54)

	Proposed Internal Transfer To	Proposed Internal Transfer From
10101180 Town Clerk		
582003 Fee: Historic Doc. Pre		(0.07)
582004 Fees: LPAHHP	0.07	
	0.07	(0.07)

	Proposed Internal Transfer To	Proposed Internal Transfer From
10101182 Conservation		
511000 Salaries		(1,193.42)
531000 Fees & Services	675.00	
543000 Vehicle Maint. & Opera	455.09	
552000 Postage	63.33	
	1,193.42	(1,193.42)

FYE TRANSFERS 2017	Proposed Internal Transfer To	Proposed Internal Transfer From
10102210 Police		
511000 Salaries		(100,964.64)
511005 College Credit		(42,000.00)
511006 Holiday Pay		(1,188.31)
511011 RR Pkg Reimbursement	27,676.73	
511090 Workers Compensation	4,871.28	
511091 Workers Compensation O		(4,871.28)
513000 Extra Help & Overtime	6,159.14	
513204 Fixed Traffic Posts	5,641.75	
513211 Replacement, Funeral L	1,596.78	
513213 Replacement, School/Tr	8,964.42	
513215 Replacement, Vacation	46,166.99	
513219 Special Events/EmergCa	40,117.08	
513221 Training-Spec.Police/T	480.00	
542000 Equipment Maint. & Ope	45.00	
561000 Supplies	105.65	
569101 Police Camera Repairs/	318.32	
569400 Supplies - Accident/Em	33.27	
585000 Education & Expenses		(589.55)
588000 Program Expenses	3,859.80	
10102214 Police Vehicle Maint		
511000 Salaries	2,941.89	
513000 Extra Help & Overtime	925.33	
543000 Vehicle Maint. & Opera		(3,043.52)
10102218 Emergency Medical Se		
511000 Salaries	13,884.36	
511090 Workers Compensation	1,317.97	
511091 Workers Compensation O		(1,317.97)
513000 Extra Help & Overtime	1,952.55	
531007 Contract Service - Rad		(670.99)
531008 Fees to WVEMS		(1,750.00)
531009 WVEMS Awards Program	4,500.00	
531010 Fees&Srv-Miscellaneous		(1,114.76)
532002 Billing/Collection Out		(10,226.05)
544000 Vehicle Operation	591.57	
552000 Postage		(102.50)
585000 Education & Expenses		(310.31)
589001 Refunds of Overpayment		(4,000.00)
	172,149.88	(172,149.88)

FYE TRANSFERS 2017	Proposed Internal Transfer To	Proposed Internal Transfer From
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10102216 Dog Warden		
511006 Holiday Pay	501.33	
543000 Vehicle Maint. & Opera	110.76	
566200 Electricity	28.80	
513000 Extra Help & Overtime		(640.89)
	640.89	(640.89)

10102225 Building Inspection		
511000 Salaries		(12,558.92)
10102235 Public Site & Buildi		
511000 Salaries	12,959.64	
513000 Extra Help & Overtime		(400.72)
	12,959.64	(12,959.64)

10103310 Engineering		
511000 Salaries		(800.53)
513001 Extra Help	219.15	
513002 Overtime	581.38	
	800.53	(800.53)

10103320 Highway		
511000 Salaries	31,276.20	
588005 Storm - Outside Contra	29,528.99	
588002 Storm - Inside Overtim	26,720.65	
513002 Overtime	1,068.73	
511090 Workers Compensation	512.58	
588004 Storm - Miscellaneous		(141.21)
588001 Storm - Equipment Repa		(141.30)
588003 Storm - Meals		(678.65)
588006 Storm - Salt		(2,459.98)
544001 Fuel		(7,536.53)
511091 Workers Compensation O		(7,802.73)
10103332 Solid Waste Disposal		
531034 MSW Tip Fees		(70,346.75)
	89,107.15	(89,107.15)

FYE TRANSFERS 2017

	Proposed Internal Transfer To	Proposed Internal Transfer From
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10103321 Equipment Maintenance

511000 Salaries	3,171.57	
543000 Vehicle Maint. & Opera	1,100.84	
528600 Foul Weather Gear	12.01	
513002 Overtime		(4,284.42)
	4,284.42	(4,284.42)

10103322 Road Maintenance

569009 Road Material-Overlay	17,449.02	
10103324 Street Lighting		
566300 Street Lights		(17,449.02)
	17,449.02	(17,449.02)

10103332 Solid Waste Disposal

511000 Salaries	2,201.86	
513002 Overtime	1,751.42	
528650 Safety Gear	15.29	
562000 Maintenance Supplies	0.10	
531033 Hazardous Waste Day		(3,968.67)
	3,968.67	(3,968.67)

10103350 Building Maintenance

511000 Salaries		(3,422.21)
511090 Workers Compensation	3,422.21	
	3,422.21	(3,422.21)

10103352 Building Custodians

511000 Salaries	3,307.51	
532000 Contract Services		(1,718.51)
532003 Contract Services: Sr.		(1,589.00)
	3,307.51	(3,307.51)

FYE TRANSFERS 2017

Proposed Internal Transfer To **Proposed Internal Transfer From**

10103370 Tree Maintenance		
513001 Extra Help	272.82	
528900 Transportation Allowan		(272.82)
	272.82	(272.82)

10105510 Youth Services		
574000 Computers		(11.88)
585000 Education & Expenses	11.88	
	11.88	(11.88)

10105520 Social Services		
511000 Salaries		(309.12)
513001 Extra Help	199.25	
552000 Postage	45.68	
574100 Software	4.24	
585000 Education & Expenses	59.95	
	309.12	(309.12)

10105530 Senior Services		
511000 Salaries	3,550.13	
513000 Extra Help & Overtime		(3,906.00)
531000 Fees & Services	689.84	
545000 Facility Maintenance	144.22	
552000 Postage	184.51	
561000 Supplies		(662.70)
	4,568.70	(4,568.70)

10106650 Board Of Education		
531000 Fees & Services	291.80	
586100 Board of Education		
588000 Program Expenses		(291.80)
	291.80	(291.80)

10106654 Debt Service-Long Te		
583200 Interest		(67,000.00)
10110952 Bond Anticipation Fi		
583900 Fiscal Charges	67,000.00	
	67,000.00	(67,000.00)

FYE TRANSFERS 2017	Proposed Internal Transfer To	Proposed Internal Transfer From
10108810 P&R Administration		
511000 Salaries		(85,059.65)
528900 Transportation Allowan		(505.90)
551001 Advertising	63.68	
551002 Printing		(63.68)
10108820 P&R Maint & Developm		
511000 Salaries	80,824.69	
513000 Extra Help & Overtime	4,740.86	
542000 Equipment Maint. & Ope		(97.05)
569000 Other Materials & Supp	97.05	
	85,726.28	(85,726.28)

10108812 P&R Guest Services		
513800 Supervision-GST	12,229.39	
569015 P&R-Materials	21.98	
569016 P&R-Signs	10.00	
513803 Security-Marinas		(5,227.75)
513804 Security-Longshore Par		(3,471.48)
513806 Security-Special Event		(3,562.14)
	12,261.37	(12,261.37)

10108830 Boating		
511000 Salaries		(15,367.24)
513000 Extra Help & Overtime		(5,505.66)
10108831 Parks Maintenance		
511000 Salaries		(31,386.81)
511090 Workers Compensation	35,783.45	
511091 Workers Compensation O		(35,251.27)
513000 Extra Help & Overtime	36,360.29	
10108833 Athletic Fields Main		
511000 Salaries		(28,398.09)
513000 Extra Help & Overtime	49,831.53	
579101 Project: Ath.Field Mai	8.05	
10108834 Tennis		
513835 Tennis Supervisors		(6,074.25)
	121,983.32	(121,983.32)

FYE TRANSFERS 2017	Proposed Internal Transfer To	Proposed Internal Transfer From
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10108832 Golf		
531000 Fees & Services	35,798.23	
513000 Extra Help & Overtime	41.25	
562000 Maintenance Supplies		(787.61)
542000 Equipment Maint. & Ope		(6,153.34)
572200 Facility Improvements		(11,379.53)
513807 First Tee		(17,519.00)
	35,839.48	(35,839.48)

10108836 Beach & Pool		
513812 Longshore	1,516.07	
545000 Facility Maintenance	83.26	
513813 Longshore Pool Gateguards		(1,599.33)
	1,599.33	(1,599.33)

10108838 Miscellaneous Progra		
561077 Supplies-REing Crew	14,893.09	
513822 REing Crew	6,593.71	
561083 Supplies-Tennis Instru	1,212.99	
561071 Supplies-Camp Compo	412.22	
561076 Supplies-Program Devel	222.75	
513837 Tot N Play		(23,334.76)
	23,334.76	(23,334.76)

10109901 Pensions		
523500 NUS Pension Plan	233,298.00	
523820 Def Contribution Ret P	64,807.62	
523810 Def Contribution Ret P	54,724.72	
523600 NUN Pension Plan	31,543.00	
523830 Def Cont Retirement PI	31,177.37	
523840 Def Cont Retirement PI	17,435.85	
588000 Program Expenses	6.36	
523300 Fire Pension Plan		(182,992.92)
523770 OPEB Plan Funding-PEN		(250,000.00)
	432,992.92	(432,992.92)

10109902 Insurance		
522100 Group Insurance-Medica	(5,605.68)	
522500 Group Insurance-Life		5,605.68
	(5,605.68)	5,605.68

FYE TRANSFERS 2017	Proposed Internal Transfer To	Proposed Internal Transfer From
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10109921 Employee Productivit		
529001 Awards - AFSCME Produc	3,775.00	
529002 Awards - WMEA Producti		(3,775.00)
	3,775.00	(3,775.00)

TOTAL GENERAL FUND	\$ 1,119,242.04	\$ (1,119,242.04)
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210 Railroad Parking Fund

21002219 Railroad Parking		
545000 Facility Maintenance	7,187.33	
511000 Salaries	6,995.65	
544000 Vehicle Operation	65.93	
528000 Uniforms Allowance	15.72	
513000 Extra Help & Overtime		-2,690.35
531012 RR-Contracted Service		-11,574.28
TOTAL RAILROAD PARKING	14,264.63	(14,264.63)

215 Wakeman Farm Fund

21508850 Wakeman Farm		
545010 Farm/Grounds Maint.	2,237.38	
545000 Facility Maintenance		(2,237.38)
TOTAL WAKEMAN	2,237.38	(2,237.38)

220 Sewer Fund

22003330 Sewage Treatment		
513002 Overtime	71.30	
511000 Salaries		(71.30)
	71.30	(71.30)

FYE TRANSFERS 2017	Proposed Internal Transfer To	Proposed Internal Transfer From
22003331 Sewage Collectio		
511000 Salaries	41,910.47	
511090 Workers Compensati	1,966.01	
513002 Overtime		(12,870.87)
532000 Contract Services		(3,801.72)
543000 Vehicle Maint. & O		(1,735.23)
545000 Facility Maintenanc		(4,743.03)
562100 Operating Supplies		(5,601.51)
566200 Electricity		(12,272.97)
576600 Equipment-Sewer		(2,851.15)
	43,876.48	(43,876.48)
TOTAL WAKEMAN	\$ 43,947.78	\$ (43,947.78)

**WESTPORT PUBLIC SCHOOLS
RENTALS & REIMBURSEMENTS**

as of June 30, 2017

	Revenues Received	Expenditure Detail	Expenditures as of 06/30/17	Balance to Town
Account 852				
Outside Activities & School Use	\$ 140,591.94			
Payroll				
BOE staff		\$ 41,271.61		
FICA/Medicare		\$ 3,020.11		
		\$ 44,291.72	\$ 44,291.72	\$ -
Payments to Vendors			\$ 96,300.22	
TOTAL	<u>\$ 140,591.94</u>		<u>\$ 140,591.94</u>	<u>\$ -</u>

Revenue & Expense Detail

Revenues	
Camp Gan Israel	\$ 73,668.52
Westport Academy of Dance	\$ 16,634.77
Westport Young Women's League	\$ 15,421.47
Congregation for Humanistic Judaism	\$ 6,347.88
All Other (Under \$5,000)	\$ 28,519.30
	<u>\$ 140,591.94</u>
Expenditures	
Payroll (including FICA/Med)	\$ 44,291.72
Electricity	\$ 83,102.06
Refund to Camp Gan Israel (sec. deposit)	\$ 10,000.00
Fingerprinting	\$ 3,198.16
Misc. reimbursements	\$ -
	<u>\$ 140,591.94</u>