



**NOTICE OF PUBLIC MEETING-REVISED #2**

The Board of Finance will hold its Public Meeting on **Wednesday, December 6, 2017, at 8:00 p.m. in Room 201/201A of Town Hall** for the following purpose:

**AGENDA**

1. Election of the Board of Finance Chairman and Vice Chairman.
2. To approve the Board of Finance Minutes of the October 4, 2017 Regular Meeting.
3. Financial Report from the Finance Director. (Discussion Only)
4. Status Update from the Audit Manager. (Discussion Only)
5. Board of Education 1<sup>st</sup> quarter Financial Report from the Director of Business Operations. (Discussion Only)
6. Review Elm Street Land Swap Agreement per Planning & Zoning and confirmation of March 2017 BOF recommendation.
7. Board of Education Health Insurance Fund Report from the Director of Business Operations. Including discussion of the consolidation of Town and Education Health Insurance Activity. (Discussion Only)
8. Discussion of the OPEB liability going forward and discussion of the OPEB contribution strategy for budget cycle FY 2019. (Discussion Only)
9. Town and BOE Annual Reserve update including reserves contained in the unaudited CAFR. (Discussion Only)
10. Discussion of Insurance coverage, excluding Health Insurance and incorporating current expenses and risks covered. (Discussion Only)
11. Discussion of the General Reserve Policy going forward. (Discussion Only)
12. Upon the request of the Director of Public Works, to approve an appropriation of \$37,500.00 to the Railroad Parking Reserve Expense Account #29002219-588000, for Phase 2 of the traffic study to identify multi-modal transportation (pedestrian, bike and vehicle) concerns between Main Street and the Westport Train Station, and traffic light recommendations at Main Street and Parker Harding, and East Main Street and RT33.

13. Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$326,000.00 from the Capital and Non-Recurring Account #31503310-500310, for the purchase of two Lo Pro dump trucks to replace the 1997 and 1998 Lo Pro trucks taken out of service due to structural deficiencies and corrosion.
14. Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$24,500.00 from the Capital and Non-Recurring Account #31503310-500311, for the design of a headwall replacement on Canal Road that has existing culvert erosion.
15. Upon the request of the Director of Human Resources, to approve an appropriation in the amount of \$60,000.00 from the Special Appropriations Account #10114999-588036, for the purchase of NOVAtime Web-Based Time and Attendance software and hardware. The program will enhance payroll processing by providing PC and Smart Phone entry capabilities, labor tracking reports, a scheduling module, and a time-off accrual module.
16. Upon the request of the Director of Finance, to approve an appropriation in the amount of \$17,900.00 from the General Fund Balance Account to the Assessor Extra Help and Overtime Account #10101154-513000.

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.



WESTPORT CONNECTICUT

BOARD OF FINANCE

DRAFT MINUTES OF BOF PUBLIC MEETING

The Board of Finance held its Public Meeting on **Wednesday, October 4, 2017**, at 8:00 p.m. in **Room 201/201A of Town Hall** for the following purpose:

Attendees: B. Stern, M. Rea, S. Gordon, J. Westphal, J. Hartwell, J. Tooker, L. Caney

AGENDA

1. Approved the Board of Finance Minutes of the September 13, 2017 Special Meeting and the September 13, 2017 Regular Meeting. Motion to approve by J. Westphal, second by B. Stern. Vote unanimous 7-0-0
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Upon the request of the Police Chief, to approved an appropriation in the amount of \$15,000.00 to the Promotional Testing Account #10102210-531015 for the purpose of hiring Resource Management Associates, LLC to provide promotional examinations to establish an eligibility list for the open positions of Lieutenant and Sergeant. Motion to approve by L. Caney, second S. Gordon. Vote unanimous 7-0-0
5. Upon the request of the Director of Public Works, to approved an appropriation of \$70,000.00 to the Capital and Non-Recurring Fund Account #31503310-500309, for new concrete pads, electrical upgrade, and restoration of the current footprint for Parker Harding Dumpsters. Motion to approve B. Stern, second M. Rea. Vote unanimous 7-0-0
6. Upon the request of the Director of Public Works, to approve an appropriation of \$37,500.00 to the Railroad Parking Reserve Expense Account #29002219-588000, for Phase 2 of the traffic study to identify multi-modal transportation (pedestrian, bike and vehicle) concerns between Main Street and the Westport Train Station, and traffic light recommendations at Main Street and Parker Harding, and East Main Street and RT33. ITEM WITHDRAWN BY ADMINISTRATION.

Motion to adjourn to S. Gordon, second by L. Caney. Vote unanimous 7-0-0

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**INTEROFFICE MEMORANDUM**

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**TO:** DR. COLLEEN PALMER  
SUPERINTENDENT

**FROM:** ELIO LONGO  
DIRECTOR OF SCHOOL BUSINESS OPERATIONS

**SUBJECT:** SEPTEMBER QUARTERLY REPORT

**DATE:** OCTOBER 16, 2017

**CC:** F. MEILAN, BUDGET FILE

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Attached is the September Quarterly Report (1Q) for the 2017-18 fiscal year which reflects a potential fund balance of \$385,658 on June 30, 2018. The potential fund balance represents a 0.34% budget variation to the \$114,377,346 Board of Education Adopted 2017-2018 Budget.

The projected positive fund balance can mainly be attributed to the cumulative savings in Certified Salary accounts (Object codes 100-119); estimated at \$589,867. The most notable savings resulted from certified staff turnover exceeding the \$300,000 turnover savings estimate.

You will note that we have completed 3 of the 12 months of the fiscal year with nine months of expenditures left in the year. *This means that many of our expenditure projections continue as preliminary.* The differences between the “Adopted Budget” column and the “Adjusted Budget” column reflect the administrative transfers made within each “line item” of the budget as the year has progressed and specific expenditures have been modified. The “Estimated Adjustments” column reflects projected expenditures to June 30, 2018 that were not encumbered as of September 30; some indicative of market forces that have changed since the time the budget was prepared.

We encumber salaries for all full time employees and expenditures for anticipated purchases. Those encumbrances and expenditures account for 92.3% of the total budget. Actual expenditures made to date are 19.4% of total budget with encumbrances representing 72.9% of total budget. The remaining 7.4% of the budget projection represents my best estimate of unencumbered expenditures to be made during the nine months remaining in the fiscal year.

The greatest unknowns at this time are the projected substitute and overtime costs (objects 150 – 156) through the end of the year. It is too early to trend other salary expenditures as only one school month is captured in the 1Q report. Additionally, these accounts have the highest rate of volatility since staff attendance, workers compensation injuries, overtime, illness, and pregnancy cannot be definitively estimated.

The cost of heating fuel (natural gas & oil) and electricity is still an unknown since we have not entered the heating season. We have taken steps to mitigate short-term volatility by purchasing electricity and leveraging via a consortium purchase (Towns and BOEs). While electricity generation rates are fixed to January 2020 the delivery charges remain subject to market conditions. We will continue to closely monitor all utility accounts as we enter the 2017-18 heating season.

Westport Public Schools, 110 Myrtle Ave., Westport, CT 06880

In Total Purchased Services (Object codes 300 – 332) I am projecting an end-of-year shortfall in the amount of \$158,106. This can be mostly attributed to an increase in contracted services resulting from the loss of two positions; Director of Secondary Education, and Curricular Instruction Resource Teacher (assigned to Central Office). At a future date a transfer request will be made to cover the projected shortfall with savings in the cumulative Salary accounts.

In Other Purchased Services (Object codes 510 – 580) I am projecting an end-of-year shortfall in the amount of \$112,470. The largest variance since budget adoption is the number of special education outplacements with rising tuition costs.

Listed below is a summary of the Line Item projected balances:

<b>LINE ITEM</b>	<b>PROJECTED BALANCE</b>
Total Salaries	\$494,547
Total Benefits	(\$3,787)
Total Purchased Services	(\$158,106)
Total Property Services	\$165,474
Total Other Purchased Services	(\$112,470)
Total Supplies and Materials	-
Total Equipment	-
Total Other	-
<b>Projected Balance (Deficit)</b>	<b>\$385,658</b>

I welcome the opportunity to review this projection with you.

**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2017**

Theoretical Expenditure Rate: 25%

2014-2015 Year-End Expense	2015-2016 Year-End Expense	2016-2017 Year-End Expense	Object Code	Descriptions	2017-2018 ADOPTED BUDGET	2017-2018 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2017-2018 ENCUMBERED TO DATE	2017-2018 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
4,854,834	5,123,525	5,357,442	100	Certified Administrators	5,299,466	5,299,466	-	4,234,993	1,060,866	20%		5,295,860	3,606	0.1%
1,673,540	1,718,389	1,769,108	101	Directors	1,872,195	1,872,195	-	1,499,961	366,523	20%		1,866,484	5,711	0.3%
21,903,838	21,947,230	22,408,703	102	Reg Ed Teachers	22,939,794	22,939,794	-	20,877,557	2,073,528	9%	25,544	22,976,629	(36,835)	-0.2%
11,149,855	11,461,883	11,649,873	103	Special Area Teachers	11,910,353	11,910,353	-	10,655,527	1,034,580	9%	21,381	11,711,488	198,865	1.7%
3,266,368	3,784,443	4,189,360	104	Support Teachers	4,332,187	4,332,187	-	3,949,968	357,669	8%	18,073	4,325,710	6,477	0.1%
153,024	146,684	138,704	105	Curr/Instr Resource	173,600	173,600	-	61,224	2,299	1%		63,523	110,077	63.4%
884,215	816,856	916,666	107	Library/Media Teachers	949,118	949,118	-	819,280	91,618	10%		910,898	38,220	4.0%
1,363,386	1,375,320	1,455,550	108	Guidance	1,487,729	1,487,729	-	1,280,039	160,452	11%	6,419	1,446,909	40,820	2.7%
4,307,725	4,352,237	4,549,144	109	Special Ed Teachers	4,700,109	4,700,109	-	4,036,035	538,699	11%	22,523	4,597,257	102,852	2.2%
1,631,963	1,633,519	1,618,793	110	Psychologists	1,648,392	1,648,392	-	1,436,274	158,179	10%	1,200	1,595,653	52,739	3.2%
280,190	287,256	255,882	113	Social Workers	268,341	268,341	-	204,123	32,261	12%		236,383	31,958	11.9%
1,281,302	1,286,630	1,342,906	114	Speech/Hearing Therapists	1,382,613	1,382,613	-	1,179,511	160,969	12%	6,756	1,347,236	35,377	2.6%
162,192	140,846	116,329	115	Staff Dev/Leadership	113,903	113,903	-	89,155	8,105	7%	16,643	113,903	-	0.0%
643,940	660,281	666,363	116	Extra-Curricular	728,625	728,625	-	-	-	0%	728,625	728,625	-	0.0%
525,193	543,223	569,512	118	Coaches-Intram/Intrscholastic	630,929	630,929	-	-	-	0%	630,929	630,929	-	0.0%
235,348	189,423	129,218	119	Curriculum Work/Other	151,130	151,130	-	-	45,727	30%	105,403	151,130	-	0.0%
<b>\$ 54,316,913</b>	<b>\$ 55,467,744</b>	<b>\$ 57,133,554</b>		<b>Sub-Total Certified Salaries</b>	<b>\$ 58,588,485</b>	<b>\$ 58,588,485</b>	<b>\$ 2.5%</b>	<b>\$ 50,323,647</b>	<b>\$ 6,091,474</b>	<b>10.4%</b>	<b>\$ 1,583,496</b>	<b>\$ 57,998,618</b>	<b>589,867</b>	<b>1.0%</b>
1,245,692	1,391,477	1,277,138	120	Support Supervisors	1,320,998	1,320,998	-	937,789	295,025	22%	88,184	1,320,998	-	0.0%
2,436,337	2,459,950	2,537,172	121	Secretaries	2,619,793	2,619,793	-	1,911,909	567,944	22%	88,487	2,568,340	51,453	2.0%
1,897,717	1,854,620	1,847,587	122	Paraprofessionals	1,875,037	1,875,037	-	1,670,533	164,710	9%	-	1,835,243	39,794	2.1%
2,448,846	2,500,622	2,707,700	123	Sped Paraprofessionals	2,754,092	2,754,092	-	2,305,942	351,877	13%	86,093	2,743,912	10,180	0.4%
2,678,600	2,716,638	2,748,852	124	Custodians	2,720,479	2,720,479	-	2,154,987	528,008	19%	35,000	2,717,995	2,485	0.1%
551,734	564,720	529,560	125	Maintainers	594,630	594,630	-	457,408	135,736	23%	-	593,144	1,486	0.2%
836,175	858,574	910,681	126	Nurses	901,267	901,267	-	762,339	104,307	12%	34,621	901,267	-	0.0%
230,624	250,962	253,524	127	Nurses Aides	262,574	262,574	-	239,246	23,611	9%	-	262,856	(282)	-0.1%
533,588	553,531	571,660	128	Technology Assistants	586,956	586,956	-	411,071	125,833	21%	50,052	586,956	-	0.0%
65,251	205,928	293,164	129	Security Aides	327,120	327,120	-	244,752	24,542	8%	57,826	327,120	-	0.0%
219,377	232,492	241,574	130	Bus Monitors	220,000	220,000	-	-	14,254	6%	205,746	220,000	-	0.0%
198,599	226,626	245,277	131	Athletics	213,858	213,858	-	168,413	15,043	7%	30,402	213,858	-	0.0%
110,596	146,001	142,160	133	Other	144,008	144,008	-	122,271	13,304	9%	8,433	144,008	-	0.0%
487,040	561,861	594,923	135	Occupational Therapists	605,324	605,324	-	529,767	81,653	13%	-	611,420	(6,096)	-1.0%
162,051	170,394	176,085	136	Physical Therapists	182,495	182,495	-	154,227	25,531	14%	-	179,758	2,737	1.5%
150,000	17,401	21,993	140	Adult Ed Mandated	25,000	25,000	-	75	22,000	88%		22,075	2,925	11.7%
<b>\$ 14,252,227</b>	<b>\$ 14,711,797</b>	<b>\$ 15,099,052</b>		<b>Sub-Total Non-Certified Salaries</b>	<b>\$ 15,353,631</b>	<b>\$ 15,353,631</b>	<b>\$ 1.7%</b>	<b>\$ 12,070,729</b>	<b>\$ 2,493,377</b>	<b>16.2%</b>	<b>\$ 684,845</b>	<b>\$ 15,248,950</b>	<b>104,680</b>	<b>0.7%</b>
267,766	187,191	171,210	150	Perm Cert Subs	432,400	432,400	-	287,950	10,600	2%	133,850	432,400	-	0.0%
168,199	213,519	199,407	151	Daily Cert Subs	222,040	222,040	-	18,800	3,980	2%	199,260	222,040	-	0.0%

**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2017**

Theoretical Expenditure Rate: 25%

2014-2015 Year-End Expense	2015-2016 Year-End Expense	2016-2017 Year-End Expense	Object Code	Descriptions	2017-2018 ADOPTED BUDGET	2017-2018 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2017-2018 ENCUMBERED TO DATE	2017-2018 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
49,145	45,634	36,834	152	Staff Training Cert Subs	50,000	50,000	-	-	-	0%	50,000	50,000	-	0.0%
50,196	47,945	50,361	153	PPT Cert Subs	45,000	45,000	-	650	650	1%	44,350	45,000	-	0.0%
736,439	759,758	711,789	154	Long Term Subs	565,000	565,000	-	312,410	11,987	2%	440,603	765,000	(200,000)	-35.4%
209,479	216,713	267,253	155	Non-Cert Subs	200,000	200,000	-	9,476	43,608	22%	146,916	200,000	-	0.0%
355,379	412,140	473,855	156	Overtime	350,000	350,000	-	-	135,148	39%	214,852	350,000	-	0.0%
<b>\$ 1,836,603</b>	<b>\$ 1,882,900</b>	<b>\$ 1,910,709</b>		<b>Sub-Total Other Salaries</b>	<b>\$ 1,864,440</b>	<b>\$ 1,864,440</b>	<b>\$ -</b>	<b>\$ 628,636</b>	<b>\$ 205,973</b>		<b>\$ 1,229,831</b>	<b>\$ 2,064,440</b>	<b>(200,000)</b>	<b>-10.7%</b>
<b>\$ 70,405,743</b>	<b>\$ 72,062,440</b>	<b>\$ 74,143,314</b>		<b>TOTAL SALARIES</b>	<b>\$ 75,806,555</b>	<b>\$ 75,806,555</b>	<b>\$ -</b>	<b>\$ 63,023,012</b>	<b>\$ 8,790,824</b>		<b>\$ 3,498,172</b>	<b>\$ 75,312,008</b>	<b>494,547</b>	<b>0.7%</b>
14,501,700	14,247,493	12,956,551	210	Health Insurance	13,447,595	13,447,595	-	8,061,329	5,386,266	40%	-	13,447,595	-	0.0%
279,470	288,098	317,898	211	Group Life Insurance	288,000	319,000	31,000	234,246	84,754	27%	-	319,000	-	0.0%
37,105	47,000	43,345	212	Teacher Child Care (WEA)	40,000	40,000	-	-	-	0%	40,000	40,000	-	0.0%
49,500	43,500	42,040	213	Health Insurance Waiver	45,000	45,000	-	25,000	6,724	15%	13,276	45,000	-	0.0%
1,886,312	1,962,571	2,016,354	220	FICA/Medicare	2,136,580	2,136,580	-	1,683,763	287,055	13%	165,762	2,136,580	-	0.0%
24,623	20,840	28,634	240	Course Reimbursement	50,000	50,000	-	1,000	5,749	11%	43,252	50,000	-	0.0%
19,195	87,866	24,449	250	Unemployment Compensation	55,000	55,000	-	27,500	10,056	18%	17,445	55,000	-	0.0%
551,512	568,206	547,396	260	Workers Compensation	475,556	444,556	(31,000)	236,568	194,775	44%	-	431,343	13,213	3.0%
33,115	39,355	35,020	287	Uniform Allowance	45,000	45,000	-	33,021	1,055	2%	10,924	45,000	-	0.0%
33,613	23,691	21,923	290	Other Employee Benefits	25,000	25,000	-	-	17,205	69%	24,795	42,000	(17,000)	-68.0%
<b>\$ 17,416,145</b>	<b>\$ 17,328,620</b>	<b>\$ 16,033,609</b>		<b>TOTAL BENEFITS</b>	<b>\$ 16,607,731</b>	<b>\$ 16,607,731</b>	<b>\$ -</b>	<b>\$ 10,302,427</b>	<b>\$ 5,993,638</b>		<b>\$ 315,453</b>	<b>\$ 16,611,518</b>	<b>(3,787)</b>	<b>0.0%</b>
55,625	89,522	121,001	320	HomeBound	80,000	80,000	-	-	7,982	10%	92,018	100,000	(20,000)	-25.0%
47,665	41,118	20,178	321	Gifted Activities	40,000	40,000	-	1,062	1,230	3%	37,708	40,000	-	0.0%
	47,610	68,700	322	Educational Interns	-	-	-	-	-	0%	-	-	-	0.0%
323,296	362,913	437,591	323	Instr Program Improvements	542,522	542,522	-	338,389	115,333	21%	188,010	641,732	(99,210)	-18.3%
20,127	15,587	11,092	324	Pupil Services	16,000	16,000	-	1,968	2,731	17%	11,301	16,000	-	0.0%
133,768	164,415	196,439	325	PPT Consultations	241,000	241,000	-	194,864	44,968	19%	1,168	241,000	-	0.0%
125,281	85,066	102,500	327	Student Evaluations-Outside	135,000	135,000	-	105,812	25,381	19%	3,807	135,000	-	0.0%
25,840	22,709	26,839	328	Medical Advisors	38,000	38,000	-	19,037	7,063	19%	11,900	38,000	-	0.0%
171,584	293,353	329,599	330	Other Prof/Tech Services	523,621	523,621	-	206,440	33,831	6%	283,349	523,621	-	0.0%
353,542	348,761	371,748	331	Legal/Negotiations	345,000	345,000	-	340,000	43,896	13%	-	383,896	(38,896)	-11.3%
66,306	-	-	332	Licenses & Fees	-	-	-	-	-	0%	-	-	-	0.0%
<b>\$ 1,323,034</b>	<b>\$ 1,471,055</b>	<b>\$ 1,685,687</b>		<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 1,961,143</b>	<b>\$ 1,961,143</b>	<b>\$ -</b>	<b>\$ 1,207,572</b>	<b>\$ 282,415</b>		<b>\$ 629,262</b>	<b>\$ 2,119,249</b>	<b>(158,106)</b>	<b>-8.1%</b>
<b>100.0%</b>	<b>11.2%</b>	<b>14.6%</b>			<b>16.3%</b>	<b>16.3%</b>		<b>61.6%</b>	<b>14.4%</b>		<b>32.1%</b>	<b>108.1%</b>	<b>-8.1%</b>	<b>-8.1%</b>
89,427	97,890	90,839	411	Water/Sewer	94,108	94,108	-	69,822	26,478	28%	-	96,300	(2,192)	-2.3%
1,803,729	2,058,317	1,971,458	413	Electricity	2,192,461	2,192,461	-	1,501,695	523,100	24%	-	2,024,795	167,666	7.6%

**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2017**

Theoretical Expenditure Rate: 25%

2014-2015 Year-End Expense	2015-2016 Year-End Expense	2016-2017 Year-End Expense	Object Code	Descriptions	2017-2018 ADOPTED BUDGET	2017-2018 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2017-2018 ENCUMBERED TO DATE	2017-2018 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
1,250,583	947,428	745,332	414	Natural Gas	1,022,822	1,022,822		726,542	47,233	5%	249,047	1,022,822	-	0.0%
87,477	12,062	13,196	415	Heating Oil	18,391	18,391		13,387	213	1%	4,791	18,391	-	0.0%
466,216	449,416	557,524	421	Contracted Maintenance	563,360	563,360		308,449	228,300	41%	26,611	563,360	-	0.0%
408,209	472,140	544,024	431	Building Maintenance	395,445	395,445		25,430	296,316	75%	73,699	395,445	-	0.0%
185,375	214,830	315,436	432	Grounds Maintenance	293,540	293,540		72,270	64,009	22%	157,261	293,540	-	0.0%
80,204	67,596	87,353	433	Repair Equip (Instructional)	102,515	102,515		25,810	12,883	13%	63,822	102,515	-	0.0%
74,313	59,180	35,536	434	Repair Equip (Non-Instructional)	79,050	79,050		170	5,503	7%	73,377	79,050	-	0.0%
1,522,111	55,511	314,886	435	Building Projects	278,132	282,645	4,513	112,637	42,550	15%	127,458	282,645	-	0.0%
136,400	55,778	228,432	436	Grounds Projects	363,780	359,267	(4,513)	17,550	124,070	35%	217,647	359,267	-	0.0%
342,984	441,008	626,838	437	Restore/Prevent Maintenance	230,500	230,500		7,750	24,405	11%	198,345	230,500	-	0.0%
185,405	170,845	161,462	440	Equip Rentals & Copiers	170,999	170,999		146,099	21,155	12%	3,746	170,999	-	0.0%
34,357	41,599	44,164	441	Building Rental	45,685	45,685		30,500	15,184	33%	1	45,685	-	0.0%
12,791	8,852	6,535	450	Gas/Travel Maintenance	13,860	13,860		5,170	1,003	7%	7,687	13,860	-	0.0%
222,009	245,173	194,453	451	Custodial Supplies	255,000	255,000		174,000	79,944	31%	1,056	255,000	-	0.0%
265,915	278,649	267,611	452	Maintenance Supplies	265,800	265,800		2,252	29,981	11%	233,567	265,800	-	0.0%
73,897	91,935	102,515	490	School Security	100,000	100,000		6,936	65,674	66%	27,390	100,000	-	0.0%
<b>\$ 7,241,402</b>	<b>\$ 5,768,207</b>	<b>\$ 6,307,594</b>		<b>TOTAL PROPERTY SERVICES</b>	<b>\$ 6,485,448</b>	<b>\$ 6,485,448</b>	<b>\$ -</b>	<b>\$ 3,246,469</b>	<b>\$ 1,608,001</b>		<b>\$ 1,465,505</b>	<b>\$ 6,319,974</b>	<b>165,474</b>	<b>2.6%</b>
3,031,623	3,317,099	3,584,711	510	Transportation - Regular	3,830,118	3,830,118		1,880,964	1,880,964	49%	68,191	3,830,118	-	0.0%
652,651	734,356	788,293	511	Trans-Spec Ed-Internal	913,194	913,194		446,072	406,072	44%	61,049	913,194	-	0.0%
144,469	163,391	182,149	512	Trans-Spec Ed-Public	138,570	138,570		-	5,727	4%	132,843	138,570	-	0.0%
271,964	330,884	352,591	513	Trans-Spec Ed-Private	343,650	343,650		4,705	40,037	12%	298,908	343,650	-	0.0%
29,731	35,945	37,539	516	Trans-Field Trips	41,002	41,002		13,492	3,204	8%	24,306	41,002	-	0.0%
256,742	173,175	157,350	517	Gasoline-Buses	238,750	238,750		-	-	0%	238,750	238,750	-	0.0%
174,755	185,491	146,958	520	Property Insurance	169,992	164,526	(5,466)	90,314	71,941	44%	-	162,256	2,270	1.4%
13,362	15,573	10,489	521	Flood Insurance	21,318	11,318	(10,000)	10,489	-	0%	-	10,489	829	7.3%
298,587	308,026	336,798	523	Liability Insurance	320,383	310,383	(10,000)	96,127	192,287	62%	10,625	299,039	11,344	3.7%
75,781	104,410	109,106	529	Athletic Insurance	120,017	145,483	25,466	-	145,483	100%	-	145,483	-	0.0%
598,442	424,940	479,644	530	Communication Systems	361,864	361,864		87,200	148,364	41%	126,301	361,864	-	0.0%
36,153	42,263	36,348	535	Postage	40,000	40,000		27,455	6,340	16%	6,205	40,000	-	0.0%
97,209	48,783	21,307	540	Advertising	77,500	77,500		7,185	471	1%	69,844	77,500	-	0.0%
31,486	31,172	25,867	550	Printing	32,240	32,240		4,491	10,116	31%	17,633	32,240	-	0.0%
1,619,445	1,513,287	2,003,856	560	Tuition-Public	1,874,754	1,874,754		1,918,482	722,089	39%	(625,426)	2,015,145	(140,391)	-7.5%
48,368	46,521	39,019	563	Tuition-Court & Agency Placed	55,000	55,000		-	10,818	20%	30,705	41,523	13,478	24.5%
44,290	29,324	-	565	Tuition-Alternative Ed	-	-		-	-	0%	-	-	-	0.0%
498,900	501,518	574,136	567	Tuition-Litigation	475,000	475,000		210,550	10,000	2%	254,450	475,000	-	0.0%
12,055	20,000	11,555	569	Tuition-Summer Programs	20,000	20,000		-	17,523	88%	2,477	20,000	-	0.0%
29,339	55,881	36,871	580	Staff Travel/Mileage	58,770	58,770		24,791	4,674	8%	29,305	58,770	-	0.0%
<b>\$ 7,965,352</b>	<b>\$ 8,082,039</b>	<b>\$ 8,931,586</b>		<b>TOTAL OTHER PURCH SERVICES</b>	<b>\$ 9,132,122</b>	<b>\$ 9,132,122</b>	<b>\$ -</b>	<b>\$ 4,822,316</b>	<b>\$ 3,676,110</b>		<b>\$ 746,166</b>	<b>\$ 9,244,592</b>	<b>(112,470)</b>	<b>-1.2%</b>



**WESTPORT PUBLIC SCHOOLS**  
**Quarterly Financial Report - 1Q**  
**September 30, 2017**

Theoretical Expenditure Rate: 25%

2014-2015 Year-End Expense	2015-2016 Year-End Expense	2016-2017 Year-End Expense	Object Code	Descriptions	2017-2018 ADOPTED BUDGET	2017-2018 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2017-2018 ENCUMBERED TO DATE	2017-2018 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
100.0%	1.5%	10.5%			2.2%	2.2%		52.8%	40.3%		8.2%	101.2%	-1.2%	
1,016,020	913,069	926,363	611	Supplies-Instructional	963,324	961,410	(1,914)	128,881	454,073	47%	378,456	961,410	-	0.0%
646,077	645,706	681,001	612	Software	886,388	886,947	559	55,566	667,957	75%	163,424	886,947	-	0.0%
134,139	170,135	156,539	613	Tech Supplies	151,925	151,925	-	3,368	28,573	19%	119,984	151,925	-	0.0%
35,646	36,924	37,260	615	Graduation Expenses	36,856	36,856	-	1,407	-	0%	35,449	36,856	-	0.0%
643,441	633,636	673,153	641	Textbooks	459,325	460,914	1,589	38,625	128,295	28%	293,994	460,914	-	0.0%
131,510	118,422	115,487	642	Library Books & Periodicals	121,569	121,919	350	42,875	30,429	25%	48,616	121,919	-	0.0%
14,615	14,856	15,750	643	AV Materials	14,201	13,851	(350)	143	902	7%	12,806	13,851	-	0.0%
155,371	156,056	162,409	690	Non Instructional Supplies	181,400	181,166	(234)	61,140	45,264	25%	74,762	181,166	-	0.0%
29,089	27,496	19,044	691	Health Supplies	28,489	28,489	-	3,330	3,583	13%	21,575	28,489	-	0.0%
<b>\$ 2,805,908</b>	<b>\$ 2,716,299</b>	<b>\$ 2,787,006</b>		<b>TOTAL SUPPLIES AND MTLs.</b>	<b>\$ 2,843,477</b>	<b>\$ 2,843,477</b>	<b>\$ -</b>	<b>\$ 335,334</b>	<b>\$ 1,359,076</b>		<b>\$ 1,149,067</b>	<b>\$ 2,843,477</b>	<b>-</b>	<b>0.0%</b>
100.0%	-3.2%	2.6%			2.0%	2.0%		11.8%	47.8%		40.4%	100.0%	0.0%	
61,690	109,522	85,358	731	Equip-New Instructional	54,281	52,906	(1,375)	8,997	9,162	17%	34,747	52,906	-	0.0%
51,772	285,141	9,477	732	Equip-New Non Instructional	76,179	76,697	518	19,960	44,366	58%	12,371	76,697	-	0.0%
26,393	150,279	69,530	733	Equip-Replace Instructional	70,033	70,033	-	19,358	35,689	51%	14,986	70,033	-	0.0%
8,507	82,622	20,540	734	Equip-Replace Non Instructional	12,654	9,895	(2,759)	2,595	-	0%	7,300	9,895	-	0.0%
105,493	122,380	247,426	735	Furniture	25,242	28,858	3,616	7,458	8,891	31%	12,508	28,858	-	0.0%
1,037,198	1,034,670	998,464	736	Tech Equip-Instructional	754,019	749,849	(4,170)	24,750	287,757	38%	437,343	749,849	-	0.0%
26,729	18,151	40,988	737	Tech Equip-Non Instructional	36,268	40,438	4,170	6,330	31,760	79%	2,348	40,438	-	0.0%
<b>\$ 1,317,782</b>	<b>\$ 1,802,765</b>	<b>\$ 1,471,782</b>		<b>TOTAL EQUIPMENT</b>	<b>\$ 1,028,676</b>	<b>\$ 1,028,676</b>	<b>\$ -</b>	<b>\$ 89,448</b>	<b>\$ 417,625</b>		<b>\$ 521,602</b>	<b>\$ 1,028,676</b>	<b>-</b>	<b>0.0%</b>
100.0%	36.8%	-18.4%			-30.1%	-30.1%		8.7%	40.6%		50.7%	100.0%	0.0%	
77,075	80,833	86,472	810	Dues & Fees	92,462	92,462	-	6,817	64,588	70%	21,057	92,462	-	0.0%
27,254	29,950	31,743	811	Student Act & Awards	29,398	29,398	-	14,633	1,305	4%	13,460	29,398	-	0.0%
399,528	395,590	412,017	812	Student Athletics	390,334	390,334	-	300,724	40,008	10%	49,602	390,334	-	0.0%
<b>\$ 503,857</b>	<b>\$ 506,373</b>	<b>\$ 530,233</b>		<b>TOTAL OTHER</b>	<b>\$ 512,194</b>	<b>\$ 512,194</b>	<b>\$ -</b>	<b>\$ 322,174</b>	<b>\$ 105,901</b>		<b>\$ 84,119</b>	<b>\$ 512,194</b>	<b>-</b>	<b>0.0%</b>
100.0%	0.5%	4.7%			-3.4%	-3.4%		62.9%	20.7%		16.4%	100.0%	0.0%	
<b>\$ 108,979,222</b>	<b>\$ 109,737,798</b>	<b>\$ 111,890,812</b>		<b>GRAND TOTAL</b>	<b>\$ 114,377,346</b>	<b>\$ 114,377,346</b>	<b>\$ -</b>	<b>\$ 83,348,751</b>	<b>\$ 22,233,590</b>		<b>\$ 8,409,347</b>	<b>\$ 113,991,688</b>	<b>385,658</b>	<b>0.3%</b>
100.0%	0.7%	2.0%			2.2%	2.2%		72.9%	19.4%		7.4%	99.66%	0.3%	

**Medical Health Insurance Fund  
FY 17-18 Projections  
with Claims Cash Draw Data as of October 31, 2017**

	<u>FY 18 Projection</u> <u>Mar-17</u>	<u>FY 18 Projection</u> <u>Oct-17</u>	<u>variance</u>		
<b>Cash receipts</b>					
General Fund Budget from line 210	13,447,595	13,447,595	-		
Other Fund Contributions	100,000	100,000	-		
Employee Contributions (Active)	3,058,383	3,055,442	(2,941)	U	
Flex Spending Accounts	-	-	-		
Cobra Participants	49,397	62,736	13,339	F	
Retirees Self Insured	479,272	400,000	(79,272)	U	
State Teachers Retirement (TRB)	115,000	115,000	-		
Life Insurance Premiums	25,000	25,000	-		
Retirees Medicare Surround	492,000	554,277	62,277	F	
Other Contributions (FMLA, Retiree Life, etc.)	64,500	64,500	-		
Prescription Guarantee Adjustment	98,789	98,789	-		
Pharmacy Rebate	326,209	326,209	-		
<b>Total cash receipts</b>	<b>18,256,145</b>	<b>18,249,548</b>	<b>(6,597)</b>	<b>U</b>	
<b>Cash disbursements</b>					
Medical	12,060,244	13,375,009	1,314,765	U	
Prescription	2,649,308	2,424,488	(224,820)	F	
Dental	1,145,136	1,076,334	(68,802)	F	
Flex Spending Accounts	-	-	-		
Contribution to HSA	1,188,000	1,234,000	46,000	U	
Medical Administrative	388,214	397,153	8,939	U	
Network Access Fee	158,676	159,085	409	U	
Individual Stop-Loss	1,047,898	895,976	(151,922)	F	
Dental Administrative	55,236	55,758	522	U	
FSA Administrative	2,000	2,000	-		
Consulting Fee	50,000	50,000	-		
ACA Related Fees	-	-	-		
PCORI Fee	4,279	4,279	-		
Retirees Medicare Surround	810,747	846,024	35,277	U	
<b>Total cash disbursements</b>	<b>19,559,738</b>	<b>20,520,106</b>	<b>960,368</b>	<b>U</b>	
<b>Change in cash balance</b>	<b>(1,303,593)</b>	<b>(2,270,558)</b>	<b>966,965</b>	<b>U</b>	
<b>Beginning cash balance</b>	<b>2,034,188</b>	<b>2,034,188</b>			
Insurance Fund Draw Down (budget)	(1,509,994)	(1,509,994)			
Insurance Fund Draw Down (YTD delta)	206,401	(760,564)	966,965		
<b>Ending cash balance(deficit)-projection</b>	<b>730,595</b>	<b>(236,370)</b>	<b>-1.4%</b>	<b>5% Floor</b>	<b>Excess/(Shortfall)</b>
Less: Incurred but not reported claims	(968,308)	(1,053,598)	-6.2%	\$ 843,792	\$ (1,080,162)
<b>Net Position(Deficit) end of year-projection</b>	<b>(237,713)</b>	<b>(1,289,968)</b>	<b>-7.6%</b>		

**Claims Cash Draw Against Insurance Fund Account**

	Medical/Rx	Dental	Flex	Other	Total	Avg. Monthly Claims (Med/Rx/Dental)	Variance	Avg. Monthly Claims-FY 17	
								(Med/Rx/Dental)	Variance
Jul 2017	\$ 1,385,628	\$ 101,584	\$ 875	\$ -	\$ 1,488,087	\$ 1,487,212		\$ 1,103,161	
Aug 2017	\$ 1,972,668	\$ 94,032	\$ 4,400	\$ -	\$ 2,071,100	\$ 1,776,956	\$ 289,744	\$ 1,426,306	\$ 323,145
Sept 2017	\$ 1,278,736	\$ 86,461	\$ 5,256	\$ -	\$ 1,370,454	\$ 1,639,703	\$ (137,253)	\$ 1,410,030	\$ (16,276)
Oct 2017	\$ 1,415,081	\$ 84,978	\$ 9,694	\$ -	\$ 1,509,753	\$ 1,604,792	\$ (34,911)	\$ 1,375,645	\$ (34,385)
	\$ 6,052,113	\$ 367,055	\$ 20,225	\$ -	\$ 6,439,393				
YTD/Estimate	41.1%	32.1%	n/a	n/a					
Theoretical YTD Spend Rate	33.3%	33.3%	n/a	n/a					
variance %	7.8%	-1.3%							
variance \$	\$ 1,234,062	\$ (13,776)							
FY18 Projection (Oct-17):	\$ 15,799,497	\$ 1,076,334							
YTD Expense:	\$ (6,052,113)	\$ (367,055)							
Balance available to June 30:	\$ 9,747,384	\$ 709,279							
Average remaining monthly allowance:	\$ 1,218,423	\$ 88,660	=	1,307,083					

**Westport BOE**

Stop Loss History

<u>Stop Loss History</u>	<u>7/11-6/12</u>	<u>7/12-6/13</u>	<u>7/13-6/14</u>	<u>7/14-6/15</u>	<u>7/15-6/16</u>	<u>7/16-6/17</u>	<u>7/17-10/17</u>	<u>Cumulative</u>
Premiums Paid	\$477,617	\$526,497	\$605,998	\$667,775	\$760,073	\$750,428	\$300,002	\$4,088,390
ISL Claims	2	6	3	2	1	7	2	
Claims in excess of ISL	331,658	867,847	198,526	183,134	53,518	1,663,090	15,498	3,313,271
Avg Covered Employees/Retirees	888	874	835	798	782	778	782	
Loss Ratio - Claims to Premium	69.4%	164.8%	32.8%	27.4%	7.0%	221.6%	5.2%	81.0%

\* Estimated

Item # 12  
BOF 10/4/17 - Withdrawn  
by DPW and Moved to  
next BOF Meeting



# WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880

September 18, 2017

Mr. James S. Marpe  
First Selectman  
Town Hall  
Westport, CT 06880

Re: **WestCOG Administered Westport Railroad Station Study – Phase 2**

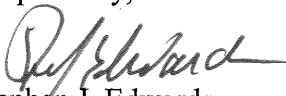
Dear Mr. Marpe:

In 2012 the South Western Regional Planning Agency (SWRPA) and the Connecticut Department of Transportation, Office of Rail initiated Phase 1 of a Westport Railroad Station Parking Study. Phase 1 was to investigate the existing parking at the Westport Railroad Station and make recommendations as appropriate. The Phase I study has been completed and many of the recommendations have been implemented over the past two years. Funds have been anticipated and set aside for Phase 2 which was to be a continuation of the study to identify ways to lessen traffic concerns at the Westport train station.

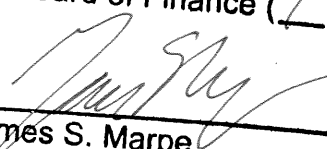
Over the past two months, the Town of Westport has been working with WestCOG (the successor to SWRPA) and the Connecticut Department of Transportation to expand the original scope for Phase 2 to address traffic concerns between Main Street and the Saugatuck Train Station. Phase 2 will include a Corridor Study to evaluate traffic issues along the Post Road from East Main Street to RT. 33 as well as multi-modal transportation (pedestrian, bike and vehicle) from Main Street to the station. The results of the Phase 2 study will provide recommendations into the CT DOT design for the two Post Road lights at Main Street and Parker Harding as well as provide for coordination between all the lights between East Main Street and RT 33. Recommendations will also be provided for enhancement of pedestrian and bicycle access to the train station in-lieu of traditional automobile usage.

The total budget for Phase 2 is \$187,500.00 with the Town of Westport responsible for 20% or \$37,500.00. The local share for Phase 1 was provided through the Westport Administered Railroad Reinvestment Account. It is requested that Phase 2 be funded through the same fund. This office herein, requests an appropriation of \$37,500.00 from the Westport Administered Railroad Reinvestment Account.

Respectfully,

  
Stephen J. Edwards  
Director of Public Works

Approved for submission  
To Board of Finance (9/18/17)

  
James S. Marpe  
First Selectman

29002219-588000

Item #13



# WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

November 2, 2017

James S. Marpe  
First Selectman  
Town Hall  
Westport, CT 06880

**Re: Request for Appropriation - Replacement of two Lo Pro Dump Trucks**

Dear Mr. Marpe:

The Public Works Department maintains four, 25,000 pound GVW medium duty dump trucks with three (3) cubic yard bodies commonly referred to as Lo Pro trucks due to their low profile which provides greater access to the body for tools and construction materials. While these vehicles are primary snow removal vehicles, they are also year round crew vehicles for routine maintenance and construction activities throughout the year. These four trucks purchased in 1997, 1998 and two in 2000 were scheduled for replacement several years ago but have been extended as long as possible. When purchased, the vehicles were projected for a 10-yr life cycle. The replacement cost for the vehicles has been projected and funded in the C&NREF. Because of the increasing cost of the truck and the changing emission requirements, the replacement of these vehicles has been deferred for the past three years.

During our annual inspection this year, the 1997 Chevrolet Lo Pro had to be taken off line due to severe structural deficiencies due to corrosion. The 1998 Ford Lo Pro is still functional but has been taken off front line service. These are the two trucks scheduled for replacement this year. The remaining two trucks are scheduled for replacement next year. Funds for these vehicles have been projected in the five year capital forecast.

This office, herein, requests an appropriation of \$326,000.00 for the purchase of two Lo Pro trucks to replace a 1997 and a 1998 Lo Pro truck.

Respectfully,

Stephen J. Edwards  
Director of Public Works

cc: Gary Conrad, Finance Director

Approved for submission  
To Board of Finance (11/3/17)

  
James S. Marpe  
First Selectman

31503310 - 500310



# WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

November 16, 2017

Mr. James S. Marpe  
First Selectman  
Town Hall  
Westport, CT 06880

Re: Appropriation from Capital & Non-Recurring Expenditure Fund  
Engineering Design Services for Headwall Repair at Canal Road, Westport

Dear Mr. Marpe:

This office, herein, requests an appropriation from the Capital and Non-Recurring Expenditure Fund in the amount of twenty four thousand five hundred dollars (\$24,500.00) for the design of a headwall replacement on Canal Road. A project of this nature would generally be designed in-house but because of the specificity and detail required in the Department of Energy and Environmental Protection Permit (DEEP), the design is more efficiently handed by a professional engineer that routinely designs these types of projects. A Certificate of Permission (COP) permit has been acquired from DEEP for the work but construction specifications have to be prepared. The existing erosion at the culvert makes this project a priority that should be addressed as soon as possible.

Respectfully,

Stephen J. Edwards  
Director of Public Works

Approved for submission

To Board of Finance (11/16/17)

James S. Marpe  
First Selectman

cc: Gary Conrad, finance Director

G:\PW\_OFF\SJEF\FS\APP\Canal headwall design

31503310-500311



**WESTPORT CONNECTICUT**

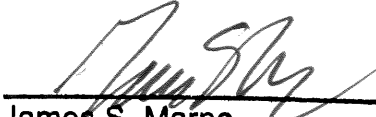
**PERSONNEL DEPARTMENT**

RALPH M. CHETCUTI  
PERSONNEL/HUMAN RESOURCES DIRECTOR

November 13, 2017

Approved for submission  
To Board of Finance (11/13/17)

The Honorable James S. Marpe  
First Selectman, Town of Westport  
Westport, CT 06880

  
James S. Marpe  
First Selectman

Re: NOVAtime

Dear Mr. Marpe;

I respectfully request that an item regarding the NOVAtime Time and Attendance System be added to the Agenda of the December 6, 2017 Board of Finance meeting.

I have attached a copy of the proposal from NOVAtime. I am requesting the approval of \$60,000 to allow for possible adjustments of hardware to the quoted price.

Respectfully,

10114999-588036

  
Ralph M. Chetcuti

Cc: G. Conrad



Andrews Technology HMS, Inc.

1213 Culbreth Drive  
Wilmington, NC 28405

[sales@andrewstechnology.net](mailto:sales@andrewstechnology.net)

(800) 319-8096 Fax: (516) 674-8119



**VENDOR HOSTED ORDER FORM**

<b>Invoice To:</b> Town of Westport		<b>Hosted By:</b> Vendor	
<b>Ship To:</b> TBD		<b>Terms:</b> 5 Year Term	
<b>Account Executive:</b> Jamie Blundell		70% Upon Execution	
		20% 45 Days from Date of Execution	
		10% 90 Days from Date of Execution	
Qty	Description	Item	Monthly
	<b>Novatime Web-Based Time &amp; Attendance System</b>		
450	Novatime Web-Based Time & Attendance Software	1.80	810
		Included	Included
450	Employee Web Services (PC Entry & Smart Phone Application)	5	150
30	Supervisor Module: Approval/Reporting/Review/Modification	Existing	Existing
1	<b>Munis Payroll Interface (Over 400 Guaranteed Interfaces)</b>	N/C	N/C
1	Electronic In-Out Board	N/C	N/C
1	Labor Tracking (Activity Based Reporting - 8 Levels)	N/C	N/C
1	Standard Supply & Demand Scheduling Module	N/C	N/C
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	N/C	N/C
1	Notification Module	N/C	N/C
450	Vendor Hosting Fee	1.55/ee/mo	698
	<b>Monthly Total</b>		<b>\$1,658</b>
	<b>12 Month Vendor Hosting Total</b>		<b>\$19,890</b>
300	Summer Month Employee Increase (3 Months June-August) (750 Total)	\$3.35	\$3,015
2	NT7000 Biometric Terminal	\$1,995	\$3,990
2	Power Over Ethernet Implementation	\$295	\$590
	Annual Maintenance	\$6,280/yr	15,740
	Sales Tax		TBD
	<b>12 Month System Total</b>		<b>\$49,505</b>
<b>One Time Implementation Fees</b>			
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install Novatime Web-Based Software	Included	
	Install Payroll Rules and Employee File	Included	
	<b>Unlimited Administrative/Supervisor Training</b>	Included	
	Configure Rules for Summer Month Employees	Included	
	Program and Install Hardware	Included	
	System Test/Go Live	Included	
	<b>Total One Time Fees</b>	<b>\$15,740</b>	
<b>Note:</b> All travel and expenses associated with installation and training will be at the cost of Andrews Technology. Absolutely no travel or expenses will be billed to The Customer.			

Customer Authorization \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Andrews Technology HMS, Inc. \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_





# WESTPORT CONNECTICUT

FINANCE DEPARTMENT

110 MYRTLE AVENUE - ROOM 313  
WESTPORT, CONNECTICUT 06880

November 16, 2017

To: Honorable James S. Marpe

From: Gary G. Conrad

I am requesting your approval for an appropriation of \$17,900 from the General Fund Balance for the Assessor. The Assessor will need additional help for approximately three months while an employee is out on maternity leave. The department is down one individual from the prior budget year and this workload cannot be covered by other department employees or with the assistance of other departments. We would be bringing in a part time person at \$20.00 per hour for 195 hours (\$3,900 in total) to help develop the 2017 Grand list including inputting valuations and real estate inspection review. In addition, a real estate inspector would be brought in to perform building inspections that are normally done by the employee out on maternity. This would amount to \$14,000 to complete a large portion of the outstanding and current work. As we have found in the past the quicker we get the inspection done, the faster we get the projects on the tax rolls.

The request to the Board of Finance will read:

A request by the Finance Director for an appropriation totaling \$17,900, from General Fund Balance to Assessor Extra Help and Overtime Account (10101154-513000).

Regards,

Gary G. Conrad  
Finance Director

Approved for submission  
To Board of Finance (11/16/17)

  
James S. Marpe  
First Selectman