



## WESTPORT CONNECTICUT

## BOARD OF FINANCE

### MINUTES OF BOF PUBLIC MEETING

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

Attendees: J. Westphal, S. Gordon, B. Stern, L. Caney, A. Moore, M. Rea - absent J. Hartwell.

### AGENDA

1. Election of the Board of Finance Chairman and Vice Chairman.  
M. Rea nominated B. Stern to continue as Chair of the BOF, second by L. Caney.  
Vote was 5-0-1 (Stern abstaining)  
B. Stern nominated M. Rea to continue as Vice-Chairman, second by J. Westphal.  
Vote was 6-0-0 unanimous.
2. To approve the Board of Finance Minutes of the October 4, 2017 Regular Meeting.  
Motion to approve minutes by S. Gordon, second by L. Caney. Vote was 6-0-0 unanimous.  
Resolution proposed by B. Stern thanking Jen Tooker for her service on the BOF, second by J. Westphal. Vote was unanimous.  
Special thanks to Avi Kaner and Helen Garten for their service on the Board of Selectman.
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. Approved Elm Street Land Swap Agreement per Planning & Zoning and re-confirmation of March 2017 BOF recommendation. Motion to approve by B. Stern, second by S. Gordon. Vote was 5-0-1. (Rea abstaining)
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)

At 9:45 P.M. L. Caney made a motion to extend meeting beyond 10:00 P.M. second by B. Stern.  
Motion carried unanimously. (6-0-0)

9. Upon the request of the Director of Public Works, approved 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. Motion to approve by S. Gordon, second by M. Rea. Vote was unanimous 6-0-0. (Previous Item 12)
10. Upon the request of the Director of Public Works, approved 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. Motion to approve by M. Rea, second by S. Gordon. Vote was unanimous 6-0-0. (Previous Item 13)
11. Upon the request of the Director of Public Works, approved 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. Motion to approve by M. Rea, second by S. Gordon. Vote was unanimous 6-0-0. (Previous Item 14)
12. Upon the request of the Director of Human Resources, approved 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. Motion to approve by A. Moore, second by J. Westphal. Vote was unanimous 6-0-0. (Previous Item 15)
13. Upon the request of the Director of Finance, approved 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. Motion to approve by M. Rea, second by B. Stern. Vote was unanimous. 6-0-0. (Previous Item 16)
14. Town and BOE Annual Reserve update including reserves contained in the unaudited CAFR. (Discussion Only) (Previous Item 9)
15. Discussion of Insurance coverage, excluding Health Insurance and incorporating current expenses and risks covered. (Discussion Only) (Previous Item 10)
16. Discussion of the General Reserve Policy going forward. (Discussion Only) (Previous Item 11)

At 11:20 P.M. Motion to adjourn was made by S. Gordon, second by L. Caney. Vote was unanimous 6-0-0.