



**NOTICE OF EXECUTIVE SESSION**

The Board of Finance will hold a Special Meeting on **Friday, February 9, 2018 at 8:15 a.m.** in the **Seminar Room at the Library** for the following purpose:

1. To discuss the real estate negotiations of 136 Riverside Avenue. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion.
2. Personnel Director to provide updates for the Police and Fire Pension negotiations and the Fire Department Collective Bargaining Agreement. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion.

**NOTICE OF PUBLIC MEETING**

The Board of Finance will hold its Public Meeting on **Friday, February 9, 2018 at 8:30 a.m.** in the **Seminar Room at the Library** for the following purpose:

**AGENDA**

1. To approve the Board of Finance Minutes of the January 3, 2018 Special Meeting and the January 3, 2018 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Board of Education 2<sup>nd</sup> quarter Financial Report from the Director of Business Operations. (Discussion Only)
4. Status Update from the Audit Manager. (Discussion Only)
5. Upon the request of the Director of Public Works, to approve an amended appropriation of \$850,000 along with bond and note authorization to the Capital and Non-Recurring Fund Account #31503310-500279 for the purchase of six (6) medium duty dump trucks previously approved by the RTM on March 1, 2016 for five (5) medium duty dump trucks.
6. Board of Finance Action Plan Summary:

NO.	ACTION ITEMS	OWNER	TARGET DATE
1.	Health insurance BOE/Town meeting on Dec. 18, 2017 to clarify scope of the project and to develop a work plan. Need to prepare complete analysis and projections to FY2019, suggest a reserve policy as separate Town & BOE, with impact on FY2018 & FY2019.	All BOF, Gary Conrad, Elio Longo, Jim Marpe, & Coleen Palmer	12/21/17

	Recommendations by end of January.		
2.	OPEB. Recommendations for contributions policy	B. Stern & J. Westphal	1/30/18
3.	Reserves – General Fund Track from 34.1 M to YE 2017 to current balance	G. Conrad	1/30/18
4.	Capital Non-Recurring - Track Three (3) years Contribution in 2019 Budget.	G. Conrad	1/30/18
5.	Education Facilities Fund Tracking from Year End 2017 to current balance	E. Longo	1/30/18
6.	Insurance Reserve – Recommendation for reserve level based on history.	E. Longo	1/30/18
7.	Railroad Parking – Present use of railroad parking reserve in 2019.	Police Chief Foti	1/30/18
8.	Wakeman Town Farm – Pay down analysis for loan.	G. Conrad	1/30/18
9.	BOE Cafeteria Fund – Develop current status.	E. Longo	1/30/18

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 EXECUTIVE SESSION

The Board of Finance held a Special Meeting on **Wednesday, January 3, 2018 at 7:45 p.m. in Room 201/201A of Town Hall** for the following purposes: Those in attendance: M. Rea, B. Stern, J. Westphal, J. Hartwell, A. Moore. L. Caney (late).

At 7:45 pm, S. Gordon made motion to go into executive session, second by J. Hartwell.  
Vote was 6-0-0

1. Discussed the telecommunication lease between the Town of Westport and Sprint for space on the cell tower and roof located at the firehouse, 515 Post Road East. The Board went into Executive Session to discuss the negotiations and financial terms of the lease.

At 8:00 P.M. M Rea made motion to go out of executive session, second by S. Gordon. Vote 6-0-0

DRAFT MINUTES OF BOF PUBLIC MEETING

The Board of Finance held its Public Meeting on **Wednesday, January 3, 2018 at 8:00 p.m. in Room 201/201A of Town Hall** for the following purpose:

In Attendance, B. Stern, M. Rea, J. Westphal, S. Gordon, A. Moore, L. Caney, J. Hartwell

AGENDA

1. Approved the Board of Finance Minutes of the December 6, 2017 Regular Meeting. Motion to approve by A. Moore, second by L. Caney. Vote 7-0-0
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Agreed on the proposed Board of Finance calendar for 2018. Motion to approve M. Rea, Second J. Westphal. Vote 7-0-0. Calendar attached

Agreed on regular audit, pension and investment sub-committees. Motion to approve B. Stern, second by J. Westphal. Vote was 7-0-0. Schedule attached.

5. Recommend the lease of Cell Tower space to Sprint at the Firehouse. Motion to approve M. Rea, second by S. Gordon. Vote was 7-0-0
6. Board of Finance Action Plan Summary:

NO.	ACTION ITEMS	OWNER	TARGET DATE
1.	Health insurance BOE/Town meeting on Dec. 18, 2017 to clarify scope of the project and to develop a work plan. Need to prepare complete analysis and projections to FY2019, suggest a reserve policy as separate Town & BOE, with impact on FY2018 & FY2019. Recommendations by end of January.	All BOF, Gary Conrad, Elio Longo, Jim Marpe, & Coleen Palmer	1/08/18

2.	OPEB. Recommendations for contributions policy	B. Stern & J. Westphal	1/30/18
3.	Reserves – General Fund Track from 34.1 M to YE 2017 to current balance	G. Conrad	2/07/18
4.	Capital Non-Recurring - Track Three (3) years Contribution in 2019 Budget.	G. Conrad	2/07/18
5.	Education Facilities Fund Tracking from Year End 2017 to current balance	E. Longo	2/07/18
6.	Insurance Reserve – Recommendation for reserve level based on history.	E. Longo	2/07/18
7.	Railroad Parking – Present use of railroad parking reserve in 2019.	Police Chief Foti	2/07/18
8.	Wakeman Town Farm – Pay down analysis for loan.	G. Conrad	2/07/18
9.	BOE Cafeteria Fund – Develop current status.	E. Longo	2/07/18

At 9:25 P.M. Motion to adjourn made by M. Rea, Second by S. Gordon vote was 7-0-0



# WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

January 22, 2018

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

**Re: Request to modify March 1, 2016 RTM resolution on 5 Freightliner trucks**

Dear Mr. Marpe:

At their March 1, 2016 meeting the RTM passed a resolution appropriating \$850,000 to fund the purchase of five medium duty combination dump trucks and authorizing the issuance of bonds to fund such appropriation.

Due to the extremely favorable bid result by Freightliner of Hartford, it has been determined that such \$850,000 appropriation is sufficient to fund the acquisition of six medium duty combination dump trucks. We have found that the medium duty freightliner dump trucks are more versatile than their predecessor Sterling trucks. Next year we are scheduled to request two additional Lo-Pro dump trucks. A sixth medium duty dump would preclude the need for one of the two Lo-Pro dump scheduled for next year.

Our final count on trucks after next year's single Lo-Pro truck would be 11 medium duty Freightliner dump trucks and 3 Freightliner Lo-Pro trucks. These trucks are the primary response equipment during snowstorms or other emergencies where materials or debris must be moved or removed throughout town. In addition, for snow events exceeding 3 to 4 inches the medium duty trucks give the department more flexibility when dealing with more severe storm events. These trucks are used throughout the year but are critical during the winter months.

As such we would like to request that the resolution be modified to allow for the sixth truck. A suggested resolution is attached

Respectfully,

Peter A. Ratkiewich, P.E.  
Director of Public Works

cc: Gary Conrad, Finance Director

Approved for submission  
To Board of Finance (1/22/18)

  

---

James S. Marpe  
First Selectman

## Resolution

WHEREAS, on March 1, 2016, the Representative Town Meeting passed a resolution (the "Resolution") appropriating \$850,000 to fund the purchase of five medium duty combination dump trucks and authorizing the issuance of bonds to fund such appropriation; and

WHEREAS, it has been determined that such \$850,000 appropriation is sufficient to fund the acquisition of six medium duty combination dump trucks; and

WHEREAS, it is in the Town's interest to amend the Resolution to provide for the funding of six medium duty combination dump trucks without changing the amount of the authorization.

NOW, THEREFORE, the following resolution is adopted:

RESOLVED, that the Resolution is hereby amended by deleting the phrase "five medium duty combination dump trucks" wherever it appears and substituting in its place the phrase "six medium duty combination dump trucks".