



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

NOTICE OF EXECUTIVE SESSION

The Board of Finance anticipates voting to go into Executive Session on **Wednesday, June 1, 2011 at 7:00 P.M.** in Room 309 of Town Hall to discuss pending litigation and personnel matters. No action will be taken.

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, June 1, 2011 at 8:00 P.M.** in the Auditorium of Town Hall. The following items, and any others properly presented before the Board, will be considered:

AGENDA

TRANSFERS IN THE 2010-2011 BUDGET

1. A request from the Deputy Police Chief for a transfer of \$17,660 from the Railroad Parking Account #21002219-573500 (Vehicles) to the Railroad Parking Account #21002219-574000 (Computers) in order to purchase an ELSAG license plate reader in lieu of the budgeted pickup truck.

2. A request by the Finance Director for transfers of \$27,000 from the Education Account #10106654-583200 (Debt Service, Interest), \$54,000 from the Insurance Account #10109902-526000 (Workers Compensation), \$3,000 from the Debt Service Account #10110951-583200 (Bond Interest), and \$6,000 from the Debt Service Account #10110992-583900 (Bond Anticipation Financing) totaling \$90,000 to the Pension Account #10109901-531000 (Fees & Services) to cover the increased volume of expenditures in this account.

APPROPRIATIONS IN THE 2010-2011 BUDGET

3. A request by the Deputy Police Chief for an appropriation of \$75,000 from the Railroad Parking Reserve Fund for the town's portion of a SWRPA comprehensive study of the rail stations and surrounding neighborhoods in Westport.

4. A request by the Deputy Police Chief for an additional appropriation of \$90,000 to the Railroad Parking Account #21002219-588000 (Storm Expenses) in order to cover snow removal expenses incurred during the winter storms of 2010-11.

DETERMINATION OF TAX RATE

5. The Board will set the tax rate for Fiscal Year 2011-2012.

va p-00

DISCUSSION

6. The Board will discuss policies and procedures relating to the lease of Town-owned properties.

APPROVAL OF MINUTES

7. Approve the Board of Finance Minutes of the May 18, 2011 Regular Meeting.



Memorandum

ITEM
#1

To: Gordon Joseloff, First Selectman
CC: Al Fiore, Chief of Police
John Kondub, Finance Director
From: Deputy Chief Dale Call
Date: May 16, 2011
Re: Railroad Parking capital equipment appropriation transfer

RECEIVED
MAY 16 2011
TOWN OF
SELECTMAN

The FY 2010-2011 Railroad Parking budget contained a \$20,000 appropriation for a new pickup truck for the railroad parking custodian.

Due to restructuring of the Railroad Parking division (notably layoffs of two employees) there is no longer a need to replace the old pickup truck. A newer truck already in service was given to the custodian since it was no longer being used by parking attendants.

The Westport Police Department Railroad Parking Division wishes to use funding approved for the new truck to purchase and install a license plate reader on one of the Railroad Parking vehicles. The license plate reader would be used to quickly locate parking scofflaws that are on the Town's boot list. This is something currently done manually. Scanning nearly 2,000 cars every day for vehicles that owe the Town money is not efficient nor is it effective.

In February the department tested a license plate reader for two weeks, loading only the boot list onto an old unit with an old computer. In less than a week nearly \$2000 in unpaid fines were collected after the vehicles were located and either immobilized or given warning notices of impending immobilization.

A license plate reader installed on the Railroad Parking vehicle will also enable the department to move forward with plans to transfer permit management to Complus Data Innovations. We are working to eliminate physical permits by loading the permit information into the car computer. That in turn will not only allow us to save money by eliminating actual permits but will also allow us to quickly locate and ticket vehicles parked without permits.

The ELSAG unit quoted is being used by several police departments in the area. Complus has several clients using this particular unit and is able to provide both the data needed and the ability to upload it into this unit for us as well. In addition, other area police departments that utilize the same Records


May 16, 2011

Management System as we do also use the ELSAG unit. This will allow us share other information which will enable the officers working the train stations to identify and locate stolen vehicles as well as vehicles involved in thefts from those areas.

In summary, rather than use this funding to purchase a truck that is no longer a valid need we will use it to purchase equipment that will generate revenue for both the Railroad Fund as well as the Town by recouping lost ticket revenue as well as assist with security at both train stations. In addition, it is part of an ongoing plan to streamline work and continue our plans to outsource railroad parking work.

The Westport Police Department Railroad Parking Division requests that that \$17,660 be transferred from account 21002219 573500 (Vehicles) to account 21002219 574000 (computers) for the purchase of an ELSAG license plate reader.

Approved for submission to the
Board of Finance (6/1/11)



Gordon F. Joseloff
First Selectman

ELSAG North America Law Enforcement Systems. LLC

412 Clocktower Commons
 Brewster, NY 10509
 Duns # 196140821
 Phone: 1-866-9MPH900 (967-4900)
 Fax: 336-379-7164

DATE

4/30/2011
QUOTATION

Delivered to:

Westport Police Dept.
 Att: Capt. Foti Koskinas
 50 Jessup Rd.
 Westport, Connecticut 06880

Quotation valid until: July 31, 2011
 Prepared by: Pat Fox

Projected Arrival Date: TBD

(Please mail your PO to the address above or FAX copies to the number above and also FAX a copy to (518) 452-7777.

Receipt of Goods

NASPO Multi-State Contract #PC62119 Award #19745
Massachusetts State Contract # HSL-01
WSCA # PC 62119 Hazardous Incident Response Equipment
(Contract term: September 2, 2005 - May 31, 2015)

Model #	Description	Cost	Units	Amount
MPH-900X2AD3 SPLIT TRANS	Mobile License Plate Reader - Includes two units with LPR Processors, camera (color and IR LPR); Infrared illuminators, enclosures, junction box, cables and related software. (REQUIRES INSTALLATION BY AUTHORIZED ELSAG N.A. PERSONNEL)	\$16,350	1	\$16,350.00
MPH-900 INSTALL	IN A TRANSPORTABLE RUGGEDIZED CASE. Hedley mounts with a CLICKER to be mounted on a Ford Crown Victoria.			
OPERATION CENTER LICENSE	Operations Center License	\$975	1	\$975.00
ADDITIONAL CAR KIT	1 extra power cord (\$125.00), 1 extra ethernet cable (\$100.00) and 1 extra GPS unit with USB extension (\$110.00) for a Total of \$335.00 to power up an additional vehicle.	\$335	1	\$335.00
			TOTAL	\$17,660.00

Service Plan for goods and services provided by the above quote

Year I	Free		
Year II	\$1,600.00 per year	Hardware and Software	
Year III	\$1,600.00 per year	Hardware and Software	
Year IV	\$1,600.00 per year	Hardware and Software	

Service Plan Includes:

- Software Updates
- Annual Training/Service
- Parts & Labor

Approval Signature: _____



WESTPORT CONNECTICUT

FINANCE DEPARTMENT

110 MYRTLE AVENUE - ROOM 313
WESTPORT, CONNECTICUT 06880

RECEIVED

MAY 19 2011

TOWN OF WESTPORT
SELECTMAN'S OFFICE

May 19, 2011

Hon. Gordon F. Joseloff
First Selectman
Town of Westport

ITEM
2

Re: Request for a Transfer of \$90,000 to the Pensions Budget

Dear Mr. Joseloff:

The Finance Department respectfully requests to have a transfer request placed on the June 1, 2011 agenda of the Board of Finance. It has been determined that the Fees and Services line of the budget account Pensions will not have sufficient funds in order to cover costs that will be incurred the balance of this fiscal year.

The proposed transfer is as follows:

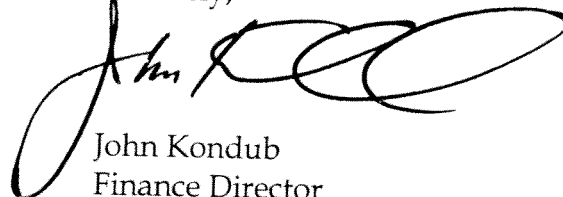
<u>Account Number and Name</u>	<u>From</u>	<u>To</u>
10106654-583200 (Education Debt Service, Interest)	\$27,000	
10109902-526000 (Insurance, Workers' Compensation)	54,000	
10110951-583200 (Debt Service, Bond Interest)	3,000	
10110992-583900 (Debt Service, Bond Antic. Financing)	6,000	
10109901-531000 (Pensions, Fees & Services)		\$90,000

The following reasons are noted for the increased volume of expenditures that necessitate this transfer:

- 1) Pension and OPEB trustee fees have increased as the value of the assets held in trust has increased over this fiscal year.
- 2) Investment advisory fees for the Pension Trust have also increased as the value of the assets has grown over this fiscal year.
- 3) Increased requests for actuarial information with respect to plan changes and labor negotiations.
- 4) Increased legal fees related to pension plan interpretations and the establishment of a proposed defined contribution plan.

Our office is available to answer any questions you have regarding this request.

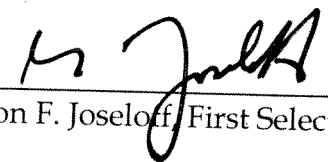
Sincerely,



John Kondub
Finance Director

JK:pjc
copy: Kenneth Alexander, Controller

Approved for submission to the
06/01/2011 Board of Finance Meeting



Gordon F. Joseloff, First Selectman



Memorandum

ITEM #3

RECEIVED

MAY 17 2011

**TOWN OF WESTPORT
SELECTMAN'S OFFICE**

To: Gordon Joseloff, First Selectman

CC: Al Fiore, Chief of Police

John Kondub, Finance Director

From: Deputy Chief Dale Call

Date: May 17, 2011

Re: South Western Regional Planning Agency (SWRPA) Rail Parking Study Funding Request

In February 2010 representatives from the South Western Regional Planning Agency (SWRPA) approached the Town to inquire about interest in a federally-funded, comprehensive study of the rail stations and surrounding neighborhoods in the Town of Westport. Such a study was called for in the 2007 Plan of Conservation and Development for the Town of Westport (page 8-10) and was listed as a high priority in the Plan. The SWRPA study will address many of the issues contained in sections 7 and 8 of the Plan.

The study will require \$75,000 in shared funding from the Railroad Parking Reserve Fund to move forward. The Connecticut Department of Transportation (CTDOT) has approved the use of the state share of the Fund for \$37,500 (one-half) and the other \$37,500 would be paid from the Town's share of the Railroad Reserve Fund. The federal share of the study is approximately \$300,000.

SWRPA and CTDOT have an agreement for the study. SWRPA will execute an agreement with the consultant for the consultant services. SWRPA will establish an account for the study and will deposit \$67,500 of the \$75,000 non-federal share (Westport Railroad Parking Reserve Fund dollars) into the SWRPA-established account. This funding will be used to pay for consultant services along with the federal share (\$270,000). SWRPA is not charging to administer the project but their costs will be covered by the transportation planning funds received from USDOT, CTDOT and the region.

\$7,500 of the Westport Railroad Parking funding will be provided to CTDOT which will establish an account for their services on the study. This account will include \$30,000 in federal funds and \$7,500 in Westport Railroad Parking funds.

GAAP will be used. SWRPA and CTDOT will audit the project. Once the audit is completed the accounts will be closed out and any unexpended Westport Rail Station Parking funds will be returned for deposit into the Westport Railroad Parking Reserve Fund.


May 17, 2011

The consultant for this study was chosen by SWRPA after a comprehensive application and review process earlier this year. During consultant interviews the Police Department emphasized the need to produce short-term results that are immediately attainable and affordable in addition to any long-term solutions. The objectives of the study from the SWRPA RFP are attached.

Representatives from SWRPA will attend the Board of Finance meeting as well as future meetings required for approval to provide technical details and answer any questions.

This represents a unique opportunity to undertake a Plan recommended study that will be funded primarily by federal and state monies. The Westport Police Department Railroad Parking Division requests that an appropriation of \$75,000 be made from the Railroad Parking Reserve Fund for the non-federal share portion of the SWRPA railroad station study.

Approved for submission to the
Board of Finance (6/1/11)



Gordon F. Josloff
First Selectman

ATTACHMENT A

Westport Rail Stations Study

Study Objectives

The purpose of the study is to evaluate existing commuter parking facilities at and near the Westport and Green's Farms rail stations in Westport; identify and assess potential improvements; and, develop implementation and operational strategies that are context sensitive and promote energy efficiency and state of the art technologies. Public involvement and outreach will be important components of the study supported by visualization.

The study area is comprised of the seven surface parking lots serving the Westport rail station and the three serving the Green's Farms station. Additional locations may also be identified.

The primary study objectives are to develop a recommended program that will:

- Increase rail commuter parking capacity and operational efficiency;
- Improve use of existing and added parking capacity;
- Improve circulation and safety within parking areas, adjacent streets, sidewalks and neighborhood;
- Improve multi-modal access to both stations, including:
 - Buses and shuttles
 - Taxis
 - Bicycle access
 - Pedestrian access
 - Motorcycle, scooter and moped access
 - Passenger pick up and drop off
 - Vehicle access
- Develop a way-finding program;
- Propose on-site and a virtual information gateway regarding Westport/Saugatuck and Greens Farms transit services and real-time traveler information possibility;
- Evaluate facility conditions, needs and uses; and, identify alternative essential or desirable improvements and uses;
- Environmental, archaeological and historic resource scan
- Promote energy conservation and implementation of green or innovative technologies, such as solar charging stations for electric vehicles;
- Evaluate rail parking operations and governance, identify alternatives and the assess cost and benefits of each, and recommend how to achieve the changes;
- Consider context sensitive design;
- Preserve and enhance the character of the surrounding business district and residential neighborhoods;
- Enhance the inter-modal connectivity between the Town of Westport and the surrounding Region;
- Generally increase the level and quality of transit services at the Westport/Saugatuck and Green's Farms rail stations.

Study Scope

Study scope components should include:

- Public involvement and outreach, including a project web site, newsletters, public information sessions; media releases; and, briefings to Westport, South Western Region MPO, and CTDOT
- Data collection and analysis
- Identification of issues and opportunities
- Current and alternative rail parking governance options
- Facilities assessment and recommendations
- ITS components
- Way-finding program
- Environmental, archaeological and historic resources
- Energy conservation, green or innovative technologies
- Project management: Steering/Study Committee and stakeholders committee

Deliverables

- Public Involvement: outreach, web site, communications, Public Involvement Plan & Public Involvement Documentation
- Technical Memoranda and Executive Summaries for study components
- Draft and final reports: implementation plan, including Executive Summaries



Memorandum

ITEM # 4

RECEIVED

MAY 17 2011

**TOWN OF WESTPORT
SELECTMAN'S OFFICE**

To: Gordon Joseloff, First Selectman

CC: Al Fiore, Chief of Police

John Kondub, Finance Director

From: Deputy Chief Dale Call

Date: May 17, 2011

Re: Railroad station snow removal – additional expenses appropriation request

Due to the unusually high snowfall amounts this winter the Westport Police Department Railroad Parking Division snow removal budget was overspent by \$90,000.


Snow removal at the train stations not only includes the parking lots but also the platforms and the stairs, all of which have to be sanded and cleaned even if snowfall is light to protect the safety of the commuters using the stations.

The amount budgeted for snow removal in this fiscal year was \$125,000 which was expended by mid-January 2011.

The rail station snow removal expenses from the January snowstorms were included by the Highway Department in the amount submitted for federal aid and some money should be returned to the Town as a result.

The Westport Police Department requests an appropriation of \$90,000 for additional snow removal expenses incurred as a result of the winter storms of 2010-2011.

Approved for submission to the
Board of Finance (6/1/11)



Gordon F. Joseloff
First Selectman



WESTPORT CONNECTICUT
BOARD OF FINANCE

ITEM
7

UNAPPROVED MINUTES

The Board of Finance held its Public Hearing on **Wednesday, May 18, 2011 at 8:00 P.M.** in the Auditorium of Town Hall. The following items, and any others properly presented before the Board, were considered:

Members present: Helen Garten, Ed Iannone, Avi Kaner, Brian Stern, Allyson Stollenwerck, Tom Lasersohn, Kenneth Wirfel

Ms. Garten called the meeting to order at 8:05 P.M.

AGENDA

TRANSFERS IN THE 2010-2011 BUDGET

1. A request by the Conservation Director for transfers of \$1,000 from the Conservation Account #10101182-513002 (Overtime), \$500 from the Conservation Account #10101182-551000 (Advertising & Printing), \$450 from the Conservation Account #10101182-552000 (Postage), and \$500 from the Conservation Account #10101182-561000 (Supplies) totaling \$2,450 to the Conservation Account #10101182-531000 (Fees & Services) to cover shortfalls regarding soil scientist services.

Vote 7-0: Motion Approved

2. A request from the Town Attorney for a transfer of \$50,000 from the Town Attorney Account #10101170-532000 (Contract Services) to the Town Attorney Account #10101170-533200 (Negotiation Services) to cover shortfalls regarding recent labor matters.

Vote 7-0: Motion Approved

3. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$161,601 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts.

Vote 7-0: Motion Approved

APPROPRIATIONS IN THE 2010-2011 BUDGET

4. A request by the Public Works Director for an appropriation of \$275,000 to the Sewer Reserve Fund Account #32003330-500304 (Pump Sat. #9, Force Main) for the replacement of the Hillandale Road force main serving Pump Station #9.

Vote 7-0: Motion Approved

5. A request by the Public Works Director for an appropriation of \$425,778 to the Highway Account #10103320-588000 (Storm Expenses) to cover the expenses incurred during the previous winter.

Vote 7-0: Motion Approved

6. A request by the Public Works Director for an appropriation of \$500,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account #31503310-500250 (HVAC Upgrade: Town Hall) for the HVAC upgrade and energy efficiency project for the Town Hall.

Vote 7-0: Motion Approved

APPOINTMENT OF AUDITORS

7. The Board will appoint independent auditors for the fiscal year ending June 30, 2011.

Ms. Garten moved and Mr. Wirfel seconded a motion to appoint McGladrey and Pullen as independent auditors.

Vote 7-0: Motion Approved

DISCUSSION

8. Discussion of the Selectman's Five-Year Capital Forecast. No action will be taken.

No action was taken.

APPROVAL OF MINUTES

9. Approve the Board of Finance Minutes of the April 6, 2011 Regular Meeting.

Mr. Lasersohn moved and Mr. Iannone seconded a motion to approve the minutes

Vote 7-0: Motion Approved

Mr. Kaner moved and Ms. Garten seconded a motion to adjourn at 10:10 P.M.

Vote 7-0: Motion Approved

Submitted, Allyson Stollenwerck (Vice-Chair)