



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

NOTICE OF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on **Wednesday, December 11, 2019 at 8:00 p.m.** in **Room 201/201A of Town Hall** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the November 13, 2019 Regular Meeting and the November 20, 2019 Special Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Coleytown Middle School Status Update from Sheri Gordon and Mike Rea. (Discussion Only)
5. Board of Education 1st quarter Financial Report from the Chief Financial Officer. (Discussion Only)
6. Shared Services Update. (Discussion Only)
7. Process for Master Plan Facilities Review. (Discussion Only)
8. Upon the request of the Director of Human Services, to approve the following transfer requests to accommodate two new Contractual Agreements providing full and part-time clinical services at Staples High School:

Account Name and Number		From:	To:
Group Medical Insurance	10109902-522100	\$10,928	
Juvenile Review Board	10102210-569102	\$3,000	
Youth Services Expenses	22905510-588000	\$2,000	
Youth Salaries	10105510-511000	\$5,000	
Social Services Salaries	10105520-511000	\$3,000	
Contract Services	10105510-532000		\$23,928

9. Upon the request of Wakeman Town Farm, to approve the following transfer request for additional costs associated with grounds and facility improvements:

Account Name and Number		From:	To:
Harvest Fest	21508850-531802	\$5,000	
Building Maintenance	21508850-545000		\$5,000

10. Upon the request of Wakeman Town Farm, to approve an Appropriation of \$19,800.00 to the following accounts for additional costs associated with grounds and facility improvements that include electrical costs for an outdoor pizza oven, animal enclosures and the greenhouse.

Building Maintenance Account	21508850-545000	\$5,000.00
Farm/Grounds Maintenance Account	21508850-545010	\$14,800.00

11. Upon the request of the Director of Public Works, to approve an appropriation of \$12,099.26 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500129 for the cost of additional work due to unforeseen conditions during the elevator installation.
12. Upon the request of the Director of Public Works, to approve an appropriation of \$2,470,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500181 for the replacement of the Kings Highway North Bridge. The project is eligible for funding under the State Local Bridge Program, that provides 50% reimbursement of expenses.

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.



DRAFT MINUTES OF PUBLIC MEETING

The Board of Finance held its Public Meeting on **Wednesday, November 13, 2019 at 8:00 p.m.** in **Room 201/201A of Town Hall** for the following purposes:

Attendees: B. Stern, M. Rea, A. Moore, L. Caney, J. Westphal, S. Gordon, N. Dupier

AGENDA

1. Approved the Board of Finance Minutes of the October 2, 2019 Regular Meeting.
Vote was -6-0-1 (L. Caney abstaining)
2. Heard Financial Report from the Finance Director. (Discussion Only)
3. Heard Status Update from the Audit Manager. (Discussion Only)
4. Heard Coleytown Middle School Status Update from Sheri Gordon and Mike Rea.
(Discussion Only)
5. Heard Shared Services Update. (Discussion Only)
6. Heard Process for Master Plan Facilities Review. (Discussion Only)

At 9:33 P.M Motion to adjourn by M. Rea, second by Jim Westphal - Vote unanimous.



WESTPORT CONNECTICUT
BOARD OF FINANCE

DRAFT MINUTES OF BOARD OF FINANCE SPECIAL MEETING

The Board of Finance held a Special Meeting on **Wednesday, November 20, 2019 at 8:00 p.m.** in **Room 307/309 of Town Hall** for the following purpose:

Attendees:

In person: Brian Stern, Andrea Moore, Lee Caney, Sheri Gordon, Jim Foster.

Participating on the phone: Nancie Dupier, Jay DesMartaeu.

AGENDA

1. Election of Board of Finance Chairman and Vice Chairman.
Andrea Moore nominated Brian Stern as Chair. Lee Caney seconds.
Vote 6-0-1 Stern abstains.
Nancie Dupier nominated Andrea Moore as Vice Chair. Sheri Gordon seconds.
Vote 6-0-1 Moore abstains.
2. Information Session on the Board of Education "Facility Report". (Board Discussion Only)
Additional participants:
Joseph Fuller, Selectman's Maintenance Committee, Chair
Elio Longo, Westport Public Schools
Ted Hunyadi, Westport Public Schools, Director of Facilities
Micheal Losasso, Antinozzi Associates
Paul Lisi, Antinozzi Associates

Motion to adjourn 9:45pm made by Andrea Moore, Seconded by Lee Caney.

Vote unanimous 7-0-0

WESTPORT PUBLIC SCHOOLS
Quarterly Financial Report - 1Q
September 30, 2019

Theoretical Expenditure Ratio: 25%

2016-2017	2017-2018	2018-2019	Object Code	Descriptions	2019-2020 ADOPTED BUDGET	2019-2020 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2019-2020 ENCUMBERED TO DATE	2019-2020 EXPENDED TO DATE	2019-2020 TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
5,957,442	5,317,348	5,403,166	100	Certified Administrators	5,223,447	5,223,447	-	4,020,212	1,170,884	1,170,884	22%	(55,000)	5,136,056	\$7,351	1.7%
1,769,108	1,875,276	2,076,448	101	Directors	2,261,191	2,274,475	13,284	1,699,079	394,028	394,028	17%	170,000	2,263,107	11,368	0.5%
22,408,703	22,846,979	23,188,723	102	Reg Ed Teachers	23,143,153	23,143,153	-	21,161,083	2,048,624	2,048,624	9%	-	23,209,706	(66,553)	-0.3%
11,649,873	11,628,676	11,778,849	103	Special Area Teachers	12,215,141	12,215,141	-	10,886,803	1,050,738	1,050,738	9%	-	11,937,541	277,800	2.3%
4,189,360	4,293,239	4,246,724	104	Support Teachers	4,191,210	4,191,210	-	3,974,535	381,056	381,056	9%	-	4,355,592	(164,382)	-3.9%
136,704	79,535	104,021	105	Curr/Inst Resource	95,927	95,927	-	54,916	5,781	5,781	6%	-	80,521	35,231	36.7%
916,666	910,798	930,297	107	Library/Media Teachers	884,495	884,495	-	788,540	76,574	76,574	9%	(60,000)	805,214	79,282	9.0%
1,463,683	1,500,395	1,500,395	108	Guidance	1,542,499	1,529,215	(13,284)	1,291,571	142,829	142,829	9%	74,884	1,449,295	79,920	5.2%
4,549,144	4,554,832	4,695,295	109	Special Ed Teachers	4,875,116	4,875,116	-	4,443,534	573,190	573,190	12%	(153,255)	4,863,469	11,647	0.2%
1,613,902	1,614,249	1,614,249	110	Psychologists	1,829,597	1,829,597	-	1,495,387	158,891	158,891	9%	66,325	1,720,602	108,995	6.0%
255,982	226,962	237,067	113	Social Workers	256,126	256,126	-	295,923	31,746	31,746	12%	(80,356)	327,669	(71,543)	-27.9%
1,342,906	1,307,615	1,412,585	114	Speech/Hearing Therapists	1,457,417	1,454,367	(3,050)	1,343,080	145,328	145,328	10%	3,769	1,408,052	46,315	3.2%
116,329	143,903	115,609	115	Staff Dev/Leadership	103,474	103,474	-	91,067	103,474	103,474	8%	-	103,474	-	0.0%
666,363	661,124	686,315	116	Extra-Curricular	700,214	700,214	-	-	8,638	8,638	0%	644,817	700,214	-	0.0%
569,512	612,237	629,105	118	Coaches-Intramural/Intrschistic	644,817	644,817	-	-	-	-	0%	-	644,817	-	0.0%
129,218	112,098	122,098	119	Curriculum Work/Other	125,000	125,000	-	-	69,040	69,040	54%	56,960	125,000	-	0.0%
\$ 57,133,554	\$ 57,648,017	\$ 58,740,945		Sub-Total Certified Salaries	\$ 59,545,824	\$ 59,545,774	\$ (3,050)	\$ 51,485,730	\$ 6,256,446	\$ 6,256,446	2.3%	\$ 1,368,368	\$ 59,110,544	435,230	0.7%
1,277,138	1,254,533	1,254,230	120	Support Supervisors	1,365,368	1,365,368	-	904,387	310,456	310,456	23%	60,000	1,275,042	90,326	6.6%
2,537,172	2,535,495	2,514,948	121	Secretaries	2,650,823	2,650,823	-	1,952,320	585,895	585,895	22%	109,000	2,647,214	3,609	0.1%
1,847,587	1,789,074	1,839,305	122	Paraprofessionals	1,864,280	1,864,280	-	1,578,796	156,354	156,354	8%	76,607	1,811,756	52,524	2.8%
2,707,700	2,750,902	2,952,375	123	Speed Paraprofessionals	3,059,556	3,059,556	3,050	2,783,210	495,117	495,117	14%	76,489	3,294,816	(235,260)	-7.7%
2,748,852	2,687,981	2,670,997	124	Custodians	2,665,156	2,665,156	-	2,142,968	631,431	631,431	24%	(128,371)	2,646,027	19,129	0.7%
529,560	594,233	615,592	125	Maintainers	626,484	626,484	-	471,059	121,818	121,818	19%	12,530	605,435	21,058	3.4%
910,681	893,629	899,444	126	Nurses	928,486	928,486	-	776,432	93,224	93,224	10%	18,570	888,226	40,260	4.3%
253,524	260,967	244,894	127	Nurses Aides	239,662	239,662	-	212,568	21,137	21,137	9%	4,793	238,498	1,154	0.5%
571,660	566,911	565,164	128	Technology Assistants	606,095	606,095	-	466,319	136,297	136,297	23%	-	604,617	1,478	0.2%
293,164	296,453	308,685	129	Security Aides	345,930	345,930	-	312,625	31,979	31,979	9%	-	344,604	1,325	0.4%
241,574	246,584	267,840	130	Bus Monitors	250,513	250,513	-	-	15,991	15,991	6%	234,521	250,513	-	0.0%
245,277	240,183	240,703	131	Athletics	233,967	233,967	-	176,899	19,925	19,925	9%	37,143	233,967	-	0.0%
142,160	145,777	138,945	133	Other	149,887	149,887	-	115,925	12,621	12,621	8%	21,342	149,887	-	0.0%
594,923	612,129	679,019	135	Occupational Therapists	694,267	694,267	-	643,874	89,178	89,178	13%	-	733,052	(38,785)	-5.6%
176,085	180,001	182,087	136	Physical Therapists	187,213	187,213	-	161,689	23,364	23,364	12%	-	185,053	2,160	1.2%
21,992	21,992	21,992	140	Adult Ed Mandated	25,000	25,000	-	-	-	-	0%	21,375	21,375	-	14.5%
\$ 15,093,052	\$ 15,076,923	\$ 15,416,219		Sub-Total Non-Certified Salaries	\$ 15,889,646	\$ 15,892,616	\$ 3,050	\$ 12,659,299	\$ 2,686,785	\$ 2,686,785	0%	\$ 543,999	\$ 15,930,083	(37,387)	-0.2%
171,210	266,732	292,731	150	Perm Cert Subs	455,600	455,600	-	261,850	8,950	8,950	2%	119,800	390,800	65,000	14.3%
199,407	174,810	151,712	151	Daily Cert Subs	177,400	177,400	-	-	1,384	1,384	1%	176,016	177,400	-	0.0%
36,834	35,945	36,150	152	Staff Training Cert Subs	45,000	45,000	-	-	200	200	0%	44,800	45,000	-	0.0%

WESTPORT PUBLIC SCHOOLS
Quarterly Financial Report - 1Q
September 30, 2019

Theoretical Expenditure Rate: 25%

2016-2017 Year-End Expense	2017-2018 Year-End Expense	2018-2019 Year-End Expense	Object Code	Descriptions	2019-2020 ADOPTED BUDGET	2019-2020 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2019-2020 ENCUMBERED TO DATE	2019-2020 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
50,361	55,757	56,600	153	PPT Cert Subs	55,000	55,000	-	-	650	1%	54,350	55,000	-	0.0%
714,789	854,334	782,155	154	Long Term Subs	775,000	775,000	-	174,415	32,840	4%	567,744	775,000	-	0.0%
267,253	245,870	276,387	155	Non-Cert Subs	245,000	245,000	-	41,603	22,042	9%	201,355	265,000	(20,000)	-8.2%
473,855	480,845	633,328	156	Overtime	455,000	455,000	-	-	171,001	38%	578,999	550,000	(95,000)	-20.9%
\$ 1,910,709	\$ 2,114,093	\$ 2,229,063		Sub-Total Other Salaries	\$ 2,208,000	\$ 2,208,000	\$ -0.9%	\$ 477,868	\$ 237,067	10.7%	\$ 1,543,065	\$ 2,258,000	\$ (95,000)	-2.3%
\$ 74,145,314	\$ 74,839,033	\$ 76,386,228		TOTAL SALARIES	\$ 77,646,470	\$ 77,646,470	\$ 1.6%	\$ 64,662,897	\$ 9,180,298	11.8%	\$ 3,455,432	\$ 77,298,627	\$ 347,844	0.4%
12,856,551	14,145,247	15,415,241	210	Health Insurance	15,371,307	15,371,307	-	13,857,333	4,369,860	28%	(2,795,886)	15,491,307	(120,000)	-0.8%
317,898	396,046	341,468	211	Group Life Insurance	339,742	339,742	-	247,988	91,754	27%	-	339,742	-	0.0%
43,945	45,730	44,556	212	Teacher Child Care (WEA)	43,000	43,000	-	-	-	0%	43,000	43,000	-	0.0%
42,040	42,335	30,602	213	Health Insurance Waiver	32,000	32,000	-	16,000	2,552	8%	14,000	32,552	(552)	-1.7%
2,016,354	2,081,337	2,173,235	220	FICA/Medicare	2,264,214	2,264,214	-	1,738,651	301,366	13%	160,000	2,200,017	64,197	2.8%
28,634	20,316	18,736	240	Course Reimbursement	50,000	50,000	-	295	7,000	14%	17,705	25,000	25,000	50.0%
24,448	42,623	38,784	250	Unemployment Compensation	50,000	50,000	-	41,513	11,384	23%	-	52,907	(2,907)	-5.8%
547,396	444,343	374,654	260	Workers Compensation	415,712	415,712	-	202,462	166,225	40%	47,025	415,712	-	0.0%
35,020	36,697	35,703	287	Uniform Allowance	45,000	45,000	-	32,850	450	1%	6,700	40,000	5,000	11.1%
21,923	35,165	34,543	290	Other Employee Benefits	40,000	40,000	-	12,798	21,619	54%	3,583	38,000	2,000	5.0%
\$ 16,033,609	\$ 17,229,838	\$ 18,507,501		TOTAL BENEFITS	\$ 18,650,975	\$ 18,650,975	\$ 0.8%	\$ 16,149,890	\$ 4,972,270	26.7%	\$ (2,443,873)	\$ 18,678,237	\$ (27,253)	-0.1%
124,001	71,652	103,391	320	HomeBound	80,000	80,000	-	-	14,012	18%	85,988	100,000	(20,000)	-25.0%
20,178	6,188	6,809	321	Gifted Activities	25,000	25,000	-	476	688	3%	13,626	15,000	10,000	40.0%
66,700	-	-	322	Educational Interns	-	-	-	-	-	0%	-	-	-	0.0%
437,591	622,896	438,823	323	Instr. Program Improvements	452,680	452,680	-	225,109	25,810	6%	201,761	452,680	-	0.0%
11,092	6,827	12,360	324	Pupil Services	11,000	11,000	-	683	-	0%	10,317	11,000	-	0.0%
196,439	299,971	260,020	325	PPT Consultations	274,700	274,700	-	167,720	51,980	19%	55,000	274,700	-	0.0%
102,500	128,481	117,292	327	Student Evaluations-Outside	135,000	135,000	-	-	4,565	3%	130,435	135,000	-	0.0%
26,839	19,176	19,345	328	Medical Advisers	25,000	25,000	-	8,000	-	0%	12,000	20,000	5,000	20.0%
329,598	516,831	674,702	330	Other Prof/Tech Services	522,390	522,390	-	283,745	91,702	18%	146,943	522,390	-	0.0%
371,441	373,441	501,302	331	Legal/Negotiations	414,000	414,000	-	350,079	53,471	13%	50,000	453,550	(39,550)	-9.6%
\$ 1,685,687	\$ 1,885,555	\$ 2,134,035		TOTAL PURCHASED SERVICES	\$ 1,939,770	\$ 1,939,770	\$ -9.1%	\$ 1,035,812	\$ 242,239	12.5%	\$ 706,270	\$ 1,984,321	\$ (44,551)	-2.3%
90,839	97,395	94,450	411	Water/Sewer	93,801	93,801	-	70,397	23,404	25%	470,387	93,801	-	0.0%
1,971,458	1,702,294	1,839,161	413	Electricity	1,920,583	1,920,583	-	1,042,228	407,968	21%	4,770	1,920,583	-	0.0%
745,332	933,868	866,075	414	Natural Gas	869,400	869,400	-	811,811	52,819	6%	4,770	869,400	-	0.0%
13,196	14,374	14,094	415	Heating Oil	14,500	14,500	-	14,500	398	3%	400	14,500	-	0.0%
557,524	529,616	519,970	421	Contracted Maintenance	607,605	607,605	-	381,015	201,438	33%	25,152	607,605	-	0.0%

WESTPORT PUBLIC SCHOOLS
Quarterly Financial Report - 1Q
September 30, 2019

Theoretical Expenditure Rate: 25%

2016-2017 Year-End Expense	2017-2018 Year-End Expense	2018-2019 Year-End Expense	Object Code	Descriptions	2019-2020 ADOPTED BUDGET	2019-2020 ADJUSTED BUDGET	2019-2020 ENCUMBERED TO DATE	2019-2020 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
544,024	799,952	825,625	431	Building Maintenance	420,178	420,178	88,898	230,877	55%	100,403	420,178	-	0.0%
315,436	260,050	225,030	432	Grounds Maintenance	284,887	284,887	61,346	92,977	33%	130,565	284,887	-	0.0%
87,383	99,235	66,637	433	Repair Equip (Instructional)	106,475	106,475	30,396	17,946	17%	58,133	106,475	-	0.0%
35,536	69,974	127,507	434	Repair Equip (Non-Instructional)	71,500	71,500	330	6,096	9%	65,074	-	-	0.0%
314,886	352,420	130,679	435	Building Projects	289,461	289,461	163,983	113,621	39%	11,857	289,461	-	0.0%
228,432	299,055	6,988	436	Grounds Projects	104,000	104,000	2,650	15,625	15%	85,725	104,000	-	0.0%
626,638	205,670	142,110	437	Restore/Prevent Maintenance	370,000	370,000	121,306	96,229	27%	150,465	370,000	-	0.0%
164,462	171,410	169,701	440	Equip Rentals & Copiers	169,539	169,539	36,739	40,417	24%	3,399	169,539	-	0.0%
44,164	45,684	47,283	441	Building Rental	48,928	48,928	9,734	12,200	25%	-	48,939	-	0.0%
6,535	8,238	10,558	450	Gas/Travel Maintenance	9,000	9,000	4,000	1,768	20%	-	9,000	-	0.0%
194,453	194,871	149,226	451	Custodial Supplies	260,000	260,000	4,000	94,668	36%	161,342	260,000	-	0.0%
267,611	186,451	252,835	452	Maintenance Supplies	251,823	251,823	700	47,366	19%	203,746	251,812	-	0.0%
102,515	106,362	83,746	490	School Security	152,000	152,000	5,000	68,468	45%	-	152,000	-	0.0%
\$ 6,307,594	\$ 6,076,919	\$ 5,574,675		TOTAL PROPERTY SERVICES	\$ 6,043,680	\$ 6,043,680	\$ 2,967,459.57	\$ 1,525,271		\$ 1,549,950	\$ 6,043,680	0.0%	0.0%
100.0%	-3.7%	-8.3%			8.4%	8.4%	49.1%	25.3%		25.6%	100.0%	0.0%	0.0%
3,584,711	3,837,571	3,651,000	510	Transportation - Regular	3,880,350	3,880,350	1,912,029	1,912,029	49%	56,292	3,880,350	-	0.0%
789,293	924,562	925,593	511	Trans-Spec Ed-Internal	996,783	996,783	559,420	439,380	44%	-	998,800	(2,017)	-0.2%
183,149	106,796	69,406	512	Trans-Spec Ed-Public	158,267	158,267	158,267	5,526	3%	-	158,267	-	0.0%
352,591	304,891	405,562	513	Trans-Spec Ed-Private	304,479	304,479	285,015	42,562	14%	152,741	355,147	(50,668)	-16.6%
37,539	39,629	44,512	516	Trans-Field Trips	69,304	69,304	24,238	470	1%	44,596	69,304	-	0.0%
157,390	220,077	228,674	517	Gasoline-Buses	262,625	262,625	92,259	12,741	5%	157,625	262,625	-	0.0%
146,958	162,255	171,541	520	Property Insurance	181,322	181,322	89,452	73,176	40%	-	182,628	19,694	10.3%
10,489	10,405	9,889	521	Flood Insurance	10,186	10,186	-	-	0%	10,186	10,186	-	0.0%
336,798	338,795	333,866	523	Liability Insurance	362,256	362,256	152,284	189,621	51%	-	335,905	26,351	7.3%
109,106	145,483	146,121	529	Athletic Insurance	150,505	150,505	-	125,731	84%	-	125,731	24,774	16.5%
479,644	367,000	412,424	530	Communication Systems	395,476	395,476	83,844	205,226	52%	106,406	395,476	-	0.0%
36,348	34,118	35,581	535	Postage	35,000	35,000	31,363	4,137	12%	-	35,500	(500)	-1.4%
21,307	21,497	14,629	540	Advertising	23,000	23,000	7,253	472	2%	15,275	23,000	-	0.0%
2,003,856	2,218,944	2,305,787	550	Printing	36,540	36,540	5,579	6,386	17%	14,575	26,540	10,000	27.4%
39,019	35,714	43,621	560	Tuition-Public	2,081,000	2,081,000	1,228,979	212,218	10%	1,011,803	2,453,000	(372,000)	-17.9%
571,136	653,506	675,415	563	Tuition-Court & Agency Placed	42,860	42,860	285,636	255,203	0%	42,860	42,860	(161,000)	-26.8%
11,553	17,523	22,158	569	Tuition-Litigation	600,000	600,000	23,000	26,014	113%	270,161	761,000	(9,014)	-13.1%
36,871	40,323	44,328	580	Tuition-Summer Programs	71,900	71,900	22,391	6,693	9%	42,816	71,900	(509,381)	-5.3%
\$ 8,931,586	\$ 9,486,553	\$ 9,642,231		TOTAL OTHER PURCH SERVICES	\$ 9,684,853	\$ 9,684,853	\$ 4,679,745	\$ 3,511,585		\$ 2,002,905	\$ 10,194,234	(509,381)	-5.3%
100.0%	6.2%	1.6%			0.4%	0.4%	48.3%	36.3%		20.7%	105.3%	-5.3%	-5.3%
926,363	908,825	863,292	611	Supplies-Instructional	897,287	897,287	164,264	429,567	48%	303,456.00	897,287	-	0.0%
681,001	867,593	773,938	612	Software	809,672	809,672	54,257	668,092	83%	87,323	809,672	-	0.0%
156,539	155,615	135,374	613	Tech Supplies	151,925	151,925	7,676	41,235	27%	103,014	151,925	-	0.0%

WESTPORT PUBLIC SCHOOLS
Quarterly Financial Report - 1Q
September 30, 2019

Theoretical Expenditure Rate: 25%

2016-2017 Year-End Expense	2017-2018 Year-End Expense	2018-2019 Year-End Expense	Object Code	Descriptions	2019-2020 ADOPTED BUDGET	2019-2020 ADJUSTED BUDGET	BUDGET ADJUSTMENT	2019-2020 ENCUMBERED TO DATE	2019-2020 EXPENDED TO DATE	YTD %	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE	Balance Available %
\$ 2,787,006	\$ 2,688,290	\$ 2,418,264			\$ 2,685,039	\$ 2,685,039	\$ -	\$ 378,875	\$ 1,373,476	11.1%	\$ 936,688	\$ 2,655,039	\$ -	0.0%
100.0%	-3.2%	-10.4%		TOTAL SUPPLIES AND MTLs.	11.4%	11.4%	\$ -	14.1%	51.2%		34.8%	100.0%	0.0%	0.0%
85,358	40,094	38,674	731	Equip-New Instructional	29,315	27,103	(2,212)	4,993	4,043	15%	18,067	27,103	-	0.0%
9,477	123,442	45,290	732	Equip-New Non Instructional	-	-	-	4,783	-	0%	-	4,783	(4,783)	#DIV/0!
69,530	110,113	42,751	733	Equip-Replace Instructional	93,751	93,372	(379)	5,700	45,627	49%	42,045	93,372	-	0.0%
247,426	52,546	75,017	735	Furniture	101,567	104,158	2,591	26,088	25,130	24%	52,940	104,158	-	0.0%
998,464	751,631	692,475	736	Teach Equip-Instructional	704,812	704,812	-	-	519,300	74%	185,512	704,812	-	0.0%
40,988	44,871	27,510	737	Tech Equip-Non Instructional	31,872	31,872	-	999	25,744	84%	4,729	31,872	-	0.0%
\$ 1,471,782	\$ 1,161,611	\$ 923,502		TOTAL EQUIPMENT	\$ 961,317	\$ 961,317	\$ -	\$ 54,813	\$ 607,594		\$ 309,293	\$ 966,100	(4,783)	-0.5%
100.0%	-21.1%	-20.5%			4.0%	4.0%	\$ -	5.7%	63.2%		31.5%	100.5%	-0.5%	0.0%
86,472	38,751	86,212	810	Dues & Fees	107,912	107,912	-	6,082	62,539	58%	39,291	107,912	-	0.0%
31,743	28,665	29,124	811	Student Act & Awards	31,598	31,598	-	11,522	11,103	3%	18,973	31,598	-	0.0%
412,017	380,622	401,428	812	Student Athletics	488,850	488,850	-	122,475	83,154	17%	283,221	488,850	-	0.0%
\$ 530,233	\$ 498,338	\$ 516,764		TOTAL OTHER	\$ 628,360	\$ 628,360	\$ -	\$ 140,079	\$ 146,796		\$ 341,485	\$ 628,360	-	0.0%
100.0%	-6.0%	3.7%			21.6%	21.6%	\$ -	22.3%	23.4%		54.3%	100.0%	0.0%	0.0%
\$ 111,890,812	\$ 113,976,141	\$ 116,103,600		GRAND TOTAL	\$ 118,250,464	\$ 118,250,464	\$ -	\$ 90,069,567	\$ 21,565,879		\$ 6,852,151	\$ 118,488,597	\$ (28,133)	-0.3%
100.0%	1.9%	1.9%			1.8%	1.8%	\$ -	76.2%	78.2%		5.8%	100.20%	(28,133)	-0.20%



THE DEPARTMENT OF HUMAN SERVICES

Item #8

TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
(203) 341-1050 FAX (203) 341-1073
EMAIL: HUMANSRV@WESTPORTCT.GOV

TO: James Marpe, First Selectman
CC: Gary Conrad, Finance Director
Ralph Chetcuti, Director of Personnel
FROM: Elaine Daignault, DHS Director
DATE: November 22, 2019
RE: **BOF REQUEST: DECEMBER 11, 2019**

I respectfully request that the following item be placed on the next Board of Finance agenda:

To take such action as the meeting may determine, upon the request of the Department of Human Services, to approve the transfer of funds in the amount of \$23,928 from the following Department of Human Services accounts to Youth Services Contract Services:

Transfer from:

Benefits	10109902-522100	\$10,928
JRB	10102210-569102	\$3,000
YSB/DCF Grant	22905510-588000	\$2,000
Youth Salary	10105510-511000	\$5,000
Social Services Salary	10105520-511000	<u>\$3,000</u>

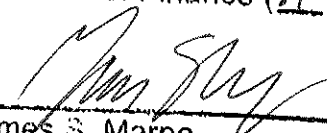
Total Transfer to:

Youth Services/ Contract Services	10105510-532000	\$23,928
--------------------------------------	-----------------	----------

To accommodate two new contractual agreements providing full and part-time clinical services at Staples High School as part of the Town's Student Outreach Counselor Program between:

- the Town of Westport and Kids in Crisis, and
- the Town of Westport and Liberation Programs

Approved for submission
To Board of Finance (11/25/19)



James S. Marpe
First Selectman



RECEIVED

NOV 22 2019

TOWN OF WESTPORT
SELECTMAN'S OFFICE

James Marpe
First Selectman
Town of Westport
Westport, CT 06880

Approved for submission
To Board of Finance (11/26/19)


James S. Marpe
First Selectman
Line Item Transfers FY 2019/2020 Budget Expenditure Accounts

RE: Wakeman Town Farm
Line Item Transfers FY 2019/2020 Budget Expenditure Accounts

Dear Mr. Marpe:

As you know, the Wakeman Town Farm has undertaken a number of significant grounds and facilities improvements. A number of these were not budgeted but determined to be necessary to improve and /or streamline operations. For example we determined we needed an ice machine and a washing machine and dryer which we purchased and installed. These additions plus electricity to the pizza oven, animal enclosures and greenhouse forced us to expand our electrical service. Additionally we built an outdoor pizza oven and grill which was primarily funded by donations which were made into Friends of Parks and Recreation; however, in addition to electrical needs the gas line was also taken out of our town account.

As a result we are coming to you with the following request:

1. A line item transfer from Acct # 531802: Harvest Feast Expense into Acct # 545000: Facilities Maintenance. Harvest Fest has occurred and we will not incur any additional expenses.
2. An appropriation of \$19,800 from the Wakeman Town Farm Fund which is our accumulated surplus. This would be split between Acct # 545000: Facilities Expense and Acct # 545010: Grounds and Animals as specified below:

ACCOUNT DESCRIPTION	From	To
Acct # 531802: Harvest Fest Expense	\$5,000	
Appropriation from Wakeman Town Fund (Accumulated Surplus)	\$19,800	
Acct # 545000: Facilities Maintenance (Line item transfer)		\$5,000
Acct # 545000: Facilities Maintenance (portion of appropriation)		\$5,000
Acct # 545010: Animals and Grounds (portion of appropriation)		\$14,800
	\$24,800	\$24,800

Over the remainder of the year we do expect that our revenues will surpass our budgeted revenues and offset these unbudgeted expenses. Thank you for your consideration on this request and your on-going support of the WTF.

Sincerely,



Cathy Talmadge
Treasurer
Wakeman Town Farm & Sustainability Center

cc: Gary Conrad
Michele Mace
Sheila Carey



WESTPORT, CONNECTICUT

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

November 21, 2019

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

RECEIVED
NOV 25 2019
TOWN OF WESTPORT
SELECTMAN'S OFFICE

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement Fund, Town Hall Elevator Replacement

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement Fund, Account # 30503310-500129, Town Hall Elevator Replacement project in the amount of \$12,099.26 for the cost of additional work due to unforeseen conditions encountered during the elevator installation (re-drilling of piston shaft).

The project has progressed to completion and is under the contractors', J.A. Rosa Construction LLC, one year warranty period which commenced on October 3, 2019. The elevator is operating normally and has been accepted by our elevator consultant, Sterling Elevator Consultants, LLC. All other costs have been covered by the original appropriation value.

Respectfully,

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

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPRQST\TH Elevator con3

Approved for submission
To Board of Finance (11/25/19)

James S. Marpe
First Selectman



WESTPORT, CONNECTICUT

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

August 17, 2018

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

Re: Appropriation from Capital & Non-Recurring Expenditure Fund
Replacement of Town Hall Elevator

Dear Mr. Marpe,

This office herein requests an appropriation from the Capital and Non-Recurring Expenditure Fund in the amount of \$275,000.00 for the replacement of the Town Hall Elevator. The work will be a complete replacement within the existing elevator shaft.

The existing elevator was constructed circa 1976-77. At that time, the elevator Code only required a single wall cylinder. Current 2018 code requires either a new double wall cylinder, or extensive retrofit to the old cylinder, even for existing elevators, (See attached notice from the State of Connecticut). In addition, parts are becoming hard if not impossible to find. The last time the elevator broke down in March of 2016, it took over two weeks before we could find the parts to make the repairs. The parts that we did find had to be adapted to the old elevator equipment. Each year we continue to have preventative maintenance and each year the inspection reports indicate that the equipment needs modernization.

The attached cost estimate is based on the Engineer's estimate for our recent RFP #18-935T, "Westport Town Hall Elevator Modernization" along with a 10% contingency for unforeseen items encountered during construction. This figure will be updated on August 31st with the actual bid results.

Respectfully,

(FINAL REQUEST TO BOF WAS \$325,000 AND
WAS APPROPRIATED BY RTM @ 10/2/2018 MR)

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

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPRQST\TownHallElevCON2



WESTPORT, CONNECTICUT

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

November 22, 2019

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

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement fund, for funding the Construction costs and Construction administration for replacement of the Kings Highway North Bridge over Willow Brook

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement fund, in the amount of \$2,470,000 for funding the construction and construction administration for replacement of the Kings Highway North Bridge, (Bridge #158-021), over Willow Brook. The work will be a complete replacement of the bridge deck, abutments, parapets and wing walls.

According to State records the existing bridge was constructed around 1930, though further research identified that it may have been built closer to 1910. The Connecticut DOT determined in August of 2016 that the bridge requires replacement, and simultaneously ordered the Town to restrict loads greater than 4 tons from crossing the bridge. The Town engaged BL Companies of Meriden CT to design the replacement and obtain necessary permits. That process is nearing completion, and we anticipate going to construction in early 2020. This bridge is eligible for funding under the State Local Bridge Program, which provides 50% reimbursement of expenses to the Town.

We anticipate the construction to take approximately one year. Currently we are carrying figures in the Capital forecast for the total cost of the bridge construction cost at \$2,500,000,

Respectfully,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich", is written over a horizontal line.

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

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPRQST\KingsHwyBrgCON.doc

COST SUMMARY - KINGS HIGHWAY BRIDGE

Item	Cost
Estimated Construction Costs	\$ 1,781,781.00
Incidentals (10% of Construction Costs)	\$ 178,179.00
Municipal Utility relocation (Sewer)	\$ 50,000.00
Rights of Way (Temporary and Permanent Easements)	\$ 50,000.00
Construction Engineering (Inspections, State Materials Testing fees)	\$ 180,000.00
Subtotal	\$ 2,239,960.00
Contingency @ 10%	\$ 223,996.00
Total	\$ 2,463,956.00

SAY \$2,470,000

Peter Ratkiewich, P.E.
 Director of Public Works

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works	Date: 11/25/19
--	-----------------------

PROJECT NAME AND DESCRIPTION
 Replacement of Bridge #158-021, Kings Highway North over Willow Brook

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO

If no, why not?
 If yes, answer the following two questions:
 Which FY was the project first proposed? 2016
 Which FY was the project first planned? 2016

APPROXIMATE COST:	\$2,470,000	COST IN CAPITAL FORECAST:	\$2,500,000
CONTINGENCY (10%):	Built in to estimate		
	\$2,470,000	←TOTAL	REQUEST→ \$2,470,000

SOURCE OF FUNDS:

CAPITAL BOND <input checked="" type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input type="checkbox"/>

OTHER, DESCRIBE:

PAYBACK PERIOD:

PROJECTED START DATE: May 2020	EST. COMPLETION DATE: December 2020
ESTIMATED USEFUL LIFE: 75 years	

Is this project part of a larger capital project? No

Has an RFP been issued? YES NO To be Bid in February of 2020

Have bids been received? YES NO **Number of bids received:** _____

Was the lowest bid the winner? YES NO **If not, why?** _____

Who will benefit from the project?
 All residents of Westport that use Kings Highway

Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: Bridge Deck, Abutments, Wing walls and Parapets

Pictures attached? YES NO

What other approvals/reviews are necessary to begin this project?
CAM, WPLO, RTM, BOS

FINANCE


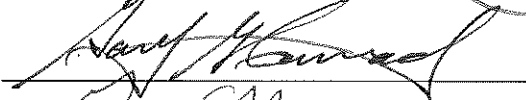

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 11/26/19
FINANCE DIRECTOR		DATE: 11/26/19
FIRST SELECTMAN		DATE: 11/25/19



