



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, January 4, 2012** at **8:00 p.m.** in the Auditorium of Town Hall. The following item(s), and any others properly presented before the Board, will be considered:

AGENDA

DISCUSSION

1. Report from First Selectman on Hiring of New Actuarial Firm and Finance Director.
2. Financial Report from the Finance Director.
3. Status Update from the Internal Auditor – Railroad Parking.

TRANSFERS IN THE 2011-2012 BUDGET

4. A request by the Parks & Recreation Director for a transfer of \$24,000 from the Golf Budget Account #10108832-511000 (Salaries) to the Golf Budget Account #10108832-513000 (Extra Help & Overtime) in order to use seasonal staff rather than filling a retired full-time position.

5. A request by the Parks & Recreation Director for a transfer of \$24,000 from the Parks Maintenance Budget Account #10108831-511000 (Salaries) to the Parks Maintenance Budget Account #10108831-513000 (Extra Help & Overtime) in order to use seasonal staff rather than filling a retired full-time position.

APPROPRIATIONS IN THE 2011-2012 BUDGET

6. A request by the Parks and Recreation Director for an appropriation of \$19,734 from the Wakeman Town Farm Special Revenue Fund to various Wakeman Town Farm budgetary accounts for the operation of the Wakeman Town Farm for the balance of the 2011-12 fiscal year.

7. A request by the Public Works Director for an appropriation of \$320,750 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account (Repairs: Hurricane Irene) to fund various repair projects resulting from Hurricane Irene damages (75% reimbursable by FEMA).

REVIEW

8. Review and recommend the issuance of refunding bonds as outlined by the Finance Department.

COMMITTEE REPORTS

9. Reports from Board of Finance Subcommittee Chairs.

APPROVAL OF MINUTES

10. Approve the Board of Finance Minutes of the December 7, 2011 regular meeting.

CALENDAR REVIEW

11. Review the proposed BOF calendar for 2012.



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

ITEMS
4 + 5

December 20, 2011

RECEIVED

DEC 20 2011

TOWN OF WESTPORT
SELECTMAN'S OFFICE

Gordon Joseloff, First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Dear Mr. Joseloff:

The Parks and Recreation Department respectfully requests the following transfer of funds:

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
10108832 511000 Golf – Salaries	\$24,000	
10108832 513000 Golf – Extra Help and Overtime		\$24,000

Reason for transfer: As a result of retirement of full time employee we have elected to defer filling the position and intend to use seasonal staff to accomplish work production. Savings of \$3,827.76 **plus** elimination of medical benefits and pension obligations.

10108831 511000 Parks Maintenance – Salaries	\$24,000	
10108831 513000 Parks Maintenance – Extra Help and Overtime		\$24,000

Reason for transfer: As a result of retirement of full time employee we have elected to defer filling the position and intend to use seasonal staff to accomplish work production. Savings of \$9,903.84 **plus** elimination of medical benefits and pension obligations.

Respectfully,

Stuart S. McCarthy
Director of Parks and Recreation

SSMcC:sk
cc: John Kondub

Approved for submission to the
Board of Finance (1/4/12)

Gordon F. Joseloff



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

December 29, 2011

ITEM
6

Gordon F. Joseloff, First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

RECEIVED

DEC 29 2011

**TOWN OF WESTPORT
SELECTMAN'S OFFICE**

Dear Mr. Joseloff:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$19,734 from the Wakeman Town Farm Fund Balance Account to the following budgetary accounts for the operation of the Wakeman Town Farm for the balance of the 2011-12 FY.

<u>Acct #</u>	<u>Account</u>	<u>Amount</u>
	Salaries	\$6,139
	Operation and Maintenance of Farm	
	Program Development and Administration	
	FICA Medicare	
	State Taxes	
	Federal Taxes	
	Worker Comp	
	Extra Help & OT	\$3,195
	Fundraising and Promotions	
	Program Staff	
	CSA Manager	
	Program Expenses	\$2,650
	Programs	
	Fundraising and Promotions	
	Fund Raising Materials	
	Maintenance	\$7,450
	Buildings	
	Farm and Grounds	
	Utilities	
	Water	
	Electric	
	Phone/Cable	
	Propane	

Gordon F. Joseloff, First Selectman
December 29, 2011
Page #2

<u>Acct #</u>	<u>Account</u>	<u>Amount</u>
	Fees & Services	\$ 300
	Programs	
	Fundraising and Promotions	
	Farm and Grounds	
	Insurance	
	Facilities Improvement	
	Buildings	
	Grounds	
	Total Expenditures	\$19,734
	Estimated Revenue	\$17,500
	Membership	
	Program Fees	
	Donations	
	Fund Raising Revenue	
	On-line Registration Fees	
	CSA Fees	
	Use of Fund Balance	\$ 2,234
	Total Revenues	\$19,734

Sincerely,

Stuart McCarthy
Stuart S. McCarthy
Director of Parks and Recreation

Approved for submission to the
Board of Finance (1/4/12)

Gordon F. Joseloff

Gordon F. Joseloff
First Selectman

SSMcC:sk
cc: John Kondub



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

ITEM
7

RECEIVED

DEC 19 2011

TOWN OF WESTPORT
SELECTMAN'S OFFICE

December 19, 2011

The Honorable Gordon F. Joseloff
First Selectman
Town Hall
Westport, CT 06880

Re: **Request for Appropriation – Hurricane Irene Damage Repairs**

Dear Mr. Joseloff:

Hurricane Irene hit the area over the weekend of August 27-28, 2011 causing considerable damage to the shoreline infrastructure. The Department of Public Works (DPW) and the Parks and Recreation Department (P&R) worked around the clock to stabilize the area to reopen the beach areas to beach goers for the Labor Day holiday weekend. Since that time, we have met with representatives of the Department of Energy and Environmental Protection (DEEP) and the Federal Emergency Management Agency (FEMA) to review the extent of the damage and agree on the scope of the repairs that would fit within the FEMA guidelines for reimbursement.

This office in cooperation with P&R have identified four specific projects that have been approved by FEMA and are currently being designed for completion in early spring before the 2012 beach season. The following four projects have received FEMA authorization.

Hillspoint Road Revetment and Sidewalk Repairs. Estimate \$90,000.00

Replace and reset slope pavement that was displaced by the storm surge
Replace sidewalk base and repave the washed out section of sidewalk
Replace washed out gutterline and repave

Longshore Seawall Estimate \$150,000.00

Replace 393 lf of former timber retaining wall at Longshore pool/sailing school
Repair 10 ft section of cement rubble masonry wall

Page 2

The Honorable Gordon F. Joseloff
December 19, 2011

Harbor Road Revetment and Gutterline Repair Estimate \$62,000.00

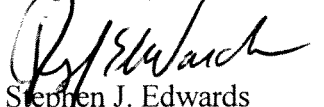
Replace and/or reset stone as necessary along 800 lf section of stone revetment
Replace washed out gutterline and base of revetment

Burying Hill Beach Estimate \$18,750.00

Replace 385 lf of timber seawall
Repair a 43 ft section of washed out seawall

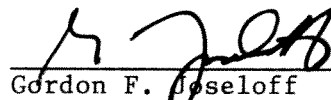
This office herein requests an appropriation of \$320,750.00 for the purpose of repairs from Hurricane Irene. This work has already been approved by FEMA and as such the work is 75% reimbursable.

Respectfully,


Stephen J. Edwards
Director of Public Works

cc: John Kondub, Finance Director
G:\PW_OFF\SJ\EF\SVAPP\Hurricane Irene Repairs

Approved for Submission to the
Board of Finance (1/4/12)


Gordon F. Joseloff
First Selectman

STORM DAMAGE REPAIRS - SUMMARY SHEET

STATUS	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	COMMENTS
BID	1	LS	\$83,929.25	\$83,929.25	SEE BID SPREADSHEET
DESIGN	2948 SF		\$50.00	\$147,400.00	393 LF X 7.5' TALL (3.5' DOWN+4.0' EXPOSED) = 2948 SF OF FACE
	4	ton	\$150.00	\$600.00	APPROX 10'X2'X3' CEMENT RUBBLE MASONRY WALL REPAIR; APPROX 2 cy = 4 TON
DESIGN	400	ton	\$150.00	\$60,000.00	surface area per plan=5.65' *4' *9.2' =18.85sf/lf;chink 25% of Surf area x 1.5'deep; 18.85x1.5 x 2.5x800lf/27=206cy; say 400 ton
	40	ton	\$50.00	\$2,000.00	fill voids under revetment Harbor Road side - 0.5' deepx1.5' wide x 800lf/27=22cy; say 40 ton
DESIGN	385	lf	\$30.00	\$11,550.00	385lf timber seawall
	48	ton	\$150.00	\$7,200.00	stone seawall washout .15' x 4.3' =645sf x 1' deep/27=24cy; say 48 ton

1cy=2 ton; Use \$150/ton

BID RESULTS - BID #12-668T; HILLSPPOINT ROAD STORM DAMAGE REPAIRS

Vendor	Address	Total Bid Cost	Item #1 per sq yd	Item #2 per sq yd	Item #3 per sq yd	Item #4 per sq yd	Item #5 per sq yd	Item #6 per sq yd	Item #7 per sq yd	Item #8 per sq yd	Item #9 per sq yd									
FGB Construction	Norwalk, CT	\$83,929.25	\$40.00	\$32,000.00	\$53.75	\$6,718.75	\$10.00	\$1,100.00	\$67.75	\$1,480.50	\$53.00	\$2,650.00	\$50.00	\$1,000.00	\$50.00	\$2,000.00	\$32.00	\$1,280.00	\$8.00	\$2,720.00
Fred N. Durante Jr	Slamford, CT	\$110,895.00	\$67.00	\$53,600.00	\$95.00	\$38,000.00	\$67.00	\$8,375.00	\$12.00	\$1,320.00	\$95.00	\$2,090.00	\$53.00	\$2,650.00	\$43.00	\$860.00	\$32.00	\$1,280.00	\$8.00	\$2,720.00
NAC Industries	Oxford, CT	\$150,015.00	\$100.00	\$80,000.00	\$100.00	\$40,000.00	\$95.00	\$11,875.00	\$15.00	\$1,650.00	\$95.00	\$2,090.00	\$100.00	\$5,000.00	\$100.00	\$2,000.00	\$100.00	\$4,000.00	\$10.00	\$3,400.00
Reliable Excavating	Danbury, CT	\$168,278.00	\$92.00	\$65,600.00	\$174.00	\$69,600.00	\$146.00	\$18,250.00	\$8.00	\$880.00	\$164.00	\$3,608.00	\$54.00	\$2,700.00	\$65.00	\$1,300.00	\$65.00	\$2,600.00	\$11.00	\$3,740.00
Sound Construction	Easton, CT	\$86,846.00	\$41.00	\$32,800.00	\$72.00	\$28,800.00	\$72.00	\$9,000.00	\$12.00	\$1,320.00	\$98.00	\$2,156.00	\$58.00	\$2,900.00	\$54.00	\$1,080.00	\$54.00	\$2,160.00	\$19.50	\$6,630.00



WESTPORT CONNECTICUT
BOARD OF FINANCE

ITEM
10

UNAPPROVED MINUTES

EXECUTIVE SESSION

The Board of Finance met on **Wednesday, December 7, 2011** at 7:00 p.m. in Room 309 of Town Hall. Mr. Lasersohn moved and Mr. Stern seconded a motion to go into Executive Session at 7:04 p.m. to review proposed salary adjustments for non-union personnel.

Vote: 7-0 Motion Approved.

No action was taken.

Mr. Pincavage moved and Mr. Lasersohn seconded a motion to exit Executive Session at 7:54 p.m.

Vote: 7-0 Motion Approved.

Members present: Collins, Garten, Kaner, Lasersohn, Pincavage, Rea, Stern

PUBLIC HEARING

The Board of Finance held its Public Hearing on **Wednesday, December 7, 2011** in the Auditorium of Town Hall. The meeting was called to order at 8:00 p.m.

Members present: Collins, Garten, Kaner, Lasersohn, Pincavage, Rea, Stern

AGENDA

MEMBERS STATUS

1. Presentation to departing Board members.

Former Board members Edward Iannone, Allyson Stollenwerck and Kenneth Wirfel were thanked for their valuable contribution to the Town and presented with plaques honoring their service on the Board.

2. Election of new officers.

Mr. Lasersohn nominated and Ms Garten seconded the nomination of Avi Kaner as Chair.

Vote: 6-0-1 (Mr. Kaner abstaining) Motion approved.

Mr. Kaner nominated and Ms Collins seconded the nomination of Helen Garten as Vice Chair.

Vote 6-0-1 (Ms Garten abstaining) Motion approved.

DISCUSSION

3. Financial Report from the Finance Director.

Mr. Kondub presented financial results for the first four months of the fiscal year. No action was taken.

4. Status Update from the Internal Auditor.

Ms Scully discussed her role as internal auditor and current audit plans. No action was taken.

5. Discussion of the latest RFP draft for a Senior Residential Community on the Baron's South property.

Board members and members of the public commented on and offered suggestions for changes to the RFP. No action was taken.

6. Update on the search for a new actuarial firm and Finance Director.

Mr. Lasersohn and Ms Garten reported on behalf of the respective search committees. The search for a new actuarial firm has been narrowed to two and a decision will be made soon. The candidate pool for Finance Director has been narrowed to five applicants and the Search Committee will recommend two or three to the First Selectman next week. No action was taken.

TRANSFERS IN THE 2011-2012 BUDGET

7. A request by the First Selectman for a transfer of \$131,704 to the appropriate department salary accounts from Account #10109917-519000 (Reserve for Salary Adjustments).

Vote: 7-0 Motion approved.

APPROPRIATIONS IN THE 2011-2012 BUDGET

8. A request by the Library Director for an appropriation of \$76,000 to the Library Board Account 10107750-586000 to cover the salaries increase negotiated with library bargaining units effective July 1, 2011.

Vote: 7-0 Motion approved.

RECOMMENDATIONS TO THE RTM

9. A request by the Finance Director, as reviewed by the auditors, to approve a "Fund Balance Policy" and "Fund Balance Policy Statement" with recommendation to the RTM to approve such policy and statement.

Mr. Lasersohn moved and Ms Garten seconded a motion to approve the "Fund Balance Policy" and "Fund Balance Policy Statement" and to recommend that the RTM approve such policy and statement subject to agreed upon language clarifications, and to maintain an Unassigned Fund Balance of 9% to 11% of the Town's general fund annual operating expenditures.

Vote: 7-0 Motion approved.

10. A request by the First Selectman for a BOF recommendation to the RTM to establish the "Wakeman Town Farm Special Revenue Fund" to which all monies held in escrow will be transferred.

Vote: 7-0 Motion approved.

APPROVAL OF MINUTES

11. Approve the Board of Finance Minutes of the October 5, 2011 regular meeting.

Mr. Lasersohn moved and Mr. Stern seconded a motion to approve the Minutes of the October 5, 2011 regular meeting.

Vote: 4-0-3 (Ms. Collins, Mr. Pincavage and Mr. Rea abstained) Motion approved

12. Review the proposed BOF calendar for 2012.

The Board agreed to review the calendar at the next meeting. No action was taken.

Mr. Lasersohn moved and Mr. Pincavage seconded a motion to adjourn at 12:06 a.m.

Vote: 7-0 Motion approved

Submitted by Helen Garten 12/8/11

To: Patricia H. Strauss, Town Clerk

The following is a List of Regular Scheduled Meetings of the undersigned body for the year beginning February 1, 2012 filed in accordance with Section 1-225b of the General Statutes of the State of Connecticut.

FEBRUARY, 2012 DATE: Feb. 1 TIME: 8 p.m. PLACE: Aud.	MARCH DATE: Mar. 7 TIME: 8 p.m. PLACE: Aud.	APRIL DATE: Apr. 11 TIME: 8 p.m. PLACE: Aud.	MAY DATE: May 23 or May 24 TIME: 8 p.m. PLACE: Aud.
JUNE DATE: June 6 or June 13 TIME: 8 p.m. PLACE: Aud.	JULY DATE: Jul. 11 TIME: 8 p.m. PLACE: Aud.	AUGUST DATE: Aug. 1 TIME: 8 p.m. PLACE: Aud.	SEPTEMBER DATE: Sept. 5 TIME: 8 p.m. PLACE: Aud.
OCTOBER DATE: Oct. 3 TIME: 8 p.m. PLACE: Aud.	NOVEMBER DATE: Nov. 7 TIME: 8 p.m. PLACE: Aud.	DECEMBER DATE: Dec. 5 TIME: 8 p.m. PLACE: Aud.	JANUARY 2013 DATE: Jan. 2 TIME: 8 p.m. PLACE: Aud.

ITEM # 11

NAME OF BOARD OR COMMISSION

Board of Finance

SIGNATURE OF
CHAIRMAN OR SECRETARY

_____ Date
*** An electronic version of this calendar is available upon request to the Town Clerk Office.***

BOARD OF FINANCE SCHEDULE
(REGULAR MEETINGS and BUDGET WORKSHOPS)

2012 CALENDAR DRAFT

<u>MEETING DATE (wed)</u>	<u>MEETING DESCRIPTION</u>	<u>DEADLINE FOR AGENDA (mon)</u>
JAN 04	REGULAR MEETING	DEC 16 (fri)
JAN 17 (tue)	BOARD OF EDUCATION MEETING (7:30 PM – SHS) <i>Preliminary Budget Discussion with BOF</i>	
FEB 01	REGULAR MEETING	JAN 13 (fri)
FEB 13 (mon)	SPECIAL BUDGET MEETING (6:30 PM – Town Hall, Room 309/307) <i>Informal Workshop: Police, Fire, Public Works</i>	
FEB 14 (tue)	SPECIAL BUDGET MEETING (6:30 PM – Town Hall, Room 309/307) <i>Informal Workshop: Human Services, IT, Parks & Recreation, Library, Earthplace</i>	
FEB 15 (wed)	SPECIAL BUDGET MEETING (6:30 PM – Town Hall, Room 309/307) <i>Informal Workshop: Transportation, Health, Pensions/Insurance/Miscellaneous/Transfers, Any Other</i>	
MAR 07	REGULAR MEETING <i>Selectman's & BOE's Budget Presentations/Summary (no books)</i> <i>Publish Budget Estimates 5 days prior = WED 3/21</i>	FEB 17 (fri)
MAR 27 (tue) (and MAR 28 (if needed))	SPECIAL MEETING (7:30 PM) <i>Formal Budget Hearing (Town, Railroad Parking & Sewer)</i>	
MAR 29 (thu)	SPECIAL MEETING (7:30 PM) <i>Formal Budget Hearing (Board of Education)</i>	
APR 11	REGULAR MEETING <i>Budget Restorations/Final Recommendations</i>	MAR 26
<i>Note: MAY 7, 8 and 9 (if needed) R.T.M. Budget Adoption - Publish Recommended Budget 10 days prior = WED 4/25</i>		
MAY 23 or 24	REGULAR MEETING (Set Tax Rate/Appoint Auditor) <i>MAY BOF Meeting must allow 14 days after R.T.M. Budget Adoption for Referendum = WED 5/23 or 5/24</i>	MAY 07
JUN 06 or 13	REGULAR MEETING	MAY 21 or 25
JUL 11	REGULAR MEETING	JUN 25
AUG 01	REGULAR MEETING	JUL 16
SEP 05	REGULAR MEETING	AUG 20
OCT 03	REGULAR MEETING	SEP 17
NOV 07	REGULAR MEETING	OCT 22
DEC 05	REGULAR MEETING	NOV 16 (fri)
JAN 02	REGULAR MEETING	DEC 15 (fri)