



**WESTPORT CONNECTICUT  
BOARD OF FINANCE**

**NOTICE OF PUBLIC HEARING**

The Board of Finance will hold its Public Hearing on **Wednesday, April 11, 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/REVIEW**

1. Financial Report from the Finance Director.
2. Status Update from the Internal Auditor.
3. Review Baron's South appraisal report.
4. Review Baron's South RFP status.

**TRANSFERS IN THE 2011-2012 BUDGET**

5. The Board will consider the following request(s) for transfer amounts of \$3,000 or less that have been approved by the First Selectman:

a) A request by the Planning & Zoning Director for a transfer of \$900 from the Planning & Zoning Account #10101185-552000 (Postage) to the Planning & Zoning Account #10101185-551000 (Advertising & Printing) in order to cover shortfalls.

b) A request by the Planning & Zoning Director for a transfer of \$2,500 to the Planning & Zoning Account #10101185-561000 (Supplies) and \$300 to the Planning & Zoning Account #10101185-543000 (Vehicle Maint./Fuel) totaling \$2,800 from the Planning & Zoning Account #10101185-511000 (Salaries) in order to cover shortfalls.

c) A request by the Parks & Recreation Director for a transfer of \$3,000 from the Parks Maintenance Account #10108831-511000 (Salaries) to the Maintenance Account #10108820-531000 (Fees & Services) in order to cover shortfalls.

**APPROPRIATIONS IN THE 2011-2012 BUDGET**

6. A request by the Parks & Recreation Director for an appropriation of \$55,000 to the Boating Capital Account #10108830-572200 (Facilities Improvements) for repairs to the Ned Dimes Marina.

7. A request by the Parks & Recreation Director for an appropriation of \$425,000 from the Capital & Nonrecurring Expenditure Fund (C&NEF) Fund Balance to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account, Dock Improvements for improvements to Ned Dimes Marina.

8. A request by the Chief of Police for an appropriation of \$8,927 from the Asset Forfeiture Account for purchase of evidence lockers that will provide higher level of security and consolidation of evidence as well as refrigerated storage for perishable evidence.

9. A request by the Information Technology Director for an appropriation totaling \$6,500; \$5000 to the Capital Telecast Equipment Account #10101157-579001 (Telecast Equipment) for purchasing necessary equipment and \$1,500 to the Extra Help Account #10101157-513002 (Overtime) to prepare to carry live events from Westport Center for Senior Activity. The total amount of \$6,500 is the 2011 Cablevision government access fund grant the town received from Area Nine Cable Council.

### **BUDGET RESTORATION REQUESTS AND FINAL RECOMMENDATION**

10. The Board will consider any requests for restoration of sums removed from the Budget by the Board at its March 27, 2012, March 28, 2012 and March 29, 2012 Budget Hearings.

The Board will approve the "BOF Recommended Budget for Fiscal Year 2012-2013" as follows:

- a. General Fund;
- b. Wakeman Farm;
- c. Railroad Parking Fund; and
- d. Sewer Fund

### **COMMITTEE REPORTS**

11. Reports from Board of Finance Committee Chairs.

### **APPROVAL OF MINUTES**

12. Approve the Board of Finance Minutes of the March 7, 2012 regular meeting.
13. Approve the Board of Finance Minutes of the March 27, 2012 formal budget hearing.
14. Approve the Board of Finance Minutes of the March 28, 2012 formal budget hearing.
15. Approve the Board of Finance Minutes of the March 29, 2012 formal budget hearing.



**Town of Westport**  
**Planning & Zoning**  
 Town Hall, 110 Myrtle Avenue  
 Westport, CT 06880  
 (203) 341-1030 Facsimile (203) 454-6145

ITEM  
# 5a + b

**RECEIVED**

MAR 7 - 2012

TOWN OF WESTPORT  
 SELECTMAN'S OFFICE

March 6, 2012

Gordon Joseloff  
 First Selectman  
 Town of Westport  
 Westport, CT 06880

**Re: Planning & Zoning**  
**Line Item Transfers FY 2011/2012 Budget Expenditure Account 185**

Dear Mr. Joseloff:

In order cover shortfalls in certain P&Z accounts regarding supplies, advertising & printing and vehicle maintenance, I respectfully request the following transfers in the Planning & Zoning (0185) and budget accounts. The funding is needed to cover certain office needs, legal notices and fuel/auto maintenance. Most of this request comes from savings in the salary line due some unpaid leave from a P&Z staff member.

<u>Account number and name</u>	<u>From</u>	<u>To</u>
<u>REQUEST #1</u>		
10101185-552000 Postage	\$900	
10101185-551000 Advertising & Printing		\$900
<u>REQUEST #2</u>		
10101185-511000 Salaries	\$2,800	
10101185-561000 Supplies		\$2,500
10101185-543000 Vehicle Maintenance/Fuel		\$ 300

Thank you for your consideration of these requests.

Sincerely,

*Laurence Bradley*

Laurence Bradley  
 Director Planning and Zoning

Approved: *Gordon Joseloff* 3/8/12  
 Gordon H. Joseloff  
 First Selectman

cc: Gary Conrad  
 Finance Director



# WESTPORT CONNECTICUT

ITEM  
# 5c

PARKS AND RECREATION DEPARTMENT  
LONGSHORE CLUB PARK  
260 SOUTH COMPO ROAD, WESTPORT, CT 06880  
(203) 341-5090

**RECEIVED**  
MAR 5 2012  
TOWN OF WESTPORT  
SELECTMAN'S OFFICE

March 2, 2012

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:

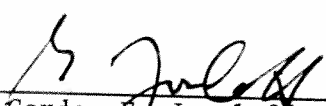
<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
10108831 511000 Parks Maintenance – Salaries	\$3,000	
10108820 531000 Maintenance – Fees and Services		\$3,000

**Reason for transfer:** As a result of retirement of a full time employee we have a balance in salary account. Additional funds required in fees and services for balance of fiscal year.

Respectfully,

  
Stuart S. McCarthy  
Director of Parks and Recreation

SSMcC:sk  
cc: Gary Conrad

Approved:  3/7/12  
Gordon F. Joseloff  
First Selectman



# WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT  
LONGSHORE CLUB PARK  
260 SOUTH COMPO ROAD, WESTPORT, CT 06880  
(203) 341-5090

ITEM #6

RECEIVED  
FEB 27 2012  
TOWN OF WESTPORT  
SELECTMAN'S OFFICE

February 23, 2012

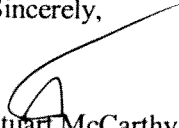
Gordon Joseloff  
First Selectman  
Town Hall  
110 Myrtle Avenue  
Westport, CT 06880

Dear Mr. Joseloff:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation to **Account #:** 10108830 572200 – Boating Facilities Improvements.

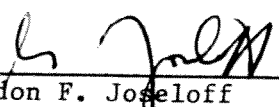
**Amount Requested:** \$55,000

Sincerely,

  
Stuart McCarthy  
Director of Parks and Recreation

SSMcC:sk  
cc: Gary Conrad

Approved for submission to the  
Board of Finance (4/11/12)

  
Gordon F. Joseloff  
First Selectman



# WESTPORT CONNECTICUT

## PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

TO: Board of Finance

FROM: Stuart McCarthy

DATE: February 23, 2012

RE: Ned Dimes Marina Shore Stabilization

The Westport Parks and Recreation Department would like to request an appropriation of \$55,000 for the engineering design and permitting of maintenance repairs related to the south side at the Ned Dimes Marina.

The embankment on the south shore at the Ned Dimes Marina has been shoaling in over the past 8 years. The shoaling (essentially the embankment falling into the basin) limits the boats coming in and out of the fairway for the "L" Dock at mid to low tide. Additionally, this affects the dry land boat rental storage that sits adjacent to this area, pedestrian safety along the roadside and ultimately concerns that the road itself will be undermined and collapse into the marina.

Presently the "L" Dock fairway at low tide has a width of 18ft and a depth between 1ft-3ft making it almost impossible to have boats enter or leave the marina at low tide. The normal fairway at low tide should be 35ft wide and an average depth of 5ft, to accommodate the boats maneuvering safely. If we do not address the issue we will eventually lose docking on the south side of L dock affecting 47 boating assignments.

It is assumed the work will include shore stabilization and limited area dredging to restore previously dredged depths.

We recommend contracting with an engineering firm experienced in coastal engineering to evaluate the historic condition, prepare required regulatory applications for improvements and to develop plans and specifications for the required construction activity. Work will include construction cost estimates for the work to be performed. Based on the construction cost estimates we will return to the Town for construction funding.

It is assumed the design and permitting work would take place during 2012 with construction prior to the 2013 boating season. The project is included in the Town's 5-year capital forecast and the cost of the project including the design fees will be paid from boating revenues.

Board of Finance  
Page #2  
February 23, 2012

The project team will include a representative from the Parks and Recreation Department as well as the Department of Public Works who will provide professional project management services.

The project has been endorsed by the Parks and Recreation Commission and funds are available in the current fiscal year as a result of boat fee increases already implemented by the Parks and Recreation Commission and Board of Selectmen.

SSMcC:sk

ITEM # 7



## WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT  
LONGSHORE CLUB PARK  
260 SOUTH COMPO ROAD, WESTPORT, CT 06880  
(203) 341-5090

RECEIVED  
FEB 27 2012  
TOWN OF WESTPORT  
SELECTMAN'S OFFICE

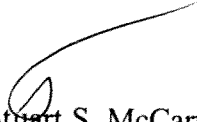
February 23, 2012

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

Dear Mr. Joseloff:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$425,000 from the Capital and Non-Recurring Expenditures Fund for capital improvements for replacement of eighty five (85) Boarding Fingers and six (6) T-Heads at the Ned Dimes Marina.

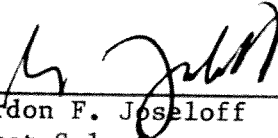
Sincerely,

  
Stuart S. McCarthy  
Director of Parks and Recreation

SSMcC:sk

cc: Gary Conrad

Approved for submission to the Board of  
Finance (4/11/12)

  
Gordon F. Joseloff  
First Selectman





# WESTPORT CONNECTICUT

## PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

TO: Board of Finance

FROM: Stuart McCarthy

DATE: February 23, 2012

RE: Ned Dimes Marina Replacements of T-Heads and Boarding Fingers

The Westport Parks and Recreation Department is requesting an appropriation of \$425,000 from the capital and non-recurring expenditures fund for capital improvements for replacement of eighty five (85) boarding fingers and six (6) T-heads at the Ned Dimes Marina.

This item has been in the Town's 5 year capital forecast for several years and identified in the 2011-12 FY for \$540,000. The project has been endorsed by the Parks and Recreation Commission and slip fees have been increased by the Parks and Recreation Commission and Board of Selectmen in anticipation of this expenditure. The requested appropriation has been reduced from the previous estimate based on a more detailed cost estimate and our intention to handle demolition and disposal in house.

### **Description of Project**

#### **Boarding Fingers**

When the new docks were installed in 1997, the installation included eighty five (85) wood boarding fingers to allow boaters to access the boats. The wood fingers have been subject to warping, become slippery and as they have lost buoyancy. All of these conditions make the fingers difficult to maneuver and ultimately cause safety concerns. Over the past 15 years we have replaced and repaired the worst of the fingers but the wood design ultimately results in a return of the less than ideal conditions.

When the Bellingham docking system was installed at the E.R. Strait Marina in 2002 we asked that they seek design improvements to eliminate the wood fingers in their design due to instability and safety issues. They designed, fabricated and installed aluminum boarding fingers instead of the wood, thus eliminated the warping and the constant replacement of fingers. To date the aluminum boarding fingers are in perfect condition.

We recommend replacing the 85 wood boarding fingers at the Ned Dimes Marina, with Bellingham aluminum boarding fingers. With the success we have had with the aluminum fingers at the E.R. Strait Marina we believe we would eliminate that added cost of yearly replacement of wood fingers and any safety issues. The work would include demolition and removal of the wood boarding fingers and the purchase and installation of the aluminum boarding fingers at an estimated cost of \$230,000 plus contingency.

The fingers would be purchased direct from Bellingham with installation bids to local marine contractors.

### **T-Head Replacement**

The T-heads located at the end of each dock are listing noticeably. When the new docking system was installed at the Ned Dimes Marina in 1997 the existing docks (built in 1985) were retrofitted to the system and used for T-heads. In the past 6 years the under side of the T-heads have been deteriorating causing the T-heads to list significantly. As the T-heads continue to deteriorate they place stress on the utility structures and the connections to the main walkways.

We recommend replacement of the existing six foot wide T-heads with new state of the art Bellingham system T-heads that are compatible with our present installation. The Bellingham system would offer more stability, and reduce the T-head rolling more efficiently than the present ones. They would also be more effective in deflecting the energy created by larger waves during storms and high wind events preventing less damage to our docking system and adjacent boats. The work would include demolition and removal of the existing T-heads and the purchase, mobilization and installation of the new T-heads at a cost of \$138,000 plus contingency.

### **Project Payment**

With a project contingency (15%) included the combined project cost of \$425,000 will create an annual debt service payment over 10 years of \$51,000 per year. The 10 year repayment will extend 5 years beyond the current debt service for the dock system but is well within the anticipated life of the dock system. The \$51,000 annual debt service is to be paid from marina revenues and has been included in budget projections for the 2012-13 FY.

### **Project Schedule**

Once the appropriation is approved we will contract with Bellingham for manufacture of the components and finalization of detailed installation specifications necessary for installation bids. We anticipate bidding the installation during the summer and beginning demolition and construction at the conclusion of the 2012 boating season.



# Memorandum

ITEM #8

**To:** The Honorable Gordon Joseloff, First Selectman  
**CC:**  
**From:** Dale E. Call, Chief of Police  
**Date:** March 19, 2012  
**Re:** Evidence locker purchase from asset forfeiture account

**RECEIVED**  
MAR 20 2012  
TOWN OF WESTPORT  
SELECTMAN'S OFFICE

---

The Westport Police Department has used old gym lockers for temporary evidence and found property storage for over 25 years. These lockers are located in two different places in the building, one being a public hallway and the other the garage. The lockers are secured with padlocks.

In cases where evidence must be refrigerated (specifically sexual assault and DNA evidence) patrol officers have had to store it in the detective bureau refrigerator (which can not be secured other than with "evidence tape" placed across the door).

As a result, officers who seize evidence must leave the area where they are working (oftentimes with other evidence at hand) and walk to various sections of the building to store it, depending on the type of evidence it is.

As the Police Department begins to work towards accreditation it is not acceptable to store evidence in multiple locations in public areas in gym lockers secured by standard consumer padlocks. It is worse, in fact embarrassing, to store evidence from sexual assault cases in a refrigerator located in the detective bureau until it is processed and secured in our evidence room by the Property Officer the next day (or in the case of a weekend/holiday up to 3 days later).

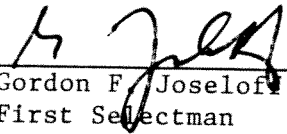
The Police Department proposes to purchase purpose-built evidence lockers, which includes a secure refrigerator insert, which would be installed in the report room. This will (1) provide a higher level of security for all evidence and found property, (2) consolidate the lockers in one area, and (3) finally provide a secure, refrigerated locker for perishable evidence.

The Police Department received 3 GSA-priced quotes from various manufacturers. The Fasco unit, although slightly more expensive than the lowest price received, meets the needs of the department better as it offers more locker space than the other 2 units and is sized to fit an existing space in the room. The Fasco unit will not require physical modifications to the report room.

March 19, 2012

The Police Department respectfully requests an appropriation of eight thousand nine hundred twenty-seven dollars (\$8,927) from the **Asset Forfeiture Account** to purchase the Fasco Non-pass through evidence lockers with refrigerator.

Approved for submission to the  
Board of Finance (4/11/12)

  
\_\_\_\_\_  
Gordon F. Joseloff  
First Selectman



# Memorandum

**To:** Chief Call  
**CC:**  
**From:** Deputy Chief Koskinas  
**Date:** March 19, 2012  
**Re:** Evidence Lockers

---

Chief,

Per our conversation, I researched our options regarding the replacement of our current evidence lockers that are used to temporarily secure evidence until it is placed in the evidence room by PSO Vena. Currently, we have 10 locker room lockers that are 10"X14" that are secured by master lock pad locks, these lockers are out of sight in a closet in a hallway. Additionally we have 4 long arms lockers that are 10"X36", these lockers are not tall enough to house most long arms, these lockers are also a problem because they are out of sight and are located in the PD maintenance garage and are also locked with Master Lock pad locks. An additional problem that has been issue for multiple reasons from health issues to chain of custody issues is the fact that we currently do not have a secure temporary refrigerated locker for biological evidence such as rape kits or DNA evidence that needs to be refrigerated. What we currently do is put the evidence in the detective bureau food refrigerator and in order to secure it we simply place a piece of evidence tape across the frame and the door.

A solution that would solve all these issues is to purchase a locker system that specifically manufactured to serve all of temporary securing of evidence. There is currently an area in our report room that has the dimensions of 38"X96". Almost all the evidence locker manufacturing companies that I researched have a stock locker that is 36"X86". The three companies that I researched and received quotes from have different configurations and layouts of the lockers by size and compartments. The one that will work best for us is a system that is manufactured by Fasco. I will list the quotes that I received from them for the refrigerated units and will supply you with the schematics.

Fasco - \$8,927, this is GSA pricing, it includes freight and no tax

Tiffin - \$8,100, this is GSA pricing it includes freight and no tax

DeBourgh - \$10,438, this is GSA pricing it does not include shipping and no tax would apply



14522 Naples St  
Ham Lake, MN 55304  
763-434-9841  
763-208-0979 fax

3-7-2012

Foti Koskinas  
West Port CT Police Dept

RE: Evidence lockers

Dear Foti

We are pleased to provide you with the following price(s) regarding the standard products of Fasco Inc. will furnish only, the materials based on the following:

Scope of work:

Base bid includes the following items: GSA PRICING

ELN-772 Non Pass thru Evidence lockers, 16 ga all welded steel construction, spring loaded doors on piano hinges, one way locks w/ turn handle, turn to lock, key to open, anti pick frame design, bases, powder coat finish

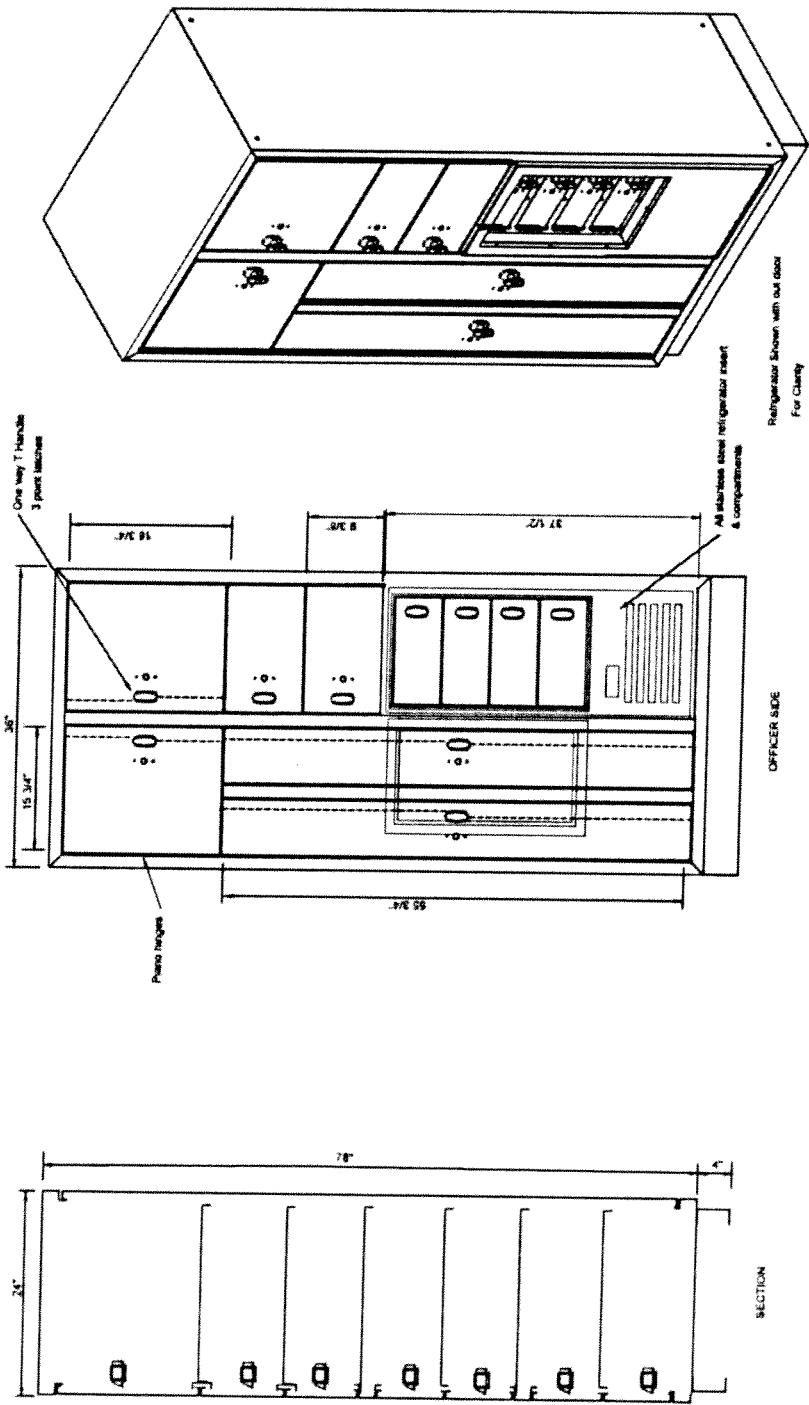
1- ELN-772-0110 Non pass thru Evidence locker \$ 4727.00 w/ freight, no tax

1- ELN-772-0110 w/ ELRI-004 refrigerator insert \$ 8927.00 w/ freight, no tax

2. Standard warranty
  3. Freight allowed to jobsite
  4. F.O.B. Minneapolis MN
  5. Payment terms to be determined : credit approval, Visa or Mastercard
  6. Submittals & delivery will be based upon a mutually agreeable schedule
  7. Price subject to change after 60 days on raw materials. Fuel prices subject to increases after 30 days.
  8. Retainage not allowed on material only contracts
- B. All prices quoted exclude the following items.
- |                                     |                              |
|-------------------------------------|------------------------------|
| 1. Unloading & storage of materials | 2. Installation              |
| 3. Conduit & wire                   | 4. Anchors, unless specified |
| 5. Taxes                            |                              |

Thank you for considering us on this project. Please call me if you have any questions concerning this quote.  
Sincerely,

Doug O'Brien  
Fasco Inc.



UNIT# ELN-772-0110 w/ ELRI-004  
 NON-PASS THRU EVIDENCE LOCKER  
 w/ Stainless steel Refrigerator Insert  
 See Specifications for materials

Project	
Client	
Drawn by	DP
Date	

**FASCO SECURITY PRODUCTS**  
 1455 Repler St 763-434-9841  
 Hom Lake MD 55104 Fax 763-308-0979

**Koskinas, Fotios**

---

**From:** Kylene Solomon [ksolomon@tiffinmetal.com]  
**Sent:** Tuesday, March 13, 2012 11:24  
**To:** Koskinas, Fotios  
**Subject:** RE: Westport Police Dept. Quotation

Hi Foti,

Attached is the 05ADR which might work well for you - \$7,800 + \$300 to ship.

Let me know your thoughts.

Thanks,  
Kylene

---

**From:** Koskinas, Fotios [mailto:FKoskinas@westportct.gov]  
**Sent:** Tuesday, March 13, 2012 10:22 AM  
**To:** Kylene Solomon  
**Subject:** RE: Westport Police Dept. Quotation

Whichever one will give me long arms storage and more small lockers. Thanks foti

-----Original Message-----

**From:** Kylene Solomon [mailto:ksolomon@tiffinmetal.com]  
**Sent:** Tuesday, March 13, 2012 10:10  
**To:** Koskinas, Fotios  
**Subject:** RE: Westport Police Dept. Quotation

Which unit do you like with the fridge?

---

**From:** Koskinas, Fotios [mailto:FKoskinas@westportct.gov]  
**Sent:** Tuesday, March 13, 2012 10:07 AM  
**To:** Kylene Solomon  
**Subject:** RE: Westport Police Dept. Quotation

Can I please have the quote and the picture for the refrigerated unit. Thanks foti

-----Original Message-----

**From:** Kylene Solomon [mailto:ksolomon@tiffinmetal.com]  
**Sent:** Monday, March 12, 2012 13:32  
**To:** Koskinas, Fotios  
**Subject:** Westport Police Dept. Quotation

Hi Fody,

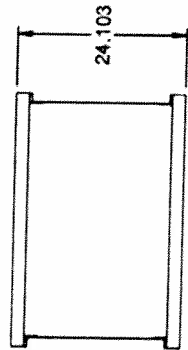
Attached is the quote you requested. Please let me know if you have any questions.

Thanks!

**Kylene Solomon**  
Regional Sales Manager

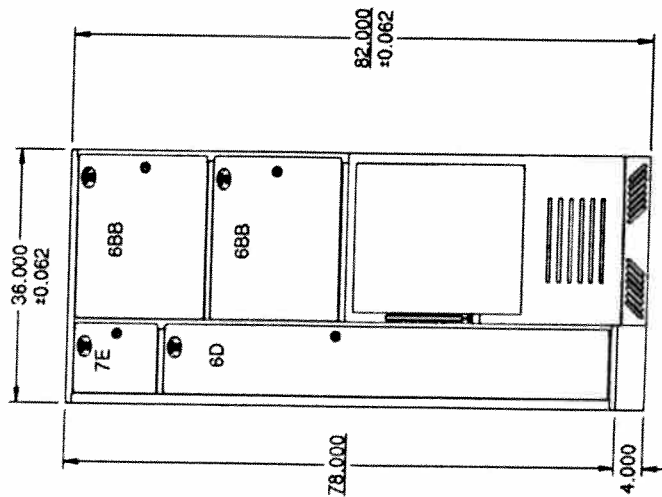


ELK36248205XNADR

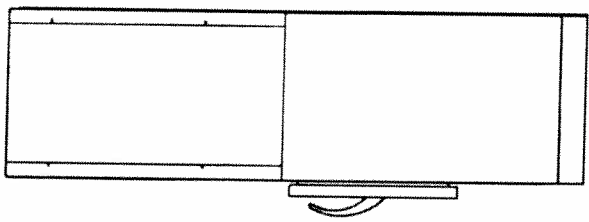


DOOR SIZES		
	WIDTH	LENGTH
7E	7.1875"	11.75"
6D	7.1875"	63.125"
6BB	21.625"	18.1875"

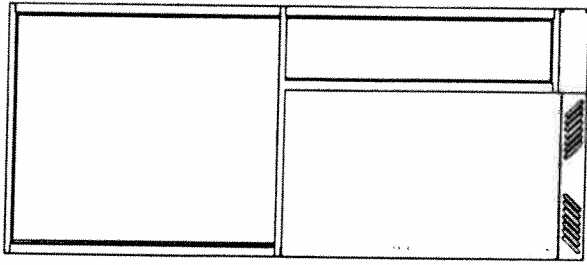
TOP VIEW



FRONT VIEW



SIDE VIEW



BACK VIEW

THIS DRAWING IS THE PROPERTY OF TIFFIN METAL PRODUCTS AND IS DISCLOSED IN CONFIDENCE TO THE EXTENT IT'S SUBJECT MATTER IS ORIGINAL WITH TIFFIN METAL PRODUCTS. ANY COMPANY RECEIVING THIS DRAWING FROM TIFFIN METAL PRODUCTS SHALL HOLD AND USE THIS DRAWING FOR THE SOLE BENEFIT OF TIFFIN METAL PRODUCTS AND SHALL NOT DISCLOSE IT TO OR USE OR REPRODUCE IT FOR ANY THIRD PARTY, OR PERFORM ANY ACT ADVERSE TO THE INTEREST OF TIFFIN METAL PRODUCTS WITH RESPECT TO THIS DRAWING WITHOUT THE EXPRESS WRITTEN PERMISSION OF TIFFIN METAL PRODUCTS.

POWDER COAT

**TIFFIN**  
 METAL PRODUCTS  
 SRDP DRAWING  
 EVIDENCE LOCKER  
 36" X 24" X 82"  
 KEYLESS  
 NON-PASS-THRU

**Koskinas, Fotios**

---

**From:** Jay Bender [jbender@debourgh.com]  
**Sent:** Thursday, March 15, 2012 15:01  
**To:** Koskinas, Fotios  
**Subject:** RE: Evidence Locker

Foti,

Let's use this as a temporary quote to see how I compare with Fasco.

My 14AB Unit w/ Reefer will run \$12,417.00

My 07AB Unit w/ Reefer will run \$10,438.00

My 05AD Unit w/Reefer will run \$8,983.00

Shipping is Estimated at \$293.00 no matter which Unit is chosen but is not included in the above price.

These are delivered only. Truck unload and Installation will be the responsibility of the buyer.

Thanks for this opportunity. Let me know if I can assist further.

Respectfully,

*Jay Bender  
Regional Sales Rep  
DeBourgh Mfg.Co.  
La Junta, CO 81050  
800-328-8829*

---

**From:** Koskinas, Fotios [mailto:FKoskinas@westportct.gov]  
**Sent:** Thursday, March 15, 2012 5:24 AM  
**To:** Jay Bender  
**Subject:** RE: Evidence Locker

I really lose out on the long arm compartment, this is the only place that fasco offers more options. Lets get prices on 14AB, 07AB and 05AD. Thanks foti

-----Original Message-----

**From:** Jay Bender [mailto:jbender@debourgh.com]  
**Sent:** Wednesday, March 14, 2012 14:33  
**To:** Koskinas, Fotios  
**Subject:** RE: Evidence Locker

Foti,

I hate to keep being a bother but a reefer will only fit in door styles marked FF or HH.

Could I ask that you make another choice?

Thanks,

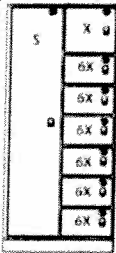
*J. Bender*

03/15/2012

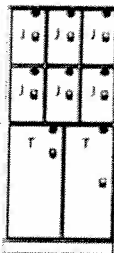
# EVIDENCE LOCKERS



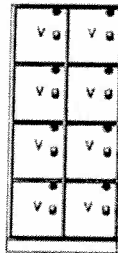
## CONFIGURATION OPTIONS



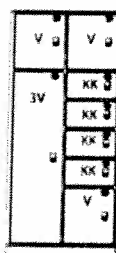
08AA



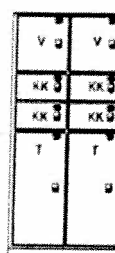
08AB



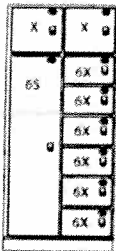
08AC



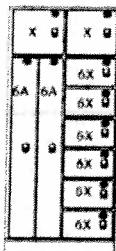
08AD



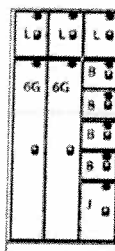
08AE



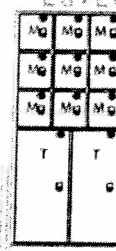
09AA



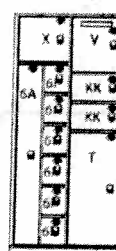
10AA



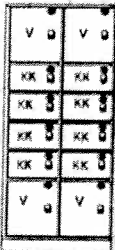
10AB



11AA



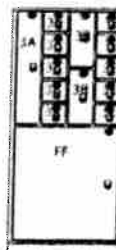
12AA



12AB



14AA



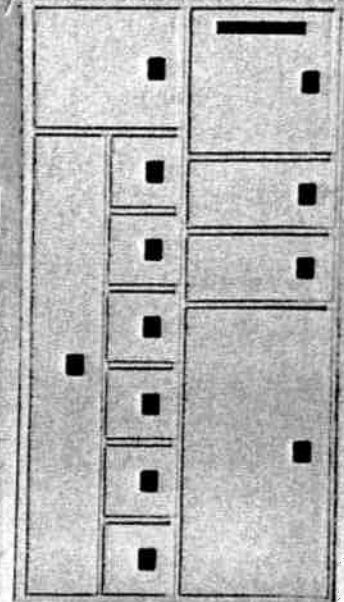
14AB



15AA



24AA



## DIMENSIONS-

DOOR	WIDTH	LENGTH
B	10-3/16"	9-1/8"
FF	33-1/8"	37-3/8"
H	10-3/16"	37-3/8"
HF	9-3/16"	37-3/8"
HH	21-5/8"	37-3/8"
J	10-3/16"	18-3/16"
KK	15-7/8"	8-1/8"
L	10-3/16"	15"
M	10-3/16"	11-3/4"
S	15-7/8"	75-7/8"
T	15-7/8"	37-3/8"
V	15-7/8"	18-3/16"
X	15-7/8"	15"
3A	7-3/16"	37-3/8"
3B	7-3/16"	18-3/16"
3E	10-3/16"	56-5/8"
3J	10-3/16"	56-5/8"
3V	15-7/8"	56-5/8"
6A	7-3/16"	59-7/8"
6BB	21-5/8"	18-3/16"
6D	7-3/16"	63-1/8"
6F	7-3/16"	9-1/8"
6G	10-3/16"	59-7/8"
6S	15-7/8"	59-7/8"
6X	15-7/8"	9-1/8"
7E	7-3/16"	11-3/4"

Refrigerated Evidence Lockers  
Various interior inserts available



ERF82

May be used to  
replace any door  
marked 'FF'



ERF3642



ERF42

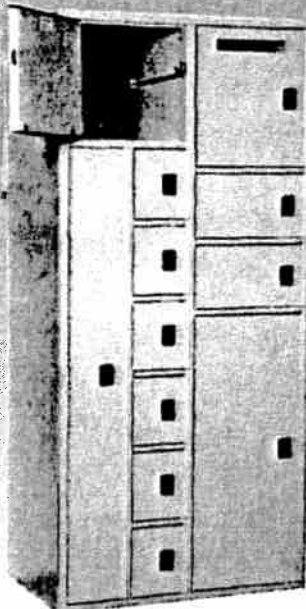
800.328.8829

www.DeBourgh.com · sales@DeBourgh.com

# EVIDENCE LOCKERS



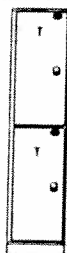
## CONFIGURATION OPTIONS



1801AA



1802AA



1802AB



1802AA

All configurations are 24" deep x 82" high including 4" base

Sample 18" wide models are shown on the left

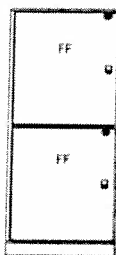
All other sample module configurations are 36" wide.

### DIMENSIONS-

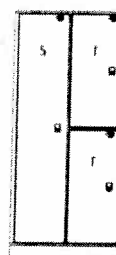
DOOR	WIDTH	LENGTH
B	10-3/16"	9-1/8"
FF	33-1/8"	37-3/8"
H	10-3/16"	37-3/8"
HF	9-3/16"	37-3/8"
HH	21-5/8"	37-3/8"
J	10-3/16"	18-3/16"
KK	15-7/8"	8-1/8"
L	10-3/16"	15"
M	10-3/16"	11-3/4"
S	15-7/8"	75-7/8"
T	15-7/8"	37-3/8"
V	15-7/8"	18-3/16"
X	15-7/8"	15"
3A	7-3/16"	37-3/8"
3B	7-3/16"	18-3/16"
3E	10-3/16"	56-5/8"
3J	10-3/16"	56-5/8"
3V	15-7/8"	56-5/8"
6A	7-3/16"	59-7/8"
6BB	21-5/8"	18-3/16"
6D	7-3/16"	63-1/8"
6F	7-3/16"	9-1/8"
6G	10-3/16"	59-7/8"
6S	15-7/8"	59-7/8"
6X	15-7/8"	9-1/8"
7E	7-3/16"	11-3/4"



02AA



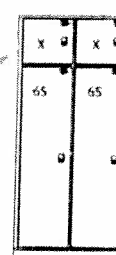
02AB



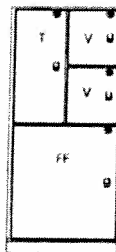
03AA



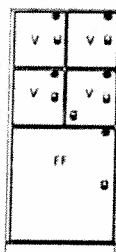
04AA



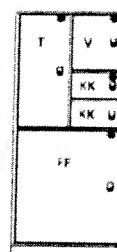
04AB



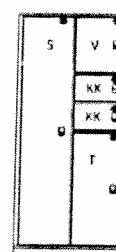
04AC



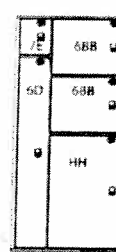
05AA



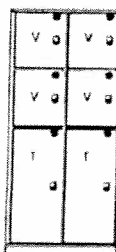
05AB



05AC



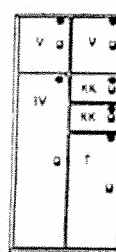
05AC



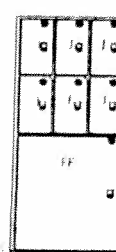
06AA



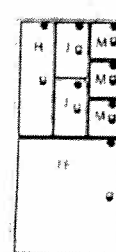
06AC



06AD



07AA



07AB

800.328.8829

www.DeBourgh.com · sales@DeBourgh.com



# WESTPORT CONNECTICUT

OFFICE OF INFORMATION TECHNOLOGY  
TOWN HALL, 110 MYRTLE AVENUE  
WESTPORT, CT 06880  
TELEPHONE (203) 341-1053

ITEM  
#9  
**RECEIVED**

MAR 27 2012

TOWN OF WESTPORT  
SELECTMAN'S OFFICE

## **Memo**

**To:** Hon. Gordon Joseloff, First Selectman; Board of Finance  
**From:** Eileen Zhang, Office of Information Technology Director  
**Date:** March 26, 2012  
**Re:** Funding request for additional equipment and parts to continue expansion of the town's live broadcasting  
**Cc:** Mr. Gary Conrad, Finance Director

---

Dear Mr. Joseloff:

I am respectfully requesting a \$5,000.00 appropriation to the 2011-2012 Office of Information Technology budget Capital Telecast Equipment Account #10101157-579001 and \$1,500.00 to the Extra Help Account #10101157-513002.

The total amount of \$6,500.00 is the 2011 Cablevision government access fund grant that the town received from Area Nine Cable Council. \$5,000.00 is for purchasing equipment and the \$1,500.00 is for paying the live meeting operation.

The purpose of this request is to purchase the necessary equipment and prepare to carry live events from Westport Center for Senior Activity on the channel Cablevision 79 and AT&T channel 99.

For details see attached Performance Audio Inc. proposal, 2011 Cablevision Government Access Fund Grant and sub-Grant Applications, and Area Nine Cable Council Chair Hal Levy's emails.

Thank you for your consideration of this request.

Approved for submission to the  
Board of Finance (4/11/12)

  
\_\_\_\_\_  
Gordon F. Joseloff  
First Selectman

## Zhang, Eileen Yubo

---

**From:** Hal Levy <hlevy@datacut.com>  
**Sent:** Thursday, March 22, 2012 10:49 AM  
**To:** Zhang, Eileen Yubo  
**Cc:** Judith Freedman; Stan Witkow  
**Subject:** Fw: 2012 Acces Grants (Reports)  
**Attachments:** GrantG-Westport11.pdf

Hi Eileen, Westport will qualify for a 2012 cash grant of up to \$5,175.00, however a grant report must first be submitted for last year's \$5,000 grant (attached). Regards, Hal

----- Original Message -----

**From:** Hal Levy  
**To:** Gary Battaglia ; Andy Anderson ; Art Scialabba ; Carole Kleinfeld ; Christopher von Keyserling ; David Dever ; Don Saltzman ; Doug Dempsey ; Erin Halsey ; Geza Ziegler ; Hal Levy ; Harvey Bellin ; Herb Grant ; Jim Cameron ; Judith Freedman ; Paul Curtis ; Paul Sedlak ; Robert Moran ; Roger Williams ; Stan Witkow ; Stuart Reider  
**Sent:** Wednesday, March 21, 2012 11:15 AM  
**Subject:** 2012 Acces Grants (Reports)

In my prior email, I neglected to mention that, as usual, grant applications will not be accepted from any town with outstanding grant reports. The table below shows that only Norwalk is current with its reports. If you think there is an error in this table, please email me the report and I will update the records. For those towns who have not submitted all it's reports, please do so as soon as possible.

Government:	Requested	Granted	Cash	Amt. Rcv'd	Available	Report
Darien	\$4,950.00	\$4,950.00	\$4,950.00	\$4,950.00		
Easton	\$4,970.11	\$4,970.11	\$4,970.11	\$4,970.11		
New Cannan 1	\$3,463.00	\$3,463.00	\$3,463.00	\$3,463.00		Yes
New Cannan 2	\$1,500.00	\$621.05	\$621.05	\$621.05		Yes
New Cannan 3	\$915.95	\$915.95	\$915.95	\$915.95		
Norwalk	\$4,047.00	\$4,047.00	\$4,047.00	\$4,047.00		Yes
Redding 1	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		
Redding 2	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
Weston	\$4,368.98	\$4,368.98	\$4,368.98	\$4,368.98		
Westport	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		
Wilton	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		

----- Original Message -----

**From:** Hal Levy  
**To:** Gary Battaglia ; Andy Anderson ; Art Scialabba ; Carole Kleinfeld ; Christopher von Keyserling ; David Dever ; Don Saltzman ; Doug Dempsey ; Erin Halsey ; Geza Ziegler ; Hal Levy ; Harvey Bellin ; Herb Grant ; Jim Cameron ; Judith Freedman ; Paul Curtis ; Paul Sedlak ; Robert Moran ; Roger Williams ; Stan Witkow ; Stuart Reider  
**Sent:** Wednesday, March 21, 2012 11:01 AM  
**Subject:** 2012 Acces Grants

At the February A9CC meeting, a framework for 2012 access grants was laid out with final resolution to occur at our April 4 meeting. It was suggested that there will again be a 40/60 G/E split of the \$100,000 cash and that the Government channels will again partake of a \$25,000 supplemental equipment grant.

Last year, the Council resolved that the individual eligibility of the 2012 cash grants would be adjusted by the 2011 supplemental equipment grants. i.e., the value of the equipment taken by each town would be discounted at 70% of its value and charged against the 2012 cash grants. For your planning purposes, the table below shows these calculations. The total cash available equals the \$40,000 in new 2012 funds plus the approximate \$3,000 carryover from 2011 funds.

If the program is formerly approved at the 4/4 meeting, We will be able to act on applications after the approval. We will probably put a deadline of late October for round 1 applications.

<b>2012 First Round Grant Eligibility</b>		
<b>Town</b>	<b>2011 Equipment</b>	<b>2012 Cash</b>
Darien	\$0.00	\$6,085.00
Easton	\$5,600.00	\$2,165.00
Greenwich	\$3,900.00	\$3,355.00
New Canaan	\$3,900.00	\$3,355.00
Norwalk	\$3,000.00	\$3,985.00
Redding	\$2,600.00	\$4,265.00
Stamford	\$0.00	\$6,085.00
Weston	\$2,600.00	\$4,265.00
Westport	\$1,300.00	\$5,175.00
Wilton	\$2,600.00	\$4,265.00
	<b>\$25,500.00</b>	<b>\$43,000.00</b>

Please also consider equipment to request for the supplemental (\$25K) equipment grant program. We would like to act on this much sooner than we did last year so we don't run the risk of losing the grant.

Thanks, Hal

## Zhang, Eileen Yubo

---

**From:** Hal Levy <hlevy@datacut.com>  
**Sent:** Tuesday, November 01, 2011 2:42 PM  
**To:** John Savarese; Larry Manzi; Zhang, Eileen Yubo; Gary Battaglia; Andy Anderson; Art Scialabba; Carole Kleinfeld; Christopher von Keyserling; David Dever; Don Saltzman; Doug Dempsey; Erin Halsey; Geza Ziegler; Hal Levy; Harvey Bellin; Herb Grant; Jim Cameron; Judith Freedman; Paul Curtis; Paul Sedlak; Robert Moran; Roger Williams; Stan Witkow; Stuart Reider  
**Subject:** 2011 Round 2 Govt. Access Grant Program

Reminder:

At it's 10/18 meeting, A9CC voted to establish and approve a second round 2011 grant program for a maximum of \$1500 per town for production operations and/or for equipment. Grant applications for operations may be for production personnel for G-channels, using the same criteria as the 2010 Operations Grant pilot project.

*"To approve an operations grant program for each town up to \$1500. The purpose of this grant program is to support local production services (camera operators/videographers/ video editors) in order to expand G-Channel programming in each community." Note that this must be used for future labor costs and **not** past labor costs.*

For either equipment or operations grants, towns must apply by **11/28/2011** using the usual A9CC grant application process. For operations grants, a payment voucher can be submitted along with the grant application, as these are pre-approved. Towns must expend the operations funds by 9/30/2012 and "operations grant" expenditures must be reported to the A9CC, using 1099s, town time sheets, paid invoices, or sworn affidavits from town officials. Unspent monies must be returned to the A9CC. Reports for past grants must be submitted by towns applying for new grants.

As of this date, New Canaan and Darien have already submitted applications for these grants.

Grant application forms can be downloaded at <http://www.a9cc.org/GrantFrmG.doc> and payment voucher forms can be downloaded at <http://www.a9cc.org/Grant%20Pay%20Voucher.doc>

**Remember that 11/28/2011 is the deadline for submitting round 2 grant applications.**



# A9CC - CABLEVISION Access Grant Program

Area Nine Cable Council, c/o Wilton Town Hall, 238 Danbury Rd., Wilton, CT 06897 [www.a9cc.org](http://www.a9cc.org)

## Funds Disbursement Voucher

### 1) Applicant Information:

Town or City:	Town of Westport
Applicant's Name:	Eileen Zhang
Title/Position:	Director, Office of Information Technology
E-mail Address:	ezhang@westportct.gov
Phone Number:	203-341-1053

2) Dollar Amount of Grant:	\$1,500.00
----------------------------	------------

3) Make Check Payable To:	Town of Westport
---------------------------	------------------

4) Remit To:	Name:	Mr. Gordon Joseloff
	Organization:	Town of Westport
	Street:	110 Myrtle Avenue
	City, State, Zip:	Westport, CT 06880

Please complete the above and e-mail to A9CC and the grant administrator.  
(Hint: copy and paste the addresses into your e-mail program)

A9CC: [grants@a9cc.org](mailto:grants@a9cc.org)

Administrator for G grants: [hlevy@datacut.com](mailto:hlevy@datacut.com)

for E grants: [ereeve@reddingps.org](mailto:ereeve@reddingps.org)

-----  
To be completed by A9CC and forwarded to Treasurer

Authorized by:	Hal Levy
Authorized amount:	\$1,500.00
Date:	11/22/2011

To be completed by Treasurer and returned to sender and applicant

Check No:	1688
Amount:	\$1,500.00
Date:	November 22, 2011

AREA NINE CABLE COUNCIL  
ACCESS ESCROW ACCOUNT

51-110/211

1688

DATE Nov 22, 2011

PAY TO THE  
ORDER OF

Town of Newport

\$1,500.00

One thousand five hundred and 00/100

DOLLARS



Security Features  
Included.  
Details on Back.



**WACHOVIA**

Wachovia Bank, N.A.  
wachovia.com

MEMO

Grant Voucher

[Signature]

MP

⑆021101108⑆2000030843675⑆1688

# A9CC - CABLEVISION Access Grant Program

Area Nine Cable Council, c/o Wilton Town Hall, 238 Danbury Rd., Wilton, CT 06897 [www.a9cc.org](http://www.a9cc.org)

## Funds Disbursement Voucher

### 1) Applicant Information:

Town or City:	Town of Westport
Applicant's Name:	Eileen Zhang
Title/Position:	Director, Office of Information Technology
E-mail Address:	ezhang@westportct.gov
Phone Number:	203-341-1053

2) Dollar Amount of Grant:	\$5,000.00
----------------------------	------------

3) Make Check Payable To:	Town of Westport
---------------------------	------------------

4) Remit To:	Name:	Mr. Gordon Joseloff
	Organization:	Town of Westport
	Street:	110 Myrtle Avenue
	City, State, Zip:	Westport, CT 06880

Please complete the above and e-mail to A9CC and the grant administrator.  
(Hint: copy and paste the addresses into your e-mail program)

A9CC: [grants@a9cc.org](mailto:grants@a9cc.org)

Administrator for G grants: [hlevy@datacut.com](mailto:hlevy@datacut.com)

for E grants: [ereeve@reddingps.org](mailto:ereeve@reddingps.org)

-----  
To be completed by A9CC and forwarded to Treasurer

Authorized by:	Hal Levy
Authorized amount:	\$5,000
Date:	4/11/11

To be completed by Treasurer and returned to sender and applicant

Check No:	1666
Amount:	\$5,000.00
Date:	4-14-2011

AREA NINE CABLE COUNCIL  
ACCESS ESCROW ACCOUNT

51-110/211

1666

PAY TO THE  
ORDER OF

DATE *April 14, 2011*

*Town of Westport*

\$ 5,000.00

*00/100*

DOLLARS



WACHOVIA  
Wachovia Bank, N.A.  
wachovia.com

*Stacy J. Green*

MEMO *A.N.C.C. - Voucher*

⑆021101108⑆2000030843675⑆1666

# ***A9CC - Government Access Committee***

Area 9 Cable Council, c/o Wilton Town Hall, 238 Danbury Rd., Wilton, CT 06897 [www.a9cc.org](http://www.a9cc.org)

## **Cablevision Government Access Fund Grant – 2011**

(Application Deadline: 10/14/11)

### **1) Applicant Information:**

Town or City:	Town Of Westport
Applicant's Name:	Eileen Zhang
Title/Position:	Director, Office of Information Technology
E-mail Address:	ezhang@westportct.gov
Phone Number:	203-341-1053
Application Date:	4/4/2011

### **2) Project Information:**

Title of Project:	To continue expansion of the town's live broadcasting
	2 Panasonic PTZ remote camera \$3,3931.20
	2 Panasonic wall bracket for camera \$425.60
	1 Panasonic data multiplex unit \$403.20
	1 Panasonic single rack mount kit(204) \$123.00
	The total cost is \$5,908

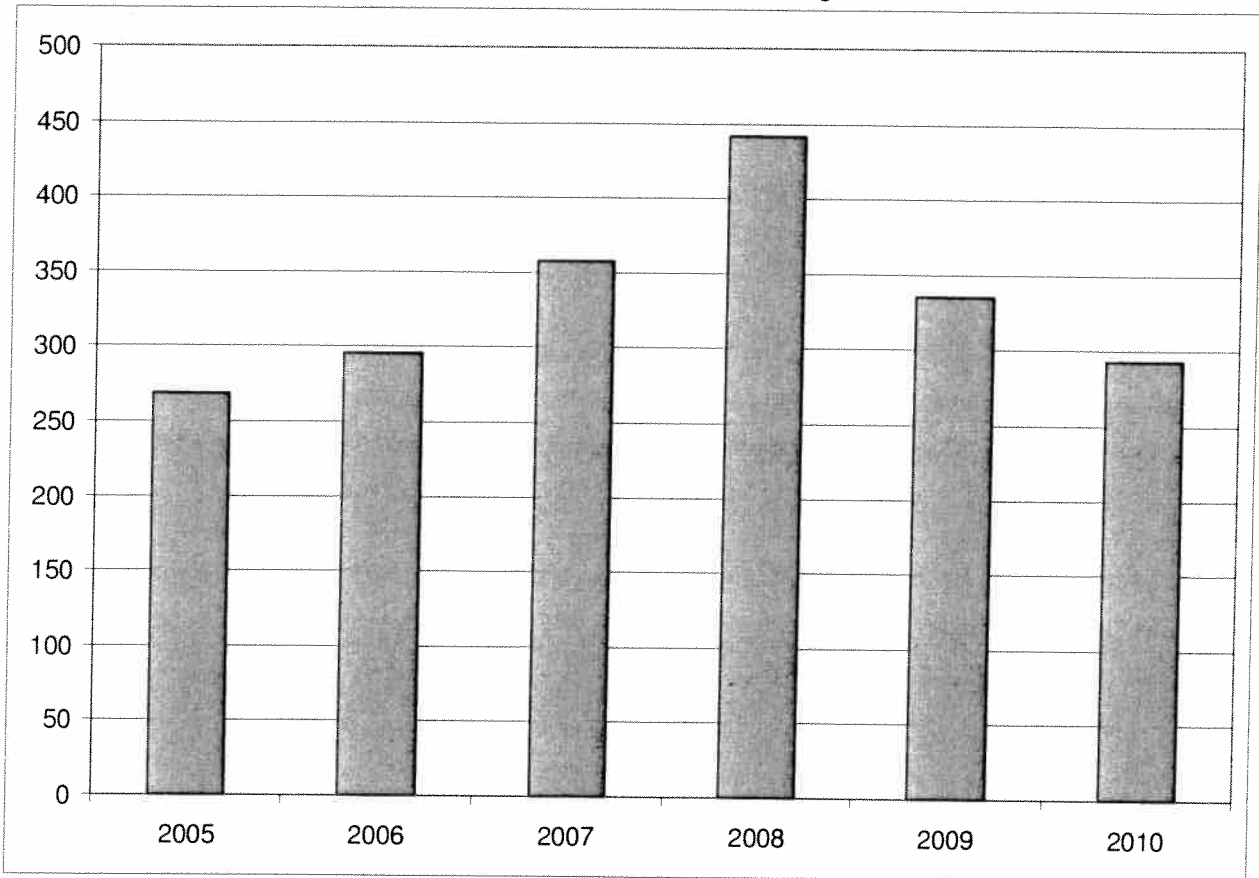
Briefly describe your project:

- In 2002, the Town of Westport established a video installation of four cameras, associated sound equipment, and a portable control board, in the Westport Town Hall Auditorium to allow for live telecasts, videotaping, and digital DVD recording of public meetings of the RTM, Board of Finance, Board of Selectman, Board of Education, the Planning and Zoning Commission, and other bodies of town government.
- In 2003, we installed a 42" Plasma TV Monitor at Town Hall lobby for a 24-hour bulletin board meeting schedule as well as coverage of the live telecast meeting. We replaced the 42" Plasma TV with a new LCD Monitor in April 2010.
- In 2005, we installed additional four cameras in room 309 and 201, allowing more meetings to be available to the public.
- In 2007, we installed the TV One CS600A corio scan pro VGA to yc-comp video interface to improve the quality of computer-generated presentation on TV sets.
- In late 2007, an additional digital video mixer and two new Panasonic WV-CM1020 9 " color monitors were installed at the Town Hall media control room. With this additional equipment, we can broadcast one meeting and record another at the same time. We replaced a broken digital video mixer with Panasonic AG-MX70 a/v production switcher in October 2007.
- In August 2008, Westport received two SLX14/93 Lavalier Wireless System and Datavideo SE-500 4 input analog SD video mixer/switcher. The additional equipment will improve the audio quality for public asking questions during the public hearing and enhance the secondary recording meeting video quality.
- In 2009, Westport began to purchase necessary equipment to prepare to carry live meetings and lectures from the public library on channel 79.

- In 2010, Westport received two cameras and accessories from Cablevision for the library project. We have finished the fiber wiring in October.
- In January 2011, we finished the Public Library project. Now the Library is ready to carry live events to Cablevision channel 79.

The proposed equipments will be installed at Westport Senior Center.

The following chart shows the town's live coverage of town meetings and other events on Channel 79.



**How will this project enhance governmental access in your community?**

Live coverage of such meetings has given Westport residents unprecedented opportunity to become familiar with the processes of government, acquainted with significant issues as they are considered by appropriate town bodies, and informed as to the ultimate disposition of these issues. This is harnessing today's technology to enhance the democratic process by encouraging the development of an informed and engaged electorate. We let people know each week what will be broadcast online through continuous updating of the town website.

During the national and local election time, the Town of Westport's channel 79 delivered live coverage of candidates' debates. The Westport voters are better informed by viewing these candidates' debates through this community service. These debates were televised and also rebroadcast several times so that those who might not have been able to watch the first broadcast could watch them.

**How many hours a week does you town broadcast video programming and how many different programs are broadcast each week?**

The town broadcasts live meetings weekly on an average 8.5 hours per week and rebroadcasts the recorded video programming as needed. The town carries the live meetings on channel 79 for the

following town boards and commissions: Board of Selectmen, Board of Finance, Representative Town Meeting, Planning and Zoning Commission, Zoning Board of Appeals, and Conservation Commission.

During election time, the Town of Westport's channel 79 delivers live coverage of candidates' debates.

The Channel 79 also rebroadcasts recorded town's annual "Westport Arts Awards Celebration" program.

The Library will start to carry their live event on the Channel 79 soon.

## Cablevision Government Access Fund Grant - 2011 Pg 2

### 3) Budget:

	Expenses:		Income:
Fees:		Requested of CV:	\$5,000.00
Materials:		Provided by Town/City:	\$908.00
*Equipment:		Applied for elsewhere:	
Other:		Private Funding:	
<b>Total:</b>		<b>Total Income:</b>	<b>\$5,908.00</b>

(\*Attach itemized list of equipment including make and model nos.)

### Has your Town/City provided support for access operations? (Please describe briefly)

Yes. In the Town's 2011-2012 fiscal year budget, there is \$20,000 in the operating budget to pay for the live telecast meetings.

### 4) Town/City Administration Approval:

Approved By:	Gordon Joseloff
Title:	First Selectmen
Date:	4/4/2011
Submitted by Cable Council Members:	Hal Levy

Gordon Joseloff

April 4, 2011

\*Signature of 1<sup>st</sup> Selectman/Mayor or Town/City Administrator

Date

**\*Your signature attests that the requested funds will be used for your town or city Government access channel. You further understand that any equipment purchased with these funds remain the property of PEG access in the Area 9 cable franchise. You agree that if funds are subsequently spent on expenditures or equipment other than what is noted in this application, such change will be reported to the Area 9 Cable Council and that you will first seek A9CC approval if changing an equipment or service type, (e.g. tape deck instead of a camera).**

(Signature not required for e-mail filing, but hard copy must be provided before grant is approved)

### 5) Submission:

Mail your completed application to:

Hal Levy  
6 Lazy Brook Lane  
Westport, CT 06880

An electronic copy in MS Word format is required. You may e-mail it to [hlevy@datacut.com](mailto:hlevy@datacut.com)



# PERFORMANCE

## AUDIO, INC.

P.O. BOX 2547  
WESTPORT, CT 06880  
(203)227-9599

### Estimate

DATE	ESTIMATE #
3/30/2011	2139

NAME / ADDRESS
Westport, Town Of 110 Myrtle Avenue Westport, Ct 06880

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Panasonic PTZ remote camera	2	1,965.60	3,931.20
Panasonic wall bracket for camera	2	212.80	425.60
PANASONIC DATA MULTIPLEX UNIT	1	403.20	403.20
PANASONIC SINGLE RACK MOUNT KIT (204)	1	123.00	123.00
American Fibertek MRX fiber transcieverto send/recieve PS data	1	1,025.00	1,025.00
SALES OF GOODS SUBTOTAL			5,908.00
ANY QUESTIONS CALL 203-227-9599			
<b>TOTAL</b>			\$5,908.00

SIGNATURE \_\_\_\_\_



## Government Access Grant Procedures

### CV Government Access Grants: <sup>1</sup>

- 1) Fill out the A9CC **Government Access Funding Grant Form**<sup>2</sup> indicating what is to be purchased and how it is to be used. (*Remember: grants are for PEG access production activities, not for webcasting, interactive programs on the I-Net, etc. Grant equipment should be inventoried and remains the property of Area 9 Access. Should you cease access operations, equipment should be returned.*)
- 2) After the grant has been approved by the A9CC, fill out and e-mail a copy of the **Funds Disbursement Voucher**<sup>2</sup> per the instructions on the voucher. This must be sent no more than 30 days after the grant has been approved, otherwise the grant will be voided.

Note: In cases where it is difficult for a town to process these funds, arrangements can be made to have the funds paid directly to a vendor.

*(The treasurer can expend Govt. access funds, in accordance with A9CC policies, on a town's behalf directly to a vendor. File a **Voucher Form** for each vendor and include an invoice for the items and/or services purchased.)*

- 3) When your equipment arrives, complete a **Grant Report Form** and send it to the A9CC grant administrator. Attach copies of all invoices. If funds were used for purposes other than equipment, you must include in your report how they were spent (i.e. repair invoices, personnel, etc) [Note: Payments of more than \$600/year to an individual must be reported to the IRS on a Form 1099. Consult your tax advisor.]

### Submission:

Email application at least 2 days before meeting to: [hlevy@datacut.com](mailto:hlevy@datacut.com)

Bring signed application to meeting or mail materials to:

Hal Levy  
6 Lazy Brook Lane  
Westport, CT 06880

**NB: As per A9CC rules, cities/towns must complete all materials from previous grants before new grants can be considered.**

<sup>1</sup> You need not apply for the entire amount at once. Towns that have already applied for funds may submit additional applications for the balance.

<sup>2</sup> Form is available on the A9CC Website: [www.a9cc.org](http://www.a9cc.org)



**WESTPORT CONNECTICUT  
BOARD OF FINANCE**

ITEM  
# 12

MINUTES

SPECIAL BUDGET MEETING

The Board of Finance held an informal budget workshop on **Wednesday, March 7, 2012** at **7:30 p.m.** in Room 201A of Town Hall to continue discussion of the Selectman's preliminary budget for FY 2012-13. The meeting was called to order at 7:30 p.m.

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

Discussion concerned the preliminary budget for the Assessor's Office. No action was taken.

The meeting adjourned at 8:00 p.m.

PUBLIC HEARING

The Board of Finance held its Public Hearing on **Wednesday, March 7, 2012** at **8:00 p.m.** in the Auditorium of Town Hall. The meeting was called to order at 8:06 p.m.

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

AGENDA

DISCUSSION/REVIEW

1a. Financial Report from the Finance Director. No action was taken.

1b. Status Update from the Internal Auditor. No action was taken.

2a. The Board will review a lease renewal of Town-owned property (Baron's Property) at 52 Compo Road South.

2b. The Board will review a proposed new lease of Town-owned property (Baron's Property) at 52B Compo Road South (garage apartment).

Mr. Kaner moved and Mr. Rea seconded a motion to approve both leases.

**Vote: 5-2. Motion approved (Mr. Pincavage and Mr. Stern voted no).**

2012-2013 BUDGET PRESENTATIONS

3. First Selectman Gordon Joseloff presented the Town of Westport Budget for Fiscal Year 2012-13. No action was taken.

4. Board of Education Chair Donald O'Day presented the Board of Education Budget for Fiscal Year 2012-13. No action was taken.

**TRANSFERS IN THE 2011-2012 BUDGET**

5. The Board considered the following request for a transfer amount of \$3,000 or less that has been approved by the First Selectman:

A request by the Building Official for a transfer of \$1,600 from the Building Inspection Account #10102225-561000 (Supplies) to the Building Inspection Capital Account #10102225-574000 (Computers) in order to replace two computers that no longer function efficiently.

**APPROPRIATIONS IN THE 2011-2012 BUDGET**

6. A request by the Superintendent of Schools for an appropriation of \$300,000 (with bond and note authorization) to the Educational Facilities Improvement Fund (EFIF) Account, SHS Track Resurfacing.

No action was taken.

**COMMITTEE REPORTS**

7. Reports from Board of Finance Committee Chairs. No action was taken.

**APPROVAL OF MINUTES**

8. Approve the Board of Finance Minutes of the February 1, 2012 regular meeting.

Mr. Pincavage moved and Mr. Lasersohn seconded a motion to approve the Minutes of the February 1, 2012 regular meeting.

**Vote: 7-0. Motion approved.**

9. Approve the Minutes of the February 13, 14, 15 informal budget workshops.

Ms Collins moved and Mr. Rea seconded a motion to approve the Minutes of the February 13, 14 and 15, 2012 informal budget workshops.

**Vote: 6-0 (Mr. Stern abstained). Motion approved.**

**ADJOURNMENT**

Ms Collins moved and Mr. Lasersohn seconded motion to adjourn at 12:00 a.m.

**Vote: 7-0. Motion approved.**

Submitted by H.Garten 3/8/12



WESTPORT CONNECTICUT  
BOARD OF FINANCE

ITEM  
# 13

UNAPPROVED MINUTES  
BOARD OF FINANCE PUBLIC BUDGET HEARING  
TUESDAY, MARCH 27, 2012

The Board of Finance held a Public Budget Hearing on Tuesday, March 27, 2012 in the Town Hall Auditorium at 7:30 p.m. to review the 2012-13 Budget Requests for the Town of Westport.

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

The meeting was called to order at 7:30 p.m.

2012-13 BUDGET REVIEW

The Board of Finance took action on the 2012-2013 Selectman's Requested Budget as follows:

The Board of Finance reviewed the accounts for RTM, Selectman, Probate Court, Registrars, Elections, Board of Finance, Finance Department, Audit, Personnel, Assessor, Tax Collector, Information Technology, Board of Assessment Appeals, Town Attorney, Town Clerk, Historic District, Conservation, Planning and Zoning and Zoning Board of Appeals in the **General Government** budget.

Mr. Stern moved and Mr. Rea seconded a motion to reduce Account (156) Tax Collector, line (01) Salaries, by \$62,500.

Vote: 2-4-1. Motion **FAILED** (Mr. Kaner, Mr. Lasersohn, Mr. Pincavage and Mr. Rea voted no; Ms Collins abstained)

Mr. Stern moved and Mr. Rea seconded a motion to reduce Account (185) Planning & Zoning, line (01) Salaries, by \$62,500.

Vote: 1-6. Motion **FAILED** (Ms Collins, Ms Garten, Mr. Kaner, Mr. Lasersohn, Mr. Pincavage and Mr. Rea voted no)

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **General Government** in the amount of \$5,267,814.

Vote: 6-1. Motion **APPROVED** (Mr. Stern voted no).

The Board of Finance reviewed the accounts for Police, Police Vehicle Maintenance, Dog Warden and Emergency Medical Services in the **Police** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Police** in the amount of \$9,280,882.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for **Railroad Parking**.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Railroad Parking** in the amount of \$1,829,361.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Fire, Water Service, Building Inspection, Public Site and Building and Emergency Management in the **Fire** budget.

Mr. Kaner moved and Mr. Lasersohn seconded a motion to reduce Account (220) Fire Department, line (25) Telephone, by \$5500.

Vote: 7-0. Motion **APPROVED**

Mr. Rea moved and Mr. Lasersohn seconded a motion to reduce Account (225) Building Inspection, line (CE) Vehicles, by \$16,356.

Vote: 7-0. Motion **APPROVED**

Mr. Rea moved and Ms Collins seconded a motion to reduce Account (250) Emergency Management, line (CJ) Equip-Fire, by \$44,000.

Vote: 7-0. Motion **APPROVED**

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Fire** in the amount of \$9,704,908.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Engineering, Highway, Equipment Maintenance, Road Maintenance, Street Lighting, Solid Waste Disposal, Building Maintenance, Building Custodians, Property Maintenance P&R Property Maintenance and Tree Maintenance in the **Public Works** budget.

Ms Garten moved and Mr. Pincavage seconded a motion to reduce Account (320) Highway, line (63) Program Expense, by \$90,000.

Vote: 7-0. Motion **APPROVED**

Ms. Garten moved and Ms Collins seconded a motion to increase Account (322) Road Maintenance, line (49) Other Materials/Supplies, by \$90,000.

Vote: 3-4. Motion **FAILED** (Mr. Kaner, Mr. Lasersohn, Mr. Pincavage and Mr. Rea voted no)

Mr. Rea moved and Mr. Lasersohn seconded a motion to reduce Account (322) Road Maintenance, line (49) Other Materials/Supplies, by \$40,000.

Vote: 4-3. Motion **APPROVED** (Ms Collins, Ms Garten and Mr. Stern voted no)

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Public Works** in the amount of \$8,940,447.

Vote: 4-3. Motion **APPROVED** (Ms Collins, Ms Garten and Mr. Stern voted no)

The Board of Finance reviewed the accounts for Sewage Treatment, Sewage Collection, Pensions, Insurance, Interest on Bonds, Bond Anticipation Financing, Bond Principal Payments, and Transfer to Sewer Fund in the **Sewer Fund** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Sewer Fund** in the amount of \$5,250,261.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Health District and Health Services in the **Health** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Health** in the amount of \$476,222.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Youth Services, Social Services and Senior Services in the **Human Services** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Human Services** in the amount of \$988,064.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Library Board and Library Pension in the **Library** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to reduce Account (750) Library Board by \$150,000.

Motion **WITHDRAWN**

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Library** in the amount of \$4,310,415.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Administration, Guest Services, Maintenance & Development, Boating, Parks Maintenance, Golf, Athletic Fields Maintenance, Tennis, Skating, Beach & Pool, Miscellaneous Programs and Memorial & Veterans Days in the **Parks and Recreation** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Parks and Recreation** in the amount of \$4,400,493.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the account for Transportation Service in the **Miscellaneous** budget.

Mr. Kaner moved and Ms Garten seconded a motion to reduce Account (915) Transportation Service, line (60) Payments to Agency, by \$113,753.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the account for Earthplace in the **Miscellaneous** budget.

Mr. Rea moved and Mr. Lasersohn seconded a motion to approve the budget for **Earthplace** in the amount of \$85,000.

Vote: 7-0. Motion **APPROVED**

The Board of Finance agreed to resume consideration of the Selectman's Proposed Budget on Wednesday, March 28, 2012, beginning at 7:30 p.m.

Mr. Pincavage moved and Ms Collins seconded a motion to adjourn at 11:57 p.m.

Vote 7-0. Motion **APPROVED**



ITEM  
# 14



WESTPORT CONNECTICUT  
BOARD OF FINANCE

UNAPPROVED MINUTES  
BOARD OF FINANCE PUBLIC BUDGET HEARING  
WEDNESDAY, MARCH 28, 2012

The Board of Finance held a second Public Budget Hearing on Wednesday, March 28, 2012 in the Town Hall Auditorium at 7:30 p.m. to continue its review the 2012-13 Budget Requests for the Town of Westport.

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

The meeting was called to order at 7:30 p.m.

2012-13 BUDGET REVIEW

The Board of Finance took action on the 2012-2013 Selectman's Requested Budget as follows:

The Board of Finance reviewed the accounts for Pensions, Insurance, Social Security, Unemployment Insurance, Miscellaneous, Reserve: Salary Adjustments, Employee Productivity and Accrued Vacation in the **Miscellaneous** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Miscellaneous** in the amount of \$26,248,609.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Interest on Bonds, Bond Anticipation Financing and Bond Principal Payments in the **Debt Service** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Debt Service** in the amount of \$2,988,827.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Transfer to Sewer Fund and Transfer to Other Funds in the **Other Financing Uses** budget.

Mr. Kaner moved and Mr. Rea seconded a motion to approve the budget for **Other Financing Uses** in the amount of \$883,136.

Vote: 7-0. Motion **APPROVED**

The Board of Finance reviewed the accounts for Fund 215-**Wakeman Farm Fund**.

Mr. Stern moved and Mr. Kaner seconded a motion to approve the budget for **Wakeman Farm Fund** in the amount of \$74,144.

Vote: 7-0. Motion **APPROVED**

Mr. Kaner moved and Mr. Rea seconded a motion to approve the **Selectman's Requested Budget** in the amount of \$73,489,817.

Vote: 5-2. Motion **APPROVED** (Ms Garten and Mr. Stern voted no)

Mr. Rea moved and Mr. Lasersohn seconded a motion to adjourn at 8:40 p.m.

Vote: 7-0. Motion **APPROVED**

Submitted by Helen Garten 3/29/12



WESTPORT CONNECTICUT  
BOARD OF FINANCE

UNAPPROVED MINUTES  
BOARD OF FINANCE PUBLIC BUDGET HEARING  
THURSDAY, MARCH 29, 2012

The Board of Finance held a Public Budget Hearing on Thursday, March 29, 2012 in the Town Hall Auditorium at 7:30 p.m. to review the 2012-13 Budget Requests for the Board of Education.

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

The meeting was called to order at 7:30 p.m.

2012-13 BUDGET REVIEW

Board of Education Chairman Don O'Day made a brief presentation of the Board of Education's budget. The Board of Finance took action on the 2012-2013 Board of Education's Requested Budget as follows:

The Board of Finance reviewed the accounts for Board of Education, Aid to Private and Parochial Schools, Debt Service-Long Term and Debt Service-Bond Anticipation Notes in the **Board of Education** budget.

Mr. Lasersohn moved and Mr. Rea seconded a motion to reduce the budget for **Board of Education** in the amount of \$200,000.

Motion **WITHDRAWN**.

Ms Collins moved and Mr. Stern seconded a motion to approve the budget for **Board of Education** in the amount of \$100,386,827.

Vote: 7-0. Motion **APPROVED**

Ms Garten moved and Mr. Rea seconded a motion to approve the budget for **Aid to Private and Parochial Schools** in the amount of \$307,747.

Vote: 7-0. Motion **APPROVED**

Mr. Rea moved and Mr. Lasersohn seconded a motion to approve the budget for **Debt Service-Long Term** in the amount of \$13,740,278.

Vote: 7-0. Motion **APPROVED**

Ms Collins moved and Mr. Rea seconded a motion to approve the budget for **Debt Service-Bond Anticipation Notes** in the amount of \$145,485.

Vote: 7-0. Motion **APPROVED**

Mr. Rea moved and Ms Collins seconded a motion to approve the **Total Education Budget** in the amount of \$114,580,337.

Vote: 7-0. Motion **APPROVED**

Mr. Rea moved and Mr. Lasersohn seconded a motion to approve the **Total Requested Budget** in the amount of \$188,070,154.

Vote: 7-0. Motion **APPROVED**

Mr. Stern moved and Ms Collins seconded a motion to adjourn at 9:15 p.m.

Vote: 7-0. Motion **APPROVED**

Submitted by Helen Garten 3/30/12