



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, May 23, 2012 at 8:00 p.m.** in **Room 201/201A 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.

TRANSFERS IN THE 2011-2012 BUDGET

3. 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 Conservation Director for a transfer of \$200 from the Conservation Account #10101182-561000 (Supplies) to the Conservation Account #10101182-585000 (Education) in order to cover shortfalls.

b) A request by the Parks and Recreation Director for a transfer of \$530 from the Parks and Recreation Account #10108832-549000(Rental Equipment), \$395 from the Parks and Recreation Account #10108832-577000(Golf Equipment), \$2,000 from the Parks and Recreation Account #10108832-562000(Maintenance Supplies) totaling \$2,925 to the Parks and Recreation Account #10108832-542000(Golf Maintenance of Equipment) due to unanticipated equipment repairs.

4. A request by the Finance Director / Acting Personnel Director for a transfer of \$16,000 from the Personnel Account #10101153-511000 (Full Time Salaries) to Personnel Account #10101153-513001 (Extra Help) for consulting services through year end for Randi Frank Consultants performing Human Resource analysis and compliance work (Personnel Handbook, HIPPA and FMLA Polices) in the Personnel Department .

5. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$157,568.96 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts.

DETERMINATION OF TAX RATE

6. The Board will set the tax rate for Fiscal Year 2012-2013.

APPOINTMENT OF AUDITORS

7. The Board will appoint independent auditors for the fiscal year ending June 30, 2012.

DISCUSSION

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

APPROVAL OF MINUTES

9. Approve the Board of Finance Minutes of the April 11, 2012 regular meeting.

ITEM
3a



WESTPORT, CONNECTICUT
CONSERVATION DEPARTMENT
TOWN HALL - 110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
(203) 341-1170 • FAX (203) 341-1088

RECEIVED
APR 2 - 2012
TOWN OF WESTPORT
SELECTMAN'S OFFICE

To: Gordon Joseloff, First Selectman
From: Alicia Mozian, Conservation Director
Date: March 29, 2012
Re: Conservation Department Line Item Transfer Request
2011-2012 Budget Expenditure Account 182

Upon review of the account balances in our department, we are anticipating a shortage of available funds in the Education account of which there is \$479.10 remaining. The Connecticut Department of Energy and Environmental Protection is conducting two wetland training workshops for commission members this spring. We have five relatively new members on the Conservation Commission. These workshops are necessary to educate them about wetland functions, the Inland Wetlands and Watercourses Act and recent court decisions. The cost of the workshops for staff and commissioners exceeds what we have in the budget by \$31. However, we are asking for \$170 extra as a cushion in case other educational opportunities arise that may also be worthwhile. We respectfully request the following transfer:

Account Number and Name:	From:	To:
10101182561000 Supplies	\$200	
10101182580000 Education		\$200

Thank you for your consideration of this request.

Conservation; Alicia; BOF; 11-12 transfer requests

Approved: Gordon E. Joseloff 4/2/12
Gordon E. Joseloff
First Selectman



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

ITE 17
3B

May 3, 2012

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

RECEIVED
MAY 3 - 2012
TOWN OF WESTPORT
SELECTMAN'S OFFICE

Dear Mr. Joseloff:

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

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
10108832549000 Rental Equipment	\$ 530.00	
10108832577000 Golf Equipment	\$ 395.00	
10108832562000 Maintenance Supplies	\$ 2,000.00	
10108832542000 Golf Maintenance of Equipment		\$ 2,925

Reason for transfer: Unanticipated equipment repairs.

Respectfully,

Stuart S. McCarthy
Director of Parks and Recreation

SSMcC:sk

cc: Gary Conrad

Approved:
Gordon F. Joseloff
First Selectman



WESTPORT CONNECTICUT

FINANCE DEPARTMENT

110 MYRTLE AVENUE
WESTPORT, CT 06880

ITEM 4

May 7, 2012

Gordon Joseloff
First Selectman
110 Myrtle Avenue
Westport, CT 06880

RECEIVED

MAY 8 - 2012

**TOWN OF WESTPORT
SELECTMAN'S OFFICE**

Dear Mr. Joseloff:

The Personnel Department would like to request the following transfer of funds to cover consulting services through year end for Randi Frank Consultants performing Human Resource analysis and compliance work:

<u>Account</u>	<u>From</u>	<u>To</u>
10101153-511000 Full Time Salaries-Personnel	\$16,000	
10101153-513001 Extra Help-Personnel		\$16,000

Thank you for your consideration of this request.

Gary Conrad
Finance Director/Acting Personnel Director

Approved for submission to the
Board of Finance (5/23/12)

Gordon F. Joseloff
First Selectman



WESTPORT CONNECTICUT
OFFICE OF TAX COLLECTOR
Peggy A. Klein, CCMC
TAX COLLECTOR

ITEM 5

To: Board of Finance

From: Peggy Klein
Tax Collector

Subject: Suspense Tax Book

Date: May 02, 2012

In accordance with State Statute 12-165, this office submits the following motor vehicle and personal property taxes for the transfer to the Suspense Tax Book.

Personal Property Taxes for the list year 2009 – 293 accounts = \$90,872.65

Motor Vehicle Taxes for list year 2009 – 476 accounts = \$57,168.83

Supplemental Motor Vehicle Taxes for list year 2009 – 118 accounts = \$9,527.48

Total Transfer to Suspense Tax Book for list year 2009 – 887 accounts = \$157,568.96

To the best of our knowledge, these accounts are deemed uncollectible due to relocation, out of business, and unresponsive to repeated requests. This does not negate further efforts; it simply means the account is no longer an asset.

RECEIVED

MAY 02 2012

TOWN OF WESTPORT
CONTROLLER'S OFFICE



WESTPORT CONNECTICUT
BOARD OF FINANCE

ITEM
9

NOTICE OF PUBLIC HEARING

The Board of Finance held its Public Hearing on **Wednesday, April 11, 2012** 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

DISCUSSION/REVIEW

1. Financial Report from the Finance Director.

Mr. Conrad and Mr. Alexander made the presentation. No action was taken.

2. Status Update from the Internal Auditor.

Ms. Scully made the presentation. No action was taken.

TRANSFERS IN THE 2011-2012 BUDGET

3. The Board considered 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

4. 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.

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

5. 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.

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

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

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

7. 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.

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

BUDGET RESTORATION REQUESTS AND FINAL RECOMMENDATION

8. The Board considered the following requests for restoration of sums removed from the budget by the Board of Finance at its March 27, 2012, March 28, 2012 and March 29, 2012 meetings.

Mr. Rea moved and Ms Collins seconded a motion to restore \$17,680 to Account (322) Road Maintenance, line (49) Other Materials/Supplies.

Vote: 6-0-1 (Mr. Stern abstained). Motion **APPROVED**

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

Vote: 2-5 (Ms Collins, Mr. Kaner, Mr. Lasersohn, Mr. Pincavage, Mr. Stern voted no). Motion **FAILED**

Mr. Pincavage moved and Ms Collins seconded a motion to restore \$53,753 to Account (915) Transportation Service, line (60) Payments to Agency.

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

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

- a. General Fund;

Ms Garten moved and Mr. Kaner seconded a motion to approve the **General Fund** budget in the amount of \$188,141,587.

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

- b. Wakeman Farm;

Mr. Rea moved and Mr. Pincavage seconded a motion to approve the **Wakeman Farm** budget in the amount of \$74,144.

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

c. Railroad Parking Fund;

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

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

d. Sewer Fund

Mr. Rea moved and Mr. Stern seconded a motion to approve the **Sewer Fund** budget in the amount of \$5,095,361.

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

DISCUSSION/REVIEW

3. Review Barons South appraisal report.

No action was taken.

4. Review Baron's South RFP status.

No action was taken.

COMMITTEE REPORTS

9. Reports from Board of Finance Committee Chairs.

There were no committee reports.

APPROVAL OF MINUTES

10. Approve the Board of Finance Minutes of the March 7, 2012 regular meeting.

Ms Collins moved and Mr. Pincavage seconded a motion to approve the Minutes of the March 7, 2012 regular meeting.

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

11. Approve the Board of Finance Minutes of the March 27, 2012 formal budget hearing.

Ms Collins moved and Mr. Pincavage seconded a motion to approve the Minutes of the March 27, 2012 formal budget hearing.

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

12. Approve the Board of Finance Minutes of the March 28, 2012 formal budget hearing.

Ms Collins moved and Mr. Pincavage seconded a motion to approve the Minutes of the March 28, 2012 formal budget hearing.

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

12. Approve the Board of Finance Minutes of the March 29, 2012 formal budget hearing.

Ms Collins moved and Mr. Pincavage seconded a motion to approve the Minutes of the March 29, 2012 formal budget hearing.

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

ADJOURNMENT

Mr. Pincavage moved and Mr. Lasersohn seconded a motion to adjourn at 11:32 p.m.

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

Submitted by H. Garten 4/12/12