



WESTPORT CONNECTICUT BOARD OF FINANCE

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor's Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on westportct.gov and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Emails to BOF members can be sent to BOF@westportct.gov. Comments to be read during the public comment period may be emailed to BOFcomments@westportct.gov. We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. If you would like to give your comments by participating in real time in the meeting, please send an email by noon on December 2, 2020, to mmace@westportct.gov stating your name and address and the agenda item to which your comments will relate, and meeting participation details will be emailed to you to enable you to participate in real time in the meeting. Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

NOTICE OF BOF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on **Wednesday, December 2, 2020 at 7:30 p.m. with remote participation** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the November 4, 2020 Regular Meeting and the November 10, 2020 Special Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Coleytown Middle School Status Update from Sheri Gordon. (Discussion Only)
4. Status Update from the Audit Manager. (Discussion Only)
5. Board of Education Carryover Account and Coronavirus Relief Fund Update from the Chief Financial Officer (Discussion Only)

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or eflug@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



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MINUTES FROM THE BOF PUBLIC MEETING

Meeting begins at 7:30pm. Members in attendance: Andrea Moore, Jim Foster, Sheri Gordon, Lee Caney, Jay DesMarteau, Brian Stern and Nancie Dupier.

The Board of Finance held its Public Meeting on **Wednesday, November 4, 2020 at 7:30 p.m. with remote participation** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the October 7, 2020 Regular Meeting and the October 22, 2020 Special Meeting.

Brian Stern requests a change to the meeting notes for 10/7.

Motion to approve 10/22 notes - Brian Stern, Second - Sheri Gordon. Vote 7-0-0.

2. Financial Report from the Finance Director. (Discussion Only) - *Gary Conrad reports*
3. Coleytown Middle School Status Update from Sheri Gordon. (Discussion Only)
Sheri Gordon reports
4. Board of Education Facilities Update from the Chief Financial Officer. (Discussion Only)
Elio Longo reports
5. Board of Education 1st quarter Financial Report from the Chief Financial Officer. (Discussion Only) - *Elio Longo reports*

6. Status Update from the Audit Manager. (Discussion Only) - *Lynn Scully reports*

Added: Report on Westport's Transit system after meeting with Marty Fox. (Discussion only) *Andrea Moore and Brian Stern report*

7. Upon the request of the Fire Chief, to approve an appropriation in the amount of \$4,635,408.00 along with bond and note authorization to the Municipal Improvement Fund account #30502220-500320-10100 to replace the Public Safety Radio System.
Motion to approve - Brian Stern, Second Nancie Dupier. Vote 7-0-0.
8. Upon the request of the Director of Public Works, to approve an appropriation of \$80,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500322-10101 for the design and permitting for rehabilitation of the Old Mill Walkway and Tide Gate Structures.
Motion to approve - Andrea Moore, Second - Jim Foster. Vote 6-0-1. Brian Stern abstains.
9. Upon the request of the Director of Public Works, to approve an appropriation of \$230,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500323-10102 for construction costs for repairs and improvements to the Jesup Green Seawall.
Motion to approve - Sheri Gordon, Second - Jay DesMarteau. Vote 6-1-0. Brian Stern against.

Motion to Adjourn - Andrea Moore, Second - Nancie Dupier. Vote 7-0-0.

Meeting Adjourns at 10:34pm

Meeting notes respectfully submitted by Andrea Moore

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MINUTES OF BOF SPECIAL MEETING

Meeting begins at 2pm. BOF Attendees: Brian Stern, Lee Caney, Jim Foster, Jay DesMarteau, Nancie Dupier, Sheri Gordon and Andrea Moore.

The Board of Finance held a Special Meeting on **Tuesday, November 10, 2020 at 2:00 p.m. with remote participation** for the following purposes:

AGENDA

1. Upon the request of the Director of Public Works, to approve an appropriation of \$200,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500321-10103 for COVID-19 related upgrades for Town Hall re-opening.

Motion to approve - Brian Stern, Second - Andrea Moore. Vote 7-0-0.

Motion to adjourn - Sheri Gordon, Second - Nancie Dupier. Vote 7-0-0.

Meeting Adjourned at 2:34pm

Meeting Notes Respectfully submitted by Andrea Moore, Vice Chair

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BOE CARRYOVER ACCOUNT

ORIGINAL	REVISED	EST. OFFSET
INFORMATION TECHNOLOGY		
\$ 718,189.20	\$ 250,171.85	\$ (468,017.35)
	\$ 462,755.09	\$ (255,434.11)
TRANSPORTATION		
\$ 368,000.00	\$ 298,000.00	\$ (70,000.00)
CUSTODIAL OVERTIME		
\$ 87,661.55	\$ 87,661.55	\$ -
PPE SUPPLIES		
\$ 8,653.89	\$ -	\$ (8,653.89)
PROTECTIVE SHIELDS		
\$ 150,000.00	\$ -	\$ (150,000.00)
\$ 1,332,504.64	\$ 848,416.64	\$ (484,088.00)

ESSER GRANT

PROTECTIVE SHIELDS		
\$ 94,000.00	\$ -	\$ (94,000.00)

CORONAVIRUS RELIEF FUND = \$947,633

Must be expended by 12/31/2020

PERSONNEL-RELATED

Academic	\$ 33,724	Distance learning teachers (1.5 FTE)
Academic	\$ 18,400	Substitute administrator needed to cover absences due to COVID-19
Academic	\$ 28,443	Substitute teachers needed to cover high school WL absences due to COVID-19
	<u>\$ 80,567</u>	
Student support	\$ 34,400	Staff needed to work through the backlog of evaluations for special education
Student support	\$ 29,257	Counselors covering staff absences due to COVID-19 (3.0 FTE)
	<u>\$ 63,657</u>	
	\$ 144,224	Subtotal Personnel-related

TRANSPORTATION

Personnel-related	\$ 70,000	DATTCO extra runs for elementary PM session
Non-Personnel-related	\$ 10,000	Cleaning charges for DATTCO buses (between AM and PM elementary runs)
	<u>\$ 80,000</u>	Subtotal Transportation

SUPPLIES

Non-Personnel-related	\$ 314,964	Protective shields (desktop, front office, café and common areas.)
Non-Personnel-related	\$ 364,088	PPE/Safety supplies (ie., masks, sanitizer, dispensers, webcams, microphones, signage)
Non-Personnel-related	\$ 44,357	Cleaning supplies
	<u>\$ 723,409</u>	Subtotal Supplies

CRF TOTAL

\$ 947,633