



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

Revised – Added Executive Session
Revised – Item #9 amount requested

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 March 3, 2021, 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 EXECUTIVE SESSION

The Board of Finance will hold a Special Meeting on **Wednesday, March 3, 2021 at 7:15 p.m. with remote participation** for the following purpose. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion:

AGENDA

1. To discuss Selectmen salaries.

NOTICE OF BOF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on **Wednesday, March 3, 2021 at 7:30 p.m. with remote participation** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the February 3, 2021 Regular Meeting, the February 9, 2021, February 10, 2021, and February 11, 2021 Special Meetings.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. The Board of Finance will discuss the Selectman's preliminary requested 2021-22 budget of the Information Technology Department. No action will be taken. (Discussion Only)

5. Board of Education 2nd quarter Financial Report from the Chief Financial Officer. (Discussion Only)
6. Board of Education Superintendent Thomas Scarice and Board of Education Chair Candice Savin will present the Board of Education Operating and Capital Budget for Fiscal Year 2021-22.
7. First Selectman Jim Marpe will present the Town of Westport Budget for Fiscal Year 2021-2022.
8. Upon the request of the Deputy Chief of Police, to approve a special appropriation in the amount of 32,970.00 to the accounts listed below for mandatory drug testing for POSTC certification and hiring costs associated with replacing four vacancies at the Police Department.

a. Employee Medical Account	10102210-528100	\$ 9,920.00
b. Uniform Allowance Account	10102210-528000	\$10,650.00
c. Promotional Testing Account	10102210-531015	\$12,400.00

9. Upon the request of the Finance Director, to approve an appropriation in the amount of \$380,000.00 from the General Fund Balance to the COVID Accounts 10101980 – Project 10004. The prior appropriation of \$400,000.00 that was approved on July 8, 2020 has been exhausted. The additional funds will cover costs for protective devices, sanitizing, legal fees, signage, and employee testing.
10. Upon the request of the Finance Director, to approve an appropriation in the amount of \$780,000.00 into Hurricane Isaias Accounts 10101980 – Project 10005, to cover storm expenses incurred.

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DRAFT MINUTES OF BOF PUBLIC MEETING

BOF attendees: Sheri Gordon, Nancie Dupier, Andrea Moore, Lee Caney, Jay DesMarteau, Jim Foster, Brian Stern

The Board of Finance held its Public Meeting on **Wednesday, February 3, 2021 at 7:30 p.m. with remote participation** for the following purposes:

AGENDA

1. Approved the Board of Finance Minutes of the January 6, 2021 Regular Meeting, the January 13, 2021 and January 27, 2021 Special Meetings. *Motion to approve - Nancie Dupier, Second - Jim Foster. Vote 7-0-0.*
2. Financial Report from the Finance Director. (Discussion Only) - *Gary Conrad presented*
3. Discussion of the Town Capital Forecast presented January 27, 2021. (Discussion Only)
4. Status Update from the Audit Manager. (Discussion Only) - *Lynn Scully presented*
5. Board of Education 2nd quarter Financial Report from the Chief Financial Officer. (Discussion Only) ***Removed, not available until after the next BOE meeting***

6. Upon the request of the Superintendent of Schools, to approve a Capital appropriation in the amount of \$1,512,025.00 for soft costs for BOE Capex projects slated for 2020/2021 and 2021/2022.
Elio Longo presents - Deferred until our next meeting, Thursday, February 11, 2021.
7. Upon the request of the Superintendent of Schools, to approve a Capital appropriation in the amount of \$280,364.00 for the replacement of the Cooling Tower at Green's Farm Elementary School.
Elio Longo presented -Motion to approve - Lee Caney, Second - Nancie Dupier. Vote 7-0-0.
8. Upon the request of the Director of Public Works, to approve an appropriation of \$350,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500328-10108 for the maintenance and replacement of sidewalks in the existing network program.
Motion to approve - Jay DesMarteau, Second - Nancie Dupier. Vote 7-0-0.
9. Upon the request of the Director of Public Works, to approve an appropriation of \$165,000.00 to the Capital and Non-Recurring Account #31503310-500329-10109 for the replacement of existing sidewalks on Maple Avenue South between Clapboard Hill Rd and Post Road East.
Motion to approve - Lee Caney, Second - Sheri Gordon. Vote 7-0-0.
10. Upon the request of the Director of Public Works, to approve the following transfers from Electricity Accounts to a newly formed Sustainable Westport 501(c)(3):
 - a. Transfer \$12,665.00 from the Electricity-BDMT Account 10103350-566200 to the Green Task Force Account 90001000-588000-9147.
 - b. Transfer \$24,677.64 from the Green Task Force Account 90001000-588000-9147 to the newly formed Sustainable Westport 501(c)(3).
Motion to approve - Nancie Dupier, Second - Jay DesMarteau. Vote 7-0-0.

Motion to Adjourn - Andrea Moore, Second Jay DesMarteau. Vote 7-0-0.

Meeting ended at 9:55pm

Notes Respectfully submitted by Andrea Moore



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DRAFT MINUTES OF SPECIAL BUDGET MEETING

Meeting began at 6:30pm.

Attendees: Jim Foster, Jay DesMarteau, Nancie Dupier, Sheri Gordon, Lee Caney, Brian Stern, and Andrea Moore

The Board of Finance held an informal Budget Workshop on Tuesday February 9, 2021 at the times listed below to discuss the Selectman’s preliminary requested 2021-22 budget for the Town of Westport. No action will be taken. Areas to be covered are as follows:

<u>TUESDAY, FEBRUARY 9, 2021</u>	<u>6:30PM</u>	<u>REMOTE ACCESS</u>
1.	Parks and Recreation/Wakeman Town Farm	6:30PM
2.	Public Works/Sewer Fund	7:15PM
3.	Human Services	8:00PM

Meeting Adjourned at approximately 9:30pm

Meeting Notes Respectfully by Andrea Moore, Vice Chair



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

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DRAFT MINUTES OF SPECIAL BUDGET MEETING

Meeting began at 6:30pm.

Attendees: Jim Foster, Jay DesMarteau, Nancie Dupier, Sheri Gordon, Lee Caney, Brian Stern, and Andrea Moore

The Board of Finance held an informal Budget Workshop on Wednesday February 10, 2021 at the times listed below to discuss the Selectman’s preliminary requested 2021-22 budget for the Town of Westport. No action will be taken. Areas to be covered are as follows:

<u>WEDNESDAY, FEBRUARY 10, 2021</u>	<u>6:30PM</u>	<u>REMOTE ACCESS</u>
1. Police		6:30PM
2. Transit		7:30PM
3. Fire		8:30PM

Meeting Adjourned at approximately 9:30pm.

Meeting Notes Respectfully by Andrea Moore, Vice Chair



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

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DRAFT MINUTES FOR THE BOF SPECIAL MEETING

Attendees: Brian Stern, Andrea Moore, Sheri Gordon, Nancie Dupier, Lee Caney, Jim Foster, and Jay DesMarteau.

The Board of Finance held a Special Meeting on **Thursday, February 11, 2021 at 1:00 p.m. with remote participation** for the following purposes:

1. Upon the request of the Superintendent of Schools, to approve a Capital appropriation in the amount of \$1,304,359.00 for estimated soft costs for projects slated for 2020-21 and 2021-22.

Motion made by Brian Stern to appropriate 1) \$10,000.00 for ADA Engineer and design for Kings Highway School from the Capital and Non- Recurring Account. 2) \$467,927.00 for Roof projects at Staples and Saugatuck Schools along with Bond and Note Authorization from the Municipal Improvement Fund Account. Second by Andrea Moore. Vote 7-0-0.

Motion to Adjourn - Jay DesMartaeu, Second Sheri Gordon. Vote 7-0.-0

Meeting Adjourns at 1:26pm.

DRAFT MINUTES FOR THE SPECIAL BUDGET MEETING

Meeting begins at 1:27pm (See attendees above)

The Board of Finance held an informal Budget Workshop on **Thursday February 11, 2021** at the times listed below to discuss the Selectman's preliminary requested 2021-22 budget for the Town of Westport. No action will be taken. Areas to be covered are as follows:

1. Library 2:00PM
2. Earthplace 2:30PM
3. Health District 3:00PM
4. Information Technology 3:30PM
5. General Government 4:00PM
 - a. Pension
 - b. Insurance
 - c. Transfers
 - d. Other/General budget discussion

Meeting Adjourned at 4:24pm

Notes Respectfully Submitted by Andrea Moore, Vice Chair

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Memorandum

Approved for submission
To Board of Finance (2/16/21)


James S. Marpe
First Selectman

To: Jim Marpe, First Selectman

CC: Gary Conrad, Finance Director

From: Deputy Chief Sam Arciola

Date: February 16th, 2021

Re: Appropriation request for New Hires, Promotional Testing, and Mandated Drug Testing

We are currently in the process of replacing three vacancies at the Westport Police Department. The vacancies were unexpected, and the cost associated with the hiring and testing process were not included in the 2020-2021 budget.

To replace the openings, we actively used the standard practices in place for recruitment for both lateral officers and new recruits. Currently in the hiring process, we have narrowed down the list to 4 lateral candidates for police officer. A lateral candidate is a certified officer from another police department. With the possibility of future openings, the department will continue to look at filling those positions with new hires.

The cost associated with the hiring process and start-up employment for filling these positions will be **\$16,650**. Required pre employment and equipment cost per officer are broken down into two separate categories. This equipment cost is \$3550 per officer. The pre employment testing cost are \$1500 per candidate. The cost breakdown for this process is on page 3.

In addition to filling officer vacancies, a detective vacancy will need to be filled. In accordance to the Collective Bargaining Agreement set forth between the Town of Westport and the Westport Police Local #2080, competitive examinations are to be held by an independent agency. The testing will be done with the purpose of creating an eligibility list for the position of Detective. Captain Farrell completed an assessment of 4

February 16, 2021

testing agencies and selected Badge Quest. The company provides a complete testing package, providing all phases of the testing process. The price for the Detective testing will be **\$12,400**. I have attached the Captain Farrell's report with this request.

Another unexpected cost incurred this year is the mandatory drug testing (for steroids) for our officer's POSTC recertification. Effective January 1, 2021 Connecticut HB 6004 (An Act Concerning Police Accountability) mandates drug screening for officers completing their POSTC recertification. Connecticut POSTC recertification for police officers occurs every three years. The Westport Police Department recertifies approximately one third of the department annually. The additional cost for drug testing 16 officers for recertification in this fiscal year will be **\$3920**. The cost breakdown for drug testing is on page 3.

Based upon these unexpected costs this year, the Westport Police Department respectfully requests an appropriation of **\$32,970** for the new hiring process (\$16,650), Detective testing (\$12,400), and mandatory drug testing (\$3920).

Financial Breakdown for Appropriation

The following costs are associated with the background investigation, uniforms, equipment, and training of new officers.

- **Background Costs (per officer):**
 - Pre-Employment Physical - \$715
 - Pre-Employment Psychological - \$450
 - Pre-Employment Polygraph - \$335

Total cost per officer is \$1500.00

- **Equipment Costs (per officer):**
 - **Lateral:**
 - Uniforms - \$2875
 - Ballistic Vest - \$675

Total cost per officer is \$3550.00

The following cost are associated with the mandatory drug testing for this fiscal year for POSTC recertification.

- **Drug Testing**
 - Anabolic Steroid screening \$195 per test
 - Standard drug screening \$100 per test



WESTPORT CONNECTICUT

FINANCE DEPARTMENT

110 MYRTLE AVENUE - ROOM 313
WESTPORT, CONNECTICUT 06880

February 17, 2021

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

Re: COVID-19 Appropriation #2

REVISED 02-17-2021

I am requesting your approval for an appropriation for an additional \$380,000 from the General Fund Balance for COVID-19 related expenses. The prior appropriation of \$400,000 that was approved on July 8, 2020 has been exhausted. The additional funds will cover protective devices, sanitizing, legal fees, signage and most importantly testing for all employees. We are currently testing 10% of the employees on a weekly basis as recommended by our Safety Officer Kevin Doherty, Mark Cooper from the Health District and the Command and General Staff group. So far, we have recovered \$325,329 from the State under the CORONA Virus Relief Fund (CRF) and awaiting final audit results from FEMA for the federal portion which effective February 3, 2021 qualifies for 100% funding for eligible expenses, up from the previous 75%.

Since this was an emergency such as we have never encountered, the request for an appropriation is after much of the expenses have been incurred.

The request to the Board of Finance will read:

A request by the Finance Director for an appropriation totaling \$380,000, from the General Fund Balance to Special Accounts setup under COVID-19 Account (10101980-511000).

Regards,

Gary G. Conrad
Finance Director

Approved for submission
To Board of Finance (2/19/21)

James S. Marpe
First Selectman

COVID-19								
Org	Object	Project	Description	2021 Actual	2021 Encumbrances/ Requisitions	2020 Actual	2021 Actual	Total Spent
10101980	511000	10004	Salaries-COVID	3,930	0	-	3,930	3,930
10101980	513000	10004	Extra Help & Overtime-COVID19	48,731	0	106,259	48,731	154,989
10101980	528900	10004	Transportation/Meal Allowances	37	0	18,933	37	18,971
10101980	561000	10004	Supplies-COVID	95,726	106,263	157,144	201,988	359,132
10101980	589000	10004	Miscellaneous Expenses-COVID	56,448	7,128	89,656	63,577	153,233
				204,872	113,391	371,992	318,263	690,255
			February to June:		Testing			
			COVID Testing Progressive	Town	38 people*22 weeks* \$100			66,000
				Fire/Police	Test as needed			4,000
				P&R Seasonal	67 tests per Jen Fava email 02-12-21			6,700
				Other PPE				13,045
				Prior Appropriation				400,000
				Appropriation Request				380,000



WESTPORT CONNECTICUT

FINANCE DEPARTMENT

110 MYRTLE AVENUE - ROOM 313
WESTPORT, CONNECTICUT 06880

February 17, 2021

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

Re: Appropriation of Funds – Hurricane Isaias

Dear Mr. Marpe:

This office hereby requests an appropriation of \$780,000.00 into Account Number 10101980 – Project 10005 to provide for expenses incurred during Hurricane Isaias. The unprecedented storm caused extensive damage throughout Town with downed trees and wires. The funds will be used to cover expenses incurred for Extra Help and Overtime, Fuel, Rental Equipment, Supplies, Contract Services and Miscellaneous Repairs.

These storm related expenses are eligible for 100% reimbursement by FEMA.

If you have any further questions, please do not hesitate to contact me.

Regards,

Gary G. Conrad
Finance Director

Approved for submission
To Board of Finance (2/19/21)

James S. Marpe
First Selectman

<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Description</u>	<u>2021 Actual</u>	<u>2021 Encumbrances/ Requisitions</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>Total Spent</u>
			ISAIAS					
10101980	513000	10005	Extra Help & Overtime-ISAIAS	161,263	0	-	161,263	161,263
10101980	532000	10005	Contract Services-STORM ISAIAS	552,715	2,610	-	555,325	555,325
10101980	544001	10005	Fuel-STORM ISAIAS	9	0	-	9	9
10101980	549000	10005	Rental Equipment-STORM ISAIAS	5,760	0	-	5,760	5,760
10101980	561000	10005	Supplies-STORM ISAIAS	2,759	0	-	2,759	2,759
10101980	589000	10005	Miscellaneous Exp-STORM ISAIAS	34,928	12,569	-	47,497	47,497
				757,435	15,179	-	772,614	772,614
					FEMA Request @ 100%			772,614
					Appropriation Request			780,000