



WESTPORT CONNECTICUT

BOARD OF FINANCE

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, August 7, 2013 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. Police Contract Settlement Update from the Finance Director.
4. Update on Tree Warden hiring & RFP from the Director of Public Works.
5. Update on Longshore Golf and beach revenue from the Parks and Recreation Director.

APPROPRIATIONS IN THE 2013-2014 BUDGET

6. A request by the Parks & Recreation Director for an appropriation of \$50,000 to the Capital and NonRecurring Expenditure Fund (C&NEF) Account for the development of a plan for site design and improvements to Compo Beach.
7. A request by the Public Works Director for an appropriation of \$400,000 to the following Capital and NonRecurring Expenditure Fund (C&NEF) Accounts for culvert replacement:
 - a) \$320,000-Sasco Creek Culvert Account
 - b) \$80,000-Town Crier Culvert Account

TRANSFERS AND CARRYOVERS FROM 2012-2013 BUDGET TO 2013-2014 BUDGET

8. The Board will consider the following request(s) for transfers and carryover amounts of \$50,000 or less.
 - a) See attached listing
9. The Board will consider the following request(s) for transfers and carryover amounts of \$50,000 or more:
 - a) Account 10103322-569004 (Road Maintenance-Parking Lots) \$71,484
 - b) Account 10103322-569009 (Road Materials-Overlay) \$1,365,575

APPROVAL OF MINUTES

10. Approve the Board of Finance Minutes of the July 1, 2013 regular meeting.



WESTPORT CONNECTICUT

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

I term #6

July 24, 2013


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

RECEIVED
JUL 24 2013
TOWN OF WESTPORT
SELECTMAN'S OFFICE

Dear Mr. Joseloff:

The Parks and Recreation Department on behalf of the Compo Beach Site Improvement Committee respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$50,000 from the Capital and Non-Recurring Expenditures Fund for development of a plan for site design and improvements to Compo Beach.

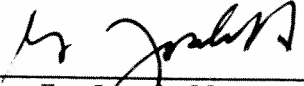
Sincerely,


Stuart S. McCarthy
Director of Parks and Recreation

SSMcC:sk

cc: Gary Conrad

Approved for Submission to the
Board of Finance (8/7/13)



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: July 24, 2013

RE: Plan for Site Improvements to Compo Beach

The Westport Parks and Recreation Department on behalf of the Compo Beach Site Improvement Committee (the Committee) is requesting an appropriation of \$50,000 from the Capital and Non-recurring Expenditures fund for development of a site plan for improvements to Compo Beach.

This item has been in the town's 5 year Capital Forecast for several years and identified in the current year as Compo Beach Traffic and Site Improvements Phase 1 (Design and Entrance). Only design fees are being requested at this time.

Description of Project

Compo Beach is one of the town's most valuable assets. The last significant capital improvements to the beach, excluding the marina, dated back to 1987. A number of potential improvements to the area focusing on traffic movements and pedestrian safety have been identified. In order to address the identified issues we have determined a master site plan for the beach area is a prudent first step.

The attached Charge of the Committee and RFP clearly outline the objectives of the project.

Compo Beach Site Improvement Committee

The First Selectman upon the recommendation of the Parks and Recreation Commission has initiated the project by appointing the project committee identified below. Members of the Committee include residents local to the beach as well as elsewhere in town, as well as members of the Parks and Recreation Commission. In addition, representatives from key town departments also participate in all committee activities.

Andy Moss – Parks and Recreation Commission Chair
George Franciscovich – Parks and Recreation Commission Member
Jennifer Johnson – Former Parks and Recreation Commission Member
Skip Lane – Compo Beach Improvement Association
Chris Urist – RTM Member

To: Board of Finance

Page # 2

Date: July 24, 2013

Stuart McCarthy, Director of Parks and Recreation, Steve Edwards, Director of Public Works and Dan DeVito, Parks and Recreation Department Operations Supervisor serve as staff resources to the Committee.

The Charge of the Compo Beach Project Committee is attached.

Issuance of Request for Proposals and Selection of Professional Design Team

The Committee prepared a Request for Proposal for Architectural and Engineering Services for the Site Design and Improvement Plan for Compo Beach (Copy Attached). The RFP resulted in ten proposals. The Committee invited 5 firms to present their proposals to the Committee and elaborate on their experience, project approach and to answer questions directly from the Committee. Those interviews took place on July 15, 2013. As a result of those proposals and interviews the Committee selected Lothrop and Associates of White Plains to lead the project.

Lothrop and Associates and the Compo Beach Site Design and Improvement Plan

Jim Lothrop, a Westport resident, will lead the design team. Lothrop and Associates will partner with AKRF Inc. AKRF provides environmental, planning and engineering services with a specific focus on both water areas and traffic engineering. The request for appropriation is based on entering into a fixed price agreement with Lothrop and Associates to provide the required planning and design services to produce a master site plan which will include estimate of costs for all elements of the plan and recommendations for potential phases of implementation.

Lothrop and Associates in conjunction with the Committee will:

- Collect and evaluate existing information
- Assist the Committee in further defining the scope of the project
- Conduct public input and engagement including development of a project web site and hosting public meetings
- Conduct an asset inventory and Evaluation
- Develop a Compo Beach Site Design and Improvement Plan including:
 - Functional flow and location of recreation uses
 - Traffic and Circulation
 - Natural resources, ecology and vegetation
- Develop a plan implementation strategy

Request for Appropriation

The Committee is requesting an appropriation for \$50,000. The Committee anticipates entering into a fixed price agreement payable in multiple installments according to agreed upon milestones with Lothrop and Associates for \$42,000. The additional funds will be available for other project related and specific expenses which may occur such as reimbursable expenses, additional required surveys or site investigations, reproduction costs etc.

Compo Beach Site Improvement Committee
Charge

The Compo Beach Site Improvement Committee is charged with developing a plan for improvements to Compo Beach

Project Objectives

- Improve traffic flow at beach entrance
- Improve pedestrian flow and safety
- Evaluate feasibility of additional rest rooms to service South Beach area
- Evaluate potential improvements to pedestrian safety along Compo Beach Road and Soundview Drive from Owenoke Park to Hillspoint Road
- Review and recommend landscape improvements including lawns, trees, ornamental areas and site lighting
- Evaluate the location of existing facilities including boat storage, softball field, volleyball courts, basketball courts, skate park and day camp facilities.

**Request for Proposal
RFP #13-728T
Architectural and Engineering Services for Site Design and
Improvement Plan for Compo Beach**

The Town of Westport is requesting proposals for architectural and engineering services related to development of a site design and improvement plan for Compo Beach, 60 Compo Beach Road, Westport, Connecticut. Firms interested in providing services are asked to submit a detailed proposal responsive to this RFP by June 20, 2013.

Compo Beach is a heavily used public park facility serving a variety of public recreation functions for the residents of the Town of Westport and visitors. The site design and improvement plan should focus on improving traffic, parking and pedestrian patterns within the beach as well as on immediately adjacent public roads. Placement of primary facilities within the park should be reviewed. Additionally, recommendations for replacement or enhancement of existing facilities to enhance the overall user experience at Compo Beach should be considered.

Compo Beach is one of the most popular public facilities within the Town of Westport and public input into the design improvements will be critical. RFP must include the firms approach to gathering public input during the Design Development Phase of the project.

Compo Beach is a restricted access facility. To make arrangements to visit for purposes of preparing a response to this RFP please contact Sheila Kavey (203) 341-5091 during business hours at least 24 hours in advance.

Project Objectives

- Improve traffic flow at beach entrance
 - Develop multi lane entry with ability to separate season pass from daily ticket patrons to improve traffic flow
 - Review beach entry and exit patterns (including Soundview Lot).
 - Determine feasibility of creating a single entry point for all beach parking.
- Evaluate potential improvements to pedestrian safety along Compo Beach Road and Soundview Drive from Owenoke Park to Hillspoint Road
- Improve pedestrian flow and safety
 - Separate pedestrian and automobile traffic
 - Create pedestrian walking/biking loops around the facility
- Review of boat storage areas to maximize the efficient use of space
- Evaluate feasibility of additional rest rooms to service South Beach area
- Review and recommend landscape improvements including lawns, trees, ornamental areas and site lighting

- Evaluate the location of existing facilities including softball field, volleyball courts, basketball courts, skate park and day camp facilities
- Evaluate integration of traffic and pedestrian improvements with surrounding neighborhood.
- Review and evaluate potential flood impact and protection.

Services to be provided

Preliminary Design and Design Development

- Evaluate Existing Conditions
- Perform Code Analysis
- Analyze Program Design Options with Owner
- Provide preliminary Design
- Provide preliminary Cost estimate

Deliverables

- Public Involvement Plan, including input and outreach opportunities, a website, study fact sheet, and similar study components to promote stakeholder participation
- Technical memos with executive summaries covering existing conditions, alternative scenarios, costs and related issues and a recommended implementation plan
- Presentations to select Westport officials, boards, and others with supporting handouts and Powerpoints suitable for distribution and posting on Town website.

Project Approval

- Attendance at required Public Hearings
- Provide timely updates and revisions as necessary

Construction Documents

- Provide final drawings and specifications suitable for bidding and construction

Bidding and Negotiating

- Prepare pre-qualification for bidders
- Answer questions and clarify drawings and specifications for contractors
- Assist Owner in review and award of bids
- Assist Owner with negotiation of bids as necessary

Construction Supervision

- Serve as Owner's representative during construction
- Visit site to assure work is in compliance with Contract Documents
- Answer questions and interpret the plans and specifications for the contractors
- Review and make recommendations to the on requests for changes and discuss the design implications of those changes
- Review product literature and shop drawings to assure compliance with drawings and specifications
- Review and certify payments to contractor

Content of Proposals

Response to this request for qualifications should include the following:

- Letter of intent
- Experience
- Organization
 - Include any consultants anticipated to be employed
- Approach
 - Include approach to gathering public comments and opinions during the preliminary Design Phase

- Schedule
- Compensation Basis
- References
- Any Additional information

Selection Criteria

The Architect will be selected based on the following:

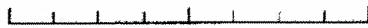
- Demonstrated experience and technical competence
- Capacity and capability to perform
- Past record of performance
- Proximity to and familiarity with the area of the project
- Upon negotiation, fair and reasonable price

Submission of Proposals

Proposal should be submitted no later than 3:00pm, June 20, 2013 to:

Stuart McCarthy
Director of Parks and Recreation
260 Compo Road South
Westport CT 06880
ATTN: Compo Site Improvement Plan

COMPO BEACH PARK



1 inch = 283 feet

Westport and its mapping contractors assume no legal responsibility for the information contained herein.

ELEC

<http://>



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

ITEM
7

RECEIVED

JUL 9 - 2013

TOWN OF WESTPORT
SELECTMAN'S OFFICE

July 9, 2013

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

Re: **Request for Appropriation – Sasco Creek Road Culvert Replacement at Sasco Creek and Town Crier Culvert Replacement at Silver Brook**

Dear Mr. Joseloff:

Consistent with our ongoing infrastructure review and scheduled maintenance, the Sasco Creek Road culvert at Sasco Creek has been identified as a structure that has reached its life expectancy. Our best information suggests that the existing stone culvert was constructed in the 1950's and therefore has withstood its share of hurricanes and nor'easters. Over the years, we have pointed up the masonry units but the integrity of the original structure is being tested. This office, therefore, recommends replacement of this structure with a new precast concrete box structure similar to the one installed on Beachside Avenue fifteen years ago.

In addition to the Sasco Creek culvert, due to the relatively small size of the project, it has been determined to wrap the Town Crier culvert into the Sasco Creek Culvert to gain economy of scale. In recent years the Town of Westport has undertaken the replacement of several undersized culverts consistent with a plan established in 1980 by Leonard Jackson Associates. Over the past ten years, the Silver Brook watershed has been addressed through the replacement of culverts on Brooklawn Drive, two on Bonnie Brook Road, Bonnie Brook Lane, and Coleytown Road. The single remaining culvert in the Silver Brook drainage system is the Town Crier culvert. This culvert was included with the permitting and design of the other five culverts but easements were not attained until just recently. Replacement of this culvert will complete the design improvements for the entire Silver Brook watershed as well as provide immediate relief to several neighborhood properties including the St Paul's Lutheran Church at 41 Easton Road, Westport.

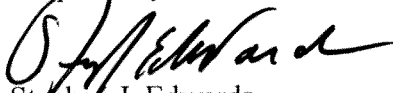
Page 2
Mr. Gordon Joseloff
June 27, 2013

The following budget estimate has been established for these two projects:

	Sasco Creek Culvert	Town Crier Culvert
Culvert Replacement	\$ 207,300.00	\$54,600.00
Site Work	\$ 83,700.00	\$18,200.00
Contingency (10%)	<u>\$ 29,000.00</u>	<u>\$ 7,200.00</u>
TOTAL	\$320,000.00	\$80,000.00

This office, herein, requests an appropriation of \$400,000.00 from the Capital & Non-Recurring Expenditure Fund for this project. The C&NREF forecast shows the project in the 2012-2013 year with an estimate of \$400,000.00.

Respectfully,


Stephen J. Edwards
Director of Public Works

cc: Gary Conrad, Finance Director

G:\PW_OFF\FSJE\FS\APP\Sasco Creek

Approved for submission to the
Board of Finance (8/7/13)



Gordon F. Joseloff
First Selectman

PROJECT: Town Crier Culvert

AT:

DATE:

ENG/ARCH:

ESTIMATE:

ITEM #	DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL
1	Site Prep & Mobilization	1	LS	\$4,000.00	\$ 4,000.00
3	Excavate/Dispose Existing Bridge	1	LS	\$2,000.00	\$ 2,000.00
5	Stream channel reconfiguration	1	LS	\$5,000.00	\$ 5,000.00
6	5'x10' box culvert, installed	16	LF	\$800.00	\$ 12,800.00
7	Install woven glass fabric	30	SY	\$40.00	\$ 1,200.00
8	Class A Concrete	33	CY	\$250.00	\$ 8,250.00
9	stone facing for concrete headwalls	150	SF	\$25.00	\$ 3,750.00
10	cement rubble masonry weir & wingwalls	45	CY	\$300.00	\$ 13,500.00
11	Install subbase	16	CY	\$30.00	\$ 480.00
12	Install processed aggregate	25	CY	\$28.00	\$ 700.00
13	Install Class I & II bituminous conc.	8	TN	\$175.00	\$ 1,400.00
14	Install stone slope paving	62	SY	\$62.00	\$ 3,844.00
15	Install crushed stone	10	CY	\$36.00	\$ 360.00
16	Install/Maintain sed. Control bales	30	LF	\$5.00	\$ 150.00
17	Install/Maintain fabric fencing	50	LF	\$3.50	\$ 175.00
18	Install erosion control blanket	500	SY	\$9.60	\$ 4,800.00
19	Install geotextile filter fabric	50	SY	\$10.00	\$ 500.00
20	Rock excavation/disposal	10	CY	\$50.00	\$ 500.00
21	Unclassified excavation	20	CY	\$12.00	\$ 240.00
22	Install top soil	55	CY	\$32.00	\$ 1,760.00
23	Turf establishment	600	SY	\$6.00	\$ 3,600.00
24	Plant 2'-2-1/2" caliper Red Maple	1	EA		
25	Plant 2-1/2'-3' height Silky Dogwood	10	EA		
26	Plant 2-1/2' high Winterberry	10	EA		
27	Plant 2'-2-1/2' high Mountain Laurel	13	EA		
28	Plant 2-1/2'-3' height Spicebush	10	EA		
29	Plant 2-1/2'-3' height Arrowwood Viburnum	13	EA		
30	Plant 6'-7' height White Pine	9	EA		
31	Site restoration/demobilization	1	LS	\$3,000.00	\$ 3,000.00

Total	<u>\$ 72,009.00</u>
10% contingency	\$ 7,200.90
Grand total	\$ 79,209.90

PROJECT:	200910				
AT:	SASCO CREEK ROAD				
DATE:	5/19/2013				
ENG/ARCH:	BLH				
ESTIMATE:					
ITEM #	DESCRIPTION OF ITEM	QUANTITY	UNIT		
1	Site Prep & Mobilization	1	LS	\$20,000.00	\$20,000.00
2	Remove/Dispose Trees >12"	3	EA	\$1,250.00	\$3,750.00
3	Excavate/Dispose existing surfaces	1	LS	\$18,000.00	\$18,000.00
4	Stream channel reconfiguration	1	LS	\$10,300.00	\$10,300.00
5	5'x9' box culvert, installed	30	LF	\$1,500.00	\$45,000.00
6	Install 3 CL catch basins <10' depth	18	VF	\$320.00	\$5,760.00
7	Install 15" Class IV RCP	110	LF	\$70.00	\$7,700.00
8	Install woven glass fabric	60	SY	\$40.00	\$2,400.00
9	Install dry rubble end-walls	70	CY	\$700.00	\$49,000.00
10	Install subbase	250	CY	\$50.00	\$12,500.00
11	Install processed aggregate	60	CY	\$40.00	\$2,400.00
12	Install Class I bituminous conc.	20	TN	\$150.00	\$3,000.00
13	Install Class II bituminous conc.	20	TN	\$150.00	\$3,000.00
14	Install stone slope paving	130	SY	\$100.00	\$13,000.00
15	Restore/replace stockade fence	100	LF	\$50.00	\$5,000.00
16	Install Parapet Walls	2	LS	\$6,000.00	\$12,000.00
17	Install/Maintain Sed. Control bales	150	LF	\$7.00	\$1,050.00
18	Install/Maintain fabric fencing	300	LF	\$4.00	\$1,200.00
19	Install erosion control blanket	200	SY	\$5.00	\$1,000.00
20	Install coir filter fabric	100	SY	\$13.00	\$1,300.00
21	Install/Maintain traffic control	1	LS	\$12,000.00	\$12,000.00
22	Rock excavation/disposal	10	CY	\$300.00	\$3,000.00
23	Unclassified excavation	20	CY	\$15.00	\$300.00
24	Install add'l compctd granular fill	20	CY	\$26.00	\$520.00
25	Install top soil	60	CY	\$35.00	\$2,100.00
26	Turf establishment	600	SY	\$10.00	\$6,000.00
27	Planting Mitigation Plan	1	LS	\$5,000.00	\$5,000.00
28	Site restoration/demobilization	1	LS	\$9,000.00	\$9,000.00
29	Construction of culvert	1	LS	\$33,120.00	\$33,120.00
30	Stream Flow meter	1	LS	\$2,500.00	\$2,500.00
	BID TOTALS=				\$290,900.00
	10% Contingency				\$29,090.00
	TOTAL				\$319,990.00

2012-2013 Carry Over Requests to 2013-2014

The following items have been submitted to the Finance department to be carried over to the 2013-2014 year and are recommended by the Finance Director.

<u>Dept</u>	<u>Account</u>	<u>Acct Name</u>	<u>Amount</u>	<u>Purpose/Reason</u>
Town Clerk	10101180-531003	Historic Document Preservation	963.64	Per State Statute CGS 7-34a(d)
Town Clerk	10101180-582004	Community Investment Account	1,131.24	Per State Statute CGS 7-34a(f)
Public Works	10103322-531000	Rd Maint Fees and Services	27,160.00	Delay in Program due to Sandy
Public Works	10103322-569004	Rd Maint Parking Lots	71,484.00	Delay in Program due to Sandy
Solid Waste	10103332-531032	Fees & Services: Litigation	7,170.35	Open Litigation - Annual Billing has not been received
Solid Waste	10103332-531033	Hazardous Waste Day	10,000.00	Spring Waste Day Delayed until the Fall of 2013
Sewer Fund	22003330-531000	Sewer Treat Fees & Services	23,000.00	Awaiting completion of Sepcifications from Engineer
Sewer Fund	22003330-576600	Sewer Collection Maint. Equipment	9,000.00	Awaiting completion of Sepcifications from Engineer
Miscellaneous	10109911-586002	Wesport Arts Advisory Committee	6,697.00	Awards Ceremony and Art Collection
Police	10102210-588000	Program Expense	8,097.50	Carryover Justice Asst. Grant to be combined with New Grant.
			<u>164,703.73</u>	

ITEM
#8



WESTPORT CONNECTICUT

PATRICIA H. STRAUSS

TOWN CLERK

MEMO

TO: Gary G. Conrad, Finance Director

FROM: Patricia H. Strauss, Town Clerk

DATE: July 19, 2013

RE: Carry-over Request-Historic Document Preservation Annual Reconciliation

The following is the final reconciliation of the finances of the Historic Document Preservation Revenue and Expense accounts for fiscal year ending 2012-13:

Total Revenue to account 10146180-461300	\$22.830
LESS: \$2.00 fee paid monthly to State of CT (as budgeted in Expense account 10101180-582003)	- <u>15,220</u>
EQUALS: \$1.00 fee due Town Clerk (\$8,000 budgeted in Expense account 10101180-531003)	\$ 7,610
LESS: Expenditures	- <u>6,646.36</u>
EQUALS: Total unused funds	\$ 963.64

Pursuant to PA00-146, Section 2, "Any balance remaining in the account at the end of any fiscal year shall be carried forward for the fiscal year next succeeding." CGS§7-34a(d)

Please carry forward the unused balance of \$963.64 to GL acct 10101180-531003.

Should you need further information, please give me a call.

Cc: G. Joseloff
R. Kotchko



WESTPORT CONNECTICUT

PATRICIA H. STRAUSS

TOWN CLERK

MEMO

TO: Gary G. Conrad, Finance Director

PK FROM: Patricia H. Strauss, Town Clerk

DATE: July 19, 2013

RE: Carryover Request-Community Investment Account Annual Reconciliation
(formerly titled: Farmland, Affordable Housing, Land Preservation)

The following is the final reconciliation of the finances of the Community Investment Account (formerly titled Farmland, Affordable Housing, Land Preservation) Revenue and Expense accounts for fiscal year ending 2012-13:

Total Revenue to account 10146180-461400		\$285,380
LESS: \$36.00 fee paid monthly to State of CT Thru account 10100000-200003		<u>- 254,960</u>
EQUALS: \$4.00 fee due Town		\$ 30,420
\$3.00 to General Fund	\$22,810	
<u>\$1.00 To Town Clerk</u>	<u>\$ 7,610</u>	
Total Expense account budgeted to 10101180-582004 \$8,000		
Actual funds available to the Town Clerk @ \$1		7,610
LESS: 2012 Expenditures		<u>- 6,478.76</u>
EQUALS: Total unused funds =		\$ 1,131.24

Pursuant to 05-228 Section 2, the balancing method is the same as the Historic Document Preservation Account which states "Any balance remaining in the account at the end of any fiscal year shall be carried forward for the fiscal year next succeeding." CGS §7-34a(f)

Please carry forward the unused balance of \$1,131.24 to GL acct 10101180-582004.

Should you need further information, please give me a call.

Cc: G. Joseloff
R. Kotchko



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880

ITEM
#9

July 23, 2013

MEMORANDUM

TO: Gary Conrad
Finance Director

FROM: Stephen J. Edwards
Director of Public Works

RE: CONTINUED APPROPRIATIONS 2012-13 BUDGET

Please continue the following 2012-2013 Appropriations:

GENERAL FUND

10103322	531000	Fees & Services	\$ 27,160.00
	569004	Parking Lots	\$ 71,484.00
	569009	Overlay	\$1,365,574.96

These funds were anticipated to be expended in a spring paving program which had to be pushed off till late summer/fall due to the extensive time commitment this past spring with repairs from Storm Sandy.

SEWER FUND

22003330	531000	Fees/Services	\$ 23,000.00
22003331	576600	Equipment - Sewer	\$ 9,000.00

Equipment purchases are awaiting completion of specifications from engineer

Existing C&NREF, Municipal Improvement Fund, and Sewer Reserve Fund appropriations should all be continued until specifically canceled by this office.

G:\PW_OFFS\JEMIKLSCA012-13



Office of the First Selectman
Westport Arts Advisory Committee

June 19, 2013

Mr. Gary G. Conrad
Finance Director
Town of Westport
110 Myrtle Avenue
Westport, CT 06880

Re: Westport Arts Advisory Budget Encumbrances

Dear Mr. Conrad:

We respectfully request that the remaining Westport Arts Advisory Committee budgeted funds for FY 2012-2013 be encumbered for use in the coming Fiscal Year in anticipation of increased expenditures during FY 2013-2014 as the Town and the Westport Arts Advisory Committee celebrate the 20th Anniversary of the Annual Westport Arts Awards.

The Arts Advisory Committee will incur additional expenses during the special month-long celebration that will take place in September and October of 2013. Anticipated costs include an Honorarium for each of the performers at the Awards Ceremony on October 27, 2013; production costs; publicity and marketing costs including printing of the program; refreshments for reception at the Westport Historical Society; and production of the physical awards themselves. Anticipated expenditures will range from \$3,000-\$5,000.

In addition, we anticipate restoration expenditures for the Westport Schools Permanent Art Collection in an amount ranging from \$1500 - \$3000. This amount may be significantly higher in the event that proposed restoration of the Minuteman Statue begins in the coming Fiscal Year.

Thank you for your consideration of this request to encumber our remaining funds for Fiscal Year 2012-2013 in anticipation of these and our customary annual expenditures.

Yours truly,

A handwritten signature in cursive script that reads "Leslie M. Greene".

David P. Rubinstein
Leslie M. Greene
Co-Chairs, Westport Arts Advisory Committee

Conrad, Gary G.

From: Call, Dale
Sent: Monday, June 17, 2013 1:25 PM
To: Conrad, Gary G.
Cc: Biagiotti, Aldo
Subject: Need to carry over balance

Gary,

We will need to carry the balance of the Program Expense account forward into the next FY.

The \$16,080.40 credit into that account is 50% of the department's JAG award and we are waiting for the start of the next FY to complete the required purchases (the second 50% is a reimbursement and we do not have adequate funds available to complete the project until July 1).

How would you like this handled on our end?

Thanks,

Dale

Dale E. Call
Chief of Police
Westport Police Department
50 Jesup Road
Westport, CT 06880

PH: 203-341-6026
FAX: 203-341-6092



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

ITEM

#9

July 23, 2013

MEMORANDUM

TO: Gary Conrad
Finance Director

FROM: Stephen J. Edwards
Director of Public Works

RE: CONTINUED APPROPRIATIONS 2012-13 BUDGET

Please continue the following 2012-2013 Appropriations:

GENERAL FUND

10103322	531000	Fees & Services	\$ 27,160.00
	569004	Parking Lots	\$ 71,484.00
	569009	Overlay	\$1,365,574.96

These funds were anticipated to be expended in a spring paving program which had to be pushed off till late summer/fall due to the extensive time commitment this past spring with repairs from Storm Sandy.

SEWER FUND

22003330	531000	Fees/Services	\$ 23,000.00
22003331	576600	Equipment - Sewer	\$ 9,000.00

Equipment purchases are awaiting completion of specifications from engineer

Existing C&NREF, Municipal Improvement Fund, and Sewer Reserve Fund appropriations should all be continued until specifically canceled by this office.

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ITEM
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UNAPPROVED MINUTES

The Board of Finance held its Public Hearing on **Monday, July 1, 2013** in the Auditorium of Town Hall. The meeting was called to order at 8:00 p.m.

Members present: Garten, Kaner, Lasersohn, Pincavage, Rea, Stern. Ms Collins arrived at 8:44 p.m.

AGENDA

DISCUSSION/REVIEW

1. Financial Report from the Finance Director.

Finance Director Gary Conrad made the presentation. No action was taken.

2. Status Update from the Internal Auditor.

Internal Auditor Lynn Scully made the presentation. No action was taken.

TRANSFERS IN THE 2012-2013 BUDGET

3. The Board considered the following request for transfer amounts of \$3,000 or less that were approved by the First Selectman:

- a. A request by the Parks and Recreation Director for a transfer of \$3,000 to the Parks and Recreation Golf-Fees & Services Account# 10108832-531000; \$1,000 from the Parks and Recreation Golf-Other Materials & Supplies Account#10108832-569000 and \$2,000 from the Parks and Recreation Administration-Fees Account#10108810-531050 for additional funds required in fees and services for course assessment from golf course architect in the aftermath of Storm Sandy.

DISCUSSION

4. Update on Barons South Committee's proposal.

First Selectman Gordon Joseloff and members of the Barons South Committee made the presentation. No action was taken.

5. Update on Gunn House RFP.

First Selectman Gordon Joseloff made the presentation. No action was taken.

6. Discussion of the Selectman's Five-Year Capital Forecast.

First Selectman Gordon Joseloff made the presentation. No action was taken.

APPROVAL OF MINUTES

7. Approve the Board of Finance Minutes of the June 5, 2013 regular meeting.

Mr. Pincavage moved and Ms Collins seconded a motion to approve the June 5, 2013 minutes.

Vote: 7-0. Motion APPROVED

ADJOURNMENT

Mr. Rea moved and Mr. Pincavage seconded a motion to adjourn at 10:52 p.m.

Vote: 7-0. Motion APPROVED

Submitted by H. Garten 7/2/13