



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, May 21, 2014 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.

DETERMINATION OF TAX RATE

3. The Board will set the tax rate for Fiscal Year 2014-2015.

APPOINTMENT OF AUDITORS

4. The Board will appoint independent auditors for the fiscal year ending June 30, 2014.

TRANSFERS IN THE 2013-2014 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 Assessor for a transfer of \$750 from the Assessor Account #10101154-561000 (Supplies) to the Assessor Account #10101154-543000 (Vehicle Maintenance/Fuel) to cover maintenance expenses on the department's Honda CRV.
- b) A request by the Director of Human Services for a transfer of \$900 from the Youth Services Account #10105510-513001 (Extra Help) to the Youth Services Account #10105510-585000 (Education & Expenses) to cover additional training for new staff members.
- c) A request by the Director of Planning and Zoning for a transfer of \$1,500 from the Planning and Zoning Account #10101185-561000 (Supplies) to the Planning and Zoning Account #10101185-543000 (Vehicle Maintenance/Fuel) to cover fuel and auto maintenance costs.

6. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$212,579.58 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts.

APPROPRIATIONS IN THE 2013-2014 BUDGET

7. A request by the Westport Historic District Commission for an appropriation of \$5,000 to the Historic District Account #10101181-531000 (Fees & Services) to allow the Historic District Commission to access funds in that amount that it received from the CT Trust for Historic Preservation 2013 VCI grant program on October 16, 2013.

8. A request by the Library Director for an appropriation of \$20,893 to the Capital and Non Recurring Account#31507750-500272 for the repair of an air conditioning unit at the library.

9. A request by the First Selectman for an appropriation of \$66,350 to various salary accounts for the Supervisors salary adjustments.

10. A request by the Director of Public Works for an appropriation of \$180,348.15 to the Public Works Highway Division Account#10103320-588000 (Program Expenses) to cover expenses incurred during the previous winter.

RECOMMENDATION

11. A request by the First Selectman, in accordance with Section C6-2 of the Town Charter, to recommend a residential lease of the town owned property located at 260 Compo Road South, Cabin #10.

APPROVAL OF MINUTES

12. Approve the Board of Finance Minutes of the March 18, 2014 formal budget hearing.
13. Approve the Board of Finance Minutes of the March 20, 2014 formal budget hearing.
14. Approve the Board of Finance Minutes of the April 2, 2014 regular meeting.

Item # 5 a



WESTPORT CONNECTICUT

ASSESSOR'S OFFICE
110 Myrtle Avenue, Westport, CT 06880
Phone: 203-341-1070 Fax: 203-341-1136

April 29, 2014

RECEIVED
APR 30 2014
TOWN OF WESTPORT
SELECTMAN'S OFFICE

James Marpe
First Selectman
Town of Westport
Westport, CT 06880

Re: Assessor's Office
Line Item Transfers FY 2013/2014 Budget Expenditure Account 154

Dear First Selectman Marpe:

In order to cover a shortfall in the Assessor's Office account (0154) regarding vehicle maintenance, I respectfully request the following transfer which is needed to cover maintenance for the department's Honda CRV.

Account # and Name	From	To
10101154-561000 Supplies	\$750.00	
10101154-543000 Vehicle Maint/Fuel		\$750.00

Thank you for your consideration of these requests.

Sincerely,

Paul A. Fria
Assessor

Approved: 4/30/14
James S. Marpe
First Selectman

Cc: Gary Conrad
Finance Director



WESTPORT CONNECTICUT

THE DEPARTMENT OF HUMAN SERVICES

TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
(203) 341-1050 FAX (203) 341-1073
EMAIL: HUMANSRV@WESTPORTCT.GOV

Memo

To: James S. Marpe, First Selectman
From: Barbara Butler, Director *pb*
Subject: Transfer Request
Date: March 24, 2014

After reviewing the account detail report for our department's education budget, I would like to transfer the following to cover additional training for new staff members. Please transfer funds as listed below:

	FROM	TO
Youth Services, Extra Help 10105510-513001	\$900.00	
Youth Services, Education and Expenses 10105510-585000		\$900.00

Cc: Ken Alexander, Controller
Sheila Carey, Systems Manager Finance Analyst
Kevin Godburn, Youth Services Director

Approved: *James S. Marpe*
James S. Marpe
First Selectman

Item # 5C



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

April 2, 2014

James Marpe
First Selectman
Town of Westport
Westport, CT 06880

Re: Planning & Zoning
Line Item Transfers FY 2013/2014 Budget Expenditure Account 185

Dear Mr. Marpe:

In order cover shortfalls in the P&Z account regarding vehicle maintenance, I respectfully request the following transfer in the Planning & Zoning (0185) and budget accounts. The funding is needed to cover fuel and auto maintenance cost.

<u>Account number and name</u>	<u>From</u>	<u>To</u>
10101185-561000 Supplies	\$1,500	
10101185-543000 Vehicle Maintenance/Fuel		\$1,500

Thank you for your consideration of these requests.

Sincerely,

Laurence Bradley
Laurence Bradley
Director Planning and Zoning

Approved:
James S. Marpe
First Selectman

cc: Gary Conrad
Finance Director



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

To: Board of Finance

From: Peggy Klein
Tax Collector

Subject: Suspense Tax Book

Date: May 9, 2014

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 2011 – 351 accounts = \$108,906.03

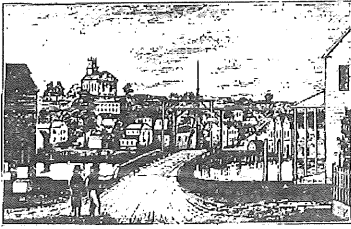
Motor Vehicle Taxes for list year 2011 – 528 accounts = \$86,480.05

Supplemental Motor Vehicle Taxes for list year 2011 – 143 accounts = \$17,193.50

Total Transfer to Suspense Tax Book for list year 2011 – 1,022 accounts = \$212,579.58

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.

Item # 7



Westport Historic District Commission

Town Hall

Westport, Conn. 06880

April 28, 2014

Honorable James S. Marpe
First Selectman
Town of Westport
Westport, CT 06880

Dear Mr. Marpe:

The Westport Historic District Commission respectfully requests to be placed on the Board of Finance agenda for an appropriation in the amount of \$5,000. This appropriation will allow the HDC to access funds in that amount received by the Town on October 16, 2013 from the CT Trust for Historic Preservation. This amount constitutes the initial payment made by the CT Trust on a total grant in the amount of \$50,000 awarded to the HDC under the CT Trust's VCI Grant Program.

On September 5, 2013, the Board of Finance approved an appropriation to the Historic District Fees & Services Account in the amount of \$45,000 as interim funding that allowed the HDC to accept the \$50,000 in grant funding.

The Town has entered into an agreement with The Cecil Group in the amount of \$50,000 for consulting services to assist in the establishment of a village district in Westport Center. At the successful completion of the project, the town will be fully reimbursed by the CT Trust in the amount of \$45,000, the remaining value of the grant.

Thank you in advance for your consideration of this request.

Sincerely,

Francis H. Henkels
(cc)

Francis H. Henkels
Chair
Historic District Commission

Approved for submission
To Board of Finance (4 / 29 / 14)

James S. Marpe
James S. Marpe
First Selectman

Item #8

The Westport Library...

May 2, 2014

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

RE: Request for Appropriation - replacement of coils for HVAC Unit

Dear Mr. Marpe:

The Library requests an appropriation from the Capital and Non-Recurring Expenditure Fund, in the amount of \$20,893 for the repair of an air conditioning unit. This amount includes a 10% contingency.

We recently discovered that a 1996 air conditioning unit on the roof of the Library has failed. This affects approximately 35% of the Library, including the Children's Services area on the upper level and the Reading Rooms and Circulation/Access area on the main floor. This unit and all our air handling systems have an extensive maintenance history. With warmer weather approaching and the Library's annual fund raising program planned for May 15, we need to make this repair as quickly as possible. We contacted Edgerton Inc., the company that services and provides maintenance for the Library's HVAC system. They have indicated that the unit is old and the coils are no longer repairable. Edgerton provided two options, one was to replace the entire unit (coils and condenser) at a cost of \$20,995, (or \$22,895 to expedite the shipping), or just replacing the coils at a cost of \$18,994. We also considered whether we could purchase a new unit that could be reused but that wasn't possible as different technology is being planned for the building renovation.

The Department of Public Works, Facilities Management, is familiar with Edgerton and generously offered their assistance. Michael Frawley looked at the unit and discussed options with both the Library and Edgerton. Ultimately, we chose to replace the coils only. By choosing this option we are acknowledging the risk that the condenser is old and could fail at any time. Installation will require the use of a 120' crane to remove the old condensers and to install the new condensers. The crane is included in the cost proposed by Edgerton.


Under these circumstances we treated this as an emergency repair and have ordered the coils and anticipate the repair being made the week of May 12th, prior to BOOKED for the Evening, our fundraising event.

Very truly yours,

Maxine Bleiweis
Library Director

Approved for submission
To Board of Finance (5/5/14)

cc: Gary Conrad, Finance Director


James S. Marpe
First Selectman

Item #10



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880

May 6, 2014

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

Re: **APPROPRIATION OF FUNDS - STORM ACCOUNT '13-14**

Dear Mr. Marpe:

This office hereby requests an appropriation of \$180,348.15 into Account No. 10103320-588000 (Highway Division, Program Expenses) to provide for the expenses incurred during the previous winter.

The following table summarizes the costs incurred under the Storm Account:

10103320 -	588001 Equipment Repair	11,799.97
	588002 Overtime	156,037.68
	588003 Meals	1,200.00
	588004 Miscellaneous	4,006.04
	588005 Outside Contractors	343,104.64
	588006 Salt	151,296.27
	588007 Sand	12,903.55
	TOTAL EXPENSES	\$ 680,348.15
	APPROPRIATED FUNDS	<u>\$ 500,000.00</u>
	BUDGET SHORTFALL	\$ 180,348.15

Respectfully,

Stephen J. Edwards
Director of Public Works

cc: Gary Conrad, Finance Director

Approved for submission
To Board of Finance (5/8/14)

James S. Marpe
First Selectman

Item # 11



WESTPORT, CONNECTICUT

OFFICE OF THE
TOWN ATTORNEY

To: James S. Marpe, First Selectman

From: Gail Kelly, Assistant Town Attorney *G.K.*

Date: May 14, 2014

Re: 260 Compo Road South, Cabin # 10

In accordance with Section 6-2 of the Town Charter, all leases are subject to the recommendation of the Board of Finance.

The Parks and Recreation Department is prepared to lease Cabin # 10, located at 260 Compo Road South, for a term of one year, at a rent of \$2110 a month. A copy of the lease is attached.

The Board of Selectman approved the lease subject to the recommendation of the Board of Finance.

I request your approval to schedule this lease on the next Board of Finance agenda. The next meeting is May 21, 2014.

cc: Gary Conrad, Finance Director

Approved for submission
To Board of Finance (5/14/14)

[Signature]

James S. Marpe
First Selectman

TOWN OF WESTPORT
LEASE AGREEMENT

I. PARTIES

This Lease made the _____ day of _____, 2014, between the Town of Westport, (hereinafter referred to as "Town"), and Michael O'Brien, (hereinafter referred to, jointly and severally, as "You").

II. PREMISES

The Town of Westport has rented to You and You have rented from the Town the premises at 260 Compo Road South, Cabin 10, Westport, Connecticut, together with any fixtures and appliances contained therein (hereinafter the "Premises").

You have examined the Premises and as of the date of this Lease, they are in good order and repair.

III. TERM

Unless earlier terminated, the term of this lease shall be for one year commencing June 1, 2014 and ending on May 31, 2015.

IV. RENT; SCHEDULE OF PAYMENTS

Commencing on June 1, 2014 ("Commencement Date") and continuing through May 31, 2015, You agree to pay a monthly rent of two thousand one hundred ten dollars (\$2110.00).

Payment shall be made on or before the first day of every month during the term of the Lease. Payments shall be made at the Department of Parks and Recreation, 260 South Compo Road, Longshore Club Park, Westport, CT 06880.

V. SECURITY DEPOSIT

You have deposited with the Town the sum of \$2110.00 as a security for the full performance by You of all of Your covenants and agreements in this Lease. Upon Your full compliance with the terms hereof, the security will be returned to You, together with interest thereon as required by law, after the termination of the Lease.

VI. YOUR PROMISES AND OBLIGATIONS

1. You shall pay the rent punctually without demand.
2. You shall pay all charges for all operating expenses and all utilities on the Premises, including, but not limited to fuel, telephone, gas, electric service, snow and garbage removal.

3. You shall remove all garbage, dirt, ashes, refuse and waste from the Premises.
4. You shall make no alterations in the Premises, including painting and wallpapering, without the Town's prior approval. Any alterations and improvements built or placed on the Premises, except moveable personal property, shall be the property of the Town and, unless otherwise agreed to, shall remain on the Premises.
5. You shall not cause or permit any waste or injury to the Premises, nor to the fixtures, trees, shrubs or appurtenances on the Premises.
6. You shall keep all furniture, fixtures and appliances that are included in the Lease in good order and repair, and You shall, at Your own expense, make all repairs to any furniture, fixtures or appliances resulting from your misuse or neglect. You shall also make all minor repairs to the Premises. A "minor repair" shall be defined as any single item of repair costing \$250.00 or less.
7. You shall comply with all laws of the State of Connecticut and any and all rules, ordinances and regulations of the Town, as may relate to the Premises. You shall be responsible for all fines, penalties and costs for any actual or threatened violation of any such laws, rules, regulations and ordinances.
8. You shall not assign this Lease nor sublet all or any part of the Premises, or transfer the use or possession of any fixture or appliance, without the Town's prior written consent. You shall not use or permit the Premises to be used except as a private residence. The Premises shall not be used for any hazardous activity or for the purpose of carrying on any business, profession or trade of any kind.
9. You shall not permit the Premises to remain unoccupied for more than 10 days at one time without prior notice to the Town and its written approval.
10. You shall permit the Town or its agents, at reasonable times, upon reasonable notice, to show the Premises to persons wishing to rent or purchase same during the last 30 days of the term of this Lease. You will not unreasonably deny the Town the right to enter the Premises.
11. You shall permit the Town or its agents to enter the Premises at reasonable times, upon reasonable notice to inspect or make necessary repairs. You will not unreasonably deny the Town the right to enter the Premises. The Town or its agents may enter the Premises at any time in case of emergency.
12. Upon the termination of this Lease or Your occupancy of the Premises, You shall surrender the Premises and any fixtures, furnishings and appliances to the Town in as good condition as they were at the beginning of this Lease, reasonable use and wear thereof and damage by the elements excepted. The Premises shall be left clean and in good order at the termination of this Lease.
13. You shall keep all furniture, fixtures and appliances that are included in the Lease in good order and repair, at Your own expense.

14. You agree to use the same oil company for oil delivery and care and maintenance of the heating system as the Town presently uses.
15. You agree to leave the oil tank full at the end of the Lease.
16. You agree to maintain, throughout the term of this Lease, personal liability insurance for the benefit of both You and the Town in the amount of \$300,000.00. Said policy shall name the Town of Westport as an additional insured. Said policy is also subject to prior approval of the Town.
17. You shall deliver to the Town a certificate of insurance prior to execution of this Lease and a new certificate upon the renewal of any insurance policy.

VII. TOWN'S PROMISES AND OBLIGATIONS

1. The Town represents that it has good right to Lease the Premises to You.
2. The Town shall deliver the Premises to You in good condition, with all appliances and systems in working order.
3. The Town shall permit You to use and occupy the Premises for the term of this Lease upon Your paying the rent and performing Your covenants and agreements.

VIII. FIRE OR OTHER CASUALTY

If the Premises are partially damaged by fire or other casualty or the Premises are rendered uninhabitable by fire or other casualty, the Town may elect either to repair the Premises or to terminate the lease upon thirty (30) days notice. You will thereafter remove all of your possessions from the Premises and rent will be abated retroactive to the date of the fire or other casualty.

IX. ANIMALS

No pets or animals of any kind shall be permitted on the Premises without the prior consent of the Town.

X. TERMINATION

1. In addition to the provisions of paragraph VIII, the Town shall have the right to terminate this Lease, if:
 - (a) Any payment of rent shall remain due and unpaid for 15 days after it shall have become due and payable.
 - (b) You fail to comply with any other covenant or agreement set forth herein within fifteen (15) days of receiving notice of Your failure to comply with such covenant or agreement.

2. If this Lease is terminated, the Town shall give You notice to quit possession or occupancy of the Premises.
3. If the Town waives any default by You, that will not affect the Town's rights upon a subsequent default.
4. If You are in default under this Lease and if the Town refers the matter to an attorney, You will pay the Town reasonable attorney fees. You will also pay the Town all of its other collection costs and expenses. You will also pay the Town reasonable attorney fees and court costs in the event of any holdover rental.
5. If the Town has the right to terminate this Lease, it may recover possession of the Premises in accordance with the laws of the State of Connecticut.

XI. ABANDONMENT

If at any time during the term of this Lease You abandon the Premises, the Town may, at its option, enter the leased Premises by any means without being liable for any prosecution for such entering, and without becoming liable to You for damages or for any payment of any kind whatever and may, at its discretion, as agent for You relet the leased Premises, or any part of the leased Premises, for the whole or any part of the then-unexpired term, and may receive and collect all rent payable by virtue of such reletting. The Town may hold You liable for any difference between the rent that would have been payable under this Lease during the balance of the unexpired term if this Lease had continued in force, and the net rent for such period realized by the Town by means of such reletting.

If the Town's right of re-entry is exercised following abandonment of the Premises by You, then Town may consider any personal property belonging to You and left on the Premises to also have been abandoned, in which case Town may dispose of all such personal property in any manner Town shall deem proper and is hereby relieved of all liability for doing so.

XII. HOLDOVER BY YOU

If You remain in possession of the Premises with the consent of the Town after the expiration of this Lease, a new tenancy from month-to-month shall be created between You and the Town which shall be subject to all the terms and conditions of this Lease Agreement, but which shall be terminated by 30 days written notice served by either You or the Town on the other party.

XIII. GENERAL

1. This Lease may be enforced against both of Us, Our heirs, administrators, executors, successors and assigns.
2. You understand that the Town has prepared and presented to You this Lease in a good faith attempt to comply with Connecticut General Statutes Section 42-151, et seq., the so-called Plain Language Bill.

3. Notices may be sent to You at the address of the Premises. Notices may be sent to the Town at 110 Myrtle Avenue, Westport, CT 06880.

XIV. INDEMNIFICATION

You shall indemnify and save harmless the Town from any and all claims against the Town arising from any accident, injury, or damage whatsoever caused to any person or to the property of any person and occurring during the term of this Lease where such accident, injury or damage results, or is claimed to have resulted from any of Your acts, omissions or negligence or your agents, employees, invitees or visitors.

XV. FAIR HOUSING POLICY

The Town of Westport does not discriminate against any person in the leasing of any Town-owned premises because of race, creed, color, sex, national origin, ancestry, sexual orientation, marital status, age, lawful source of income, familial status, learning disability or physical or mental disability.

IN WITNESS WHEREOF, the undersigned duly authorized representatives have set their hands and seals as of the _____ day of _____, 2014.

WITNESSES:

By: James S. Marpe
First Selectman

STATE OF CONNECTICUT)
)
COUNTY OF FAIRFIELD)

ss.

TOWN OF WESTPORT Date: _____

Personally appeared James S. Marpe as First Selectman of the Town of Westport, a Municipal Corporation, Signer and Sealer of the foregoing instrument, being duly authorized, he acknowledged the same to be his free act and deed and the free act and deed of the Corporation, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

WITNESSES:

By: Michael O'Brien

STATE OF CONNECTICUT)
)
COUNTY OF FAIRFIELD)

ss.

TOWN OF WESTPORT Date: _____

Personally appeared Michael O'Brien, Signer and Sealer of the foregoing instrument, being duly authorized, he acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

Items # 12 & 13



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

DRAFT MINUTES OF FORMAL BUDGET HEARINGS

Tuesday, March 18, 2014

Thursday, March 20, 2014

The Board of Finance held Formal Budget Hearings on **Tuesday, March 18, 2014** and **Thursday, March 20, 2014**, which began at **7:30 P.M.** each night, in the Auditorium of Town Hall to review the 2014-15 Budget Requests for the Town of Westport. Complete copies of the requested Budgets are on file in the Town Clerk's Office. The following items, were considered:

See 2014/15 Westport Town Budget actions attached

On Tuesday, March 18, 2014

- 1) General Fund
- 2) Railroad Parking Fund
- 3) Wakeman Town Farm
- 4) Sewer Fund

ADJOURNMENT at 9.25pm

On Thursday, March 20, 2014

- 5) Board of Education

ADJOURNMENT at 9.30pm.

MINUTES OF 2015 WESTPORT BUDGET MEETINGS

Budget Code	Description	Dollar Amount	Proposed	Seconded	Vote
1	General Government	5,684,348	Rea	Lasersohn	unanimous
2	Public Safety	20,089,104	Stern	Caney	unanimous
3	Public Works	9,262,746	Rea	Caney	unanimous
4	Health	529,263	Rea	Lasersohn	six to one
5	Human services	1,055,183	Stern	Lasersohn	unanimous
6	Education	109,202,984	Caney	Rea	4 to 3 Notes 1&2below
7	Library	4,588,170	Stern	Caney	unanimous
8	Parks and Rec.	4,728,796	Collins	Stern	unanimous
9	Miscellaneous	26,636,164	Rea	Lasersohn	unanimous
10	Debt Service	2,638,772	Lasersohn	Caney	unanimous
11	Other financing	1,383,136	Rea	Lasersohn	unanimous
	Railroad Parking	1,914,911	Lasersohn	Caney	unanimous
	Wakeman Farm	102,737	Lasersohn	Caney	unanimous
	Total Sewer	4,728,365	Lasersohn	Collins	unanimous
Notes: (1) Collins, Rea, Caney, Toc Tooker in the affirmative and Pincavage, Stern and Lasersohn in the negative.					
Notes: (2) Lasersohn proposed and Collins seconded a motion to reduce the BOE Budget by \$200,000. This motion was defeated five to					
two with Collins, Tooker, Rea, Stern, and Caney voting against and Pincavage and Lasersohn voting in favor					
					3/25/2014



WESTPORT CONNECTICUT
BOARD OF FINANCE

Item # 14

DRAFT MINUTES OF BOARD OF FINANCE

The Board of Finance held its Public Hearing on Wednesday, April 2, 2014 at 8:00 p.m. in the Auditorium of Town Hall. The following item(s), and were presented before the Board:

DISCUSSION/REVIEW

1. Financial Report from the Finance Director. No action taken.
2. Status Update from the Internal Auditor. No action taken.
3. Stern presented the following action items to be considered at subsequent BOF sessions. Five year capital plans, Five year operating plans for Town and BOE, Reserve policy proposals (to include BOE Health discussion and all other reserves). No action taken.

TRANSFERS IN THE 2013-2014 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: No action was required.
 - a) The First Selectman is requesting a transfer of \$500 from Selectman Account#10101120-585000 (Education & Expenses) to Selectman Account#10101120-561000 (Supplies) due to a shortage in the supplies account.
 - b) The Conservation Director is requesting the following transfer of funds in anticipation of a shortage in the Vehicle Maintenance and Postage Accounts:

<u>Account Name/Number</u>	<u>From</u>	<u>To</u>
10101182-531000 Fees & Services	\$400	
10101182-513002 Overtime	\$800	
10101182-543000 Vehicle Maintenance		\$550
10101182-552000 Postage		\$650

APPROPRIATIONS IN THE 2013-2014 BUDGET

4. A request by the First Selectman for an appropriation of \$5,000 to the Selectman Fees & Services Account #10101120-531000 for installation of lighting in the Town Hall auditorium. Approved unanimously with Rea proposing and Tooker seconding.
5. A request by the Director of Public Works for an appropriation of \$150,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account #31503310-500268(Tractor) to purchase a municipal tractor to replace a 2004 machine. Approved unanimously with Collins proposing and Lasersohn seconding.
6. A request by the Superintendent of Schools for an appropriation of \$200,000 to the Board of Education Account#10106650-578000(School Security Locks) to replace schools' interior door locksets with high security locksets, a security upgrade recommended by Kroll, Inc. Approved unanimously with Stern proposing and Lasersohn seconding.

BUDGET REQUESTS FOR THE 2014-2015 BUDGET

7. The Board of Finance reviewed the following 2014-15 Budget Requests for the Town of Westport. The following items, were considered:
 - 1) Board of Education Program Expenses \$130,368
 - 2) Board of Education Aid to Private & Parochial Schools \$321,747
 - 3) Board of Education Debt Service \$11,998,403

1,2,& 3 were approved unanimously with Stern proposing and Rea seconding.

APPROVAL OF MINUTES

8. Approve the Board of Finance Minutes of the March 5, 2014 executive session and regular meeting. Approved unanimously.
9. Approve the Board of Finance Minutes of the March 18, 2014 formal budget hearing.
10. Approve the Board of Finance Minutes of the March 20, 2014 formal budget hearing.
(Errors were noted and the revised minutes will be presented at the next BOF meeting).

Meeting adjourned at 9.45pm.