



## Board of Finance

Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
BOF@westportct.gov

WESTPORT™

### **NOTICE AND AGENDA OF BOARD OF FINANCE MEETING**

#### **SPECIAL NOTICE ABOUT PROCEDURES FOR THIS MEETING:**

**This meeting will be held IN-PERSON IN THE AUDITORIUM OF THE WESTPORT TOWN HALL. Town Hall access will be through the front of the building. The meeting will also be live streamed on the Town Website [westportct.gov](http://westportct.gov) (on the website, select "How Do I" Heading, and select "Watch Town Meetings") and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Comments to be read during the public comment period may be emailed to [BOFcomments@westportct.gov](mailto:BOFcomments@westportct.gov). We will use our best efforts to read public comments aloud if they are received during the public comment period and if they state your full name and address. In-person public comments are also allowed during the public comment period. Meeting materials will be available at [westportct.gov](http://westportct.gov) along with the meeting notice posted on the Meeting List & Calendar page.**

#### **NOTICE OF BOF PUBLIC MEETING**

Board of Finance will hold its Public Meeting on **Wednesday, January 4, 2023 at 7:30 p.m. in the Auditorium of the Westport Town Hall** for the following purposes:

#### **AGENDA**

1. To approve the Board of Finance Minutes of the December 7, 2022 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Upon the request of the Director of Public Works, to approve an Appropriation in the amount of 876,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30506650-500344-10114 for asphalt paving projects at Bedford Middle School and Staples High School.
5. Upon the request of the Superintendent of Schools, to approve an Appropriation in the amount of \$600,000.00 to the Capital and Non-Recurring Account 31506650-500372 for Long Lots School Modular Classroom Funding.
6. To review the FY2023-24 Budget Expectations. (Discussion Only)
7. To review and agree on the proposed Board of Finance calendar for 2023. Including regular Audit, Pension and Investment Sub-committees.
8. Appointment of Board of Finance Chair.

*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](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*



**WESTPORT**<sup>SM</sup>

## **Board of Finance**

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### **DRAFT MINUTES OF BOARD OF FINANCE MEETING**

Board of Finance held its Public Meeting on **Wednesday, December 7, 2022 at 7:30 p.m. with remote participation** for the following purposes:

**ATTENDEES: Nancie Dupier, Sheri Gordon, Lee Caney, Jay DesMarteau, Mike Keller and Jim Foster.**

#### **AGENDA**

1. To approve the Board of Finance Minutes of the November 2, 2022 Regular Meeting. **Motion to Approve - Caney, second Keller. Vote 5-0-1. (Dupier Abstain)**
2. Upon the request of the Town Attorney's office and in accordance with §C6-2 of the Town Charter, to approve a Residential Lease of Cabin #9 at Longshore Club Park, 260 Compo Road South. **Motion to Approve - Dupier, second Foster. Vote 6-0-0.**
3. Financial Report from the Finance Director. (Discussion Only) **Gary Conrad presented.**
4. Board of Education 1st quarter Financial Report from the Chief Financial Officer. (Discussion Only). **Elio Longo presented.**
5. Status Update from the Audit Manager. (Discussion Only) **Lynn Scully presented.**

**Meeting to Adjourn: Gordon, second Dupier. Vote 6-0-0.**

**Meeting adjourned: 8:31pm**

**Meeting notes respectfully submitted by James Foster, Interim Chair.**



## WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

December 16, 2022

Ms. Jennifer S. Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

Re: Request for Appropriation along with Bond and Note Authorization in the net amount of \$876,000 for parking lot repaving, curbing and sidewalk improvements at Bedford Middle School and Staples High School, as well as a reallocation of previously approved FY2022 paving funds with a current unexpended balance of \$304,492, to fund said project at a total estimate cost in the amount of \$1,180,492.

Dear Ms. Tooker,

This office herein requests an appropriation of \$876,000 for the subject project as well as reallocation of unused FY 2021 funds in Account #30506650-500344, Asphalt Paving Projects-School, in the amount of \$304,492, for a total project Appropriation of \$1,180,492.

The project will reconstruct approximately 164,000 SF of pavement at Staples High School as year 3 of a 4-year program to repave both Bedford Middle School and Staples High School.

The work will be bid out utilizing our normal purchasing procedure, and we anticipate doing the construction as soon as schools close for the summer.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich". The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter A. Ratkiewich, P.E  
Director of Public Works

cc: Gary Conrad, Finance Director  
G:\Pw\_off\PAR\APPRQST\BOE\_PavingRqst23.docx

JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT NAME: Department of Public Works Date: 12/16/22

PROJECT NAME AND DESCRIPTION  
Board of Education Paving project –Staples High School

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES  NO  These are listed in the Board of Education Capital Forecast

If no, why not?  
If yes, answer the following two questions:  
Which FY was the project first proposed? In 2021 the Board of Finance requested that the Department of Public Works take over the pavement maintenance function for Board of Education Properties  
Which FY was the project first planned?

APPROXIMATE COST: \$1,026,399 COST IN CAPITAL \$4,288, 883 (for all of Bedford and all of FORECAST:Staples High School)  
(+) \$153,960  
CONTINGENCY (10%): (-) \$304,492 reallocated  
\$875,867 ←TOTAL REQUEST→ \$876,000

SOURCE OF FUNDS:

CAPITAL BOND <input checked="" type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input type="checkbox"/>

OTHER, DESCRIBE:

PAYBACK PERIOD:

PROJECTED START DATE: June 2023 EST. COMPLETION DATE: July 2023

ESTIMATED USEFUL LIFE: 20 years

Is this project part of a larger capital project? This is part of a 4-year plan to repave both Bedford MS and Staples HS

Has an RFP been issued? YES  NO  To be bid in May for a June Start

Have bids been received? YES  NO  Number of bids received: \_\_\_\_\_

Was the lowest bid the winner? YES  NO  If not, why? \_\_\_\_\_

Who will benefit from the project?

[Empty box]

Is it a replacement? YES  NO

If yes, describe condition of what is to be replaced: Deteriorated pavement

Pictures attached? YES  NO

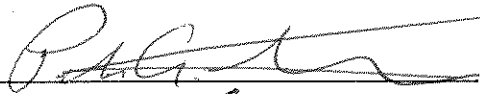

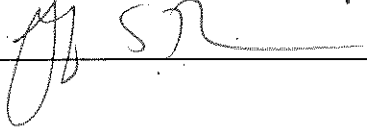
What other approvals/reviews are necessary to begin this project? RTM, BOS

**FINANCE**

*This section to be completed by the Finance Director.*

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:  
IF APPROVED:  
IF NOT APPROVED:

**REVIEW/SIGN-OFF**

DEPARTMENT HEAD		DATE: <u>12/16/22</u>
FINANCE DIRECTOR		DATE: <u>12/16/2022</u>
FIRST SELECTMAN		DATE: <u>12/16/2022</u>

**STAPLES HIGH SCHOOL**

Reconstruction w/ sidewalk and curb replacement

Area / SF	Sy	BIT Curbing / LF	Sidewalk / SF @ 5' /LF	Reconstruction /LF	4" Asphalt \$ 125.00 /ton	Bit Curbing \$ 12.00 /LF	5" Sidewalk \$ 5.00 /SF				
7) South Parking Lot	110223	12247.00	4312	1003	0	\$122,470.00	2816.81	\$552,101.25	\$51,744.00	\$5,015.00	\$531,330.25
7A) Rear access Driveway	38662	4295.78	1873	4409	0	\$42,957.78	988.03	\$123,503.61	\$22,476.00	\$22,045.00	\$210,982.39
8) Access Driveway To North Ave	14920	1657.78	1214	0	0	\$16,577.78	381.29	\$47,661.11	\$14,568.00	\$0.00	\$78,806.89
<p>Total paving cost incl/curb, sidewalk reconstruction                      Striping est @ 15%                      Traffic Control est @10%                      SUBTOTAL                      Contingency 15%                      Grand Total                      Less remaining 2022 Appropriation                      2023 Appropriation request</p>											
										SAY	\$876,000

\$821,119.53  
 \$123,167.93  
 \$82,111.95  
 \$1,026,399.41  
 \$153,959.91  
 \$1,180,359.32  
 \$ (304,492.00)  
 \$875,867.32

## BOARD OF FINANCE SCHEDULE - 2023 CALENDAR

\*(UNLESS OTHERWISE NOTED, ALL MEETINGS BEGIN AT 7:30PM IN THE AUDITORIUM OF TOWN HALL)

MEETING DATE (WED)	MEETING DESCRIPTION	AGENDA DEADLINE
Jan. 3, 2023 (TUE)	BOARD OF EDUCATION MEETING (7:00 PM -REMOTE ACCESS)	
Jan. 4, 2023	REGULAR MEETING-Including discussion of 2023-24 Budget Expectations	Dec. 19, 2022
Jan. 9, 2023	REGULAR MEETING - Board of Education Healthcare Discussion (7:00 PM - SHS Cafeteria)	
Jan. 25, 2023	SPECIAL MEETING Including Reserve Fund Review and Town and BOE Risk Analysis	
Feb. 1, 2023	REGULAR MEETING - BOE 2nd QTR Financial Report	Jan. 16, 2023
Feb. 14, 2023 (TUE)	<b>BUDGET MEETING (6:30 PM)</b> Informal Workshop: Parks & Recreation, Wakeman, Public Works/Sewer, Human Services	
Feb. 15, 2023 (WED)	<b>BUDGET MEETING (6:30 PM)</b> Informal Workshop: Police, Transit, Fire	
Feb. 16, 2023 (THUR)	<b>BUDGET MEETING (6:30 PM) - via ZOOM</b> Informal Workshop: Earthplace, Health District, Library, IT, General Government: Pension, Insurance, Transfers, Other/General February School Break is 2/20-2/24/23	
Mar. 1, 2023	REGULAR MEETING - Selectman & BOE Budget Presentation/Summary	Feb. 13, 2023
Mar. 7, 2023 (TUE)	<b>FORMAL BUDGET MEETING (7:30 PM)</b> (Town, Railroad Parking, Sewer & Wakeman)	
Mar. 8, 2023 (WED)	(If needed Mar. 8, 2023 continuation of budget meeting)	
Mar. 9, 2023 (THUR)	<b>FORMAL BUDGET MEETING (7:30 PM)</b> (Board of Education) Passover begins April 5th, Spring Break is 4/7-4/14/23	
Apr. 12, 2023	REGULAR MEETING - Budget Restorations/Final Recommendations	Mar. 27, 2023
<b>May 17, 2023</b>	REGULAR MEETING - BOE 3rd QTR Financial Report/Set Tax Rate/Appoint Auditors	May 1, 2023
June 7, 2023	REGULAR MEETING	May 15, 2023
July 5, 2023	REGULAR MEETING	June 19, 2023
Aug. 2, 2023	REGULAR MEETING - BOE 4th QTR Financial Report	July 17, 2023
Sept. 6, 2023	REGULAR MEETING	Aug. 14, 2023
Oct. 4, 2023	REGULAR MEETING- Capital Forecast Review	Sept. 18, 2023
Nov. 1, 2023	REGULAR MEETING - BOE 1st QTR Financial Report	Oct. 16, 2023
Dec. 6, 2023	REGULAR MEETING - (Including Liability Review)	Nov. 13, 2023
Jan. 3, 2024	REGULAR MEETING - Including discussion of 2023-24 Budget Expectations	Dec. 15, 2023

Changed from May 10, 2023



## Westport BOF - Audit Subcommittee Calendar 2023

Activity	Preparation/ Responsibility	January	February	April	May	June	September	October	December
		31	28	4	16	6	5	3	5
		1. External audit plan	CLA					X	
2. External audit preparation	CLA						X		
3. Review draft of external audit	CLA								X
4. Vote to accept CAFR draft									X
5. Recommend appointment of external auditor	Committee			X					
6. Review independent auditors, engagement letter and fees	Committee			X					
7. Review internal audit activities, status, and results	Scully	X	X	X	X	X	X	X	X
8. Review progress toward completion of internal audit recommendations	Scully						X		
9. Review internal audit plan	Scully	X							
10. Confirm internal audit plan	Scully		X						
11. Review status of information to actuaries	Conrad			X					
12. Review responses to auditor's management letter	Conrad, Longo					X			

Meeting will generally be on the Tuesday morning before BOF Meetings; eight meetings in total. Start Time (11:00am, location To Be Determined (TBD))

### Meeting Attendance:

1. Open to Public
2. Sub-Committee Members (Dupier, Caney, Keller)
3. Other Key participants:
  - a. G. Conrad
  - b. S. Carey
  - c. L. Scully
  - d. E. Longo
  - e. CLA (when needed)
4. Ex-officio invitees (Tooker, Superintendent of Schools, Moore, Ops Director)

DRAFT

**PENSION INVESTMENT COMMITTEE & 401K INVESTMENT COMMITTEE  
2023 MEETING SCHEDULE-DRAFT**

February 6, 2023 (Monday) 11:30 AM – Room 309	Quarterly FIA Review-Dec. 2022 Results
May 8, 2023 (Monday) 11:30 AM – Room 309	Quarterly FIA Review-March 2023 Results
September 5, 2023 (Tuesday) 11:30 AM – Room 309	Quarterly FIA Review-June 2023 Results
October 30, 2023 (Monday) 11:30 AM – Room 309	Quarterly FIA Review-Sept. 2023 Results <b>2024 Calendar Review</b>