



Board of Finance

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

Revised item #1

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.

The meeting will also be live streamed on the Town Website 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. 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 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, April 12, 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 March 1, 2023 Regular Meeting and the March 8, 2023 and March 16, 2023 Special Meetings.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. The Board will consider any requests for restoration of sums removed from the Budget by the Board at its March 8, 2023, and March 16, 2023, Budget Hearings.

The Board will approve the "BOF Recommended Budget for Fiscal Year 2023-2024" as follows:

- a. General Fund
 - b. Wakeman Farm
 - c. Railroad Parking Fund
 - d. Sewer Fund
5. Discussion of Debt related to the Capital Forecast. (Discussion Only)
 6. Long Lots Building Committee Presentation. (Discussion Only)
 7. Upon the request of the Superintendent of Schools, to approve the use of BOE Carryover Account funds in the amount of \$334,832.00 for the following expenditures:

a. Special Education Transportation Services	\$147,749.00
b. Facilities Department Maintenance Equipment	\$55,716.00
c. Oil Tank Removal at Kings Highway School	\$54,401.00
d. Building Maintenance at Long Lots School	\$76,966.00

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.



Board of Finance

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WESTPORTSM

DRAFT MINUTES OF BOARD OF FINANCE MEETING

Attendees: Nancie Dupier, Jim Foster, Lee Caney, Sheri Gordon, Mike Keller and Brian Stern and Jay DesMarteau on the phone.

Board of Finance held its Public Meeting on **Wednesday, March 1, 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 February 1, 2023 Regular Meeting and the February 13, 2023, February 14, 2023, February 15, 2023 and February 16, 2023 Special Budget Meetings. **Motion to Approve: Gordon, second Foster. Vote 7-0-0.**
2. Financial Report from the Finance Director. (Discussion Only). **Gary Conrad presented.**
3. Status Update from the Audit Manager. (Discussion Only) **Lynn Scully presented.**
4. First Selectwoman Jennifer Tooker will present the Town of Westport Operating Budget for Fiscal Year 2023-2024. **Jen Tooker presented.**
5. Board of Education 2nd quarter Financial Report from the Chief Financial Officer. (Discussion Only). **Elio Longo presented.**
6. Board of Education Superintendent Thomas Scarice and Board of Education Chair Lee Goldstein will present the Board of Education Operating Budget for Fiscal Year 2023-2024. **Lee Goldstein and Tom Scarice presented.**
7. Upon the request of the Director of Public Works, to approve an Appropriation in the amount of \$1,900,000.00 along with bond and note authorization, to the Sewer Reserve Fund Account 32003330-500373-10134 for the replacement of Pump Station #3 Force Main Sewer Line and Pump Station Upgrades. **Motion to Approve: Gordon, second Dupier. Vote 7-0-0.**
8. Upon the request of the Director of Public Works, to approve an appropriation of \$416,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503330-500352-10104 for additional funding for construction to extend the Sanitary Sewer System to Whitney Street, Roseville Road, Fernwood Road, Plumtree Lane, Pamela Place and Ledge Moor Lane. **Motion to Approve: DesMarteau, second Dupier. Vote 7-0-0.**

Motion to continue meeting past 10pm Caney, second Dupier. Vote 7-0-0.

9. Upon the request of the Director of Public Works, to approve an appropriation of \$790,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503330-500353-10115 for additional funding for construction to extend the Sanitary Sewer System to Evergreen Avenue, Evergreen Parkway, Tamarac Road, Lone Pine Lane, Gorham Avenue, Compo Road North and Brookside Drive. **Motion to Approve: Dupier, second Gordon. Vote 7-0-0.**
10. Discussion of By-Laws for Board of Finance (Discussion Only) **Discussion occurred.**

Motion to Adjourn Meeting: Caney, second Gordon. Vote 7-0-0.

Meeting Adjourned: 10:33pm

Meeting notes respectfully submitted by James Foster, Vice Chair.

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Public Budget Hearings will be held by the Board of Finance beginning at 7:30 PM each night on, WEDNESDAY, MARCH 8, 2023 (Selectwoman's Budget), and THURSDAY, MARCH 9, 2023 (Board of Education Budget Presented by Superintendent Thomas Scarice and BOE Chair Lee Goldstein), to review the 2023-24 Budget requests of the Town of Westport.

The following is a summary of the Budget requests as presented to the Board of Finance.
 (A complete copy of the Budget is on file in the Town Clerk's office and online www.westportct.gov under the Finance

Attendees: Lee Caney, Jay DesMarteau, Jim Foster, Nancie Dupier, Sheri Gordon, Brian Stern
Meeting adjourned 8:49pm Gordon/Caney Approved 6-0-0
Meeting minutes respectfully submitted by James Foster, Vice Chair.

TOWN OF WESTPORT REQUESTED BUDGET FOR THE 2023-24 FISCAL YEAR:

GENERAL FUND:	2021-22 Actual	2022-23 Budget	2023-24 Requested	
Revenues				
Current Taxes	194,670,094	196,518,049	TBD	
Prior Taxes	2,261,469	2,000,000	2,000,000	
Education	1,011,809	1,012,624	998,009	
Parks & Recreation	6,028,401	6,257,086	6,694,817	
Other	13,464,289	12,131,965	13,500,072	
Transfers	408,033	466,000	451,000	
Total Revenues:	217,844,095	218,385,724	23,643,898	Gordon/Caney Approved 6-0-0
Expenditures				
01 General Government	6,662,673	7,206,632	7,340,805	
02 Public Safety	23,426,396	24,499,878	24,762,543	
03 Public Works	10,777,708	12,403,277	13,284,383	
05 Human Services	1,331,689	1,500,029	1,562,981	
08 Parks & Recreation	6,290,498	7,277,328	7,848,321	
09 Pension, OPEB, Insurance & Misc.	20,285,951	19,249,267	20,722,822	
10 Debt Service	4,587,122	4,122,902	5,042,320	
11 Transfers to Other Funds	2,384,485	2,368,165	1,368,165	
Special Appropriations	0	0	0	
Town Totals:	75,746,522	78,627,478	81,932,340	Gordon/Caney Approved 5-1-0, Stern voted NO
Board of Education Expenditures				
650 Board of Education	124,865,206	129,500,574	136,287,710	
650 BOE Program Expenses	142,464	199,174	199,556	
651 BOE Rental/Reimbursements	99,114	0	0	
652 Aid to Pvt/Parochial Schools	496,928	529,622	561,927	
654 BOE Debt Service	8,475,916	8,425,398	7,719,478	
656 Transfer to Capital Nonrecurring Fund	331,160	0	0	
Total Education	134,410,787	138,654,768	144,768,671	Gordon/Dupier Approved 6-0-0
04 Health	587,111	557,756	571,700	DesMarteau/Foster Approved 6-0-0
07 Library	5,090,149	5,379,207	5,661,074	Gordon/Dupier Approved 6-0-0
907 Earthplace	105,000	105,000	105,000	Caney/DesMarteau Approved \$114,157 for Seniors/Disabled and cut \$334,900 from W2U 5-1 Foster voted NO
915 Westport Transit District	243,053	343,200	114,157	
Total General Fund Expenditures:	216,182,622	223,667,409	233,152,942	
RAILROAD PARKING FUND:				
Revenues				
Parking Permits	1,370,852	1,400,000	1,300,000	
Daily Parking	169,578	375,000	250,000	
Rent & Miscellaneous	72,386	105,000	95,000	
Interest Income	6,380	6,101	6,000	
Total Revenues:	1,619,196	1,886,101	1,651,000	Dupier/DesMarteau Approved 6-0-0
Expenditures				
219 Railroad Parking	2,352,668	1,758,898	1,855,199	Caney/Foster Approved 6-0-0
WAKEMAN FARM FUND:				
Revenues				
Wakeman Farm Revenues	526,280	480,375	480,375	Foster/Dupier Approved 6-0-0
Expenditures				
215 Wakeman Farm	385,687	475,185	474,835	Gordon/Dupier Approved 6-0-0
SEWER FUND:				
Revenues				
Assessments	1,122,377	935,000	1,100,000	
Use Charges	3,244,344	3,160,000	3,240,000	
Carrying Charges	325,298	275,000	300,000	
Other	218,324	179,593	184,967	
Transfer From Other Funds	368,165	368,165	368,165	
Total Revenues:	5,278,508	4,917,758	5,193,132	Dupier/Caney Approved 6-0-0
Expenditures				
03 Sewage Treatment/Collection	1,953,467	2,249,351	2,417,901	
09 Miscellaneous	422,548	477,300	485,929	
10 Debt Service	2,319,737	2,255,625	2,289,302	
Total Expenditures:	4,695,752	4,982,276	5,193,132	Gordon/Foster Approved 6-0-0

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Public Budget Hearing will be held by the Board of Finance beginning at 7:30 PM on THURSDAY MARCH 16, 2023 (Board of Education Budget Presented by Superintendent Thomas Scarice and BOE Chair Lee Goldstein), to review the 2023-24 Budget requests of the Town of Westport.

The following is a summary of the Budget requests as presented to the Board of Finance.

(A complete copy of the Budget is on file in the Town Clerk's office and online www.westportct.gov under the Finance

Attendees: Nancie Dupier, Jim Foster, Lee Caney, Jay DesMarteau, Brian Stern (phone), Sheri Gordon and Mike Keller absent.

Meeting adjourned at 7:47pm. Caney/DesMarteau. Vote 5-0-0.

Meeting Meetings respectfully submitted by James Foster Vice Chair.

GENERAL FUND:	2021-22 Actual	2022-23 Budget	2023-24 Requested
Revenues			
Current Taxes	194,670,094	196,518,049	TBD
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Expenditures			
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Motion to add to agenda Desmarteau/Dupier. Vote 5-0. Motion to approve the budget DesMarteau/Dupier. Vote 5-0-0.

Gordon/Caney Approved 6-0-0 Motion at approve updated numbers Foster/Dupier.Vote 5-0-0.

Motion to Approve Dupier/DesMarteau. Vote 5-0-0.

**Motion to Approve Dupier/Foster. Vote 5-0-0.
Motion to Approve Foster/DesMarteau. Vote 5-0-0.
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Motion to Approve Dupier/DesMarteau. Vote 5-0-0.**

Motion to Approve DesMarteau/Foster. Vote 5-0-0.


WESTPORT PUBLIC SCHOOLS
THOMAS SCARICE
Superintendent of Schools

 110 Myrtle Avenue
 Westport, Connecticut 06880
 Telephone: (203) 341-1025
 Fax: (203) 341-1029
 tscarice@westportps.org

March 28, 2023

Dear First Selectwoman Tooker,

The following resolution passed at the March 21 Board of Education meeting:

Be it Resolved, upon the recommendation of the Superintendent of Schools, the Board of Education approves the below listed items as FY23 Year-to-Date BOE Carry Over Account expenditures:

- 1) Utility truck for Facilities Department: \$66,937 (previously approved for \$54,129)
- 2) Facilities Department building projects: \$100,000
- 3) Special Education transportation services (partial): \$33,063
- 4) Special Education transportation services (partial): \$147,749
- 5) Facilities Department maintenance equipment: \$55,716
- 6) Oil tank removal at Kings Highway School: \$54,401
- 7) Building maintenance at Long Lots School: \$76,966

Be it further Resolved, the Board of Education sends notice of planned expenditures for items 1, 2, and 3, totaling \$200,000, to the Westport Board of Finance, and respectfully requests of the Board of Finance approval to use BOE Carry Over Account funds for items 4, 5, 6, and 7, totaling \$334,832, as to meet the conditions necessitated by the terms of the Memorandum of Agreement dated August 31, 2015, between the Board of Education and the Board of Finance creating the BOE Carry Over Account.

I respectfully request that the following item be placed on the April 12 Board of Finance meeting agenda: "Expenditure of BOE Carry Over Account Funds."

Please let me know if you have any questions.

Respectfully,

APPROVED:

 Jennifer S. Tooker
 First Selectwoman
 Date: 3/28/23

Thomas Scarice, Superintendent of Schools

Cc: Gary Conrad, Town Finance Director
 Eileen Francis, Selectwomen's Office Manager
 Michele Mace, Payroll Manager
 Janet Negron, Finance Administrative Assistant

BOE CARRY OVER ACCOUNT - FY23 SPENDING PLAN

FY 23 BOE BUDGET - OFFSETS	BOE & BOF		Actuals	Pending		Unassigned	
	Approved	BOE & BOF	YTD	BOE & BOF	Assigned	Balance	
Oil tank removals (KHS)	\$ -	\$ 54,401	\$ 54,401	\$ 54,401	\$ -	\$ 25,599	
Oil tank removal (GFS)	\$ -	deferred for 2 years (State DEEP)				\$ 80,000	
Building projects	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	
Sped Transportation	\$ -	\$ 180,812	\$ 180,812	\$ 180,812	\$ 119,188	\$ -	
Maintenance Equip.	\$ -	\$ 55,716	\$ 55,716	\$ 55,716	\$ -	\$ -	
Facilities - truck	\$ 54,129	\$ 66,937	\$ 66,937	\$ 12,808	\$ -	\$ (6,937)	
New: LLS maintenance costs	\$ 54,129	\$ 457,866	\$ 457,866	\$ 403,737	\$ 119,188	\$ 98,662	
	\$ -	\$ 76,966	\$ 76,966	\$ 76,966	\$ 15,000	\$ (91,966)	
	\$ 54,129	\$ 534,832	\$ 534,832	\$ 480,703	\$ 134,188	\$ 6,696	

FY23 COA (beginning balance):	\$ 695,360
Less: COA requests YTD	\$ (534,832)
Less: COA Assigned	\$ (134,188)
FY22 Deposit	\$ 331,160
Unassigned Balance (projected)	\$ 357,500

FIRST \$200K		ABOVE \$200K	
Fac. truck	\$ 66,937	Sped. Trans.	\$ 147,749
Bldg. projects	\$ 100,000	Maint. Equip.	\$ 55,716
Sped. Trans.	\$ 33,063	Oil tank (KHS)	\$ 54,401
	\$ 200,000	LLS maint.	\$ 76,966
			\$ 334,832