



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

REVISED NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, April 1, 2015 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.

TRANSFERS IN THE 2014-2015 BUDGET

3. 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) The Conservation Director is requesting the following transfer of funds in anticipation of a shortage in the Fees and Services, Education, and Postage Accounts:

<u>Account Name/Number</u>	<u>From</u>	<u>To</u>
10101182-543000 Vehicle Maintenance	\$1,000	
10101182-531000 Fees & Services		\$550
10101182-585000 Education		\$300
10101182-552000 Postage		\$150

APPROPRIATIONS IN THE 2014-2015 BUDGET

4. A request by the Director of Public Works for an appropriation of \$950,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account #31503310-500279 to purchase 5 dump trucks to replace five 2002 trucks.
5. A request by the Town Attorney for an appropriation of \$19,900 to the Heart and Hypertension Account (10109902-526501) for the negotiated settlement of Ernest J. Ruot's Worker's Compensation and Heart & Hypertension matter.

APPROVAL OF MINUTES

6. Approve the Board of Finance Minutes from the March 4, 2015 regular meeting.
7. Approve the Board of Finance Minutes from the March 17, 2015 formal budget hearing.
8. Approve the Board of Finance Minutes from the March 19, 2015 formal budget hearing.

BUDGET RESTORATION REQUESTS AND FINAL RECOMMENDATION

9. The Board will consider any requests for restoration of sums removed from the Budget by the Board at its March 17, 2015 and March 19, 2015 Budget Hearings.

The Board will approve the "BOF Recommended Budget for Fiscal Year 2015-2016" as follows:

- a. General Fund;
- b. Wakeman Farm;
- c. Railroad Parking Fund; and
- d. Sewer Fund



**WESTPORT, CONNECTICUT
CONSERVATION DEPARTMENT**

TOWN HALL - 110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
(203) 341-1170 • FAX (203) 341-1088

RECEIVED

MAR 05 2015

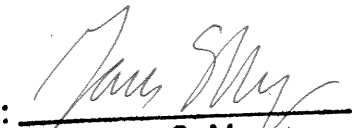
TOWN OF WESTPORT
SELECTMAN'S OFFICE

To: Jim Marpe, First Selectman
Gary Conrad, Finance Director
From: Alicia Mozian, Conservation Director
Date: March 5, 2015
Re: Conservation Department Line Item Transfers,
2014-2015 Budget Expenditure Account 182

Upon review of the account balances in our department, we are anticipating a shortage of funds in several accounts and request the following line item transfers:

<u>Account Number and Name:</u>	<u>From:</u>	<u>To:</u>
10101182543000 Vehicle Maintenance	\$1,000	
10101182531000 Fees and Services		\$550
10101182585000 Education		\$300
10101182552000 Postage		\$150

Thank you for your consideration of this request.

Approved: 
James S. Marpe
First Selectman

Conservation: Alicia: BOF: 2014-15 transfer request

Item # 4

RECEIVED

MAR 10 2015

TOWN OF WESTPORT
SELECTMAN'S OFFICE



WESTPORT CONNECTICUT

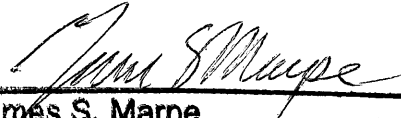
DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880

Approved for submission
To Board of Finance (3/10/15)

March 10, 2015

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



James S. Marpe
First Selectman

Re: **Request for Appropriation - Replacement of five (5) 2002 Sterling Dump Trucks**

Dear Mr. Marpe:

This Department herein requests an appropriation from the Capital and Non-Recurring Expenditure Fund; Equipment Replacement Account, in the amount of nine hundred fifty thousand dollars (\$950,000.00) to purchase five (5) dump trucks to replace five 2002 trucks.

The Public Works Department maintains ten (10) five cubic yard, 35,000 pound GVW medium duty dump trucks for the purpose of plowing snow and moving construction materials such as stone, gravel, or concrete structures. These trucks are the primary response equipment during snowstorms or other emergencies where materials or debris must be moved or removed throughout town. These trucks are used throughout the year but are critical during the winter months.

The current operational fleet consists of ten (10) 2002 Sterling dump trucks. The fleet was bid and purchased in back-to-back fiscal years (2000-1 and 2001-2) in order to command a better purchase price and to maintain a standardized fleet for control of parts inventory and ease of service. This philosophy was initiated in 1987 when the town purchased ten (10) 1988 Mack dump trucks. This approach has served the Town of Westport well for the past 28 years.

When purchased, the fleet was projected for a 10-yr life cycle. The replacement cost for the fleet has been projected and funded in the C&NREF for the past three years. Because of the increasing cost of the truck and the changing emission requirements, the replacement of these vehicles has been deferred for the past three years. Recent inspections coupled with the difficulty is purchasing replacement parts, has led this office to recommend replacement of the fleet.

This office seeks to follow the model developed in 1987 and repeated in 2001. Funds are currently being requested to replace one-half of the fleet; five (5) trucks. It is the departments' intent to return in the fall for the funds to replace the second half of the fleet. As in 1987-1988, and 2000-2001, it is the intent to purchase a standard vehicle type.

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James S. Marpe

March 10, 2015

The estimated purchase price for a new truck with hydraulic system, plow and sander is \$190,000.00 per unit. We anticipate receiving \$25,000 to 30,000 per truck for re-sale of the old units. Upon completion of the sale, this money will be returned to the C&NREF. This equipment has been projected in the C&NREF equipment replacement schedule for the past three years, but based on the annual inspections, has been deferred. It can no longer be deferred.

Respectfully,

A handwritten signature in black ink, appearing to read "Stephen J. Edwards". The signature is fluid and cursive, with a large initial "S" and "E".

Stephen J. Edwards

Director of Public Works

cc: Gary Conrad, Finance Director

TOWN OF WESTPORT

JUSTIFICATION FOR CAPITAL EQUIPMENT / VEHICLE

2014-2015

Dept. Name: PUBLIC WORKS Dept. Code: 320

(1) EQUIPMENT / VEHICLE Five (5) 35,000GVW DUMP TRUCKS, PLOW AND SANDER

(2) IS IT LISTED ON CAPITAL FORECAST? YES DATE 2013

IF NO, WHY? _____

(3) APPROXIMATE COST \$190,000/EACH COST IN CAPITAL FORECAST \$160,000/EACH

FROM WHAT SOURCE VENDOR

(4) LONGEVITY 13 YRS

(5) PRORATED COST \$14,615/YEAR

(6) USE PRIMARY VEHICLE TO PLOW SNOW, SAND/SALT ROADWAYS, HAUL CONSTRUCTION MATERIALS THROUGHOUT THE YEAR FOR ROUTINE ROAD PROJECTS.

(7) CAN IT BE RENTED? YES IF YES, COST \$2500/MONTH

(8) IS IT A REPLACEMENT? YES IF YES, DESCRIBE EQUIPMENT/VEHICLE TO BE REPLACED

IDENTIFY 2002 STERLING L7500 ALL SEASON BODY WITH PLOW

AGE 13 YRS MILES/HOURS 55,000 MILES

FURTHER DESCRIBE CONDITION OF EQUIPMENT/VEHICLE _____

STERLING TRUCK IS NO LONGER IN PRODUCTION AND PARTS ARE NOT AVAILABLE, CONSIDERABLE DOWN TIME DUE TO DIFFICULTY IN LOCATING PARTS. BODY AND FRAME SHOWING SIGNIFICANT DETERIORATION DUE TO CORROSIVE ENVIRONMENT

(9) EFFECT ON TOWN'S FINANCES INCLUDING DEBT SERVICE:

IF APPROVED NONE

IF NOT APPROVED INCREASED MECHANICS COSTS AND LOST PRODUCTIVITY WHEN EQUIPMENT GOES DOWN









**WESTPORT CONNECTICUT
BOARD OF FINANCE**

DRAFT MINUTES OF EXECUTIVE SESSION

Attendees: Stern, Pincavage, Rea, Tooker, Caney, Lasersohn, and Collins.

The Board of Finance voted to go into Executive Session on **Wednesday, March 4, 2015** at **7:30 p.m.** in **Room 307** of Town Hall. Collins proposed and Tooker seconded.

Unanimously in favor.

The Board went into executive session to discuss the heart and hypertension claim regarding Ernest Ruot.

No action taken.

DRAFT MINUTES OF PUBLIC HEARING

Attendees: Stern, Pincavage, Rea, Tooker, Collins, Caney, and Lasersohn,

The Board of Finance held its Public Hearing on **Wednesday, March 4, 2015** at **8:00 p.m.** in the Auditorium of Town Hall. The following item(s) were properly 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.

2015-2016 BUDGET PRESENTATIONS

3. First Selectman Jim Marpe presented the Town of Westport Budget for Fiscal Year 2015-16. Discussion and no action taken.
4. Board of Education Chairman Michael Gordon presented the Board of Education Budget for Fiscal Year 2015-16. Discussion and no action taken.

APPROPRIATIONS IN THE 2014-2015 BUDGET

5. On behalf of the Wakeman Town Farm Committee, the Office of the First Selectman hereby requests an appropriation of \$667,000, consisting of 1: deferred maintenance of \$260,000, to be paid by the Town of Westport, 2: Re-construction of Classroom, of

\$300,000, to be paid by an internal loan to the Wakeman Town Farm , and 3: Other classroom and fit out of \$107,000, to be paid by a capital fundraising by WTF. Correspondingly, there will be bond and note authorization to the Municipal Improvement Fund (MIF) Account, in the amount of \$560,000, to rehabilitate the Wakeman Town Farm and Sustainability Center (134 Cross Highway). Proposed by Stern, seconded by Rea. Approved 7 to 1, with Lasersohn voting against.

APPROVAL OF MINUTES

6. Approve the Board of Finance Minutes from the February 4, 2015 regular meeting.
7. Approve the Board of Finance Minutes from the February 9, 2015 special meeting. Rea proposed and Caney seconded a motion to approve both minutes. Approved unanimously.



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

DRAFT MINUTES OF EXECUTIVE SESSION MARCH 17th

Attendees: Stern, Collins, Caney, Pincavage, Tooker, Rea, and Lasersohn.

The Board of Finance unanimously voted, Rea proposed and Lasersohn seconded, to go into Executive Session on Tuesday, **March 17, 2015**, at **6:30 p.m.** in **Room 309/307** of Town Hall. The Board went into executive session to discuss the potential leasing and/or sale of Town properties. No actions were taken.

FORMAL BUDGET HEARINGS MARCH 17th and MARCH 19th

Tuesday, March 17, 2015 - Town Hall Auditorium
Thursday, March 19, 2015 - Staples High School Cafeteria
7:30 P.M.

Attendees: Stern, Collins, Caney, Pincavage, Rea, Tooker, and Lasersohn.

The Board of Finance held Formal Budget Hearings on **Tuesday, March 17, 2015**, and **Thursday, March 19, 2015**, beginning at **7:30 P.M.** to review the 2015-16 Budget Requests for the Town of Westport. Complete copies of the requested and approved Budgets are on file in the Town Clerk's Office. The following items, and any others properly presented before the Board, were considered:

2015-16 BUDGET REVIEW

- 1) General Fund was recommended at \$78,923,221, and approved unanimously at \$78,885,507. Stern proposed and Rea seconded.

The \$37,714 reduction (entirely pertaining to the Transit District line item 915), was approved by a motion proposed by Lasersohn, and seconded by Stern. Four in favor and three against. Rea, Caney and Collins voted against the motion.
- 2) Railroad Parking Fund was recommended and approved unanimously at \$1,801,974. Rea proposed and Lasersohn seconded.
- 3) Wakeman Town Farm was recommended and approved unanimously at \$115,600. Stern proposed and Lasersohn seconded.
- 4) Sewer Fund was recommended and approved unanimously at \$4,739,320. Caney proposed and Collins seconded.
- 5) Board of Education budget was recommended and unanimously approved as follows:

Board of Education \$111,471,756. Proposed by Stern , seconded by Lasersohn.
BOE Rentals/Reimbursements \$153,298 Proposed by Stern, seconded by Collins.
Aid to Private and Parochial schools \$342,415 Proposed by Stern , seconded by Rea.
Debt Service on Long Term Debt \$11,914,605 Proposed by Stern, seconded by Caney.

NOTE: [See summary of approved Budget by major line item below]

APPOINTMENT OF AUDITORS

McGladrey LLP. were appointed Auditors for the fiscal year ending July 2016 upon the recommendation of the Audit Subcommittee. Rea proposed and Caney seconded. Auditors were approved unanimously.

ADJOURNMENT

The March 17th meeting was adjourned at 10.30pm.
The March 19th meeting was adjourned at 7.55pm.

ACCOUNTS FOR:	FY 2014 ACTUAL	2015 ORIG BUD	FY 2015 REVISED BUD	FY 2016 BOF APPROVED	PCT CHANGE	\$ CHANGE	
(101) General Fund							
(01) General Government	5,367,911	5,684,348	5,895,134	5,977,859	1.4%	82,725	4.36%
(02) Public Safety	19,197,249	20,089,104	20,188,139	20,525,310	1.7%	337,171	17.77%
(03) Public Works	7,672,535	9,262,746	9,291,935	9,568,470	3.0%	276,535	14.57%
(04) Health	490,398	529,263	529,263	542,402	2.5%	13,139	0.69%
(05) Human Services	1,013,992	1,055,183	1,099,202	1,113,856	1.3%	14,654	0.77%
(08) Parks and Recreation	4,629,023	4,728,796	4,749,175	4,967,465	4.6%	218,290	11.50%
(09) Miscellaneous	27,920,503	26,636,164	26,624,937	27,142,836	1.9%	517,899	27.29%
(10) Debt Service	2,729,540	2,638,772	2,638,772	2,761,175	4.6%	122,403	6.45%
(11) Other Financing Uses	1,383,136	1,383,136	1,383,136	1,583,136	14.5%	200,000 *	10.54%
(07) Library	4,463,377	4,588,170	4,588,170	4,702,998	2.5%	114,828	6.05%
TOTAL	74,867,664	76,595,682	76,987,863	78,885,507	2.5%	1,897,644	
(06) Education							
(650) Board of Education	104,446,777	109,202,984	109,202,984	111,471,756	2.1%	2,268,772	
(651) BOE Rentals/Reimbursements	125,257	130,368	130,368	153,298	0.0%	22,930	
(652) Aid to Pvt & Parochial Schools	316,794	321,747	321,747	342,415	6.4%	20,668	
(654) Debt Service-Long Term	12,175,380	11,998,403	11,998,403	11,914,605	-0.7%	(83,798)	
Education Total	117,064,208	121,653,502	121,653,502	123,882,074	1.8%	2,228,572	
Grand total:	191,931,872	198,249,184	198,641,365	202,767,581	2.1%	4,126,216	

* Includes \$1,000,000 to Capital & Non-Recurring and \$200,000 to the Real Property Fund.