



Board of Finance

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

WESTPORTSM

REVISED TO ADD EXECUTIVE SESSION

NOTICE AND AGENDA OF BOARD OF FINANCE SPECIAL MEETING

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS PUBLIC MEETING:

This meeting will be held IN-PERSON IN THE AUDITORIUM OF THE WESTPORT TOWN HALL.

This meeting will be broadcast on Channel 79 AND/OR live streamed on the Town Website westportct.gov. (On the website, select "How Do I" heading, and select "Watch Town Meetings".) Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

Agenda to include but not be limited to the following items and is subject to revision.

NOTICE OF BOF EXECUTIVE SESSION

The Board of Finance will hold a Special Meeting on **Thursday, June 5, 2025 at 6:45 p.m. in the Auditorium of the Westport Town Hall** for the following purpose. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion:

1. Review of Long Lots Elementary School Building Project design pricing estimates.

NOTICE OF BOARD OF FINANCE PUBLIC MEETING

The Board of Finance will hold a Special Meeting on **Thursday, June 5, 2025 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 May 21, 2025 Regular Meeting.
2. Upon the request of the Director of Personnel, to approve an appropriation from the General Fund Unassigned Fund Balance in the amount of \$16,000 to the General Fund Account Funds below to cover the Personnel budget shortfall.

a.	10101153-511000 – Salaries	\$11,000
b.	10101153-551000 – Advertising	\$ 5,000
3. Upon the request of the Long Lots School Building Committee, to approve an appropriation in the amount of \$93,000,000 along with bond and note authorization to the Educational Facility Improvement Fund Account 32506650-500397-10133 for the construction of the new Long Lots Elementary School. (Discussion Only)

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 at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



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DRAFT MINUTES OF BOARD OF FINANCE MEETING PUBLIC MEETING

ATTENDEES: Danielle Dobin, Rich Hightower, Mike Keller, Lee Caney, Jeff Hammer, Allyson Stollenwerck. Liz Heyer attended by phone.

The Board of Finance held a Public Meeting on **Wednesday, May 21, 2025 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 April 2, 2025 Regular Meeting.

Motion to approve: Stollenwerck; seconded by Hightower. 5-0-1. (Keller abstained; Dobin not present).

2. Financial Report from the Finance Director. (Discussion Only)

Gary Conrad presented.

3. Status Update from the Audit Manager. (Discussion Only)

Tom Hojnacki presented.

4. The Board will appoint independent auditors for the fiscal year ending June 30, 2025.

Motion to approve CLA as independent auditors: Hightower; seconded by Dobin. 7-0-0.

Unanimous motion to move prior Agenda Item No. 7 concerning sub-lease between Town of Westport and Avis Budget Car Rental, LLC to Agenda Item No. 5. 7-0-0.

5. Upon the request of the Deputy Chief of Police, in accordance with Section C6-2 of the Town Charter, to recommend the sub-lease agreement between the Town of Westport and Avis Budget Car Rental, LLC at the eastbound Saugatuck Railroad Station.

Motion to approve: Hammer; seconded by Stollenwerck. 7-0-0.

6. The Board will set the tax rate for Fiscal Year 2025-2026.

Motion to increase the mill rate by 1.29% to 18.86% for fiscal year 2025-2026: Caney; seconded by Stollenwerck. 7-0-0.

7. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$420,453.63 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts for list year 2022.

Motion to approve: Hightower; seconded by Keller. 6-0-0 (Heyer not present).

8. Upon the request of the Fire Chief, to approve an appropriation in the amount of ~~\$145,468.36~~ **\$160,050.00** to the Capital and Non-Recurring Account Fund Account 31502220-500396 for the replacement of the compressor at the Fire Department.

Motion to approve: Hightower, seconded by Keller. 6-0-0 (Heyer not present).

Motion to adjourn: Caney, seconded by Hightower. 6-0-0. (Heyer not present).

Meeting adjourned at 9:06 p.m.

Meeting minutes respectfully submitted by Vice-Chair, Mike Keller.



WESTPORT CONNECTICUT

PERSONNEL DEPARTMENT
TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
PHONE (203) 341-1149
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Town of Westport Appropriation Request
Department: Human Resource Department
Requested Appropriation Amount: \$16,000
Fiscal Year: 2024-2025

APPROVED: _____

Jennifer S. Tooker
Jennifer S. Tooker
First Selectwoman

Date: 5/21/2025

Purpose of Appropriation:

The Human Resource Department requests a \$16,000 appropriation for FY 2024-2025 in order to support essential functions within the Department. The department is requesting the appropriation for the following reasons:

1. Salary – Temporary Employee

- Salary Line- 10101153-511000
- Value- \$11,000
- Funding was used to cover the wages of a temporary staff member who assisted with human resource programming, recruitment and administrative duties. This support was critical to keeping the department functioning appropriately during the transition between Human Resource Coordinators.

2. Advertising – Staff Recruitment

- Salary Line- 10101153-551000
- Value- \$5,000
- The department seeks to allocate funds for advertising and outreach related to three key open management positions within the organization. Attracting qualified candidates requires advertising across multiple platforms (Indeed and Linked In) to ensure a competitive hiring process. Furthermore, these roles require specific experience, certifications and education which limits the candidate pool when proper advertising is not done.
- Filling leadership positions in a timely and effective manner is critical for long-term planning, program development, and maintaining the Town of Westport's operations.