

**Board of Selectmen
Meeting Agenda
October 19, 2023 at 7:30 pm
Weston Town Hall Meeting Room and via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82940113968>

Join by Phone: 646 558 8656

Webinar ID: 829 4011 3968

1. Call to Order
2. Pledge of Allegiance
3. Update on the following projects:
 - a. Police Locker Room
 - b. Wood Hill Road Accessway
 - c. Davis Hill Bridge
 - d. Drinking Water Improvements
 - e. Electric Vehicle Chargers
 - f. Land Mobile Radio
 - g. Department of Public Works Roof
 - h. Town Hall Basement Records
4. Update on the Town's final unaudited financial report for FY23
5. Approval of Minutes from the October 5, 2023 Board of Selectmen Meeting
6. Adjournment

Item 3



TOWN OF WESTON DEPARTMENT OF PUBLIC WORKS & FACILITIES

78 Old Hyde Road - Weston, CT 06883 - (203) 222-2662

Project Update Report BOS Meeting 10/18/2023

Police Locker Room:

- Renovations are underway. Project is approximately 50% completed. Sheetrock walls are being installed now.

Wood Hill Road Accessway:

- Project is complete. Plantings are installed and will be monitored to ensure adequate water.

Davis Hill Bridge:

- Renovation of the bridge deck and side parapets is underway. Daily site visits coupled with bi-weekly job meetings provide good oversight of the project. No delays or issues identified

Drinking Water Improvements:

- Interviews with design engineering firms scheduled for October 26. Goal is to have engineering completed by mid-winter 2024 with installation of a new facility for summer 2024.

Electric Vehicle Chargers:

- Town Hall EV charger is fully operational. Two additional chargers have already been installed at Public Works and should be online within two weeks.

Land Mobile Radio:

- Good progress on the project. Radio components have been ordered. Internal infrastructure improvements have been completed in anticipation of installation.

Department of Public Works Roof:

- STEAP grant secured. STEAP liaison has been assigned for the project. Development of RFP is underway. Summer/Fall 2024 project start goal.

Town Hall Basement Records Room:

- RFP's were returned, all were substantially over the original project estimates. An evaluation of alternative plans is underway.

Item 4

October, 2023

General Fund Year End Highlights FY 2022-23

Revenue

- Tax Revenue estimated at \$112k higher than budget due to favorable collection results on the current levy compared to budget, which was offset somewhat by lesser than anticipated delinquent tax collections, and the supplemental automobile levy coming in slightly less than budget.
- Investment Income is \$733k higher than budget due to the significant increase in short term yields over the past year.
- Town Clerk receipts and building permits higher by \$337k collectively due to strong demand in the local real estate market during the first quarter of the fiscal year, and solid building activity.
- State revenue reflects the receipt of funds through the state's municipal revenue sharing program, the first such distribution in several years. ECS is \$50k less than budget after state audit of special education.

Expenditures

- Health Insurance \$27k less than budget.
- Legal Department reflects a deficit of (\$69k) due to continuing litigation in the areas of Land Use and Freedom of Information (FOIA) matters.
- Police wages reflects a (\$40k) deficit due to a severance payment to a long tenured officer and provisions in the Police contract that were not quantified until after the FY 23 budget process. Favorable variances in non-personnel accounts helped offset the deficit in wages and overtime.
- Animal Control shows a positive variance of \$22k due to the Animal Control Officer being on light duty, and the Town is receiving worker's compensation reimbursement to offset his wages.
- Public Works is reflecting a surplus on overall budget operations of \$65k as significant overages in vehicle maintenance costs (\$66k) are offset by available balances in snow removal expenses and contractual items.
- School/Town Water and the Ravenwood Water Utility reflect an aggregate deficit of \$68k due to PFAS related work and additional water deliveries during the summer of 2022.
- Selectmen's budget reflects a \$145,568 surplus compared to the revised budget.
- Board of Education reflects a forecasted surplus of \$1,035,401.

Fund Balance

- Unassigned fund balance is estimated at \$16,490,819 (20.7% of the adopted FY 24 budget). **Note that this reflects the Town Meeting approval of the Land Mobile Radio \$4.5 million supplemental which will be reflected as Assigned fund balance on our financial audit. The Town may not require utilizing the entire \$4.5 million as we have applied for grant funding in the amount of \$1.5 million.**

**Town of Weston
FY 2022-23 Budget Report**

	2021-22	2022-23	Additions, (Deletions), Transfers	Final Revised Budget	Estimated Actual	Variance From Original Budget	Variance From Revised Budget
	Actuals	Original Budget					
REVENUES							
TAX COLLECTIONS							
CURRENT TAXES	74,402,087	76,129,669		75,129,669	76,025,852	896,183.00	896,183.00
BACK TAXES	549,475	525,000		525,000	425,976	(99,024.00)	(99,024.00)
INTEREST/PENALTIES	416,164	300,000		300,000	266,148	(13,852.00)	(13,852.00)
SUPPLEMENTAL AUTO TAX	incl. above	725,000		725,000	-	(725,000.00)	(725,000.00)
ELDERLY TAX RELIEF	(392,227)	(431,500)		(431,500)	(384,323)	47,177.00	47,177.00
FIRE/EMS ABATEMENT	(77,597)	(78,000)		(78,000)	(71,631)	6,369.00	6,369.00
TOTAL TAX COLLECTIONS	74,897,902	76,170,169	-	76,170,169	76,282,822	111,653.00	111,853.00
DEPARTMENTAL RECEIPTS:							
INVESTMENT INCOME	(630,176)	200,000		200,000	933,395	733,395.00	733,395.00
BUILDING DEPARTMENT	392,753	240,000		240,000	434,807	194,807.00	194,807.00
TOWN CLERK	853,520	525,000		525,000	667,272	142,272.00	142,272.00
POLICE	4,857	4,000		4,000	4,012	12.00	12.00
ZBA HEARING FEES	1,770	1,000		1,000	304	(696.00)	(696.00)
PLANNING AND ZONING	23,900	17,000		17,000	14,010	(2,990.00)	(2,990.00)
CONSERVATION COMM.	9,678	8,000		8,000	7,386	(614.00)	(614.00)
SELECTMAN'S OFFICE	370	600		600	935	335.00	335.00
ASSESSOR COPIES	125	300		300	79	(221.00)	(221.00)
PUBLIC LIBRARY	17,027	5,000		5,000	5,141	141.40	141.40
POLICE SPECIAL DUTY ADMIN FEES	14,658	15,000		15,000	26,142	11,142.00	11,142.00
MISCELLANEOUS	80,914	5,000		5,000	73,941	68,941.00	68,941.00
MISCELLANEOUS BOE	41,885	-		-	56,000	56,000.00	56,000.00
SALE OF ASSETS (AUCTION)	10,000	-		-	6,880	6,880.00	6,880.00
TELECOMMUNICATIONS TAX	20,425	21,500		21,500	23,498	1,998.00	1,998.00
ANIMAL CONTROL FEES	8,032	10,000		10,000	6,956	(3,044.00)	(3,044.00)
BOOSTER BARN REPAYMENT	6,090	16,500		16,500	8,631	(7,869.00)	(7,869.00)
DEPARTMENTAL/MISC. RECEIPTS	855,827	1,068,900	-	1,068,900	2,269,389	1,200,489.40	1,200,489.40
STATE GRANTS							
ELDERLY TAX RELIEF LOCAL	4,694	-		-	4,982	4,982.00	4,982.00
GENERAL EDUCATION - ECS	131,896	263,792		263,792	213,171	(50,621.00)	(50,621.00)
TOWN ROAD AID	251,184	251,184		251,184	251,097	(87.00)	(87.00)
LOCIP	66,122	65,918		65,918	66,260	342.00	342.00
MOTOR VEHICLE MILL RATE CAP REIMBURSE	-	-		-	61,373	61,373.00	61,373.00
OTHER/MISCELLANEOUS	16,933	5,500		5,500	2,157	(3,343.00)	(3,343.00)
COVID and STORM REIMBURSEMENTS FEMA	173,931	-		-	2,510	2,510.00	2,510.00
MUNICIPAL REVENUE SHARING	-	-		-	202,577	202,577.00	202,577.00
MUNICIPAL STABILIZATION GRANT	70,181	70,181		70,181	70,181	0.00	0.00
STATE GRANTS	714,841	656,575	-	656,575	874,308	217,733.00	217,733.00
TOTAL REVENUES	76,468,670	77,895,644	-	77,895,644	79,425,719	1,530,075	1,530,075

**Town of Weston
FY 2022-23 Budget Report**

	2021-22 Actuals	2022-23 Original Budget	Additions, (Deletions), Transfers	Final Revised Budget	Estimated Actual	Variance From Original Budget	Variance From Revised Budget
EXPENDITURES							
GENERAL GOVERNMENT							
Administration	661,782	736,295	12,341	748,636	748,368	(12,073.00)	268.00
General Administration							
Social Security	484,400	500,000	-	500,000	497,116	2,884.00	2,884.00
Pension	1,223,846	1,241,000	-	1,241,000	1,236,316	4,684.00	4,684.00
Health Insurance	2,228,737	2,354,175	-	2,354,175	2,327,010	27,165.00	27,165.00
Other Insurances	379,975	381,427	-	381,427	394,551	(13,124.00)	(13,124.00)
All Other	381,373	418,708	5,000	423,708	392,253	26,455.00	31,455.00
General Administration	4,698,331	4,895,310	5,000	4,900,310	4,847,246	48,064.00	53,064.00
Information Services	193,712	207,259	-	207,259	184,651	22,608.00	22,608.00
Probate Court	3,607	4,658	-	4,658	4,037	621.00	621.00
Elections/Registrars	66,610	77,983	-	77,983	65,539	12,444.00	12,444.00
Board of Finance	54,850	58,000	-	58,000	57,800	200.00	200.00
Assessor	168,763	169,250	11,814	181,064	181,914	(12,664.00)	(850.00)
Board of Tax Review	900	1,100	-	1,100	400	700.00	700.00
Tax Collector	131,295	129,195	-	129,195	124,083	5,113.00	5,113.00
Legal	339,646	246,000	-	246,000	315,390	(69,390.00)	(69,390.00)
Town Clerk	167,286	171,320	25	171,345	164,133	7,187.00	7,212.00
Land Use	410,575	431,057	-	431,057	432,149	(1,092.00)	(1,092.00)
Total General Government	6,917,357	7,127,428	29,180	7,156,608	7,125,710	1,718.00	30,898.00
PUBLIC SAFETY							
Police Services							
Regular Wages	1,986,422	1,982,281	20,000	2,002,281	2,042,701	(60,420.00)	(40,420.00)
Overtime	233,293	221,594	-	221,594	232,860	(11,266.00)	(11,266.00)
All Other	244,554	362,788	-	362,788	322,483	40,305.00	40,305.00
Police Services	2,464,269	2,566,663	20,000	2,586,663	2,598,044	(31,381.00)	(11,381.00)
Volunteer Fire Dept.	276,130	295,203	-	295,203	292,849	2,354.00	2,354.00
Fire Marshal	68,329	69,094	-	69,094	72,001	(2,907.00)	(2,907.00)
Animal Control	82,797	94,790	-	94,790	72,521	22,269.00	22,269.00
Communication Center	288,136	306,404	-	306,404	262,175	44,229.00	44,229.00
Total Public Safety	3,179,661	3,332,154	20,000	3,352,154	3,297,590	34,564.00	54,564.00
PUBLIC WORKS							
Public Works - Highway							
Salaries	964,460	977,834	-	977,834	973,904	3,930.00	3,930.00
Snow Removal Expenses	187,350	209,341	-	209,341	123,105	86,236.00	86,236.00
Road resurfacing	533,900	562,500	-	562,500	564,839	(2,339.00)	(2,339.00)
Gen Maintenance/Other Contractual	219,751	197,108	-	197,108	212,979	(15,871.00)	(15,871.00)
All Other	207,360	228,350	-	228,350	235,370	(7,020.00)	(7,020.00)
Public Works - Highway	2,112,821	2,175,133	-	2,175,133	2,110,197	64,936.00	64,936.00
Tree Warden	89,804	106,700	-	106,700	106,177	523.00	523.00
Solid Waste Disposal	53,000	50,968	-	50,968	77,553	(26,585.00)	(26,585.00)
Total Public Works	2,255,625	2,332,801	-	2,332,801	2,293,927	38,874.00	38,874.00
HEALTH, CULTURE & WELFARE							
Westport/Weston Health District	228,320	216,940	-	216,940	216,904	36.00	36.00
Emergency Med. Comm. Service	15,269	15,440	-	15,440	15,449	(9.00)	(9.00)
Regional Paramedic	140,344	143,151	-	143,151	140,344	2,807.00	2,807.00
Weston Water Utility	22,225	22,866	-	22,866	51,684	(28,818.00)	(28,818.00)
School/Town Water Supply	56,640	40,422	-	40,422	80,366	(39,944.00)	(39,944.00)
Social Services	96,508	140,199	-	140,199	126,365	13,844.00	13,844.00
Youth Services Department	32,373	1,155	-	1,155	1,155	0.00	0.00
Senior Center/Comm. for the Elderly	201,531	214,862	5,000	219,862	222,477	(7,615.00)	(2,615.00)
Public Library	585,636	598,447	-	598,447	535,657	62,790.00	62,790.00
Recreation Department	518,020	499,881	248	500,129	486,988	12,893.00	13,141.00
Total Health, Culture & Welfare	1,696,666	1,893,363	5,248	1,898,611	1,877,379	15,984.00	21,232.00
TOTAL SELECTMANS BUDGET	14,249,509	14,685,746	54,426	14,740,174	14,594,606	91,140.00	145,568.00
Debt Service							
Interest	484,340	271,395	-	271,395	271,395	0.00	0.00
Principal	5,040,000	5,260,000	-	5,260,000	5,260,000	0.00	0.00
Property Sale Offset		(1,143,750)	-	(1,143,750)	(1,143,750)	0.00	0.00
Debt Service	5,524,340	4,387,645	-	4,387,645	4,387,645	-	-
Board of Education	53,679,039	56,391,182	-	56,391,182	55,355,781	1,035,401.00	1,035,401.00
Capital Outlay	2,668,217	2,431,071	50,000	2,481,071	2,481,071	(50,000.00)	0.00
TOTAL EXPENDITURES	76,121,105	77,895,644	104,426	78,000,072	76,819,103	1,076,541	1,180,969

**Town of Weston
FY 2022-23 Budget Report**

	2021-22 Actuals	2022-23 Original Budget	Additions, (Deletions), Transfers	Final Revised Budget	Estimated Actual	Variance From Original Budget	Variance From Revised Budget
FUND BALANCE ANALYSIS:							
FUND BALANCE 6/30/2021,2022	17,221,658	18,657,924	-	18,657,924	18,657,924		
TOTAL REVENUES	76,468,670	77,895,644	-	77,895,644	79,425,719	1,530,075.40	1,530,075.40
REVENUES MINUS EXPENDITURES	347,565	-	(104,428)	(104,428)	2,606,616	1,530,075.40	1,530,075.40
SUBTOTAL	17,569,223	18,657,924	(104,428)	18,553,496	21,264,540		
PLUS/MINUS: Various Estimates and Adjust.							
Other Changes in Reserves	754,302				(430,252)		
Reserve for unsettled DPW contract	** (16,500)				16,500		
BOE non-lapsing account (net)	25,899				140,031		
Release of 27th pay period reserve	325,000				-		
Committed for LMR Project	-				(4,500,000)		
UNASSIGNED FUND BALANCE 6/30/22,23	18,657,924	18,657,924			16,490,819	(2,167,104.60)	
NEXT YEAR PRO FORMA TOTAL BUDGET	77,895,644				79,699,432		
FUND BALANCE AS % OF NEXT YEAR BUDGET	24.0%				20.7%		

Item 5

**Board of Selectmen
Regular Meeting Minutes
October 5, 2023 at 7:30 pm
Weston Town Hall Meeting Room**

1. **Call to Order:** First Selectwoman Samantha Nestor called the meeting to order at 7:30 pm. Also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, and members of the public.
2. **Pledge of Allegiance:** Stephan Grozinger led in the Pledge of Allegiance.
3. **Discussion / Decision to appoint Jennifer Muscato to the Library Board:** Selectwoman Jenner made a motion to appoint Jennifer Muscato to the Library Board for a term expiring December 31, 2026. Selectman Mohabeer seconded the motion. Motion passed unanimously.
4. **Discussion / Decision to appoint David Goodman to the Commission on Aging:** Selectwoman Jenner made a motion to appoint David Goodman to the Commission on Aging for a term expiring June 30, 2025. Selectman Mohabeer seconded the motion. Motion passed unanimously.
5. **Discussion / Decision to appoint Rob Lamb to the Board of Ethics:** First Selectwoman Nestor made a motion to appoint Rob Lamb to the Board of Ethics for a term expiring June 30, 2024. Selectman Mohabeer seconded the motion. Motion passed unanimously.
6. **Discussion / Decision to appoint Gayle Paquin Costello:** First Selectwoman Nestor made a motion to appoint Gayle Paquin Costello to the Board of Ethics for a term expiring December 31, 2024. Selectman Mohabeer seconded the motion. Motion passed unanimously.

Selectwoman Jenner made a motion to move Agenda Item 10 before Agenda Item 7. Selectman Mohabeer seconded the motion. Selectman Mohabeer and Selectwoman Jenner voted in favor, First Selectwoman Nestor did not vote in favor, motion passed 2 to 1.

10. **Accept Resignation of Vanessa Richards from DEI Advisory Committee:** Selectwoman Jenner made a motion to accept the resignation of Vanessa Richards from the DEI Advisory Committee. Selectman Mohabeer seconded the motion. Discussion took place. Motion passed unanimously.
7. **Discussion / Decision regarding the following Committees**
 - a. Economic Vitality Committee
 - b. Bicycle and Pedestrian Safety Committee
 - c. Sidewalk Design and ConstructionSelectwoman Jenner made a motion to sunset the Economic Vitality Committee, Bicycle and Pedestrian Safety Committee, and the Sidewalk Design and Construction Committee. First Selectwoman Nestor seconded the motion. Motion passed unanimously.

d. Survey Research Committee

e. Insurance Advisory Committee

Selectwoman Jenner made a motion to make the Survey Research Committee and Insurance Advisory Board ad-hoc. First Selectwoman Nestor seconded the motion.

f. Veterans Affairs Committee

Selectwoman Jenner made a motion to table of the integration of Veterans Affairs Committee with the Regional Veterans Affairs Advisory Group.

g. Beautification Committee

Selectwoman Jenner made a motion to modify the charge of the Beautification Committee to be “to provide advice on exterior and interior choices for Town properties and to enhance the natural environment throughout Weston.” First Selectwoman Nestor seconded the motion. Motion passed unanimously. Discussion regarding Greyledge Fund took place.

h. Diversity, Equity, and Inclusion Advisory Committee

Selectwoman Jenner made a motion to modify the charge of the DEI Advisory Committee to be “promote diversity and belonging in Weston by creating programs that promote a greater understanding of minority populations; to advise human resources on the methods to advance the recruitment of employees and officials that reflect the composition of the Town; and to make recommendations to the Town of Weston on programs, events, amenities and statements of intent that create an affirming environment; and provide support to institutions like the library, schools, and departments to ensure that resources properly reflect inclusion of all races, ethnicity, gender, age, and ability. Also, the DEI Committee shall change from 7 members and 2 alternates to 5 members and 2 alternates. First Selectwoman Nestor seconded the motion. Discussion took place. Motion passed unanimously.

i. Lachat Town Farm Commission

Selectwoman Jenner made a motion to rename the Lachat Town Farm Commission to the Lachat Town Farm Committee and be permitted to attrit membership from 11 members to 5 members and have the revised charge to read “to oversee the Lachat Town Maintenance Fund.” Selectman Mohabeer seconded the motion. Motion passed unanimously.

j. Marketing and Communications Committee

Selectwoman Jenner Made a motion to revise the charge of the Marketing and Communications Committee to read “to promote Weston as a destination and amplify initiatives for all boards and committees”. First Selectwoman Nestor seconded the motion. Discussion took place. Motion passed unanimously.

k. Sustainable Weston

Selectwoman Jenner made a motion to revise the charge of Sustainable Weston to “the education and implementation of the Town of Weston Sustainability Plan”. Discussion took place. Selectwoman Jenner asked that it be recorded into the minutes to take up at a later date whether or not to add a commission that has more purview over the general environmental issues that surround the Town, and then it doesn’t get mixed up with what the Conservation Commission is doing and what the Sustainability Commission is doing. First Selectwoman Nestor seconded the motion. Motion passed unanimously.

8. Discussion / Decision of next steps for the Volunteer Handbook: **Selectman Mohabeer made a motion to approve the Volunteer Handbook for all appointed boards and commissions, as presented. Selectwoman Jenner seconded the motion. Motion passed unanimously.**
9. **Discussion / Decision of the Meeting Checklist:** Discussion took place regarding incorporating this information into the Town Clerk's current document on this topic.
10. **Approval of Tax Refunds: Selectwoman Jenner made a motion to approve tax refunds totaling \$11,298.25, as presented. Selectman Mohabeer seconded the motion. Motion passed unanimously.**
11. **Approval of Minutes from the September 26, 2023 Special Board of Selectmen Meeting: Selectwoman Jenner made a motion to approve the minutes from the September 26, 2023 Special Board of Selectmen Meeting as presented. Selectman Mohabeer seconded the motion. Motion passed unanimously.**
12. **Adjournment: Selectwoman Jenner made a motion to adjourn. Selectman Mohabeer seconded the motion. Motion passed unanimously.** Meeting adjourned at 7:54 pm.

Minutes Submitted by Darcy Barrera-Hawes, Executive Administrative Assistant