

Item 2



Office of the Town Administrator

MEMORADUM

TO: Board of Selectmen
FROM: Karl F. Kilduff, Town Administrator
RE: Request for Special Appropriation for Community Survey
DATE: August 19, 2025

The purpose of this memo is to outline the need for a Special Appropriation to pay for the cost of conducting a community-wide survey.

The Board of Selectmen have had a number of recent conversations about priorities, project funding decisions and looking for community engagement. The Board also discussed utilizing a community survey, as was done in 2018 as part of the Plan of Conservation and Development, to help inform priorities, infrastructure projects, etc... Price quotes were obtained from different vendors for a survey to be conducted by the third-party instead of using a tool like SurveyMonkey. Pricing ranged from \$12,000 to \$20,000.

The Board wanted to proceed with a third-party conducted electronic survey with a target of 40-45 questions. The intent of the survey results are to guide future decision-making and possibly serve as a prelude to long-term vision and strategic plan.

The Board of Selectmen is being asked to approve the following item:

- 1.) Approve a Special Appropriation in the amount of \$12,000 to conduct a community-wide survey and recommend approval of the same by the Board of Finance.

ADDITIONAL & SUPPLEMENTAL APPROPRIATION APPLICATION

ABSTRACT

This request is to pay for the cost of conducting a community wide survey.

AMOUNT

\$ 12,000

**FYTD PRIOR
SUPPLEMENTAL**

\$

-

**ACCOUNT NUMBER /
OBJECT CODE**

0110110-51301

BACKGROUND

The Board of Selectman, as a result of recent conversations involving priorities, project funding and community engagement, has approved utilizing a community survey, as was done in 2018 as part of the Plan of Conservation and Development in order to guide future decision making.

BOS/BOE ACTION

Board of Selectmen approval on August 21, 2025

SUPPORT MATERIALS

Included with backup

**PROCUREMENT
COMPLIANCE**

N/A

**EXPEDITED ACTION
REQUESTED**

Yes

To guide near term decision making.

SIGNATURE

Karl Kilduff

DATE

September 9, 2025

Item 3



Office of the Town Administrator

MEMORADUM

TO: Board of Selectmen
FROM: Karl F. Kilduff, Town Administrator
RE: Request for Transfer to the Fire Truck Replacement Reserve
DATE: September 2, 2025

The purpose of this memo is to outline a request for a transfer between capital projects to provide funding to the Fire Truck Replacement Reserve.

Previously, a Town Meeting authorized \$4.5 million to be committed from the Undesignated Fund Balance to pay for the Land Mobile Radio project which was primarily meant to update dispatch equipment and radios to connect to the State radio "backbone", replace end-of-life radio equipment used by first responders and Public Works, and necessary changes to communication tower equipment. Concurrently, the Town sought grants to offset some of these same costs.

A federal earmark was approved but cannot be used to offset costs in the approved amount of \$4.5 million. Federal funds need to be committed to other additional costs. The State made an award of state ARPA funding which was able to reimburse the Town for project expenses. As a result, the Town and State entered into a grant contract to reimburse the Town for \$500,000 of dispatch console equipment.

State funds have been released and are now in the Town possession. The grant funds currently sit in the Land Mobile Radio project creating an available balance of \$5 million.

As was discussed during the budget process, a Fire Truck Replacement Reserve was established to ladder out the anticipated costs for replacement of 3 fire trucks over the next 5 years. In addition to funds in the Capital Plan, it was anticipated that the reserve would be capitalized with the \$500,000 in now, excess funds from the Land Mobile Radio project.

The Town's Auditors were consulted prior to this request for their opinion on the proper treatment of this approach. The guidance from the Auditor was to handle the movement of funding as a transfer of funds between two capital projects – instead of a close out/offset or other methodology.

The Board of Selectmen is being asked to approve the following items:

- 1.) Approve a Transfer in the amount of \$500,000 from the Land Mobile Radio project to the Fire Truck Replacement Reserve and recommend approval of the same by the Board of Finance.

Land Mobile Radio/Dispatch Console Project

Funding Sources:

Prior Year Capital Projects	\$255,000
Town Meeting Supplemental Appropriation	<u>\$4,500,000</u>
Total Sources	\$4,755,000

Less Expenditures:

Paid to Date	(\$4,072,308)
Anticipated Additional Expense	<u>(678,692)</u>
Total Expected Expenditures	<u>(\$4,751,000)</u>
Net Surplus/Deficit before Grant	\$4,000
State Grant Received	<u>\$500,000</u>
Final Total Expected Available	<u>\$504,000</u>

Notes: The system is currently operational; no contingency is anticipated for unexpected final costs.

Item 4

General Fund Year End Highlights FY 2024-25

Revenue

- Tax Revenue \$k higher than budget due to favorable collections on the current list year compared to FY 24 as of the same date. Additionally, senior tax abatements and deferments are significantly less than recent years due to revaluation which had the effect of a number of senior households no longer qualifying under the current income and wealth thresholds.
- Investment Income is \$481k higher than budget due to short term yields remaining above assumptions for the majority of the fiscal year as well as unrealized gains in fixed income accounts amounting to more than \$300k.
- ECS grant funding from the state came in at (\$32k) under budget due to the state audit of special ed programs.

Expenditures

- Administration reflects a surplus of \$60k compared to the revised budget due to the new HR Manager position not filled until January 6th and reduced hours for the Records Coordinator.
- General Administration is projected to end with a deficit of \$49k primarily due to an increase in the Georgetown Fire District payment which was about \$40k more than budgeted. Additionally, health insurance is \$24k over budget due to a slight increase in covered employees and volunteers as well as an increase in HRA utilization.
- Legal Services reflects a (\$43k) projected deficit due to additional litigation expenses in certain matters.
- Police Department is experienced favorable results throughout their budget, particularly overtime, resulting in a favorable result of \$76k.
- Public Works is reflecting a surplus against the revised budget of \$53k due to less than anticipated vehicle repair expenses over the final two months of the fiscal year, as well as part time help was not hired this summer.
- School/Town Water reflects a deficit of (\$22k) due to additional work related to PFAS and testing at the schools.
- Selectmen's budget reflects a forecasted \$129k surplus compared to the revised budget.
- The capital budget forecast includes supplemental appropriations of \$603,630 to date.
- Board of Education reflects a budget neutral estimate.
- Land Mobile Radio expenses during FY 25 \$1,686,966 (total of \$3,817,870 over two years). The application of \$1,686,966 from the Committed fund balance at 6/30/25 will offset this obligation.

Fund Balance

- o Unassigned fund balance is estimated at \$19,251,750 (23.7%) of the FY 26 budget. \$500k State grant toward the LMR project discussed as part of this meeting's agenda and has been proposed to fund the Fire Truck reserve capital account as approved in the FY 26 budget.

**Town of Weston
FY 2024-25 Budget Report**

	2023-24	2024-25	Additions,	Final Revised	Estimated	Variance	Variance
	Actuals	Original	(Deletions),	Budget	Actual	From Original	From Revised
		Budget	Transfers	Budget		Budget	Budget
REVENUES							
TAX COLLECTIONS							
CURRENT TAXES	77,129,624	75,105,438		75,105,438	75,750,000	644,562.00	644,562.00
BACK TAXES	342,789	425,000		425,000	468,014	43,014.00	43,014.00
INTEREST/PENALTIES	257,324	250,000		250,000	289,062	39,062.00	39,062.00
SUPPLEMENTAL AUTO TAX	incl. above	525,000		525,000	incl in current	(525,000.00)	(525,000.00)
ELDERLY TAX RELIEF	(384,323)	(431,500)		(431,500)	(214,757)	216,743.00	216,743.00
FIRE/EMS ABATEMENT	(71,631)	(78,000)		(78,000)	(49,099)	28,901.00	28,901.00
TOTAL TAX COLLECTIONS	77,273,783	75,795,938	-	75,795,938	76,243,220	447,282.00	447,282.00
DEPARTMENTAL RECEIPTS							
INVESTMENT INCOME	2,113,431	1,615,000		1,615,000	2,096,000	481,000.00	481,000.00
BUILDING DEPARTMENT	479,628	350,000		350,000	356,457	6,457.00	6,457.00
TOWN CLERK	646,898	575,000		575,000	593,822	18,822.00	18,822.00
POLICE	6,328	4,000		4,000	4,492	492.00	492.00
ZBA HEARING FEES	20	1,000		1,000	215	(785.00)	(785.00)
PLANNING AND ZONING	14,875	18,000		18,000	10,164	(7,836.00)	(7,836.00)
CONSERVATION COMM.	16,502	8,000		8,000	16,700	8,700.00	8,700.00
SELECTMAN'S OFFICE	2,184	600		600	680	80.00	80.00
ASSESSOR COPIES	89	200		200	50	(150.00)	(150.00)
PUBLIC LIBRARY	5,956	2,600		2,600	4,345	1,745.00	1,745.00
POLICE SPECIAL DUTY ADMIN FEES	16,271	18,000		18,000	12,818	(5,182.00)	(5,182.00)
MISCELLANEOUS	56,394	15,000		15,000	44,031	29,031.00	29,031.00
MISCELLANEOUS BOE	19,016	-		-	-	0.00	0.00
SALE OF ASSETS (AUCTION)	20,343	-		-	4,251	4,251.00	4,251.00
ANIMAL CONTROL FEES	6,017	8,000		8,000	6,674	(1,326.00)	(1,326.00)
DEPARTMENTAL/MISC. RECEIPTS	3,403,952	2,615,400	-	2,615,400	3,150,699	535,299.00	535,299.00
STATE GRANTS							
ELDERLY TAX RELIEF LOCAL	217	4,000		4,000	158	(3,842.00)	(3,842.00)
GENERAL EDUCATION - ECS	300,938	263,792		263,792	231,773	(32,019.00)	(32,019.00)
TOWN ROAD AID	250,899	251,097	-	251,097	250,905	(192.00)	(192.00)
LOCIP	99,494	99,296		99,296	98,809	(487.00)	(487.00)
MOTOR VEHICLE MILL RATE CAP REIMBURSE.	88,245	106,719		106,719	106,719	0.00	0.00
TELECOMMUNICATIONS TAX	36,662	22,000		22,000	22,272	272.00	272.00
OTHER/MISCELLANEOUS	9,325	6,000		6,000	8,798	2,798.00	2,798.00
COVID and STORM REIMBURSEMENTS FEMA	254,877	-		-	-	0.00	0.00
MUNICIPAL REVENUE SHARING	262,137	-		-	-	0.00	0.00
MUNICIPAL STABILIZATION GRANT	70,181	70,181		70,181	70,181	0.00	0.00
STATE GRANTS	1,372,975	823,085	-	823,085	789,615	(33,470.00)	(33,470.00)
TOTAL REVENUES	82,050,710	79,234,423	-	79,234,423	80,183,534	949,111	949,111

**Town of Weston
FY 2024-25 Budget Report**

	2023-24	2024-25	Additions,	Final Revised	Estimated	Variance	Variance
	Actuals	Original	(Deletions),	Budget	Actual	From Original	From Revised
		Budget	Transfers	Budget		Budget	Budget
EXPENDITURES							
GENERAL GOVERNMENT							
Administration	734,806	847,880	1,300	849,180	788,708	59,172.00	60,472.00
General Administration							
Social Security	521,731	562,000	14,000	576,000	574,734	(12,734.00)	1,266.00
Pension	1,212,106	1,366,000	9,471	1,375,471	1,392,665	(26,665.00)	(17,194.00)
Health Insurance	2,351,840	2,672,550	-	2,672,550	2,696,828	(24,278.00)	(24,278.00)
Other Insurances	431,062	416,955	-	416,955	397,324	19,631.00	19,631.00
All Other	391,289	362,051	5,000	367,051	395,686	(33,635.00)	(28,635.00)
General Administration	4,908,028	5,379,556	28,471	5,408,027	5,457,237	(77,681.00)	(49,210.00)
Information Services	254,013	233,529	1,900	235,429	251,622	(18,093.00)	(16,193.00)
Probate Court	4,854	4,500	-	4,500	4,690	(190.00)	(190.00)
Elections/Registrars	74,606	102,048	-	102,048	93,896	8,152.00	8,152.00
Board of Finance	60,100	70,000	-	70,000	74,900	(4,900.00)	(4,900.00)
Assessor	184,954	189,889	5,000	194,889	202,907	(13,018.00)	(8,018.00)
Board of Tax Review	3,475	1,500	-	1,500	-	1,500.00	1,500.00
Tax Collector	134,555	145,240	-	145,240	146,587	(1,347.00)	(1,347.00)
Legal	242,873	248,880	-	248,880	291,542	(42,662.00)	(42,662.00)
Town Clerk	171,235	184,337	-	184,337	179,292	5,045.00	5,045.00
Land Use	495,051	470,000	-	470,000	444,151	25,849.00	25,849.00
Total General Government	7,268,550	7,877,359	36,671	7,914,030	7,935,532	(58,173.00)	(21,502.00)
PUBLIC SAFETY							
Police Services							
Regular Wages	2,066,278	2,200,378	47,675	2,248,053	2,268,913	(68,535.00)	(20,860.00)
Overtime	245,864	233,794	-	233,794	164,969	68,825.00	68,825.00
All Other	353,434	375,947	-	375,947	348,071	27,876.00	27,876.00
Police Services	2,665,576	2,810,119	47,675	2,857,794	2,781,953	28,166.00	75,841.00
Volunteer Fire Dept.	302,488	323,285	-	323,285	325,636	(2,351.00)	(2,351.00)
Fire Marshal	69,877	72,684	-	72,684	72,963	(279.00)	(279.00)
Animal Control	109,604	99,390	-	99,390	83,320	16,070.00	16,070.00
Communication Center	297,125	315,697	-	315,697	315,697	0.00	0.00
Total Public Safety	3,444,670	3,621,175	47,675	3,668,850	3,579,569	41,606.00	89,281.00
PUBLIC WORKS							
Public Works - Highway							
Salaries	1,054,317	1,088,003	53,718	1,141,721	1,142,580	(54,577.00)	(859.00)
Snow Removal Expenses	107,314	155,000	70,940	225,940	230,076	(75,076.00)	(4,136.00)
Road resurfacing	665,358	-	-	-	-	0.00	0.00
Gen Maintenance/Other Contractual	138,985	205,220	-	205,220	198,214	7,006.00	7,006.00
All Other	333,174	362,436	54,800	417,236	364,000	(1,564.00)	53,236.00
Public Works - Highway	2,299,148	1,810,659	179,458	1,990,117	1,934,870	(124,211.00)	55,247.00
Tree Warden	111,588	177,600	-	177,600	178,856	(1,256.00)	(1,256.00)
Solid Waste Disposal	86,207	129,900	-	129,900	129,900	0.00	0.00
Total Public Works	2,496,943	2,118,159	179,458	2,297,617	2,243,626	(125,467.00)	53,991.00
HEALTH, CULTURE & WELFARE							
Westport/Weston Health District	225,510	231,219	-	231,219	231,219	0.00	0.00
Emergency Med. Comm. Service	15,763	15,924	-	15,924	15,924	0.00	0.00
Regional Paramedic	140,344	169,924	-	169,924	170,726	(802.00)	(802.00)
Weston Water Utility	22,866	26,496	-	26,496	25,000	1,496.00	1,496.00
School/Town Water Supply	89,636	54,300	-	54,300	76,680	(22,380.00)	(22,380.00)
Social Services	163,404	224,964	-	224,964	206,225	18,739.00	18,739.00
Senior Center/Comm. for the Elderly	230,625	240,746	-	240,746	240,746	0.00	0.00
Public Library	599,353	640,563	-	640,563	634,000	6,563.00	6,563.00
Recreation Department	478,636	529,168	60,929	590,097	586,349	(57,181.00)	3,748.00
Total Health, Culture & Welfare	1,966,137	2,133,304	60,929	2,194,233	2,186,869	(53,565.00)	7,364.00
TOTAL SELECTMANS BUDGET							
	15,176,300	15,749,997	324,733	16,074,730	15,945,596	(195,599.00)	129,134.00
Debt Service							
Interest	127,825	54,250	-	54,250	54,250	0.00	0.00
Principal	2,840,000	810,000	-	810,000	810,000	0.00	0.00
Debt Service	2,967,825	864,250	-	864,250	864,250	-	0.00
Board of Education	57,387,587	59,339,701	-	59,339,701	59,213,328	126,373.00	126,373.00
Capital Outlay	4,619,171	3,280,475	603,630	3,884,105	3,884,105	(603,630.00)	0.00
Land Mobile Radio Project	2,130,904	-	-	-	1,686,966	(1,686,966.00)	(1,686,966.00)
Application of Committed Fund Balance LMR					(1,686,966)	1,686,966.00	1,686,966.00
TOTAL EXPENDITURES	82,281,787	79,234,423	928,363	80,162,786	79,907,279	(672,856)	255,507

**Town of Weston
FY 2024-25 Budget Report**

	2023-24	2024-25	Additions,	Final Revised	Estimated	Variance	Variance
	Actuals	Original	(Deletions),	Budget	Actual	From Original	From Revised
		Budget	Transfers	Budget		Budget	Budget
FUND BALANCE ANALYSIS:							
FUND BALANCE 6/30/2024	16,778,291	18,993,495	-	18,993,495	18,993,495		
TOTAL REVENUES	82,050,710	79,234,423	-	79,234,423	80,183,534	949,111.00	949,111.00
REVENUES MINUS EXPENDITURES	(231,077)	-	(928,363)	(928,363)	276,255	949,111.00	949,111.00
SUBTOTAL	16,547,214	18,993,495	(928,363)	18,065,132	19,269,750		
PLUS/MINUS: Various Estimates and Adjust.							
Other Changes in Reserves/Supplementals	361,309				(18,000)		
BOE non-lapsing account	(230,000)				-		
Encumbrance Changes	(54,124)				-		
Committed for LMR Project	2,369,096		-		-		
UNASSIGNED FUND BALANCE 6/30/24,25	18,993,495	18,993,495			19,251,750	258,255.00	
FY 2024-25, 2025-26 Total Budget	79,234,423				81,288,579		
FUND BALANCE AS % OF CURRENT YEAR BUDGET					24.3%		
FUND BALANCE AS % OF NEXT YEAR BUDGET	24.0%				23.7%		

Item 6

DRAFT Board of Finance Special Meeting
July 21, 2025 6:00 PM
Meeting Held Remotely

Board of Finance Chairman Michael Imber called the meeting to order at 6:01 pm. Attendees were Vice Chairman Jeffrey Farr, BOF members Rone Baldwin, Theresa Brasco, Christopher Bryant, Daniel Gershburg, Jeffrey Goldstein, Finance Director Rick Darling.

Recognition of Jeff Farr's public service to the Board of Finance and the Town of Weston – Michael Imber. Mr. Imber read a resolution recognizing Mr. Farr's contributions and service to the Town of Weston as a BOF member since 2018 as well as eleven years of service on the Planning and Zoning Board. Mr. Imber asked for a motion to approve the resolution, seconded by Mr. Bryant. All in favor, one abstention (JF), motion carries unanimously. All BOF members thanked Mr. Farr for his service.

Update on General Fund investment income – Rick Darling. Mr. Darling provided an annual update on the 2024-2025 Investment Income Budget and reviewed a summary compared to budget thru June 30th and discussed that approximately \$1.75 million exceeded our investment income budget for the current year. Net unrealized gains showed a positive result for the overall town budget reflecting an investment income revenue source in excess of the \$1.75 million. Mr. Imber noted that we only budget for investment income and not unrealized gains/losses. Mr. Darling also provided a summary of where the general funds are as of June 30th.

Update on Bond Anticipation Note issuance – Karl Kilduff, Rick Darling. Mr. Darling provided an update on the bond anticipation note issuance dated July 29, 2025, due July 28, 2026. Bids came in on July 15th, received a total of 6 bids. The low bid was Jeffries LLC with the net interest cost coming in lower than anticipated and the principal of \$5,400,000.

Discussion regarding an update on contract negotiations with the WTA and WAA - Mike Imber: Mr. Imber provided a brief update on his participation efforts with contract negotiations with the Weston Teachers Association and the Weston Administration Association which commenced on July 8th, kick off was on July 17th with the WTA, BOE participants, Phil Cross and Shipman Goodwin, Esq. Negotiations are scheduled to run thru August 26th. Arbitration date set for September 21st and a report to the state no later than February 3, 2026.

Discussion/Decision on the proposed BOF Debt Management Policy – Jeff Farr, Chris Bryant, Jeff Goldstein. Mr. Farr discussed the proposed final BOF Debt Management policy for review and consideration. Mr. Farr commented on the subcommittee's last meeting and the agreed upon changes that were made subsequent to the first BOF presentation and input from the public hearing. Mr. Farr commented on agreement of all changes besides the debt structure section resulting in a vote to move the policy to the BOF for discussion and approval. Comments and questions were reviewed. Mr.

Baldwin and Ms. Brasco discussed that the policy should be inclusive of managing to an overall maturity guideline(s) and were not supportive of a policy inclusive of debt issuance for 30 years. Mr. Imber discussed that state statute permits up to 30 year finance and discussed intergenerational equity, spreading the cost of the utility of the asset over an appropriate set of generation, noting that ability to issue for up to 30 years as an option to have if necessary. Mr. Imber also discussed that in the past 5 years there have been 15 issuances of municipal debt with 30 year maturities, noting that it is not unheard of to do so while maintaining AAA rating.

Mr. Imber asked for a motion to accept the Debt Management policy as presented. Motion made by Mr. Bryant, seconded by Mr. Gershburg. Motion carries 4-3 (yes MI, CB, DG, JG) (no RB, TB, JF).

Approval of minutes from the June 12 regular meeting: Mr. Imber asked for a motion to approve the June 12th BOF minutes. Motion made by Mr. Baldwin, seconded by Mr. Goldstein. Motion carries unanimously.

Approval of the following subcommittee minutes: February 13 Debt Capacity; June 3 Fund Balance; July 14 Debt Management (each set to be voted upon by the respective Board members on each subcommittee). Mr. Imber asked for a motion to approve the February 13, 2025 Debt Capacity Minutes. All in favor motion carries unanimously by Debt Capacity Subcommittee members (MI, RB, CB). Mr. Imber asked for a motion to approve the June 3, 2025 Fund Balance Minutes. All in favor, motion carries unanimously by Fund Balance Subcommittee members (MI, TB, CB). Mr. Imber asked for a motion to approve the July 14, 2025 Debt Management Minutes. All in favor, motion carries unanimously by the Debt Management Subcommittee members (JF, CB, JG).

Mr. Baldwin noted he will not be seeking BOF reelection in November 2025 and noted his resignation during the summer to allow a transition prior to the November election. Mr. Imber extended his heartfelt thanks to Mr. Baldwin and suggested moving the August BOF meeting and public comment to September.

Adjourn. Motion to adjourn made by Mr. Bryant, seconded by Mr. Farr. All in favor, meeting adjourned at 7:03 pm.

Respectfully Submitted,
Shawn Amato, Recording Secretary