



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

**PLEASE NOTE: MEETING
MOVED TO THE AUDITORIUM
BEGINNING AT 7:30 P.M.**

NOTICE OF PUBLIC MEETING-REVISED #2

The Board of Finance will hold its Public Meeting on **Wednesday, September 5, 2018 at 7:30 p.m.** in **the Auditorium of Town Hall** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the July 16, 2018 Special Meeting and the August 1, 2018 Regular Meeting.
2. Financial Report and end of Fiscal Year Update from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. In accordance with C.G.S. Section 10-222a and upon the request of the Superintendent of Schools, to approve an appropriation of \$139,207.15 to the 2017-2018 Budget, BOE Rentals & Reimbursements Expenditure Account.
5. Upon the request of the Finance Director, to approve the following requests for carryover amounts of \$50,000 or less:

<u>Department</u>	<u>Account Name</u>	<u>Amount</u>	<u>Purpose/Reason</u>
a. DPW	Transportation Allowance	\$6,000	Tree Warden Service Escalation
b. DPW	Stump Removal	\$400	Tree Warden Service Escalation
c. Historic Dist.	Fees & Services	\$5,000	Cert. Local Gov't Application
d. IT	Fees & Services	\$14,000	CMS-New Town Website
e. IT	Software	\$1,000	CMS-New Town Website
f. IT	Education & Expenses	\$9,000	CMS-New Town Website
g. Parks & Rec	Fees & Services	\$10,000	Sr. Center Expansion
h. Parks & Rec	Facility Maintenance	\$10,000	Delayed Spring Tree Work
i. Parks & Rec	Tree Replacement/Restore	\$8,900	Delayed Spring Tree Planting
j. Parks & Rec	Special Maintenance	\$7,000	Delayed Spring Maintenance
k. Parks & Rec	Supplies REC Crew	\$11,000	Purchase Camp Equipment
l. P&R Golf	Equipment/Maintenance	\$5,500	Golf Course Improvements
m. P&R Golf	Maintenance Supplies	\$7,400	Golf Course Improvements
n. P&R Golf	Other Material & Supplies	\$3,800	Golf Course Improvements
o. P&R Golf	Facility Improvements	\$39,800	Golf Facility Improvements
p. P&Z	Fees & Services	\$4,000	HDC Transcript Services
q. Registrar	Education & Expenses	\$6,000	Training
r. Town Clerk	MERS-Town Clerk Fee	\$2,659.08	Per State Statue CGS §7-34a(d)
s. WAAC	Arts Advisory Council	\$6,180	Otocast Application
t. WTD	Marketing	\$16,700	2018 Commuter Survey

6. Upon the request of the Finance Director, to close the Fiscal Year 2017-18 by processing the list of transfers (attached) and incorporating these in the appropriation subsidiary ledger.

7. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$85,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500149 for the design services to replace four (4) synthetic turf fields and the Staples running track .
8. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$50,000.00 to the Capital and Non-Recurring Account #31508810-500152 to purchase a new Kubota tractor for use by the Parks Department.
9. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$840,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500150 to replace the current porta-johns with permanent restrooms containing 3 ADA compliant restrooms and a storage room near Compo's South Beach.
10. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$270,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500151 to install a pedestrian walkway including picnic table pads along Compo's South Beach.

11. Upon the request of the Director of Public Works, to approve the following request for transfers:

Account Name and Number	From:	To:
Transportation Allowance	10103370-528900	\$6,000
Stump Removal	10103370-532006	\$400
Extra Help and Overtime	10103370-513001	\$6,400

12. Upon the request of the Director of Public Works, to approve an appropriation of \$876,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500148 for Heating and HVAC Upgrades within the Police Department facility.
13. Upon the request of the Director of Public Works, to approve an appropriation of \$275,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500129 for a complete replacement of the Town Hall Elevator.
14. Upon the request of the Director of Public Works, to approve an appropriation of \$196,000.00 to the Sewer Reserve Fund Account #32003330-500313 for the replacement of one Bar Screen Rack and Skylight at the Westport Water Pollution Control Facility.
15. Upon the request of the Director of Public Works, to approve an appropriation of \$305,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500146 for the replacement of the Westport Waste Transfer Station Compactor #1, along with associated controls and wiring.
16. Upon the request of the Director of Public Works, to approve an appropriation of \$25,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500147 for the engineering, design and permitting of a replacement for the Burying Hill Beach Jetty.

Note: The practice for upcoming BOF regular meetings will be to close the meetings at 10:00 PM. Motions to extend individual meetings can be heard.



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

BOARD OF FINANCE SPECIAL MEETING - DRAFT MINUTES

The Board of Finance held a Special Meeting on Monday, July 16, 2018 at 8:00 p.m. in **Room 201/201A of Town Hall** for the following purpose:

Attendees: B. Stern, L. Caney, J. Westphal, S. Gordon, M. Rea, A. Moore.

AGENDA

APPOINTMENT OF NEW MEMBER

At 8:00 P. M. upon a motion by B. Stern, Second by M. Rea the Board of Finance voted unanimously (6-0-0) to go into executive session to interview and vote on a candidate to fill a vacancy on the Board of Finance for the unexpired portion of the term of John Hartwell.

Motion to go out of executive session and adjourn made by B. Stern, second by M. Rea at 10:35 P.M. was approved unanimously (6-0-0).



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

DRAFT MINUTES OF BOF PUBLIC MEETING

The Board of Finance held its Public Meeting on Wednesday, August 1, 2018 at 8:00 p.m. in **Room 201/201A of Town Hall** for the following purposes:

In Attendance: B. Stern, M. Rea, L. Caney, A. Moore, J. Westphal, Absent - S. Gordon. Nancie Dupier appointed to fill the vacant seat on the BOF at 8:15 P.M.

AGENDA

1. Appointed Nancie Dupier as a new Board of Finance member to fill the vacancy for the unexpired portion of J. Hartwell's term. Upon a motion by L. Caney, seconded by M. Rea the BOF voted unanimously to appoint Nancie Dupier to the vacant seat once held by J. Hartwell. Vote was unanimous 5-0-0.

Ms. Dupier now assumes the seat and will be recorded in the records as present and voting.

2. Approved the Board of Finance Minutes as amended of the July 11, 2018 Special Meeting and the July 11, 2018 Regular Meeting. Item #9 of July 11th regular meeting was amended by motion of L. Caney, second by A. Moore stating the following: Said motion and subsequent vote was inappropriate as it was not requested by the proper authority and is thereby declared null and void.

Motion to amend and accept new minutes were approved unanimously 6-0-0.

3. Heard Financial Report and end of Fiscal Year Update from the Finance Director. (Discussion Only)
4. Reviewed 5-Year Capital Forecast Projects. (Discussion Only). It was requested by the Chair to notice in minutes that a report from the Administration at the October meeting be given using the appropriate external counsel to advise on debt structure and capacity and General Fund policies.
5. Heard the Board of Education 4th quarter Financial Report from the Director of Business Operations. (Discussion Only)
6. Status Update from the Audit Manager. (Discussion Only) Item withdrawn from this month's agenda.
7. Upon the request of the Board of Education, in accordance with the agreement reached between the Board of Education and the Board of Finance MOA dated August 31, 2015, the Board of Finance will approve a transfer of \$250,000.00 (unaudited) from unexpended 2017-2018 operating funds of the Board of Education to the "BOE Carryover Account" in the Capital and Non-Recurring Fund Account #31506650-500200.

Motion to approve by M. Rea, second by N. Dupier. Vote was unanimous 6-0-0.

At 10:25 p.m. motion to extend meeting beyond regular time was made by M. Rea, second by L. Caney. Vote was unanimous 6-0-0.

8. Upon the request of the First Selectman and the Chief of Police, denied an appropriation of \$260,000.00 to the Police Department budget for FY 2018-2019 for the first-year cost of two (2) school resource officers. Funding for this appropriation will be offset by an anticipated Board of Education surplus of \$275,999 for FY 2017-2018. The prior request of \$320,000.00 from the July 11, 2018 Board of Finance Meeting is withdrawn as the new amount is based on a partial year of 9 month.

Motion to approve was made by M. Rea, seconded by A. Moore. Vote failed -Two (2) FOR (Rea, Moore) - Three (3) AGAINST (Stern, Caney, Westphal) and one (1) abstention (Dupier)

9. Discussed delinquent and uncollected motor vehicle and personal property tax accounts.
10. Approved the request of the Director of Public Works, for an appropriation of \$155,000.00 along with bond and note authorization to the Capital and Non-Recurring Fund Account #31503310-500144 for the purchase of one (1) medium duty Lo Pro dump truck to replace a 2000 Lo Pro truck. Motion to approve M. Rea, second by B. Stern. Motion carried unanimously 6-0-0.

At 10:20 p.m. Motion to adjourn by A. Moore second by M. Rea. Vote unanimous 6-0-0.

**WESTPORT PUBLIC SCHOOLS
RENTALS & REIMBURSEMENTS
as of June 30, 2018**

	Revenues Received	Expenditure Detail	Expenditures as of 06/30/17	Balance to Town
Account 852				
Outside Activities & School Use	\$ 139,207.15			
Payroll				
BOE staff		\$ 50,212.39		
FICA/Medicare		\$ 3,690.68		
		\$ 53,903.07	\$ 53,903.07	\$ -
Expenditures			\$ 85,304.08	
TOTAL	\$ 139,207.15		\$ 139,207.15	\$ -

Revenue & Expense Detail

Revenues

Camp Gan Israel	\$ 73,181.00
Westport Academy of Dance	\$ 13,816.34
Westport Young Women's League	\$ 13,257.07
Connecticut Breeze	\$ 5,045.33
All Other (Under \$5,000)	\$ 33,907.41
	\$ 139,207.15

Expenditures

Payroll (including FICA/Med)	\$ 53,903.07
Electricity	\$ 72,277.33
Refund to Camp Gan Israel (sec. deposit)	\$ 10,000.00
Fingerprinting	\$ 3,026.75
Misc. reimbursements	\$ -
	\$ 139,207.15

FYE TRANSFERS 2018	Proposed Internal Transfer To	Proposed Internal Transfer From
101 General Fund		
10101120 Selectmen		
511000 Salaries		(8,366.97)
528900 Transportation Allowances	363.98	
531000 Fees & Services	6,502.99	
552000 Postage	7.38	
561000 Supplies		(620.91)
585000 Education & Expenses	2,113.53	
	8,987.88	(8,987.88)
10101142 Elections		
513001 Extra Help		(6,769.53)
561000 Supplies		(426.14)
561003 Town Clerk EH Supplies	426.14	
10101180 Town Clerk		
511000 Salaries	6,769.53	
531000 Fees & Services	273.98	
531004 Historic Preservation Grants	1.52	
552000 Postage		(275.58)
582004 Fees: LPAHHP	0.08	
	7,471.25	(7,471.25)
10101150 Board Of Finance		
551000 Advertising & Printing	89.31	
10101151 Finance Department		
531000 Fees & Services	3,765.68	
561000 Supplies		(351.66)
573000 Office Equipment		(2,020.39)
585000 Education & Expenses		(1,482.94)
	3,854.99	(3,854.99)
10101153 Personnel		
511000 Salaries	65.61	
513001 Extra Help		(388.64)
513002 Overtime	323.03	
528900 Transportation Allowances	3,418.26	
531000 Fees & Services		(4,573.87)
552000 Postage	441.93	
561000 Supplies	713.68	
	4,962.51	(4,962.51)
10101154 Assessor		
511000 Salaries	8,055.09	
513000 Extra Help & Overtime		(6,843.15)
531000 Fees & Services		(1,331.25)
543000 Vehicle Maint. & Operation	119.31	
	8,174.40	(8,174.40)

FYE TRANSFERS 2018	Proposed Internal Transfer To	Proposed Internal Transfer From
10101170 Town Attorney		
511002 Retainer	3,573.83	
511003 Asst Town Atty		(3,573.87)
511004 Secretary		(2,806.37)
532000 Contract Services	14,633.28	
533200 Negotiation Services		(13,526.48)
589000 Miscellaneous Expenses	1,699.61	
	19,906.72	(19,906.72)
10101182 Conservation		
511000 Salaries	827.72	
513002 Overtime		(827.72)
531000 Fees & Services		(56.67)
542000 Equipment Maint. & Operation	1.00	
543000 Vehicle Maint. & Operation	55.67	
	884.39	(884.39)
10101185 Planning & Zoning		
511000 Salaries	8,399.39	
513001 Extra Help		(669.37)
513002 Overtime	34.37	
528900 Transportation Allowances		(963.24)
531000 Fees & Services		(4,519.53)
585000 Education & Expenses		(2,281.62)
	8,433.76	(8,433.76)
10102214 Police Vehicle Maint		
513000 Extra Help & Overtime	627.54	
543000 Vehicle Maint. & Operation		(5,178.37)
10102216 Dog Warden		
511006 Holiday Pay	618.74	
513000 Extra Help & Overtime	3,757.77	
543000 Vehicle Maint. & Operation	174.32	
	5,178.37	(5,178.37)
10102225 Building Inspection		
511000 Salaries	3,438.32	
513002 Overtime		(3,438.32)
	3,438.32	(3,438.32)

FYE TRANSFERS 2018	Proposed Internal Transfer To	Proposed Internal Transfer From
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10103310 Engineering		
513001 Extra Help	292.29	
513002 Overtime		(292.29)
531030 Autocad/Hydrocad Maint.&Supp	629.99	
541000 Voice/Data		(24.82)
561000 Supplies		(605.17)
	922.28	(922.28)

10103320 Highway		
511000 Salaries	8,494.29	
511090 Workers Compensation	45,407.54	
511091 Workers Compensation Offset		(63,289.66)
513002 Overtime		(8,494.29)
544001 Fuel	2,673.66	
585000 Education & Expenses		(1,025.42)
588000 Program Expenses	1,069.00	
588004 Storm - Miscellaneous		(2,717.24)
10103350 Building Maintenance		
511000 Salaries		(13,874.20)
511090 Workers Compensation	18,810.42	
513002 Overtime	4,366.36	
531000 Fees & Services	184.30	
531035 Fees&Services-Sr. Center		(83.38)
542000 Equipment Maint. & Operation		(100.92)
10103352 Building Custodians		
511000 Salaries	4,921.80	
513002 Overtime	3,657.74	
	89,585.11	(89,585.11)

10103321 Equipment Maintenance		
511000 Salaries	0.92	
513002 Overtime		(59.10)
543000 Vehicle Maint. & Operation	58.18	
	59.10	(59.10)

10103322 Road Maintenance		
562013 Road Signs-Stock	3.39	
562015 TAME Supplies	4.61	
569012 Road Material-Town Highway		(8.00)
	8.00	(8.00)

10103370 Tree Maintenance		
532006 Removal - Stump		(312.00)
532007 Pruning/Removal - Tree	312.00	

FYE TRANSFERS 2018	Proposed Internal Transfer To	Proposed Internal Transfer From
	312.00	(312.00)
10105510 Youth Services		
511000 Salaries	2,150.86	
513001 Extra Help		(3,551.61)
513002 Overtime		(392.50)
531000 Fees & Services		(1,424.58)
545000 Facility Maintenance		(1,480.00)
551000 Advertising & Printing		(302.51)
585000 Education & Expenses	265.21	
10105520 Social Services		
511000 Salaries	1,759.50	
513001 Extra Help		(413.68)
542000 Equipment Maint. & Operation		(192.88)
551000 Advertising & Printing		(666.09)
561000 Supplies	173.32	
573000 Office Equipment		(529.01)
574100 Software	0.08	
585000 Education & Expenses	19.48	
10105530 Senior Services		
511000 Salaries	1,541.53	
513000 Extra Help & Overtime	4,899.34	
531000 Fees & Services		(2,002.79)
541000 Voice/Data		
545000 Facility Maintenance	172.18	
551000 Advertising & Printing		(205.07)
552000 Postage	67.51	
561000 Supplies		(469.33)
569000 Other Materials & Supplies	789.62	
585000 Education & Expenses		(208.58)
	11,838.63	(11,838.63)

FYE TRANSFERS 2018	Proposed Internal Transfer To	Proposed Internal Transfer From
10108810 P&R Administration		
511000 Salaries	2,411.18	
541000 Voice/Data		(2,411.18)
10108812 P&R Guest Services		
511030 Salaries-Inn at Longshore	35,024.00	
511031 Inn at Longshore Offset		(30,751.97)
513800 Supervision-GST	19,495.75	
513802 Security-Compo	12,048.09	
513803 Security-Marinas		(7,874.25)
513804 Security-Longshore Park		(203.12)
513805 Security: EH/OT		(9,212.69)
513806 Security-Special Events		(3,920.00)
513999 Longevity/Attrition		(9,968.00)
528000 Uniforms Allowance		(86.00)
569000 Other Materials & Supplies	1,063.60	
569015 P&R-Materials		(762.13)
569016 P&R-Signs		(632.06)
10108820 P&R Maint & Development		
511000 Salaries	187.61	
513000 Extra Help & Overtime	86,617.81	
528000 Uniforms Allowance		(250.00)
531000 Fees & Services		(1,407.66)
542000 Equipment Maint. & Operation		(467.56)
542032 Operation-Gas		(4,985.11)
543000 Vehicle Maint. & Operation		(712.28)
549000 Rental Equipment		(40.11)
566400 Water		(6,585.02)
569000 Other Materials & Supplies		(772.81)
585000 Education & Expenses		(0.91)
10108830 Boating		
511000 Salaries	108.55	
528000 Uniforms Allowance		(108.55)
10108831 Parks Maintenance		
531000 Fees & Services	905.43	
531053 Fees&Services-Baron's South		(121.74)
545001 Facility Maint.: Tree Care		(455.80)
562000 Maintenance Supplies		(327.89)
10108833 Athletic Fields Maintenance		
531000 Fees & Services		(147.44)
562000 Maintenance Supplies	1,315.05	
577000 Equipment-Parks&Recreation		(58.78)
579101 Project: Ath.Field Maint.		(780.69)
10108834 Tennis		
513835 Tennis Supervisors	11,042.50	
513836 Tennis Attendants	2,264.95	
528000 Uniforms Allowance		

FYE TRANSFERS 2018	Proposed Internal Transfer To	Proposed Internal Transfer From
545000 Facility Maintenance		
545001 Facility Maint.: Tree Care		(308.30)
562000 Maintenance Supplies		(26.43)
572200 Facility Improvements		(504.90)
577000 Equipment-Parks&Recreation		
10108836 Beach & Pool		
513811 Compo	3,580.63	
513812 Longshore	488.99	
513813 Longshore Pool Gateguards		(1,418.48)
513814 Staples		(3,385.53)
513839 P&R Police Services	9,430.08	
513999 Longevity/Attrition		(8,570.00)
528000 Uniforms Allowance		(1,431.00)
532000 Contract Services		(1,184.00)
545000 Facility Maintenance	10,945.45	
562000 Maintenance Supplies	315.80	
562019 First Aid Supplies		(43.69)
562020 Chemical Supplies		(509.28)
577000 Equipment-Parks&Recreation	330.60	
10108838 Miscellaneous Programs		
511000 Salaries	0.12	
513001 Extra Help	726.09	
513816 Basketball - Youth		(26,981.84)
513818 Camp Compo - MISP		(27,841.00)
513822 REcing Crew		(13,945.02)
513829 Tennis - Adult		(22,210.75)
513837 Tot N Play		(10,627.24)
513838 Platform Tennis - Misp	74.00	
561071 Supplies-Camp Compo	3,133.51	
561082 Supplies-Swim Instruction	521.42	
	202,031.21	(202,031.21)
10109901 Pensions		
523300 Fire Pension Plan		(31,310.00)
523400 Public Works Pension Plan		(4,441.28)
523820 Def Contribution Ret Plan-Bo	6,862.49	
531000 Fees & Services	28,882.43	
588000 Program Expenses	6.36	
	35,751.28	(35,751.28)
10109902 Insurance		
522500 Group Insurance-Life	351.50	
526501 Heart & Hypertension Claims		(1,401.77)
555100 Insurance-Bldg & Liability		(5,620.32)
555200 Insurance-Auto & Liability	6,670.59	
	7,022.09	(7,022.09)
TOTAL GENERAL FUND	\$ 418,822.29	\$ (418,822.29)

FYE TRANSFERS 2018	Proposed Internal Transfer To	Proposed Internal Transfer From
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210 Railroad Parking Fund

21002219 Railroad Parking		
511000 Salaries	119.97	
513085 RR-Security Detail		(32,610.10)
513086 RR-Traffic Control	8,285.25	
531012 RR-Contracted Service		(2,532.71)
544000 Vehicle Operation	999.43	
588000 Program Expenses	25,738.16	
TOTAL RAILROAD PARKING	\$ 35,142.81	\$ (35,142.81)

215 Wakeman Farm Fund

21508850 Wakeman Farm		
511000 Salaries	0.07	
511020 Program Admin.-WAKE	0.07	
531801 Programs-WAKE	119.49	
531802 Promotions-WAKE		(309.54)
588094 Promotions-WAKE	189.91	
TOTAL WAKEMAN FARM FUND	\$ 309.54	\$ (309.54)

220 Sewer Fund

22003330 Sewage Treatment		
511000 Salaries	5,238.24	
513002 Overtime	397.69	
531000 Fees & Services		(3,911.71)
543000 Vehicle Maint. & Operation	166.47	
549000 Rental Equipment		(312.52)
562100 Operating Supplies		(3,672.88)
585000 Education & Expenses	2,094.71	
511000 Salaries		(7,149.16)
566200 Electricity	7,149.16	
TOTAL SEWER FUND	\$ 15,046.27	\$ (15,046.27)

Hen#7



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

August 20, 2018

The Honorable James S. Marpe
First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Dear Mr. Marpe:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$85,000 for Synthetic Turf Fields and Running Track Replacement Design to be bonded over 10 years.

This request is to fund the necessary testing and design for the replacement of the Town of Westport's four (4) synthetic turf fields and Staples running track.

Respectfully,

A handwritten signature in black ink, appearing to read "Jennifer A. Fava".

Jennifer A. Fava
Director of Parks and Recreation

cc: Gary Conrad



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

MEMO TO: Board of Finance

MEMO FROM: Jennifer Fava, Director



DATE: August 20, 2018

RE: **Request for an Appropriation for Synthetic Turf Fields and Running Track Replacement Design**

Background

The Town of Westport currently has four (4) synthetic turf fields and a running track as indicated in the table below that are in need of replacement.

Facility	Location	Age	Usage
Staples High School Stadium	Staples High School	12 years	Football, Boys & Girls Lacrosse, Field Hockey, Rugby
Wakeman B Field	Wakeman Park	12 years	Soccer, Lacrosse
Staples Running Track	Staples High School	20 Years	Running Track
Ginny Parker Field	Staples High School	11 years	Field Hockey, Girls Lacrosse
PJ Romano Field	Saugatuck Elementary School	11 years	Football, Boys Lacrosse

The Town has vibrant youth and scholastic athletic programs that utilize the town's many athletic fields including the four (4) synthetic turf fields that are currently in need of replacement. Scheduled program use of the Town's fields indicate use by more than 7,000 users and more than 18,000 scheduled hours of use annually.

The typical lifespan of a synthetic turf field is 8-10 years. As indicated above, the current fields have been in use for 11 and 12 years so far. In order to keep the fields safe and within the necessary safety guidelines, it is imperative that these fields be replaced.

The current Staples running track was built in 1998 and has held up well over time but is currently cracking, bubbling and is in need of replacement.

Purpose

As is the case with many things, over time, new technologies and materials have come into the marketplace including new synthetic turf systems, including alternative infills. It is important that as we undertake the replacement of these fields, we hire a firm experienced with a variety of the relevant materials and systems to guide us through this process and take us through this sometimes confusing and intricate information as we make decisions as to which systems and infills are the best to use for each of these fields.

In regard to the track, it is important to have professionals guide us through the process and help to determine if the track needs to be completely replaced or if the base is still in sufficient condition to be used and simply resurfaced. In addition, there are a variety of surface types available, and it is important to have experienced professionals guide us through the decision making process as to what is best for our needs.

Process

In an effort to provide the Town of Westport with the proper guidance through this process, a Request for Qualifications was issued for Design Services for Synthetic Turf Fields and Running Track Replacement. A total of six (6) proposals were received; however, one (1) firm withdrew their proposal prior to the interview process.

A working group consisting of citizens and Town and Board of Education officials was established in order to make sure that the various user groups are represented throughout this process. This group reviewed the five (5) remaining proposals and interviewed all of the firms. In an effort to ensure the Town receives the guidance of the most qualified firm, at the most fiscally responsible cost, each firm was rated without knowledge of their fee proposal (proposals ranged from \$49,500+\$55,000 in allowances to \$311,000).

Once the ratings were tallied and the proposed fees were shared with the group, the group determined that the second lowest bidder is the most qualified firm that will best assist the Town through this process, at the most responsible cost.

Scope of Services to Be Provided

Phase 1 - Assessment, System Selection, Design Development and Bidding

(Phase 2 of the bid was for construction administration. This will be requested as part of the construction appropriation.)

The Consultant will perform, but not be limited to, the following basic services for all four (4) fields:

1. Meet with key staff of the Town and Board of Education to review and acquire necessary information regarding the use and the current condition of the fields.
2. Review, test as necessary, and document the current base conditions of each field.
3. Hire a health and safety expert with expertise in school ballfields who will provide an independent assessment of various infill products.
4. Provide an assessment of a variety of fabrics/systems including pros/cons of each and general related costs with each option.
5. Provide input on various types of infill as it pertains to any associated health risks and performance in Northeast conditions.
6. Present options and provide recommendation for system to be utilized.
7. Assist in the selection of the system that best meets the needs of each field.
8. Provide field specific recommendations.
9. Provide schematic design for field striping, logos, drainage improvements (if required) and any other site improvements.

10. Provide probable construction costs.
11. Prepare final plans and technical specifications.
12. Assist Town in review of construction bids and selection of contractor.

The selected Consultant will perform, but not be limited to, the following basic services for the replacement of the running track and fencing:

1. Meet with key staff of the Town and Board of Education to review and acquire necessary information regarding the use and the current condition of the fields.
2. Review, test as necessary, and document the current base conditions.
3. Recommend best material for running track surface.
4. Provide schematic design for lane striping and event markings.
5. Provide probable construction costs.
6. Prepare final plans and technical specifications.
7. Assist Town in review of construction bids and selection of contractor.

Projected Cost Breakdown/ Capital Plan

Cost breakdown:

Design Services	\$71,750
Testing, Printing Etc.	\$10,000
Contingency	<u>\$ 3,250</u>

Total Request \$85,000

The replacement of the four (4) synthetic fields has been included in the Parks and Recreation 5 Year Capital Plan and indicates the replacement of the Staples and Wakeman B fields in FY19 and the replacement of Ginny Parker and PJ Romano fields in FY20. The plan indicates \$1,300,000 in each of those years. This request is for design fees in order to bring these projects to completion.

The replacement of the Staples running track is not indicated in the 5 Year Capital Plan but is in need of replacement and would not be done off cycle from the field replacement.

The total project will be funded through a 10-year bond.

Construction Timeline

Based upon receiving funding approval at the October 2, 2018 RTM meeting and the approval of contracts at the October 10, 2018 Board of Selectmen meeting, the design phase will begin immediately so that the construction on the Staples Stadium and Wakeman B Fields, along with the Staples Running Track can take place during the summer of 2019 (Ginny Parker & PJ Romano Field-construction Summer 2020).

It is imperative that the process to replace the fields and track begin as soon as possible as this is an important issue for many Westporters and requires that we give it the proper attention and expertise to best meet the needs of our users. Therefore, we request the approval and bonding of \$85,000 for design services for the replacement of the synthetic turf fields and running track.

Thank you for your consideration of this request.

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation Date: 8/20/18

PROJECT NAME AND DESCRIPTION
 Synthetic Turf Fields and Track Replacement Design – The Town’s four (4) synthetic turf fields and the Staples High School running track are at the end of their useful life and need to be replaced. The portion of funding currently being requested is for the design services to accomplish these necessary replacements.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not? The synthetic field replacements are in the Parks and Recreation 5-Yr Capital Plan; If yes, answer the following two questions: however the running track is not in the Parks and Recreation, nor the BOE plan.
 Which FY was the project first proposed?
 Which FY was the project first planned? 2019

APPROXIMATE COST:	\$71,750 +	COST IN CAPITAL FORECAST:	\$1.3M in FY19 & \$1.3M in FY20 (includes design and replacement of 4 synthetic turf fields)
CONTINGENCY (4%):	\$10,000 (testing etc,)		
	\$3,250		
	\$85,000	←TOTAL	Request → \$85,000

SOURCE OF FUNDS:

CAPITAL BOND GEN'L FUND
 CNR GRANT
 STATE OTHER

OTHER, DESCRIBE:
 PAYBACK PERIOD: N/A

PROJECTED START DATE: Immediate Upon Approval EST. COMPLETION DATE: Summer 2019 (prior to the start of construction)
 ESTIMATED USEFUL LIFE: Fields – 8-10 years, Running Track 10+ years

Is this project part of a larger capital project?
 Yes

Has an RFP been issued? YES NO An RFQ was issued

Have bids been received? YES NO Number of bids received: 5 (initially received 6, 1 withdrew)

Was the lowest bid the winner? YES NO ? Depends - if all allowances of low bidder were necessary, then yes low bid. However, low

Staples Stadium Field – August 2018



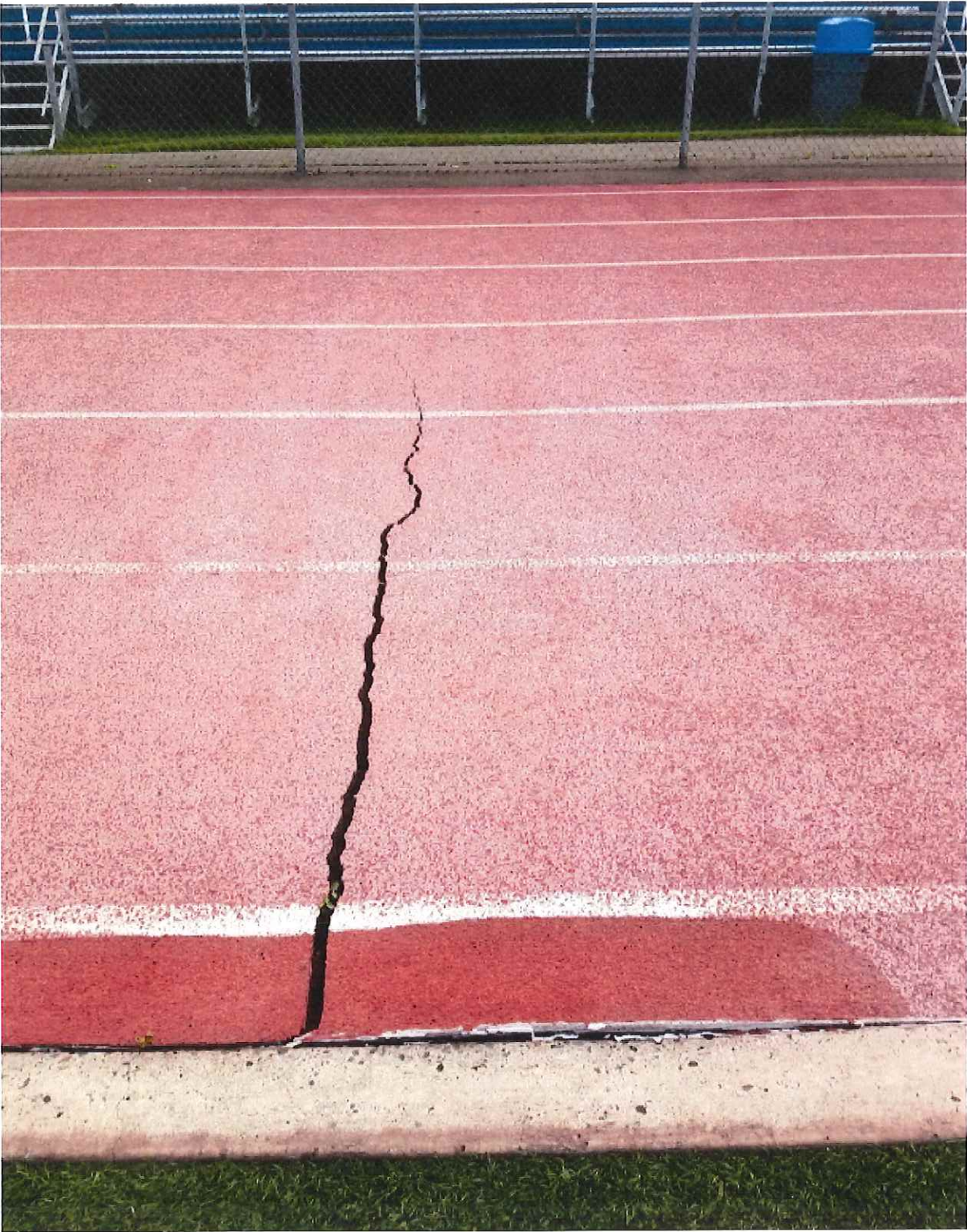




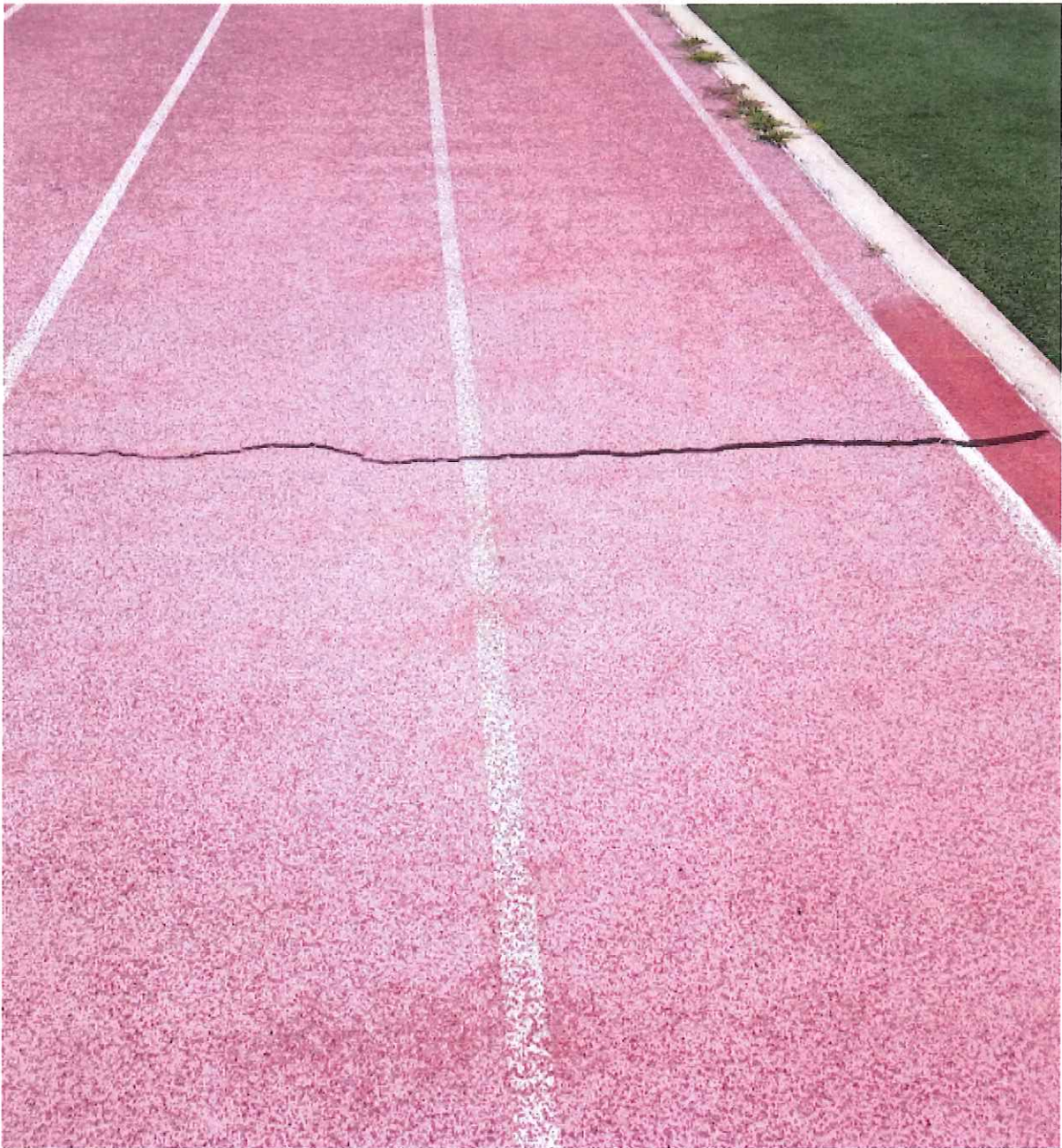
Wakeman B Field – August 2018



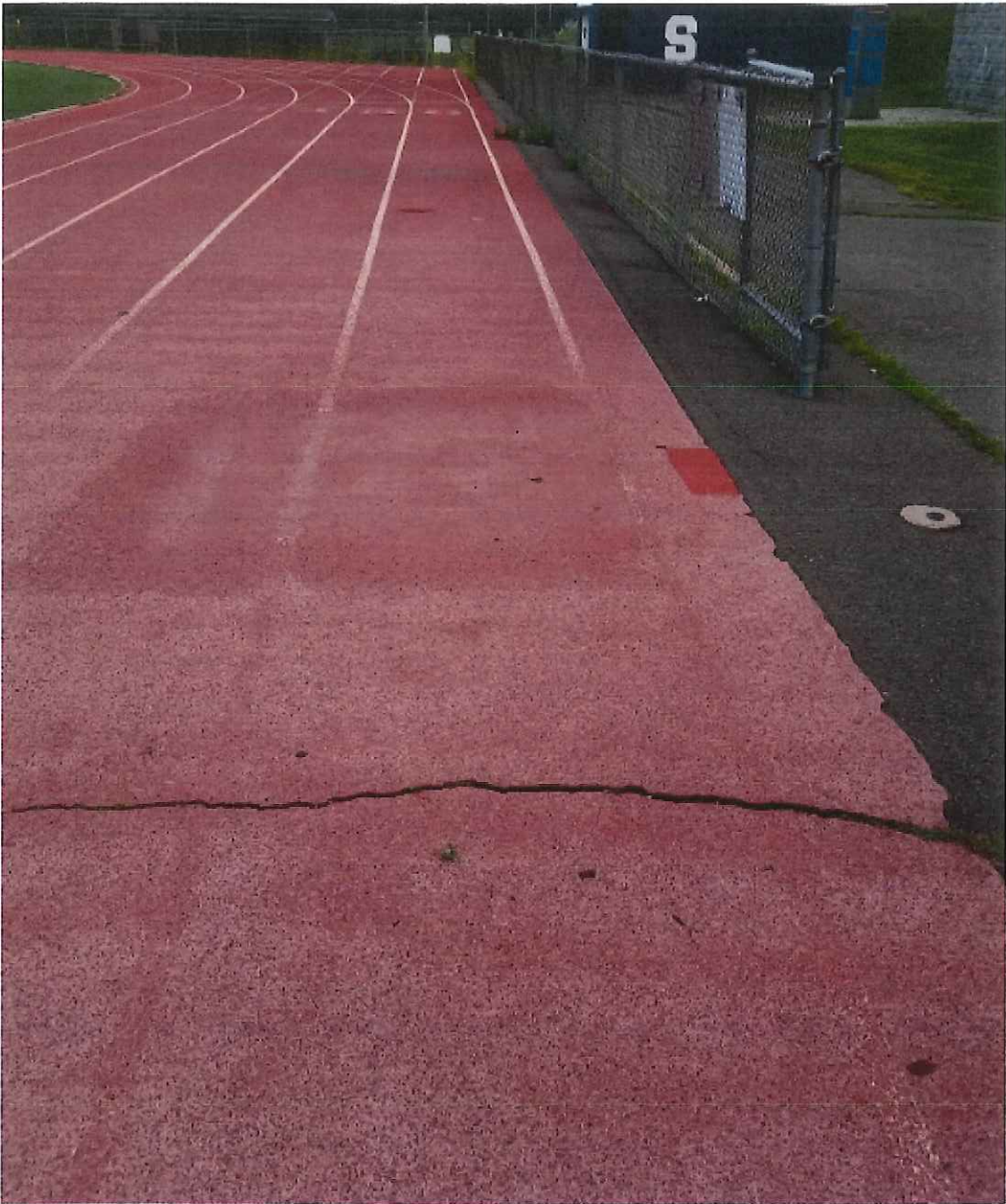
Staples Running Track – August 2018



Staples Running Track – August 2018



Staples Running Track – August 2018



Ginny Parker Field – August 2018



Ginny Parker Field – August 2018







WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

August 17, 2018

The Honorable James S. Marpe
First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Dear Mr. Marpe:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$50,000 from the Capital and Non Recurring Fund.

This request is to fund the purchase of a new Kubota tractor for use by the Parks Department.

Respectfully,

A handwritten signature in black ink, appearing to read "Jennifer A. Fava". The signature is fluid and cursive, with a large initial "J" and "F".

Jennifer A. Fava
Director of Parks and Recreation

cc: Gary Conrad



WESTPORT CONNECTICUT


PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

MEMO TO: Board of Finance

MEMO FROM: Jennifer Fava, Director 

DATE: August 17, 2018

RE: Request for an Appropriation for Kubota Tractor

Background

The Parks Department currently has a New Holland T4.75 tractor. This tractor is approximately 4 years old and was purchased by the former Parks Superintendent. This tractor was not appropriate for the work that is required. The engine is undersized (75 HP) and the tires are inappropriate for the manner in which it needs to be used. Due to the inappropriateness of this piece of equipment, we have experienced numerous problems with it, necessitating many repairs.

Based on these facts, it was anticipated to trade it in and purchase a new tractor as part of the FY20 operating budget. However, being that the engine is undersized, it has seized and it is no longer operational. This is an essential piece of equipment for the Parks Department. The repair is estimated at \$18,600 and an additional \$5,000 is needed for the proper tires, making the cost to get it up and running again \$23,600. We have been told that if it was in good condition we would receive approximately \$24,000 (not much more than we would put into it).

We would like to trade in the current tractor, in its current condition, (at a trade in value of \$10,500) towards a purchase of a new Kubota M5-111 HDC12 tractor with loader for a final cost of \$49,337.50. This new tractor is the proper engine size (105 HP), has the proper tires and attachments required by the Parks Department staff and has a life expectancy of 8-10 years.

State Contract Pricing	\$59,837.50
Trade In	- <u>\$10,000.00</u>
Cost	\$49,337.50

Uses

The tractor is used on a regular basis by Parks Department staff to accomplish many tasks including but not limited to:

- Beach cleaning and grooming of the Town beaches
- Spreading of clay and other materials on 15 baseball/softball fields
- Load and spread a variety of materials such as: wood chips, trap rock, common fill, top soil, playground safety surfacing
- Clear and remove downed trees and branches

- Clear and open roads within Longshore and Town beaches after storm events
- Snow removal at Winslow Park
- Assist with snow removal during significant snow events
- Removal and installation of ramp floats at Compo Marina for repairs and annual winter storage
- Moving and lifting of heavy items

As this piece of equipment plays a critical role in our maintenance efforts, it is imperative that we replace it immediately. Any delay will hamper the work the Parks Department staff are able to complete.

Thank you for your consideration of this request.

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation Department Date: 8/17/18

PROJECT NAME AND DESCRIPTION
Tractor Replacement - Purchase of Kubota M5-111 HDC12 to replace broken tractor

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
If no, why not? It was to be in the FY20 operating budget but the current tractor broke. The cost to repair it is not cost effective; therefore, we find it prudent to purchase the new tractor ahead of schedule.
If yes, answer the following two questions:
Which FY was the project first proposed?
Which FY was the project first planned?

APPROXIMATE COST: \$50,000 COST IN CAPITAL FORECAST: N/A
CONTINGENCY (N/A %):

SOURCE OF FUNDS:
CAPITAL BOND GEN'L FUND
CNR GRANT
STATE OTHER
OTHER, DESCRIBE:
PAYBACK PERIOD:

PROJECTED START DATE: Immediate EST. COMPLETION DATE: N/A
ESTIMATED USEFUL LIFE: 8-10 years

Is this project part of a larger capital project?
No

Has an RFP been issued? YES NO
On State Contract

Have bids been received? YES NO Number of bids received: On State Contract

Was the lowest bid the winner? YES NO If not, why? N/A

Who will benefit from the project?
Town residents as it will provide the appropriate equipment needed by the Parks Department to complete their work to maintain facilities.

Is it a replacement? YES NO
If yes, describe condition of what is to be replaced: The current tractor is not functional and is in need of repair quoted at \$18,600 plus an additional \$5,000 needed for new tires.

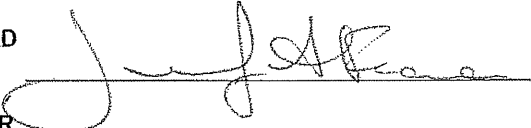
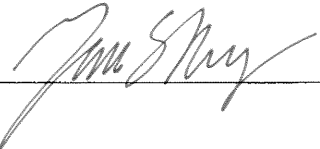
Pictures attached? YES NO
No pictures – the engine is seized

What other approvals/reviews are necessary to begin this project?
RTM funding approval

FINANCE

This section to be completed by the Finance Director.
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: <u>8/17/18</u>
FINANCE DIRECTOR	_____	DATE: _____
FIRST SELECTMAN		DATE: <u>8/20/18</u>



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

August 20, 2018

The Honorable James S. Marpe
First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Dear Mr. Marpe:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$840,000 for restrooms located near the south beach within Compo Beach and is to be bonded over 20 years.

This request is to fund the installation of a permanent restroom building near Compo's south beach containing 3 ADA accessible restrooms and a storage room to replace the current porta-johns.

Respectfully,

A handwritten signature in black ink, appearing to read "Jennifer A. Fava", is written over a horizontal line.

Jennifer A. Fava
Director of Parks and Recreation

cc: Gary Conrad



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

MEMO TO: Board of Finance

MEMO FROM: Jennifer Fava, Director 

DATE: August 20, 2018

RE: **Request for Appropriation for Compo South Beach Restroom**

Background

As part of the Compo Beach Master Plan process in 2013 and 2014, a charrette was held and was followed by months of public input and public meetings, at which the residents provided their feedback. The results of the charrette showed one of the top two "must haves" to be restrooms on south beach, along with more restrooms in general. At the March 31, 2015 public meeting of the Parks and Recreation Commission, the Commission listened to residents' concerns and voted that night on a number of recommendations, some of which were approved and others that were not. A resolution was passed that night to build rest rooms for the convenience of south beach users.

Using the funding we received for design services in 2016, the Town hired TO Design, LLC, working with Quisenberry Arcari Malik, LLC to provide us with options for a restroom facility near the south beach. One of our key principles in the design process is to serve the entire Westport community. This includes everyone from the very young who may be in strollers, to seniors and those with special needs. Based upon the community's needs, a restroom building consisting of three (3) ADA compliant unisex restrooms and a storage room were approved unanimously by the Parks and Recreation Commission during their November 20, 2017 meeting.

Upon receiving the approval of the Parks and Recreation Commission, this project has been taken through the Town's approval process and has received approval from the Flood and Erosion Control Board, the Conservation Commission, Architectural Review Board (including a non-required positive response from the Historic District Commission), and Planning and Zoning Commission. We have gone through the formal bid process and are now seeking funding to complete this project.

Purpose

To provide permanent, ADA compliant, restrooms for the users of south beach.

See attached letters of support for the Commission on People with Disabilities, the Human Services Commission, and the Commission on Senior Services.

Projected Cost Breakdown/ Capital Plan

The restroom building received four (4) bids ranging from \$615,080 to \$738,543. The Town is comfortable awarding this project to the low bidder at \$615,080. The cost breakdown is as follows:

Building	\$615,080
Utilities	\$157,164
Construction Oversight	\$ 17,500
Contingency	\$ 46,470

Total Request \$840,000

This project is listed on the 5-Year Capital Plan to be completed in FY18-19 at an amount of \$850,000 CNR. The Town, and also the firms we are working with on this project, are finding construction costs to be coming in approximately 20% - 25% higher than expected when estimated approximately one to two years ago. The cost is also higher than was originally estimated as it includes construction oversight costs which were not in the original estimate, and is also due to site specific development requirements that became better defined through the final design and approvals process. This project is to be funded through a 20-year bond.

Construction Timeline

Based upon receiving funding approval at the October 2, 2018 RTM meeting and the approval of contracts at the October 10, 2018 Board of Selectmen meeting, construction is anticipated to begin mid-October and be completed May 2019.

Thank you for your consideration of this request.

attachments



WESTPORT CONNECTICUT

DEPARTMENT OF HUMAN SERVICES

COMMISSION ON PEOPLE WITH DISABILITIES

(203) 341-1050 email: cpd@westportct.gov

December 15th, 2017

Jen Fava

Director of Parks and Recreation

260 Compo Road South

Westport, CT 06880

RE: Compo South Beach Walkway and Restrooms

Dear Ms. Fava and Mr. Haberstroh,

Please accept this letter in support of the proposed improvements to Compo Beach South as presented to the Commission on People with Disabilities and other town bodies by the Parks and Recreation Commission this fall.

After careful review of the Parks and Recreation Department's plans to improve access to South Beach via a new walkway, accessible barbeque areas and ADA compliant restroom facilities on South Beach, we are in full support of this project and voted unanimously in favor of this plan at our December 21st meeting of the Commission on People with Disabilities.

We strongly support making Westport's public spaces accessible, inclusive and safe so that people of all abilities may fully enjoy them. We believe that this plan accomplishes these goals while also preserving the incredible natural beauty that exists at Westport's Compo Beach.

This project is a perfect example of how town bodies can work together to create positive change for our residents and we applaud the Parks and Recreation Staff and the Parks and Recreation Commission for their teamwork and perseverance.

With Appreciation,

Jim Ross, Chair

On behalf of The Commission on People with Disabilities

Cc: First Selectman
Parks of Recreation Commission
Planning and Zoning
Conservation



WESTPORT CONNECTICUT
DEPARTMENT OF HUMAN SERVICES
Human Services Commission
(203) 341-1050 email: humansrv@westportct.gov

January 31st, 2018

Planning and Zoning Commission
110 Myrtle Avenue
Westport, CT 06880

RE: Compo South Beach Improvements

Dear Commissioners,

The Director of Parks and Recreation recently attended a Human Services Commission meeting to share details of the proposed changes to Compo Beach including new bathrooms for South Beach, the extension of the paved walkway, and enhanced accessibility to the grill areas. The proposed changes will benefit residents and provide greater access to seniors and people with disabilities.

The Human Services Commission fully endorses the proposed changes and additions as presented by Parks and Recreation at our December meeting.

Sincerely,

Robert Galan
Chair

Cc: Mary Young, P & Z
Jen Fava, Parks and Recreation
Charlie Haberstroh, Parks and Recreation Commission
Elaine Daignault, Department of Human Services
Jim Ross, Westport Commission on People with Disabilities
Les Wolf, Senior Services Commission
Adam Chusid & Josiah Tarrant, Westport Youth Commission



WESTPORT CONNECTICUT
DEPARTMENT OF HUMAN SERVICES
Commission for Senior Services
(203) 341-1050 email: humansrv@westportct.gov

January 31st, 2018

Planning and Zoning Commission
110 Myrtle Avenue
Westport, CT 06880

RE: Compo South Beach Improvements

Dear Commissioners,

On behalf of the Commission on Senior Services, please allow this letter to serve as a statement of support for the proposed changes to Compo Beach as presented at our December commission meeting.

Jen Fava's overview of the proposed improvements, in consultation with the Parks and Recreation Commission, will provide enhanced accessibility to our senior residents while maintaining the charm and beauty of Westport's Compo Beach. We believe that the new bathroom facilities, walkway and grill platforms are a necessary improvement for the full inclusion of residents of all abilities to enjoy.

We commend the Parks and Recreation Department and the Parks and Recreation Commission for their thoughtful evaluation of the park and for their efforts in gathering citizen input throughout the process.

Sincerely,

Leslie Wolf,
On behalf of Les Wolf, Chair

Cc: Mary Young, P & Z
Jen Fava, Parks and Recreation
Charlie Haberstroh, Parks and Recreation Commission
Elaine Daignault, Department of Human Services
Jim Ross, Westport Commission on People with Disabilities
Bob Galan, Human Services Commission
Adam Chusid & Josiah Tarrant, Westport Youth Commission

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation Date: 8/20/18

PROJECT NAME AND DESCRIPTION: Compo South Beach Restrooms -Includes the addition of a permanent restroom building near the south beach containing 3 ADA accessible restrooms and a storage room to replace the current porta-johns.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES [X] NO []
If no, why not?
If yes, answer the following two questions:
Which FY was the project first proposed?
2014 as part of the Compo Beach Master Plan
Which FY was the project first planned? 2016 - started design

APPROXIMATE COST: \$789,744
CONTINGENCY (app 5%): \$46,470
COST IN CAPITAL FORECAST: \$850,000 (did not include construction administration and higher costs due to final design and approvals)
Request -> \$840,000

SOURCE OF FUNDS:
CAPITAL BOND [X] GEN'L FUND []
CNR [] GRANT []
STATE [] OTHER []
OTHER, DESCRIBE:
PAYBACK PERIOD: N/A

PROJECTED START DATE: Mid October 2018 EST. COMPLETION DATE: May 2019
ESTIMATED USEFUL LIFE: 30+ years

Is this project part of a larger capital project?
Yes

Has an RFP been issued? YES [] NO [X] Bid was issued (not RFP)
Have bids been received? YES [X] NO [] Number of bids received: 4
Was the lowest bid the winner? YES [X] NO [] If not, why?

Who will benefit from the project?

All residents and users of Compo Beach. It will provide ADA accessible restrooms for beach users of all abilities.

Is it a replacement?

YES NO

If yes, describe condition of what is to be replaced: _____

Pictures attached?

YES NO

Restroom Layout Plan – L-2.0
Restroom Exterior Elevations – A2.1
Restroom Floor and RCP Plan – A1.1

What other approvals/reviews are necessary to begin this project?

Already received approvals from – Parks and Recreation Commission, Flood & Erosion Control Board, Conservation Commission, Architectural Review Board, Non-required support from Historic District Commission, Planning & Zoning Commission

Remaining Approvals – Board of Finance, RTM, BOS

FINANCE

This section to be completed by the Finance Director.

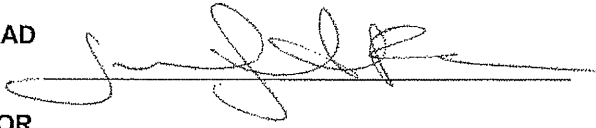
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD

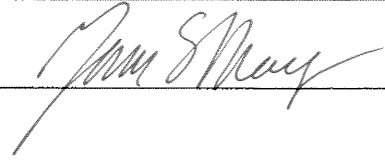


DATE: 8/20/18

FINANCE DIRECTOR

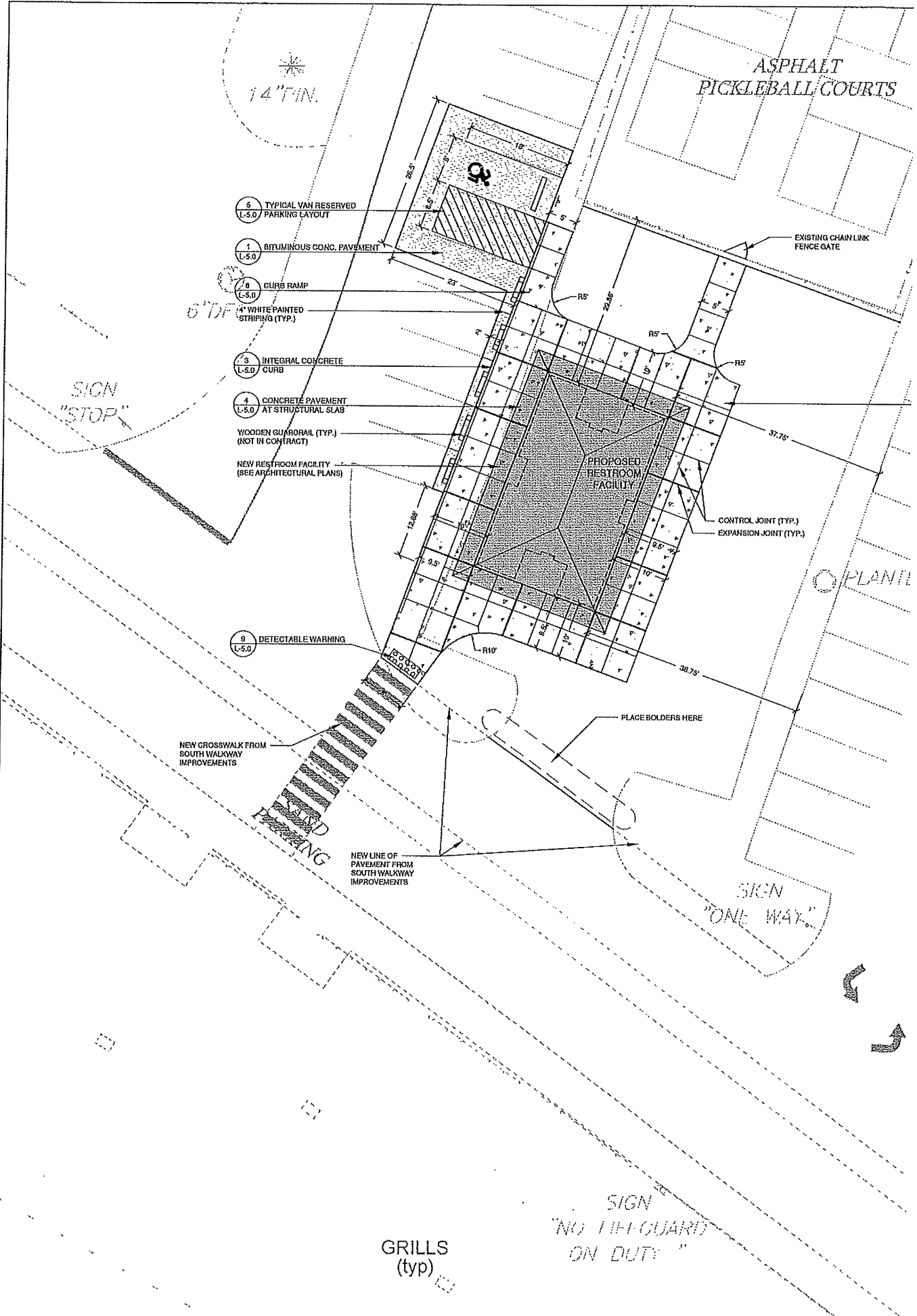
DATE: _____

FIRST SELECTMAN



DATE: 8/20/18

C:\Drawing Files\174 - Campo Beach, Westport\Building\174-SUP\Plan.dwg 7/10/2018 1:01:52 PM jburdy



14" TYP.

ASPHALT PICKLEBALL COURTS

5 TYPICAL VAN RESERVED PARKING LAYOUT L-5.0

1 BITUMINOUS CONC. PAVEMENT L-5.0

8 CURB RAMP L-5.0

4 WHITE PAINTED STRIPING (TYP.) L-5.0

3 INTEGRAL CONCRETE CURB L-5.0

4 CONCRETE PAVEMENT AT STRUCTURAL SLAB L-5.0

WOODEN GUARDRAIL (TYP.) (NOT IN CONTRACT)

NEW RESTROOM FACILITY (SEE ARCHITECTURAL PLANS)

9 DETECTABLE WARNING L-5.0

EXISTING CHAIN LINK FENCE GATE

SIGN "STOP"

PROPOSED RESTROOM FACILITY

CONTROL JOINT (TYP.)
EXPANSION JOINT (TYP.)

PLAN 11

NEW CROSSWALK FROM SOUTH WALKWAY IMPROVEMENTS

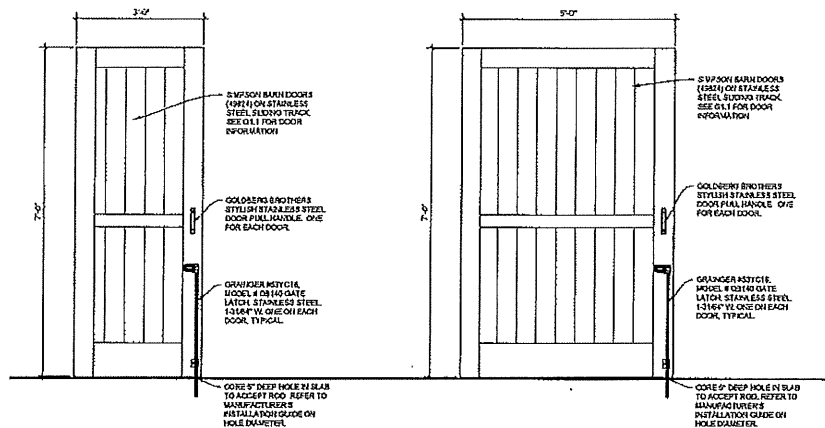
PLACE BOLDERS HERE

NEW LINE OF PAVEMENT FROM SOUTH WALKWAY IMPROVEMENTS

SIGN "ONE WAY"

GRILLS (typ)

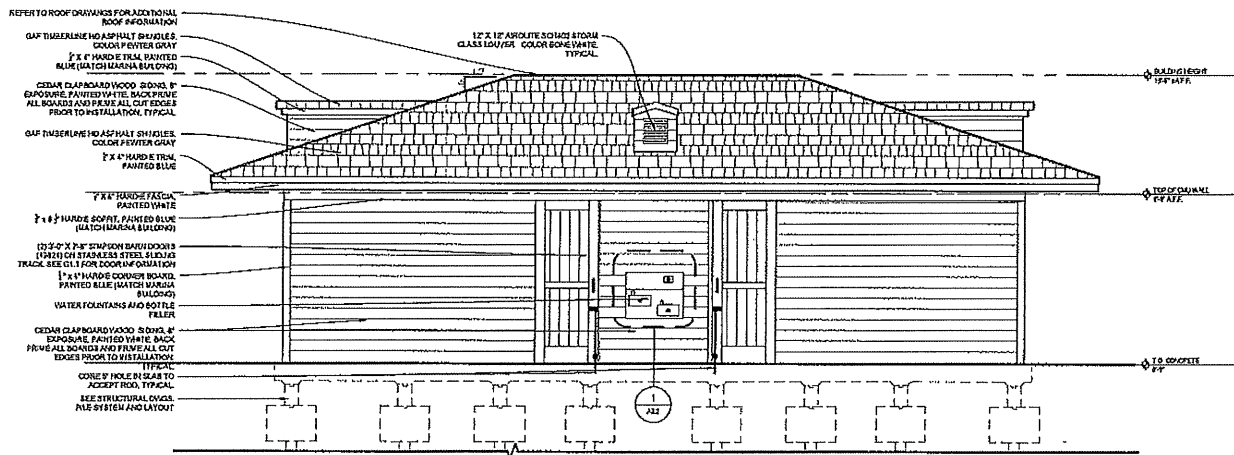
SIGN "NO LIFE GUARD ON DUTY"



BARN DOOR ELEVATIONS

SCALE: N.T.S.

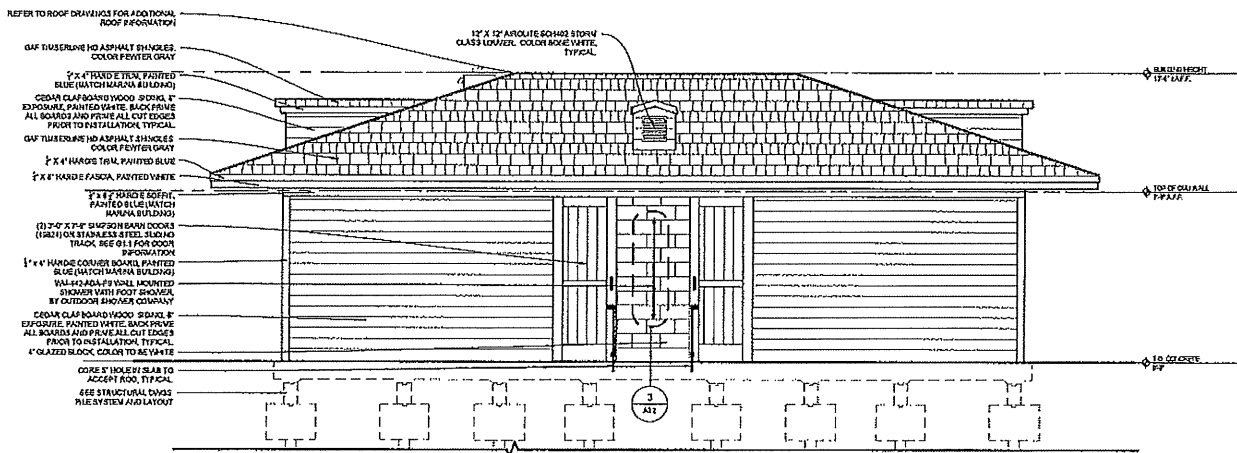
6



WEST ELEVATION

SCALE: 1/4" = 1'-0"

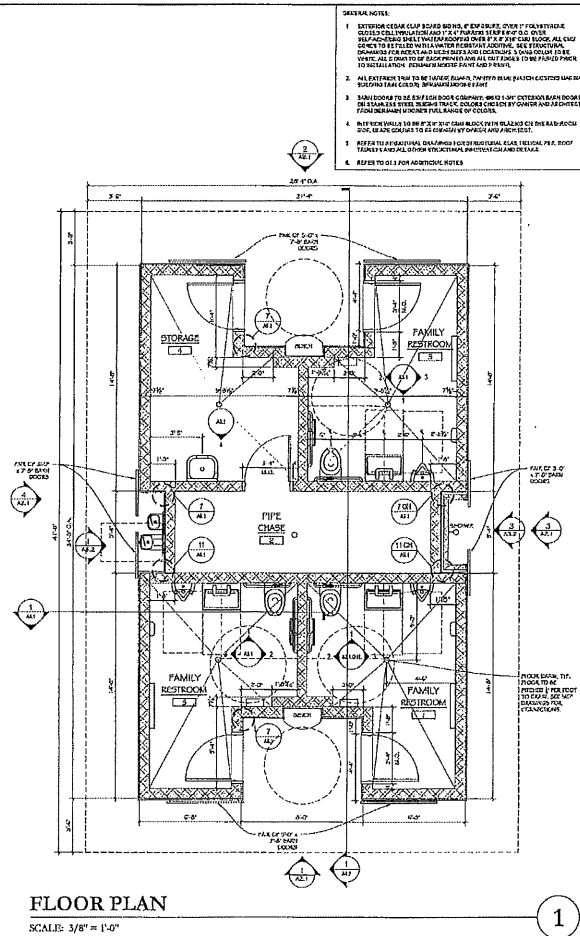
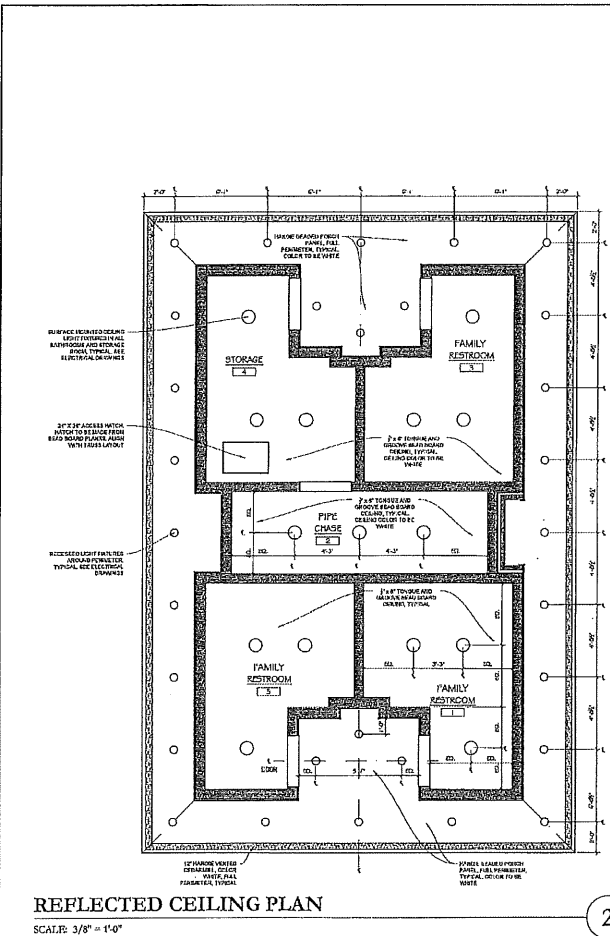
4



EAST ELEVATION

SCALE: 1/4" = 1'-0"

3



- SEEK FOR NOTES:**
1. EXTERIOR CEILING SHALL BE PAINTED WITH A DURABLE, WATER-RESISTANT, MILDICIDE-CONTAINING PAINT. ALL PAINTS SHALL BE OF THE QUALITY OF THE MANUFACTURER'S RECOMMENDATION. ALL PAINTS SHALL BE APPLIED TO THE SURFACE TO BE PAINTED WITH A WATER-BASED PRIMER. ALL EXTERIOR SURFACES SHALL BE PAINTED WITH A DURABLE, WATER-RESISTANT, MILDICIDE-CONTAINING PAINT. ALL PAINTS SHALL BE APPLIED TO THE SURFACE TO BE PAINTED WITH A WATER-BASED PRIMER.
 2. ALL EXTERIOR PAINT SHALL BE APPLIED TO THE SURFACE TO BE PAINTED WITH A DURABLE, WATER-RESISTANT, MILDICIDE-CONTAINING PAINT. ALL PAINTS SHALL BE APPLIED TO THE SURFACE TO BE PAINTED WITH A WATER-BASED PRIMER.
 3. SANITATION TO BE SUPPLIED BY THE OWNER. THE OWNER SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL SANITATION EQUIPMENT. THE OWNER SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL SANITATION EQUIPMENT.
 4. REFER TO THE ARCHITECTURAL DRAWINGS FOR THE LOCATION OF ALL SANITATION EQUIPMENT. THE OWNER SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL SANITATION EQUIPMENT.
 5. REFER TO THE ARCHITECTURAL DRAWINGS FOR THE LOCATION OF ALL SANITATION EQUIPMENT. THE OWNER SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL SANITATION EQUIPMENT.

QA+M
architecture
Quisenberry/Arca/Muller
155 West Swamp Road
Farmington, CT 06032
qa+m@ct.com

NOT FOR CONSTRUCTION
ISSUED FOR BIDDING ONLY

KEY PLAN
NEW RESTROOM FACILITY FOR:
**TOWN OF WESTPORT:
COMPO BEACH**
WESTPORT, CONNECTICUT
Project#: 1874

Revised:
Issue Date: JULY 2018

FLOOR AND RCP PLAN

A1.1



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

August 20, 2018

The Honorable James S. Marpe
First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Dear Mr. Marpe:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$270,000 for a walkway along the south beach, located within Compo Beach and is to be bonded over 20 years.

This request is to fund a project including the installation of a walkway, including picnic pads, along the south beach at Compo Beach in order to provide safe, accessible opportunities for residents of all abilities to experience the south beach.

Respectfully,

A handwritten signature in black ink, appearing to read "Jennifer A. Fava", is written over a horizontal line.

Jennifer A. Fava
Director of Parks and Recreation

cc: Gary Conrad



WESTPORT CONNECTICUT


PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

MEMO TO: Board of Finance

MEMO FROM: Jennifer Fava, Director 

DATE: August 20, 2018

RE: **Request for an Appropriation for Compo South Beach Walkway**

Background

As part of the Compo Beach Master Plan process in 2013 and 2014, a charrette was held and was followed by months of public input and public meetings, at which the residents provided their feedback. The results of the charrette showed one of the top two “must haves” to be a safe pedestrian walking path. At the March 31, 2015 public meeting of the Parks and Recreation Commission, the Commission listened to residents’ concerns and voted that night on a number of recommendations, some of which were approved and others that were not. One of the resolutions passed that night pertain to the creation of pedestrian circulation separated from automobile traffic.

Using the funding we received for design services in 2016, the Town hired TO Design, LLC, working with Quisenberry Arcari Malik, LLC to provide us with options for a walkway along the south beach. One of our key principles in the design process was to serve the entire Westport community. This includes everyone from the very young who may be in strollers, to those who want to walk for exercise in a safe environment, to seniors and those with special needs. It is our duty to provide opportunities for people to recreate safely and to provide facilities where everyone can have the same positive experiences.

Based upon the community’s needs, designs for a walkway along the south beach, which includes accessible picnic pads, was approved unanimously by the Parks and Recreation Commission during their November 20, 2017 meeting.

Upon receiving the approval of the Parks and Recreation Commission, this project has been taken through the Town’s approval process and has received approval from the Flood and Erosion Control Board, the Conservation Commission, Architectural Review Board (including a non-required positive response from the Historic District Commission), and Planning and Zoning Commission. We have gone through the formal bid process and are now seeking funding to complete this project.

Purpose

To provide full access to the south beach for all members of the community while providing safe pedestrian access, separated from vehicular traffic.

See attached letters of support for the Commission on People with Disabilities, the Human Services Commission, and the Commission on Senior Services.

Projected Cost Breakdown/ Capital Plan

The walkway received eight (8) bids ranging from \$171,384 to \$378,476. The Town does not believe the low bidder can successfully complete the job and is currently determining whether or not the second to lowest bid is able to complete the job appropriately and therefore, we are including in this request the third lowest bid amount of \$200,908 to ensure we have sufficient funding.

Walkway	\$200,908
Asphalt	\$ 30,000
Wood Guiderail	\$ 15,000
Construction Oversight	\$ 7,500
Contingency	\$ 12,295

Total Request \$270,000

This project is listed on the 5-Year Capital Plan as part of a larger project to be completed in FY18-19 at an amount of \$850,000 CNR. This project is to be funded through a 20-year bond.

Construction Timeline

Based upon receiving funding approval at the October 2, 2018 RTM meeting and the approval of contracts at the October 10, 2018 Board of Selectmen meeting, construction is anticipated to begin mid-October and be completed May 2019.

Thank you for your consideration of this request.

attachments



WESTPORT CONNECTICUT

DEPARTMENT OF HUMAN SERVICES

COMMISSION ON PEOPLE WITH DISABILITIES

(203) 341-1050 email: cpd@westportct.gov

December 15th, 2017

Jen Fava

Director of Parks and Recreation

260 Compo Road South

Westport, CT 06880

RE: Compo South Beach Walkway and Restrooms

Dear Ms. Fava and Mr. Haberstroh,

Please accept this letter in support of the proposed improvements to Compo Beach South as presented to the Commission on People with Disabilities and other town bodies by the Parks and Recreation Commission this fall.

After careful review of the Parks and Recreation Department's plans to improve access to South Beach via a new walkway, accessible barbeque areas and ADA compliant restroom facilities on South Beach, we are in full support of his project and voted unanimously in favor of this plan at our December 21st meeting of the Commission on People with Disabilities.

We strongly support making Westport's public spaces accessible, inclusive and safe so that people of all abilities may fully enjoy them. We believe that this plan accomplishes these goals while also preserving the incredible natural beauty that exists at Westport's Compo Beach.

This project is a perfect example of how town bodies can work together to create positive change for our residents and we applaud the Parks and Recreation Staff and the Parks and Recreation Commission for their teamwork and perseverance.

Vith Appreciation,

Jim Ross, Chair

on behalf of The Commission on People with Disabilities

cc: First Selectman
Parks of Recreation Commission
Planning and Zoning
Conservation



WESTPORT CONNECTICUT
DEPARTMENT OF HUMAN SERVICES
Human Services Commission
(203) 341-1050 email: humansrv@westportcf.gov

January 31st, 2018

Planning and Zoning Commission
110 Myrtle Avenue
Westport, CT 06880

RE: Compo South Beach Improvements

Dear Commissioners,

The Director of Parks and Recreation recently attended a Human Services Commission meeting to share details of the proposed changes to Compo Beach including new bathrooms for South Beach, the extension of the paved walkway, and enhanced accessibility to the grill areas. The proposed changes will benefit residents and provide greater access to seniors and people with disabilities.

The Human Services Commission fully endorses the proposed changes and additions as presented by Parks and Recreation at our December meeting.

Sincerely,

Robert Galan
Chair

Cc: Mary Young, P & Z
Jen Fava, Parks and Recreation
Charlie Haberstroh, Parks and Recreation Commission
Elaine Daignault, Department of Human Services
Jim Ross, Westport Commission on People with Disabilities
Les Wolf, Senior Services Commission
Adam Chusid & Josiah Tarrant, Westport Youth Commission



WESTPORT CONNECTICUT
DEPARTMENT OF HUMAN SERVICES
Commission for Senior Services
(203) 341-1050 email: humansrv@westportct.gov

January 31st, 2018
Planning and Zoning Commission
110 Myrtle Avenue
Westport, CT 06880

RE: Compo South Beach Improvements

Dear Commissioners,

On behalf of the Commission on Senior Services, please allow this letter to serve as a statement of support for the proposed changes to Compo Beach as presented at our December commission meeting.

Jen Fava's overview of the proposed improvements, in consultation with the Parks and Recreation Commission, will provide enhanced accessibility to our senior residents while maintaining the charm and beauty of Westport's Compo Beach. We believe that the new bathroom facilities, walkway and grill platforms are a necessary improvement for the full inclusion of residents of all abilities to enjoy.

We commend the Parks and Recreation Department and the Parks and Recreation Commission for their thoughtful evaluation of the park and for their efforts in gathering citizen input throughout the process.

Sincerely,

Leslie Wolf,
On behalf of Les Wolf, Chair

Cc: Mary Young, P & Z
Jen Fava, Parks and Recreation
Charlie Haberstroh, Parks and Recreation Commission
Elaine Daignault, Department of Human Services
Jim Ross, Westport Commission on People with Disabilities
Bob Galan, Human Services Commission
Adam Chusid & Josiah Tarrant, Westport Youth Commission

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation Date: 8/17/18

PROJECT NAME AND DESCRIPTION
Compo South Beach Pedestrian Walkway - Project includes installation of walkway, including picnic pads, along the south beach in order to provide safe, accessible opportunities for residents of all abilities to experience the south beach.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
If no, why not?
If yes, answer the following two questions:
Which FY was the project first proposed? 2014 as part of the Compo Beach Master Plan
Which FY was the project first planned? 2016 - started design

APPROXIMATE COST: \$265,703 COST IN CAPITAL FORECAST: \$850,000 (Part of larger project, did not include construction administration)
CONTINGENCY (app 5%): \$12,295
\$265,703 <TOTAL Request -> \$270,000

SOURCE OF FUNDS:
CAPITAL BOND GEN'L FUND
CNR GRANT
STATE OTHER
OTHER, DESCRIBE:
PAYBACK PERIOD: N/A

PROJECTED START DATE: Mid October 2018 EST. COMPLETION DATE: May 2019
ESTIMATED USEFUL LIFE: 30+ years

Is this project part of a larger capital project?
Yes

Has an RFP been issued? YES NO
Have bids been received? YES NO Number of bids received: Walkway - 6

Was the lowest bid the winner?

YES NO

If not, why? unqualified

Who will benefit from the project?

All residents and users of Compo Beach. The walkway creates a safe pedestrian walkway, separate from vehicular traffic while also making the south beach accessible to people of all abilities.

Is it a replacement?

YES NO

If yes, describe condition of what is to be replaced:

Pictures attached?

YES NO

Walkway Overall Plan – L-1.0

What other approvals/reviews are necessary to begin this project?

Already received approvals from – Parks and Recreation Commission, Flood & Erosion Control Board, Conservation Commission, Architectural Review Board, Non-required support from Historic District Commission, Planning & Zoning Commission

Remaining Approvals – Board of Finance, RTM, BOS

FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD

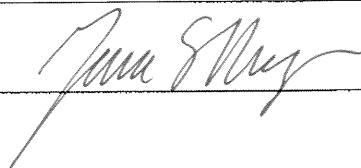


DATE: 8/20/18

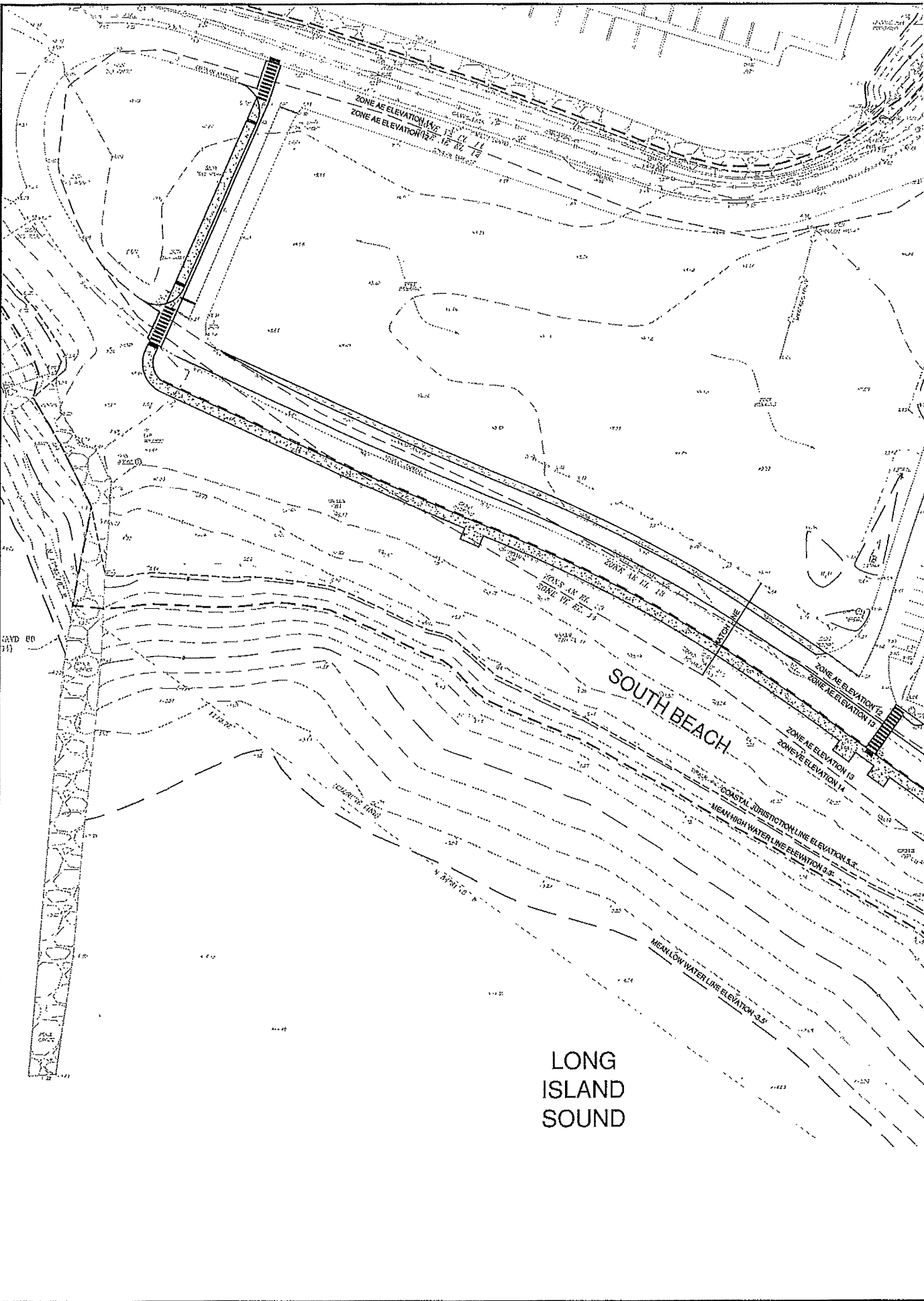
FINANCE DIRECTOR

DATE: _____

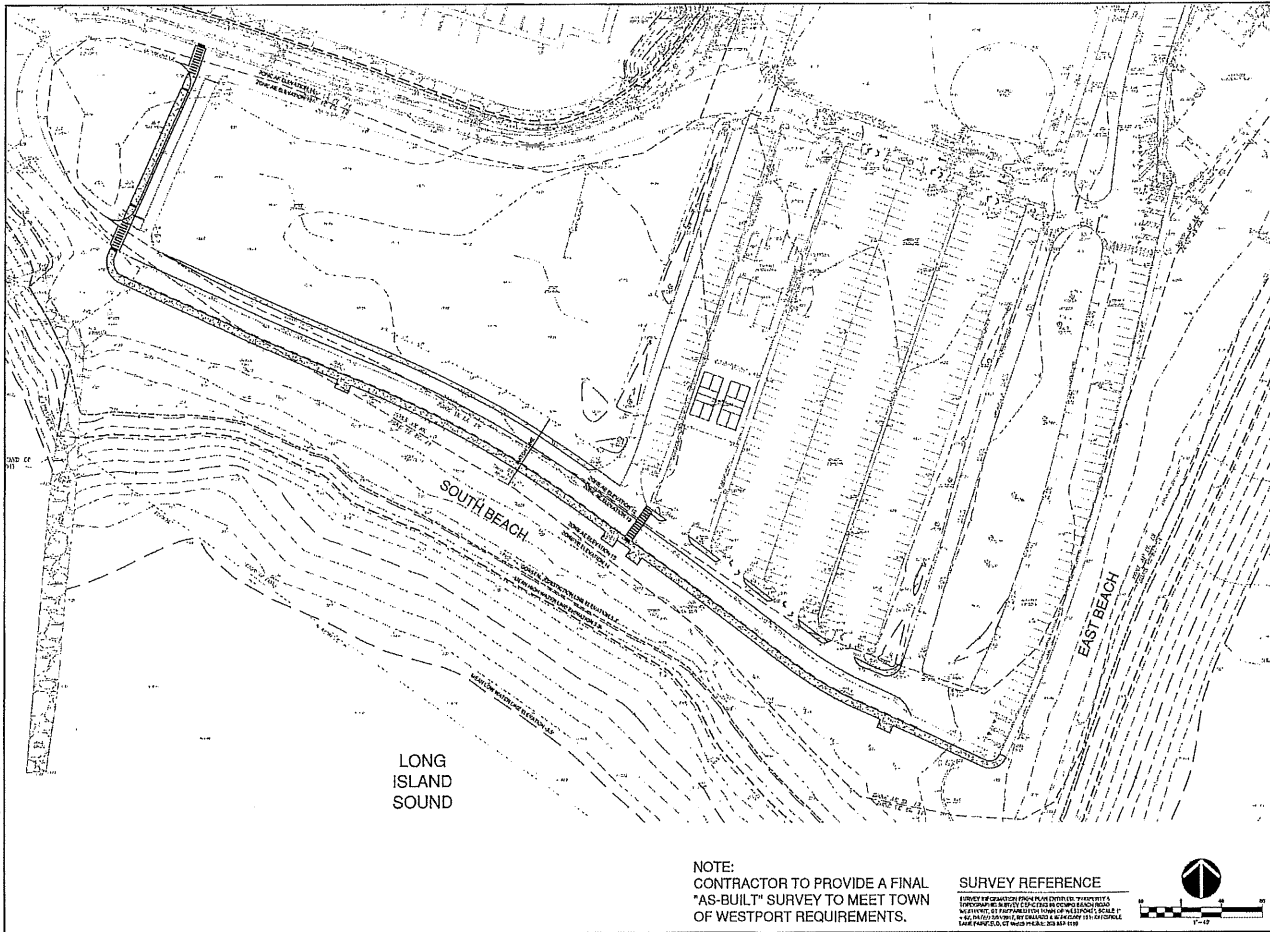
FIRST SELECTMAN



DATE: 8/20/18



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TO DESIGN LLC
 Creating a More Beautiful
 Quality of Life
 Site Design
 Landscape Architecture
 Urban Design
 114 West Main Street, Suite 201
 Westport, CT 06891
 P 860.875.1728
 www.todesignllc.com

TOWN OF
 WESTPORT

PROPOSED:
 COMPO BEACH -
 SOUTH WALKWAY
 66 COMPO BEACH ROAD WESTPORT, CT

Overall Plan

Scale: 1" = 40' 0"

DATE: JUNE 19, 2019

Scale: 1" = 40' 0" Drawing: JT

Project Number: 6174

Sheet: L-1.0



WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

August 10, 2018

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

Re: Transfer of Funds

Dear Mr. Marpe,

This office herein requests the transfer of Six thousand dollars (\$6,000.00), from FY'18 Account #10103370-528900 Transportation Allowance, and four hundred dollars (\$400.00) from FY'18 Account #10103370-532006, Stump Removal, to FY'19 Account #10103370-513001, Extra Help and Overtime. This request is to cover an oversight in the preparation of our FY'19 requested operating budget.

This account funds a contractual agreement between the subcontractor DigTrees.com, LLC and the Town for Tree Warden Services. FY'19 is the second year of a two-year contract and during budget preparation we did not note that in year two of the contract there is a scheduled escalation of the fee for consulting services. The unused \$6,400.00 in these two accounts will cover the scheduled escalation.

Respectfully submitted,

Peter A. Ratkiewich, P.E.
Director of Public Works

**Approved for submission
To Board of Finance (8/14/18)**

**James S. Marpe
First Selectman**

cc: Gary Conrad, Finance Director

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WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

August 14, 2018

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

Approved for submission
To Board of Finance (8/16/18)


James S. Marpe
First Selectman

Re: Appropriation from Capital & Non-Recurring Expenditure Fund
Heating and HVAC Upgrades, Westport Police Department

Dear Mr. Marpe,

This office herein requests an appropriation from the Capital and Non-Recurring Expenditure Fund in the amount of \$876,000.00 for modernization and upgrades to the various heating and HVAC systems within the Police Department facility. The 20,284 SF building was constructed in the 1950's and renovated in 1986. The building consists of three floors and is a multi-use building that also serves as the town's EMS headquarters.

The building currently has a plethora of different heating and cooling systems that were installed at various stages of the building's history. It has no comprehensive Building Management System, (BMS), and as such is energy inefficient. Some sections of the building are set up such that both heating and cooling can occur simultaneously, and often does. The main fuel source for the various heating systems is oil. All of the existing cooling units run on R22 refrigerant, which has been discontinued, and must be replaced with units that run on 410A refrigerant.

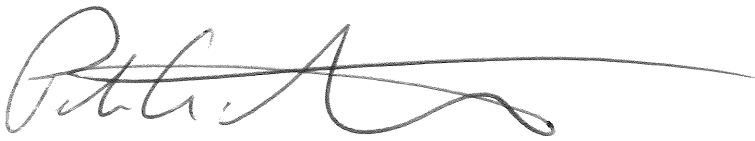
The attached proposal from Environmental Systems Corporation, (ESC), forms a three part Action Plan to a) modernize and upgrade the HVAC systems in the building and connect them to a BMS; b) convert the fuel source to Natural Gas; and c) install twelve new split A/C units running on 410A refrigerant. Effectively when done, the new equipment and BMS controls will replace the myriad of existing independently operating systems with one comprehensive HVAC system operating as efficiently as possible.

Environmental Systems Corporation, (ESC), has worked for Westport previously doing a similar project for Town Hall. As part of this project, ESC will prepare a submission of this project detail along with a utility-grade energy analysis to the Connecticut Energy Efficiency Fund (CEEF) on behalf of Westport Police Department for maximum energy incentives. ESC will also work with utility designated engineers and consultants in the evaluation and auditing of this proposal for quality assurance of the energy use and savings estimates.

ESC is a design/build firm that will shop out trades, engineering, and material purchases for maximum savings and more importantly, long term savings in the form of maximum energy efficiency. Please find attached ESC's comprehensive proposal.

This project is projected in the capital forecast for FY 18-19 at a funding level of \$700,000. The Attached ESC proposal totals \$796,156.00. Adding a 10% contingency for unknown conditions in this 70-year-old building brings the total to \$875,772.00. This office requests an appropriation amount of \$876,000.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich", with a long horizontal flourish extending to the right.

Peter A. Ratkiewich, P.E
Director of Public Works

cc: Gary Conrad, Finance Director
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JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works – Building Maintenance Division Date: 8/14/18

PROJECT NAME AND DESCRIPTION Heating and HVAC Upgrades, Westport Police Station

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES [X] NO [] Included in Police Dept Forecast for FY2019
If no, why not?
If yes, answer the following two questions:
Which FY was the project first proposed? FY 2017
Which FY was the project first planned? FY2014 (As far back as I could find records)

Table with columns for APPROXIMATE COST, CONTINGENCY (10%), and COST IN CAPITAL FORECAST. Values include \$796,156, \$79,616, \$875,772, and Request \$876,000.

SOURCE OF FUNDS: CAPITAL BOND [X], GEN'L FUND [], CNR [], GRANT [], STATE [], OTHER []
OTHER, DESCRIBE:
PAYBACK PERIOD:

PROJECTED START DATE: 11/1/2018 EST. COMPLETION DATE: 4/30/2019
ESTIMATED USEFUL LIFE: 30 years

Is this project part of a larger capital project? NO
This is a maintenance effort to upgrade and modernize the multiple, un-coordinated HVAC Systems within the building, and to introduce a Building Management System to coordinate the HVAC on all floors and all areas of the building for maximum efficiency. While there are several capital projects going on simultaneously, this project is isolated to modernizing the HVAC system.

Has an RFP been issued? YES [] NO [X] We are utilizing a prequalified Design-Build contractor
Have bids been received? YES [] NO [X] Number of bids received: trades an part of their construction mgmt

Was the lowest bid the winner? YES NO If not, why? we are utilizing a prequalified Design-Build Contractor

Who will benefit from the project?
All who utilize, visit, or work in the Westport Police Department.

Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: Please see attached letter describing existing system and replacement efforts, as well as Energy Efficiency Proposal

Pictures attached? YES NO

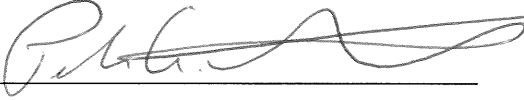
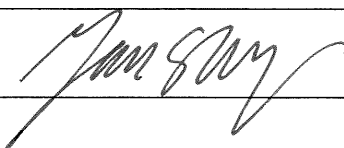
What other approvals/reviews are necessary to begin this project?
RTM Approval; BOS Contract Award; Building permits

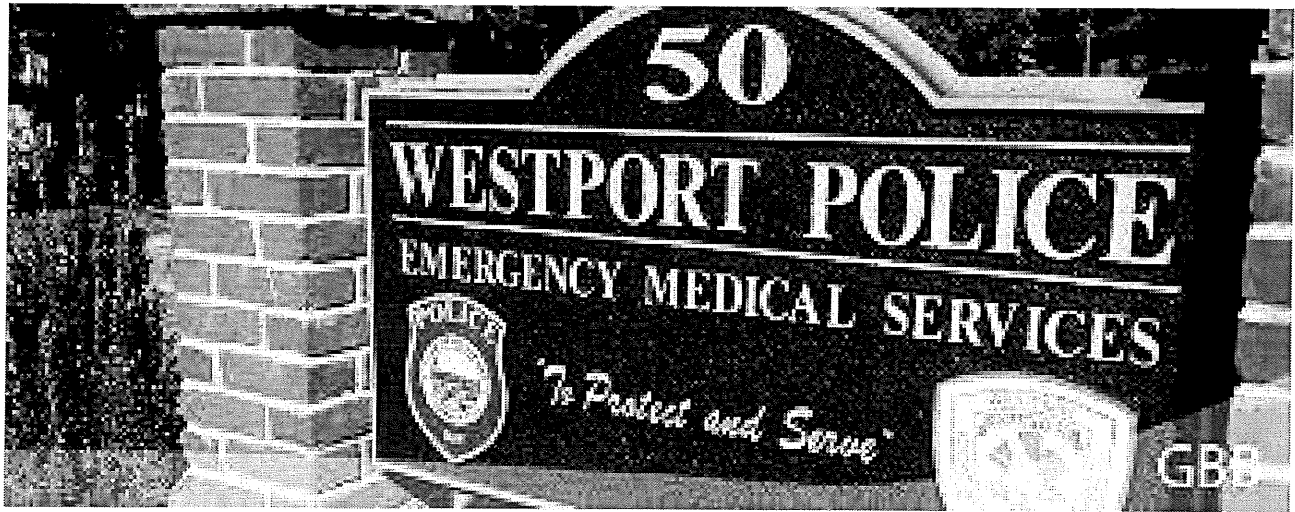
FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: <u>8/14/18</u>
FINANCE DIRECTOR	_____	DATE: _____
FIRST SELECTMAN		DATE: <u>8/16/18</u>



Westport Police Department

Energy Efficiency Proposal for 50 Jesup Road,
Westport, CT

Comprehensive strategies developed for your facility to cut costs by reducing energy waste.
Explains how those actions benefit you directly and the value of each investment.

Monday, April 23, 2018



Michael Frawley, Superintendent of Building Maintenance

Town of Westport

300 Sherwood Island Connector, Westport, Ct. 06880

Westport Police Department

Energy Efficiency Proposal for 50 Jesup Road, Westport, CT

Executive Summary

The evaluation of Westport Police Department has resulted in the following proposal of actions you can rely on to cut expenses from your operating budget. ESC has identified energy conservation measures (ECMs) of particular interest to you for their potential to save energy. Our proposal includes engineering, furnishing, installing and commissioning the systems as described in this scope of work for a turnkey energy efficiency solution. We respectfully submit this plan for your review.

Facility Highlights

Westport Police Department building was built in 1950's, and then renovated in 1986. The Police Department is a 20,284 usable square foot public building. The building consists of three floors and is a multi-use building that also serves as the town's EMS headquarters.

The building has twelve split system air handlers of various sized that serve all areas of the building. Each air handler has a single stage of DX mechanical cooling and a 3-way hot water reheat valve on the discharge. All of the condensing units are located on the outside perimeter of the building.

There is an oil-fired boiler and hot water heater located in the basement boiler room. The boiler provides hot water to the reheat valves on the AHUs and several perimeter baseboard radiation valves. There are six hot water circulator pumps delivering hot water to the different areas of the building. The older portion of the building has individual local control at each radiator and the newer section of the building has electric zone valves.

The building has electric thermostats located throughout. Each AHU has a fan/cooling stat and a separate reheat stat, in addition, there is a baseboard zone stat for the newer section at each location. Each stat is user adjustable and often times set for simultaneous heating and cooling.

Action Plan

ESC proposes to modernize and upgrade the HVAC systems in this building including:

- **Building Energy Management System (BMS)**
- **Fuel Conversion from Oil to Natural Gas**
- **Installation of 12 New Split A/C Units**



Item 1: Building Wide EMS System

New networked thermostats will be programmed to implement a setback during unoccupied hours. When unoccupied, minimum ventilation is not required and the space can stabilize more easily. Outdoor air dampers will close, significantly reducing the amount of outdoor air needing to be heated and cooled overnight. Additionally, less heat input will be required to maintain lower space temperatures because there is lower heat loss through the building envelope. Supply fans can cycle on and off only based on maintaining the setback temperature, significantly reducing hours of operation. The control system will have a sensor override control option that will allow the end user to temporarily set the unit to occupied mode for a designated period of time.

The boiler room will have full integrated controls. The hot water circulating pumps will be enabled based on outside air conditions and feedback for the field space temps to ensure they work together with the AHU's and prevent overheating in the space.

1a Base EMS\$140,270

- ESC shall provide a Tridium Niagara BACnet Web Honeywell Webs Control System. The system can be accessed from any browser (mobile or PC).
- ESC to provide (Qty 1) Supervisory Controller w/ APC UPS
- AC Units 1 – 12 – ESC to provide new Honeywell Controller

- Space Sensors (Qty 3) Per Unit to Average (Except for Fitness Room AC Unit)
- Damper Actuators (Qty 2)
- Fan Start/Stop and Status
- DX Cooling Stages
- HW Control Valve – New Valve
- Filter Switch
- Discharge Air Temperature
- Return Air Temperature
- Return Relative Humidity
- Return CO2
- Freezestat

Air Conditioning Unit Serves	
AC-1	Records Dept
AC-2	Detective Dept
AC-3	Detective Dept
AC-4	Records Dept
AC-5	Basement Level, Mustard, M&W Lockers
AC-6	Basement breakrm, shooting range office
AC-7	Training Room
AC-8	EMS 2 offices, Confr rm, M&W bunk rms
AC-9	M&W lock up
AC-10	EMS dispatch, Breakrm, day room
AC-11	PD dispatch
AC-12	Weight Rm

- DDC Control of Boiler Plant (Qty 1 Boiler) – ESC to provide new Honeywell controller
 - Boiler 1 Start/Stop, Status and Alarm
 - Outside Air Temperature/Relative Humidity Sensor
 - HW Heater Start/Stop and Status
 - DDC Control of HW Circulation Pumps Start/Stop and Status (Qty 6)
 - Temperature Sensors (Qty 14) – For Each Zone Supply and Return and Primary Supply and Return



- Includes Electrical and Controls Installation, Startup and Commissioning of new EMS

1b Optional Exhaust Fan Controls.....\$50,247

- Includes electrical, wiring and programming to provide control of 23 Exhaust Fans
- DDC Control of Exhaust Fans (Qty 23)
 - Start/Stop and Status

Exhaust Fans				
Symbol	Make	Model	CFM	HP
EF-1	Greenheck	125WB	750.0	0.25
EF-2	Greenheck	SP-25	250.0	0.10
EF-3	Greenheck	SDE-10-32-D	575.0	0.10
EF-4	Greenheck	SQB-10-4	850.0	0.25
EF-5	Greenheck	SQB-12-4	1,125.0	0.25
EF-6	Greenheck	SP-27	330.0	0.10
EF-7	Greenheck	SP-8	90.0	0.10
EF-8	Greenheck	SP-8	100.0	0.10
EF-9	Greenheck	SQD-18-A	412.0	3.00
EF-10	Greenheck	G-180-B	3,500.0	0.75
EF-11	Greenheck	GB-8-4	350.0	0.25
EF-12	Greenheck	SQB-10-4	525.0	0.25
EF-13	Greenheck	SQB-12-3	1,375.0	0.33
EF-14	Greenheck	SQD-75-D	200.0	0.02
EF-15	Greenheck	SQB-10-4	425.0	0.25
EF-16	Greenheck	SQB-12-4	475.0	0.25
EF-17	Greenheck	SQB-12-4	500.0	0.25
EF-18	Greenheck	SP-27	300.0	0.02
EF-19	Greenheck	SDE-10-24D	250.0	0.25
EF-20	Greenheck	SQB-D-4	750.0	0.25
EF-21	Greenheck	BI-12	600.0	0.50
EF-22	Greenheck	GB-9-4	1,000.0	0.25
EF-23	Greenheck	HI-22	1,240.0	0.10
			15,972.0	7.97

1c Optional IT Room Monitoring.....\$4,811

- DDC Monitoring of Split System IT Rooms
 - Space Temperature



Item 2: Oil to Natural Gas Conversion

The primary heating oil serving the building is oil. ESC proposes to convert to natural gas heat. Natural gas is cleaner burning, reduces maintenance costs, and less expensive than oil. The oil to gas conversion requires: replacing the heating HW boiler burner with a gas-burning burner, replacing the domestic HW heater with a gas HW heater, and replacing the gun range MAU burner with a gas fired burner.

Item 2a: Boiler Burner Conversion \$41,163

ESC proposes to supply and install a new gas fired burner on the existing HB Smith cast iron boiler.

The installation includes:

- New gas burner with mounting plate
- New gas piping from meter to burner complete with regulator (based on 5 pounds to 6" water column)
- Note: Gas Meter installation not included; location assumed near Radio Tower in back
- New burner will be full modulation complete with Honeywell control links
- Start, test and set up new burner

Item 2b: DHW Water Heater Burner Conversion..... \$4,813

The existing oil fired Bock hot water heater is newer and in good condition, and most new heaters would not fit in room due to height limitations. ESC proposes to replace the existing oil burner with a natural gas fired burner, leaving the existing water heater in place. The installation includes:

- Remove old oil burner and install new gas burner
- Provide gas piping and regulator (gas has to already be piped into boiler room)
- Supply and install eight-inch barometric damper in flue
- Start and test
- Note: Chimney liner is not included in the price.

Option 2c: Replace (6) Circulating Pumps \$14,875

ESC proposes to supply and install (6) new Bell and Gossett circulating pumps to replace the old existing pumps. The existing pumps are shown in the schedule below.

Hot Water Circulating Pumps				
Symbol	Make	HP	Serves	comments
P-1	B&G	0.5	East	2nd floor exist bldg
P-2	B&G	0.5	West	1st & 2nd flr exist
P-3	B&G	0.5		1st & 2nd flr exist
P-4	B&G	2.0	Attic	exist bldg new units
P-5	B&G	0.5	Basement	exist bldg basement
P-6	B&G	2.0	Old Bldg	new addition bsmt, 1st, 2nd flr

Option 2d: Convert Gun Range MAU Burner to Gas \$127,647

ESC proposes to convert the existing oil fired makeup air unit serving the pistol range exhaust system to a gas fired makeup air unit. Due to severe space and venting constraints, we propose a direct fired unit which is very compact with a down shot configuration that does not require a chimney.



Proposed Equipment and Materials:

- 1 Powermatic MUA unit with Dual Fuel Burner. Standard Filter rack with 2" Pleated Filters
- (This is a direct replacement for the current unit)
- 1 PennBarry Model D22 Utility Fan with Explosion Proof Premium Eff. Motor, Polyester Painted Finish
- 1 SS-4-20H30W Sure Seal Access Filter Housing with 4" Pre Filters and 22" Bag Filters
- 1 SLD-2-20H30W Sure Lock "B" Side Access HEPA Filter Housing for 12" 99.97% Hi Capacity HEPA Filters

Installation:

- Remove existing MUA unit, Exhaust Fan and Filters
- Connect New Equipment to existing ductwork. Flash weather tight as required
- Install new filter housings as specified above
- Reconnect Flue for MUA Unit
- Install natural gas piping from the boiler room to the MAU.
- All required sheet metal work to install exhaust fan and filter housings to existing ductwork
- Line Voltage Wiring
- Control Wiring

As part of our scope of work we will provide and install the following material and labor:

- Dismantle and remove existing unit with associated oil piping, wiring and duct plenum off premises and cap oil line to tank.
- Reduct/insulate and waterproof ductwork as required.
- Rewire to suit including remote control panel to replace existing wall mounted thermostat at discharge plenum.
- Crane/rigging to remove existing unit, set new one with steel stand.
- Extend 2" sched. 40 BI gas piping from new meter location in vicinity of Radio Tower through building. Paint any exposed piping. Cut walls as needed.
- Balance air to design conditions.
- Start up, adjust, calibrate, pressure test for optimal performance.

Does not include:

- Fire alarm interfacing
- Trenching for gas pipe if required for access into building.
- Oil tank removal
- Taxes or permit fee.



Item 3: Replace 12 Split AHUs

ESC proposes to replace 12 old Air Handler Units (AHUs) with 12 new high efficiency RTUs, upgraded to take advantage of the latest advances in energy saving technology and integrated with the proposed control system.

The existing units have hot water coils for the heating section, using a central oil fired hot water boiler plant. The existing units use R-22, a refrigerant which has been phased out in the US due to its ozone deletion potential. The new HVAC units will no longer use this refrigerant but will use a more environmentally friendly refrigerant such as R-410A.

Item 3a Scope of Work, Replace 12 Split ACs\$385,917

ESC proposes to remove and replace 12 split systems that handle the air conditioning for the building including the following:

- Pump down refrigerant into condensers, disconnect all equipment and remove offsite to scrap.
- Supply twelve (12) new "Trane" brand split systems complete with hi-efficiency condensing units and air handlers with Lon or BACNET card factory installed.
- All related rigging of condensers and new air handlers.
- New insulated sheet metal transitions on all new units and auxiliary drain pans for units in the attic.
- Provide refrigeration piping for the twelve (12) new units, brazed, leak tested. All suction lines insulated.
- Electrical Installation
- Provide electrical re-wiring of condensers and air handler complete with new disconnect switches at the condensers.
- Core boring for new piping.
- All condensate piping.
- Start, test and commission systems with ESC Corporation.
- Provide filter changes for the first year.

Does not include:

- Removal and replacement of drop ceilings
- Cutting, patching, and any light construction for new pipe chases
- Prints or stamped drawings.

Option 3b: Relocate AC-9\$26,413

This is the additional cost to tie units AC1 and AC3, AC2 and AC4 together. Using two larger sized units in place of the four existing configuration.



Conclusions and Next Steps

Utility Incentives

As part of this project, Environmental Systems Corporation will prepare a submission of this project detail along with a utility-grade energy analysis¹ to the Connecticut Energy Efficiency Fund (CEEF) on behalf of Westport Police Department for maximum energy incentives. ESC will also work with utility designated engineers and consultants in the evaluation and auditing of this proposal for quality assurance of the energy use and savings estimates.

The ESC Relationship

ESC is experienced in the successful implementation of Energy Efficiency Projects as proposed for Westport Police Department and has installed energy management and control systems in over 180 million square feet of property throughout New England. We value this opportunity to provide you with an energy saving proposal and look forward to working with you to make sure our proposal best meets your needs and provides value to your business.

Sincerely,

Mike Amedeo

Energy Division Manager

Cell: (860) 805- 2104

m.amedeo@esccontrols.com

Notes on Pricing

1. Pricing Does **Not** Include CT State Sales Tax.
2. Pricing valid until December 31, 2018.
3. Pricing does not include permits or bonds.
4. Pricing does not include Prints or Drawings
5. Pricing excludes Testing and Balancing except where otherwise noted
6. Pricing excludes Davis Bacon Pricing
7. Invoices will be generated monthly for labor and materials.
8. All work to be completed during normal business hours. 7am-3:30pm M-F.
9. Testing, remediation or removal of hazardous materials such as asbestos is not included.
10. Cutting, patching, and painting or channeling of walls, floors or ceilings is not included.
11. Pricing Includes Prevailing Wage Rates
12. Replacement of existing Perimeter HW Valves is excluded
13. IP address by Owner
14. Smoke detectors provided and installed by others. Monitoring by the fire alarm system by others
15. Smoke dampers, fire/smoke dampers and fire dampers are excluded and will be provided, wired, and installed by others
16. Installation or any field wiring of equipment not supplied by ESC is expressly excluded from the scope
17. Sound Attenuators are excluded
18. Premium or overtime costs associated with overtime are not included.
19. Included is 1 year onsite warranty for all labor and materials, unless otherwise specified.



Environmental Impact

The energy saved could fuel and energize 9 homes and results in the same environmental impacts as removing 27 average passenger cars off the road, or reforesting 31 acres of trees.

Pollution Reduction Due to Proposed Energy Measures	
Type of Pollution	Annual Reduction
Sulfur Dioxide [SO ₂] (lb)	2,827
Nitrogen Oxides [NO _x] (lb)	249
Mercury [Hg] (mg)	1,293
Carbon Dioxide and Equivalents [CO ₂] (lb)	303,891

Please Note:

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This is not a performance contract. Any incentive, cost, and/or energy savings numbers referenced are estimates only and should not be interpreted as a commitment or guarantee for any referenced project. Estimates are made based on information provided by the customer, vendors providing services for the customer, or other sources and are not guaranteed to be error-free. Any figures may change due to program changes, calculation errors, inaccurate project data discovered at any point, product or scope changes, or for any other reason. For this reason, any change in project parameters may change the final energy and cost estimates for a project.

¹ The Utility Grade Energy Analysis is developed by our in-house Certified Energy Manager.