



**WESTPORT CONNECTICUT  
BOARD OF FINANCE**

**REVISED #2- Meeting location moved  
to the AUDITORIUM of Town Hall.  
Item #7 & #11 have been WITHDRAWN.**

**NOTICE OF PUBLIC MEETING-REVISED #2**

The Board of Finance will hold its Public Meeting on **Wednesday, October 3, 2018 at 8:00 p.m.** in **the Auditorium of Town Hall** for the following purposes:

**AGENDA**

1. To approve the Board of Finance Minutes of the September 5, 2018 Regular Meeting and the September 13, 2018 Special Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Upon the request of the Superintendent of Schools, to approve the deposit of insurance claim proceeds in the amount of \$562,367.29 for mold remediation and reconstruction services at Coleytown Middle School to be deposited to the Board of Education Carry Over Account.
5. Upon the request of the Superintendent of Schools, to authorize the expenditure of \$400,000.00, from the Board of Education Carryover Account to cover the cost of additional mold remediation incurred at Coleytown Middle School so as to meet the conditions necessitated by the terms of the Memorandum of Agreement dated August 31, 2015, between the Board of Education and the Board of Finance creating the Carryover Account.
6. 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 three (3) ADA compliant restrooms and a storage room near Compo's South Beach.
7. Upon the request of the Deputy Chief of Police, to approve an appropriation of \$108,665.15 to the Railroad Parking Facilities Improvement Account #21002219-572200 for the re-paving of Lot 3 at the Greens Farms Railroad Station. **WITHDRAWN**
8. Upon the request of the Director of Public Works, to approve an appropriation of \$62,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500153 for the design expenses for replacement of the Cavalry Road Bridge over the West Branch of the Aspetuck River. This bridge is eligible for reimbursement of 80% of expenses under the Federal Local Bridge Program.
9. Upon the request of the Director of Public Works, to approve an appropriation of \$426,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500154 for the design expenses for replacement of the Bayberry Lane Bridge over the Aspetuck River. This bridge is eligible for reimbursement of 80% of expenses under the Federal Local Bridge Program.

10. 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.
11. Upon the request of the Director of Public Works, to approve an appropriation of \$725,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500155 for the purchase of two (2) 100% Electric Class 6 trucks through the Volkswagen Settlement grant which will reimburse \$471,250.00 upon completion of the project.  
**WITHDRAWN BY DIRECTOR OF PUBLIC WORKS**
12. Upon the request of the Director of Public Works, to approve an appropriation of \$1,077,250.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500156 for the buyout of the Eversource-owned street lights to be replaced with Town-owned LED streetlights. The electric rate for LED's combined with lower electricity consumption creates an approximate payback period of five years.
13. Upon the request of the Director of Public Works, to approve an appropriation of \$328,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500157 for the burial of the remaining overhead communication utilities at the intersection of Main Street, Avery Place, and Parker Harding Road at Gorham Island.

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.



**NOTICE OF PUBLIC MEETING-REVISED**

The Board of Finance will hold its Public Meeting on **Wednesday, October 3, 2018 at 8:00 p.m.** in **Room 201/201A of Town Hall** for the following purposes:

**AGENDA**

1. To approve the Board of Finance Minutes of the September 5, 2018 Regular Meeting and the September 13, 2018 Special Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Upon the request of the Superintendent of Schools, to approve the deposit of insurance claim proceeds in the amount of \$562,367.29 for mold remediation and reconstruction services at Coleytown Middle School to be deposited to the Board of Education Carry Over Account.
5. Upon the request of the Superintendent of Schools, to authorize the expenditure of \$400,000.00, from the Board of Education Carryover Account to cover the cost of additional mold remediation incurred at Coleytown Middle School so as to meet the conditions necessitated by the terms of the Memorandum of Agreement dated August 31, 2015, between the Board of Education and the Board of Finance creating the Carryover Account.
6. 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 three (3) ADA compliant restrooms and a storage room near Compo's South Beach.
7. Upon the request of the Deputy Chief of Police, to approve an appropriation of \$108,665.15 to the Railroad Parking Facilities Improvement Account #21002219-572200 for the re-paving of Lot 3 at the Greens Farms Railroad Station.
8. Upon the request of the Director of Public Works, to approve an appropriation of \$62,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500153 for the design expenses for replacement of the Cavalry Road Bridge over the West Branch of the Aspetuck River. This bridge is eligible for reimbursement of 80% of expenses under the Federal Local Bridge Program.
9. Upon the request of the Director of Public Works, to approve an appropriation of \$426,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500154 for the design expenses for replacement of the Bayberry Lane Bridge over the Aspetuck River. This bridge is eligible for reimbursement of 80% of expenses under the Federal Local Bridge Program.

10. 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.
11. Upon the request of the Director of Public Works, to approve an appropriation of \$725,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500155 for the purchase of two (2) 100% Electric Class 6 trucks through the Volkswagen Settlement grant which will reimburse \$471,250.00 upon completion of the project.  
**WITHDRAWN BY DIRECTOR OF PUBLIC WORKS**
12. Upon the request of the Director of Public Works, to approve an appropriation of \$1,077,250.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500156 for the buyout of the Eversource-owned street lights to be replaced with Town-owned LED streetlights. The electric rate for LED's combined with lower electricity consumption creates an approximate payback period of five years.
13. Upon the request of the Director of Public Works, to approve an appropriation of \$328,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500157 for the burial of the remaining overhead communication utilities at the intersection of Main Street, Avery Place, and Parker Harding Road at Gorham Island.

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**

Item #1

**DRAFT MINUTES OF BOF PUBLIC MEETING**

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

Those in attendance: B. Stern, M. Rea, J. Westphal, S. Gordon

Absent: L. Caney, N. Dupier, A. Moore (joined meeting at 9:50 P.M.)

**AGENDA**

1. To approve the Board of Finance Minutes of the July 16, 2018 Special Meeting and the August 1, 2018 Regular Meeting. Motion to Approve July 16, 2018 meeting minutes- J. Westphal, second by B. Stern – Vote 4-0-0. Motion to approve August 1, 2018 minutes by J. Westphal, second B. Stern – vote 3-0-1 (S. Gordon Abstain)
2. Financial Report and end of Fiscal Year Update from the Finance Director. (Discussion Only)  
No vote taken.
3. Status Update from the Audit Manager. (Discussion Only) No vote taken.
4. In accordance with C.G.S. Section 10-222a and upon the request of the Superintendent of Schools, approved an appropriation of \$139,207.15 to the 2017-2018 Budget, BOE Rentals & Reimbursements Expenditure Account. Motion to approve by J. Westphal, second by S. Gordon. Vote unanimous 4-0-0.
5. Upon the request of the Finance Director, approved 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. Approved 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. Motion to approve by M. Rea, Second by S. Gordon. Vote unanimous 4-0-0.
7. Upon the request of the Director of Parks and Recreation, approved 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. Motion to approve by J. Westphal, second by S. Gordon. Vote 3-1-0 (three for - Stern, Westphal, Gordon) One opposed (Rea).
8. Upon the request of the Director of Parks and Recreation, approved 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. Motion to approve M. Rea, second by S. Gordon. Vote unanimous 4-0-0.

Andrea Moore attended the meeting at 9:50 P.M.

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. The Board of Finance unanimously consented to postpone said item to its next regular meeting. No Vote taken.
10. Upon the request of the Director of Parks and Recreation, approved 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. Motion to approve by M. Rea, second by A. Moore. Vote was unanimous 5-0-0.
11. Upon the request of the Director of Public Works, approved 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

Motion to approve by M. Rea, second by B. Stern. Vote was unanimous 5-0-0.

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. Motion to postpone action on this item made by M. Rea, second by S. Gordon. Vote four - For (Rea, Westphal, Moore, Gordon) One (Stern) opposed. Vote 4-1-0.
13. Upon the request of the Director of Public Works, approved an appropriation of \$325,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500129 for a complete replacement of the Town Hall Elevator. The Public Works Director requested the appropriation amount of \$275,000.00 be increased by \$50,000.00 to \$325,000.00 due to project compliance requirements. Motion to approve by M. Rea, second by A. Moore. Vote was unanimous 5-0-0.

14. Upon the request of the Director of Public Works, approved 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. Motion to approve by S. Gordon, second J. Westphal. Vote unanimous 5-0-0.
15. Upon the request of the Director of Public Works, approved 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. Motion to approve by S. Gordon, second by M. Rea. Vote unanimous 5-0-0.
16. Upon the request of the Director of Public Works, approved 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. Motion to approve by A. Moore, second by B. Stern vote three (3) for (Stern, Westphal, Moore) two (2) opposed (Rea, Gordon).

At 11:15 P. M. Motion to adjourn by S. Gordon, second by Stern -Vote unanimous 5-0-0.



**WESTPORT CONNECTICUT  
BOARD OF FINANCE**

**DRAFT MINUTES – BOARD OF FINANCE SPECIAL MEETING**

The Westport Board of Finance held a Special Meeting on Thursday, September 13, 2018 at 8:00P.M. in room 201/201A of Town Hall for the following purposes:

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

**AGENDA**

1. Denied the request of the First Selectman, to approve an appropriation of \$185,000.00 to the Police overtime account to fund two (2) School Resource Officers (SRO's).  
Motion to approve funding was made by A. Moore, second by M. Rea. Vote was two (2) FOR- Moore & Rea) - Five (5) against (Stern, Caney, Westphal, Gordon, Dupier) Motion Failed- Vote 2-5-0.

At 9:35 P.M. Motion to adjourn by B. Stern, second by L. Caney -Vote unanimous.

Respectfully submitted by M. Rea, Vice Chair & recording Secretary





**WESTPORT PUBLIC SCHOOLS**

**COLLEEN A. PALMER, Ph.D.**  
*Superintendent of Schools*

110 Myrtle A  
Westport, Connecticut (Ct)  
Telephone: (203) 341-3411  
Fax: (203) 341-3412  
cpalmer@westportj

**MEMORANDUM**

TO: Jim Marpe, First Selectman

FROM: Dr. Colleen A. Palmer, Superintendent of Schools

DATE: September 9, 2018

RE: Request to add an agenda item to the Board of Finance Special Meeting of September 13, 2018.

CC: Westport Board of Education

**Board of Education Carry Over Account**

Resolution passed by the Board of Education at its regular meeting held on September 4, 2018:

“Be It Resolved that upon the recommendation of the Superintendent of Schools, the Board of Education requests of the Board of Finance to approve the deposit of insurance claim proceeds in the amount of \$562,367.29 for mold remediation and reconstruction services at Coleytown Middle School to be deposited to the Board of Education Carry Over Account, the originating source related to the insurance claim, and Be It Further Resolved upon the recommendation of the Superintendent of Schools, the Board of Education requests that the Board of Finance approve an expenditure of up to \$400,000 for Coleytown Middle School subject to a list provided by the CFO for verification of expenditures.”

Approved for submission

To Board of Finance (9/10/18)

  
\_\_\_\_\_  
James S. Marpe  
First Selectman



## 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](mailto:cpd@westportct.gov)

December 15<sup>th</sup>, 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 barbecue 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](mailto:humansrv@westportct.gov)

January 31<sup>st</sup>, 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](mailto:humansrv@westportct.gov)

January 31<sup>st</sup>, 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  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

<b>APPROXIMATE COST:</b>	\$789,744	<b>COST IN CAPITAL FORECAST:</b>	<b>\$850,000</b> (did not include construction administration and higher costs due to final design and approvals)
<b>CONTINGENCY (app 5%):</b>	\$46,470		
	\$836,214	<b>←TOTAL</b>	<b>Request → \$840,000</b>

**SOURCE OF FUNDS:**

<b>CAPITAL BOND</b>	<input checked="" type="checkbox"/>	<b>GEN'L FUND</b>	<input type="checkbox"/>
<b>CNR</b>	<input type="checkbox"/>	<b>GRANT</b>	<input type="checkbox"/>
<b>STATE</b>	<input type="checkbox"/>	<b>OTHER</b>	<input type="checkbox"/>

**OTHER, DESCRIBE:**

**PAYBACK PERIOD:** N/A

<b>PROJECTED START DATE:</b>	<u>Mid October 2018</u>	<b>EST. COMPLETION DATE:</b>	<u>May 2019</u>
<b>ESTIMATED USEFUL LIFE:</b>	<u>30+ years</u>		

**Is this project part of a larger capital project?**  
 Yes

**Has an RFP been issued?** YES  NO  Bid was issued (not RFP)

**Have bids been received?** YES  NO  **Number of bids received:** 4

**Was the lowest bid the winner?** YES  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:

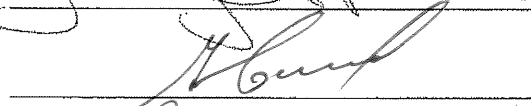
**REVIEW/SIGN-OFF**

DEPARTMENT HEAD



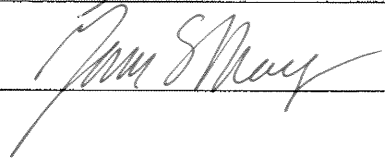
DATE: 8/20/18

FINANCE DIRECTOR



DATE: 9/18/18

FIRST SELECTMAN



DATE: 8/20/18

14" FIN.

ASPHALT PICKLEBALL COURTS

5 TYPICAL VAN RESERVED  
L-5.0 PARKING LAYOUT

1 BITUMINOUS CONC. PAVEMENT

8 CURB RAMP

4" WHITE PAINTED STRIPING (TYP.)

3 INTEGRAL CONCRETE CURB

4 CONCRETE PAVEMENT AT STRUCTURAL SLAB

WOODEN GUARDRAIL (TYP.) (NOT IN CONTRACT)  
NEW RESTROOM FACILITY (SEE ARCHITECTURAL PLANS)

9 DETECTABLE WARNING

NEW CROSSWALK FROM SOUTH WALKWAY IMPROVEMENTS

NEW LINE OF PAVEMENT FROM SOUTH WALKWAY IMPROVEMENTS

PLACE BOLDERS HERE

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

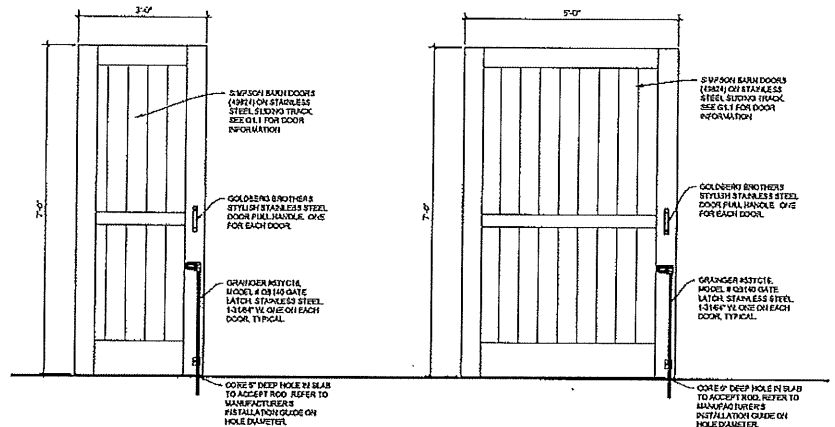
PLANT

SIGN "ONE WAY"

SIGN "NO LIFE GUARD ON DUTY"

GRILLS (typ)

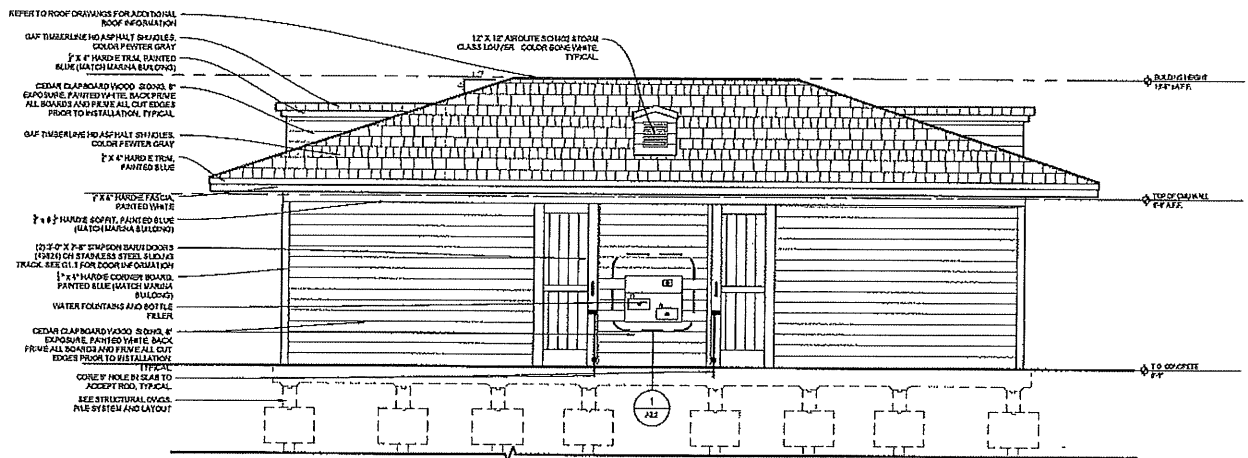
C:\Drawing Files\8174 - Campo Beach, Westport\dwg\Building\8174-SitePlan.dwg 7/10/2018 10:16:27 AM Juncsky



# BARN DOOR ELEVATIONS

SCALE: N.T.S.

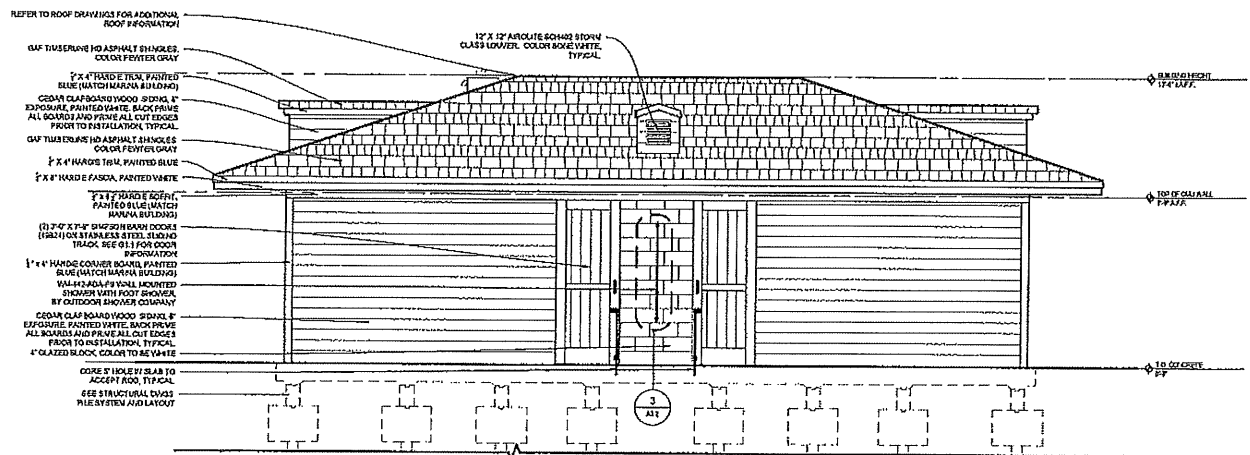
6



# WEST ELEVATION

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

4



# EAST ELEVATION

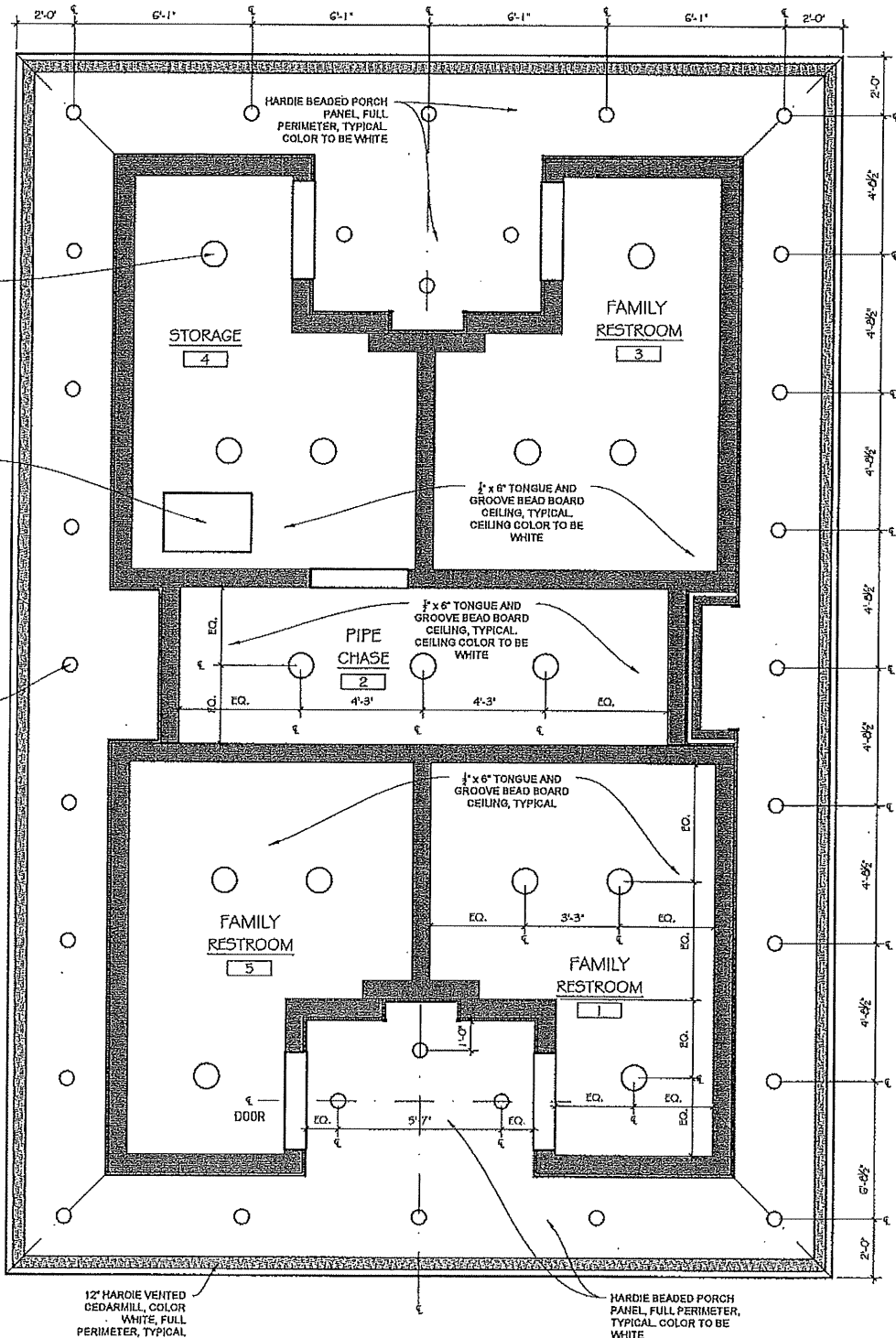
SCALE: 1/4" = 1'-0"

3

SURFACE MOUNTED CEILING LIGHT FIXTURES IN ALL BATHROOMS AND STORAGE ROOM, TYPICAL. SEE ELECTRICAL DRAWINGS

24" X 36" ACCESS HATCH. HATCH TO BE MADE FROM BEAD BOARD PLANKS, ALIGN WITH TRUSS LAYOUT

RECESSED LIGHT FIXTURES AROUND PERIMETER, TYPICAL. SEE ELECTRICAL DRAWINGS



PAIR OF x 7'-0" 1 DC

4  
A2.1

1  
ALL

12" HARDIE VENTED CEDARMILL, COLOR WHITE, FULL PERIMETER, TYPICAL

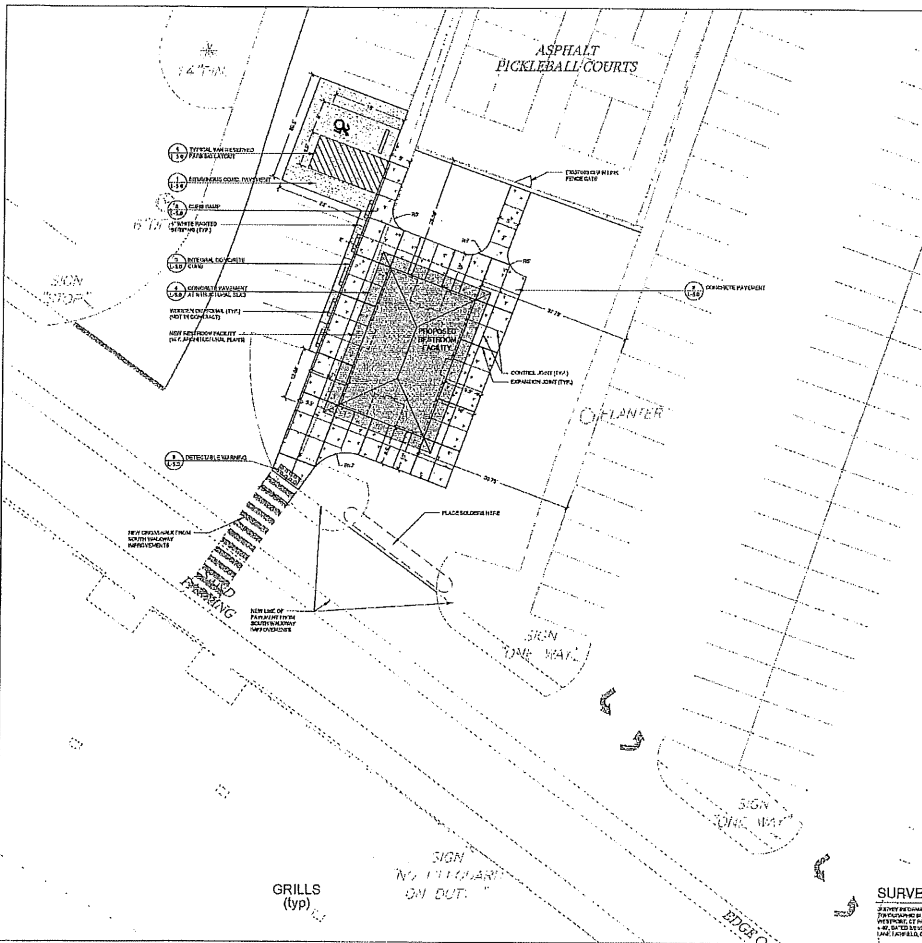
HARDIE BEADED PORCH PANEL, FULL PERIMETER, TYPICAL COLOR TO BE WHITE

# REFLECTED CEILING PLAN

SCALE: 3/8" = 1'-0"

2

1  
-  
S



**LAYOUT NOTES**

1. THE CONTRACTOR SHALL COMPLY WITH ALL STATE, LOCAL, AND FEDERAL REGULATIONS.
2. MATERIALS AND CONSTRUCTION METHODS SHALL BE APPROVED BY THE ENGINEER PRIOR TO CONSTRUCTION.
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE PERMITS AND CONDITIONS OF THE PERMITS.
4. CONSTRUCTION SHALL BE COMPLETED BY THE DATE SPECIFIED IN THE PERMITS.
5. ALL UTILITIES SHALL BE IDENTIFIED AND PROTECTED PRIOR TO CONSTRUCTION.
6. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CONSTRUCTION MANUALS AND SPECIFICATIONS.
7. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CONSTRUCTION MANUALS AND SPECIFICATIONS.
8. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CONSTRUCTION MANUALS AND SPECIFICATIONS.
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18. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CONSTRUCTION MANUALS AND SPECIFICATIONS.
19. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CONSTRUCTION MANUALS AND SPECIFICATIONS.
20. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CONSTRUCTION MANUALS AND SPECIFICATIONS.

**LEGEND**

EXISTING	PROPOSED
WALL	WALL
DOOR	DOOR
CONCRETE PAVEMENT	CONCRETE PAVEMENT
EXPANSION JOINT	EXPANSION JOINT
CONTROL JOINT	CONTROL JOINT
GRID	GRID
ASPHALT	ASPHALT
REINFORCED CONCRETE	REINFORCED CONCRETE
CONCRETE PAVEMENT WITH FURROWS	CONCRETE PAVEMENT WITH FURROWS

**SURVEY REFERENCE**

AS SHOWN ON THE SURVEY MAPS AND PLANS FOR THIS PROJECT, THE BOUNDARIES AND DIMENSIONS OF THE PROPERTY ARE AS SHOWN ON THE SURVEY MAPS AND PLANS FOR THIS PROJECT. THE CONTRACTOR SHALL VERIFY THE BOUNDARIES AND DIMENSIONS OF THE PROPERTY PRIOR TO CONSTRUCTION.



**QA+M**  
architecture  
Cullen Barry Arcadim  
155 South Street  
Farmington, CT 06032  
qa+m.com

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**todesign**  
114 WEST MAIN STREET  
SUITE 205  
WESTPORT, CT 06881  
860.840.0000  
info@todesign.com

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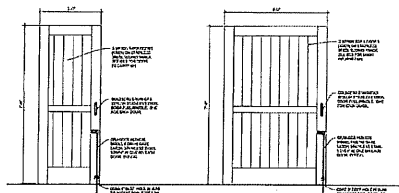
5155 DESIGN  
LANDSCAPE ARCHITECTURE  
UNIVERSITY PLANNING

NEW RESTROOM FACILITY FOR:  
**TOWN OF WESTPORT:  
COMPO BEACH**  
WESTPORT, CONNECTICUT  
Project # 1674    In Project # 6174

Revision  
Sheet Date: JULY 2018

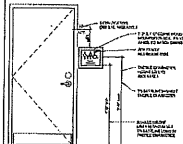
**Layout Plan**

L-2.0



**BARN DOOR ELEVATIONS**  
SCALE: N.T.S.

6



**RESTROOM DOOR  
SIGNAGE**

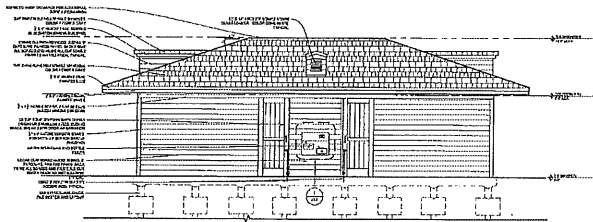
SCALE: N.T.S.

5

DOOR IS APPROXIMATELY 6'6" HIGH PHOTOGRAPHY FROM  
WASTEBEINER (SEE BIBLE)  
MOUNT AT TOP FACE FROM FLOOR TO BOTTOM OF LETTERING  
BANDS TO BE BLANK WITH LETTERS AND SIGNS  
SCALE TO BE PROPORTIONATE TO SIGNAGE MATERIAL. QUALITY FOR  
LIFE IN USE. SEE TO FOLLOW RESTROOM FLOOR SPACE  
MANUFACTURER.  
DETAIL: TO COORDINATE WITH MOUNTING BLOCKS WITH  
MANUFACTURER APPROVED FASTENING SYSTEM.

GENERAL NOTES

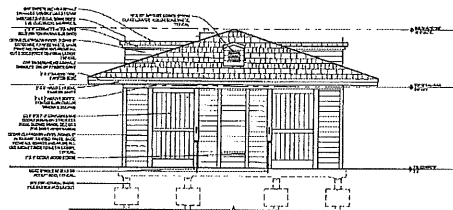
1. EXTERIOR CLAMP BOARD 1/4" EXPOSURE, OVER 1" POLYURETHANE  
INSULATION AND 1" OF POLYSTYRENE #200 G OR  
EQUVALENT. INSULATION TO BE CONTINUED TO TOP OF WALL (SEE BIBLE).  
UNDER 1/2" FLOOR TO WALL JOINT. SEE 101 AND 110. THE TRICAL  
SUPPORT FOR NAIL AND NAIL SCHEDULE. SOFT TOUGH TO BE  
TRACED TO BE THE BACKING TO AS ALL CUT TO BE TO 1/2" FROM JOINT  
TO INSTALLATION. 2" MINIMUM HICKORY PAINT AND FINISH.
2. ALL EXTERIOR TRIM TO BE MATCHING FINISH TO THE MATCHING EXTERIOR  
TRIM (EXCLUDING THE CEILING, ROOFLINE ROOF LINE).
3. BARN DOORS TO BE BRUNSWICK DOOR COMPANY 4' X 6' EXTERIOR GRADE  
SOLID OAK BLENDED STEEL, SEE TO TRACED TO BE FULLY MADE TO ORDER.  
FACTORY FINISH INCLUDING DOOR'S FULL RANGE OF COLORS.
4. RESTROOM DOOR TO BE 1/4" OF POLYSTYRENE INSULATION ON THE DOOR  
SIDE. PLANT DOORS TO BE OF QUALITY GRASS AND ARTIFICIAL.
5. REFER TO THE BIBLE FOR INFORMATION FOR ELECTRICAL, MECHANICAL, PLUMBING  
FIXTURES AND ALL OTHER INFORMATION, BY OTHERS AND ETC.
6. REFER TO BIBLE FOR ADDITIONAL NOTES.
7. FROM WASTEBEINER TO BE ALL EXTERIOR PLUMBING SEE ELECTRICAL  
SCHEDULE FOR LOCATION.



**WEST ELEVATION**

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

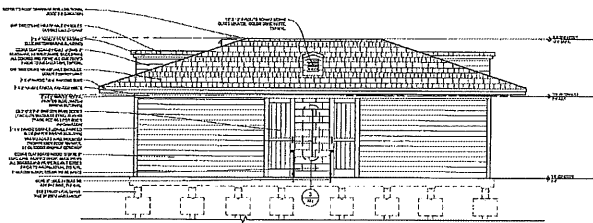
4



**NORTH ELEVATION (DOORS OPEN)**

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

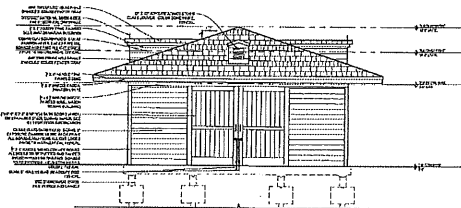
2



**EAST ELEVATION**

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

3



**SOUTH ELEVATION (DOOR CLOSED)**

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

1

**QA+M**  
architecture  
Cullenberry/Arnold/Muller  
165 South Street East  
Farmington, CT 06030  
qasm.com

NOT FOR  
CONSTRUCTION  
ISSUED FOR  
BIDDING ONLY

KEY PLAN

NEW RESTROOM FACILITY FOR:  
**TOWN OF  
WESTPORT:  
COMPO BEACH**  
WESTPORT, CONNECTICUT  
Project #: 1674

Sketches  
Title Date: JULY 8, 2018

EXTERIOR ELEVATIONS

**A2.1**

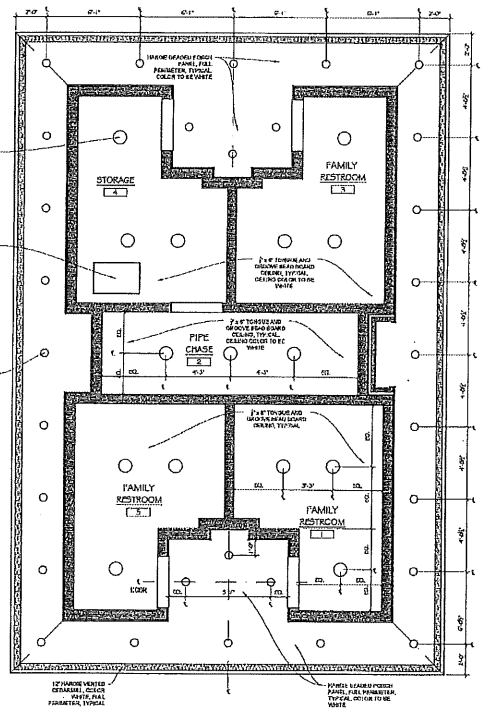
- GENERAL NOTES**
1. EXTERIOR GEMSE CLAP BOARD SIDING, 1/2" EXPOSED, OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD SHALL BE INSTALLED IN THE EXTERIOR WALLS OF ALL EXTERIOR WALLS. ALL EXTERIOR WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD. ALL EXTERIOR WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD.
  2. ALL EXTERIOR WALLS TO BE FINISHED WITH 1/2" GYPSUM BOARD OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD. ALL EXTERIOR WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD.
  3. SANITARY TOILETS TO BE INSTALLED IN THE EXTERIOR WALLS OF ALL EXTERIOR WALLS. ALL EXTERIOR WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD.
  4. INTERIORS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD. ALL EXTERIOR WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD OVER 1/2" FIBERGLASS INSULATION AND 1/2" FIBERGLASS SHEET PILING OVER 1/2" GYPSUM BOARD.
  5. REFER TO ARCHITECTURAL DRAWINGS FOR STRUCTURAL, ELECTRICAL, MECHANICAL, AND ROOF DETAILS AND ALL OTHER TRADES AND MATERIALS.
  6. REFER TO ALL OTHER ARCHITECTURAL NOTES.

NOT FOR CONSTRUCTION  
 ISSUED FOR BIDDING ONLY

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

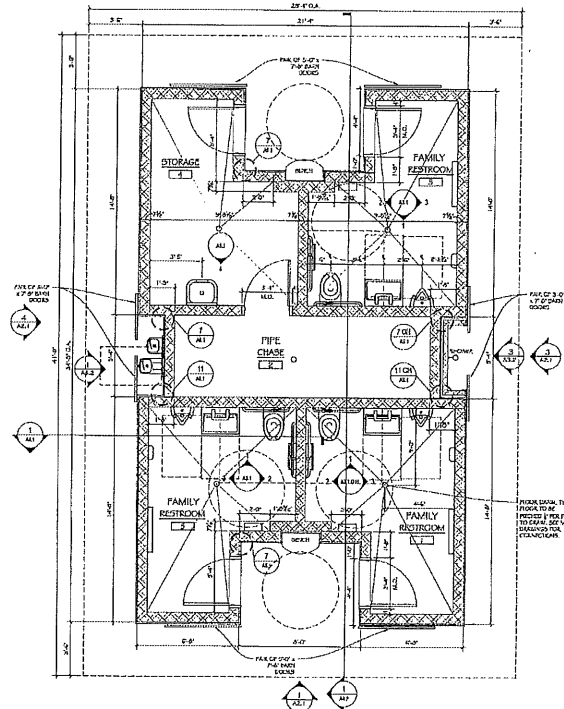
Project:  
 Issue Date: JULY 2015  
 FLOOR AND RCP PLAN

**A1.1**



**REFLECTED CEILING PLAN**  
 SCALE: 3/8" = 1'-0"

2



**FLOOR PLAN**  
 SCALE: 3/8" = 1'-0"

1



# WESTPORT POLICE DEPARTMENT

---



**FOTI KOSKINAS**  
CHIEF OF POLICE

**SAMUEL ARCIOLA**  
DEPUTY CHIEF

September 19, 2018

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

RE: Appropriation from Railroad Operating Fund, Facility Improvements (account # 21002219-572200)  
for re-paving Lot #3 at the Greens Farms Railroad Station.

Dear Mr. Marpe,

This department herein requests an appropriation from the Railroad Operation Fund, Facility Improvements (account 21002219-572200) in the amount of \$108,665.15 for the re-paving of Lot 3 at the Greens Farms Railroad Station in Westport.

On August 16<sup>th</sup>, 2018 bid #19-930TR was received by the Public Works Department for the paving project at the Greens Farms Railroad station Lot 3 parking lot. The low bid for the project was \$98,786.50 by G. Pic and Sons. In addition to accepting the low bid, a 10% contingency is built into the above stated appropriation request for unforeseen items encountered during construction.

This project (2018-07) is part of the Westport Railroad Operations projected Capital Projects for 2018-2019-and 2020 which was submitted in February and March 2018.

Respectfully,

Sam Arciola  
Deputy Chief of Police Department

50 Jesup Road | Westport, CT 06880 | Phone 203.341.6000 | Fax 203.341.6092

*With courage, honor and integrity, we protect the rights of all citizens.*



JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT NAME: Westport Police Department - Railroad Operations Date: 09/20/2018

PROJECT NAME AND DESCRIPTION  
Greens Farms Railroad Lot #3 Re-paving Project (#2018-07)

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? February 2018  
Which FY was the project first planned? 2019

APPROXIMATE COST: \$98,786.50 COST IN CAPITAL FORECAST: NA  
CONTINGENCY (10%): \$9878.65 ←TOTAL REQUEST→ \$ 108,665.15

SOURCE OF FUNDS:

CAPITAL BOND <input type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>

OTHER, DESCRIBE: Railroad Operations Fund, Facility Improvements

PAYBACK PERIOD: NA

PROJECTED START DATE: November 2018 EST. COMPLETION DATE: November 2018  
ESTIMATED USEFUL LIFE:

Is this project part of a larger capital project? Yes - Completion of re-paving Greens Farms RR Lots

Has an RFP been issued? YES  NO

Have bids been received? YES  NO  Number of bids received: 4

Was the lowest bid the winner? YES  NO  If not, why? \_\_\_\_\_

Who will benefit from the project?  
The public using the Greens Farms Railroad Station

Is it a replacement? YES  NO

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

Pictures attached? YES  NO

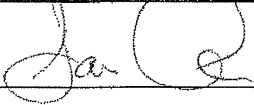
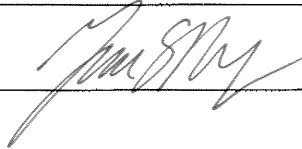
What other approvals/reviews are necessary to begin this project?  
RTM

**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>9/21/2019</u>
FINANCE DIRECTOR	_____	DATE: _____
FIRST SELECTMAN		DATE: <u>9/25/18</u>



## WESTPORT, CONNECTICUT

### DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

September 14, 2018

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

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement fund, for funding Westport's share of the design expenses for replacement of the Cavalry Road Bridge over the West Branch of the Aspetuck River

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement fund, in the amount of \$62,000.00 for funding Westport's share of the Design expenses for replacement of the Cavalry Road Bridge, (Bridge #04964), over the West Branch of the Saugatuck River. The work will be a complete replacement of the bridge deck and abutments.

The existing bridge was constructed in 1956 and straddles the Town Line between Westport and Weston. The Connecticut DOT determined in 2016 that the bridge requires replacement, and assigned the task of replacement to the Town of Weston. The bridge is eligible for funding under the Federal Local Bridge Program, which provides 80% reimbursement of expenses to the Town(s).

Because the Bridge spans the Town line, both Towns must share the remaining 20% of associated costs. There are two ways to split the cost according to State Statute. 1) Execute an interlocal Agreement between the Towns, or 2) use the default formula provided in CGS 13a-238, which apportions the cost according to the two town's tax revenue.

Westport attempted to execute an interlocal agreement with Weston to split the costs at 50% each, (at their initial suggestion). A change in the administration in Weston prompted that administration to withdraw that offer and revert to the default formula. As such, Westport has to pay 73.16% of the cost and Weston has to pay 26.84% of the cost.

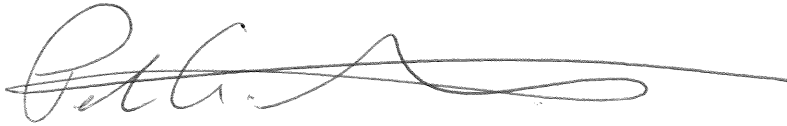
The attached backup information shows how we arrived at the figure of \$62,000. In the current capital forecast, we carried a figure of \$50,000 based on our initial 50/50 split.

We anticipate the design process to take approximately one year, so we will be back seeking funds for the construction once we have an Opinion of Probable Cost from the Design Firm. Currently we

Letter to J. Marpe, Cavalry Road Bridge Design Appropriation, 9-14-18

are carrying a figure in the Capital forecast for Westport's share of the bridge construction cost at \$250,000, based on an overall estimated Construction cost of \$2.7 million. This figure will be revised once the semi-final design is determined.

Respectfully,

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  
G:\Pw\_off\PAR\APPRQST\CavlyRdBrgDES.doc

JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT NAME: Department of Public Works – Engineering Division Date: 9/12/18

PROJECT NAME AND DESCRIPTION  
 Cavalry Road Bridge over West branch of the Saugatuck River, Bridge # 04964 – Design of Bridge replacement per directive from Connecticut DOT

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? 2019  
 Which FY was the project first planned? 2013

APPROXIMATE COST:	\$55,996.66	COST IN CAPITAL FORECAST: \$450,000	
CONTINGENCY (10%):	\$ 5,599.67		
	\$61,596.33	←TOTAL	REQUEST→ \$62,000

SOURCE OF FUNDS:

CAPITAL BOND	GEN'L FUND
<input checked="" type="checkbox"/>	<input type="checkbox"/>
CNR	GRANT
<input type="checkbox"/>	<input checked="" type="checkbox"/>
STATE	OTHER
<input type="checkbox"/>	<input type="checkbox"/>

OTHER, DESCRIBE: Federal Grant 80/20

PAYBACK PERIOD:

Cost of project is paid 80% by Federal funds, 20% by local funds split between Weston and Westport at 26.84% / 73.16% respectively, per State Statute 13a-100

EST. COMPLETION

PROJECTED START DATE: 5/01/18 (design) DATE: 1/2/20

ESTIMATED USEFUL LIFE: 75 years

Is this project part of a larger capital project? YES – Once design is complete we will move to construction

Has an RFP been issued? YES  NO  RFQ was issued utilizing the ConnDOT QBS procedure

Have bids been received? YES  NO  Number of bids received: There were 9 respondents to the RFQ, shortlisted to 4

Was the lowest bid the winner? YES  NO  If not, why? The design consultant was chosen utilizing ConnDOT's Quality-Based-Selection method which is required to receive Federal funds. The selection process was supervised by the administrator of the Federal-Local Bridge program and met or exceeded all of their requirements.

Who will benefit from the project? All who drive on Cavalry Road. The existing bridge is intact but is in a condition of "piano key" deterioration of the precast planks that form the bridge deck

Is it a replacement?

YES  NO

The existing Bridge has been inspected by ConnDOT and ordered to be replaced by the Town of Weston, sharing the

If yes, describe condition of what is to be replaced: cost with Westport per State Statute 13a-100

Pictures attached?

YES  NO

What other approvals/reviews are necessary to begin this project? RTM funding approval; This design project is already underway and we will begin receiving invoices from the Town of Weston shortly.

**FINANCE**

*This section to be completed by the Finance Director.*

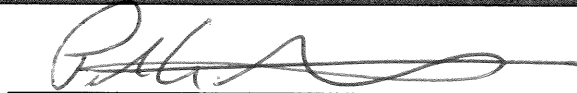
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

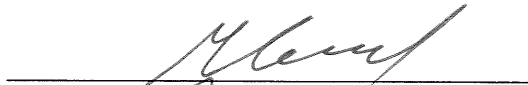
**REVIEW/SIGN-OFF**

DEPARTMENT HEAD



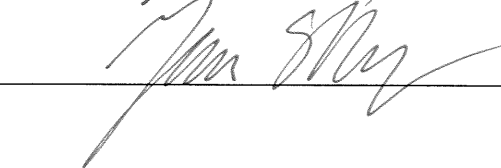
DATE: 9/14/18

FINANCE DIRECTOR



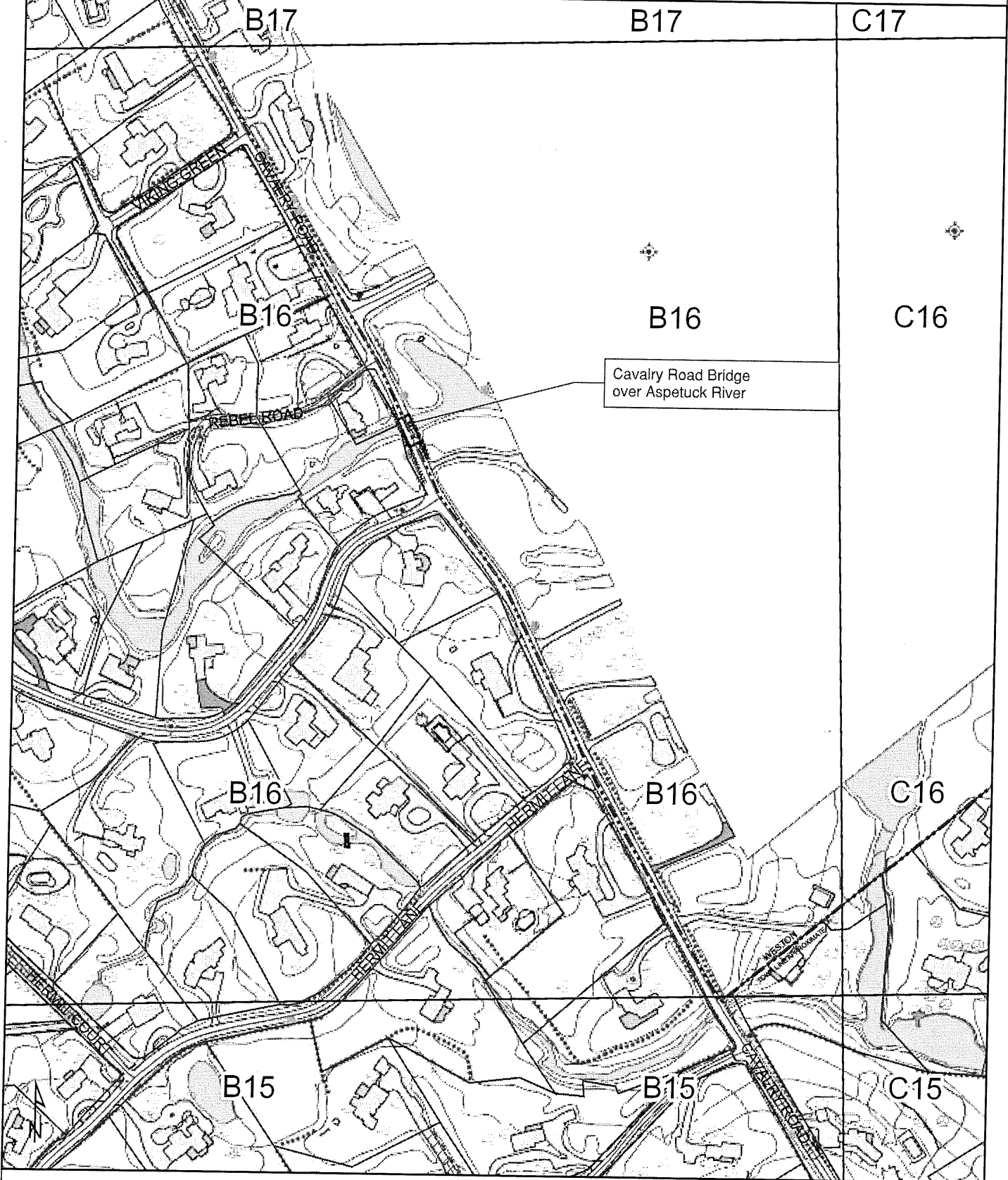
DATE: 9/18/18

FIRST SELECTMAN



DATE: 9/17/18

# Cavalry Road Bridge



Cavalry Road Bridge  
over Aspetuck River



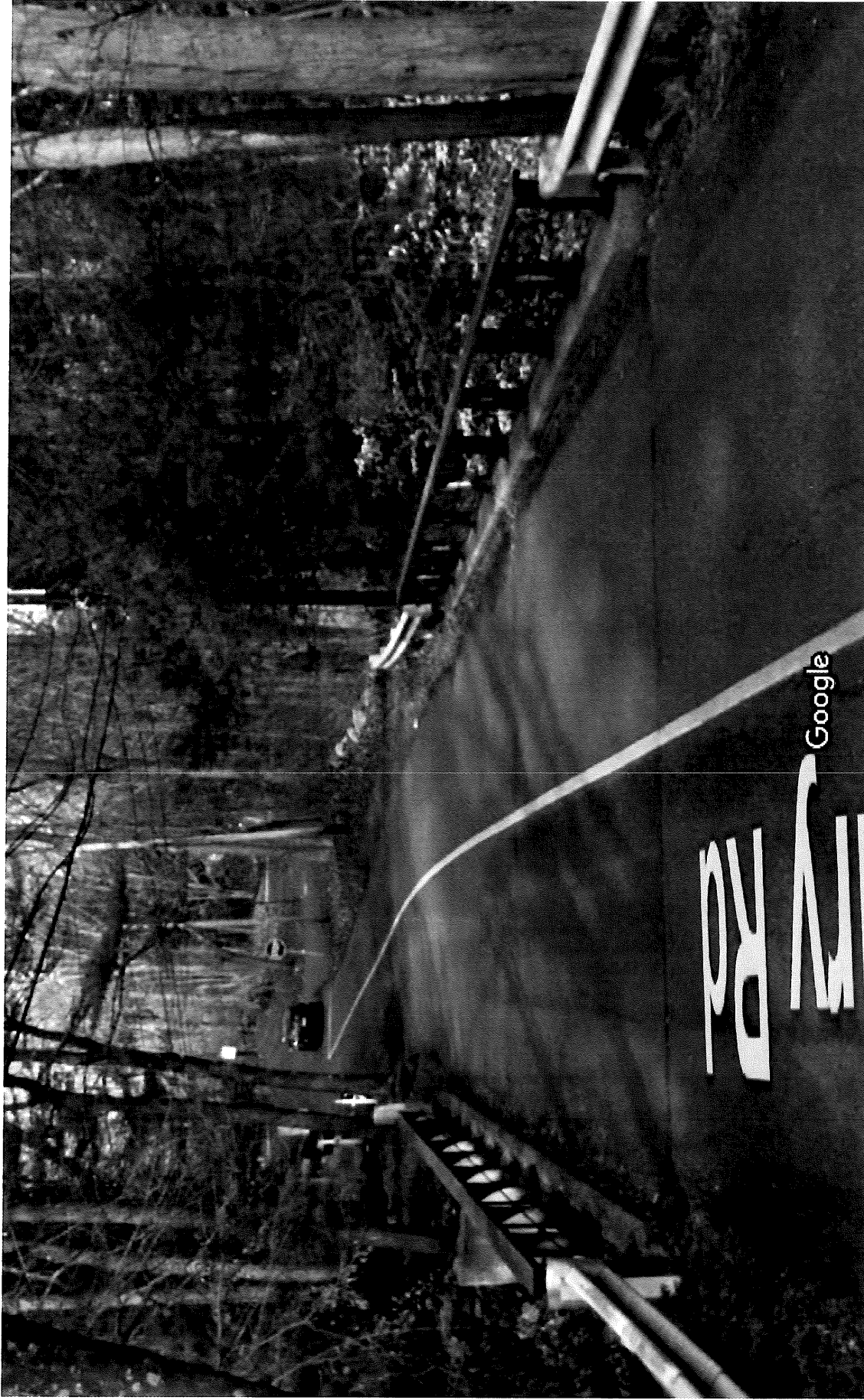
1 inch = 283 feet

Westport and its mapping contractors assume no legal responsibility for the information contained herein.

Google Maps

23 Cavalry Rd

Cavalry Road Bridge looking North from Crooked Mile Road





CAVALRY ROAD BRIDGE DESIGN EXPENSE BREAKDOWN

Maximum Design Fee per ConnDOT	\$ 382,700.00
Federal Share @ 80%	\$ 306,160.00
Town Share @ 20%	\$ 76,540.00
Weston Share - 26.84% of Town Share	\$ 20,543.34
Westport Share - 73.16% of Town Share	\$ 55,996.66
10% Contingency	\$ 5,599.67
total	\$ 61,596.33

REQUEST \$ **62,000.00**

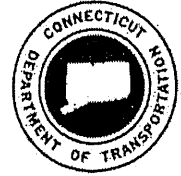


# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546

NEWINGTON, CONNECTICUT 06131-7546



November 20, 2017

Mr. Jonathan Luiz  
Town Administrator  
Town of Weston  
56 Norfield Road  
Weston, Connecticut 06883

Dear Mr. Luiz:

Subject: Approval of Engineering Services and Fees  
Federal Local Bridge Program  
State Project No. 157-85  
Replacement of Bridge No. 04964  
Cavalry Road over West Branch Saugatuck River

The Department of Transportation (Department) has reviewed and annotated the enclosed engineering scope of services provided by WMC Consulting Engineers (WMC), the consulting engineering firm (Consultant) selected by the town of Weston (Town) for the subject project. The Department has also reviewed and annotated the enclosed fees/costs and man-hour distribution schedules, which are based on the man-hours negotiated for the tasks to be performed, and direct costs estimate. In a letter dated October 16, 2017, the Town indicated its concurrence with the scope of services and the associated fees and costs. Both the scope of services and the fees and costs outlined below are hereby approved.

Approved Items

Approved Fees/Costs

1. Survey	\$ 5,000
2. Preliminary Engineering Studies	\$ 61,900
3. Preliminary Design/Public Information Meeting	\$ 27,800
4. Regulatory Approvals	\$ 30,500
5. Final Design	\$145,200
6. Bidding Phase Services	\$ 6,500
Direct Costs ( <i>allowance</i> )	<u>\$ 49,200</u>
Subtotal:	\$326,100
Extra Work ( <i>allowance</i> )	\$32,600
Review of Shop Plans and Construction Drawings	\$ 9,000
Design Services During Construction ( <i>allowance</i> )	<u>\$ 15,000</u>
Maximum Fee:	\$382,700

A goal for Disadvantaged Business Enterprise (DBE) participation of 8 percent of the total "contract value" has been established for the Preliminary Engineering Phase.

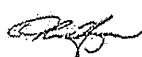
Only work actually performed by and/or services provided by the DBE's which are certified for such work and/or services, can be counted toward the DBE goal.

As a reminder, all direct costs must be allocable to this project and must be substantiated by receipts. Additionally, all extra work and consultation during construction must be authorized by the Town and approved by the Department prior to proceeding with these items.

In the future, the Department will forward to you for the Town's execution, a State/Town Design Agreement to fund this engineering work. Subsequently, a Department-approved Engineering Services Agreement between the Town and WMC will be forwarded to you for execution by both parties. The Town/Consultant Engineering Services Agreement will incorporate the approved scope of services and the fees and costs listed herein.

Please direct any questions regarding this matter to Ms. Priti S. Bhardwaj, at (860) 594-3311.

Very truly yours,

  
Theodore H.  
Nezames, P.E.  
2017.11.20  
09:58:56-05'00'

Theodore H. Nezames, P.E.  
Manager of Bridges  
Bureau of Engineering and Construction

Enclosures

cc: Mr. Jonathan Luiz, Town Administrator, Town of Weston  
Mr. Chad Perkosi, P.E., BL Companies Connecticut, Inc.

## Ratkiewich, Peter

---

**From:** Scully, Lynn  
**Sent:** Monday, April 30, 2018 12:43 PM  
**To:** Ratkiewich, Peter  
**Cc:** Conrad, Gary G.; Carey, Sheila  
**Subject:** FW: COMPARISONS

Hi Pete,

As you can see by the email thread below, we've decided that the best allocation formula would be 73.16% Westport and 26.84% Weston.

Give us a call if you have any questions.

Lynn  
**Lynn Scully**  
Audit Manager/Senior Accountant  
Town of Westport, CT  
203-341-1054



---

**From:** Flug, Eileen  
**Sent:** Thursday, April 26, 2018 5:34 PM  
**To:** Scully, Lynn <LSCULLY@westportct.gov>  
**Cc:** Friia, Paul <pfriia@westportct.gov>; Conrad, Gary G. <GCONRAD@westportct.gov>; Carey, Sheila <SCAREY@westportct.gov>  
**Subject:** RE: COMPARISONS

Lynn, I agree that "Total Actual Tax Collections" most closely matches the statute's "total revenue received yearly from direct taxation."

Eileen

Eileen Lavigne Flug  
Assistant Town Attorney  
Town of Westport  
110 Myrtle Avenue  
Westport CT, 06880  
203-341-1043

CONFIDENTIALITY NOTICE: This email transmission (and/or the attachments accompanying it) may contain legally privileged and confidential information, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, disclosure, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please promptly notify the sender by reply email and destroy the original message.

**From:** Scully, Lynn  
**Sent:** Wednesday, April 25, 2018 11:13 AM  
**To:** Flug, Eileen <eflug@westportct.gov>  
**Cc:** Friia, Paul <pfriia@westportct.gov>; Conrad, Gary G. <GCONRAD@westportct.gov>; Carey, Sheila <SCAREY@westportct.gov>  
**Subject:** FW: COMPARISONS

Good Morning, Eileen,

Gary has asked us to come up with a calculation for allocating costs associated with the bridge on Cavalry Road, which is shared by Westport and Weston.

In my email to Paul below, I've laid out 3 different calculations (following suit with Mr. Darling's info). I think we should use the 3<sup>rd</sup> calculation (TOTAL ACTUAL TAX COLLECTED), but I wondered if you would look over the statute below and let us know if I'm correct?

**Under CH 238:**

**Sec. 13a-100. Expense of bridges between towns.** Necessary bridges between towns, except when otherwise specially provided by law, shall be built and kept in repair by such towns, and the expense thereof shall be apportioned between them according to the total revenue received yearly from direct taxation in each of such towns, as averaged for the three fiscal years next preceding.

(1949 Rev., S. 2119; 1958 Rev., S. 13-4; 1963, P.A. 226, S. 100.)

History: 1963 act replaced previous provisions: See title history.

What constitutes a bridge. 26 C. 583; 44 C. 25; 64 C. 568.

Thanks in advance,

Lynn

**Lynn Scully**

Audit Manager/Senior Accountant  
Town of Westport, CT  
203-341-1054



---

**From:** Scully, Lynn  
**Sent:** Tuesday, April 24, 2018 1:43 PM  
**To:** pfriia@westportct.gov  
**Subject:** COMPARISONS

Hi Again,

Pulled this corresponding info from our CAFRs:

	WESTPORT	WESTON	
<b>ADJUSTED TAX LEVY</b>			
2017	183,629,580	67,306,771	
2016	182,788,558	67,168,177	
2015	178,586,782	65,727,856	
<b>AVG 3 YRS</b>	<b>181,668,307</b>	<b>66,734,268</b>	<b>248,402,575</b>
	73.13%	26.87%	
<b>CURRENT LIST YEAR ACTUAL</b>			
2017	181,519,184	66,495,193	
2016	180,450,822	66,318,396	
2015	175,580,932	65,178,736	
<b>AVG 3 YRS</b>	<b>179,183,646</b>	<b>65,997,442</b>	<b>245,181,088</b>
	73.08%	26.92%	
<b>TOTAL ACTUAL TAX COLLECTIONS</b>			
2017	183,945,788	67,419,388	
2016	183,225,663	66,631,494	
2015	177,686,342	65,881,769	
<b>AVG 3 YRS</b>	<b>181,619,264</b>	<b>66,644,217</b>	<b>248,263,481</b>
	73.16%	26.84%	

As you can see, they are all pretty close. It think that the 3<sup>rd</sup> (TOTAL ACTUAL TAX COLLECTIONS) comparison best corresponds with Sec. 13a-100. What do you think?

**Lynn Scully**

Audit Manager/Senior Accountant  
 Town of Westport, CT  
 203-341-1054





## WESTPORT, CONNECTICUT

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

September 14, 2018

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

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement fund, for funding the design expenses for replacement of the Bayberry Lane Bridge over the Aspetuck River

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement fund, in the amount of \$426,000 for funding the Design expenses for replacement of the Bayberry Lane Bridge, (Bridge #04969), over the Aspetuck River. The work will be a complete replacement of the bridge deck and abutments.

The existing bridge was constructed in 1957. The Connecticut DOT determined in late 2018 that the bridge requires replacement. This bridge is eligible for funding under the Federal Local Bridge Program, which provides 80% reimbursement of expenses to the Town. The State determined that the maximum design fee would be \$426,000. Once reimbursed the net cost to the Town will be \$85,200.

We anticipate the design process to take approximately one year, so we will be back seeking funds for the construction once we have an Opinion of Probable Cost from the Design Firm. Currently we are carrying a figure in the Capital forecast for Westport's share of the bridge construction cost at \$500,000, based on an overall estimated Construction cost of \$2.7 million. This figure will be revised once the semi-final design is determined.

Respectfully,

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

cc: Gary Conrad, Finance Director  
G:\Pw\_off\PAR\APPRQST\BayberryLnBrgDES.doc

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works – Engineering Division Date: 9/12/18

PROJECT NAME AND DESCRIPTION Bayberry Lane Bridge over Aspetuck River, Bridge # 04969 – Design of Bridge replacement per directive from Connecticut DOT

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? 2016 Which FY was the project first planned? 2013

APPROXIMATE COST: \$426,000 COST IN CAPITAL FORECAST: \$500,000 CONTINGENCY (10%): \$426,000 Built in to above figure at 10% REQUEST -> \$426,000

SOURCE OF FUNDS: CAPITAL BOND [X] GEN'L FUND [ ] CNR [ ] GRANT [X] STATE [ ] OTHER [ ] OTHER, DESCRIBE: Federal Grant 80/20 PAYBACK PERIOD:

PROJECTED START DATE: 10/15/18 (design) EST. COMPLETION DATE: 1/2/20 ESTIMATED USEFUL LIFE: 75 years

Is this project part of a larger capital project? YES – Once design is complete we will move to construction

Has an RFP been issued? YES [ ] NO [X] RFQ was issued utilizing the ConnDOT QBS procedure Have bids been received? YES [ ] NO [X] Number of bids received: There were 11 respondents to the RFQ, shortlisted to 5 Was the lowest bid the winner? YES [ ] NO [X] If not, why? The design consultant was chosen utilizing ConnDOT's Quality-Based-Selection method which is required to receive Federal funds. The selection process was supervised by the administrator of the Federal-Local Bridge program and met or exceeded all of their requirements.



Who will benefit from the project? All who drive on Bayberry Lane. Currently the existing bridge has been reduced to one lane to prevent heavy loads from the outer beams of the bridge, which are compromised.

Is it a replacement? YES  NO

The existing Bridge has been de-rated by ConnDOT and ordered to one lane to protect it while a replacement is

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

Pictures attached? YES  NO

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

### FINANCE

*This section to be completed by the Finance Director.*

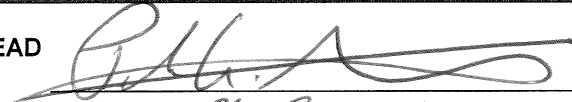
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

### REVIEW/SIGN-OFF

DEPARTMENT HEAD



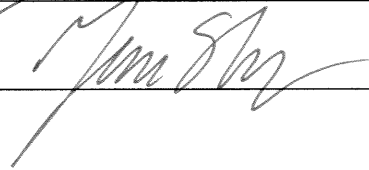
DATE: 9/14/18

FINANCE DIRECTOR



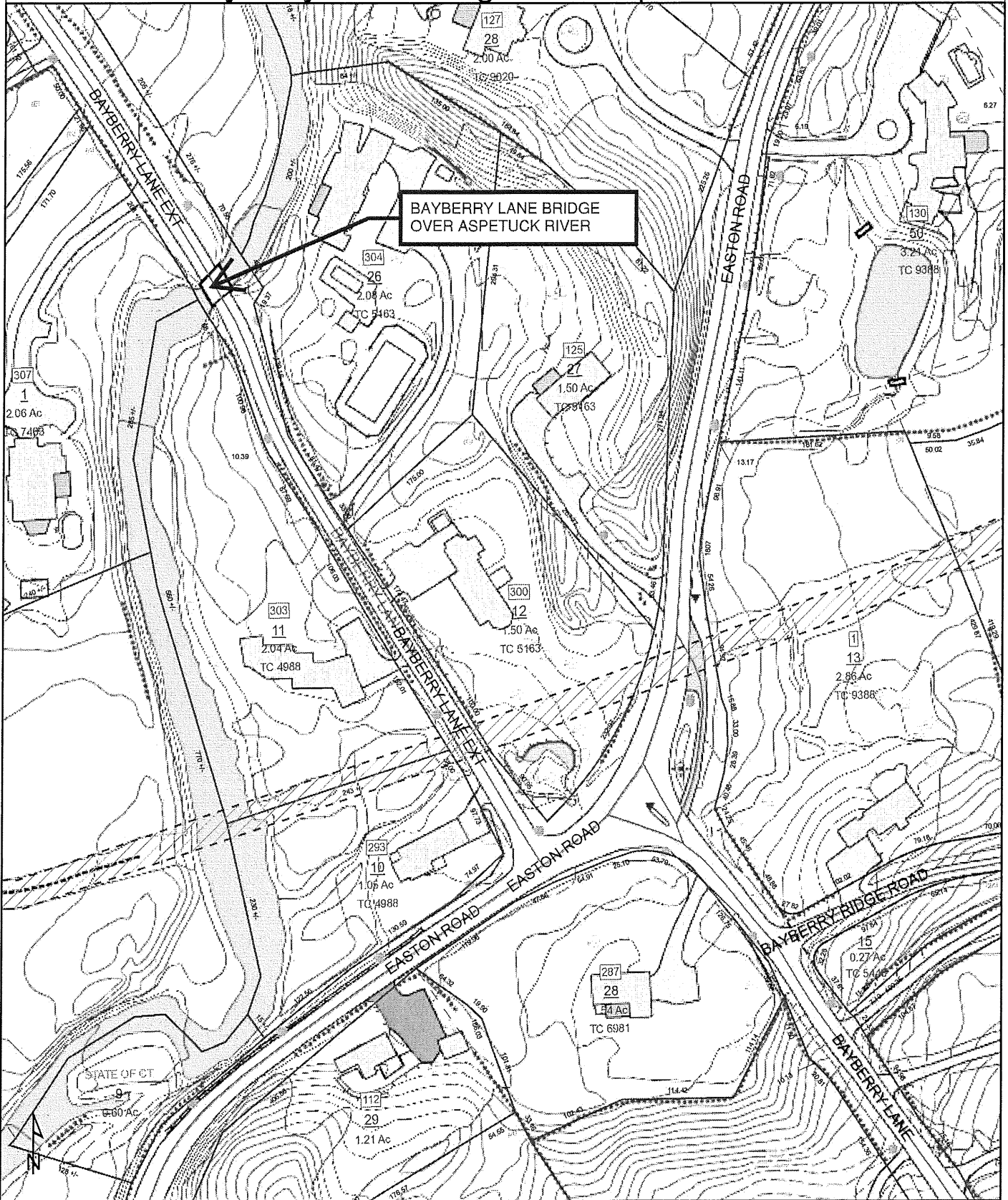
DATE: 9/18/18

FIRST SELECTMAN



DATE: 9/17/18

# Bayberry Lane Bridge over Aspetuck River



1 inch = 142 feet

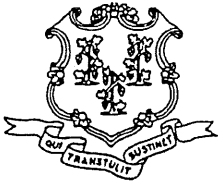
Westport and its mapping contractors assume no legal responsibility for the information contained herein.

Google Maps

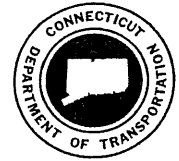
308 Bayberry Ln

Bayberry Lane Bridge over Aspetuck River looking North





STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

July 26, 2018

Mr. Peter Ratkiewich, P.E.  
Director of Public Works  
Town of Westport  
110 Myrtle Avenue  
Westport, Connecticut 06880

Dear Mr. Ratkiewich:

Subject: Approval of Engineering Services and Fees  
Federal Local Bridge Program  
State Project No. 158-216  
Replacement of Bridge No. 04969  
Bayberry Lane over Aspetuck River

The Department of Transportation (Department) has reviewed the enclosed engineering Scope of Services provided by AI Engineers, Inc. (AI) the consulting engineering firm (Consultant) selected by the town of Westport (Town) for the subject project. The Department has also reviewed and annotated the enclosed Man-hour/Fee Summary, which is based on the man-hours negotiated for the tasks to be performed by AI, and the Summary of Estimated Direct Expenses. In an e-mail dated July 8, 2018 (copy enclosed), the Town indicated their concurrence with the Scope of Services and the associated fees and costs. Both the Scope of Services and the fees and costs outlined below are hereby approved.

<u>Approved Items</u>	<u>Approved Fees/Costs</u>
1. Survey	\$ 20,500
2. Preliminary Engineering	\$ 114,600
3. Public Information Meeting	\$ 6,200
4. Regulatory Approvals	\$ 17,700
5. Final Design	\$ 183,600
6. Bidding Phase Services	\$ 5,500
Direct Costs ( <i>allowance</i> )	\$ 31,100
	<hr/>
Subtotal:	\$ 379,200
Extra Work ( <i>allowance</i> )	\$ 38,000
Review of Shop Plans and Construction Drawings	\$ 8,800
Design Services During Construction ( <i>allowance</i> )	\$ - 0 -
	<hr/>
Maximum Fee:	\$ 426,000

A goal for Disadvantaged Business Enterprise (DBE) participation of 11 percent of the total "contract value" has been established for the Engineering Design Phase.

AI has identified the following tasks with the approximate percentages that may be utilized as DBE opportunities:

Survey	5%
Geotechnical Services	4.5%
Ecological Services	0.5%
Wetland Delineation	0.5%
Hazardous Material Screening	<u>0.5%</u>
Total:	11%

Only work actually performed by and/or services provided by the DBE's which are certified for such work and/or services, can be counted toward the DBE goal.

As a reminder, all direct costs must be allocable to this project and must be substantiated by receipts. Additionally, all extra work and consultation during construction must be authorized by the Town and approved by the Department prior to proceeding with these items.

In the future, the Department will forward to you for the Town's execution, a State/Town Design Agreement to fund this engineering work. Subsequently, a Department-approved Engineering Services Agreement between the Town and AI will be forwarded to you for execution by both parties. The Town/Consultant Engineering Services Agreement will incorporate the approved Scope of Services and the fees and costs listed herein.

If you have any questions regarding this matter, please contact Mr. Marc Byrnes at (860) 594 3489 or Mr. Andy Shepard of Close, Jensen and Miller, P.C. at (860) 563-9375.

Very truly yours,



Theodore H. Nezames,  
P.E.  
2018.07.26  
16:19:13-04'00'

Theodore H. Nezames, P.E.  
Manager of Bridges  
Bureau of Engineering and Construction

Enclosures

cc: Mr. Keith Wilberg, Town Engineer, Town of Westport  
Mr. Joseph Cancelliere, P.E., AI Engineers