



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

NOTICE OF EXECUTIVE SESSION

The Board of Finance will hold a Special Meeting on **Wednesday, January 9, 2019 at 7:00 p.m.** in **Room 212D of Town Hall** for the following purpose. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussions:

1. To discuss the Longshore Inn Lease.
2. Insurance claim update from Martin Berger.

NOTICE OF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on **Wednesday, January 9, 2019 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 December 5, 2018 Special Meeting and the December 5, 2018 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Coleytown Middle School Status Update from Sheri Gordon and Mike Rea. (Discussion Only)
4. Status Update and Reserve Analysis Update from the Audit Manager. (Discussion Only)
5. To review and agree on the proposed Board of Finance calendar for 2019. Including regular audit, pension and investment sub-committees.
6. Review the Town of Westport upcoming 2019-20 Budget objectives and presentation process. (Discussion Only)
7. Upon the request of the First Selectman, it is requested the Board of Finance approve a special appropriation in the amount of \$18,000.00 to the Selectman's and Finance department's Fees and Services accounts for a peer review by Wiss, Janney, Elstner Associates, Inc. to provide evaluation reports pertaining to building architecture, engineering and indoor air quality at Coleytown Middle School as requested by the Board of Finance.

8. 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.
9. Upon the request of the Director of Public Works, to approve an appropriation of \$82,500.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500164 for the design of the Avery and Baldwin parking lots.
10. Upon the request of the First Selectman, to approve an appropriation in the amount of \$14,000.00 to obtain property valuations for Longshore Inn and Town Rental Properties.

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.

FUND NAME	DESCRIPTION	CATEGORY	Non-spendable	Restricted	Committed	Assigned	Unassigned	Trust	Agency	FUND BALANCE JUNE 30 2013	FUND BALANCE JUNE 30 2014	FUND BALANCE JUNE 30 2015	FUND BALANCE JUNE 30 2016	FUND BALANCE JUNE 30 2017	FUND BALANCE JUNE 30 2018	CHANGE FROM PRIOR YEAR	SOURCE OF FUNDS
POLICE PENSION TRUST	Assets held in a trustee capacity for others.	PENSIONS						x		70,739,726	81,661,066	83,737,936	82,438,322	92,331,851	98,765,110	7%	Fiduciary
FIRE PENSION TRUST	Assets held in a trustee capacity for others.	PENSIONS						x		56,818,882	66,095,402	68,193,868	67,882,779	77,035,957	82,597,042	7%	Fiduciary
MUNICIPAL PENSION TRUST	Assets held in a trustee capacity for others.	PENSIONS						x		54,463,402	63,522,213	65,494,627	64,996,463	73,503,424	79,127,865	8%	Fiduciary
PUBLIC WORKS PENSION TRUST	Assets held in a trustee capacity for others.	PENSIONS						x		15,059,970	17,454,018	17,873,636	17,470,488	19,597,643	20,894,922	7%	Fiduciary
NON-UNION PENSION TRUST	Assets held in a trustee capacity for others.	PENSIONS						x		27,005,795	32,496,404	33,520,007	32,896,308	37,194,855	39,454,871	6%	Fiduciary
OPEB	Assets held in a trustee capacity for others.	OPEB						x		17,830,039	28,241,077	34,959,963	40,501,477	47,921,109	62,987,127	31%	Fiduciary
GENERAL FUND (Major Fund)	All financial resources of general government, except those accounted for within another fund.	PRIMARY OPERATING FUND	x		x	x	x			31,790,644	33,927,816	33,017,100	36,187,220	34,155,760	32,178,738	-6%	Taxes, fees
MUNICIPAL IMPROVEMENTS PHASE II	Borrowed funds to pay for capital expenditures.	CAPITAL PROJECTS		x	x					4,795,083	(1,070,272)	(2,166,535)	(890,105)	(1,689,643)	9,582,709	-667%	Bonding
CAPITAL AND NONRECURRING	Acquisitions, renovations and construction projects as prescribed by CT statutes.	CAPITAL PROJECTS			x					3,341,903	3,461,049	3,571,804	5,877,365	6,720,806	8,151,513	21%	Budget
SEWER RESERVE	Revenues from user fees and expenditures associated with renovation of existing sewers.	CAPITAL PROJECTS			x					3,184,702	3,271,173	3,287,111	3,191,592	2,712,533	2,758,742	2%	Fees
REAL PROPERTY	Revenues and expenditures related to the sale of surplus property and acquisition of other real property.	CAPITAL PROJECTS			x					801,644	802,694	(238,867)	1,611,743	1,844,684	1,960,134	6%	Real Estate proceeds
EDUCATIONAL FACILITIES IMPROVEMENT	Borrowed funds to pay for capital expenditures for improvements to educational facilities.	CAPITAL PROJECTS		x						178,684	143,881	(105,642)	551,358	1,114,682	554,569	-50%	Bonding

FUND NAME	DESCRIPTION	CATEGORY	Non-spendable	Restricted	Committed	Assigned	Unassigned	Trust	Agency	FUND BALANCE JUNE 30 2013	FUND BALANCE JUNE 30 2014	FUND BALANCE JUNE 30 2015	FUND BALANCE JUNE 30 2016	FUND BALANCE JUNE 30 2017	FUND BALANCE JUNE 30 2018	CHANGE FROM PRIOR YEAR	SOURCE OF FUNDS
TOWN HEALTH INSURANCE	Revenues and related expenses for the health self-insurance plan for employees of the Town.	INTERNAL SERVICE FUNDS								2,891,167	3,976,542	3,457,860	3,068,104	2,708,536	2,140,860	-21%	Town/employee/retiree contributions
WORKER'S COMPENSATION	Revenues and related expenses for worker's compensation for employees of the Town.	INTERNAL SERVICE FUNDS								(802,921)	(550,252)	359,623	1,171,503	1,391,318	1,126,608	-19%	Town contributions
BOARD OF EDUCATION HEALTH INSURANCE	Revenues and related expenses for the health self-insurance plan for employees of Westport Public Schools.	INTERNAL SERVICE FUNDS								(507,409)	22,606	1,519,243	2,286,887	1,065,880	(1,104,002)	-204%	Town/employee/retiree contributions
SEWER OPERATING (Major Fund)	Revenues and expenditures related to the operation of the Town's sewer system.	SPECIAL REVENUE FUNDS			x					403,184	471,575	961,022	1,477,552	1,675,955	1,966,248	17%	Fees
RAILROAD PARKING	Revenues and expenditures related to RR Parking.	SPECIAL REVENUE FUNDS					x			(309,614)	(75,864)	(97,677)	349,401	835,922	1,263,247	51%	Fees
RAILROAD PARKING RESERVE	Revenues transferred from RR Parking fund and expenditures per lease with CT DOT.	SPECIAL REVENUE FUNDS			x					256,909	256,909	226,781	226,781	226,781	152,603	-33%	
PUBLIC PROTECTION	Revenues & expenditures associated with the use of Town police officers by outside parties.	SPECIAL REVENUE FUNDS			x					375,156	567,408	634,587	871,278	984,093	760,793	-23%	Fees
INSURANCE RESERVE	Revenues from insurance reimbursements, expenditures for deductibles on liability & property claims.	SPECIAL REVENUE FUNDS			x					979,216	971,959	939,669	928,697	849,434	746,095	-12%	Insurance reimbursements
WAKEMAN FARMS	Revenues and expenditures related to agricultural program.	SPECIAL REVENUE FUNDS			x					64,178	77,627	115,438	152,349	194,088	253,929	31%	Self-sustaining enterprise
SHELLFISH COMMISSION	Revenues from licenses, expenditures per CT regs for maintaining shellfish beds.	SPECIAL REVENUE FUNDS		x						27,298	13,874	12,489	29,113	60,039	91,610	53%	Fees

FUND NAME	DESCRIPTION	CATEGORY	Non-spendable	Restricted	Committed	Assigned	Unassigned	Trust	Agency	FUND BALANCE JUNE 30 2013	FUND BALANCE JUNE 30 2014	FUND BALANCE JUNE 30 2015	FUND BALANCE JUNE 30 2016	FUND BALANCE JUNE 30 2017	FUND BALANCE JUNE 30 2018	CHANGE FROM PRIOR YEAR	SOURCE OF FUNDS
STATE AID FOR TOWN HIGHWAYS	Grant revenues and expenditures - CT Highway Grant program.	SPECIAL REVENUE FUNDS		x						461,731	843,763	222,180	555,677	495,382	517,488	4%	Grants
EDUCATIONAL GRANTS	Grant revenues and expenditures - US & CT Dept of Education	SPECIAL REVENUE FUNDS		x						2,814	2,814	2,814	55,689	127,653	57,729	-55%	Grant
POLICE	Revenues related to sales of abandoned property programs	SPECIAL REVENUE FUNDS		x						27,397	27,451	27,506	27,562	27,640	27,890	1%	Sale of abandoned property proceeds
YOUTH SERVICES	Grant revenues and expenditures - CT	SPECIAL REVENUE FUNDS				x				17,785	18,639	17,902	21,066	19,769	19,780	0%	Grant
CAFETERIA FUND	Revenues and expenditures related to food service at WPS.	COMBINED FUNDS				x				528,049	732,411	1,022,283	1,070,369	1,229,212	1,190,237	-3%	Sales, State Reimbursement
ESCROW	Multiple fiduciary accounts	COMBINED FUNDS		x	x	x				759,977	608,549	834,543	863,511	1,067,776	1,088,405	2%	Permitees
HEART AND HYPERTENSION	Funds set aside for Heart & Hypertention claims awarded by the Workers' Comp Commissioner.	COMBINED FUNDS				x				545,626	599,487	696,481	733,779	737,051	737,052	0%	Taxes
ADULT AND CONTINUING EDUCATION	Revenues and expenditures related to	COMBINED FUNDS					x			(120,802)	(24,928)	191,913	198,606	309,910	434,459	40%	
RECREATION	Revenues and expenditures related to Adult Recreation programs.	COMBINED FUNDS				x				31,938	44,297	53,853	52,546	60,850	64,509	6%	Fees
DEBT SERVICE	Proceeds from refunding issues and premiums paid for new bond issues.	DEBT SERVICE				x				1,964,130	1,690,173	1,546,536	1,431,357	1,225,189	1,033,641	-16%	Bond Refunding proceeds
MARY A. BEDFORD TRUST	Donation to support Westport Public Schools	PERMANENT FUNDS	x							14,717	14,717	14,717	14,717	14,717	14,717	0%	Donated
E.A. NASH TRUST	Donation to support welfare payments.	PERMANENT FUNDS	x							2,180	2,180	2,180	2,180	2,180	2,180	0%	Donated
*Per CAFR @ 6/30/XX																	

BOARD OF FINANCE SCHEDULE – 2019 CALENDAR - DRAFT

*(UNLESS OTHERWISE NOTED, ALL MEETINGS BEGIN AT 8:00 PM IN ROOM 201/201A)

MEETING DATE (WED)	MEETING DESCRIPTION	AGENDA DEADLINE
Jan. 7, 2019 (MON)	BOARD OF EDUCATION MEETING (7:30 PM – SHS Cafeteria) <i>Preliminary Budget Discussion with BOF</i>	
Jan. 9, 2019	REGULAR MEETING <i>Including discussion of expectations for the 2019-20 budget</i>	Dec. 17, 2018
Feb. 6, 2019	REGULAR MEETING (<i>BOE 2nd QTR Financial Report</i>)	Jan. 21, 2019
Feb. 11, 2019 (MON)	BUDGET MEETING (6:30 PM – Town Hall, Room 201/201A) <i>Informal Workshop: Parks & Recreation, Public Works, General Government, Pensions, Insurance, Miscellaneous, Transfers</i>	
Feb. 14, 2019 (THUR)	BUDGET MEETING (1:00 PM - 5:00 PM – Town Hall, Room 201/201A) <i>Informal Workshop: Library, Earthplace, Transportation, Health, Human Services, Police, Fire</i>	
Mar. 6, 2019	REGULAR MEETING <i>Selectman & BOE Budget Presentations/Summary</i>	Feb. 18, 2019
Mar. 12, 2019 (TUE)	BUDGET MEETING (7:30 PM – Town Hall, Room 201/201A) <i>Formal Budget Meeting (Town, Railroad Parking, Sewer, & Wakeman)</i>	
Mar. 13, 2019 (WED)	(If needed Mar. 13, 2019 budget meeting 7:30 PM in the auditorium)	
Mar. 14, 2019 (THUR)	BUDGET MEETING (7:30 PM – Town Hall, Auditorium) <i>Formal Budget Meeting (Board of Education)</i>	
Apr. 3, 2019	REGULAR MEETING <i>Budget Restorations/Final Recommendations</i>	Mar. 18, 2019
May 1, 2019	REGULAR MEETING (<i>BOE 3rd QTR Financial Report</i>)	Apr. 15, 2019
May 23, 2019 (THUR)	REGULAR MEETING (<i>Set Tax Rate/Appoint Auditor</i>)	May 6, 2019
June 5, 2019	REGULAR MEETING	May 20, 2019
July 10, 2019	REGULAR MEETING	June 24, 2019
Aug. 7, 2019	REGULAR MEETING (<i>BOE 4th QTR Financial Report</i>)	July 22, 2019
Sept. 4, 2019	REGULAR MEETING	Aug. 19, 2019
Oct. 2, 2019	REGULAR MEETING	Sept. 16, 2019
Nov. 13, 2019	REGULAR MEETING (<i>BOE 1st QTR Financial Report</i>)	Oct. 28, 2019
Dec. 4, 2019	REGULAR MEETING (<i>Including Liability Review</i>)	Nov. 18, 2019
Jan. 8, 2020	REGULAR MEETING <i>Including discussion of expectations for the 2020-21 budget</i>	Dec. 16, 2019

Westport BOF - Audit Subcommittee Calendar 2019 (PROPOSED)

Activity	Preparation/ Responsibility	February	March	April	May	June	September	November	December
		4	4	1	13	3	2	4	2
1. External audit plan	Bassett					X			
2. External audit preparation	Bassett						X		
3. Review draft of external audit	Bassett								X
4. Vote to accept CAFR draft	Bassett								X
5. Recommend appointment of external auditor	Committee			X					
6. Review independent auditors, engagement letter and fees	Committee			X					
7. Review internal audit activities, status and results	Scully	X	X	X	X	X	X	X	X
8. Review progress toward completion of internal audit recommendations	Scully	X	X	X	X	X	X	X	X
9. Review internal audit plan	Scully	X							
10. Confirm internal audit plan	Scully		X						
11. Review status of information to actuaries	Conrad			X					
12. Review responses to auditor's management letter	Conrad, Longo					X			

Meeting will generally be on the Monday morning before BOF Meetings; eight meetings in total. Start Time (10:00am)

Meeting Attendance:

1. Open to Public
2. Sub-Committee Members (Gordon, Moore)
3. Other Key participants:
 - a. G. Conrad
 - b. S. Carey
 - c. L. Scully
 - d. E. Longo
 - e. S. Bassett (when needed)
4. Ex-officio invitees (Marpe, Palmer, Tooker, Mathias, Stern)

**PENSION INVESTMENT COMMITTEE & 401K INVESTMENT COMMITTEE
2019 MEETING SCHEDULE**

March 6, 2019 9:00 AM – Room 309	Quarterly FIA Review-Dec. 2018 Results
May 23, 2019 9:00 AM – Room 309	Quarterly FIA Review-March 2019 Results
September 4, 2019 9:00 AM – Room 309	Quarterly FIA Review-June 2019 Results
November 13, 2019 9:00 AM – Room 309	Quarterly FIA Review-Sept. 2019 Results



WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

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

December 17, 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 Account for Heating and HVAC Upgrades, Westport Police Department

Dear Mr. Marpe,

This office herein requests an appropriation of \$876,000 along with bond and note authorization to the Municipal Improvement Fund Account for modernization and upgrades to the various heating and HVAC systems within the Police Department facility.

At their September 5, 2018 meeting the Board of Finance requested additional information to assist in their decision making process for the subject Capital request. We have supplied that additional information in this resubmitted package in the form of a summary of electricity costs for the Police station building, updated to 12/17/18, showing an expected cost savings of \$44,872 and a Letter from Eversource indicating we are eligible for Energy incentives from the State in the amount of \$42,808. The remainder of this request package is a re-submittal of the package submitted for the September 5, 2018 meeting.

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
G:\Pw_off\PAR\APPRQST\PoliceHVAC_DES_CON3.doc

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works – Building Maintenance Division Date: 12/17/18

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

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES 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)

APPROXIMATE COST:	\$796,156	COST IN CAPITAL FORECAST: \$700,000	
CONTINGENCY (10%):	\$79,616		
	\$875,772	←TOTAL	Request → \$876,000

SOURCE OF FUNDS:

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

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 We are utilizing a prequalified Design-Build contractor

Have bids been received? YES NO Number of bids received: Design Build Contractor will shop out all 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
We are attaching per Board of Finance request at their 9/5/2018 meeting, a summary of current energy costs, and an analysis of cost savings, energy incentives, and estimated simple payback from our selected vendor, Environmental Systems Corporation, (ESC). ESC estimates a total annual savings of **\$44,872.00** Eversource has now confirmed that the Town is eligible for financial incentives of **\$42,808.40**



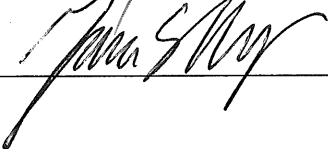
What other approvals/reviews are necessary to begin this project?
RTM Approval; BOS Contract Award; Building permits

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>12/17/18</u>
FINANCE DIRECTOR		DATE: <u>12/10/18</u>
FIRST SELECTMAN		DATE: <u>12/13/18</u>

Ratkiewich, Peter

From: Kotchko, Richard
Sent: Tuesday, December 11, 2018 11:15 AM
To: Conrad, Gary G.; Ratkiewich, Peter
Subject: HEATING OIL AND DIESEL

Importance: High

Gentlemen: Looking ahead at Heating Oil and Diesel this is where we are today
Diesel 22,624 gallons left at \$2.6749. I can lock in 26,000 more at \$2.244
Heating Fuel 15,000 gallons left at \$2.7556. I can lock in 25,000 gallons at 2.3215.

As you know these prices fluctuate daily if not hourly. Let me know how you would like to proceed.

Richard P. Kotchko
Purchasing Officer



Finance Department
Town of Westport
110 Myrtle Ave
Westport, CT 06880
rkotchko@westportct.gov
Tel: 203-341-1047
Fax: 203-341-1179

Conrad, Gary G.

From: Kotchko, Richard
Sent: Wednesday, October 17, 2018 1:35 PM
To: Ratkiewich, Peter; Sullivan, Scott; Frawley, Michael; Yost, Robert; Koskinas, Fotios
Cc: Elio Longo; Conrad, Gary G.
Subject: NEW FUEL PRICES

Gentlemen: Today I entered into an agreement with Santa on our fuel commodities. Currently we have the following left under our old contract.

Gasoline 0 gallons left at the old price of \$2.2881. We bought 39,000 gallons at \$2.3078
Heating Fuel 13,328 gallons left at old price of \$2.5421 We bought 20,000 gallons at \$2.7556
Diesel Fuel 6,058 gallons left at old price of \$2.4479 We bought 26,000 gallons at \$2.6749

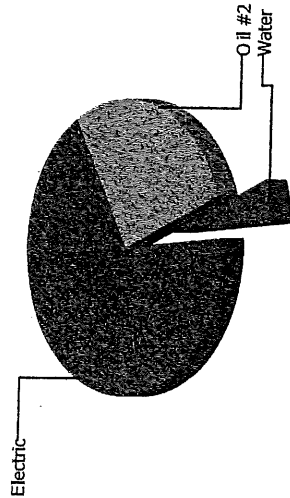
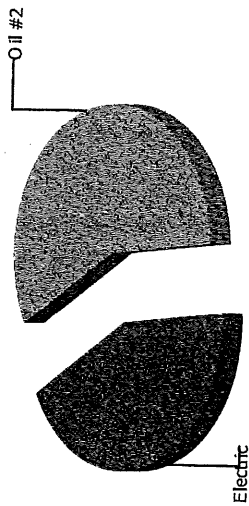
The new amounts are for approximately half of our yearly usage. Considering the volatility of the current market today was the right time to lock in as it is lower than it was a month ago. We will continue to monitor the market for an additional opportunities going forward.

Richard P. Kotchko
Purchasing Officer



Finance Department
Town of Westport
110 Myrtle Ave
Westport, CT 06880
rkotchko@westportct.gov
Tel: 203-341-1047
Fax: 203-341-1179

Energy



Commodity	Common Use	Energy Use	Energy Use / Area	Total Cost	Cost / Unit	Cost / Area
Place: [TOWNHALL] TOWN HALL [BUILDING]						
Area: 32,628 SqFt						
Billing Period between Jul 2017 and Jun 2018						
ELECTRIC	459,520.00 kWh	1,568 MMBtu	0.048 MMBtu/SqFt	\$74,293.70	\$0.162 /kWh	\$2.277 /SqFt
OIL2	15,025.90 Gal	2,084 MMBtu	0.064 MMBtu/SqFt	\$30,351.32	\$2.020 /Gal	\$0.930 /SqFt
WATER	235.65 Kgal			\$5,253.36	\$22.293 /Kgal	\$0.159 /SqFt
Totals:		3,652 MMBtu	0.112 MMBtu/SqFt	\$109,898.38		

Requested by: mfrawley

Client version:

Report version: 7

Filters: Topmost Place Code Equals TOWNHALL; ; Bill is Void Equals 0; Account is Active Equals 1; Bill is from External Vendor Equals 1; ; Billing Period Between Jul 2017 and Jun 2018

Record count: 0

9/6/2018 6:57:00AM

Westport Police Department: Energy Measure Summary
50 Jesup Road, Westport, CT

No.	Measure Name	Total Annual Cost Savings (\$/yr)	Measure Cost (w/o tax) (\$)	Estimated Base Incentive (\$)	Estimated Net Cost (\$)
ECM-1a	EMS Upgrade - Base	\$22,590	\$190,517	\$33,797	\$156,720
ECM-1b	DDC Exhaust Fan Controls				
ECM-1c	DDC IT Room Monitoring	\$0	\$4,811	\$0	\$4,811
ECM-2a	Convert Boiler Burner to Natural Gas		\$41,163	\$0	\$41,163
ECM-2b	Convert Water Heater Burner to Natural Gas	\$20,243	\$4,813	\$0	\$4,813
ECM-2c	Replace 6 HW Circulating Pumps		\$14,875	\$0	\$14,875
ECM-2d	Convert Gun Range MAU to Gas		\$127,647	\$0	\$127,647
ECM-3a	Replace 12 Split Air Conditioning Units	\$0	\$385,917	\$1,475	\$384,442
Subtotal		\$44,872	\$769,742	\$35,272	\$718,612
	Total Comprehensive Bonus			\$7,537	
TOTAL		\$44,872	\$769,742	\$42,808	\$726,934



December 7, 2018

Mr. Michael Frawley
Town of Westport
50 Jesup Road
Westport, CT 06880

Reference: Letter of Authorization for Energy Efficiency Project #: CT18-1195103
Westport Police Department - EMS

Mr. Frawley:

Congratulations on choosing to make your business energy-efficient. Eversource is pleased to present you with the details of your energy incentive for the upcoming project at your **Westport, Connecticut facility**.

Should you decide to move forward with the project as submitted, you are eligible for a financial incentive of \$ \$ **42,808.40**.

This packet includes the following documents:

Energy Efficiency Services Letter of Agreement – Please review the document, sign both copies, and return one copy to my attention at the address noted below. **To reserve your incentive as stated, return the signed Agreement within 30 days of the signature date on the Agreement.**

Standard Terms and Conditions – In order to claim your incentive, you will need to agree to these terms.

Exhibit A – The upgrades included in your project are outlined here. Information includes the energy and dollar savings estimated for each individual measure.

If you have any questions regarding this letter or the documents contained in the packet, please contact me at 203-352-5440.

Sincerely,

A handwritten signature in black ink that reads "Jose V. Colon".

Jose V. Colon
Energy Engineer
jose.colon@eversource.com

Comprehensive Measures

Comprehensive Incentive Summary

Eversource
Westport Police Department
Project # CT18-1195103

This project is eligible for a Comprehensive incentive if all measures in this Exhibit A, as well the Gas Exhibit A, project #CT18-1195103 are installed as listed. Each and every measure must be installed for the Comprehensive Incentive to be paid.

If one or more measure(s) is not installed, only the incentives listed for the installed measure(s) will be paid. If the project's actual installed cost or the calculated energy savings differ from the values in this Exhibit A, the amount of the Comprehensive Incentive will be recalculated.

This recalculation may reduce or eliminate the Comprehensive Incentive. The Comprehensive Incentive for this electric project, for all the measures included in this Exhibit A is: \$7,536.65

The Comprehensive Incentive is based on the lesser of 50% of the Project Installed Cost or the Utility Savings Cap. The comprehensive incentive is prorated between gas and electric projects based on annual \$ savings. For this project, the Comprehensive Incentive is based on the Utility Savings Cap.

The Comprehensive Incentive Program eligibility requirements are as follows:

- Project must have energy savings from at least two measures, electric and/or gas, and one of which must be electric.
- No one end use can have 85 percent or greater of the value of the project's annual \$ savings. An end use is defined as the following: heating, cooling, lighting, domestic hot water, refrigeration, process, etc.
- At least 50% of the project's annual \$ savings must be from a retrofit (EO) measure.

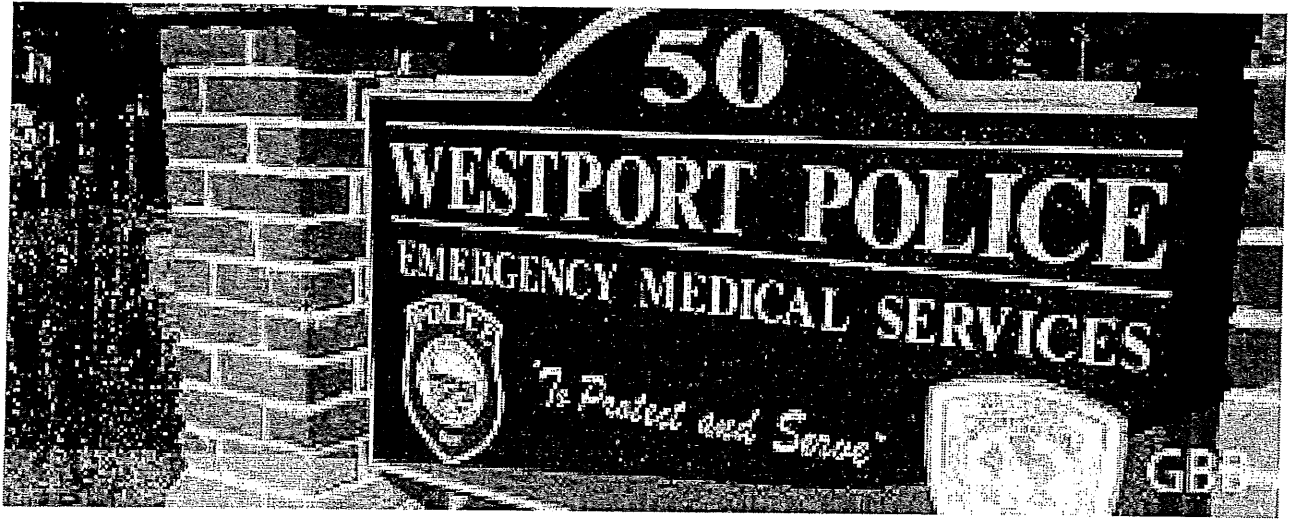
Estimated combined electric and gas total project cost is:	\$576,434.00
Estimated electric portion of the total project cost is:	\$505,533.78

Summary of Total Project Electric Savings:

Estimated Annual Electric Savings:	56,606 kWh
Summer Demand Savings:	5.0 kW
Winter Demand Savings:	0.0 kW
Estimated Lifetime Electric Savings:	576,475 kWh

Summary of Total Project Incentive:

Estimated Incentive for Eligible Electric Measures:	\$15,105.75
Estimated TLED Incentive:	\$0.00
Estimated Electric Comprehensive Bonus:	\$7,536.65
Estimated Total Electric Incentive for Project:	\$22,642.40



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@escontrols.com

ESC - COMMITMENT
FOR CEEF FUND

YEARLY MAINTENANCE COSTS

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:

Proprietary Information: This document and its contents are the confidential and proprietary property of Environmental Systems Corporation (ESC). The content of this document may not be copied, shared, or in any way distributed without the prior written consent of ESC. All material prepared and submitted by ESC as part of this proposal is considered the intellectual property of ESC and may only be used for its intended purpose by its intended recipient. Use of any concepts, data or engineering for any purpose other than intended or distributing to third parties unauthorized by ESC is strictly prohibited.

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.



WESTPORT, CONNECTICUT

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

December 18, 2018

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

Re: Request for Appropriation of \$82,500.00 along with bond and note authorization to the Municipal Improvement Fund Account for funding design of the combination and co-management of the private Avery Lot, (accessed from Avery Place), and the Baldwin Lot, (accessed from Elm Street).

Dear Mr. Marpe,

This office herein requests an appropriation of \$82,500.00 along with bond and note authorization to the Municipal Improvement Fund Account for funding the design of the combination of the two above referenced lots. Currently the two lots are separated by a 25' wooded area. The Baldwin Lot is poorly drained and often floods, due to its dysfunctional drainage system

The design will encompass regrading the 2 lots so that they are contiguous, and can be traversed from Elm Street to Avery Place. The design will also include re-doing the drainage so that the Baldwin Lot doesn't flood, replacing the existing lighting with LED lights, installing security measures consisting of CCTV cameras, and "blue light" emergency call boxes, and adding green spaces and appropriate landscaping to enhance the appearance of the lot.

We anticipate the design process to be completed in the fall of 2019. We will request funds for construction once we have an Opinion of Probable Cost from the selected consultant. We anticipate that the eventual construction will cost approximately \$1.3 million. This figure will be revised once the final design is determined.

Respectfully,

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 Date: 12/17/18

PROJECT NAME AND DESCRIPTION
 This is a request for design funds for combination of the private Avery parking lot, (accessed via Avery Place), and the public Baldwin parking lot, (accessed from Elm Street), to address merging the lots, drainage, reduction of flooding, lighting, circulation, Wi-Fi, CCTV security cameras, and "Blue Light" call boxes.

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? 2015
 Which FY was the project first planned? 2015

COST IN CAPITAL FORECAST: \$50,000
 APPROXIMATE COST: \$75,000
 CONTINGENCY (10%): \$7,500
 \$82,500 ←TOTAL REQUEST→ \$82,500

SOURCE OF FUNDS:

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

OTHER, DESCRIBE:
 PAYBACK PERIOD: N/A

EST. COMPLETION
 PROJECTED START DATE: March 2019 DATE: November 2019
 ESTIMATED USEFUL LIFE: N/A

Is this project part of a larger capital project? YES – After design we will be coming back with an OPC for Construction funding

Has an RFP been issued? YES NO
 Have bids been received? YES NO Number of bids received: RFP is due January 18th, 2019
 Was the lowest bid the winner? YES NO If not, why? RFP is due January 18th, 2019

Who will benefit from the project?
Users of the Downtown area; Downtown Merchants

Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: Town owned parking lot that floods, is in disrepair, and needs updating in drainage, lighting, security

Pictures attached? YES NO
 Conceptual plan attached


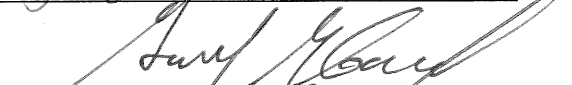

What other approvals/reviews are necessary to begin this project?
RTM, Board of Selectmen

FINANCE

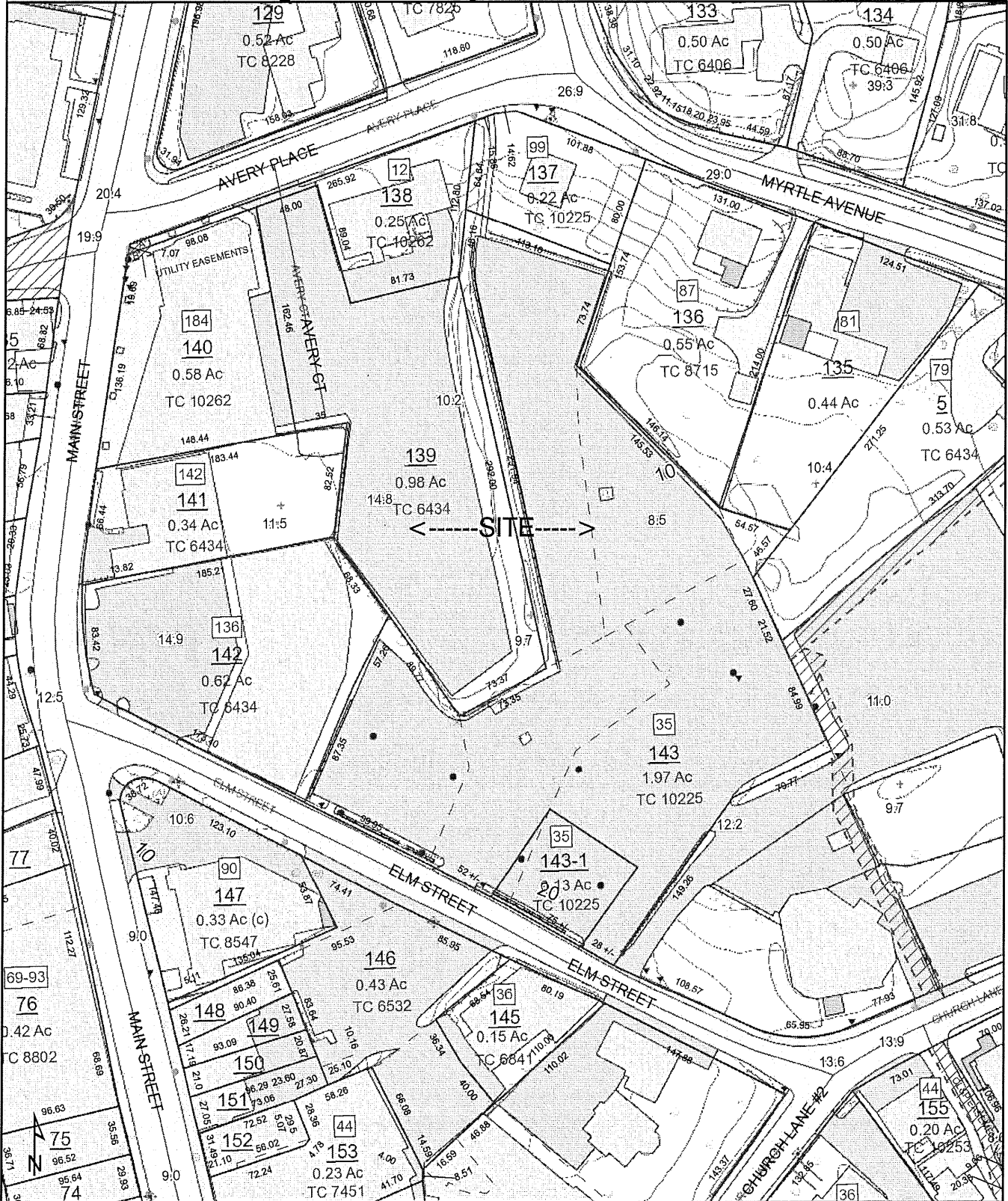
This section to be completed by the Finance Director.

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

REVIEW/SIGN-OFF

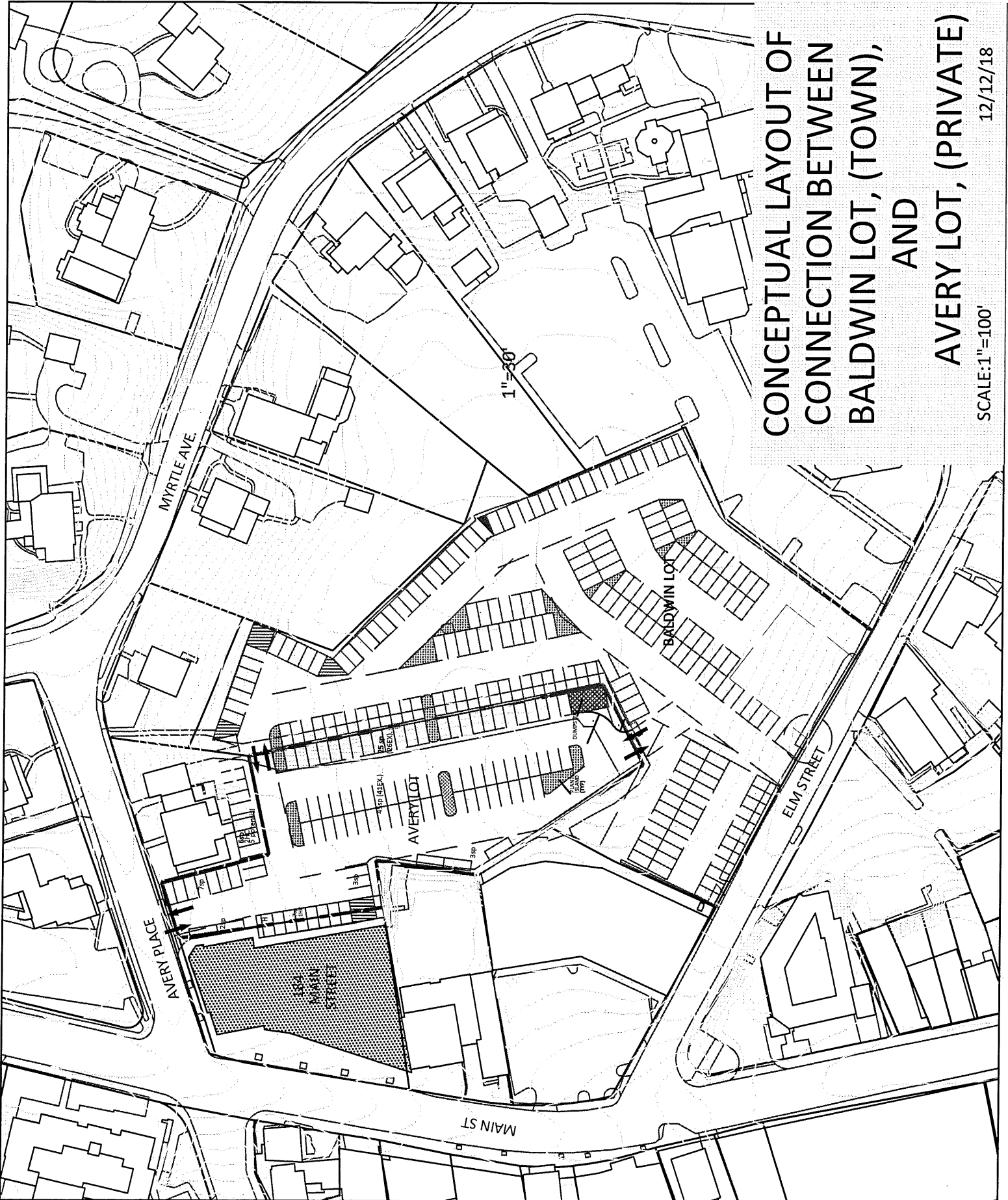
DEPARTMENT HEAD		DATE: 12/17/18
FINANCE DIRECTOR		DATE: 12/20/18
FIRST SELECTMAN		DATE: 12/18/18

Sketch of Parking Lots - Avery Place and Elm St., Westport, CT



1 inch = 100 feet

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



**CONCEPTUAL LAYOUT OF
CONNECTION BETWEEN
BALDWIN LOT, (TOWN),
AND
AVERY LOT, (PRIVATE)**

SCALE:1"=100'

12/12/18