



NOTICE OF EXECUTIVE SESSION

The Board of Finance will hold a Special Meeting on Wednesday, March 6, 2019 at 7:00 p.m. in Room 201/201A 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 potential litigation regarding Coleytown Middle School mold claims.
2. To discuss the Longshore Inn Lease.

NOTICE OF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on Wednesday, March 6, 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 February 5, 2019 Special Meeting, the February 6, 2019 Regular Meeting, the February 11, 2019 Special Meeting and the February 14, 2019 Special Meeting.
2. Discussion with State Senator Will Haskell.
3. Financial Report from the Finance Director. (Discussion Only)
4. Coleytown Middle School Status Update from Sheri Gordon and Mike Rea. (Discussion Only)
5. Status Update from the Audit Manager. (Discussion Only)
6. First Selectman Jim Marpe will present the Town of Westport Budget for Fiscal Year 2019-2020.
7. Board of Education Chairman Mark Mathias will present the Board of Education Budget for Fiscal Year 2019-20.
8. Upon the request of the Director of Public Works, to approve an appropriation of \$410,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500167 for a construction and engineering inspection of the proposed water main extension at the intersection of Newtown Turnpike and Broad Street.
9. Upon the request of the Director of Public Works, to approve an appropriation of \$180,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500168 for a construction and engineering inspection of the proposed water main extension at the intersection of Roseville Road and Elwil Drive.

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**

DRAFT MINUTES OF BOARD OF FINANCE SPECIAL MEETING

The Board of Finance held a Special Meeting on **Tuesday, February 5, 2019 at 8:00 p.m.** in **Room 201/201A of Town Hall** for the following purpose:

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

AGENDA

1. Upon the request of the Superintendent of Schools and the Board of Education, to approve a special appropriation in the amount of \$4,000,000.00, with bond and note authorization, for the purchase or rental of portable classrooms to be used at (a) Coleytown Elementary School, (b) Kings Highway Elementary School, (c) Long Lots Elementary School, (d) Saugatuck Elementary School, (e) Greens Farms Elementary School, and/or (f) Bedford Middle School. The Board of Education intends to apply for a School Construction Grant from the Connecticut Commissioner of Administrative Services to help defray the cost of the portable classrooms. (Discussion Only)

At 11:35 P.M. motion to adjourn by B. Stern, second by N. Dupier- Vote unanimous



DRAFT MINUTES OF BOF EXECUTIVE SESSION

The Board of Finance held a Special Meeting on **Wednesday, February 6, 2019 at 7:01 p.m.** in **Room 201/201A 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:

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

Motion to go into Executive session by B. Stern, second by A. Moore, Vote unanimous.

1. To discuss potential litigation regarding Coleytown Middle School mold claims.

At 8:05 P. M. Motion to go out of executive session made by L. Caney, second by A, Moore. Vote unanimous.

DRAFT MINUTES OF PUBLIC MEETING

The Board of Finance held its Public Meeting on **Wednesday, February 6, 2019 at 8:10 p.m.** in **Room 201/201A of Town Hall** for the following purposes:

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

AGENDA

1. Approved the Board of Finance Minutes of the January 9, 2019 Special Meeting and the January 9, 2019 Regular Meeting. Motion to approve N. Dupier, second by A. Moore. Vote - Unanimous.
2. Heard Financial Report from the Finance Director and Board of Education 2nd quarter Financial Report from the Director of Business Operations (Discussion Only)
3. Coleytown Middle School Status Update from Sheri Gordon and Mike Rea. (Discussion Only)
4. Heard status update from the Audit Manager. (Discussion Only)
5. Upon the request of the Director of Operations, to discuss moving quarterly real estate and personal property tax collections (over \$100) to semi-annual tax collections, with continued quarterly collections for Senior citizens and disabled persons receiving State and Local tax relief. Discussion Only - No action taken.
6. Upon the request of the Director of Public Works, to approved an appropriation of \$200,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500165 for sidewalk rehabilitation and construction to continue addressing the ongoing sidewalk maintenance project. Motion to approve. B. Stern, second L. Caney. Vote 6-0-0. - S. Gordon not present for vote.
7. Upon the request of the Director of Public Works, to approved an appropriation of \$380,000.00 to the Capital and Non-Recurring Account #31503310-500166 for replacement of sidewalks, and intersection improvements along Myrtle Avenue, from the Post Road to Avery Place.

Motion to approve by B. Stern, second by A. Moore. Vote Five (5) FOR - One (1) against (Rea). S. Gordon not present for vote.

Motion to extend meeting past 10 P.M. made by L. Caney second by N. Dupier. Vote unanimous.

8. Upon the request of the Director of Public Works, to approve an appropriation of \$1,000,000.00 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 investment payback period of five years.

Item was postponed by Admiration and will be rescheduled for next regular meeting.

9. Upon the request of the Superintendent of Schools and the Board of Education, to approve a special appropriation in the amount of \$4,000,000.00, with bond and note authorization, for the purchase or rental of portable classrooms to be used at (a) Coleytown Elementary School, (b) Kings Highway Elementary School, (c) Long Lots Elementary School, (d) Saugatuck Elementary School, (e) Greens Farms Elementary School, and/or (f) Bedford Middle School. The Board of Education intends to apply for a School Construction Grant from the Connecticut Commissioner of Administrative Services to help defray the cost of the portable classrooms.

Motion to approve by B. Stern, second by M. Rea.

Said motion was further amended by L. Caney, second by B. Stern as follows:

Resolved: That upon the request of the Board of Education, an appropriation of the sum of \$1,000,000.00 for the project costs of the rental of portable classrooms at Bedford Middle School is hereby approved. The Board of Education intends to apply for a School Construction Grant from the Connecticut Commissioner of Administrative Services to help defray the cost of the portable classrooms.

Vote was unanimous 7-0-0. (S. Gordon voted by phone)

Motion to adjourn at 11:32 P.M. by L. Caney, second by N. Dupier. Vote unanimous.



DRAFT MINUTES OF BOF SPECIAL MEETING

The Board of Finance held a Special Meetings on Monday, February 11, 2019 at 6:36 p.m. in Room 309 of Town Hall:

Attendees: B. Stern, M. Rea, S. Gordon, A. Moore (6:40P.M.), L. Caney (6:42 P.M.), J. Westphal, N. Dupier

AGENDA

1. Upon the request of the Director of Public Works, approved an appropriation of \$1,000,000.00 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 investment payback period of five years. Motion to approve by M. Rea, second by N. Dupier, Vote was unanimous 7-0-0.
2. Board of Finance conducted an informal Budget Workshop to discuss the Selectman's preliminary requested 2019-20 budget for the Town of Westport. No action will be taken. Areas to be covered are as follows:
 - a. Public Works/Sewer Fund
 - b. Parks and Recreation/Wakeman Town Farm
 - c. General Government
 - d. Information Technology
 - e. Pensions, Insurance, Miscellaneous, Transfers to Other Funds
 - f. Other matters needing budget review/general budget discussion

At 10:02 P.M. Motion to adjourn by N. Dupier, second B. Stern - vote was unanimous 7-0-0.



DRAFT MINUTES OF BOF SPECIAL MEETING

The Board of Finance held a Special Meeting on **Thursday, February 14, 2019 at 1:02 p.m.** in **Room 201/201A of Town Hall** for the following purposes:

Attendees: B. Stern, J. Westphal, N. Dupier, S. Gordon, L. Caney (1:30 p.m.), M. Rea - (A. Moore absent)

AGENDA

1. Upon the request of the Director of Public Works, to approve an appropriation of \$400,000.00 along with bond and note authorization to the Educational Facilities Improvement Fund Account #32506650-500166 to engage Wiss, Janney, Elstner Associates, Inc. for the design of accelerated rehabilitation measures at Coleytown Middle School.
Motion to approve by M. Rea, Second by S. Gordon -Vote unanimous- 6-0-0.
2. Board of Finance informal Budget Workshop discussed the Selectman's preliminary requested 2019-20 budget for the Town of Westport. No action will be taken. Areas to be covered are as follows:
 - a. Library
 - b. Earthplace
 - c. Transit District
 - d. Health District
 - e. Human Services
 - f. Police/EMS/RR Parking
 - g. Fire/Building/PS&BC

Motion to adjourn at 5:26 P.M. by S. Gordon, second by N. Dupier -vote unanimous - 6-0-0



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

January 25, 2019

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

RE: **REQUEST FOR APPROPRIATION
CONSTRUCTION OF BROAD STREET WATER MAIN EXTENSION
CONTRACT W7**

Dear Mr. Marpe,

This office has received a petition from residents of Broad Street seeking an extension of the water main that currently exists at the intersection of Newtown Turnpike and Broad Street. The Water Pollution Control Authority accepted the petition in January 23, 2019.

At this time, this office herein requests an appropriation and bond authorization for the necessary funds to complete the construction and engineering inspection of the proposed extension. An appropriation of \$410,000.00 is requested based on the following breakdown:

Construction Estimate	\$ 366,304.36	
Construction Administration	\$ 5,000.00	
10% Contingency	\$ 36,630.44	
TOTAL	<u>\$ 407,934.80</u>	<u>\$ 410,000.00</u>

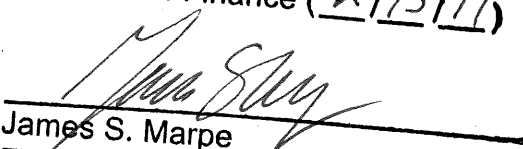
The entire cost of the project will be benefit assessed to the properties serviced.

Respectfully,


Peter A Ratkiewich, PE
Director of Public Works

cc: Gary Conrad, Finance Director

Approved for submission
To Board of Finance (2/15/19)


James S. Marpe
First Selectman

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JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 2/14/19

PROJECT NAME AND DESCRIPTION
Construction of Broad Street Water Main Extension

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
If no, why not? This project is initiated by petition of a majority of the residents, and benefit assessed for the entire project cost. We are not able to forecast a petition
If yes, answer the following two questions:
Which FY was the project first proposed?
Which FY was the project first planned?

APPROXIMATE COST:	\$371,304.36	COST IN CAPITAL FORECAST:	
CONTINGENCY (0%):	\$ 36630.44	←TOTAL	REQUEST→ \$410,000
	\$407,934.80		

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: Project will be paid back 100% by benefit assessment

PAYBACK PERIOD: N/A

PROJECTED START DATE: Spring 2020 EST. COMPLETION DATE: Fall 2020

ESTIMATED USEFUL LIFE: 50 years

Is this project part of a larger capital project? No

Has an RFP been issued? YES NO Project will be bid out conventionally

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

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

Who will benefit from the project? Property Owners that have petitioned for the water line

Is it a replacement? YES NO

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

Pictures attached? YES NO

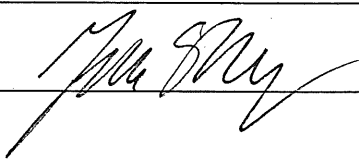
What other approvals/reviews are necessary to begin this project?
Aquarion Water Co., RTM. BOS

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: _____
FINANCE DIRECTOR	_____	DATE: _____
FIRST SELECTMAN		DATE: 2/15/19



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880

January 25, 2019

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

**RE: REQUEST FOR APPROPRIATION
CONSTRUCTION OF ELWIL DRIVE WATER MAIN EXTENSION
CONTRACT W8**

Dear Mr. Marpe,


This office has received a petition from residents of Elwil Drive seeking an extension of the water main that currently exists at the intersection of Roseville Road and Elwil Drive. The Water Pollution Control Authority accepted the petition in January 23, 2019.

At this time, this office herein requests an appropriation and bond authorization for the necessary funds to complete the construction and engineering inspection of the proposed extension. An appropriation of \$180,000.00 is requested based on the following breakdown:

Construction Estimate	\$ 158,528.57	
Construction Administration	\$ 5,000.00	
<u>10% Contingency</u>	<u>\$ 15852.86</u>	
TOTAL	<u>\$ 179,381.43</u>	<u>\$ 180,000.00</u>


The entire cost of the project will be benefit assessed to the properties serviced.

Respectfully,


Peter A Ratkiewich, PE
Director of Public Works

cc: Gary Conrad, Finance Director

Approved for submission
To Board of Finance (2/15/19)


James S. Marpe
First Selectman

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JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 2/14/19

PROJECT NAME AND DESCRIPTION
Construction of Elwil Drive Water Main Extension

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not? This project is initiated by petition of a majority of the residents, and benefit assessed for the entire project cost. We are not able to forecast a petition
 If yes, answer the following two questions:
 Which FY was the project first proposed?
 Which FY was the project first planned?

APPROXIMATE COST:	\$163,528.57	COST IN CAPITAL FORECAST:	
CONTINGENCY (0%):	\$ 15852.86		
	\$179,381.43	←TOTAL	REQUEST→ \$180,000

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: Project will be paid back 100% by benefit assessment

PAYBACK PERIOD: N/A

PROJECTED START DATE: Spring 2020 EST. COMPLETION DATE: Fall 2020

ESTIMATED USEFUL LIFE: 50 years

Is this project part of a larger capital project? No

Has an RFP been issued? YES NO Project will be bid out conventionally
 Have bids been received? YES NO Number of bids received: _____
 Was the lowest bid the winner? YES NO If not, why? N/A

Who will benefit from the project? Property Owners that have petitioned for the water line

Is it a replacement? YES NO

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

Pictures attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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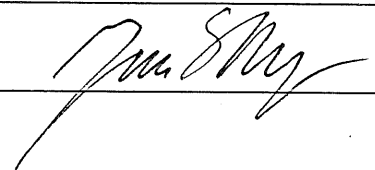
What other approvals/reviews are necessary to begin this project?
Aquarion Water Co., RTM. BOS

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: _____
FINANCE DIRECTOR	_____	DATE: _____
FIRST SELECTMAN		DATE: 2/15/19