



## WESTPORT CONNECTICUT BOARD OF FINANCE

### NOTICE OF EXECUTIVE SESSION

The Board of Finance will hold a Special Meeting on Wednesday, January 8, 2020 at 7:30 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 the town-wide analysis of operational and financial risks.

### NOTICE OF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on Wednesday, January 8, 2020 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 11, 2019 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Coleytown Middle School Status Update from Sheri Gordon. (Discussion Only)
5. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$240,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500182 for the replacement of the boarding fingers on "F" Dock at the Ned Dimes Marina.
6. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$125,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500183 to upgrade the control system for the Longshore Golf Course irrigation system.
7. Upon the request of the Director of Public Works, to approve an appropriation of \$12,099.26 to the Capital and Non-Recurring Account #31503310-500185 for the cost of additional work due to unforeseen conditions during the elevator installation.
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 30503310-500184 for funding Westport's share of the Design expenses for replacement of the Cavalry Road Bridge over the West Branch of the Saugatuck River.

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.



**DRAFT MINUTES OF BOARD OF FINANCE MEETING**

The Board of Finance will hold its Public Meeting on **Wednesday, December 11, 2019 at 8:00 p.m.** in **Room 201/201A of Town Hall** for the following purposes:

Attendees: Jay DesMartaeu, Sheri Gordon, Lee Caney, Brian Stern, Andrea Moore, Nancie Dupier, and Jim Foster

**AGENDA**

1. Approved the Board of Finance Minutes of the November 13, 2019 Regular Meeting and the November 20, 2019 Special Meeting.  
11/13 Motion: Nancie Dupier, second Lee Caney - Vote 5-0-0 (for those who attended)  
11/20 Motion: Nancie Dupier, second Lee Caney - Vote 7-0-0
2. Financial Report from the Finance Director.(Discussion Only)Reported by Sheila Carey Controller
3. Status Update from the Audit Manager. (Discussion Only) Reported by Lynn Scully
4. Heard the Coleytown Middle School Status Update from Sheri Gordon and Mike Rea. (Discussion Only)
5. Board of Education 1<sup>st</sup> quarter Financial Report from the Chief Financial Officer. (Discussion Only)
6. Shared Services Update. (Discussion Only) - Removed
7. Process for Master Plan Facilities Review. (Discussion Only) – Reported by Nancie Dupier, Update by Peter Ratkiewich
8. Upon the request of the Director of Human Services, approved the following transfer requests to accommodate two new Contractual Agreements providing full and part-time clinical services at Staples High School:

Account Name and Number	From:	To:
Group Medical Insurance	10109902-522100	\$10,928
Juvenile Review Board	10102210-569102	\$3,000
Youth Services Expenses	22905510-588000	\$2,000
Youth Salaries	10105510-511000	\$5,000
Social Services Salaries	10105520-511000	\$3,000
Contract Services	10105510-532000	\$23,928

Presented by Elaine Daignault. Motion by Lee Caney, second Nancie Dupier. Vote 7-0-0

9. Upon the request of Wakeman Town Farm, approved the following transfer request for additional costs associated with grounds and facility improvements:

Account Name and Number		From:	To:
Harvest Fest	21508850-531802	\$5,000	
Building Maintenance	21508850-545000		\$5,000

Presented by Cathy Talmadge. Motion by Jay DesMartaue, second by Nancie Dupier. Vote 7-0-0

10. Upon the request of Wakeman Town Farm, approved an Appropriation of \$19,800.00 to the following accounts for additional costs associated with grounds and facility improvements that include electrical costs for an outdoor pizza oven, animal enclosures and the greenhouse.

Building Maintenance Account	21508850-545000	\$5,000.00
Farm/Grounds Maintenance Account	21508850-545010	\$14,800.00

Presented by Cathy Talmadge. Motion by Jay DesMartaue, second by Nancie Dupier. Vote 7-0-0

11. Upon the request of the Director of Public Works, approved an appropriation of \$12,099.26 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500129 for the cost of additional work due to unforeseen conditions during the elevator installation.

Presented by Pete Ratkiewich. Motion by Jay DesMartaue, second Sheri Gordon. Vote 7-0-0

12. Upon the request of the Director of Public Works, approved an appropriation of \$2,470,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500181 for the replacement of the Kings Highway North Bridge. The project is eligible for funding under the State Local Bridge Program, that provides 50% reimbursement of expenses.

Presented by Pete Ratkiewich. Motion by Lee Caney, second Jim Foster. Vote 6-0-1 For: DesMartaue, Caney, Stern, Moore, Dupier, Foster. Abstain - Gordon

At 10:27pm a Motion to Adjourn Sheri Gordon, Second Jim Foster- Vote Unanimous. 7-0-0



**WESTPORT CONNECTICUT**  
**PARKS AND RECREATION DEPARTMENT**  
LONGSHORE CLUB PARK  
260 SOUTH COMPO ROAD, WESTPORT, CT 06880  
(203) 341-5090

December 18, 2019

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 along with bond and note authorization to the Municipal Improvement Fund in the amount of \$240,000 for the replacement of the boarding fingers on the "F" Dock at the Ned Dimes Marina.

Respectfully,

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

Jennifer A. Fava  
Director of Parks and Recreation

cc: Gary Conrad



## WESTPORT CONNECTICUT


### PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

MEMO TO: Board of Finance

MEMO FROM: Jennifer Fava, Director 

DATE: December 18, 2019

RE: **Appropriation Request for Boarding Finger 'F' Dock Replacement at Ned Dimes Marina**

The boarding fingers on 'F' Dock at the Ned Dimes Marina, within Compo Beach, have served well beyond their useful life and are failing, resulting in loss of buoyancy causing damage to the main dock system. The seventeen boarding fingers currently in place on 'F' Dock are from the pre-existing dock structure, and when originally installed, were utilized to provide a cost savings when the new floating dock system was built in the 1990's.

There is no option to repair the boarding fingers as the concrete floats are losing structural integrity. Therefore, we received pricing to replace the failing boarding fingers and required components. The pricing for the fabrication of seventeen new concrete boarding fingers is \$119,100, and the estimated cost for removal and disposal of the existing seventeen concrete boarding fingers and the installation of the newly fabricated concrete boarding fingers is \$120,000. This replacement is included in the 5-Year Capital Plan and the full cost of this project will be assessed to the boaters.

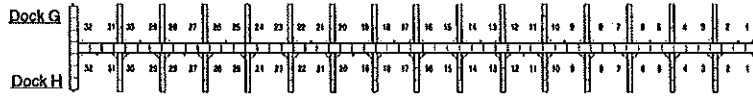
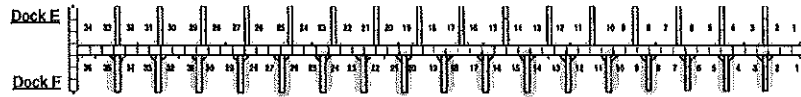
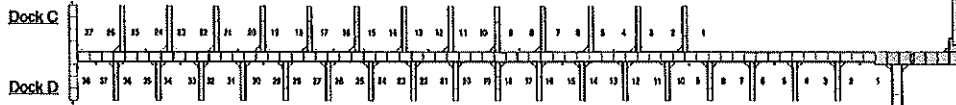
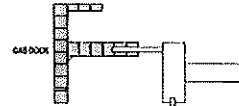
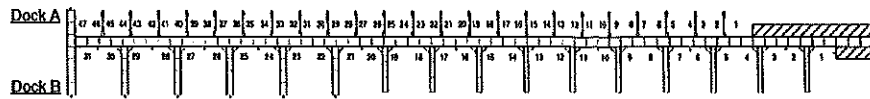
The replacement of the boarding fingers will provide new technology that increase resistance to ice damage.

The lifespan of the replacement boarding fingers is expected to be approximately 30 years. Being that Bellingham is a proprietary dock system; we must go through Bellingham for the replacement boarding fingers so that it works correctly with the current system. The removal, disposal and installation will be put out through the public bid process.

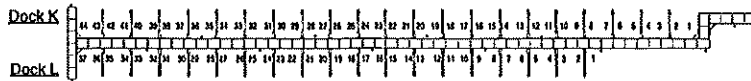
Therefore, the Parks and Recreation Department requests an appropriation along with bond and note authorization to the Municipal Improvement Fund in the amount of \$240,000.

attachment

cc: Gary Conrad



Access Dock



COMPO MARINA DOCK PLAN

01/01

FISCAL YEAR 2020

# TOWN OF WESTPORT, CT

## JUSTIFICATION FOR A CAPITAL PROJECT

### DEPARTMENT INFORMATION

DEPT NAME: Parks&Recreation Date: 12-18-19

PROJECT NAME AND DESCRIPTION  
Replacement of 'F' Dock boarding fingers at Ned Dimes Marina

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? 19/20 Which FY was the project first planned? 19/20

TOTAL COST IN CAPITAL PLAN: \$128,000 IS PLAN ESTIMATE STILL ACCURATE? YES  NO   
IF NO, ENTER NEW ESTIMATED COST HERE: \$240,000 + CONTINGENCY ( % ) = \$240,000  
(when applicable) NEW TOTAL ESTIMATE

SOURCE OF FUNDS: ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT?  
CAPITAL BOND  GEN'L FUND  CNR  GRANT  STATE  OTHER  YES  NO   
(to be benefit assessed to the boaters)  
EXPLAIN:  
OTHER, DESCRIBE: \_\_\_\_\_  
20 years  
PAYBACK PERIOD (If applicable):

PROJECTED START DATE: Nov '20 EST. COMPLETION DATE: Nov '20  
ESTIMATED USEFUL LIFE: 30 years

Is this project part of a larger capital project?  
no

Has an RFP been Issued? YES  NO   
Have bids been received? YES  NO  Number of bids received: labor to be bid  
Was the lowest bid the winner? YES  NO  If not, why? \_\_\_\_\_

Who will benefit from the project?  
The boaters

Has the Green Task Force been informed of this request? YES  NO

Is it a replacement? YES  NO  Fingers are losing buoyancy and structural integrity.  
If yes, describe condition of what is to be replaced:

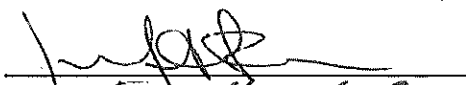

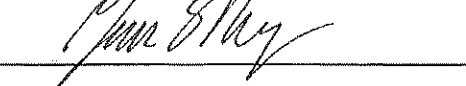
Pictures attached? YES  NO

What other approvals/reviews are necessary to begin this project? Please include anticipated dates.  
None

**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: 12/18/19
FINANCE DIRECTOR		DATE: 12/19/19
FIRST SELECTMAN		DATE: 12/18/19





## WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

December 18, 2019

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 along with bond and note authorization to the Municipal Improvement Fund in the amount of \$125,000 for the upgrade of the control system for the Longshore Golf Course irrigation system.

Respectfully,

A handwritten signature in black ink, appearing to read "Jennifer A. Fava", is written over the printed name.

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: December 18, 2019

RE: **Request for Appropriation for Upgrade of Control System for Longshore Golf Course Irrigation System**

The current control system for the Longshore Golf Course irrigation system is approximately 15 years old. We have had some failures over this past season and have had it repaired; however, the system is obsolete and Toro is no longer going to support/service this system.

It is imperative that the golf course has a properly functioning irrigation system. Without it, there is the potential for devastating loss to the golf course should the system go down without the ability to be repaired. Control systems typically need to be replaced more frequently than the in ground components. The anticipated minimum lifespan of this upgrade is 15 years, at which time a complete irrigation replacement is to be expected.

This upgrade of the operating system includes a new computer system, associated hardware, and all new controllers in the field. This will keep the infrastructure the same, while making it a more modern and more easily serviceable system. There will be no disturbance to the golf course as the pipes, sprinklers, and wires will all remain. This upgraded system will also have remote access, will provide additional lightening protection in the field to prevent a catastrophic loss of the system, will be able to identify the location of system failures, and is more user friendly. As part of the installation, Toro will also provide a map of all new controllers and corresponding sprinklers. The most vulnerable components of this system are less expensive to replace and many repairs can be completed in-house, therefore lowering our repair/service costs.

In order to match the rest of the current 3-wire decoder system that was designed by Toro, we must replace the controller portion with a Toro upgrade; otherwise, we would need to replace the entire system at a much higher cost. TPC is the sole distributor for Toro in our area. The installation of the decoders is being bid out.

Therefore, based upon the attached estimate, the Parks and Recreation Department requests that the Board of Finance approve an appropriation along with bond and note authorization to the Municipal Improvement Fund in the amount of \$125,000 for the upgrade of this irrigation control system. The repayment of this debt will be benefit assessed to the golfers.

attachment  
cc: Gary Conrad



# turf products

157 Moody Road • PO Box 1200 • Enfield, CT 06083

# QUOTE

Prepared For: **Todd Salamone**  
**Longshore Golf Course**  
260 South Compo Road  
Westport, CT

Project: **Control System Upgrade**  
Quote #: **306LGC121319**  
Quoted Date: **12/13/19**  
Prepared By: **Peter Hull**  
[phull@turfproductscorp.com](mailto:phull@turfproductscorp.com)  
(860) 305-2525

Product Number	Description	Qty	U/M	Unit Price	Extended
LX-SW-50	LYNX SOFTWARE WITH GAC UPGRADE SPECIAL	1	each	\$ 2,999.00	\$ 2,999.00
TPC-LXCM-2	DATA CONVERSION WITH MAP	1	each	\$ 1,450.00	\$ 1,450.00
DAC-PCS-1000	GATEWAY WITH AC DECODER	1	each	\$ 4,507.65	\$ 4,507.65
DAC-PCS-1000-E	GATEWAY W/AC DECODER, EXPANSION	1	each	\$ 2,254.05	\$ 2,254.05
LYNXAPPS	LYNX APPS ACTIVATION	1	each	\$ 99.00	\$ 99.00
DAC-ISP-1	AC DECODER ISP, 1 STA	38	each	\$ 141.75	\$ 5,386.50
DAC-ISP-1	AC DECODER ISP, 1 STA	12	each	\$ -	FREE
DAC-ISP-2	AC DECODER,ISP, 2 STATIO N, GOLF	165	each	\$ 166.05	\$ 27,398.25
DAC-ISP-2	AC DECODER,ISP, 2 STATIO N, GOLF	55	each	\$ -	FREE
DAC-ISP-4	AC DECODER,ISP,4STA	84	each	\$ 240.30	\$ 20,185.20
DAC-ISP-4	AC DECODER,ISP,4STA	28	each	\$ -	FREE
PAIGE-270672	DBR/Y-6 100 PC BULK PAC K 600V	15	each	\$ 135.30	\$ 2,029.50
TVB-10RND-GY	10" ROUND VALVE BOX W/;GRAY COV	20	each	\$ 9.45	\$ 189.00

SubTotal: \$ 66,498.15

State Sales Tax: Not Included

TOTAL PRICE \$ 66,498.15

LABOR ESTIMATE TO INSTALL ALL EQUIPMENT \*

1 LS \$ 52,800.00

\* Estimate provided by a local contractor.

Actual installation cost may change if subject to prevailing wage or other labor requirements.

### Notes:

- SPECIAL PRICING REQUIRES TRADE-IN OF (3) FUNCTIONING TORO DIU's.

- Special discounted pricing on Toro products reflects National Account status of Brightview management.

- This quote is for the listed items only. Every attempt has been made to verify the inclusion of all materials required to complete the project, but it is recommended to budget for miscellaneous materials that may be required.

- Discounted pricing may be contingent on purchase of the complete material package. Turf Products reserves the right not to honor discounted prices if the material quantities are reduced by the buyer.

FISCAL YEAR 2020 \_\_\_\_\_

# TOWN OF WESTPORT, CT

## JUSTIFICATION FOR A CAPITAL PROJECT

### DEPARTMENT INFORMATION

DEPT NAME: Parks & Recreation

Date: 12-18-19

### PROJECT NAME AND DESCRIPTION

Upgrade of Longshore Golf Course Irrigation System Controls

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? 18/19

Which FY was the project first planned? 19/20

TOTAL COST IN CAPITAL PLAN: \$100,000 IS PLAN ESTIMATE STILL ACCURATE? YES  NO

IF NO, ENTER NEW ESTIMATED COST HERE: \$125,000 + CONTINGENCY ( ) = \$125,000  
(when applicable) NEW TOTAL ESTIMATE

### SOURCE OF FUNDS:

CAPITAL BOND  GEN'L FUND  CNR  GRANT  STATE  OTHER

### ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT?

YES  NO

EXPLAIN:

OTHER, DESCRIBE: (to be assessed to the golfers)

PAYBACK PERIOD (If applicable): 15 years

PROJECTED START DATE: Feb 2019 EST. COMPLETION DATE: March 2019

ESTIMATED USEFUL LIFE: 15 years

Is this project part of a larger capital project?  
no

Has an RFP been issued? YES  NO

Have bids been received? YES  NO  Number of bids received: in process

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

Who will benefit from the project?  
Necessary for proper maintenance of golf course

Has the Green Task Force been informed of this request? YES  NO

Is it a replacement? YES  NO  system upgrade  
If yes, describe condition of what is to be replaced:

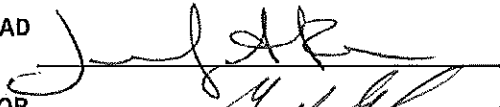
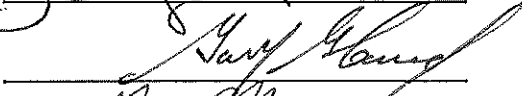
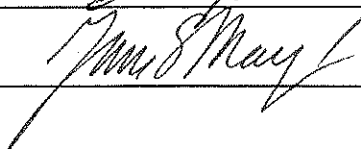
Pictures attached? YES  NO

What other approvals/reviews are necessary to begin this project? Please include anticipated dates.  
n/a

**FINANCE**

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

**REVIEW/SIGNOFF**

DEPARTMENT HEAD		DATE: 12/18/19
FINANCE DIRECTOR		DATE: 12/19/19
FIRST SELECTMAN		DATE: 12/18/19



# WESTPORT, CONNECTICUT

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

November 21, 2019

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

**RECEIVED**  
**NOV 25 2019**  
TOWN OF WESTPORT  
SELECTMAN'S OFFICE

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement Fund, Town Hall Elevator Replacement

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement Fund, Account # 30503310-500129, Town Hall Elevator Replacement project in the amount of \$12,099.26 for the cost of additional work due to unforeseen conditions encountered during the elevator installation (re-drilling of piston shaft).

The project has progressed to completion and is under the contractors', J.A. Rosa Construction LLC, one year warranty period which commenced on October 3, 2019. The elevator is operating normally and has been accepted by our elevator consultant, Sterling Elevator Consultants, LLC. All other costs have been covered by the original appropriation value.

Respectfully,

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

cc: Gary Conrad, Finance Director  
G:\Pw\_off\PAR\APPRQST\TH Elevator con3

Approved for submission  
To Board of Finance (11/25/19)

  
James S. Marpe  
First Selectman



## WESTPORT, CONNECTICUT

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

August 17, 2018

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

Re: Appropriation from Capital & Non-Recurring Expenditure Fund  
Replacement of Town Hall Elevator

Dear Mr. Marpe,

This office herein requests an appropriation from the Capital and Non-Recurring Expenditure Fund in the amount of \$275,000.00 for the replacement of the Town Hall Elevator. The work will be a complete replacement within the existing elevator shaft.

The existing elevator was constructed circa 1976-77. At that time, the elevator Code only required a single wall cylinder. Current 2018 code requires either a new double wall cylinder, or extensive retrofit to the old cylinder, even for existing elevators, (See attached notice from the State of Connecticut). In addition, parts are becoming hard if not impossible to find. The last time the elevator broke down in March of 2016, it took over two weeks before we could find the parts to make the repairs. The parts that we did find had to be adapted to the old elevator equipment. Each year we continue to have preventative maintenance and each year the inspection reports indicate that the equipment needs modernization.

The attached cost estimate is based on the Engineer's estimate for our recent RFP #18-935T, "Westport Town Hall Elevator Modernization" along with a 10% contingency for unforeseen items encountered during construction. This figure will be updated on August 31<sup>st</sup> with the actual bid results.

Respectfully,

(FINAL REQUEST TO BOF WAS \$325,000 AND  
WAS APPROPRIATED BY RTM @ 10/2/2018 MR)

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

cc: Gary Conrad, Finance Director  
G:\Pw\_off\PAR\APPRQST\TownHallElevCON2



## WESTPORT, CONNECTICUT

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

RECEIVED

MAY 06 2019

TOWN OF WESTPORT  
SELECTMAN'S OFFICE

January 21, 2019

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 Weston's initial suggestion). A change in the administration in Weston prompted that administration to withdraw that offer and revert to the default formula. By the default formula, Westport has to pay 73.16% of the cost and Weston has to pay 26.84% of the cost, which results in a cost to Westport of \$62,000 with contingency. If figured at a 50%-50% split the cost to Westport with contingency is \$42,000

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



Letter to J. Marpe, Cavalry Road Bridge Design Appropriation, 1-21-19

The Westport administration is attempting to discuss the issue of the cost share with the Weston administration, to try and get agreement on the 50/50 split. In the meantime design activities are proceeding and the Town of Westport will soon have invoices to pay. This office respectfully requests an appropriation to cover the worst case scenario of Westport having to pay the default share.

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 \$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 and the two-town split is finalized.

Respectfully,

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

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

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

**DEPARTMENT INFORMATION**

DEPT NAME: Department of Public Works – 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 - (Based on 26.84%/ 73.16% split):	\$55,996.66	COST IN CAPITAL FORECAST: \$450,000
CONTINGENCY (10%):	\$ 5,599.67	
	\$61,596.33	←TOTAL REQUEST→ \$62,000

APPROXIMATE COST (Based on 50%/ 50% split):	\$38,270	COST IN CAPITAL FORECAST: \$450,000
CONTINGENCY (10%):	\$ 3,827.00	
	\$42,097.00	←TOTAL REQUEST→ \$42,000

SOURCE OF FUNDS:

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

OTHER, DESCRIBE: Federal Grant 80/20

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

PAYBACK PERIOD:

PROJECTED START DATE: 5/01/18 (design)	EST. COMPLETION DATE: Dec. 2020
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

If yes, describe condition of what is to be replaced: The existing Bridge has been inspected by ConnDOT and ordered to be replaced by the Town of Weston, sharing the cost with Westport per State Statute 13a-100

Pictures attached? YES  NO

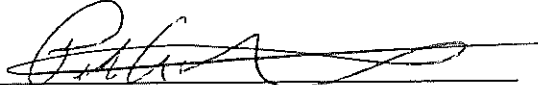
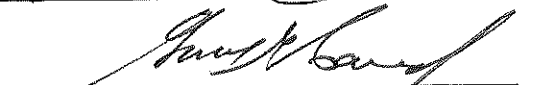

What other approvals/reviews are necessary to begin this project? RTM funding approval; This design project is already underway and we will begin receiving invoices from the Town of Weston shortly.

**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: 11/21/19
FINANCE DIRECTOR		DATE: 12/19/19
FIRST SELECTMAN		DATE: 5/6/19

**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
<b>total</b>	<b>\$ 61,596.33</b>

**REQUEST \$ 62,000.00**

**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 - 50% of Town Share	\$ 38,270.00
Westport Share -50% of Town Share	\$ 38,270.00
10% Contingency	\$ 3,827.00
<b>total</b>	<b>\$ 42,097.00</b>

**REQUEST \$ 42,000.00**