



**WESTPORT CONNECTICUT  
BOARD OF FINANCE**

**NOTICE OF PUBLIC HEARING**

The Board of Finance will hold its Public Hearing on **Wednesday, February 1, 2012** at **8:00 p.m.** in the Auditorium of Town Hall. The following item(s), and any others properly presented before the Board, will be considered:

**AGENDA**

**DISCUSSION/REVIEW**

1. Financial Report from the Finance Director.
2. OPEB and Pension actuarial reports by Pentegra.
3. Status Update from the Internal Auditor.

**TRANSFERS IN THE 2011-2012 BUDGET**

4. A request by the Town Attorney for a transfer of \$20,000 from the Town Attorney Budget Account #10101170-532000 (Contract Services) to Town Attorney Budget Account #10101170-533200 (Negotiation Services).

**APPROPRIATIONS IN THE 2011-2012 BUDGET**

5. A request by the Town Attorney for an appropriation of \$19,620 to the Town Attorney Budget Account #10101170-533200 (Negotiation Services) to cover reimbursement of out-of-pocket costs for arbitrators in two recent matters.

6. A request by the Town Attorney for an appropriation of \$34,908 from the Heart & Hypertension Reserve Fund to cover the cost of a specific award for the heart and hypertension claim of Michael Gudzik.

7. A request by the First Selectman for an appropriation of \$15,000 to the Selectmen's Budget Account #10101120-531000 (Fees & Services) to conduct an appraisal for the Baron's South property.

**COMMITTEE REPORTS**

8. Reports from Board of Finance Committee Chairs.

**APPROVAL OF MINUTES**

9. Approve the Board of Finance Minutes of the January 4, 2012 regular and executive session meetings.



**WESTPORT CONNECTICUT  
BOARD OF FINANCE**

ADDENDUM

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, February 1, 2012** at 8:00 p.m. in the Auditorium of Town Hall. The following item(s), and any others properly presented before the Board, will be considered:

APPROPRIATIONS IN THE 2011-2012 BUDGET

10. A request by the Superintendent of Schools for an appropriation of \$152,000 (with bond and note authorization) to the Educational Facilities Improvement Fund (EFIF) Account, CMS Roof Recoating.

11. A request by the Superintendent of Schools for an appropriation of \$145,931 from the Capital & Nonrecurring Expenditure Fund (C&NEF) Unassigned Fund Balance to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account, School Bus: Hybrid to purchase a hybrid electric/diesel fuel school bus.

ITEMS  
# 4 & 5



**BERCHEM, MOSES & DEVLIN, P.C.**

ATTORNEYS & COUNSELLORS AT LAW

ROBERT L. BERCHEM  
MARSHA BELMAN MOSES  
MICHAEL P. DEVLIN†  
STEPHEN W. STUDER\*  
RICHARD J. BUTURLA  
FLOYD J. DUGAS  
ROLAN JONI YOUNG  
JACOB P. BRYNICZKA  
IRA W. BLOOM  
JONATHAN D. BERCHEM\*  
MICHELLE C. LAUBIN†  
WARREN L. HOLCOMB\*  
MARK J. KOVACK  
BRYAN L. LECLERC†  
BRIAN A. LEMA  
DOUGLAS E. LOMONTE  
BRIAN W. SMITH

OF COUNSEL

JOHN W. HOGAN, JR.

75 BROAD STREET  
MILFORD, CT 06460  
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FACSIMILE (203) 878-2235

27 IMPERIAL AVENUE  
WESTPORT, CT 06880  
TELEPHONE (203) 227-9545  
FACSIMILE (203) 226-1641

PLEASE REPLY TO  
WESTPORT OFFICE

WWW.BMDLAW.COM

MICHAEL P. BURDO†  
RICHARD C. BUTURLA  
MARIO E. COPPOLA  
AMY CORBETT DION  
JODIE L. DRISCOLL†  
RYAN P. DRISCOLL†  
CAROLYN MAZANEC DUGAS  
GAIL L. KELLY†  
MICHELLE DEVLIN LONG  
JEFFREY P. MOGAN  
MEGAN A. SMITH  
JUSTIN STANKO  
SHELBY L. WILSON

▲ ALSO ADMITTED IN CALIFORNIA  
\* ALSO ADMITTED IN MASSACHUSETTS  
- ALSO ADMITTED IN NEW JERSEY  
† ALSO ADMITTED IN NEW YORK  
‡ ALSO ADMITTED IN PENNSYLVANIA

WRITER'S DIRECT DIAL TELEPHONE NUMBER: (203) 571-1715

WRITER'S EMAIL: [ibloom@bmdlaw.com](mailto:ibloom@bmdlaw.com)

RESPOND TO: Westport

January 16, 2012

Honorable Gordon F. Joseloff  
First Selectman  
Westport Town Hall  
110 Myrtle Avenue  
Westport, CT 06880

**RECEIVED**  
JAN 19 2012  
TOWN OF WESTPORT  
SELECTMAN'S OFFICE

Re: Transfer/Appropriation of Funds

Dear Gordon:

Floyd Dugas, my partner who handles labor matters, and I are requesting 1) a transfer of \$20,000 within the Town Attorney budget from Contract Services (532000) to Negotiation Services (533200); and 2) a new appropriation into Negotiation Services (533200) of \$19,618.50, representing reimbursement of the out-of-pocket cost for the arbitrators in two recent arbitration matters.

Although our total Town Attorney funding for 2011-2012 remains within budget, the line for Negotiation Services, originally \$70,000, has been depleted through the first half of the fiscal year. We are seeking this transfer and appropriation to properly fund the labor budget for the balance of this current fiscal year.

January 16, 2012  
Page 2 of 2

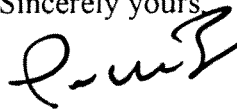
As a result of the recent RTM rejection of the Fire and WMEU contracts, the Town went into arbitration with each of those groups. This resulted in increased labor costs by our firm, in addition to the out-of-pocket costs for the arbitrators themselves. Those out-of-pocket costs totaled \$19,618.50. This is the amount we are seeking as reimbursement into our labor budget in the form of new funds. The transfer of an additional \$20,000 from Contract Services will cover the balance of the year, based upon present expectations. (Also, it should be noted that the added cost included not only these negotiations, but the unanticipated further cost of the supervisors' efforts to unionize.)

In addition, it should be noted that, given the lack of a Personnel Director, Floyd and our labor associates have been relied upon more so than in the past for day to day matters.

For the above reasons, we would request this transfer and appropriation and ask you to place this on the Board of Finance agenda.

Thank you.

Sincerely yours

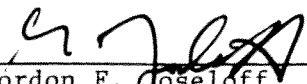


Ira W. Bloom

IWB/ef

cc: John Kondub, Finance Director

Approved for submission to the  
Board of Finance (2/1/12)

  
\_\_\_\_\_  
Gordon F. Joseloff  
First Selectman

ITEM #6

BERCHEM, MOSES & DEVLIN, P.C.

ATTORNEYS & COUNSELORS AT LAW

ROBERT L. BERCHEM
MARSHA BELMAN MOSES
MICHAEL P. DEVLIN†
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OF COUNSEL
JOHN W. HOGAN, JR.

January 13, 2012

Hon. Gordon F. Joseloff, First Selectman
Town of Westport
110 Myrtle Ave
Westport, CT 06880

Re: Michael Gudzik

Dear Mr. Joseloff:

I respectfully request that you add the following to the agenda of the February 1, 2012 Board of Finance agenda:

"Request by the Town Attorney for an appropriation in the amount of \$34,907.60 for the settlement of the Workers' Compensation claim brought by Michael Gudzik."

Thank you.

Very truly yours,

[Handwritten signature of Bryan LeClerc]

Bryan LeClerc, Esq.

Approved for submission to the
Board of Finance (2/1/12)

[Handwritten signature of Gordon F. Joseloff]

Gordon F. Joseloff
First Selectman



# WESTPORT, CONNECTICUT

GORDON F. JOSELOFF  
First Selectman

ITEM  
# 7

January 18, 2012

Mr. Avi Kaner  
Chair  
Board of Finance  
Town of Westport  
Westport, CT 06880

Dear Mr. Kaner:

I respectfully request an appropriation of \$15,000 to conduct an appraisal for the Baron's South property to Account No. 10101120-531000 Fees & Services. This appraisal, as you know, will be done at the request of the Board of Finance.

Enclosure for your review is a copy of real estate appraisal and consulting firm Wellspeak Dugas & Kane's proposal.

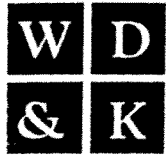
If I can provide any additional information, please do not hesitate to contact me. Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Joseloff", written over a faint circular stamp.

Gordon F. Joseloff  
First Selectman

GFJ:ps  
Enclosure



# WELLSPEAK DUGAS & KANE, L.L.C.

*Real Estate Appraisal & Consulting*

January 17, 2012

Ira W. Bloom, Esquire  
Senior Partner  
Berchem, Moses & Devlin, P.C.  
27 Imperial Avenue  
Westport, Connecticut 06880

Re: Property of Town of Westport  
Post Road East, Comp Road South and Imperial Avenue  
Westport, Connecticut

Dear Mr. Bloom:

At your request I am submitting a proposal to the Town of Westport for the following Scope of Appraisal Services regarding the Baron's South Property.

*Scope of Services*

It is my understanding from the meeting that the Board of Finance is seeking to understand several issues with respect to the Baron's South property. Respectively, these are as follows:

1. The amount of recurring tax revenue that would be provided to the town in the event that various development alternatives are employed at the portions of the property not needed to support the Westport Center for Senior Activities (WCSA). Respectively these would include either commercial office space; a CCRC or other similar form of elderly housing development; a PUD for 55 and over housing; and/or a conventional residential subdivision. Our approach to analyze this issue would be to study development densities at similar projects in Westport and/or other communities to determine a reasonable amount of development that could be supported on the land. Once we determine the amount of square footage that could be built to estimate the amount of taxes that would be generated based upon a comparable assessment analysis.

Scope of Services (continued)

2. The market value of the land based upon current zoning which would allow for a limited amount of commercial development in areas that are appropriately zoned and either a Managed Residential Community or conventional residential subdivision on the remaining land not needed to support the WCSA.

As part of our valuation we will inspect the subject property, conduct research and analysis, and prepare a written summary appraisal report. Our analysis, opinions and conclusion will be developed and our report will be prepared in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute, and the Uniform Standards of Professional Appraisal Practice (USPAP) of The Appraisal Foundation.

Qualifications

Professional qualifications of Patrick J. Wellspeak, MAI as well as professional references are provided as an addendum to this proposal.

Required Materials

A list of required materials is attached as an addendum to this proposal. The delivery date for the assignment is predicated on receiving these materials in a timely manner. In the event that there are delays in receiving materials, our delivery date will be modified.

Fees

The assignment will be completed within six weeks of authorization and receipt of all requested materials. Our fee for the appraisal services will be \$15,000 with \$5,000 allocated to the first item and \$10,000 allocated to the second item. Any additional client/legal counsel meetings and preparation, attendance and expert witness testimony at depositions and court hearings will be billed at our then current hourly rate plus out-of-pocket expenses. The current hourly rate for Patrick J. Wellspeak is \$250.

Confidentiality

Wellspeak Dugas & Kane, LLC will hold in confidence all information that is identified as confidential and/or proprietary to the extent such information is not otherwise publicly available and not required as a matter of law.



Acceptance

It is mutually agreed that our acceptance of this assignment is not contingent upon any predetermined conclusions to value. Should the assignment be cancelled or discontinued prior to the delivery of the report you will be billed for our time and expenses incurred to the date of cancellation or discontinuance.

If you have further questions after you have had a chance to review this proposal, feel free to contact me at 203-699-8920 x305 if any modifications to the Scope of Services are required.

Otherwise, if the terms of this proposal are acceptable we would ask that you authorize by signing the following page and return a copy of the signed agreement to Wellspeak Dugas & Kane, LLC, 55 Realty Drive, Cheshire, Connecticut 06410.

We look forward to the opportunity to be of service to you in this matter and appreciate your consideration of our team.

Very truly yours,



Patrick J. Wellspeak, MAI

Agreed to and Accepted By:

Agent: \_\_\_\_\_

Date: \_\_\_\_\_

**ADDENDA**

**EXHIBIT A: .....Wellspeak Qualifications**

**EXHIBIT B: .....Professional References**

**EXHIBIT C: .....Information Request List**

**EXHIBIT A**

**Wellspeak Qualifications**

## **PROFESSIONAL RESUME OF THE APPRAISER**

### **PATRICK J. WELLSPEAK, MAI**

#### **Real Estate Appraisal Experience**

Principal of Wellspeak Dugas & Kane, since 1995. Specific areas of expertise include the appraisal of multitenanted office developments, industrial buildings, and low income housing developments. Proficient in the use of financial software including ARGUS, PROJECT, EXCEL and LOTUS 1-2-3

Principal of Heberger Associates, Inc., between 1986 and 1995. Assignments included the preparation of narrative and bank form appraisals of commercial properties as well as marketability, feasibility, and highest and best use studies.

Qualified as an expert witness in the State of Connecticut and United States Federal court systems.

Qualified as an expert witness before tax review boards of numerous Connecticut municipalities.

State of Connecticut - General Certified Real Estate Appraiser - License No. RCG.0000618 - Effective 05/01/11 to 04/30/12

#### **Educational Background**

Graduated Magna Cum Laude from the University of Bridgeport with a Master's Degree in Business Administration.

Graduated Magna Cum Laude from the University of Connecticut with a Bachelor of Science Degree in Business Administration.

#### **Appraisal Education**

Member of the Appraisal Institute, Member No. 9219.

The Appraisal Institute is the result of the January 1, 1991, unification of the American Institute of Real Estate Appraisers and the Society of Real Estate Appraisers. Completed courses that were formerly offered by AIREA and the Society are recognized by the Appraisal Institute.

Successfully completed courses or challenged examinations for the following:

- AIREA 1A1: Real Estate Appraisal Principles
- AIREA 1A2: Basic Valuation Procedures
- AIREA 1BA: Capitalization Theory and Techniques - Part A
- AIREA 1BB: Capitalization Theory and Techniques - Part B
- AIREA 2-1: Case Studies in Real Estate Valuation
- AIREA 2-2: Report Writing and Valuation Analysis
- AIREA SPP: Standards of Professional Practice

**EXHIBIT B**

**Professional References**

**Sample Client References for  
Patrick J. Wellspeak, MAI**

<b>Client/Firm</b>	<b>Telephone Number</b>	<b>Profession</b>
Louis Pepe, Esquire Pepe & Hazard, LLP	860-241-2636	Attorney
Ronald E. Kowalski, II, Esq. Cacace, Tusch & Santagata	203-327-2000	Attorney
John W. Cannavino, Esquire Cummings & Lockwood	203-351-4447	Attorney
James Budinetz, Esquire Pepe & Hazard, LLP	860-241-2693	Attorney
Gregory F. Servodidio, Esquire Pullman & Comley, LLC	860-424-4332	Attorney
John Wayne Fox, Esquire Curtis, Brinckerhoff & Barrett	203-324-6777	Attorney
Brian T. Henebry, Esquire Carmody & Torrance, LLP	203-573-1200	Attorney
Steven M. Alden Debevoise & Plimpton, LLP	212-909-6481	Attorney
Robert C. Feldman, Esquire Weil, Gotshal & Manges LLP	214-746-7744	Attorney
Donna Nelson Heller, Esquire Finn Dixon & Herling, LLP	203-325-5028	Attorney
James Fagan Cushman & Wakefield	203-326-5830	Broker
Jeffrey Dunne CB Richard Ellis	203-352-8928	Broker
John Sheehan Delmhorst & Sheehan	212-286-8900	Broker
Therese Rutherford People's Bank	203-338-3692	Lender
David Valente Town of Glastonbury	860-652-7604	Municipal

**EXHIBIT C**

**Information Request**

## **INFORMATION REQUEST LIST**

### **Contact**

1. Contact name and phone number of appropriate person or persons to arrange for a property inspection and to ask questions regarding property owner documents.

### **Property Information**

1. Plot plans or survey for the property;
2. Engineering reports on the property;
3. Legal description

### **Financial Information**

1. Not Applicable

### **Market Information**

1. Any "unusual" conditions we should consider in our analysis





WESTPORT CONNECTICUT  
BOARD OF FINANCE

ITEM  
# 9

UNAPPROVED MINUTES

EXECUTIVE SESSION

The Board of Finance met on **Wednesday, January 4, 2012** at 7:30 p.m. in Room 309 of Town Hall to discuss the heart and hypertension claim of Michael Gudzik. Mr. Lasersohn moved and Mr. Pincavage seconded a motion to go into executive session at 7:32 p.m.

**Vote: 7-0 Motion approved.**

No action was taken.

Mr. Lasersohn moved and Mr. Rea seconded a motion to exit Executive Session at 7:58 p.m.

**Vote: 7-0 Motion approved.**

Members present: Collins, Garten, Kaner, Lasersohn, Pincavage, Rea, Stern

PUBLIC HEARING

The Board of Finance held its Public Hearing on **Wednesday, January 4, 2012** at 8:00 p.m. in the Auditorium of Town Hall. The meeting was called to order at 8:03 p.m.

Members present: Collins, Garten, Kaner, Lasersohn, Pincavage, Rea, Stern

AGENDA

DISCUSSION

1. Report from First Selectman on Hiring of New Actuarial Firm and Finance Director.

Mr. Joseloff announced the hiring of Gary Conrad as Finance Director and the firm of Milliman as actuaries. No action was taken.

2. Financial Report from the Finance Director.

Mr. Kondub presented financial results for the first five months of the fiscal year. No action was taken.

3. Status Update from the Internal Auditor - Railroad Parking.

Ms Scully presented her final Internal Audit report on railroad parking dated January 4, 2012. No action was taken.

#### **TRANSFERS IN THE 2011-2012 BUDGET**

4. A request by the Parks & Recreation Director for a transfer of \$24,000 from the Golf Budget Account #10108832-511000 (Salaries) to the Golf Budget Account #10108832-513000 (Extra Help & Overtime) in order to use seasonal staff rather than filling a retired full-time position.

**Vote 7-0 Motion approved.**

5. A request by the Parks & Recreation Director for a transfer of \$24,000 from the Parks Maintenance Budget Account #10108831-511000 (Salaries) to the Parks Maintenance Budget Account #10108831-513000 (Extra Help & Overtime) in order to use seasonal staff rather than filling a retired full-time position.

**Vote 7-0 Motion approved.**

#### **APPROPRIATIONS IN THE 2011-2012 BUDGET**

6. A request by the Parks and Recreation Director for an appropriation of \$19,734 from the Wakeman Town Farm Special Revenue Fund to various Wakeman Town Farm budgetary accounts for the operation of the Wakeman Town Farm for the balance of the 2011-12 fiscal year.

**Vote 7-0 Motion approved.**

7. A request by the Public Works Director for an appropriation of \$320,750 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account (Repairs: Hurricane Irene) to fund various repair projects resulting from Hurricane Irene damages (75% reimbursable by FEMA).

**Vote 7-0 Motion approved.**

#### **REVIEW**

8. Review and recommend the issuance of refunding bonds as outlined by the Finance Department.

Ms Collins moved and Mr. Rea seconded a motion to recommend the Resolution Authorizing General Obligation Refunding Bonds as outlined by the Finance Department.

**Vote: 7-0 Motion approved.**

## COMMITTEE REPORTS

9. Reports from Board of Finance Subcommittee Chairs.

Ms Collins, Mr. Pincavage, Mr. Stern, Ms Garten and Mr. Rea briefly reported on activities during the month of December. No action was taken.

## APPROVAL OF MINUTES

10. Approve the Board of Finance Minutes of the December 7, 2011 regular meeting.

Mr. Rea moved and Mr. Pincavage seconded a motion to approve the minutes of the December 7, 2011 regular meeting,

**Vote 7-0 Motion approved.**

## CALENDAR REVIEW

11. Review the proposed BOF calendar for 2012.

No action was taken.

## ADJOURNMENT

Mr. Rea moved and Mr. Lasersohn seconded a motion to adjourn at 9:43 p.m.

**Vote 7-0 Motion approved.**

# WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON  
Superintendent of Schools

110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
TELEPHONE: (203) 341-1025  
FAX: (203) 341-1029

ITEM #10

January 13, 2012

Mr. Avi Kanner  
Board of Finance  
Town of Westport  
Town Hall  
110 Myrtle Avenue  
Westport, CT 06880

Dear Avi:

Please find appended to this letter the "Town of Westport Appropriation Request Form" that is relevant to the Board of Education's request for funding for the recoating of the Hypalon roof sections at Coleytown Middle School. Attached are the Board of Education approved resolutions and the budget forecast for this project that were adopted at the December 1, 2011 meeting of the Board of Education.

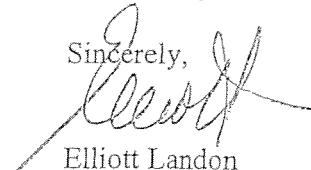
Also included with this letter is a second *Appropriation Request Form* that is related to the Board of Education's request for an appropriation to purchase a hybrid electric/diesel fuel school bus that will result in *no cost* to the Town.

The roof project has been included in the Board of Education and Town Capital Forecasts for the past four years. Although the request has been delayed by the Board of Education for several years for financial reasons, it is essential that the recoating of these 1994 roof sections be performed during the summer of 2012 if we are to maintain a watertight exterior perimeter at the Coleytown Middle School. The estimated budget for the project is \$152,000. This project is not eligible for state grant funding.

The hybrid electric/diesel fuel bus purchase has been made possible through a grant from the State of Connecticut Department of Transportation and is available only to public entities. Under this grant, the Town would be required to provide funding for the purchase of the bus in the amount of \$145,931. Of this sum, the Town would be reimbursed \$63,584 by the State and the remaining \$82,347 would be paid to the Town in two equal installments of \$41,173.50.

We would appreciate your placement of these requests on the agenda of the Board of Finance for the meeting that is scheduled for February 1, 2012.

Sincerely,

  
Elliott Landon  
Superintendent of Schools

Date: 1-12-2012

TOWN OF WESTPORT  
APPROPRIATION REQUEST FORM

SECTION #1 (Who Is Making Request?)

Department: WESTPORT PUBLIC SCHOOLS

Requested By: Dr. Elliott Landon, Superintendent of Schools

SECTION #2 (What Is Being Requested?)

Appropriation Request Dollars: \$152,000

Financing Structure: \_\_\_\_\_

SECTION #3 (Why Is Request Being Made?)

Operating Rational: THE HYPALON ROOF SECTIONS AT COLEYTOWN MIDDLE SCHOOL WERE INSTALLED IN 1994 WITH A 15 YEAR WARRANTEE. THE ROOF IS NOW 17 YEARS OLD AND DETERIORATING IN CONDITION. - (SEE ATTACHED DECEMBER 1, 2011 MATERIALS)

Demonstrated Need: THE CHOICE OF RESURFACING THE ROOF SECTIONS AND RECEIVING A NEW 10 YEAR WARRANTEE IS MORE COST EFFECTIVE THAN REPLACING THE ROOF SECTIONS.

In Capital Forecast: Yes X No \_\_\_\_\_

If No, Reason Why: \_\_\_\_\_

Change To Capital Forecast (Plus/Minus) REDUCED BY \$98,000

And Why Difference: UPDATED ESTIMATES FROM ENGINEERS

SECTION #4 (How To Evaluate Request From Financial perspective?)

Benchmarks (Comparable) Available: ACTUAL COSTS DETERMINED WHEN PROJECT IS BID

Basis For Cost Estimate (Bidding process/Past Experience/Pro-Forma Estimates):

ESTIMATE PREPARED BY SILVER, PETRUCELLI & ASSOCIATES

**SECTION #5** (What is Process Required Preceding Or Following BOF & RTM Approvals?)

List Approvals Required/Obtained/Pending (Attach All Submissions/Responses): BOARD OF FINANCE AND RTM APPROVALS REQUIRED

Any Public Hearings/Comments (Summarize & Provide Both Positive/Negative Examples):

DISCUSSED AND APPROVED BY BOARD OF EDUCATION

Are any Required Approvals Not Granted Likely To Affect Funding Request? (Impact On

Revenues or Reimbursements): NO BID OR PROJECT AWARD CAN BE CONDUCTED WITHOUT THE FUNDING APPROVAL BY THE BOARD OF FINANCE AND THE RTM

**SECTION #6** (What Happens To Town Finances If Request Approved?)

Impact On Department's Current Budget Increase Over Last Year: NOT APPLICABLE  
Impact, If Any, On Department's Operating Costs (Plus Or Minus): NOT APPLICABLE  
Ancillary Costs Associated with request (Maintenance Contracts, Supplies, etc.):

ROOF REPAIR COSTS WILL BE REDUCED WITH RECOATED ROOF SECTIONS

Useful Life Of Capital Asset (Compared To Item Being Replaced and Other Benchmarks): 10  
ADDITIONAL YEARS IN OPERATION BEFORE ROOF REPLACEMENT REQUIRED

Impact On Net Contribution To Town's Total Debt and Annual Debt Service: UNKNOWN  
Cost Per User (Or Per Use) Per Year: UNKNOWN  
Revenues Attached to Asset's Use, If Any: NONE

**SECTION #7** (What Happens If Not Approved?)

Alternatives To Request (Outsourcing, Rental, Leasing, etc.): NONE

Ramifications To Delaying Or Denying Request: ROOF FAILURE

  
Signature

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**MEMORANDUM**

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**TO:** ELLIOTT LANDON  
SUPERINTENDENT OF SCHOOLS

**FROM:** NANCY J. HARRIS  
ASSISTANT SUPERINTENDENT FOR BUSINESS

**SUBJECT:** COLEYTOWN MIDDLE SCHOOL HYPALON ROOF RECOATING PROJECT

**DATE:** DECEMBER 1, 2011

**CC:** C. SCHMARR, PROJECT FILE

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The Board of Education has planned to recoat the folded plate roof areas of Coleytown Middle School covered in Hypalon roofing materials over the gymnasium, library, and art wings. The roof was installed in 1994 with a fifteen (15) year warrantee.

Funds for this project have been included in the Board of Education Five Year Capital Forecast for the past several years. The Coleytown Middle School roof is now 17 years old and we are noticing that the textural material of this roof is washing away on a regular basis. There are a greater number of leaks appearing, especially in hard downpours and driving rain. The Town wide Maintenance Committee noted the need for this recoating in a report dated January, 2010 based on a November, 2009 inspection of Coleytown Middle School. Our roofing contractor, Silktown Roofing, has also indicated these roofs have reached maximum useful life under the current condition. At the completion of this project we expect to extend the life of this roof by approximately ten years. At that time all of the Hypalon roofing surfaces will require replacement.

William Silver, partner in the architectural firm of Silver, Petrucelli and Associates, of Hamden, Connecticut, has provided the budget estimate for this project. He has developed the design specifications and will prepare bid documents, review bidders, make recommendation for award, and provide oversight of the project upon approval of the funding request.

The estimated budget, including architectural fees is estimated at \$151,131. Therefore, I am requesting that the Board of Education (BOE) approve a funding request of \$152,000 to the Board of Finance for this recoating project. You will note that this project will not be eligible for state reimbursement as it is a roof recoating maintenance type project. The state will not reimburse any town for normal repair and maintenance items.

- The revised funding request is \$98,000 less than that included in the BOE Five Year Capital Forecast.
- The actual cost of the project will not be confirmed until the bid is awarded.

In order to expedite this project, we recommend that the Public Site & Building Committee and the Board of Education be jointly designated as the Building Committee for the project. Nancy Harris would act as project manager.

Attachments  
NJH:abm

**EDUCATION SPECIFICATIONS  
FOR  
COLEYTOWN MIDDLE SCHOOL  
PARTIAL ROOF RECOATING PROJECT**

The Westport Public Schools will recoat the 1994 sections of folded plate Hypalon roofs in order to maintain the watertight condition of the school. Coleytown Middle School was built in 1964 with additions in 1998 and 1999.

**PURPOSE:**

The Hypalon roof areas on areas of the building are seventeen (17) years old and are in need of recoating in order to maintain watertight conditions and extend the useful life by an additional ten (10) years. The roofing areas of approximately 35,188 square feet show significant wear appropriate for their age. The watertight nature of the roof areas have been maintained by contracting for roof repairs on an ongoing basis. Leaks are a regular occurrence and can have a negative impact on the structural integrity of the building and on the Indoor Air Quality (IAQ) within the school.

**SCOPE:**

This project will replace approximately 35,188 square feet of folded plate roofs located over the gymnasium, library, and art rooms and throughout the building. These seventeen year old roofs will be recoated with a chlorosulfonated polyethylene (CSPE) synthetic rubber material that will extend the expected life to ten additional years. The Board of Education expects to reduce repairs and maintenance costs with this roof replacement project. The recoated roofs will meet all requirements regarding insulation, pitch, and drainage.



ADMINISTRATIVE RECOMMENDATION:

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the project to recoat the seventeen year old folded plate roofs at Coleytown Middle School, and**

**Be It Further Resolved, that the Board of Education approves the Education Specifications and the Proposed Budget for the above project, as included with this memorandum; directs the administration to request project approval and funding from the Board of Finance and the Representative Town Meeting; and requests that the Representative Town Meeting designate the Public Site and Building Committee and the Board of Education as the joint School Building Committee for this project.**

**PARTIAL ROOF RE-COATING COLEYTOWN MIDDLE SCHOOL**

65 EASTON ROAD, WESTPORT CT

02-Nov-11

Owner: TOWN OF WESTPORT

JOB NO: 11.127

OPINION OF PROBABLE CONSTRUCTION COST  
35,188 (SQUARE FEET)

RE-COAT EXISTING HYPALON ROOF MEMBRANE

SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		LABOR COST		ALLOWANCE	TOTAL \$
				UNIT \$	TOTAL	UNIT \$	TOTAL		
	OTHER COSTS								
	BONDS, INSURANCE & PERMIT PER STATE LAW	1	LS					\$2,500.00	\$2,500
	OTHER SUB-TOTAL								\$2,500
	DIVISION SEVEN								
	CLEAN EXIST ROOFS	1	LS	\$0.00	\$0	\$15,000	\$15,000		\$15,000
	HYPALON PRIMER	250	GAL	\$58.00	\$14,000	\$18.00	\$4,500		\$18,500
	HYPALON FINISH COAT	750	GAL	\$71.00	\$53,250	\$18.00	\$13,500		\$66,750
	DIVISION SEVEN SUB-TOTAL								\$100,250
	CONSTRUCTION COST PER SQUARE FOOT = \$3.65								SUBTOTAL = \$102,750



SILVER/ PETRUCCELLI + ASSOCIATES  
Architects/ Engineers/ Interior Design

3190 Whitney Avenue  
Hamden, CT 06518  
Phone: 203 230 9007 ext. 203  
Fax: 203 230 8247  
www.silverpetrucci.com

GEN. CONDITIONS 10.00% \$10,275  
OVERHEAD & PROFIT 15.00% \$15,413  
**CONSTRUCTION TOTAL = \$128,438**

A/E DESIGN FEES = \$4,850  
ENVIRONMENTAL TEST/DESIGN FEES \$0  
A/E CONSTRUCTION ADMIN FEES= \$2,000  
BID PRINTING, LEGAL NOTICES = \$3,000  
CONSTRUCTION CONTINGENCY = 10.00% \$12,844

**PROJECT TOTAL: \$161,131**

ITEM  
# 11

Date: January 13, 2012

TOWN OF WESTPORT  
APPROPRIATION REQUEST FORM

SECTION #1 (Who Is Making Request?)

Department: WESTPORT PUBLIC SCHOOLS

Requested By: Dr. Elliott Landon, Superintendent of Schools

SECTION #2 (What Is Being Requested?)

Appropriation Request Dollars: \$145,931

THIS APPROPRIATION REQUEST IS FOR THE PURCHASE OF A HYBRID DIESEL ELECTRIC SCHOOL BUS TO BE OPERATED IN WESTPORT AND HAS BEEN STRUCTURED SO AS TO BE COST NEUTRAL TO THE TOWN

Financing Structure: UNDER THE FEDERAL CONGESTION MITIGATION AIR QUALITY (CMAQ) INITIATIVE THROUGH THE STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION, A GRANT IS AVAILABLE TO OFFSET THE INCREMENTAL COST BETWEEN A TRADITIONAL DIESEL BUS AND A HYBRID DIESEL/ELECTRIC SCHOOL BUS.

THE GRANT IS ONLY AVAILABLE TO PUBLIC ENTITIES, INCLUDING TOWN GOVERNMENTS AND IS PAYABLE UPON SUBMISSION OF A PAID INVOICE, FOLLOWING RECEIPT OF THE HYBRID VEHICLE. UNDER THE TERMS OF THE GRANT THE TOWN WOULD BE RESPONSIBLE FOR THE BASE COST OF THE CONVENTIONAL BUS AND AGREES TO OWN THE VEHICLE FOR TWO (2) YEARS.

DETAILS OF THE DOT GRANT FOR PURCHASE OF HYBRID BUS:

1. TOWN TO PROVIDE "UP FRONT" FUNDING OF \$145,931
2. TOWN PURCHASES HYBRID DIESEL/ELECTRIC SCHOOL BUS APPROVED BY DOT
3. TOWN SUBMITS PROOF OF PURCHASE, DELIVERY AND PAYMENT TO STATE
4. STATE REIMBURSES TOWN \$63,584.
5. TOWN TO ENTER INTO TWO (2) YEAR LEASE WITH DATTCO, WESTPORT TRANSPORTATION PROVIDER
6. TERMS OF LEASE –
  - a. BASE COST OF BUS ( \$82,347) TO BE PAID TO THE TOWN BY DATTCO, IN TWO EQUAL PAYMENTS OF \$41,173.50 PER YEAR
  - b. INTENT TO TRANSFER TITLE AT END OF LEASE WITH FINAL PURCHASE PRICE \$452.90, THE ESTIMATED INTEREST ON THE COST OF CAPITAL INVESTED BY THE TOWN OF WESTPORT.

- c. LEASE BETWEEN THE TOWN AND DATTCO TO BE REVIEWED AND APPROVED BY TOWN ATTORNEY AND BOARD OF SELECTMEN.

**SECTION #3 (Why Is Request Being Made?)**

Operating Rational: THE OBJECTIVES OF THE FEDERAL CMAQ INCLUDE THE FOLLOWING:

- IMPROVE LOCAL AIR QUALITY
- REDUCE DEPENDENCE ON PETROLEUM BASED FUELS
- ENHANCE PUBLIC AWARENESS OF ALTERNATIVE FUEL BASED TECHNOLOGIES
- PROVIDE INCENTIVE FOR ENTITITES TO ADOPT CLEAN FUEL TECHNOLOGIES

Demonstrated Need: THIS WOULD PROVIDE THE BOARD OF EDUCATION AND THE TOWN THE OPPORTUNITY TO EXPERIMENT WITH HYBRID TECHNOLOGY; REDUCE DIESEL EMISSIONS; REDUCE NOISE, SUPPORT ENVIRONMENTAL CONCERNS, AND SAVE ON DIESEL FUEL CONSUMPTION.

In Capital Forecast: Yes \_\_\_\_\_ No X

If No, Reason Why: UNANTICIPATED GRANT OPPORTUNITY THROUGH THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION

Change To Capital Forecast (Plus/Minus) NONE

And Why Difference: N/A

**SECTION #4 (How To Evaluate Request From Financial perspective?)**

PAY BACK TO TOWN IN TWO YEARS

Benchmarks (Comparable) Available: COMPARISON OF MAINTENANCE COSTS AND FUEL CONSUMPTION BETWEEN DIESEL BUS AND HYBRID BUS

Basis For Cost Estimate (Bidding process/Past Experience/Pro-Forma Estimates): PRICING FROM STATE BID

**SECTION #5 (What is Process Required Preceding Or Following BOF & RTM Approvals?)**

List Approvals Required/Obtained/Pending (Attach All Submissions/Responses): REQUIRE BOARD OF FINANCE AND RTM APPROVAL. ALSO REQUIRE TOWN ATTORNEY REVIEW OF TWO (2) YEAR LEASE PRIOR TO SELECTMAN APPROVAL OF LEASE.

Any Public Hearings/Comments (Summarize & Provide Both Positive/Negative Examples):

BOARD OF EDUCATION DISCUSSION WITH BOE POSITIVE VOTE ON DECEMBER 19, 2011.

Are any Required Approvals Not Granted Likely To Affect Funding Request? (Impact On Revenues or Reimbursements): YES, IF NOT APPROVED GRANT CANCELLED.

**SECTION #6 (What Happens To Town Finances If Request Approved?)**

Impact On Department's Current Budget Increase Over Last Year: NO IMPACT

Impact, If Any, On Department's Operating Costs (Plus Or Minus): POSSIBLE DECREASE IN USE OF DIESEL FUEL

Ancillary Costs Associated with request (Maintenance Contracts, Supplies, etc.):

UNSURE OF ADDITIONAL MAINTENANCE COSTS

Useful Life Of Capital Asset (Compared To Item Being Replaced and Other

Benchmarks): USEFUL LIFE OF VEHICLE ESTIMATED AT 10 YEARS

Impact On Net Contribution To Town's Total Debt and Annual Debt Service: UNKNOWN

Cost Per User (Or Per Use) Per Year: \_\_\_\_\_

Revenues Attached to Asset's Use, If Any: \_\_\_\_\_

**SECTION #7 (What Happens If Not Approved?)**

Alternatives To Request (Outsourcing, Rental, Leasing, etc.):

\_\_\_\_\_

Ramifications To Delaying Or Denying Request: CANCEL GRANT APPLICATION – NO HYBRID VEHICLE PURCHASED

\_\_\_\_\_  
Signature

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## INTEROFFICE MEMORANDUM

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**TO:** ELLIOTT LANDON  
SUPERINTENDENT

**FROM:** NANCY J. HARRIS  
ASSISTANT SUPERINTENDENT FOR BUSINESS  
AND  
SANDRA EVANGELISTA  
TRANSPORTATION COORDINATOR

**SUBJECT:** HYBRID BUS GRANT PROPOSAL

**DATE:** DECEMBER 15, 2011

**Cc:** Transportation file

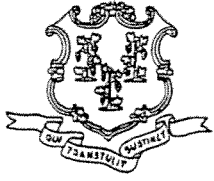
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The Connecticut Department of Transportation has allocated grant funds to municipalities as an incentive to purchase/operate alternative/clean fuel student transportation vehicles. A grant application was made to the 2011 Connecticut Clean Fuel program and the Westport Public Schools received approval for funding to purchase a hybrid diesel electric school bus. The grant program is designed so that the municipality pays the full cost of the electric and ultra-low sulfur diesel hybrid school bus. The grant of \$63,584 will be paid to the municipality upon purchase of the bus. The lease between the municipality and the bus company provides for full reimbursement to the municipality in two (2) equal lease payments over the two year term of the lease. At the end of the two years, the municipality will convey title to the bus company for the sum of one dollar.

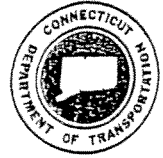
The state bid out the specific vehicle for this grant, the cost of the vehicle is \$145,931. The state grant funds the difference between a traditional school bus and the cost of the hybrid vehicle (\$63,584) upon the receipt of a properly executed sales agreement between the Town and the vendor. The Town of Westport would be responsible for the balance of the cost (\$82,347) which it would recover over two years. Dattco, our transportation provider, has agreed to make two annual lease payments to the Board of Education in the amount of \$41,173.50 to cover total cost of the hybrid bus after which they would assume ownership of the bus. Dattco has also agreed to pay all maintenance and insurance costs on the vehicle.

A non-binding program confirmation letter acknowledging a commitment to the grant was signed earlier in the year and forwarded to the state. A notice was sent to the Board of Education at that time informing them of the grant program opportunity.

In order to proceed with this grant, we will need to request Town funding of the \$145,931 for up front funding of the bus. The grant of \$63,584 would be paid to the Town after the bus has been purchased and Dattco would pay the Town \$41,173.50 per year in compliance with the leasing arrangement that is noted above. The Board of Education and the various town bodies, including the Board of Finance, RTM and Board of Selectman, would need to approve funding for this project. The lease for the hybrid bus, provided by the State of Connecticut, would be reviewed by the Town Attorney and be approved by the Selectman. This would allow the Town to purchase the bus in February for delivery and use in the 2012-13 school year.



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



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

Phone:

June 14, 2011

Ms. Sandra Evangelista  
Coordinator Transportation &  
Other Business Services  
Westport Public Schools  
110 Myrtle Avenue  
Westport, CT 06880

Dear Ms. Evangelista:

It is my pleasure to inform you that the Department of Transportation (Department) has approved the Westport Public Schools request to receive funding under the 2011 Connecticut Clean Fuel program. The Department has approved the request for the following alternative fuel vehicle(s) at the following maximum incremental cost per vehicle:

One (1) IC Bus LLC, CE (PB105) Hybrid Diesel Electric School Bus @ \$63,584

Please complete and return the enclosed program confirmation form to the Department within 30 days. Also please make a copy for your records. The information on the program confirmation form will be used to prepare the project Agreement, which will detail the program requirements.

Program participants will be reimbursed only for the vehicle(s) specified in the Agreement at the maximum amount specified per vehicle in the Agreement. If the required dealer's invoice indicates a lesser incremental cost per vehicle, the program participant will be reimbursed that lesser amount.

If you have any questions, Mr. Kevin Peak, the Department's contact person for this program, can be reached at (860) 594-2807 or by e-mail at [kevin.peak@ct.gov](mailto:kevin.peak@ct.gov).

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael Sanders".

Michael A. Sanders  
Transit Administrator  
Bureau of Public Transportation

Enclosure

PRIORITY ORDER FOR  
MAJOR CAPITAL IMPROVEMENT PROJECTS TO BE FINANCED THROUGH BOND ISSUE

BOND ISSUE FINANCING FOR TOWN PROJECTS		Gross	Net Borrowing
NEW BOND ISSUE 2011-12			
	1. Levitt Pavilion Upgrade	1,000,000	1,000,000
(*)	2. Saugatuck Shores	1,000,000	1,000,000 (1)
(*)	3. Sewers: T.B.D. ( Imperial Ave)	2,300,000	2,300,000 (1)
<b>TOTAL:</b>		<b>4,300,000</b>	<b>4,300,000</b>
NEW BOND ISSUE 2012-13			
	1. Dredging Saugatuck River & Jesup Boat Docks	1,500,000	1,500,000
	2. Longshore Water Main Rehab	1,200,000	1,200,000
	3. Synthetic Turf Fields: LLES	650,000	650,000
<b>TOTAL:</b>		<b>3,350,000</b>	<b>3,350,000</b>
NEW BOND ISSUE 2013-14			
	1. Culvert: Dead Man's Brook	800,000	800,000
	2. Downtown Improvement Project	2,500,000	2,500,000
	3. Golf Building / Associated Improvements	4,000,000	4,000,000
	4. Library	5,000,000	5,000,000
	5. Sewer Contract 65	1,250,000	1,250,000 (1)
	6. Synthetic Turf Field: CMS	800,000	800,000
<b>TOTAL:</b>		<b>14,350,000</b>	<b>14,350,000</b>
NEW BOND ISSUE 2014-15			
	1. Firehouse Renovation: Stations #4 and #5	6,560,000	6,560,000
	2. Parks and Recreation Maintenance Facility	1,000,000	1,000,000
	3. Police EMS Building Expansion	5,000,000	5,000,000
<b>TOTAL:</b>		<b>12,560,000</b>	<b>12,560,000</b>
NEW BOND ISSUE 2015-16			
	1. Fire Headquarters and Station 6 Renovation	6,560,000	6,560,000
	2. Saugatuck Parking Improvements	3,000,000	3,000,000
	3. Sewers Contract #66	1,250,000	1,250,000 (1)
<b>TOTAL:</b>		<b>10,810,000</b>	<b>10,810,000</b>
<b>TOTAL TOWN PROJECTS FINANCING:</b>		<b>45,370,000</b>	<b>45,370,000</b>
BOND ISSUE FINANCING FOR BOARD OF EDUCATION PROJECTS		Gross	Net Borrowing
NEW BOND ISSUE 2011-12			
(*)	1. CES Windows/Doors Replacement	245,000	245,000
(*)	2. CMS Air Handling Units	100,000	100,000
	3. CMS Roof	250,000	250,000
(*)	4. KHES Ventilation Upgrade	1,500,000	1,500,000
(*)	5. KHES Exterior Brick Repointing	282,000	282,000
(*)	6. LLES Gymnasium Ventilation Upgrade	100,000	100,000
	7. Oil Tank Replacement	269,000	269,000
(*)	8. SES Repoint Exterior	163,000	163,000
	9. SHS Athletic Facility Improvement	190,000	190,000
	10. SHS Settlement	370,000	370,000
<b>TOTAL:</b>		<b>3,469,000</b>	<b>3,469,000</b>