

RTM Meeting  
September 1, 2020

**The call**

1. To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Public Works, to approve an appropriation of \$227,000.00 to the Sewer Reserve Fund Account for the replacement of the second Bar Screen Rack and Skylight at the Westport Water Pollution Control Facility.
2. To take such action as the meeting may determine, upon the request of the Director of Public Works, to approve an appropriation of \$54,000.00 to the Sewer Reserve Fund Account for engineering services for the evaluation and design for the upgrade of Pump Station 3 and its Force Main.
3. To take such action as the meeting may determine, upon the recommendation of the Finance Director, to authorize the refunding of the WPCF State Funded Debt Issue (Clean Water Fund debt) in the amount of \$15,000,000.
4. To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Finance Director, to approve an appropriation of \$400,000.00 from the General Fund Balance to the Special Accounts set up under COVID-19.
5. ~~To take such actions as the meeting may determine, upon the recommendation of the Finance Director, to approve a FICA alternative retirement plan for seasonal and part time employees.~~ **To be addressed at a later meeting.**
6. To take such actions as the meeting may determine, upon the recommendation of the Board of Finance, in accordance with C.G.S. Section 10-222a and a request by the Superintendent of Schools, to approve an appropriation of \$100,351.80 to the 2019-2020 Budget, BOE Rentals and Reimbursements Expenditure Account.

**Minutes**

Good evening. This meeting of Westport's Representative Town Meeting is now called to order and we welcome those who are joining us the evening. My name is Velma Heller and I'm the RTM Moderator. Procedures for this Electronic Meeting: Pursuant to the Governor's Executive Order No. 7B, this meeting is being held electronically. It will be live streamed on westportct.gov, and shown on Optimum Government Access Channel 79 or Frontier Channel 6020. Members of the electorate who wish to have their comments read during the public comment period for each agenda item may email their comments to [RTMcomments@westportct.gov](mailto:RTMcomments@westportct.gov). We will make every effort to read comments if they state your full name and address and are received during the comment period for each agenda item. Public comments will be limited to three minutes. Please note that meeting materials are available at westportct.gov along with the meeting notice posted on the Meeting List and Calendar page.

Tonight's invocation will be delivered by Dr. Benjamin Greenblatt, M.D., Chairman of the Department of Emergency Medicine at Norwalk Hospital. Upon his appointment in 2015,

the hospital administration cited his broad background in both pediatric and adult emergency medicine noting 'He possesses the essential skills and experience going forward and will foster the transformation and future of emergency medicine services in our region.' Dr. Greenblatt is a Board Certified Emergency Physician with extensive experience in emergency medicine. We are fortunate to have him with us this evening, particularly in this time of COVID-19.

Invocation, Dr. Benjamin Greenblatt:

Thank you very much for that very nice introduction. This is my first time addressing this group and when Jeff contacted me, I was sort of thrilled to give you an update of what we have been doing in the hospital, just to give you an idea of what we're doing to keep the community safe. A little bit about me: I've been here in Westport for five years. I'm here with my beautiful family and I'll get in trouble if I don't mention my daughter and son who are going into the third and fourth grade in Long Lots Elementary. We all love it in Westport. When I got here, Norwalk Emergency Department was in the midst of a renovation. That ties in nicely because part of that renovation was breaking the older Emergency Department into these newer distinct pods. Each of these pods had negative pressure rooms. At the time, we thought it might be too many negative pressure rooms and why was it so segregated and for this pandemic, it ended up working quite nicely for us. To speak a little bit about how we care for patients, it really starts in the pre-hospital arena. Deputy Director Hartog and our EMS Medical Director, we collaborate closely. We work with other EMS Directors in the surrounding communities. So, we have a plan of how to bring patients in, how the ambulances are cleaned before they leave the hospital so that every pickup that they have is safe. Once you get to the hospital, I think a lot of people didn't realize we have adopted what is considered the best practices, which is we have a hot zone in the Emergency Department where any patients who are suspected, any patient who has a fever or a cough, they will go to this distinct pod that I was describing earlier and all other patients will go to the Emergency Department. In that pod, we are set up with different staffing levels, different levels of PPE, and we have the rooms outfitted a little differently in case we need to intubate anybody. Those were some of the things we were doing initially. As the pandemic was developing, one of the things which I've never experienced was the amount of information that was coming out and we were learning about it so quickly. Things were changing by the day. We didn't know how to handle some of the things initially. Some of the thinking was we should intubate people early and help them breathe. We later found out that maybe that wasn't the best idea. We put them in a prone position. We later found out that many of these patients had clotting disorders effecting their lungs, effecting their hearts, increasing the rate of heart attacks, strokes, so we were really learning this on the fly. I've heard it described as 'building a plane as you're flying it.' We're really trying to learn in terms of isolating whole departments and making parts of the department a negative pressure area. As the pandemic picked up, we found that we were quite tight with our PPE, although, we never ran out and we got very tight with our ventilators. We didn't run out but we came close so that was a concern. So, one of the things we did and we still have it to this day is we erected a forward triage tent as a way we could keep a tent outside for people who arrived at the Emergency Department who weren't quite ill but may have had COVID or flu, they

wouldn't have to come into the Emergency Department and possibly get sick and it also allowed us to not use as much PPE as we would have used otherwise. Every time someone arrives, the original triage nurse may have to use a mask and a gown; the doctor that sees her, so we could really decrease the amount of PPE being used by just having the tent outside. So, we got State approval for that and we have maintained that. At one point, we had this dedicated pod with 10 dedicated rooms and we were using that. As the pandemic evolved, we found out that we needed to have another pod and, at one point, a third pod was used. We expanded out. At one point, it felt like everybody had COVID. I'd be remiss if I didn't mention that the rest of the hospital did a fantastic job. We expanded our ICU capacity. We closed our GI suite and made that into an ICU. We had to repurpose staff so surgeries, as you may have heard, were stopped so a lot of the PA's and the doctors ended up going onto the hospital service or the ICU. Some of them even came down to the Emergency Department to help out at that time. So, it was really a team effort by the hospital, which was great. So, we got through that and as we sort of expanded out, you don't realize at the time that you may have peaked, then it slowly started to come down. We went down to two pods and then one pod and now we're using half a pod but we still have maintained our triage tent. The reason I bring that up is that we actively have planned for about a month now for a potential second surge. So, we are going to leave that up in case we need it and we already have some plans in place, should we need it. I think we've learned some lessons. We want to be able to see patients before they come in; be able to take care of them. Testing is another thing that's changed. If you recall, when we first started doing this, the Department of Health, it was a four or five day test. We had to send it only to the Department of Health. Now we have a rapid test. It takes about 15 minutes to run so, when you come to the Emergency Department, if you are going to be admitted, we can do that test. We do have another type of test that takes about 16 to 24 hours so we can offer that to some patients that come in. We are trying to be judicious about testing. The supply is limited. So, that's where we're at in terms of the hospital. I did want to mention one thing about the pandemic which is a fantastic story about the Westport community and, really, a lot of communities; one of the things we saw was how everybody pulled together. We received tons of food to support us there and that was extremely nice but there were some individuals who went above and beyond. I wanted to publicly thank them. One of them was a psychiatrist who gathered a couple of people together and bought two ventilators for the hospital. There were just four or five people in his office. That was Dr. Mohamed Elsamra. So, he got two ventilators and had them delivered to the hospital and they were needed. We kept them here in the hospital. They are on loan right now but they will come back to us as we prepare for the surge. Mr. Jake Axel who owns a plastics company and, as their volume decreased, he actually came to my door and delivered thousands of masks to be used and offered to make all types of sanitizers. I want to just bring that to everybody's attention. We actually ran out of bleach at one point and people were bringing it to my wife and bringing it to my home. I was taking gallons of bleach to the hospital to the point where Environmental Services was asking me not to bring anymore. It was a real community effort which I'm so thankful for.

Dr. Heller:

Dr. Greenblatt, I really want to thank you for giving us such insight as to what has gone on at the hospital but also how our communities work together and how we pull together in a time of need. I think it's very inspirational to hear all of it. Thank you very much.

There were 32 members present. Ms. Kaplan, Ms. Bram and Ms. Lautenberg notified the Moderator that they would be absent. Mr. Kraut was also absent. Ms. Purcell arrived late.

### **Announcements**

Dr. Heller:

If you wish to speak, please unmute and turn on your video. It is nice for people to see you as you speak.

We will address the July minutes at the next meeting and I will explain all of that in a minute.

Birthday greetings to two people who are not with us this evening: Ellen Lautenberg and Jessica Bram. And I have to say there's one for Velma Heller and I am here. Congratulations to everybody.

I want to say a couple of words about Jessica Bram. As you all know, she has been through quite an ordeal and she is making great progress. She is at home recuperating. I assume she will not be with us this evening. Also, about Jackie Fuchs who was in the hospital. She was in ICU and then a surgical unit and then a medical unit. Again, she is making good progress and that explains the absence of minutes and her absence here this evening. So, bear with us. I know that she will get to it as soon as she possibly can but she seems to be doing well.

### **RTM Announcements**

Cathy Talmadge, district 6:

I wanted to make two announcements. First, Wakeman Town Farms annual fundraiser, Harvest Fest, is Sept. 12. It has been re-envisioned as a much smaller COVID-compliant event. It actually sold out in 15 minutes, 75 seats, but we are doing a curbside pickup. We're also contemplating an encore Harvest Fest on Sept. 25. The second announcement is the Friends of Sherwood Island Annual Fundraiser, Shorefest, which has been, in the past years, a lobster dinner in the pavilion with entertainment and a silent auction has been re-envisioned as Shorefest on a Roll. It's a circular route through the park with a podcast and entertainment along the way. The podcast explains the stations, entertainment and music. It's a very slow roll. No one can stop and you pick up a lobster roll dinner with dessert and a bottle of Samuel Adams at the exit of the park. That's Sept. 20. We're selling tickets in half-hour increments from 4:30 to 6:30.

Matthew Mandell, district 1:

Hi everyone. Good to see you. I have two announcements. One is a Chamber of Commerce and one is a Planning and Zoning Committee. Chamber of Commerce: As you know, we are continuing with our Supper and Soul Drive In Concerts. We

appreciate the town's support in doing this, bringing this to the community during the pandemic coming up on Sept. 11. Sad to tell all of you, it has already sold out. We will be running another concert and that's the weekend I want to talk about. We had originally scheduled the Dog Festival in May and due to the pandemic we rescheduled it to Oct. 4. We held out as long as we could but it's apparent we can't run it. We can't put that many people together. It would be irresponsible besides it being illegal. So, instead, we will be running back-to-back shows on Oct. 2 and Oct. 3. The bands are to be announced so look for those. When we say that tickets go on sale at 10 o'clock, we really mean it because if you are there at 10:20, you are not going to get tickets. These are very much appreciated by the community and everybody wants to come. The other thing is about the Planning and Zoning Committee and I've sent out information to them about this prior. What I like most about the RTM is that it is non-partisan. We are not Republicans and Democrats here, we are always looking out for what's best for Westport. What we are coming across and I'm researching it now is legislation at the State level that would essentially usurp the ability for a local town to determine its own zoning. There is a bill that's moving forward that would essentially allow for multi-family housing as a right within a half-mile from a train station. Westport has two. The other aspect is for multi-family housing a quarter mile from any commercial zone. So, just imagine, a quarter mile, each side of the Post Road. So, as a right, ancillary dwelling units, as well as not being able to rely on third party decision. So, if Conservation said that a project would be environmentally dangerous, that could not be used as a reason for denial. And, the list goes on. So, the Planning and Zoning Committee is looking at this. We will be looking at this further as it moves forward at the State level. The Planning and Zoning Commission also has some text amendments that we are looking at related to these. The Planning and Zoning Committee will be meeting, probably by the end of the month of September so we can keep track of it. These are very big issues and I think it's important for Westport to stay up on them and that's why the committee will probably take it on.

Rick Jaffe, district 1:

It pains me to mention the passing of a highly valuable member of our community, long-term resident, June Getraer. June was very active in everything: donor to the library, service to the town on town boards, Justice of the Peace. As a member of Westport Sunrise Rotary, there was no way you could turn around and hold an event without seeing her. There was no way you could take a picture of her running out of energy at the Duck Race because she never did. So, I'm sorry for her loss and we're all sorry for her loss.

Jeff Wieser, district 4: I see that Kristin Purcell is here.

Dr. Heller:

On tonight's agenda, with no objection, I would like to address item #6 first. It's the only Board of Ed. item and it's a pretty straight-forward item. Is there any objection? Seeing none, we will proceed with that. Please also note that the current item #5 will be addressed at a later meeting.

**The secretary read item #6 of the call - To approve an appropriation of \$100,351.80 to the 2019-2020 Budget, BOE Rentals and Reimbursements Expenditure Account. By show of hands, the motion passes unanimously.**

### **Presentation**

Elio Longo, Chief Financial Officer:

Good evening all. Good to see you all. Everyone seems to be in good health. I am here this evening on behalf of the Board of Education and Superintendent Scarice with a request for a special appropriation to the Board of Education Rentals and Reimbursements Account. At this time, I will share my screen. I do have an end of the year document, an interoffice memorandum to Mr. Scarice as Superintendent of Schools. The final action requested of the Board of Education, which has since been approved by the Board of Education, was a funds appropriation of \$100,351.80 for school rentals during the 2019/2020 period. The second page of the document summarizes all the activities during fiscal year 19/20. During fiscal year 19/20 we collected total receipts of \$100,351.80. Associated expenditures on the payroll side, our staff, the custodians, the custodial overtime, we had a total expenditure of \$30,872, related FICA and Medicare taxes of \$2,278, for a combined total payroll of \$33,150. Non-payroll expenditures totaled \$67,201. Detail on the revenue side of \$100,000: our major renters were Camp Gan Israel, \$74,580; Westport Academy of Dance, \$6,682; Westport Young Women's League, total receipts of \$4,900; all other rental entities under \$5,000, in total \$14,200. We had total receipts of \$100,352. On the expenditure side, a payroll total of \$33,150, a refund to Camp Gan Israel of a security deposit of \$10,000, finger printing, approximately \$2,400 leaving an operating balance surplus of \$54,832. What has been the practice for many years between the Board of Finance, the Board of Ed. and the RTM is to have a line item appropriation to the Board of Education's General Fund for electricity for fiscal year '20 in the amount of \$54,832. The Building and Rentals Fund is a break-even fund. We did have a profit of \$54,800 and it has been the practice, for years now, to apply the surplus to the General Fund electricity account. So, I respectfully request to Superintendent Scarice and the Board of Education an appropriation in the amount of \$100,351.80.

### **Committee report**

Finance Committee, Mr. Wieser:

As Elio very completely described it, this is an annual entry. It's really an accounting entry that has been in place every year that I have been on the Finance Committee. It is run the same way. Interestingly, the numbers are down a little bit from last year, probably because the rentals were down this spring. As Elio pointed out at the Finance Committee, they will be down a lot next year because Camp Gan Israel was not there this summer. So, it will look a little bit different. But this looks the same way it has the last 10 years. The electricity is really the plug figure which makes sure the expenses match the income. We met on August 25 to review the request and the Finance Committee voted 7-0 in favor of the request.

Dr. Heller:

We will ask for comments from the electorate. I will reiterate that Deputy Moderator Jeff Wieser will make every effort to read your comment if your name and address are included and your comment is received during the comment period. Public comments are limited to three minutes. A timer will go off when the three minutes are up. Mr. Wieser, do we have any comments on this item?

Mr. Wieser: I do not see any comments on this item.

Mr. Wieser read the resolution and it was seconded.

**RESOLVED:** That upon the recommendation of the Board of Finance, in accordance with C.G.S. Section 10-222a and a request by the Superintendent of Schools, the sum of \$100,351.80 to the 2019-2020 Budget, BOE Rentals and Reimbursements Expenditure Account is hereby appropriated.

Dr. Heller:

Our motion has been made and seconded. Thank you Mr. Klinge. Now is the time for RTM comments. I just want to remind RTM members that Jeff Wieser will be timing comments which should be limited to 10 minutes. He will alert members when there is a minute to go and when the time is up. If you wish to speak again, you may speak a second time and that is all. Be sure your mike is turned off when you are finished. Are there any RTM members who wish to comment?

### **Members of the RTM**

Wendy Batteau, district 8:

I have a couple of questions. Given what's been going on elsewhere this year, I wonder if you have any idea what the actual electricity figure would be. I assume it wouldn't be \$54,000. That is just the plug in figure. My number two question is I saw that the Board of Ed. and the Board of Finance worked out to transfer \$1,100,000 plus of unexpended funds that we'd appropriated to the BOE into the carryover account. Is that \$54,000 part of that \$1,100,000 or is that exclusive of that?

Mr. Longo:

Thank you for the questions. We do not track electricity as a direct cost in building rentals. Our total electricity spent for fiscal year is in the neighborhood of \$2 million. The \$54,000 is approximately 2.5 percent which I find to be a reasonable appropriation for the number of days and hours we rent our facilities. If anything, it's a bit on the low side. In response to your second question relating to the Board of Education's recent request for \$1.2 million, it's on the Board of Finance agenda for tomorrow evening. The Board of Finance deposited \$1.2 million. Tomorrow night I'm presenting a spending plan for the \$1.2 million. The \$1.2 million is the bottom line one percent surplus. We ended the year with a surplus closer to \$1.8 million. But the arrangement between the Board of Finance and the Board of Ed. in 2015 establishing the carryover account says it would cap at one percent of our budget. The \$1,182,000 is one percent of the prior year budget appropriation. To answer your question, is the \$54,000 part of the appropriation? Yes. I

don't know the specific line item. But the \$54,000 has an indirect pass through to the bottom line.

Ms. Batteau:

Thank you. Could you circulate to us the document that you are going to go over with the Board of Finance that shows how the \$1.2 million will be spent?

Mr. Longo:

Yes. I can do that. I will do that after tomorrow night's meeting with the Board of Finance. It is a public document so I can share it with the RTM.

Peter Gold, district 5:

This is a very small amount of money. This is supposed to be a break even account, right?

Mr. Longo:

By State Statute, all building rental receipts are to benefit the local Board of Education not the municipality. So it's break even when we pass through. If it's an operating profit, the decision was made several years ago, I've been with the district eight or nine years, before my time, the agreement made between the Board of Education and the funding bodies that any surplus dollars would apply as a credit to the General Fund.

Mr. Gold:

I've got no problem with that. The question that I have is this. Since the electricity number is a plug number which is determined after the fact, how do you know how much to charge them until you know the expenses after all the income comes in?

Mr. Longo:

Good question. Our rate structure is based on labor rates and building class rental fees. There is a calculus there that includes utility estimates on it but it should by no means be interpreted that we only charge the external entities for a break even rate.

Mr. Gold:

No. I am assuming you charge an actual amount and then you balance it with this plug number for electricity. But you mentioned in passing that the 2.5 percent for electricity was probably a little bit low. Are our rental rates a little bit low?

Mr. Longo:

Are they a little bit low? It all depends on what the market bears. Camp Gan Israel has been a wonderful partner for many years with the school district. We bring in revenues of \$70,000 or \$80,000 every year. It all depends on what the market can bear. I find that the current rates are reasonable.

Mr. Gold: Thank you.

Mr. Mandell:



I want to thank you, Elio, for taking the carryover money and planning how to use it first. Obviously, there has been a lot of friction over the years as to how that money is spent and, as an RTM member, I want to thank you for doing that.

Sal Liccione, district 9:

Are we going to have an account of the lost revenues due to the pandemic later on?

Mr. Longo:

The true impact of COVID-19 and school closure will be reported as part of the fiscal '21 report. For the majority of our building rentals, they occur during the summer months. Camp Gan Israel is a perfect example here. The rental was July/August of the last fiscal year which was pre-pandemic period. During July and August of current calendar year 2020, we did not rent our facilities. We did not rent late spring. That loss of revenue will be reported in approximately 10 months at the end of fiscal year '21. In a typical year, we would have building rental revenues in the neighborhood of \$140,000 to \$150,000. The request before the board this evening is for \$100,000. Suffice it to say, during the spring COVID, we lost anywhere between 25 to 33 percent.

**By show of hands, the motion passes unanimously.**

Mr. Longo: Thank you for your support and allowing me to jump the line.

**The secretary read item #1 of the call - To approve an appropriation of \$227,000.00 to the Sewer Reserve Fund Account for the replacement of the second Bar Screen Rack and Skylight at the Westport Water Pollution Control Facility. By show of hands, the motion passes 31-0-1. Mr. Lowenstein abstains.**

### **Presentation**

Pete Ratkiewich, Director of Public Works:

This is a request for replacement of Bar Screen # 2. When I took this position in 2018, one of my first requests was for the replacement of Bar Screen #1. Bar Screen racks are the front line on the sewer system and take out non-biodegradable solids out of the sewer stream before it goes into the biological process that cleans the effluent before it goes into the river. These are part of one unit. On the shared screen, these are the actual Bar Screen racks that are part of the sewage treatment. These units are continuously in motion. They are duplicate so we really only need to run one at a time. We also have a third Bar Screen rack that is run manually in the event that both of these go down at once. Essentially, the raw effluent for the sewage plant comes through one of these at a time and these are always rolling around and taking out solids from the stream. We replaced this one back in 2018 and we did it by taking out the skylight that is above it, pulling it out and putting it back in. The Bar Screen rack is about 15 years old. Since it is in constant motion, it is a high wear item. So, we staggered the replacement of them by two years and now, 2020, we are going to pull out the second one. While we are pulling out the second one, we are turning over the stream to the first one and then we'll pull this one out of the skylight, as well. This is basically all part of one piece of machinery made by

Andritz, a very specialized industrial machinery company. Basically, I have to use Andritz to purchase the new unit because if I didn't use Andritz, I'd have to replace both units, the entire piece of machinery. To summarize the estimate, the Bar Screen rack itself is about \$190,000. That price has increased over 2018 due to price increases in steel and materials. We use Kovacs Construction who did the first Bar Screen rack. They are doing the second Bar Screen rack, as well. They've got the process down. And there is our on call electrical service. We have a five percent contingency because we have done this before and we are fairly confident that we can get this done pretty quickly and the total coming to about \$227,000. So, that is the request. This is a vital part of our sewage treatment plant. In 15 years from now, we'll hopefully be replacing them again to keep them up to speed just like everything else in the plant. This plant operates 24/7 so it's vital that we keep it running. I'll entertain any questions.

### **Committees report**

Public Works and Finance Committees, Jay Keenan, district 2:

Public Works and Finance met last Tuesday to approve the appropriation for the Bar Screen rack. To point out, on the report, it says \$277,000. It should say \$227,000. As Pete said, the work consists of removing the existing skylight to gain access to the rack, remove and replace the rack and re-install the skylight. While the rack work is taking place Bar Screen Rack #1 will be on-line to accommodate the waste stream. Bar Screen Rack #1 was replaced in 2018. The life-expectancy of the rack is approximately 15 years. This rack is 16 years old. The work is part of the five year capital forecast and will be paid for by sewer use fees. All in attendance from committees voted unanimously to recommend approval to the full RTM.

### **Members of the Westport electorate – no comments**

Mr. Wieser read the resolution and it was seconded.

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$227,000.00 to the Sewer Reserve Fund Account for the replacement of the second Bar Screen Rack and Skylight at the Westport Water Pollution Control Facility is hereby appropriated.

Dr. Heller: It has been moved and seconded.

### **Members of the RTM**

Harris Falk, district 2:

I was just wondering how long it is expected to take to install the new one and, also, how often do you alternate them when they are both running? Curiosity questions.

Mr. Ratkiewich:

It will probably take about two to three days between removing the skylight, disassembling the connections, pulling the old one out and putting the new one back in. As far as rotating them, I don't know the exact schedule. Sometimes it's done on an as needed basis in

case we need to maintain one if there is an issue with one. I think they do it weekly to make sure that all the machinery gets exercised on a regular basis.

Noah Hammond, district 4:

For the #1 rack, it looks like it was \$30,000 less than for #2. Is that just the machinery or is there a labor cost difference?

Mr. Ratkiewich:

We've seen quite a bit of escalation in steel cost. These are made out of stainless steel. With the increase in tariffs in the components, that's what we are contributing it to, that's what the company gave us as a price. The 2018 price was actually received in 2017 so they had the price before the tariffs went into bigtime effect.

Mr. Mandell:

Mine is another curiosity one, like Harris. Were the skylights put in purposefully so you could pull these in and out or just happenstance?

Mr. Ratkiewich:

We thought they were but we had to do some modifications on bar rack #1. Now we can take the entire skylight out. We have plenty of room. It was a little tight the first time.

**By show of hands, the motion passes 31-0-1. Mr. Lowenstein abstains.**

**The secretary reads item #2 of the call - To approve an appropriation of \$54,000.00 to the Sewer Reserve Fund Account for engineering services for the evaluation and design for the upgrade of Pump Station 3 and its Force Main. By show of hands, the motion passes 31-0-1; Mr. Lowenstein abstains.**

### **Presentation**

Mr. Ratkiewich:

Pump station #3, if anybody is unfamiliar with it, is directly across from the Sunoco Station on Riverside Avenue. This pump station was built in 1960 and a force main that goes from here to Raymond Place was also built in 1960. The pump station was upgraded in 1982 and has not been upgraded since. We have a capital plan for upgrading a number of force mains in town. This will be the fifth force main that we've upgraded. As everyone is probably aware, last year we had a problem with the force main at pump station #2 and, owing to the fact that my predecessor put in a new force main before I got there, we were just in time and didn't have an environmental disaster. It shows the importance of replacing these force mains in a timely fashion. In this case, as well, the pump station and the force main are going to be subject to, most likely, an increased flow due to what we would call zone changes upstream of this pump station. We have potential for a Lincoln Street project that is coming in as an 8-30g; we have the potential for other projects up where the Saab dealership was and possibly a property

on Sylvan Road. We are looking for a full evaluation of the existing conditions of the pump station; what needs to be done to bring it up to what we expect to be the result from as many of these zone changes as we can think of. Right now there are .75 million gallons/day going through this force main. The pump station itself is here at the base of Sylvan Road and it runs about 2,200 feet down to Raymond Place. So, we pump sewage from here to a gravity line that runs down Saugatuck Avenue, down Riverside Avenue down to pump station #2, the upgraded pump station #2. This is probably the more critical pump station to get taken care of. We went out for a bid with this project and received four bids from four different engineering firms. Note, this is for two pump stations. We asked for bids on pump station #3 and #5 because the two are similar. At this point, we have done a reevaluation of pump station #5 and we don't have to go forward with that so we are only looking for an appropriation for pump station #3. The low bid was CLA Engineers out of Norwich, Connecticut. The letter agreed that the \$77,600 was to be split between both pump stations, so 50 percent to each pump station for a total of \$38,800. There is an additional geotechnical assessment on this. This is the evaluation letter from CLA Engineers which verifies that it will be \$38,800. My letter has the summary of the costs: you have design from CLA Engineers for \$38,800; you have to do a geotechnical assessment along the line, the 2,200 feet, to see what we're working with because the proposed method of replacing this line is one of pipe bursting and we need to know the soil conditions in order to do that. That comes out to a subtotal of \$46,800. Because of the uncertainty here, this is almost 60 years old, we are putting on a 15 percent contingency for a total of \$53,820. CLA Engineers has done other work for us in town. They have done successful work on a couple of parking lots for us but, in other towns, they have done similar work to this and we are confident that their low bid is a competent bid. That is why we are making a request for \$54,000. The next highest bidder was another familiar name of Tighe and Bond who have also done work for us. In fact they did pump station #2. With the difference in cost, I can't justify going to Tighe and Bond or either of the other two bidders. So, that is the request.

### **Committees report**

Finance and Public Works, Mr. Keenan:

Same meeting, Finance and Public Works met last Tuesday. The Public Works Department is requesting an expenditure of \$54,000.00 to the Sewer Reserve Account for the cost associated with the Engineering work for the evaluation and upgrade of Pump Station #3. As Pete said, the existing Pump Station was last upgraded in 1982 and the force main was installed in 1960. Proposals were received from four firms and CLA Engineers was selected for the project. CLA will evaluate, make recommendations and provide the engineering drawings and permitting work. This work is part of the five year capital forecast and funds have been allocated from the Sewer Reserve Fund for the work. All in attendance from committees voted unanimously to recommend approval to the full RTM.

Mr. Ratkiewich:

I just wanted to point out that in the capital forecast, if anyone has been looking at that, the overall cost of pump station #3 is about \$1 million so we will be coming back for an

additional request for construction to upgrade this pump station. So, this is part of that number in the capital forecast.

**Members of the RTM – no comments**

Mr. Wieser read the resolution and it was seconded.

**RESOLVED:** That upon the request of the Director of Public Works, the sum of \$54,000.00 to the Sewer Reserve Fund Account for engineering services for the evaluation and design for the upgrade of Pump Station 3 and its Force Main is hereby appropriated.

Dr. Heller: Thank you Mr. Klinge. So, the resolution has been moved and seconded.

**Members of the RTM**

Mr. Liccione:

When you do the remodel of the pump station, could you make sure the little road behind the pump station gets redone too, move gravel and fix it up a little more.

Mr. Ratkiewich: I believe we can work that into the construction.

**By show of hands, the motion passes 31-0-1; Mr. Lowenstein abstains.**

**The secretary read item #3 of the call - To authorize the refunding of the WPCF State Funded Debt Issue (Clean Water Fund debt) in the amount of \$15,000,000. By show of hands, the motion passes unanimously, 32-0-0.**

**Presentation**

Gary Conrad, Finance Director:

We borrowed the money originally to build the sewer treatment plant. It was in the \$20 million range. We borrowed through the state in a special program. It was at two percent. Of course, back years ago, there were interest rates of anywhere from five to seven percent so it was a very sought after deal and most towns took advantage of it. The economy today and interest rates are so low. We never thought we would be refinancing a two percent loan. Now we are looking, we probably will be able to refinance this at a little over one percent if it's a taxable bond. If it's a non-taxable bond, which our attorneys are working on with the State of Connecticut, trying to get them to address that issue, it will be under one percent. At this point, we are looking at a savings on the refunding of it of about \$350,000. We will be paying it off in approximately 8 ½ years with the savings, like I said, of \$350,000. If we get the change from the State Treasurer's Office and the OPM to a non-taxable government obligation bond, we will probably recognize about a half-million dollars in savings. Right now, we already have our Moody's rating on that, a AAA rating again, we have a bond issue and we have a draft of the official statement for the refinancing. We are set to pull the trigger on that. We have the dates set up for all the meetings and the closure and going out to bid but we will be in a holding pattern waiting

for the State's view. If we can get them to go with the non-taxable, we will redo the official statement, refile. We will stay with the AAA Moody's rating, even looking more favorable. So, at this point, it's a win/win. We would get \$350,000 if we have to do a taxable government bond or \$500,000 if we could go non-taxable.

### **Committee report**

Finance Committee, Seth Braunstein, district 6:

The Finance Committee met a week ago on August 25. Those members of the Finance Committee present were myself, Cathy Talmadge, Stephen Shackelford, Richard Jaffe, Christine Meiers Schatz and Lauren Soloff. Obviously, Gary Conrad was there and there were two other RTM members present. We had Kristin Schneeman and Jack Klinge that joined the conversation. This is very straightforward. We've got current principal of \$15 million remaining that we can refinance at a lower rate. This is something that the town has been consistently focusing on, where, in fact, can we reduce debt expense. Gary explained that we are going to take debt which, at the time was remarkably low, at two percent, and now go even more remarkably low at something approaching one percent. The only remaining question here is whether or not the town will receive a tax exempt status for the debt issued. As Gary so adroitly explained, it's really just a difference between a \$350,000 savings and a half million dollar savings. All other terms will remain the same including the maturation date which will be September, 2029, I believe. The only other thing that I think needs to be mentioned here is that the motion was made by Richard Jaffe, seconded by Stephen Shackelford and was approved at the committee level by a 7-0 vote.

### **Members of the Westport electorate – no comments**

Mr. Wieser read the resolution and it was seconded.

**RESOLVED:** That upon the recommendation of the Finance Director, the refunding of the WPCF State Funded Debt Issue (Clean Water Fund debt) in the amount of \$15,000,000 is hereby authorized. (Full resolution: Appendix I)

Dr. Heller: The motion has been moved and seconded.

### **Members of the RTM**

Mr. Gold:

Gary, that savings, is it an annual savings? The present value of all the savings? What does the number represent?

Mr. Conrad:

That's over the total life of the loan the \$350,000. If we get non-taxable treatment, it will be \$500,000 over the life of the loan.

Mr. Gold: Is it the cumulative savings or the present value of the savings?

Mr. Conrad: The cumulative savings.

Mr. Gold:

It's great that we're refinancing this debt. Is there any other debt that is above two percent for refinancing?

Mr. Conrad:

This is a unique bond issue that was done through the State of Connecticut. That's the only one we have out there. We refunded last year and we constantly monitor that. Most of our issues have been refunded. As you can see on the debt side, we pay off about \$14 million a year in debt. Last year, if you remember, we issued about \$34 million which included \$29 million from the Coleytown School. Right now, our outstanding debt including that issuance and this refunding will be around \$106 million outstanding.

Mr. Gold: What is the highest interest rate on any of our outstanding debt currently?

Mr. Conrad:

Probably in the three percent range but there are caveats in each issue. One, they are callable. Sometimes we have already refinanced those in the past and you have a waiting time before you can refinance again. We have an investment advisor, Phoenix Advisors and they constantly monitor that for us. They will put a package together any time it will be favorable for the town.

Kristin Schneeman, district 9:

Thanks very much, Gary, for taking advantage of this opportunity. This is just a process question and maybe a stupid one but I noticed in the packet there was some resolution language, a draft resolution that was quite lengthy. I didn't know if it was language that we needed to use or if it is fine using the short resolution that we have.

Mr. Conrad:

The full bond resolution is written by our bond counsel. We rely on them to make sure the wording is proper. The resolution is just mentioning the refunding of the control bond. The approval would be then the full resolution.

Candace Banks, district 6:

I was just wondering if there are underwriting fees or anything associated with the refinance.

Mr. Conrad:

Yes. This is all inclusive. That is all taken into account in the \$350,000 and the \$500,000. We have bond issuance costs, the cost of Moody's doing the rating, small printing costs, we have the financial advisor's costs and then we have a reasonable, \$2,500, one of the banks is actually the paying agent to all the bond holders. That's all inclusive and part of the bond.

**By show of hands, the motion passes unanimously, 32-0-0.**

**The secretary read item #4 of the call – To approve an appropriation of \$400,000.00 from the General Fund Balance to the Special Accounts set up under COVID-19. By show of hands, the motion passes unanimously, 32-0.**

### **Presentation**

This is a special appropriation in the amount of \$400,000. Actually, when COVID-19 hit, the President announced that the pandemic would be a national disaster-type thing so if it is approved, it will be eligible for FEMA reimbursement. The eligible expenses will be reimbursed by FEMA at 75 percent. In addition to that, the State of Connecticut Federal money will reimburse us for the other 25 percent once FEMA puts it through. So, we will get reimbursed 100 percent on any of our expenditures. So, since it's an emergency, under Connecticut General Statutes, we will not bill for an appropriation because it has to be done directly for the citizens of the town. We put this together and we filed with FEMA and the State of Connecticut. The number that we put in was \$400,000. In addition to that, we will probably also get reimbursed for volunteer work. They set an hourly dollar amount so we will be getting additional money on that. On top of that, all people that are on salary or working in Public Works or anything like that, anything that is associated with COVID, we would also be applying for that for reimbursement. That's outside of this \$400,000. This \$400,000 is the original estimate that we put together a couple of months ago. It was somewhat unknown what we really needed. We bought everything from protective equipment: masks, gloves, gowns, outfits, sanitizers. You can imagine how much you go through every day, the Fire Department, Police Department, EMS are 24 hour a day operations. They are constantly cleaning the vehicles, constantly cleaning the work spaces, every other office in all the town buildings, wherever they are working, they are constantly cleaning. Our office, after the cleaning is done in the evenings, we wipe down anything we can touch, desks, door handles, everything. So basically that is where the expenses come in, the sanitizers and protective equipment for all of our employees.

Dr. Heller:

Mr. Marpe, I didn't know if you wanted to add anything or just respond to questions.

Mr. Marpe:

I am happy to respond to questions but I just want to add, as I was thinking about this appropriation coming before you. I realize it is out of the normal stream to come to you after the fact to request an appropriation. As Gary was suggesting, there has been an enormous amount of activity taking place that probably most of you don't see. But in the effort to protect our employees and our residents, as well, in the process here, we go through a lot of protective equipment but also a lot of goods and services that clearly we would not be procuring in that volume. As I've said, Westport stumbled a little bit out of the gate in terms of COVID being a challenge to us but once the challenge was here, we moved appropriately and effectively through our Emergency Operations Center. These expenses are a direct result of that. I would add that in terms of looking forward, as you may have heard, the Governor has proposed to extend his Executive Orders to Feb. 9. They were supposed to expire next week. As you could imagine, how challenging that would be if the things that allowed outdoor dining and the way we



delivered it, as an obvious example, but a whole lot of other activities, including our ability to defer taxes that you were good enough to work with us on back in April, those have the potential to be extended. The reason I wanted to speak about the deferred taxes, we don't know for sure if the Governor will extend the deferred taxes for the October and January tax payment. We think it's likely because that would be consistent with what he's done up until now but we don't know that. We believe that if he does, it will require a reprise of the activity we went through in April. The analysis would be the same or similar. I just wanted to alert you that we may need to call a special meeting as we move toward the Oct. 1 payment date. Westport is one of about a dozen municipalities that collect taxes quarterly and I reminded the Governor's staff about that last week that we needed clarity on that if we want to continue to do it. The good news is relatively few Westporters, commercial or households, applied for the deferral and the additional good news is that for the payments due in April, by July 1, almost 90 percent have been paid. The remainder now have an interest of 18 percent. The July deferrals still have until Oct. 1 to pay and we seem to be on track to experience the same thing. I'm concerned with the real economic impact of COVID. It may be felt now on the October payment and the January payment, perhaps more so than April and July. I just bring that forward to you so that you are alert to that. In the meantime, the \$400,000 that we are asking you to appropriate looks to be 100 percent reimbursable. Also, elements that would normally be part of our already budgeted salaries and compensation, in fact, may also be reimbursable as part of the emergency response.

### **Committee report**

Finance Committee, Lauren Soloff, district 9:

The Committee met electronically over Zoom on August 25, 2020. In attendance were committee members Jeff Wieser, Cathy Talmadge, Richard Jaffe, Seth Braunstein, Stephen Shackelford, Christine Meiers Schatz, and Lauren Soloff. Also in attendance was Kristin Schneeman RTM D9, and presenting was Gary Conrad, Finance Director. Gary Conrad presented an overview of the town's \$400,000 in expenses related to COVID-19, with \$365,000 of the \$400,000 had been spent to date. He summarized that approximately \$60,000 of the expenses were attributable to legal fees, covering such issues as the Tax Deferral Program, the Cares Act, changes to the 401(k) withdrawal rules, union issues regarding vacation time, labor shortages, and quarantine requirements, and P&Z issues related to permitting for outside dining. The remainder of the funds, as he said, were primarily spent on personal protective equipment (PPE) for town employees, hand sanitizer, wipes, cleaning services, and UV lights in Town Hall used for eliminating COVID-19 on packages and mail. Mr. Conrad explained that he anticipated 75 percent of the expenses would be reimbursed by FEMA, and was optimistic that the State of Connecticut would be able to reimburse the town for the additional 25 percent. He indicated that it could take up to two years to receive reimbursement, and that the funds will go back into the General Fund upon receipt. There was discussion about the town's authority to expend these funds without prior approval. It was noted that the Emergency Powers clause in the Town Code provided the necessary authority due to COVID-19. In addition, the question was raised as to whether the Committee could have access to redacted legal bills related to the COVID-19 matters. This continues to be an ongoing topic without any resolution to date.

Following a motion to approve and second, the Finance Committee voted unanimously to approve the appropriation.

**Members of the Westport electorate – no comments**

Mr. Wieser read the resolution and it was seconded.

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Finance Director, the sum of \$400,000.00 from the General Fund Balance to the Special Accounts set up under COVID-19 is hereby appropriated.

Dr. Heller: The motion has been moved and seconded.

**Members of the RTM**

Jack Klinge, district 7:

I'd just like to speak for a moment here. As the President of the Friends of the Senior Center, we work closely with Sue Pfister, the Director. She has communicated to us that she has to retain all her lecturers, teachers and so forth, lest we lose them at a time when there is no revenue coming in for their courses. So, she is trying to cover some of the expenses in her budget, the Friends authorized at our board meeting in August to cover all the rest of the expenses. It won't be covered by the town. And we're happy to do that.

Chris Tait, district 1:

Hi Gary. Thanks for doing all this. Question: We are getting reimbursed from FEMA and hopefully so. Do we know from a FEMA perspective, funds, and what I mean by what is going through legislation right now in Congress; they are going back and forth about this third round of stimulus and a lot of it has to do with State and local funding and reimbursement. Is that money going to FEMA which will come to us and if that doesn't get passed, will FEMA be saying we don't have any money or the State; the State is looking for reimbursement from the Federal Government for their expenses, i.e., maybe to us. Is it something that we have to maybe be ready for if it is part of that to say we might have to eat this if something doesn't get passed or is FEMA guaranteed to have the funds to reimburse us?

Mr. Conrad:

My understanding is there has been money set aside to reimburse the towns on the first wave of the COVID. From talking with the State, they're pretty well set. They actually got approval of close to \$70 million and the towns requesting money from the State have only requested \$40 million. They indicated if there were expenses we didn't submit the first time, we could also submit those. I was pretty confident that FEMA had the authority. We've gone through all the meetings with the FEMA authority at the State level and it sounded like this was a firm commitment by the Federal Government to reimburse us.

Mr. Tait: Thank you and, again, thank you for all you're doing, Gary. I appreciate that.

Mr. Liccione:

This is to Mr. Marpe and Gary: Are we expecting another appropriation to come down before January for more PPE or will you do it like you did it this time?

Mr. Conrad:

We will be coming back for a supplemental appropriation as we move into this next phase. We will continually have to buy supplies for our employees, Police, Fire, Public Works and the people working in all the town buildings. Those expenses continue. It's hard to say what they are right now. We are now down to once a week with the Emergency Operations group. We were meeting three times a week. The challenge is to try and get protective equipment. There are big shortages which you can see as you walk into a grocery store. You can't get wipes. We have the same problem. We have better access we can go through. Amazon actually has a Government COVID site that gives preference to Government. Our Purchase Director is on air constantly looking for anything we can get. Pete Ratkiewich has been very creative with his group as far as getting things, cleansers, to wipe down vests. He's actually got it where we buy the towels and dispensers and the chemicals separately and we have a mixing machine to generate enough to clean all the buildings. It's an ongoing problem. There are still a lot of problems getting certain types of masks. The medical quality masks are in very short supply. We are looking at all sources for that. When this originally hit, we had a real problem getting any type of mask. Luckily a contact up in New Haven, they had large amounts of all types of protective equipment. We put in an order and we actually got 25,000 masks from them at a bargain price. It was probably 50 to 70 percent less than anything you could get in the market. So, we are doing everything we can to save money and looking for any outlet we can get supplies from but this is going to be continuing on for some time.

Ms. Batteau:

I understand much of the stuff on the list but there are some things that I don't understand. I don't know if that has something to do with what Jack Klinge was talking about. I'm wondering how did so many individuals get on this list and there's also a charitable foundation for raising funds for medical research. I'm just wondering how were the materials and the fees that were not directly COVID related, how were they justified? How did they get applied for and then how was the decision made to fund them?

Mr. Conrad:

Everything that has been expensed through the COVID account should be eligible. There may be an item here that FEMA could possibly dispute but as far as the terminology goes, you have to take a look at this as it was explained: If you have an expense that you would not normally have, and it's basically a result of the pandemic, we put that in as an eligible expense. As far as the names that you see in there, those are instructors over at the Senior Center for the online instruction. What we do is we reimburse them for the expense of having a zoom account. The reason we do that is we don't want them using our zoom account because that gives them administrative access to it which we won't allow for cybersecurity purposes. That's why you see that \$15.90.

That's their subscription to it and they get to use that to teach the classes. That's why you see personal names there. When you see names of charities, there are charities out there that are getting protective equipment at discount prices that they offer to us so we can take advantage of it. Like I said, the Green's Farm Church was a real homerun for the town. I don't think we would have been able to get half of those supplies if it weren't for them.

Ms. Batteau: What about the Karen Condon Spirit Foundation?

Mr. Conrad:

I'd have to look into that but I believe that was the emergency medical services group. They were buying things they use on airplanes to use on the ambulances.

Ms. Batteau:

So, this wasn't something that individuals could apply for. This was something that the town needed to spend. They couldn't apply for it and then be reimbursed for it.

Mr. Conrad:

Everything passing through to the town has been vetted by Police or Fire or EMS or Emergency Operations. It also passes through our Purchasing Director as far as being eligible. If somebody is looking to push something through there, it could possibly happen but any of the larger expenses that flow through there are treated like the normal process. We take a look at it before purchasing it and how and why it qualifies for reimbursement.

Ms. Batteau: So this was not something that community people could apply for.

Mr. Gold:

Gary, obviously, this was an emergency so you had to spend the money before coming to us and you indicated that there are going to be more expenses coming down the road and you will be coming to us for reimbursement. At what point do these expenses become routine and become built into the budget? I can imagine you are going to need quantities of cleaning equipment and disinfectant for a long, long, long time to come.

Mr. Conrad:

That will have to be determined in the next budget process. We don't know the impact, if there is a second wave. The big concern now is a dual problem with the flu. So, that's something else we have to address. I think the cleaning process is going to be a high priority for quite some time now until this whole thing goes away or a vaccine is found and we can maybe go back to a semi-normal life.

Mr. Gold:

So it is going to come to us for reimbursement until we do the budget next May.

Mr. Conrad: Correct.

Mr. Mandell:

I think it was Mr. Marpe mentioned Planning and Zoning and the work that they've done. Maybe you need to be filled in on how hard the staff worked to get restaurants and other businesses opened. Mary Young worked through weekends. The same with Nate Gibbons, the Fire Marshall, who was also made the COVID Enforcement Officer. These individuals worked tirelessly to help out our town to make sure we remained moving forward, open. I just wanted to let you know that the staff really worked hard to make sure we got through this and we are not done. There's more to do but these two, specifically, worked really hard and kudos need to be made publically. So, thank you to them and Mr. Marpe, thank you for putting me on the Reopen Committee so I could witness the town doing the right thing.

Mr. Marpe:

Thank you Matthew and certainly, Mary Young and her staff and Nate Gibbons, but there are dozens and dozens of other employees who continue to work, some from home. We are fortunate to have our computer system set up so people could work remotely. We could do this in shifts and platoons, if you will, so if someone or some group had to quarantine, we didn't lose the ability to service the residents of the town. To say that people put in extra hours is an understatement. I have to put Mary Young at the top of the list. Yours truly gets a little of that too. That was a little bit of what I was referring to earlier. It was the dedication of a lot people to step up. There really wasn't a playbook for this. We were creative. If we saw the opportunity to purchase, to be creative particularly with the PPE equipment, we were taking advantage of it. We continue to do that making sure that we are spending those resources correctly and we know that they will have a future use as well so I can't thank the people who work for the town, and that's not why we're here tonight, and the schools present an enormous challenge here in the coming weeks and we'll see how that goes forward. They have a challenge that is quite clear and quite obvious, I think.

Dr. Heller:

I just have to comment that seeing how the pieces of this puzzle are fitting together when we're in the mode of appropriating money is really very interesting because it involves people who are working very hard to make it happen. I think all of the RTM appreciates that, as well.

Thank you Patty Strauss for filling in.

**By show of hands, the motion passes unanimously, 32-0.**

**The meeting adjourned at 9:46 p.m.**

Respectfully submitted,  
Patricia H. Strauss  
Town Clerk

*Jacquelyn Fuchs*

by Jacquelyn Fuchs

**ATTENDANCE: September 1, 2020**

DIST.	NAME	PRESENT	ABSENT	NOTIFIED MODERATOR	LATE/ LEFT EARLY
1	Richard Jaffe	X			
	Matthew Mandell	X			
	Kristin M. Purcell	X			Arr. 7:50 p.m.
	Chris Tait	X			
2	Harris Falk	X			
	Jay Keenan	X			
	Louis M. Mall	X			
	Christine Meiers Schatz	X			
3	Mark Friedman	X			
	Arline Gertzoff	X			
	Jimmy Izzo	X			
	Amy Kaplan		X	X	
4	Andrew J. Colabella	X			
	Kristan Hamlin	X			
	Noah Hammond	X			
	Jeff Wieser	X			
5	Peter Gold	X			
	Dick Lowenstein	X			
	Karen Kramer	X			
	Greg Kraut		X		
6	Candace Banks	X			
	Jessica Bram		X	X	
	Seth Braunstein	X			
	Cathy Talmadge	X			
7	Brandi Briggs	X			
	Lauren Karpf	X			
	Jack Klinge	X			
	Ellen Lautenberg		X	X	
8	Wendy Batteau	X			
	Lisa Newman	X			
	Carla Rea	X			
	Stephen Shackelford	X			
9	Velma Heller	X			
	Sal Liccione	X			
	Kristin Schneeman	X			
	Lauren Soloff	X			
<b>Total</b>		<b>32</b>	<b>4</b>		

Appendix I – Item # 3

**RESOLVED:** That upon the recommendation of the Finance Director, the refunding of the WPCF State Funded Debt Issue (Clean Water Fund debt) in the amount of \$15,000,000 is hereby authorized.

**RESOLUTION AUTHORIZING GENERAL OBLIGATION REFUNDING BONDS TO REFUND CLEAN WATER FUND PROJECT LOAN OBLIGATION**

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**RESOLVED**, that General Obligation Refunding Bonds of the Town (the “Refunding Bonds”), in an amount not in excess of Fifteen Million and 00/100 Dollars (\$15,000,000) are hereby authorized to be issued prior to June 30, 2021 for the purpose of refunding all or any portion of the outstanding principal, accrued interest and any call premium on the Town’s 2009 Clean Water Fund Project Loan Obligation No. 550-DC (the “Prior Obligation”); provided that the Committee appointed below determines that the refunding of the Prior Obligation generates present value savings.

**BE IT FURTHER RESOLVED**, that the First Selectman, the Selectmen and Finance Director are hereby appointed a committee (the “Committee”) with full power and authority to cause said Refunding Bonds to be sold, issued and delivered, to determine their form and the aggregate principal amount thereof within the amount hereby authorized; to fix the time of issuance of such bonds, the rate or rates of interest thereon as herein provided, to determine the maturity thereof (provided that no Refunding Bonds shall mature later than the final date of the last maturity of the Prior Obligation refunded); to select the maturities of the Prior Obligation to be refunded, to establish and maintain a reserve, escrow or similar fund for the payment of the Prior Obligation, and to pay all issuance costs incurred in connection with the authorization, issuance, and sale of the Refunding Bonds including, but not limited to, financial advisory, legal, trustee, escrow, verification fees, printing and administrative expenses and underwriters’ discount. The Committee is authorized to sell the Refunding Bonds by a negotiated or competitive sale. The net proceeds of the sale of the Refunding Bonds, after payment of costs of issuance, shall, if needed, be deposited in an irrevocable escrow or similar account and invested in investments authorized by statute and approved by the Committee in an amount sufficient to pay all amounts that are or may become due on the Prior Obligation from the date of issuance of the Refunding Bonds including interest thereon, the principal of, interest and redemption premium, if any, on the Prior Obligation at maturity, or to redeem at the redemption price prior to maturity, pursuant to any plan of refunding. The Committee is further authorized to appoint an escrow agent or trustee and to appoint a firm of certified public accountants or arbitrage experts to verify the sufficiency of the escrow investments, and to execute and deliver any and all escrow, and other agreements necessary to provide for the payment when due of the principal of and interest and redemption premium, if any, on the Prior Obligation; and

**BE IT FURTHER RESOLVED**, that the Committee shall have all appropriate powers to provide for the issuance of the Refunding Bonds as tax exempt bonds, and comply with the state and federal tax and securities laws and the Committee shall have all appropriate powers to take such actions and to execute such documents, as deemed to be necessary or advisable and in the best interest of the Town by the Committee to issue, sell and deliver the Refunding Bonds



