

RESOLUTIONS

(1)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum of \$467,927.00 along with Bond and Note authorization to the Municipal Improvement Fund for Roof Projects at Staples and Saugatuck Schools is hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$467,927 FOR THE COSTS OF DESIGN, ENGINEERING AND ARCHITECTURAL WORK FOR CERTAIN SCHOOL PROJECTS AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.

RESOLVED: That upon the recommendation of the Board of Finance, the Town of Westport (the "Town") hereby appropriates the sum of Four Hundred Sixty-Seven Thousand Nine Hundred Twenty-Seven and 00/100 Dollars (\$467,927.00) for costs associated with the design, engineering and architectural work related to various roofing systems at Saugatuck Elementary School and Staples High School including administrative, financing, contingency and other related costs (collectively, the "Projects") in the amount of such appropriation allocated to each project as set forth on **Exhibit A**.

Section 1. As recommended by the Board of Finance and for the purpose of financing Four Hundred Sixty-Seven Thousand Nine Hundred Twenty-Seven and 00/100 Dollars (\$467,927.00) of the foregoing appropriation, the Town shall borrow a sum not to exceed Four Hundred Sixty-Seven Thousand Nine Hundred Twenty-Seven and 00/100 Dollars (\$467,927.00) and issue general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum.

Section 2. The First Selectman, Selectmen and Finance Director are hereby appointed a committee (the "Committee") with full power and authority to cause said bonds to be sold, issued and delivered; to determine their form, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon as herein provided; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes including Chapter 748 (Registered Public Obligations Act) to issue the bonds and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and other applicable laws and regulations of the United States and the state of Connecticut, to provide for issuance of the bonds in tax exempt form, including the execution of tax compliance and other agreements for the benefit of bondholders, and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the bonds in order that the interest on the bonds be and remain exempt from federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time limitations and the filing of information reports

as and when required and to execute Continuing Disclosure Agreements for the benefit of holders of bonds and notes.

Section 3. The Bonds may be designated "Public Improvement Bonds" series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three (3) years from the date of issue and the last installment to mature not later than twenty (20) years therefrom, or as otherwise provided by statute. The bonds may be sold at not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds, or notes, on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semiannually or annually. The bonds shall be signed on behalf of the Town by the First Selectman and the Finance Director, and shall bear the seal of the Town. The signing, sealing and certification of said bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time, and shall certify to the destruction of said bonds after they have been paid and cancelled, and such certification shall be kept on file with the Town Clerk.

Section 4. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary note or notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute. Notes evidencing such borrowings shall be signed by the First Selectman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

Section 5. Upon the sale and issuance of the bonds authorized by this resolution, the proceeds thereof, including any premium received upon the sale thereof, accrued interest received at delivery and interest earned on the temporary investment of such proceeds, shall be applied forthwith to the payment of the principal and interest of all notes issued in anticipation thereof or shall be deposited in trust for such purposes with a bank or trust company, or shall be applied or rebated as may be required under the provision of law. The remainder of the proceeds, if any, after the payment of said notes and of the expense of issuing said notes and bonds shall be applied to further finance the appropriation enacted herein.

Section 6. In each fiscal year in which the principal or any installment of interest shall fall due upon any of the bonds or notes herein authorized there shall be included in the appropriation for such fiscal year a sum equivalent to the amount of such principal and interest so falling due, and to the extent that provision is not made for the payment thereof from other revenues, the amount thereof shall be included in the taxes assessed upon the Grand List for such fiscal year and shall not be subject to any limitations of expenditures or taxes that may be imposed by any other Town ordinance or resolution.

Section 7. Pursuant to Section 1.150-2 (as amended) of the federal income tax regulations the Town hereby expresses its official intent to reimburse expenditures paid from the General Fund, or any capital fund for the Project with the proceeds of the bonds or notes to be issued under the provisions hereof. The allocation of such reimbursement bond proceeds to an expenditure shall be made in accordance with the time limitations and other requirements of such regulations. The Finance Director is authorized to pay Project expenses in accordance herewith pending the issuance of the reimbursement bonds or notes.

Section 8. The Town of Westport, or other proper authority of the Town, is authorized to take all necessary action to apply to the State of Connecticut, and accept from the State or other parties, grants, gifts and contributions in aid of further financing the Project. Once the appropriation becomes effective, the First Selectman, or other appropriate official of the town, is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the Project and is specifically authorized to make, execute and deliver any contracts or other documents necessary or convenient to complete the Project and the financing thereof.

Section 9. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the bonds (and notes) in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and the laws of the United States.

EXHIBIT A

TOWN OF WESTPORT			
	<u>School</u>	<u>Project</u>	<u>Amount to Specific Project</u>
1	SAUGATUCK ELEMENTARY SCHOOL	Design, architecture and engineering work related to various roofing systems	\$153,894.00
2	STAPLES HIGH SCHOOL	Design, architecture and engineering work related to various roofing systems	\$314,033.00
	TOTAL		\$467,927.00

(2)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum of \$280,364.00 for the replacement of the Cooling Tower at Green's Farm Elementary School is hereby appropriated.

(3)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$350,000.00 along with bond and note authorization to the Municipal Improvement Fund Account for the maintenance and replacement of sidewalks in the existing network program is hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$350,000 FOR THE COSTS OF REPLACING SIDEWALKS AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.

RESOLVED: That upon the recommendation of the Board of Finance, the Town of Westport, Connecticut (the "Town") hereby appropriates the sum of Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00) to pay costs associated with replacing approximately 7,200 feet of existing sidewalk located on North Avenue between Cross Highway and Coleytown Road including related design, consultant, engineering, administrative, contingency, financing and other soft costs (the "Project").

Section 10. As recommended by the Board of Finance and for the purpose of financing Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00) of the foregoing appropriation, the Town shall borrow a sum not to exceed Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00) and issue general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Project.

Section 11. The First Selectman, Selectmen and Finance Director are hereby appointed a committee (the "Committee") with full power and authority to cause said bonds to be sold, issued and delivered; to determine their form, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon as herein provided; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes including Chapter 748 (Registered Public Obligations Act) to issue the bonds and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and other applicable laws and regulations of the United States and the state of Connecticut, to provide for issuance of the bonds in tax exempt form, including the execution of tax compliance and other agreements for the benefit of bondholders, and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the bonds in order that the interest on the bonds be and remain exempt from federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time limitations and the filing of information reports as and when required and to execute Continuing Disclosure Agreements for the benefit of holders of bonds and notes.

Section 12. The Bonds may be designated "Public Improvement Bonds" series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three (3) years from the date of issue and the last installment to mature not later than twenty (20) years therefrom, or as otherwise provided by statute. The bonds

may be sold at not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds, or notes, on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semiannually or annually. The bonds shall be signed on behalf of the Town by the First Selectman and the Finance Director, and shall bear the seal of the Town. The signing, sealing and certification of said bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time, and shall certify to the destruction of said bonds after they have been paid and cancelled, and such certification shall be kept on file with the Town Clerk.

Section 13. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary note or notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute. Notes evidencing such borrowings shall be signed by the First Selectman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

Section 14. Upon the sale and issuance of the bonds authorized by this resolution, the proceeds thereof, including any premium received upon the sale thereof, accrued interest received at delivery and interest earned on the temporary investment of such proceeds, shall be applied forthwith to the payment of the principal and interest of all notes issued in anticipation thereof or shall be deposited in trust for such purposes with a bank or trust company, or shall be applied or rebated as may be required under the provision of law. The remainder of the proceeds, if any, after the payment of said notes and of the expense of issuing said notes and bonds shall be applied to further finance the appropriation enacted herein.

Section 15. In each fiscal year in which the principal or any installment of interest shall fall due upon any of the bonds or notes herein authorized there shall be included in the appropriation for such fiscal year a sum equivalent to the amount of such principal and interest so falling due, and to the extent that provision is not made for the payment thereof from other revenues, the amount thereof shall be included in the taxes assessed upon the Grand List for such fiscal year and shall not be subject to any limitations of expenditures or taxes that may be imposed by any other Town ordinance or resolution.

Section 16. Pursuant to Section 1.150-2 (as amended) of the federal income tax regulations the Town hereby expresses its official intent to reimburse expenditures paid from the General Fund, or any capital fund for the Project with the proceeds of the bonds or notes to be issued under the provisions hereof. The allocation of such reimbursement bond proceeds to an expenditure shall be made in accordance with the time limitations and other requirements of such regulations. The Finance Director is authorized to pay Project expenses in accordance herewith pending the issuance of the reimbursement bonds or notes.

Section 17. The Town of Westport, or other proper authority of the Town, is authorized to take all necessary action to apply to the State of Connecticut, and accept from the State or other parties, grants, gifts and contributions in aid of further financing the Project. Once the appropriation becomes effective, the First Selectman, or other appropriate official of the town, is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the Project and is specifically authorized to make, execute and deliver any contracts or other documents necessary or convenient to complete the Project and the financing thereof.

Section 18. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the bonds (and notes) in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and the laws of the United States.

(4)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$165,000.00 to the Capital and Non-Recurring Account for the replacement of existing sidewalks on Maple Avenue South between Clapboard Hill Rd and Post Road East is hereby appropriated.



WESTPORT PUBLIC SCHOOLS

THOMAS SCARICE
Superintendent of Schools

110 Myrtle Avenue
Westport, Connecticut 06880
Telephone: (203) 341-1025
Fax: (203) 341-1029
tscarice@westportps.org

BACK UP MATERIAL
RTM ITEM # 1

February 4, 2021

Re: BOE items for February 11, 2021, BOF special meeting

Dear First Selectman Marpe,

I respectfully request the below listed items be added to the Board of Finance meeting agenda of February 11, 2021. The items appeared as discussion/action items on the Board of Education meeting agenda for January 19, 2021.

1. Request from the Board of Education a capital appropriation in the amount of \$1,304,359 for capital projects estimated soft costs for projects slated for 2020-21 and 2021-22.

Please let me know if you have any questions.

Respectfully,


Thomas Scarice, Superintendent of Schools

Cc: Brian Stern, Board of Finance, Chair
Candice Savin, Board of Education, Chair
Gary Conrad, Town Finance Director
Michelle Mace, Finance Administrative Assistant
Eileen Francis, Selectman's Office Manager

1. BOF Approved \$10,000.00 for ADA Engineer and design for Kings Highway School from the Capital and Non- Recurring Account.
2. BOF Approved \$467,927.00 for Roof projects at Staples and Saugatuck Schools along with Bond and Note Authorization from the Munciple Improvement Fund Account.

BOARD OF EDUCATION - CAPEX SOFT COST ESTIMATE
PROJECTS SLATED FOR 20/21 & 21/22

Soft costs (architect, design, engineer, etc.)

	<u>Project Cost Est.</u>	<u>11% Soft Cost Est.</u>	<u>5 Yr Capital</u>
Coleytown Elementary School			
Asphalt repair and replacement	\$ 376,729	\$ 41,440	21-22
Greens Farms Schools			
Asphalt repair and replacement	\$ 83,907	\$ 9,230	21-22
Kings Highway School			
ADA projects	\$ 151,007	\$ 16,611	20-21
Long Lots School			
Window replacement	\$ 635,050	\$ 69,856	22-23
Asphalt repair and replacement	\$ 528,576	\$ 58,143	21-22
Saugatuck Elementary School			
Various roofing systems	\$ 2,586,452	\$ 284,510	20-21
Various concrete and masonry	\$ 476,814	\$ 52,450	21-22
Asphalt repair and replacement	\$ 392,443	\$ 43,169	21-22
Bedford Middle School			
Various concrete and masonry	\$ 298,304	\$ 32,813	21-22
Asphalt repair and replacement	\$ 506,212	\$ 55,683	21-22
Staples High School			
Various roofing systems	\$ 5,277,890	\$ 580,568	20-21
Various concrete and masonry	\$ 90,336	\$ 9,937	21-22
Ceiling tiles replacement	\$ 674,319	\$ 74,175	21-22
Sports flooring replacement	\$ 1,203,586	\$ 132,394	21-22
Various HVAC	\$ 464,055	\$ 51,046	21-22
Asphalt repair and replacement	\$ 144,562	\$ 15,902	21-22
TOTAL SOFT COST REQUEST (NON PAVING):		<u><u>\$ 1,304,359</u></u>	
TOTAL SOFT COST REQUEST (PAVING):		<u><u>\$ 223,567</u></u>	
		<u><u>\$ 1,527,927</u></u>	

revised 02-01-21

**Joint RTM Finance and Education Committees Meeting
February 18, 2021**

RTM Finance Committee Members Present:

Finance Committee: Jeff Wieser, Chair; Rick Jaffe; Jessica Bram; Seth Braunstein; Cathy Talmadge; Christine Meiers Schatz; Lauren Soloff

RTM Education Committee Members Present:

Lauren Karpf, Chair; Jack Klinge; Lou Mall; Mark Friedman; Ellen Lautenberg; Kristin Mott Purcell; Kristin Schneeman.

Other Town Officials Present: Tom Scarice, Schools Superintendent; Elaine Whitney, BOE; Elio Longo, Schools CFO; Jay Keenan, RTM.

The RTM Finance and Education Committees met to consider the following:

“Upon the request of the Superintendent of Schools, and as approved by the Board of Finance, to recommend to the full RTM an appropriation of \$467,927.00 along with Bond and Note authorization to the Municipal Improvement Fund for Roof Projects at Staples and Saugatuck Schools.”

Elaine Whitney began the presentation with the BOE perspective. She indicated that this is among the first of the requests arising out of the Antinozzi Report which reviewed anticipated upgrade requirements in the schools. These requests are part of the 5-year capital forecast and totaled an original request to the BOF of ~ \$1.5 million. The full Antinozzi report is far more extensive than these requests,

. This request represents the soft costs surrounding some of those requests and those soft costs were limited to 11% of the repair costs. Then these soft repairs are for requirements that can be addressed by the end of this summer. The original \$1.5 million was reduced initially by the BOF to remove the paving requests which will be accomplished in coordination with the Town.

In their deliberations, the BOF reduced the estimation of Antinozzi soft costs from 11% of total expected costs to 7%. This significant reduction, along with a 15% discount to the Antinozzi estimated total expenses (to date the discounts have been as high as 30%) greatly reduced the ask from the BOE. As a result, we are appropriating only \$467,297 of the original estimate of \$1.5 million+.

The committees asked a number of questions, largely surrounding the ongoing need for capital to modernize all the schools. Elio Longo pointed out that the schools have been spending close to \$2 million per year on an ongoing basis, but that more “deferred maintenance” is required.

The committees spoke highly of the initiative over the last few years to create an officer to oversee all Town properties. All were also comforted to understand that the funds employed

under this request will be a “draw” on the General Fund. Thus, there will be no need to account for any refunds if the full amount is not required.

The Schools officers pointed out that some of the improvements recommended by Antinozzi are eligible to receive State grants. They stated that these grant applications could delay any of the projects by up to a year, but they would fund 20% of the projects so they might be worth the wait.

Sup. Scarice emphasized that the Antinozzi projects are being layered into the capital expenditures over the next few years, as the BOE has placed a high priority on school maintenance issues.

The request passed unanimously by both committees:

Finance:

Rick Jaffe moved;

Christine Meiers Schatz seconded

Passed 7-0

Education:

Kristin Schneeman moved;

Mark Friedman seconded

Passed 7-0

Jeff Wieser

Finance Chair and Reporter



WESTPORT PUBLIC SCHOOLS

THOMAS SCARICE
Superintendent of Schools

BACK UP MATERIAL
RTM ITEM # 2

110 Myrtle Avenue
Westport, Connecticut 06880
Telephone: (203) 341-1025
Fax: (203) 341-1029
tscarice@westportps.org

January 20, 2021

Re: BOE items for February 5, 2021, BOF special meeting

Dear First Selectman Marpe,

I respectfully request the below listed items be added to the Board of Finance meeting agenda of February 5, 2021. The items appeared as discussion/action items on the Board of Education meeting agenda for January 19, 2021.

1. Request from the Board of Education a Capital Appropriation in the amount of \$280,364 for a cooling tower replacement (bid #21-004-BOE) at Greens Farms Elementary School.
2. Request from the Board of Education a capital appropriation in the amount of \$1,512,025 for capital projects estimated soft costs for projects slated for 2020-21 and 2021-22.

Please let me know if you have any questions.

Respectfully,


Thomas Scarice, Superintendent of Schools

Approved for submission
To Board of Finance (1/20/21)

Cc: Brian Stern, Board of Finance, Chair
Candice Savin, Board of Education, Chair
Gary Conrad, Town Finance Director
Michelle Mace, Finance Administrative Assistant
Eileen Francis, Selectman's Office Manager


James S. Marpe
First Selectman

**BID RESULTS FOR COOLING TOWER REPLACEMENT
GREEN'S FARMS ELEMENTARY SCHOOL
BID # 21-004 BOE**

BID PRICE	RESPONDENT			
	C.M. Towers Inc.	ENCON	McKenney Mech. Contractor Inc.	West State Mechanical Inc.
BASE PRICE	\$ 243,624.00	\$ 373,100.00	\$ 248,000.00	\$ 291,400.00
ALTERNATE # 1	\$ 12,580.00	\$ 34,300.00	\$ 15,250.00	\$ 16,600.00
ALTERNATE # 2	\$ 11,260.00	\$ 49,650.00	\$ 19,330.00	\$ 67,200.00
ALTERNATE # 3	\$ 25,480.00	\$ 45,700.00	\$ 35,250.00	\$ 30,000.00
TOTAL BID	\$ 292,944.00	\$ 502,750.00	\$ 317,830.00	\$ 405,200.00
TOTAL APPROVED BY FACILITIES DEPARTMENT	\$ 280,364.00			
<i>Base Bid Price Details</i>	Labor cost Material w/ freight cost Crane rental Engineering Electrical subcontractors Piping BMS	No itemized Bid details	No itemized Bid details	Labor/ demolition Material w/ freight cost Re-use existing honeywell controller and controls Re-use outside air intake dampers Operational check once tower installed

**BOARD OF EDUCATION - CAPEX SOFT COST ESTIMATE
PROJECTS SLATED FOR 20/21 & 21/22**

Soft costs (architect, design, engineer, etc.)

	<u>Project Cost Est.</u>	<u>11% Soft Cost Est.</u>	<u>5 Yr Capital</u>
Coleytown Elementary School			
Asphalt repair and replacement	\$ 376,729	\$ 41,440	21-22
Greens Farms Schools			
Asphalt repair and replacement	\$ 83,907	\$ 9,230	21-22
Kings Highway School			
ADA projects	\$ 151,007	\$ 16,611	20-21
Long Lots School			
Window replacement	\$ 635,050	\$ 69,856	22-23
Asphalt repair and replacement	\$ 528,576	\$ 58,143	21-22
Saugatuck Elementary School			
Various roofing systems	\$ 2,586,452	\$ 284,510	20-21
Various concrete and masonry	\$ 476,814	\$ 52,450	21-22
Asphalt repair and replacement	\$ 392,443	\$ 43,169	21-22
Bedford Middle School			
Various concrete and masonry	\$ 298,304	\$ 32,813	21-22
Asphalt repair and replacement	\$ 506,212	\$ 55,683	21-22
Staples High School			
Various roofing systems	\$ 5,277,890	\$ 580,568	20-21
Various concrete and masonry	\$ 90,336	\$ 9,937	21-22
Ceiling tiles replacement	\$ 674,319	\$ 74,175	21-22
Sports flooring replacement	\$ 1,203,586	\$ 132,394	21-22
Various HVAC	\$ 464,055	\$ 51,046	21-22
TOTAL SOFT COST REQUEST:		<u><u>\$ 1,512,025</u></u>	

**Joint RTM Finance and Education Committees Meeting
February 18, 2021**

RTM Finance Committee Members Present:

Finance Committee: Jeff Wieser, Chair; Rick Jaffe; Jessica Bram; Seth Braunstein; Cathy Talmadge; Christine Meiers Schatz; Lauren Soloff

RTM Education Committee Members Present:

Lauren Karpf, Chair; Jack Klinge; Lou Mall; Mark Friedman; Ellen Lautenberg; Kristin Mott Purcell; Kristin Schneeman.

Other Town Officials Present: Tom Scarice, Schools Superintendent; Elaine Whitney, BOE; Elio Longo, Schools CFO; Jay Keenan, RTM.

The RTM Finance and Education Committees met to consider the following:

“To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, to approve a Capital appropriation in the amount of \$280,364.00 for the replacement of the Cooling Tower at Green's Farm Elementary School.”

The cooling tower is a large radiator type machine that, in very simplified terms, takes hot chiller process water from the basement to the rooftop and is cooled and sent back down to the chiller plant. It is a major component of the air conditioning system at Greens Farms School and is necessary in order to continue to have AC at the school. The unit was installed in 2000 and thus has exceeded its useful life of 15-20 years. If this unit is not replaced and fails, the school will have no air conditioning. If we do not replace this unit and the sump pump fails, there will be flooding on floors below the unit.

This appropriation is for the actual project, not for the soft costs. The project went out for bid and will be awarded to the lowest bidder (C.M. Towers, Inc).

The committees discussed the need for continued updating of the Antinozzi report and to address items not covered in the report. Moreover, members of the committees discussed a desire for an officer to oversee upkeep and maintenance of all Town properties, including school buildings. We discussed the fact that the HVAC systems at all schools (other than CMS) need comprehensive reviews. We also discussed the need for a committee or taskforce to do walk-throughs of the school buildings, and frustration that the LLS windows and HVAC replacement have not moved forward despite years of discussion. Finally, we discussed the fact that we would like a better approach for budgeting for and prioritizing capital projects.

That said, it was clear to the committees that the cooling tower replacement is necessary. The request passed unanimously 7-0 by both committees.

Lauren Karpf

Education Chair and Reporter



WESTPORT, CONNECTICUT

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

BACK UP MATERIAL
RTM ITEM # 3

January 19, 2021

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

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement Fund Sidewalk major maintenance expenditure

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement Fund in the amount of \$350,000.00 for the maintenance and replacement of our existing sidewalk network. This is an ongoing bi-annual program that was started in 2002. The capital forecast shows \$250,000 this year.

The Town currently has approximately 23.4 miles of sidewalk. Of that approximately 6.3 miles, or 33,490 linear feet are currently slated for reconstruction. In this project we propose to replace approximately 7200 linear feet of the sidewalk on North Avenue between Cross Highway and Coleytown Road, completing the linear run from Staples High School and Bedford Middle School and Coleytown Middle School.

The work will be bid out utilizing our normal purchasing procedure, and we anticipate doing the construction over this coming summer and the next.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich", is written over a horizontal line.

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

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPRQST\SidewalkMaint2021

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 1/19/21

PROJECT NAME AND DESCRIPTION
 Sidewalk rehabilitation and construction – This project is a continuation of our effort to maintain our existing sidewalk maintenance by addressing the worst segments of our 23.38 mile sidewalk network. The \$350k request is proposed to be used to replace approximately 7200lf of sidewalk between Cross Highway and Coleytown Road Estimated cost is \$48/lf for asphalt sidewalk.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not?
 If yes, answer the following two questions:
 Which FY was the project first proposed? We started doing this on a bi-annual basis around 2002
 Which FY was the project first planned? 2002 just after the State declared that the Town is responsible for all sidewalks

APPROXIMATE COST:	\$350,000	COST IN CAPITAL FORECAST: \$250,000
CONTINGENCY (0%):	\$350,000	←TOTAL REQUEST→ \$350,000

SOURCE OF FUNDS:

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

OTHER, DESCRIBE:
 PAYBACK PERIOD: N/A

PROJECTED START DATE: May/June 2021 EST. COMPLETION DATE: October/November 2021
 ESTIMATED USEFUL LIFE: The replaced sidewalks should last approximately 15 years minimum

Is this project part of a larger capital project? YES – this program is ongoing every 2 years in lieu of skewing the operating budget

Has an RFP been issued? YES NO
 Have bids been received? YES NO Number of bids received: This project will be bid out in February/Mar of 2019
 Was the lowest bid the winner? YES NO If not, why? We will be using the low bid

Who will benefit from the project?
Pedestrians In the Town of Westport

Is it a replacement? YES NO The sidewalks will be replaced in kind

If yes, describe condition of what is to be replaced: In the sidewalk inventory we have Approx 33490 lf of sidewalk rated "poor" condition

Pictures attached? YES NO

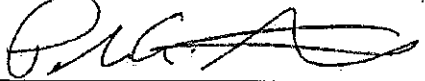

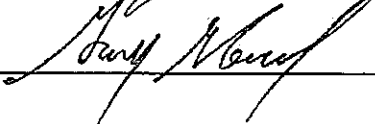
What other approvals/reviews are necessary to begin this project? RTM, BOS

FINANCE

This section to be completed by the Finance Director.

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

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: <u>1/19/21</u>
FINANCE DIRECTOR FIRST SELECTMAN		DATE: <u>1/19/21</u>
FIRST SELECTMAN FINANCE DIRECTOR		DATE: <u>1/20/21</u>



WESTPORT, CONNECTICUT

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

Item 9

BOF Approved 2/3/21

BACK UP MATERIAL
RTM ITEM # 4

January 19, 2020

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

Re: Request for Appropriation to the Capital and Non-Recurring fund in the amount of \$165,000, for the STEAP Grant sidewalk replacement project on Maple Avenue South

Dear Mr. Marpe,

This office herein requests an appropriation to the Capital and Non-recurring fund in the amount of \$165,000.00 for the replacement of the existing sidewalk between Clapboard Hill Road and Post Road East. The Town was awarded a Small Town Economic Assistance Program, (STEAP), grant in October of 2020, in the amount of \$128,205.00. This project is not in the capital forecast because the STEAP grant program has not been active for the past several years. The \$128,205.00 will be reimbursed as the work gets completed. The remaining funds, \$36,795.00, represent the Town's required contribution to the project and will not be reimbursed.

The Town currently has approximately 23.4 miles of sidewalk. Of that approximately 6.3 miles, or 33,490 linear feet are currently slated for reconstruction. In this project we propose to replace approximately 2360 linear feet of the sidewalk on Maple Ave South between Clapboard Hill Road and Post Road East, with an infill section of 215 linear feet of new sidewalk to complete the corridor.

The work will be bid out utilizing our normal purchasing procedure, and we anticipate doing the construction over this coming summer and the next.

Respectfully,

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

cc: Gary Conrad, Finance Director
G:\Pw_of\PAR\APPRQST\SidewalkMaintSTEAP2021

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 1/19/21

PROJECT NAME AND DESCRIPTION
 Sidewalk rehabilitation and construction – This project is a continuation of our effort to maintain our existing sidewalk maintenance by addressing the worst segments of our 23.38 mile sidewalk network. The \$165k request is proposed to be used to replace approximately 2575lf of sidewalk on Maple Avenue South between Clapboard Hill Road and Post Road East. Of the \$165k \$128,205 will be reimbursed by a STEAP grant that the Town was awarded in October of 2020.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 The State announced the STEAP Grant in June of 2020 and had a very short window for application. The Maple Avenue South sidewalk was on our list for reconstruction and was a good fit for the funding request
 If no, why not?
 If yes, answer the following two questions:
 Which FY was the project first proposed? Maple Avenue South has been on our list since approximately 2014
 Which FY was the project first planned? In 2002 just after the State declared that the Town is responsible for all sidewalks

APPROXIMATE COST:	\$150,000	COST IN CAPITAL FORECAST: \$0
CONTINGENCY (10%):	\$15,000	
	\$165,000	←TOTAL REQUEST→ \$165,000

SOURCE OF FUNDS:

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

OTHER, DESCRIBE:
 PAYBACK PERIOD: N/A

EST. COMPLETION
 PROJECTED START DATE: May/June 2021 DATE: October/November 2021
 ESTIMATED USEFUL LIFE: The replaced sidewalks should last approximately 15 years minimum

Is this project part of a larger capital project? YES – this program is ongoing every 2 years in lieu of skewing the operating budget

Has an RFP been issued? YES NO
 Have bids been received? YES NO Number of bids received: This project will be bid out in February/Mar of 2021.
 Was the lowest bid the winner? YES NO If not, why? We will be using the low bid

Who will benefit from the project?
Pedestrians in the Town of Westport

Is it a replacement? YES NO The sidewalks will be replaced in kind

If yes, describe condition of what is to be replaced: In the sidewalk inventory we have Approx 33490 lf of sidewalk rated "poor" condition

Pictures attached? YES NO

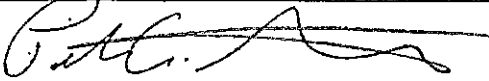
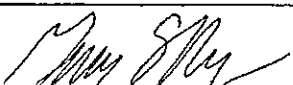
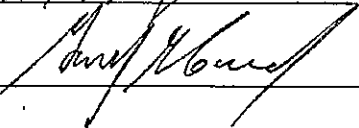
What other approvals/reviews are necessary to begin this project? RTM, BOS

FINANCE

This section to be completed by the Finance Director.

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

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 1/19/21
FINANCE DIRECTOR FIRST SELECTMAN		DATE: 1/19/21
FIRST SELECTMAN FINANCE DIRECTOR		DATE: 1/21/2021

**RTM Finance and Public Works Committee Joint Meeting
February 18th, 2021**

Finance Committee Members Present (eight of nine): Jeff Wieser, Chair; Seth Braunstein; Rick Jaffe; Christine Meiers Schatz; Stephen Shackelford; Lauren Soloff; Cathy Talmadge; Jessica Bram

Public Works Committee Members Present (eight of nine): Jay Keenan, Chair; Andrew Colabella; Peter Gold; Jack Klinge; Richard Lowenstein; Louis Mall; Chris Tait; Cathy Talmadge

Other Town Officials Present: Pete Ratkiewich, Director of Public Works Department

The RTM Finance and Public Works Committees met jointly to consider the following:

“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 \$165,000.00 to the Capital and Non-Recurring Account for the replacement of existing sidewalks on Maple Avenue South between Clapboard Hill Rd and Post Road East.”

DPW Director Peter Ratkiewich explained that the town has received a “Small Town Economic Assistance Program (STEAP)” grant in the amount of \$128,205 which will be used for the replacement of existing sidewalks on Maple Avenue South. While this appropriation is for a total of \$165,000, the town’s true net cost is only ~\$37,000 as the remaining \$128,205 will be reimbursed to the town as a result of this grant. The reimbursement will occur as the work is completed.

The grant has a one year time limit from the commitment to fund. So the Town will need to get it done quickly, presumably by the end of the upcoming construction season although given delays in the State in providing parameters it may stretch longer.

We learned that when replacing 30 year old sidewalks it is essentially the same as putting in new sidewalks. We will need to design the sidewalk in conjunction with the State which will allow us to use our own town guidelines. These will be 5 feet wide sidewalks made of asphalt with a curb (either extruded concrete or asphalt) and will be similar to what was completed recently on North Avenue.

We also had some more general discussion of the way that DPW approaches the upkeep and maintenance of the Town’s ~23 miles of sidewalks. While there is a limited annual line item in the budget, it is inadequate to do anything more than cover some very basic materials needed for localized patching and repairing. In contrast to the more formalized approach to the evaluation of all roads in Town, the evaluation of the Town’s sidewalks is done on a more impromptu basis. Sidewalk evaluation is based on many different factors with proximity to schools as one of the main determinants for where maintenance will occur. There was a general

consensus that it would be prudent to seek support from the First Selectman's office and from the Board of Finance and across the broad RTM to support and fund a more proactive plan for planning and maintenance of our sidewalks.

The meeting also included discussion of whether it would make sense to hire a grant writer so that DPW Department Head Ratkiewich and presumably other department heads could take advantage of more grant opportunities.

Action: Motions in favor of supporting the requested funding were made and seconded for Public Works (Peter Gold / Jack Klinge) and Finance (Lauren Soloff / Rick Jaffe).

Both motions passed unanimously:

- Public Works: 8-0, and
- Finance: 8-0

Respectfully submitted,

Seth Braunstein
RTM District 6/Finance Committee Member



WESTPORT, CONNECTICUT

JAMES S. MARPE
First Selectman

BACK UP MATERIAL
RTM ITEM # MISC.

February 12, 2021

Velma Heller, RTM Moderator
110 Myrtle Avenue
Westport, CT 06880

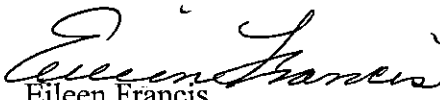
Re: Accepted Gifts to Town

Dear Velma:

In accordance with the Policy for Gifts to Town, attached please find the Annual Accounting Report of:

- 1) Monetary donations under \$5,001 that were approved by the First Selectman during the calendar year 2020 (TOTAL: \$281,320.57)
- 2) Monetary donations in excess of \$5,001 approved and accepted by the Board of Selectmen during the calendar year 2020. (TOTAL: \$25,000)
- 3) Non-monetary donations: Total Approximate Value: +/- \$95,099.00

Thank you.


Eileen Francis
Office Manager

attachment

Cc: Jeff Dunkerton, Town Clerk
Gary Conrad, Finance Director

Accounting to Board of Selectmen: Gifts 2020

<u>DATE REC'D</u>	<u>FROM</u>	<u>AGGREGATE GIFTS UNDER 5k</u>	<u>AMOUNT</u>	<u>NOTES</u>
Jan 1-15, 2020	HUM SERVICES	TO: Family, Senior Client Needs, Holiday, Warm Up	\$ 13,906.00	
Jan 15-31, 2020	HUM SERVICES	TO : Warm up, Campership, Back to School, WCSA, Families in Need, PYD, TEAM Westport	\$ 7,447.72	
3/1/2020	HUM SERVICES	TO: Warm Up Fund, B Butler Escrow, Youth Services, Holiday Fund, TEAM Westport, Senior Serv	\$ 9,559.74	
5/1/2020	HUM SERVICES	TO: B Butler, Covid Food Fund, WCSA	\$ 137,542.36	
6/1/2020	HUM SERVICES	TO: COVID Food Fund, Warm Up, 2020 Campership	\$ 15,821.61	
7/1/2020	HUM SERVICES	TO: Covid Food Fund, Ceremonies + Campership, WCSA	\$ 15,380.00	
9/17/2020	HUM SERVICES	TO: Area of Most Need	\$ 1,588.00	
9/21/2020	HUM SERVICES	TO: Back to School	\$ 700.00	
11/1/2020	HUM SERVICES	TO: WCSA, Campership, Area of Most Need, TEAM Westport, COVID, Sr. Clients	\$ 5,090.00	
12/1/2020	HUM SERVICES	TO: Area of Most Need, Warm Up Fund, Holiday Fund	\$ 14,933.00	
12/30/2020	HUM SERVICES	TO: WCSA, Holiday Program, Sr. Center Account, Families in Need, TEAM Westport, Area of Most Need	\$ 36,124.05	
1/17/2020	PD	TO: K-9 Fund	\$ 12,726.01	
2/12/2020	PD	TO: K-9 Fund	\$ 3,998.08	
10/20/2020	PD	TO: K-9 Fund	\$ 400.00	
11/10/2020	PD	TO: PD Escrow Account	\$ 100.00	
12/21/2020	PD	TO: PD Escrow Account	\$ 2,504.00	
3/2/2020	FIRE Dept	TO: Fitness Program	\$ 500.00	
6/10/2020	FIRE Dept	TO Operating Fund	\$ 2,000.00	

Accounting to Board of Selectmen: Gifts 2020

12/10/2020	FIRE Dept	TO: Operating Fund	\$ 1,000.00	
			\$281,320.57	
January, 2020	PD	PD K-9 Unit	\$ 15,000.00	Single Donation Approved by BOS
October, 2020	Human Services	Anonymous	\$ 20,000.00	Single Donation Approved by BOS
			\$ 25,000.00	
TOTAL			\$316,320.57	

OTHER NON-MONETARY

March, 2020		Vehicle Donation to PD	value \$10 - 15,000	
April, 2020	WAAC	Art Sculpture <i>Rock Paper Scissors</i>	value \$51,500	Approved by BOS & RTM
July, 2020	WAAC	Steffi Friedman Artwork	value \$5,000	
November, 2020	WAAC	various artwork	value 25,500	
Jan - Dec, 2020	P&R	VARIOUS BENCH DONATIONS	9 Benches	
2/11/2020	P&R	TREE DONATION	value: \$599.00	

TOWN OF WESTPORT

POLICY FOR GIFTS TO TOWN

(Approved 7/15/98; Amended 10/28/98; Revised 11/12/14)

1. Purpose.
2. Monetary donations.
3. Nonmonetary gifts.
4. Criteria for acceptance of gifts; tax considerations.
5. Naming/Dedication as a condition.
6. Administrative procedures.

1. Purpose.

The purpose of this Policy is to establish uniform procedures to govern the donation to and receipt by the Town of gifts of money or of value from citizens, foundations, business concerns and others, both for specific purposes and for general use by the Town.

2. Monetary donations.

A. \$1 to \$5,000.

The First Selectman is hereby authorized to accept, on behalf of the Town, monetary donations of up to and including five thousand dollars (\$5,000) without Board of Selectmen approval. All such gifts accepted by the First Selectman shall be reported to the Board of Selectmen on an annual basis.

B. \$5,001 to \$20,000.

A donation in excess of five thousand dollars (\$5,000) up to and including twenty thousand dollars (\$20,000) shall not be accepted by the Town unless it has received the prior approval of the Board of Selectmen. The Board of Selectmen shall report all such contributions received to the Representative Town Meeting (RTM) members on an annual basis.

C. More than \$20,000.

A donation in excess of twenty thousand dollars (\$20,000) shall not be accepted by the Town unless it has been recommended for approval by the Board of Selectmen and has received the approval of the RTM. All such donations shall first be submitted to the Board of Selectmen which shall forward its recommendation to the Moderator of the RTM to be placed on the agenda for the next available meeting.

D. Special Account

The Controller shall establish a special account for the deposit of donations which the donor has designated for use for specific purposes. After a period not to exceed two years and/or the completion of the specific purpose for which the funds have been donated, excess funds shall be deposited in the general fund unless the town has accepted the gift under different conditions.

3. Nonmonetary gifts.

- A. The First Selectman is hereby authorized to accept, on behalf of the Town, non-monetary donations of up to and including five thousand dollars (\$5,000) without Board of Selectmen approval.
- B. A nonmonetary gift to the Town with a value in excess of \$5,000 shall not be accepted without the prior approval of the Board of Selectmen.
- C. A nonmonetary gift to the Town of real estate or of a structure which is intended to be permanently placed on Town property shall be accepted only upon the prior approval of the RTM. In addition, prior to the acceptance of such a gift, a positive report by the Planning & Zoning Commission pursuant to CGS §8-24 must be obtained as well as the approval from any other Town Board or Commission.

All such donations shall be submitted to the Board of Selectmen, which shall forward its recommendation to the Moderator of the RTM to be placed on the agenda for the next available meeting.

- D. All gifts to the Town which are works of art shall be referred to the Arts Advisory Committee which shall forward its written recommendation as to acceptance and placement of the work of art to the Board of Selectmen.

4. Criteria for acceptance of gifts; tax considerations.

- A. In considering whether to approve acceptance of a gift, the following criteria shall be considered:
 - (1) Whether the gift is appropriate for a public building, facility, or parcel of land.
 - (2) Whether the gift is being offered by a donor who is acceptable to the reviewing entity.
 - (3) Whether the gift will benefit the Town and the community.
 - (4) Whether there is space in a public facility to accommodate it.

- (5) Whether there are, construction, maintenance or repair costs involved and, if so, how they will be funded.
 - (6) Whether there are insurance costs associated with receiving and maintaining the gift and, if so, how they will be funded.
 - (7) Whether the gift will begin a program or service which the Town would be unwilling to take over when the gift or grant funds are exhausted.
 - (8) Whether receipt of the gift may conflict in any way with the Town's purchasing or gift policies.
 - (9) Whether any conditions attached to the gift conflict with or in any way commit the Town to a course of action which conflicts with Town policies, practices, ordinances, standards, or state or federal laws or regulations.
- B. The Board of Selectmen reserves the right to specify the manner in which gifts are made, to define the type of gift which it considers appropriate, and to reject those which it deems inappropriate or unsuitable.
- C. The Board of Selectmen shall be empowered to remove, dispose of, or modify those gifts that become unwanted or obsolete as conditions warrant. If acceptance of the gift required approval by the RTM, any such removal, disposal or modification will be subject to final approval by the RTM.
- D. The Town will not evaluate gifts for tax purposes. The First Selectman, upon request by a donor, shall acknowledge the receipt of a gift for purposes of enabling the donor to receive a tax deduction.

5. Naming/Dedication as a condition attached to a gift.

- A. All gifts which have the condition that the giving of the gift is contingent upon naming it or other Town property shall be referred to the Board of Selectmen which shall forward its recommendations to the Moderator of the RTM to be placed on its agenda for the next available meeting.
- B. In considering whether to approve naming a property, the reviewing entity shall make a finding that, in light of all the circumstances, it is in the best interests of the town to honor the condition of naming.
- C. The Board of Selectmen shall determine the method and time period for recognizing all gifts dedicated to the memory of an individual. Such recognition may be in the form a plaque placed at an appropriate location for an appropriate period of time or in some other form as determined by the Board of Selectmen.

- D. All gifts that have the condition that the giving of the gift is contingent upon naming it or other Town property, or the gift is to be dedicated to the memory of an individual, shall also be subject to the approval of any other appropriate Town board or commission.

6. Administrative procedures.

- A. Before a donor offers a gift to the Town, the donor shall submit a letter designating the purpose and conditions, if any, of the gift and relinquishing any future claim to the gift. Individuals desiring anonymity shall so state in the letter. Such letter shall be submitted to the First Selectman, or designee, who shall thereupon secure any additional information pertinent to the decision whether to accept the gift and forward the letter and such information, including a recommendation, to the Board of Selectman.
- B. Potential donors to a program, department or the Town offices shall be advised by the First Selectman, or designee, that, in determining whether to accept a gift, the Board of Selectmen will base its determination upon whether the gift is in the best interests of the Town and the community at large.
- C. Individuals desiring anonymity shall so state in the document, in which event the Town will undertake to preserve their anonymity.
- D. The Board of Selectmen is empowered, on behalf of the Town and without action by the RTM, to devote, apply, expend or utilize such gifts to such purposes and with such restrictions, if any, as may have been established by the donor; and to take all necessary and appropriate action to accomplish the purposes set forth by the donor. If no special purposes have been set forth, funds shall be deposited in the general fund.
- E. Any gifts to the Board of Education which directly impact on Town-owned property shall be reviewed in accordance with this policy and its administrative procedures.