



Board of Finance

Revised Item 8

Town Hall, 110 Myrtle Avenue
Westport, CT 06880
BOF@westportct.gov

WESTPORT™

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor's Executive Order No. 7B, this meeting will be held remotely without in-person public access but will be live streamed on the Town Website westportct.gov (on the website, select "How Do I" Heading, and select "Watch Town Meetings") and shown on Optimum Government Access Channel 79 and Frontier Channel 6020.

Comments to be read during the public comment period may be emailed to BOFcomments@westportct.gov.

We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

NOTICE OF BOF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on **Wednesday, April 7, 2021 at 7:30 p.m. with remote participation** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the March 3, 2021, March 9, 2021 and March 11, 2021 Regular Meetings, and March 2, 2021, and March 9, 2021 Special Meetings.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Discussion and Recommendation for the First Selectman Salary.
5. Upon the request of the Director of Public Works, to approve an appropriation of \$101,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500330-10115 for the engineering design for sanitary sewer extensions to Evergreen Avenue, Evergreen Parkway, Tamarac Road, Lone Pine Lane, Gorham Avenue, Compo Road North & Brookside Drive.
6. Upon the request of the Director of Public Works, to approve an appropriation of \$600,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500331-10116 for the replacement of underground fuel tanks, fuel system, and heating oil tanks at the Sherwood Island Connector Parsell Center.
7. Upon the request of the Superintendent of Schools, to approve a Special Appropriation in the amount of \$1,680,053.00 along with bond and note authorization to the Municipal Improvement Fund Account 30506650-500344-10114 for asphalt paving projects at Greens Farms Elementary School, Long Lots Elementary School, Bedford Middle School, and the Coleytown school complex.

8. The Board will consider any requests for restoration of sums removed from the Budget by the Board at its March 9, 2021, and March 11, 2021, Budget Hearings, and March 29, 2021 Special Meeting.

The Board will approve the “BOF Recommended Budget for Fiscal Year 2021-2022” as follows:

- a. General Fund
- b. Wakeman Farm
- c. Railroad Parking Fund
- d. Sewer Fund

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport’s ADA Coordinator at 203-341-1043 or eflug@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor's Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on westportct.gov and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Emails to BOF members can be sent to BOF@westportct.gov. Comments to be read during the public comment period may be emailed to BOFcomments@westportct.gov. We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. If you would like to give your comments by participating in real time in the meeting, please send an email by noon on March 3, 2021, to mmace@westportct.gov stating your name and address and the agenda item to which your comments will relate, and meeting participation details will be emailed to you to enable you to participate in real time in the meeting. Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

DRAFT MINUTES OF BOF EXECUTIVE SESSION

The Board of Finance held a Special Meeting on **Wednesday, March 3, 2021 at 7:15 p.m. with remote participation** for the following purpose. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion:

Motion to enter into executive session: Sheri Gordon, second Andrea Moore. Vote 7-0-0.

AGENDA

1. To discuss Selectmen salaries.

Motion to exit Executive Session Lee Caney, second Jim Foster. Vote 7-0-0.

DRAFT MINUTES OF BOF PUBLIC MEETING

The Board of Finance held its Public Meeting on **Wednesday, March 3, 2021 at 7:30 p.m. with remote participation** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the February 3, 2021 Regular Meeting, the February 9, 2021, February 10, 2021, and February 11, 2021 Special Meetings.

Motion to approve Nancie Dupier, second Jim Foster. Vote 7-0-0.

2. Financial Report from the Finance Director. (Discussion Only) Gary Conrad Presented.
3. Status Update from the Audit Manager. (Discussion Only) Lynn Scully Presented.
4. The Board of Finance discussed the Selectman's preliminary requested 2021-22 budget of the Information Technology Department. No action will be taken. (Discussion Only) -
5. Board of Education 2nd quarter Financial Report from the Chief Financial Officer. (Discussion Only)
6. Board of Education Superintendent Thomas Scarice and Board of Education Chair Candice Savin presented the Board of Education Operating and Capital Budget for Fiscal Year 2021-22.
7. First Selectman Jim Marpe presented the Town of Westport Budget for Fiscal Year 2021-2022.
8. Upon the request of the Deputy Chief of Police, to approve a special appropriation in the amount of 32,970.00 to the accounts listed below for mandatory drug testing for POSTC certification and hiring costs associated with replacing four vacancies at the Police Department.
 - a. Employee Medical Account 10102210-528100 \$ 9,920.00
 - b. Uniform Allowance Account 10102210-528000 \$10,650.00
 - c. Promotional Testing Account 10102210-531015 \$12,400.00

Motion to approve - Sheri Gordon, Second - Jay DesMarteau - Vote 7-0-0.

9. Upon the request of the Finance Director, to approve an appropriation in the amount of \$380,000.00 from the General Fund Balance to the COVID Accounts 10101980 – Project 10004. The prior appropriation of \$400,000.00 that was approved on July 8, 2020 has been exhausted. The additional funds will cover costs for protective devices, sanitizing, legal fees, signage, and employee testing.

Motion to approve - Nancie Dupier, Second - Andrea Moore. Vote 7-0-0.

10. Upon the request of the Finance Director, to approve an appropriation in the amount of \$780,000.00 into Hurricane Isaias Accounts 10101980 – Project 10005, to cover storm expenses incurred.

Motion to approve - Lee Caney, Second - Andrea Moore. Vote 7-0-0.

Motion to Adjourn - Jay DesMarteau, Second Nancie Dupier. Vote 7-0-0.

Meeting Adjourned 10:53pm

Meeting Notes Respectfully Submitted by Andrea Moore, Vice Chair

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or eflug@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING

DRAFT MINUTES

Pursuant to the Governor's Executive Order No. 7B, this meeting will be held remotely without in-person public access but will be live streamed on the Town Website westportct.gov (on the website, select the "How Do I" heading, and select "Watch Town Meetings") and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Comments to be read during the public comment period may be emailed to BOFcomments@westportct.gov. We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting material will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

Public Budget Hearings were held by the Board of Finance beginning at 7:30 PM on MARCH 9, 2021 (Selectman's Budget) and on MARCH 11, 2021 and March 29, 2021 (Board of Education Budget Presented by Superintendent Thomas Scarice and BOE Chair Candice Savin), to review the 2021-22 Budget requests of the Town of Westport.

The following is a summary of the Budget requests as presented to the Board of Finance.

(A complete copy of the Budget is on file in the Town Clerk's office and online www.westportct.gov under the Finance

TOWN OF WESTPORT REQUESTED BUDGET FOR THE 2021-22 FISCAL YEAR:

GENERAL FUND:	2019-20 Actual	2020-21 Budget	2020-21 Projected	2021-22 Requested	BOF Motion/Votes
Revenues					
Current Taxes	189,288,801	188,040,333	188,040,333	TBD	
Prior Taxes	2,034,582	2,000,000	3,000,000	2,000,000	
Education	945,743	1,231,430	1,101,430	1,023,932	
Parks & Recreation	4,304,407	6,027,293	6,027,293	6,168,784	
Other	12,217,860	10,740,772	9,428,672	10,097,612	
Transfers	908,000	208,000	208,000	508,000	
Total Revenues:	209,699,393	208,247,828	207,805,728	19,798,328	Gordon/Foster 7-0-0
Expenditures					
01 General Government	6,592,298	6,653,054	6,720,943	6,752,644	Caney/Gordon 7-0-0
02 Public Safety	21,779,223	22,448,674	22,672,603	23,035,177	Gordon/DesMarteau 7-0-0
03 Public Works	9,678,666	11,559,196	11,578,740	11,842,280	Dupier/DesMarteau 7-0-0
05 Human Services	1,272,278	1,399,701	1,422,235	1,404,362	Stern/Caney 7-0-0
08 Parks & Recreation	5,573,229	6,478,298	6,492,474	6,745,411	Dupier/Gordon 7-0-0
09 Pension, OPEB, Insurance & Misc.	18,766,587	20,308,795	20,174,806	20,989,708	Caney/Gordon 7-0-0
10 Debt Service	4,506,975	4,009,426	4,009,426	3,966,245	Stern/Dupier 7-0-0
11 Transfers to Other Funds	1,384,945	2,368,165	2,368,165	2,368,165	Caney/Foster 7-0-0
Special Appropriations	0	0	0	0	
Town Totals:	69,554,201	75,225,309	75,439,392	77,103,992	
Board of Education Expenditures					
650 Board of Education	115,906,775	121,936,487	121,936,487	126,942,298	Special Meeting 3/29/21- Reduction of \$1,347,716
650 BOE Program Expenses	101,734	283,352	283,352	225,854	Stern/Moore 7-0-0
651 BOE Rental/Reimbursements	100,352	0	0	0	Moore/Dupier 7-0-0
652 Aid to Pvt/Parochial Schools	393,800	484,679	484,679	507,569	N/A
654 BOE Debt Service	8,801,108	8,725,430	8,725,430	9,076,758	Moore/Dupier 7-0-0
656 Transfer to Capital Nonrecurring Fund	1,182,505	0	0	0	Gordon/Foster 7-0-0
Total Education	126,486,273	131,429,948	131,429,948	136,752,479	N/A
04 Health	583,611	590,811	590,811	590,811	Stern/DesMarteau 7-0-0
07 Library	4,985,375	5,111,360	5,111,360	5,090,148	Moore/Foster 7-0-0
907 Earthplace	95,000	95,000	95,000	105,000	Caney/DesMarteau 7-0-0
915 Westport Transit District	303,901	320,400	320,400	342,000	Reduction of \$157,500
Total General Fund Expenditures:	202,008,361	212,772,828	212,986,911	219,984,430	Caney/Foster 5-2-0
RAILROAD PARKING FUND:					
Revenues					
Parking Permits	1,508,358	1,430,000	1,200,000	1,400,000	
Daily Parking	489,847	425,000	75,000	375,000	
Rent & Miscellaneous	88,635	95,000	85,000	105,000	
Interest Income	27,779	40,000	5,000	6,101	
Total Revenues:	2,114,619	1,990,000	1,365,000	1,886,101	
Expenditures					
219 Railroad Parking	1,782,990	1,946,441	1,948,107	1,886,101	DesMarteau/Gordon 7-0-0
WAKEMAN FARM FUND:					
Revenues					
Wakeman Farm Revenues	258,973	353,000	353,000	392,875	
Expenditures					
215 Wakeman Farm	296,986	352,023	352,023	391,395	Dupier/DesMarteau 7-0-0
SEWER FUND:					
Revenues					
Assessments	907,512	980,000	980,000	990,000	
Use Charges	3,228,099	3,250,000	3,250,000	3,200,000	
Carrying Charges	294,047	325,000	325,000	300,000	
Other	295,383	256,056	256,056	233,694	
Transfer From Other Funds	368,165	368,165	368,165	368,165	
Total Revenues:	5,093,206	5,179,221	5,179,221	5,091,859	N/A
Expenditures					
03 Sewage Treatment/Collection	1,728,629	1,985,074	1,990,414	2,145,915	
09 Miscellaneous	406,560	483,565	483,565	422,640	
10 Debt Service	2,724,889	2,710,582	2,710,582	2,523,304	
Total Expenditures:	4,860,078	5,179,221	5,184,561	5,091,859	Gordon/Caney 7-0-0

Brian Stern, Board of Finance Chair

Attendees 3/9/21: Brian Stern, Jim Foster, Jay DesMarteau, Nancie Dupier, Lee Caney, Sheri Gordon and Andrea Moore. Meeting Adjourned 9:38pm.
Attendees 3/11/21: Brian Stern, Jim Foster, Jay DesMarteau, Nancie Dupier, Lee Caney, Sheri Gordon and Andrea Moore. Meeting Adjourned 9:38pm.
Attendees 3/29/21: Brian Stern, Jim Foster, Jay DesMarteau, Nancie Dupier, Lee Caney, Sheri Gordon and Andrea Moore. Meeting Adjourned 7:23pm.



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor's Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on westportct.gov and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Emails to BOF members can be sent to BOF@westportct.gov. Comments to be read during the public comment period may be emailed to BOFcomments@westportct.gov. We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. If you would like to give your comments by participating in real time in the meeting, please send an email by noon on March 1, 2021, to mmace@westportct.gov stating your name and address and the agenda item to which your comments will relate, and meeting participation details will be emailed to you to enable you to participate in real time in the meeting. Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

DRAFT MINUTES OF THE BOF SPECIAL MEETING

The Board of Finance held a Special Meeting on Tuesday, March 2, 2021 at 10:00 a.m. with remote participation for the following purposes:

AGENDA

BOF Attendees: Brian Stern, Lee Caney, Nancy Dupier, Sheri Gordon, Jay DesMarteau, Jim Foster, and Andrea Moore

1. Overview from Milliman of the Pension and OPEB valuations and outlook. (Discussion Only)

Meeting Adjourns at 10:58am

Meetings note respectfully submitted by Andrea Moore, Vice Chair



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor's Executive Order No. 7B, this meeting will be held remotely without in-person public access but will be live streamed on the Town Website westportct.gov (on the website, select "How Do I" Heading, and select "Watch Town Meetings") and shown on Optimum Government Access Channel 79 and Frontier Channel 6020.

Comments to be read during the public comment period may be emailed to BOFcomments@westportct.gov. We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

DRAFT MINUTES FOR THE BOF SPECIAL MEETING

The Board of Finance held a Special Meeting on **Tuesday, March 9, 2021 directly following the 7:30 p.m. Formal Budget Meeting with remote participation** for the following purposes:

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

AGENDA

1. To take such action as the meeting may determine, upon a request by the Public Safety Departments, to approve an appropriation in the amount of \$508,470.00 adding to the March 2017 appropriation of \$1,420,000.00 for a total of \$1,928,470.00 for the replacement of the existing Dispatch Centers and the cost associated with the establishment and operation of a Fairfield-Westport Multi-town Emergency Communications Center to be Located at Sacred Heart University in Fairfield Connecticut with bond and note authorization to the Municipal Improvement Fund Account 30502210-500295.

Motion to approve - Nancie Dupier, second - Jay DesMarteau. Vote 7-0-0.

Motion to Adjourn - Andrea Moore, second - Brian Stern. Vote- 7-0-0.

Meeting Adjourns - 10:08pm

Meeting Notes Respectfully submitted by Andrea Moore, Vice Chair



WESTPORT™

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVENUE
 WESTPORT, CONNECTICUT 06880
 (203) 3411120 www.westportct.gov

March 19, 2021

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

RE: **Request for Appropriation for Design
 Sanitary Sewer– Contract 75
 Evergreen Avenue, Evergreen Parkway, Tamarac Road, Lone Pine Lane,
 Gorham Avenue, Compo Road North & Brookside Drive**

Dear Mr. Marpe:

This office has received a petition from residents of the above referenced areas seeking an extension of the public sanitary sewer system to service their neighborhoods. A preliminary review of the topography and wetland maps indicates that the area can be serviced by a conventional gravity system that will discharge into the Imperial Avenue Pump Station (Pump Station #1) sewer shed. The Contract is made up of one-hundred and twenty-four (124) properties which will require approximately nine thousand feet (9000LF) of gravity sewer line.

At this time, this office herein requests an appropriation and bond authorization for the necessary funds to complete the engineering design of the proposed extension. The costs associated with design of this sewer extension will be benefit assessed as part of the final sewer construction cost. An appropriation of **\$101,000.00** is requested based on the following breakdown:

Engineering Fee	\$ 46,500.00
Borings	\$ 35,000.00
Easement Appraisals	\$ 10,000.00
Contingency (10%)	\$ 9,150.00
TOTAL=	<u>\$100,650.00</u>

REQUESTED APPROPRIATION TOTAL = \$101,000.00

Respectfully,

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

cc: Gary Conrad, Finance Director

Approved for submission
 To Board of Finance (3/19/21)

James S. Marpe
 First Selectman

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works MARCH 19, 2021

PROJECT NAME AND DESCRIPTION
 ENGINEERING DESIGN SERVICES RFP21-015T SANITARY SEWER CONTRACT 75, Evergreen Avenue, Evergreen Parkway, Tamarac Road, Lone Pine Lane, Gorham Avenue, Compo Road North & Brookside Drive

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not? This Capital Request is the result of a Petetion for Sanitary Sewer by the residents of the above listed streets
 If yes, answer the following two questions:
 Which FY was the project first proposed?
 Which FY was the project first planned?

APPROXIMATE COST:	\$91,500.00	COST IN CAPITAL FORECAST:	
CONTINGENCY (10%):	\$9,150.00		
	\$100,650.00	←TOTAL	REQUEST→ \$101,000.00

SOURCE OF FUNDS:

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

OTHER, DESCRIBE: Municipal Improvement Fund - Sewage
 PAYBACK PERIOD: 19 years

PROJECTED START DATE: MAY 2021 EST. COMPLETION DATE: NOVEMBER 2021
 ESTIMATED USEFUL LIFE: 75 years

Is this project part of a larger capital project? Yes – this will lead to Sewer Construction contract #75. the total cost of Design and Construction will be Benefit Assessed to the Petitioners

Has an RFP been issued? YES NO
 Have bids been received? YES NO Number of bids received: _____
 Was the lowest bid the winner? YES NO If not, why? _____

Who will benefit from the project? Residents within the associated sewer-shed

Is it a replacement? YES NO

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

Pictures attached? YES NO

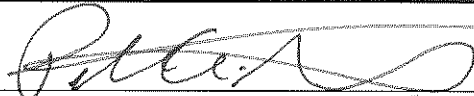
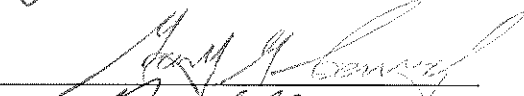
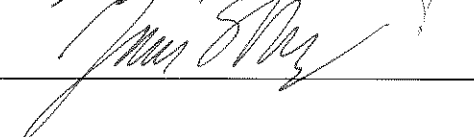
What other approvals/reviews are necessary to begin this project? RTM, BOS

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: 3/19/21
FINANCE DIRECTOR		DATE: 3/21/2021
FIRST SELECTMAN		DATE: 3/19/2021



WESTPORT, CONNECTICUT

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

March 19, 2021

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

RECEIVED

MAR 19 2021

TOWN OF WESTPORT
SELECTMAN'S OFFICE

Re: Request for Appropriation of \$600,000.00 along with bond and note authorization to the Municipal Improvement Fund Account for funding construction of replacement of underground fuel tanks, fuel system, and heating oil tanks at the Parsell Public Works Center at 300 Sherwood Island Connector

Dear Mr. Marpe,

This office herein requests an appropriation of \$600,000.00 along with bond and note authorization to the Municipal Improvement Fund Account for funding the construction of a replacement of the underground tanks, fuel system and heating oil tank at the Parsell Public Works Center. The new system will consist of above ground tanks to reduce our environmental liability. The existing tanks are due to be replaced according to DEEP regulations and they are current on the capital forecast. This is the second stage of the overall design and construction, which is listed in the forecast at a funding level of \$400,000.

The design process is now complete. Attached is a detailed estimate of probable costs of construction and construction administration.

Respectfully,

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

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPROQST\ParsellPWC_FuelTanksCON

Approved for submission
To Board of Finance (3/19/21)

James S. Marpe
First Selectman

Fuel Station and Fuel Oil Storage Tank Upgrades	3/19/2021
Town of Westport Public Works Garage	
Westport, Connecticut	

Estimate of Probable Construction Costs

Base Scope of Work

	Item	Qty	Unit	Price	Estimate
CIVIL WORK					
1	Maintenance and Protection of Traffic	1	L.S.	\$ 15,000.00	\$ 15,000.00
2	Site Preparation / E&S Control	1	L.S.	\$ 5,000.00	\$ 5,000.00
3	Processed Gravel Aggregate	150	C.Y.	\$ 50.00	\$ 7,500.00
4	Crushed Stone	20	C.Y.	\$ 50.00	\$ 1,000.00
5	Bituminous Concrete Pavement (2 Course)	85	Ton	\$ 100.00	\$ 8,500.00
6	Bituminous Concrete Lip Curbing	20	L.F.	\$ 10.00	\$ 200.00
7	Reinforced Concrete Pad Foundations	15	C.Y.	\$ 1,350.00	\$ 20,250.00
8	6" Concrete Fueling Pads	25	C.Y.	\$ 850.00	\$ 21,250.00
9	Bollards	22	Ea.	\$ 500.00	\$ 11,000.00
10	Topsoil, Seed, Fertilize, and Mulch	20	S.Y.	\$ 15.00	\$ 300.00

FUELING & MECHANICAL WORK					
1	Fuel Island Underground Fuel Tanks Removal	3	L.S.	\$ 15,000.00	\$ 45,000.00
2	Underground Oil Storage Tank Removal	1	L.S.	\$ 15,000.00	\$ 15,000.00
3	Underground Piping Removal	1	L.S.	\$ 10,000.00	\$ 10,000.00
4	Fuel Management System Removal	1	L.S.	\$ 2,500.00	\$ 2,500.00
5	Fuel Island Dispenser Removal	3	Ea.	\$ 500.00	\$ 1,500.00
6	Fuel Island Electrical Removal	1	L.S.	\$ 2,500.00	\$ 2,500.00
7	Fuel Island Convault Tank and Accessories	1	L.S.	\$ 75,000.00	\$ 75,000.00
8	Fuel Island Dispensers (Tank Mounted)	3	Ea.	\$ 15,000.00	\$ 45,000.00
9	Fuel Island Electrical	1	L.S.	\$ 40,000.00	\$ 40,000.00
10	Fuel Management System	1	L.S.	\$ 15,000.00	\$ 15,000.00
11	Fuel Gauging System	1	L.S.	\$ 10,000.00	\$ 10,000.00
12	Convault Oil Tank and Accessories	1	L.S.	\$ 60,000.00	\$ 60,000.00
13	Underground Piping	1	L.S.	\$ 15,000.00	\$ 15,000.00

STRUCTURAL & ARCHITECTURAL					
1	Processed Gravel Aggregate	20	C.Y.	\$ 50.00	\$ 1,000.00
2	Misc. Structural Components	1	L.S.	\$ 5,000.00	\$ 5,000.00
3	Reinforced Concrete Footings & Piers	4	Ea.	\$ 3,500.00	\$ 14,000.00
4	Canopy	1	L.S.	\$ 60,000.00	\$ 60,000.00
5	Canopy Electrical	1	L.S.	\$ 10,000.00	\$ 10,000.00

Estimated Construction Subtotal : \$ 516,500.00

Contingency : 10% \$ 51,650.00

Estimated Construction Total . \$ 568,150.00

Say : \$ 570,000.00

CONSTRUCTION ADMINISTRATION

Construction Staking	1	L.S.	\$ 5,000.00	\$ 5,000.00
Material Testing	1	L.S.	\$ 7,500.00	\$ 7,500.00
Construction Inspection	1	L.S.	\$ 15,000.00	\$ 15,000.00

Estimated Construction Administration subtotal \$ 27,500.00

Contingency 10% \$ 2,750.00

\$ 30,250.00

Say \$ 30,000.00

GRAND TOTAL \$ 600,000.00

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 3/19/21

PROJECT NAME AND DESCRIPTION
 Public Works Fuel tank replacement, fueling station replacement, and heating oil tank replacement.
 This project is for the removal/replacement of two underground vehicle fuel tanks at the Parsell Public Works center, replacement of the 25 year old Fuel pumps and fueling station, and the removal/replacement of the heating oil tank at the center

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? 2013
 Which FY was the project first planned? 2018

APPROXIMATE COST: \$544,000 COST IN CAPITAL FORECAST: 400,000
 CONTINGENCY (10%): \$ 54,000
 \$598,400 ←TOTAL REQUEST→ \$600,000

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:

PROJECTED START DATE: May 2021 EST. COMPLETION DATE: November 2021
 ESTIMATED USEFUL LIFE: 30 years

Is this project part of a larger capital project?

Has an RFP been issued? YES NO Bids advertised 3/29/21
 Have bids been received? YES NO Number of bids received: Bids due 4/22/21
 Was the lowest bid the winner? YES NO If not, why? _____

Who will benefit from the project?

DPW and all others that use the fueling station

Is it a replacement?

YES NO

If yes, describe condition of what is to be replaced: Please see description above

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:

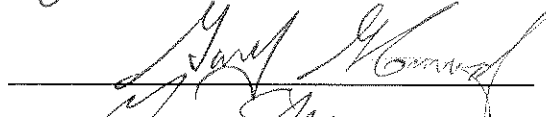
REVIEW/SIGN-OFF

DEPARTMENT HEAD



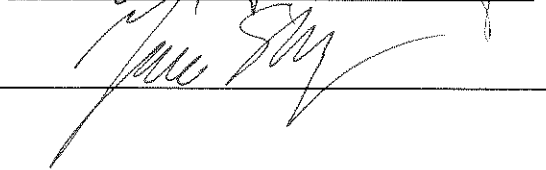
DATE: 3/19/21

FINANCE DIRECTOR



DATE: 3/21/2021

FIRST SELECTMAN



DATE: 3/19/2021


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

March 5, 2021

Re: BOE item for April 7, 2021, BOF meeting

Dear First Selectman Marpe,

I respectfully request the below listed item be added to the Board of Finance meeting agenda of April 7, 2021. The item appeared as discussion/action item on the Board of Education meeting agenda for March 1, 2021. Peter Ratkiewich, Director of Public Works, developed the cost estimates.

1. A request from the Board of Education for a special appropriation from the Board of Finance and the Representative Town Meeting for capital funding for asphalt paving projects at Greens Farms Elementary School, Long Lots Elementary School, Bedford Middle School, and the Coleytown schools complex in an amount not to exceed \$1,680,053.

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
 Michele Mace, Finance Administrative Assistant
 Eileen Francis, Selectman's Office Manager
 Peter Ratkiewich, Public Works, Director

 Approved for submission
 To Board of Finance (3/15/21)

 James S. Marpe
 First Selectman

FISCAL YEAR 2021

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION	
DEPT NAME: Board of Education	Date: 03/05/2021

PROJECT NAME AND DESCRIPTION
 Asphalt paving projects at Greens Farms Elementary School, Long Lots Elementary School, Bedford Middle School, and the Coleytown schools complex. Peter Ratkewich, Director of Public Works, prepared the cost estimate. A collaboration of Town and BOE.

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? FY21 Which FY was the project first planned?

TOTAL COST IN CAPITAL PLAN: Over \$2.0 million IS PLAN ESTIMATE STILL ACCURATE? YES NO

IF NO, ENTER NEW ESTIMATED COST HERE: 1,527,321 + CONTINGENCY (10%) = 1,680,053
(when applicable) NEW TOTAL ESTIMATE

SOURCE OF FUNDS: ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT?

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"/>	YES <input type="radio"/>	NO <input checked="" type="radio"/>
--	-------------------------------------	------------------------------	--------------------------------	--------------------------------	--------------------------------	---------------------------	-------------------------------------

EXPLAIN: _____

OTHER, DESCRIBE: _____

PAYBACK PERIOD (If applicable): _____

PROJECTED START DATE: June 2021 EST. COMPLETION DATE: August 2021

ESTIMATED USEFUL LIFE: 20 years

Is this project part of a larger capital project?
 No.

Has an RFP been issued? YES NO

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

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

Who will benefit from the project?

Town and BOE will benefit. The asphalt areas to be reclaimed have exceed their useful life (pavement 20 - 28 years old).

Has the Green Task Force been informed of this request?

YES NO

Is it a replacement?

YES NO

Reclaim existing paved areas. Not an expansion program.

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

Pictures attached?

YES NO

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

BOE on March 1, 2021 approved sending a request for a special appropriation to the BOF and RTM. With BOF approval on April 7, the BOE will seek RTM approval in May.

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

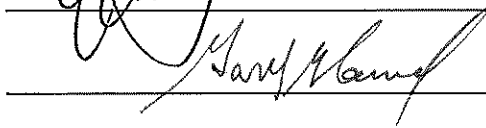
DEPARTMENT HEAD



DATE:

3/5/21

FINANCE DIRECTOR



DATE:

3/22/2021

FIRST SELECTMAN

DATE:

Board of Education proposed paving options for 2021 paving season

Greens Farm School - Propose to completely reclaim all parking areas and entrance drives (p186)
 Pavement 25 years old

DESCRIPTION (P186)	QUANTITY	UNIT	UNIT COST	TOTAL	NOTES
Driveways Concrete 15k type (RMA 66315), Level 2	2972	YD2	\$150.00	\$445,800.00	Based on 4" thickness
Curb Extended Asphalt Pavement	3263	SY	\$4.10	\$13,380.30	
Additional Proposed Aggregate	20	\$25.00	\$500.00		
1" Driveways Concrete 15k Curbing (RCLC)	2972	LF	\$9.00	\$26,748.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	100	HS	\$15.00	\$1,500.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$403,418.30	

Long Lofts School - Propose to reclaim common parking lot entrance drive and small parking area; 2" mill and pave bus loop drop off/deliver main parking southern area (p414)

Driveways Concrete 15k type (RMA 66315), Level 2	2050	YD2	\$150.00	\$307,500.00	ANTHROZ2 YR 1 - \$131,064 YR 2; \$397,512 YR 2
Asphalt Milling 24" Depth	2100	SY	\$2.13	\$4,473.00	
Curb Extended Asphalt Pavement	2070	SY	\$5.16	\$10,678.20	
Additional Proposed Aggregate	20	YD1	\$25.00	\$500.00	
1" Driveways Concrete 15k Curbing (RCLC)	2050	LF	\$9.00	\$18,450.00	
Traffic Control	1	LS	\$15,000.00	\$15,000.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$156,180.75	

Bedford Middle School - Propose to reclaim main entrance drive and Wakeman Farm Road (p567)
 pavement 20 years old

Driveways Concrete 15k type (RMA 66315), Level 2	2607	YD2	\$150.00	\$391,050.00	Based on 4" thickness
Curb Extended Asphalt Pavement	1010	SY	\$4.10	\$4,141.00	
Additional Proposed Aggregate	20	YD1	\$25.00	\$500.00	
1" Driveways Concrete 15k Curbing (RCLC)	2607	LF	\$9.00	\$23,463.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	200	HS	\$55.00	\$11,000.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$537,216.00	

Coleytown Complex - Propose to mill and pave all of Coley El and to mill and pave central parking between Coley El and Coley Middle (p106)
 pavement 24+ years old

Driveways Concrete 15k type (RMA 66315), Level 2	1900	YD2	\$150.00	\$285,000.00	ANTHROZ2 YR 1 - \$376,729; YR 2 - \$880,115
Asphalt Milling 24" Depth	1500	SY	\$1.10	\$1,650.00	
1" Driveways Concrete 15k Curbing (RCLC)	1900	LF	\$9.00	\$17,100.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	1	LS	\$15,000.00	\$15,000.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$309,510.00	

SUB-TOTAL				\$1,517,321.25
10% Contingency				\$152,732.13
GRAND TOTAL				\$1,670,053.38

Board of Education proposed paving options for 2021 paving season

Greens Farms School - Propose to completely reclaim all parking areas and entrance drives (p186)
 Pavement 25 years old

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL	NOTES
Bituminous Concrete Mix type (MSA 50.375, Level 2)	2092	TON	\$130.00	\$271,960.00	ANTINOZZI YR1 \$83,507; YR 6 \$11.2M
Cold Reclaimed Asphalt Pavement	8248	SY	\$8.50	\$70,208.00	Based on 4" thickness
Additional Processed Aggregate	70	TON	\$25.00	\$1,750.00	
6" Bituminous Concrete Lip Curbing (BCLC)	3987	LF	\$9.00	\$35,883.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	120	HRS	\$55.00	\$6,600.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$403,411.00	

Long Lots School - Propose to reclaim common parking lot entrance drive and small parking area; 2" mill and pave bus loop drop off, defer main parking southern area (p014)

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL	NOTES
Bituminous Concrete Mix type (MSA 50.375, Level 2)	1026	TON	\$130.00	\$133,380.00	ANTINOZZI - \$131,064 YR 1; \$397,512 YR2
Receiving Milling, 6-1/2" depth	2107	SY	\$3.35	\$7,058.45	
Cold Reclaimed Asphalt Pavement	3000	SY	\$8.50	\$25,500.00	
Additional Processed Aggregate	20	TON	\$25.00	\$500.00	
6" Bituminous Concrete Lip Curbing (BCLC)	417	LF	\$9.00	\$3,753.00	
Painted pavement markings	1	LS	\$15,000.00	\$15,000.00	
Traffic Control	120	HRS	\$55.00	\$6,600.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$196,480.75	

Bedford Middle School - Propose to reclaim main entrance drive and Wakeman Farm Road (p067)

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL	NOTES
Bituminous Concrete Mix type (MSA 50.375, Level 2)	2667	TON	\$130.00	\$346,710.00	ANTINOZZI YR 1 - \$506,212 (p.667) FOCUS ON PARKING AREAS
Cold Reclaimed Asphalt Pavement	10540	SY	\$8.50	\$89,590.00	Based on 4" thickness
Additional Processed Aggregate	20	TON	\$25.00	\$500.00	
6" Bituminous Concrete Lip Curbing (BCLC)	6024	LF	\$9.00	\$54,216.00	Possible alternate to use extruded concrete curb if cheaper
Speed bumps	4	EA	\$5,000.00	\$20,000.00	
Painted pavement markings	1	LS	\$7,500.00	\$7,500.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$537,216.00	

Coleytown Complex - Propose to mill and pave all of Coley El and to mill and pave central parking between Coley El and Coley Middle (p106)

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL	NOTES
Bituminous Concrete Mix type (MSA 50.375, Level 2)	1897	TON	\$130.00	\$246,610.00	ANTINOZZI YR1 \$376,729; YR 6 \$880,115
Receiving Milling, 6-1/2" depth	15089	SY	\$4.50	\$67,900.50	
6" Bituminous Concrete Lip Curbing (BCLC)	3127	LF	\$9.00	\$28,143.00	Possible alternate to use extruded concrete curb if cheaper
Painted pavement markings	1	LS	\$15,000.00	\$15,000.00	
Traffic control	240	HRS	\$55.00	\$13,200.00	
Asphalt Adjustment Cost - ESTIMATED	1	LS	\$100.00	\$100.00	
TOTAL				\$390,513.50	

SUB-TOTAL \$1,527,321.25
 10% Contingency \$152,732.00
GRAND TOTAL \$1,680,053.25