



Board of Finance

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

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 <u>westportct.gov</u> (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 <u>BOFcomments@westportct.gov</u>.

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NOTICE OF BOF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on <u>Wednesday, April 7, 2021</u> at 7:30 p.m. with remote <u>participation</u> 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 <u>eflug@westportct.gov</u> at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Item #1



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DRAFT MINUTES OF BOF EXECUTIVE SESSION

The Board of Finance held a Special Meeting on <u>Wednesday, March 3, 2021 at 7:15 p.m. with remote</u> <u>participation</u> 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.

<u>AGENDA</u>

 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 <u>Wednesday, March 3, 2021 at 7:30 p.m. with remote</u> <u>participation</u> for the following purposes:

AGENDA

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.

March 2021 BOF Minutes

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

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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:

TOWN OF WESTPORT					
	2019-20	2020-21	2020-21	2021-22	
GENERAL FUND:	Actual	Budget	Projected	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					
					Special Meeting 3/29/21-
					Reduction of \$1,347,716
650 Board of Education	115,906,775	121,936,487	121,936,487	126,942,298	Stern/Moore 7-0-0
650 BOE Program Expenses	101,734	283,352	283,352	225,854	Moore/Dupier 7-0-0
651 BOE Rental/Reimbursements	100,352	0	0	0	N/A
652 Aid to Pvt/Parochial Schools	393,800	484,679	484,679	507,569	Moore/Dupier 7-0-0
654 BOE Debt Service	8,801,108	8,725,430	8,725,430	9,076,758	Gordon/Foster 7-0-0
656 Transfer to Capital Nonrecurring Fund	1,182,505	0	0	0	N/A
Total Education	126,486,273	131,429,948	131,429,948	136,752,479	
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
·					Reduction of \$157,500
915 Westport Transit District	303,901	320,400	320,400	342,000	Caney/Foster 5-2-0
Total General Fund Expenditures:	202,008,361	212,772,828	212,986,911	219,984,430	
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	2,114,013	1,000,000	1,000,000	1,000,101	
219 Railroad Parking	1,782,990	1,946,441	1,948,107	1,886,101	DesMarteau/Gordon 7-0-0
5	1,702,990	1,340,441	1,940,107	1,000,101	Desivarieau/Gordon 7-0-0
WAKEMAN FARM FUND:					
Revenues	050 070		050.000		
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
	+,000,070	0,110,221	0,107,001	0,001,009	

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



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DRAFT MINUTES OF THE BOF SPECIAL MEETING

The Board of Finance held a Special Meeting on <u>**Tuesday**</u>, <u>**March 2**</u>, <u>**2021**</u> at <u>**10:00**</u> <u>**a.m.**</u> with remote <u>**participation**</u> 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



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DRAFT MINUTES FOR THE BOF SPECIAL MEETING

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



DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVENUE WESTPORT, CONNECTICUT 06880 (203) 341 1120 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%)		<u>\$ 9,150.00</u>
,	TOTAL=	\$100,650.00

REQUESTED APPROPRIATION TOTAL = <u>\$101,000.00</u>

Respectfully,

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

cc: Gary Conrad, Finance Director

Approved for submission To Board of Finance (3/19/2)

James S. Marpe First Selectman

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

	DEPART	MENT INFOR	RMATION
DEPT NAME: Department of Pt	ublic Works		MARCH 19, 2021
	ICES RFP21-015T		WER CONTRACT 75, Evergreen Avenue, orham Avenue, Compo Road North &
IS IT LISTED IN THE 5-YR CA FORECAST?	PITAL YES	NO ⊠	
If no , why not? If yes , answer the following two Which FY was the project first p Which FY was the project first p	o questions: proposed?	apital Request is t	he result of a Petetion for Sanitary Sewer by the residents of the above listed streets
APPROXIMATE COST:	\$91,500.00	COST IN CA FORE	IPITAL CAST:
CONTINGENCY (1 <u>0%</u>):	\$9,150.00 \$100,650.00	-TOTAL	REQUEST→ \$101,000.00
CAPITAL GEN'L BOND FUND CNR GRANT CNR GRANT STATE OTHER OTHER, DESCRIBE: Munici PAYBACK PERIOD: 19 yea		und - Sewage	
PROJECTED START DATE: ESTIMATED USEFUL LIFE:	MAY 2021 75 years	EST. COMPL	ETION DATE: NOVEMBER 2021
Is this project part of a large cost of Design and Construc			ead to Sewer Construction contract #75. the total ne Petitioners
Has an RFP been issued?	YES 🖾	NO □	
Have bids been received?	YES 🖾	NO Number	
Was the lowest bid the winne	YES	NO ☐ If not, w	hy?

G:\Pw_off\SEWER CONTRACTS\CON75 - EVERGREEN PKWY - TAMARAC\2 - Design RFP\CPR-Contract75_DES.docx Who will benefit from the project? Residents within the associated sewer-shed

Is it a replacement?

NO ⊠

YES

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

Pictures attached?

YES NO \boxtimes

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	Atta	DATE: 3/19/21
FINANCE DIRECTOR	Horm M- Comment	DATE: 3/21/2021
- FIRST SELECTMAN	Mun SMa	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 1 9 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\APPRQST\ParsellPWC_FuelTanksCON Approved for submission To Board of Finance (3/19/12)

James S. Marpe/ First Selectman

	Town of Westport Public	Fuel Station and Fuel Oil Storage Tank Upgrades 3/19/2021 Town of Westport Public Works Garage 3/19/2021							
	Westport, Connecticut								
	Estimate of Probable Construc				l				
_		tion Costs							
ie [Scope of Work Item	Otr	Unit	1	Price	r	Estimate		
	CIVIL WORK	Qty	Unit			I	Stimate		
1	Maintenance and Protection of Traffic	1	L.S.	\$	15,000.00	\$	15,000.00		
	Site Preparation / E&S Control	1	L.S.	\$	5,000.00	\$	5,000.00		
-	Processed Gravel Aggregate	150	C.Y.	\$	50.00	\$	7,500.00		
	Crushed Stone	20	C.Y.	\$	50.00	\$	1,000.00		
	Bituminous Concrète Pavement (2 Course)	85	Ton	\$	100.00	\$	8,500.00		
	Bituminous Concrète Lip Curbing	20	L.F.	\$	10.00	\$	200.00		
	Reinforced Concrète Pad Foundations	15	C,Y,	\$	1,350.00	\$	20,250.00		
	5" Concrète Fueling Pads	25	C.Y.	\$	850.00		21,250.00		
	Bollards	22	Ea.	\$	500.00	\$	11,000.00		
_	Fopsoil, Seed, Fertilize, and Mulch	20	S.Y.	\$	15.00	\$	300.00		
Ľ.			0		10,00	<u> </u>			
	FUELING & MECHANICAL WORK								
l	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		
0	Fuel Management System	1	L.S.	\$	15,000.00	\$	15,000.00		
1	Fuel Gauging System	1	L.S.	\$	10,000.00	\$	10,000.00		
2	Convault Oil Tank and Accessories	1	L.S.	\$	60,000.00	\$	60,000.00		
3	Underground Piping	1	L.S.	\$	15,000.00	\$	15,000.00		
	STRUCTURAL & ARCHITECTURAL								
			0.11	6	50.00	\$	1,000.00		
1	Processed Gravel Aggregate	20	C.Y.	\$	20.00	· · · · · · · · · · · · · · · · · · ·	1,000.00		
2	Processed Gravel Aggregate Misc. Structural Components	20	L.S.	\$	5,000.00	\$	5,000.00		
2	Processed Gravel Aggregate Misc. Structural Components Reinforced Concrete Footings & Piers	-	L.S. Ea.	\$ \$	5,000.00 3,500.00	\$ \$	5,000.00 14,000.00		
2	Processed Gravel Aggregate Misc. Structural Components	1	L.S.	\$	5,000.00	\$	5,000.00		
2 3 4	Processed Gravel Aggregate Misc. Structural Components Reinforced Concrete Footings & Piers	1 4	L.S. Ea.	\$ \$	5,000.00 3,500.00	\$ \$	5,000.00 14,000.00		
2 3 4	Processed Gravel Aggregate Misc. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical	1 4 1 1	L.S. Ea. L.S.	\$ \$ \$	5,000.00 3,500.00 60,000.00	\$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00		
2 3 4	Processed Gravel Aggregate Misc. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction	1 4 1 1	L.S. Ea. L.S.	\$ \$ \$	5,000.00 3,500.00 60,000.00 10,000.00	\$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00		
2 3 4	Processed Gravel Aggregate Mise. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction Contingency :	1 4 1 1 Subtotal :	L.S. Ea. L.S.	\$ \$ \$	5,000.00 3,500.00 60,000.00	\$ \$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00 51,650.00		
2 3 4	Processed Gravel Aggregate Misc. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction	1 4 1 1 Subtotal :	L.S. Ea. L.S.	\$ \$ \$	5,000.00 3,500.00 60,000.00 10,000.00	\$ \$ \$ \$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00 51,650.00 568,150.00		
2 3 4 5	Processed Gravel Aggregate Misc. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction Contingency : Estimated Construction	1 4 1 1 Subtotal :	L.S. Ea. L.S.	\$ \$ \$	5,000.00 3,500.00 60,000.00 10,000.00	\$ \$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00 51,650.00		
2 3 4 5	Processed Gravel Aggregate Mise. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction Contingency :	1 4 1 1 Subtotal :	L.S. Ea. L.S.	\$ \$ \$	5,000.00 3,500.00 60,000.00 10,000.00	\$ \$ \$ \$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00 51,650.00 568,150.00		
2 3 4 5	Processed Gravel Aggregate Mise. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction Contingency : Estimated Construction CONSTRUCTION ADMINISTRATION	1 4 1 1 Subtotal :	L.S. Ea. L.S. L.S.	\$ \$ \$	5,000.00 3,500.00 60,000.00 10,000.00 10% Say :	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00 51,650.00 568,150.00 570,000.00		
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2 3 4 5	Processed Gravel Aggregate Misc. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction Contingency : Estimated Construction CONSTRUCTION ADMINISTRATION Construction Staking Material Testing	1 4 1 1 Subtotal : n Total .	L.S. Ea. L.S. L.S.	\$ \$ \$ \$	5,000.00 3,500.00 60,000.00 10,000.00 10% Say : 5,000.00 7,500.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00 51,650.00 568,150.00 570,000.00 5,000.00 7,500.00		
2 3 4 5	Processed Gravel Aggregate Mise. Structural Components Reinforced Concrete Footings & Piers Canopy Canopy Electrical Estimated Construction Contingency : Estimated Construction CONSTRUCTION ADMINISTRATION Construction Staking	1 4 1 1 Subtotal : n Total .	L.S. Ea. L.S. L.S.	\$ \$ \$ \$	5,000.00 3,500.00 60,000.00 10,000.00 10% Say : 5,000.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,000.00 14,000.00 60,000.00 10,000.00 516,500.00 51,650.00 568,150.00 570,000.00		
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TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

Π	EDARI	MEN	TINFORMATION
DEPT NAME: Department of Public Works		<u></u>	Date: 3/19/21
PROJECT NAME AND DESCRIPTION Public Works Fuel tank replacement, fu	eling stat	tion re	eplacement, and heating oll tank replacement.
			derground vehicle fuel tanks at the Parsell Public Works d fueling station, and the removal/replacement of the
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? Which FY was the project first planned?	2013 2018		
		CC	DST IN CAPITAL
APPROXIMATE COST: \$544,000		···	FORECAST: 400,000
CONTINGENCY (<u>10%</u>): <u>\$ 54,000</u> \$598,400		€тс	DTAL REQUEST→ \$600,000
SOURCE OF FUNDS:			
CAPITAL GEN'L BOND FUND ⊠ □ CNR GRANT □ □ STATE OTHER □ □			
OTHER, DESCRIBE:			
PAYBACK PERIOD:			
PROJECTED START DATE: May	2021	ES7	T. COMPLETION DATE: November 2021
ESTIMATED USEFUL LIFE: 30 years			
Is this project part of a larger capital pro	oject?		
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?

G:\Pw_off\PAR\APPRQST\CPR-FUEL STATION _CON.docx

Who will benefit from the proje	ct?	and a second	
DPW and all others that use the	fueling station	 	
Is it a replacement?	YES 🛛		

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:

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a.

IF NOT APPROVED:

	REVIEW/SIGN-OFF	
DEPARTMENT HEAD	Aut.	DATE: 3/19/21
FINANCE DIRECTOR	Jun Horning	DATE: 3/21/2021
FIRST SELECTMAN	Mue M	DATE: 3/19/2021

Item 6



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 Searce, 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 Elleen Francis, Selectman's Office Manager Peter Ratkiewich, Public Works, Director

Approved for submission To Board of Finance (β

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 Ratklewich, Director of Public Works, prepared the cost estimate. A collaboration of Town and BOE.

IS IT LISTED IN THE 5-YR CAPITAL YE FORECAST?	s NC	}
 f no, why not? f 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	١	IS PLAN ESTIMATE STILL ACCURATE? YES NO
IF NO, ENTER NEW ESTIMATED COST HERE	<u>⊧ 1,5</u> 2	27,321 + CONTINGENCY (10%) = 1,680,053 (when applicable) NEW TOTAL ESTIMATE
SOURCE OF FUNDS:	*******	ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT?
CAPITAL GEN'L B <u>on</u> d F <u>un</u> d <u>CNR</u> G <u>ran</u> t s <u>tat</u> e ot	HER	
		EXPLAIN:
OTHER, DESCRIBE:		
PAYBACK PERIOD (If applicable):		
BROJECTED START DATE. JUNE 2021	ES	T. COMPLETION DATE: August 2021
		DATE: / Caguer 2021
ESTIMATED USEFUL LIFE: 20 years		
is this project part of a larger capital project? NO.	?	
L		
Has an RFP been issued?		$\mathbf{\hat{b}}$
Have blds been received?		
Was the lowest bid the winner?) If not, why?

Who will benefit from the project? Town and BOE will benefit. Th (pavement 20 - 28 years old).	ie asphalt	area	s to be reclaimed have exceed their useful life
Has the Green Task Force been Informed of this request?	YES	NO O	
is it a replacement?	YES	Ň	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:

	<u>,, </u>	
	REVIEW/SIGN-OFF	
DEPARTMENT HEAD	CHAT	DATE: 3/5/2/
FINANCE DIRECTOR	Sare Hand	DATE: 3/22/2021
FIRST SELECTMAN	~ /	DATE:

Board of Education proposed psying options for 202	paving seaso	n 🛛			
reens Farm School - Propose to completely reclaim all parking areas and entrance drives (p186) venent 23 years old					
DESCRIPTION OF ITEM		10/60/20		ITEN TOTAL	NUES
ACCESS TO THE TELEVISION	d sexuances	1 100210.1	599948.89988.3 <u>4</u>	STREIMAL	AN1INOZZI YR1 \$83,907; YR 5 \$1.2M
millions (Tearing \$56, ipp RIUA \$63)). Lord 1	101	1 105	\$1,60,60	THE REPORT	Gased on 4" thickness
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Tristal Pressa Agropo	te	108	625(0	\$100.00	
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18 Contral	120	FID3	\$55 00	\$4,460.00	
hal Adarativat (*4+\$3.16M4314)	1	1 15	\$160.00	1 96.20	
TOTA		1 - 1		\$403,411.00	L
ng tots School - Propose to reclaim common parking fot entrance sitive and small parking area, 2° mill and pare bus loop drop off; deler main packing sour venent 28 years did	hem area (p§	[4]			AMINGZZI - \$131,064 YR 1; \$397,512 YR2
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