

RESOLUTIONS

MONDAY

(1)

RESOLVED: That the First Selectman's Budget items recommended by the Board of Finance and approved or amended by the Representative Town Meeting be adopted, and the sum of \$_____ for the First Selectman's Budget is hereby appropriated to meet expenditures and such sum shall be added to the amount appropriated for the Other Agencies and Organizations Budget and the Board of Education Budget.

(1)

RESOLVED: That the Other Agencies and Organizations Budget items recommended by the Board of Finance and approved or amended by the Representative Town Meeting be adopted, and the sum of \$_____ for the Other Agencies and Organizations Budget is hereby appropriated to meet expenditures and such sum shall be added to the amount appropriated for the First Selectman's Budget and the Board of Education Budgets.

(2)

RESOLVED: That the Town Railroad Parking Fund Budget for the fiscal year ending June 30, 2022, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of \$_____ is hereby appropriated to meet expenditures.

(3)

RESOLVED: That the Town Sewer Fund Budget for the fiscal year ending June 30, 2022, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of \$_____ is hereby appropriated to meet expenditures.

(4)

RESOLVED: That the Wakeman Town Farm Fund Budget for the fiscal year ending June 30, 2022, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of \$_____ is hereby appropriated to meet expenditures.

(5)

RESOLVED: That property taxes for the fiscal year ending June 30, 2022 shall be due and payable in four quarterly installments and the dates upon which such quarterly installments are to be due and payable shall be the first days of July, October, January and April, subject to any applicable tax relief deferral programs ; and be it

FURTHER RESOLVED: That all taxes in an amount of \$100.00 or less shall be due and payable in a single installment on the first day of July, subject to any applicable tax relief deferral programs.

(6)

RESOLVED: That the motor vehicle tax shall be due and payable in a single installment, subject to any applicable tax relief deferral programs.

(1)

TUESDAY

RESOLVED: That the Board of Education's budget items as recommended by the Board of Finance and approved or amended by the Representative Town Meeting be adopted and the sum of \$_____ for the Board of Education Budget is hereby appropriated to meet expenditures; and be it,

FURTHER RESOLVED: That the Town of Westport General Fund Budget for the fiscal year ending June 30, 2022, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of the Board of Education Budget, the First Selectman's Budget, and the Other Agencies and Organizations Budget in the amount of \$_____ is hereby appropriated to meet expenditures and that for the purpose of raising a tax on the Grand List of 2020, the sum of \$_____ is hereby appropriated.

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$101,000 along with bond and note authorization to the Municipal Improvement Fund Account 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 is hereby appropriated.

A RESOLUTION APPROPRIATING \$101,000 FOR COSTS ASSOCIATED WITH THE ENGINEERING DESIGN OF AN EXTENSION OF THE PUBLIC SANITARY SEWER SYSTEM 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 One Hundred One Thousand and 00/100 Dollars (\$101,000) for costs associated with the engineering design of an extension of the public sanitary sewer system along Evergreen Avenue, Evergreen Parkway, Tamarac Road, Lone Pine Lane, Gorham Avenue, Compo Road North and Brookside Drive including related administrative, financing and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing One Hundred One Thousand and 00/100 Dollars (\$101,000) of the foregoing appropriation, the Town shall borrow a sum not to exceed One Hundred One Thousand and 00/100 Dollars (\$101,000) 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. As part of the final sewer construction costs, the Town expects to levy a benefit assessment for the Project costs upon the properties bounding the Project which are especially benefited thereby.

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" or "Sewer 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.

(8)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$600,000 along with bond and note authorization to the Municipal Improvement Fund Account for the replacement of underground fuel tanks, fuel system, and heating oil tanks at the Sherwood Island Connector Parsell Center is hereby appropriated.

A RESOLUTION APPROPRIATING \$600,000 FOR COSTS ASSOCIATED WITH THE REPLACEMENT OF UNDERGROUND FUEL TANKS, FUEL SYSTEM, AND HEATING OIL TANKS AT PARSELL PUBLIC WORKS CENTER AT 300 SHERWOOD ISLAND CONNECTOR 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 Six Hundred Thousand and 00/100 Dollars (\$600,000) for costs of the replacement of the underground fuel tanks, fuel system, and heating oil tanks at the Parsell Public Works Center at 300 Sherwood Island Connector including site preparation, tank removal and replacement, mechanical, structural and architectural work, and related consultant, administrative financing and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing Six Hundred Thousand and 00/100 Dollars (\$600,000) of the foregoing appropriation, the Town shall borrow a sum not to exceed Six Hundred Thousand and 00/100 Dollars (\$600,000) 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 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.

(9)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum of \$1,680,053 along with bond and note authorization to the Municipal Improvement Fund Account for asphalt paving projects at Greens Farms Elementary School, Long Lots Elementary School, Bedford Middle School, and the Coleytown school complex is hereby appropriated.

A RESOLUTION APPROPRIATING \$1,680,053 FOR COSTS ASSOCIATED WITH PAVING PROJECTS AT GREENS FARMS ELEMENTARY SCHOOL, LONG LOTS ELEMENTARY SCHOOL, BEDFORD MIDDLE SCHOOL AND THE COLEYTOWN SCHOOLS COMPLEX 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 One Million Six Hundred Eighty Thousand Fifty-Three and 00/100 Dollars (\$1,680,053) for costs related to paving projects at Greens Farms Elementary School, Long Lots Elementary School, Bedford Middle School, and the Coleytown Schools Complex inclusive of design, materials and oversight, as well as, all related administrative, financing, legal, contingency and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing One Million Six Hundred Eighty Thousand Fifty-Three and 00/100 Dollars (\$1,680,053) of the foregoing appropriation, the Town shall borrow a sum not to exceed One Million Six Hundred Eighty Thousand Fifty-Three and 00/100 Dollars (\$1,680,053) 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 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.

3/15/21 LMA

BACK UP MATERIAL
RTM ITEM # 1

**REPORT/MINUTES
LIBRARY, MUSEUM & ARTS COMMITTEE MEETING
March 15, 5:00pm
Electronic Meeting, Zoom ID: Meeting ID: 834 2616 3847**

COMMITTEE MEMBERS PRESENT:

Amy Kaplan, Chair

Harris Falk

Dick Lowenstein

Brandi Briggs

Wendy Batteau

Lisa Newman

Mark Friedman

Arline Gertzoff

Absent:

Karen Kramer

Other RTM members present:

Sal Liccione

ALSO PRESENT:

Tony McDowell, Earthplace Executive Director

Agenda Item #1

At 5:05PM the Chair called the meeting to order. Mr. McDowell took the committee through a brief history of Earthplace and Town funding, as a means of illustrating the tremendous value that the town currently receives from Earthplace for a minimal investment. Currently, town funding makes up only about 4% of Earthplace revenues. In return the town receives nature and science programming for our Department of Education, an outdoor trail network, Harborwatch water-quality monitoring services, and high school internships. Town of Westport does not pay additional fees for many of those services, and Earthplace even funds after-school busing to their centers from our schools. Earthplace also operates daycare, afterschool and special needs programming along with a nature discovery center for all ages. The pandemic year impacted revenues severely in that all in-person programming was halted (including events, room rentals and field trips,) and then resumed on a limited and distanced basis, not allowing for sufficient numbers to gain sufficient income. Despite receiving PPP loans (later converted to grants) of approximately \$414,000, there was a need to use \$220,000 in capital reserves and they still anticipate a revenue shortfall of approximately \$36,000. Earthplace applied for and received another stimulus loan/grant from the federal government of \$393,000, included in the FY21 projections. Goals for the coming year include servicing more students and programming-learning from new hybrid and to-go capabilities (Nature in a Box) as well as getting more students and families back into the facilities as allowed. Camp reservations are up and preschool reservations are full. Schools should be back to full attendance by fall, and Earthplace

is hoping for the same. After partnering together on many initiatives, Sustainable Westport has changed its status from a Selectman's Advisory Committee to a partner organization within Earthplace's 501c3 non-profit. **Sustainable Westport as an individual entity does not receive town funds.** Mr McDowell explained this is a formalization of a working relationship that already existed, and will make it easier for Sustainable Westport to fundraise for their various initiatives as well as continue to work with Earthplace to engage community support. **As part of a 501c3 organization, Sustainable Westport (and Earthplace) must abide by regulatory limits on any lobbying for specific legislation or legislators.**

Mr McDowell then explained why Earthplace seeks a \$10,000 increase for FY21-22. This will be the first increase requested since 2013, and although Earthplace has operated and grown successfully, they have done so with a very lean budget that did not account for the long-term depreciation of their buildings and physical infrastructure. As a result, large maintenance projects have tended to be postponed indefinitely. At this point the building exterior has the greatest need, with roof, siding, gutter and other exterior repairs needed. The estimated cost for that project alone is \$28,000. Earthplace also plans to replace an existing porta-potty with two outdoor compostable toilets, an upgrade in keeping with their mission, but with an estimated \$60,000 cost. Earthplace will seek community contributions to help raise funds for that initiative. This committee has long been in agreement that Earthplace is a source of pride and a cultural center for Westport and provides many valuable programs for the community at a low cost to the Town.

Brandi Briggs made a motion to recommend to the full RTM approval of the requested Earthplace appropriation in the amount of \$105,000.

Harris Falk seconded. All Committee members present voted in favor, 8-0.

Lisa Newman made a motion to adjourn. Harris Falk seconded, all were in favor and the meeting was adjourned at 5:43 PM.

Minutes submitted by Amy Kaplan, RTM LMA Chair 3/16/2021

WESTPORT TRANSIT



BACK UP MATERIAL
RTM ITEM # 1

RTM Transit Committee Meeting

March 3, 2021

Westport Transit District Services

- Wheels2U Westport shuttles to and from Saugatuck and Greens Farms train stations.
- Door-to-Door transportation for seniors and residents with disabilities “within Westport.”
- Door-to-Door transportation for residents with disabilities between Westport and Fairfield Cty communities to our west (“Town-to-Town”).
- Services are provided under subcontract arrangement with Norwalk Transit District which assists the WTD in a number of ways.
 - NTD operates buses and provides support services.
 - WTD determines scope of operations after considering input of elected officials and the public, oversees arrangements with NTD, and manages activities such as marketing and budgeting.

Why We Are Here

WTD Services are a Westport Asset

The Town Plan of Conservation and Development (“POCD”), the Downtown Master Plan, and other recent studies are supportive of more public transportation in Westport. The 2017 POCD said:

“Westport should strive to preserve the service provided by the [WTD] for those who need it, those who use it because of the convenience it provides, and *for those who like to know the service is available for the situations where they may need it.*” (*italics added*)

Why We Are Here

WTD Services are a Westport Asset

As part of the FY20 budget process, numerous Westport residents and organizations expressed support for the commuter shuttle funding. These organizations and individuals included:

- Commission on People with Disabilities
- Downtown Merchants Association
- Downtown Plan Implementation Committee
- Individual commuters and non-commuters
- Sustainable Westport
- Save Westport Now
- Coalition for Westport
- Realtors

Two Town-wide surveys found overwhelming support for the commuter shuttle service.

Recent Developments

- In March 2020, the Board of Finance cut the WTD's requested \$359,000 FY21 budget by \$38,600. The WTD chose not to ask for restoration and the RTM did not vote on the issue.
- The Board of Finance expressed concern about the viability of the then current fixed route operating model.
- Due to the COVID-19 virus, on March 30, 2020 the WTD temporarily replaced its seven fixed commuter shuttle routes with an on-demand commuter service to and from Westport's two train stations and accelerated its plan to implement microtransit across most of Westport.
- On October 12, 2020, the WTD began operating Wheels2U Westport, an on-demand, door to station, group ride service, as a more user-friendly, cost efficient, and flexible operating model.

Wheels2U Westport

The New Microtransit Operating Model

Wheels2UWestport.com

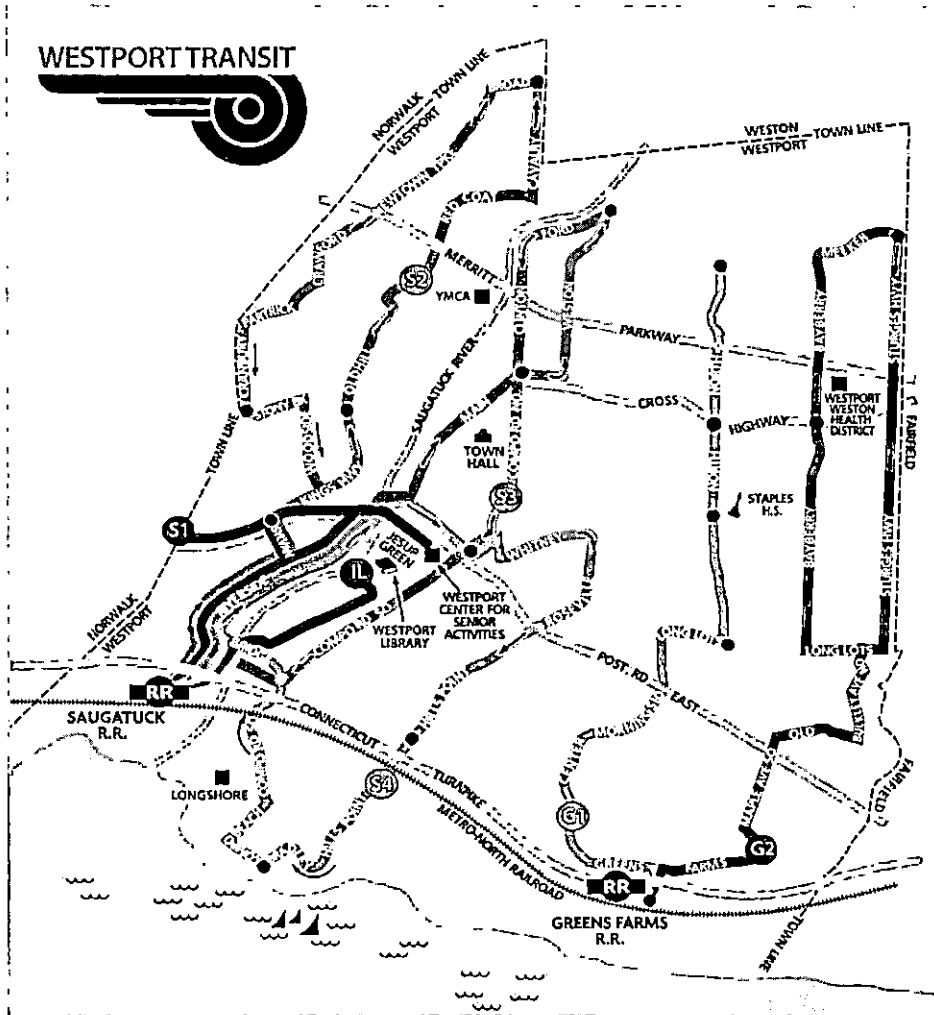
Wheels2U Westport

Wheels2U Westport is an on-demand, door-to-door, group ride service better tailored to Westport's needs.

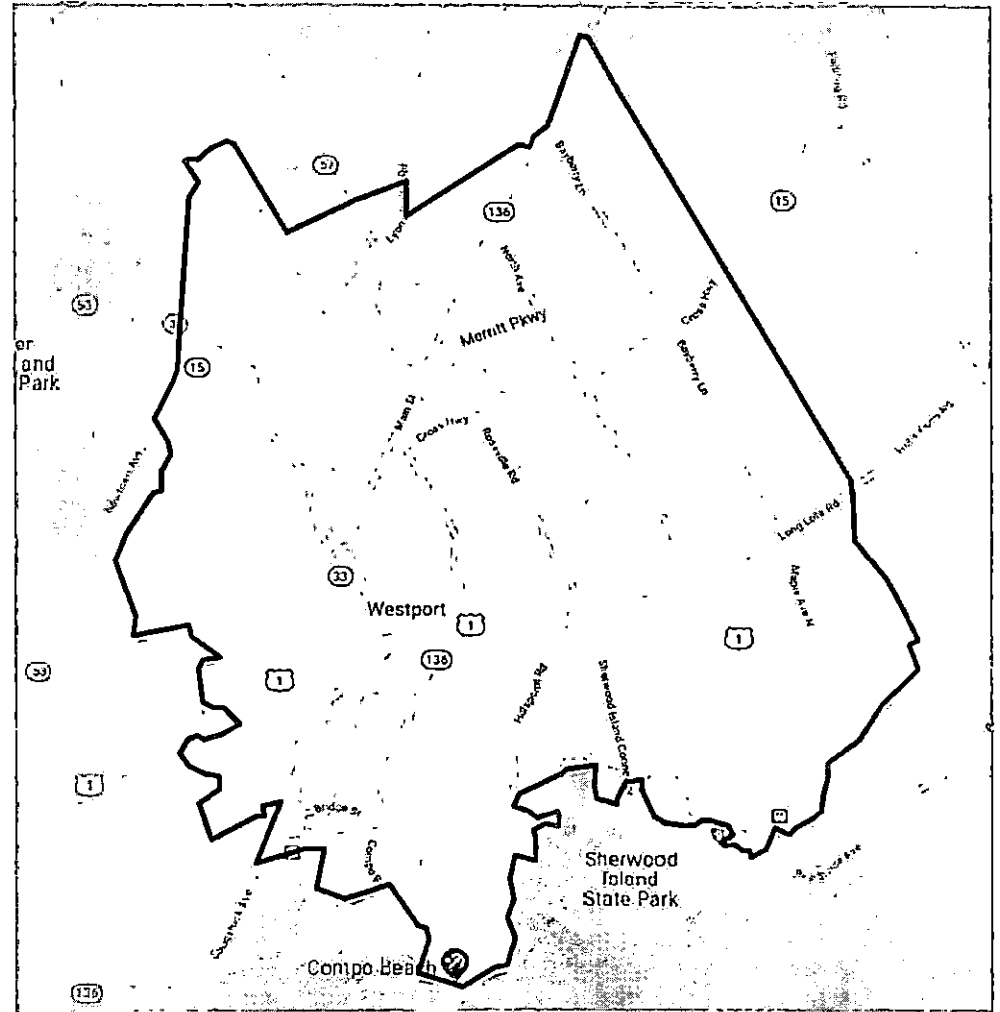
- Hours of operation:
Peak commuting periods into and out of Westport:
 - Morning pickups: between 5:45AM and 9:45AM
 - Evening pickups: between 4:00PM and 8:00PM
- Area of operation: Only between locations in the service area and the Greens Farms and Westport train stations.
- Scheduling a ride:
Passengers use the Wheels2U App. Target average ETA until bus arrives is 10 minutes or less.
- Fares:
 - \$2.00 paid with App or
 - \$45 with monthly Uniticket (combined Metro-North rail and bus pass; rider portion is \$33).
- User Satisfaction: Average of 4.9 out of 5.

Wheels2U Westport Coverage

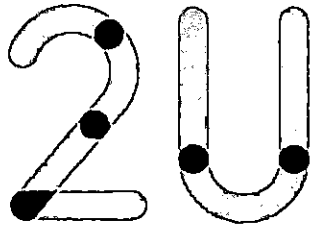
Previous Fixed Routes



Wheels2U Service Area
Door to Train Station
Anywhere in the Service Area



WHEELS



Westport

How it Works

1. Download the Wheels2U App



2. Request A Pickup

3. Get Going



Requesting a Pickup

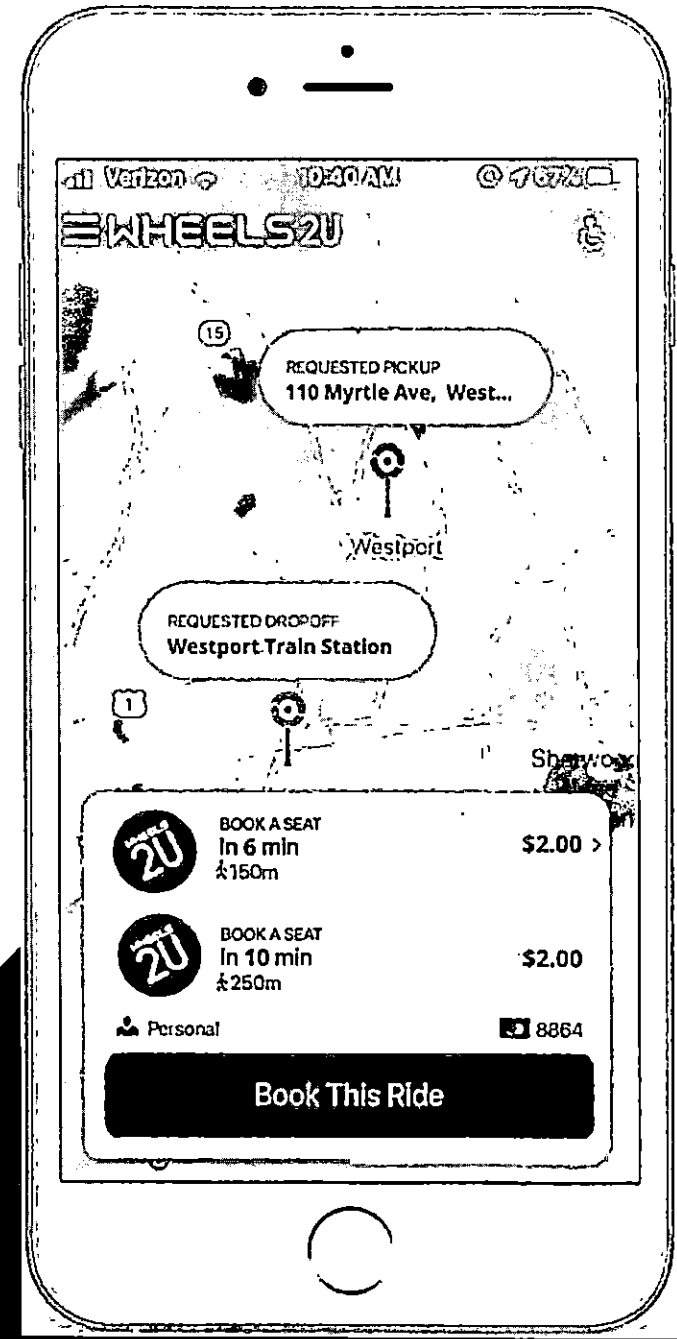
Follow these simple steps:

- Open the app and allow location services
- Enter your pick-up & drop-off locations*
 - Just choose a location from your “Favorites” list, which will be established as you use the App!
- Choose a pick-up time
- Select pay option: App or Uniticket

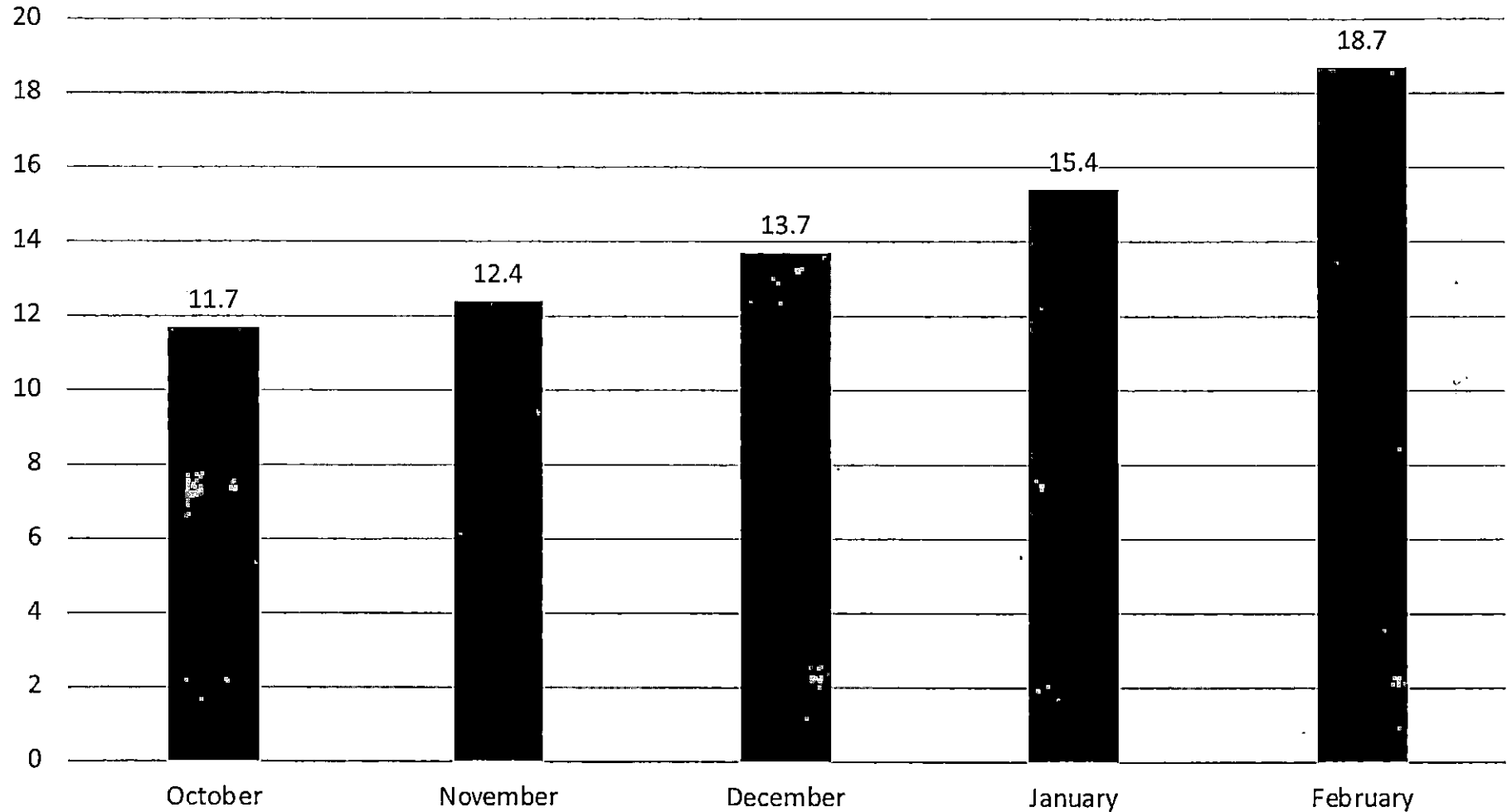
You can monitor expected pick up and arrival times!

* Pick-up or drop-off must be at a train station. App will ask if there is more than one passenger or a wheelchair is required. (All vehicles are wheelchair accessible.)

** Vehicle will wait no more than 2 minutes for passengers to board.



Wheels2U Westport Average Daily Ridership

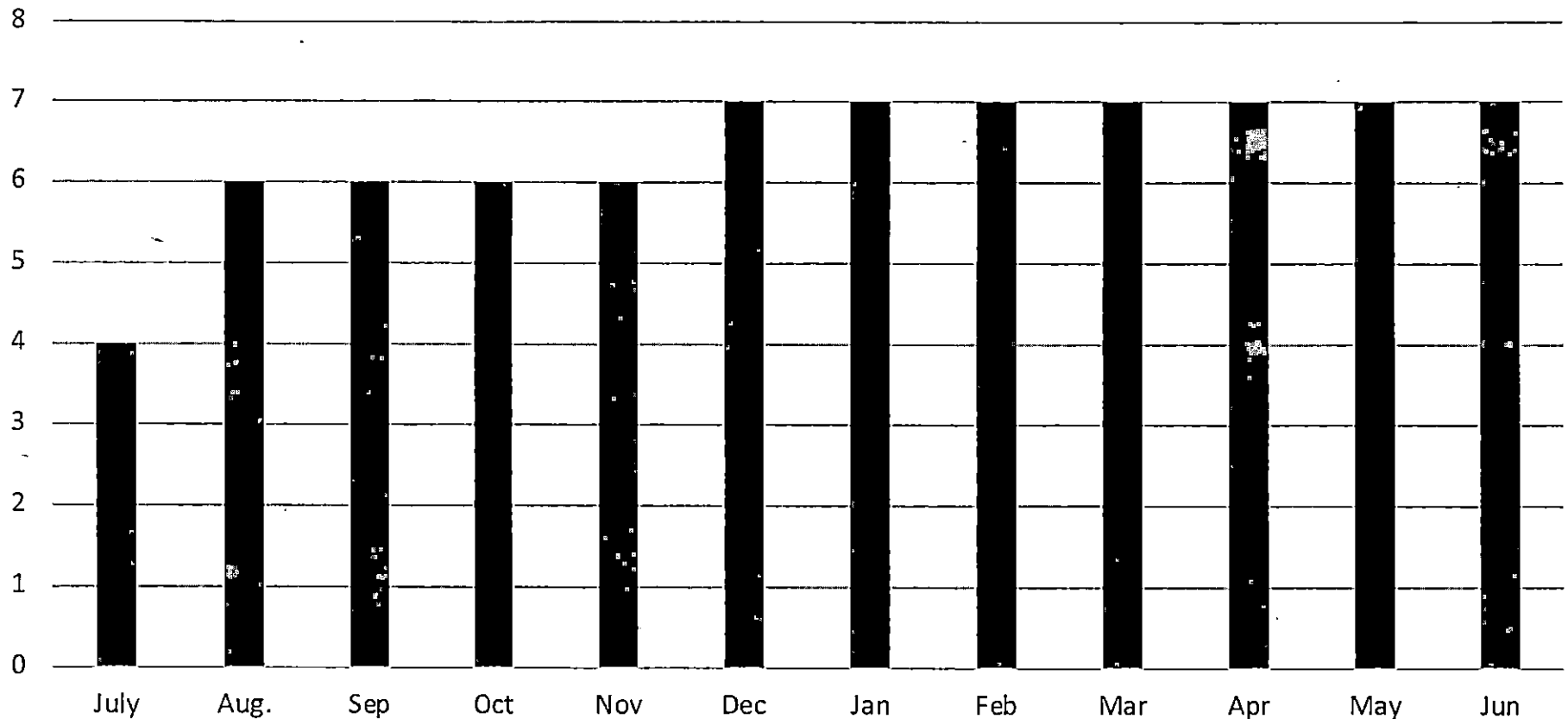


Wheels2U Westport—Financial Benefits

- Conversion of fixed cost structure to semi-fixed cost structure provides an opportunity to more closely match resources with demand and likely increase efficiency.
 - Number of vehicles employed can be scaled up or down three times / year to match demand and control costs.
 - Vehicles travel only where commuters need to go.
 - Lowers the miles traveled, fuel consumption, and cost / trip.
 - Makes the service “greener” with a lower carbon footprint.

Wheels2U Westport

Maximum Number of Buses Budgeted for FY22



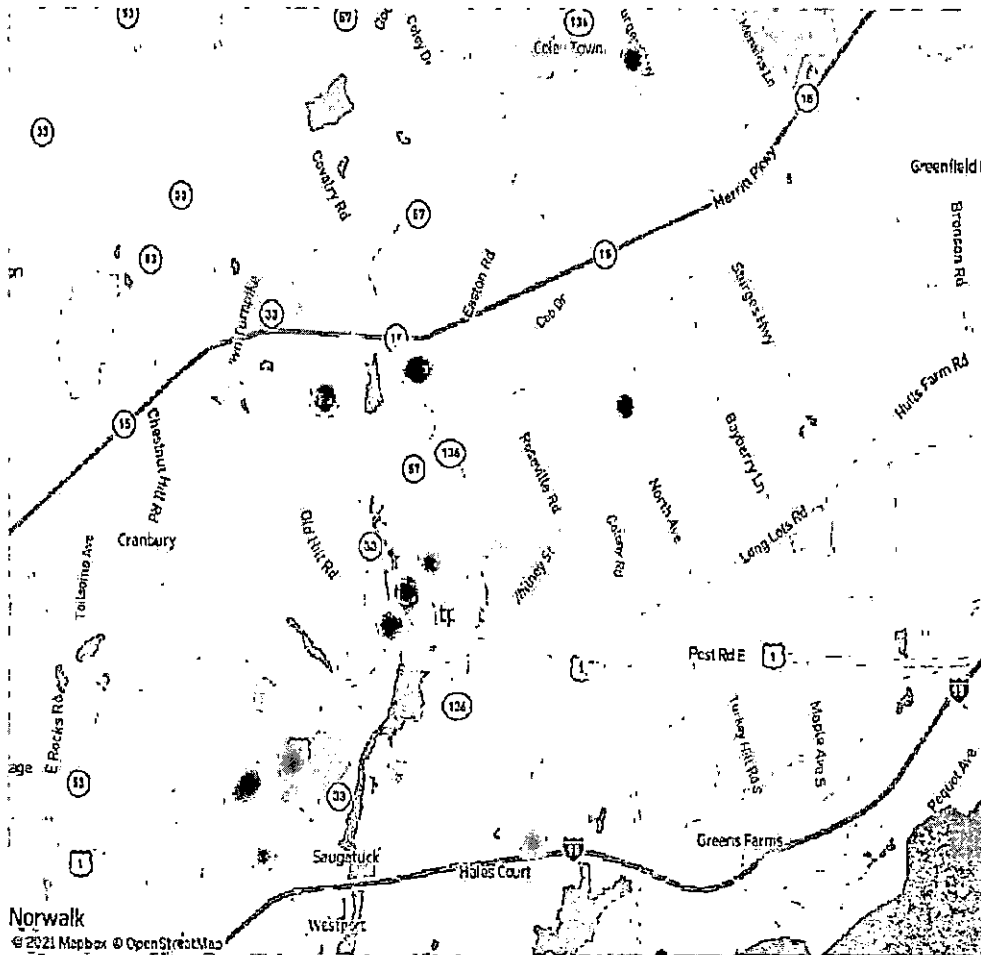
- Assumes ramp up in line with assumed resumption in commuting.
- Average number of buses used is lower than shown above as WTD schedules fewer buses in non-peak periods (e.g., after 8 AM). Usage will be adjusted based on commuting patterns.

Wheels2U Westport – User Benefits

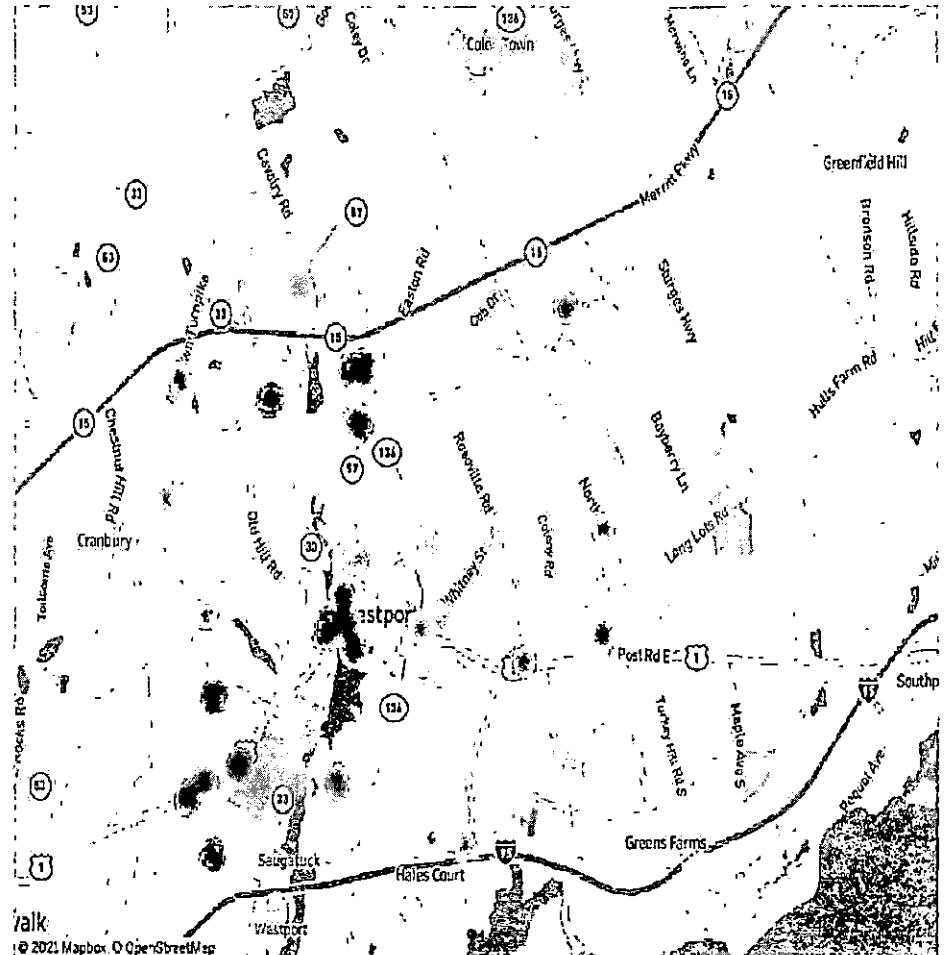
- Door-to-train platform service eliminates walk from home to old fixed route and from remote parking lots to train platform.
- Greater geographic coverage; Wheels2U shuttles are convenient to more residents, increasing ridership potential.
- Coverage of more trains during peak commuting hours makes the service more attractive.
 - Previous fixed route service did not meet every train due to resource constraints.

Wheels2U Westport Origins and Destinations in Service Area

Requests by Origin - Density



Requests by Destination - Density



Wheels2U Westport—User Benefits

- Shorter trips for some commuters addresses a complaint about fixed route system and improves service. Wheels2U shuttles don't need to travel around an entire circular fixed route.
- Increased efficiency of Wheels2U Westport model may enable the WTD to invest in enhancements such as:
 - Possible restoration of after school service.
 - Future extension of evening hours making the service more attractive to commuters who sometimes work later than current operating hours.
 - Expanding the service area to parts of Westport not currently included (e.g., Saugatuck Shores area).
- Step towards possible on-demand door-to-door service for seniors and residents with a disability (vs. current process of arranging ride prior day).

Wheels2U Westport — Town Benefits

- Shuttles help reduce congestion and parking demand.
- Shuttles help improve environment, especially with future conversion to electric vehicles, help meet Town goals of Net Zero 2050, and are a long-term foundation for “Green” transportation.
- Shuttles support and attract new residents to Town who don’t have a car or who prefer a public transit alternative (e.g., millennials, young families, affordable housing).
 - Shuttles enable residents to not purchase second car for commuting.
 - Shuttles are a motivating factor for many families in choosing Westport and/or their particular residence.
- Shuttles support Westport businesses and economic development by providing cost effective link between train stations, employers and downtown.

Wheels2U Westport — Town Benefits

- Shuttles differentiate Westport from other towns, supporting the real estate market and enhancing the “Westport brand.”
- Shuttles reduce need for additional parking at train stations (e.g., proposed new lots at Greens Farms), reducing capital and on-going maintenance costs.

Wheels2U Westport — Opportunities

- Take advantage of flexibility afforded by Wheels2U operating model to adjust service to demand and reduce costs and/or expand services.
- Build off strong Wheels2U start during the pandemic. Wheels2U ridership is currently about 14% of pre-pandemic commuter shuttle level while Metro-North ridership is only about 6.5% of pre-pandemic level.
- Long interruption in commuting during the pandemic provides opportunity to change commuter behavior away from driving to station.
- Build on high commuter satisfaction with Wheels2U Westport; service consistently gets five star ratings.

Leverage Wheels2U Westport

- Can help meet new and emerging Town needs for transportation
 - Teens and youth (Westport Youth Commission survey)
 - Seniors
 - Underserved populations
 - Increased use by workforce and reverse commuters
 - Transportation to vaccine distribution clinics
 - Discussions with other Town bodies and organizations regarding transportation needs such as:
 - Human Services Department
 - Homes With Hope
 - Team Westport
 - Downtown Merchants Assn.
 - Westport Housing Authority
 - Parks and Recreation Department
 - Gillespie Shelter
 - Other social service organizations
 - Chamber of Commerce
 - Senior/assisted living facilities

Wheels2U Westport Challenges

- Difficulty in accurately predicting when, how rapidly, and to what extent commuting will increase is a planning challenge; however, Wheels2U model provides flexibility to match service levels to demand on relatively short notice.
- Change rider behavior: commuters need to use app to order rides individually.
- Some (low) probability of not arriving at station in time for targeted train vs. “nearly perfect” on time shuttle performance of previous fixed route system.
- Need to maintain higher than desired vehicle levels during current period of low commuting levels to avoid discouraging current and future users when commuting significantly picks up. Cost per ride will decline as commuting picks up.
- Maintenance of State funding formulas. No reason at this time to think there will be any changes.
- Significant risk—BOF. WTD needs to focus on operations, efficiencies, marketing, and planning beyond next budget cycle, instead of fighting with BOF and spending time dealing with budget cuts. WTD has very limited resources.

COVID-19 Lessons

- Willingness to take bold action yielded long-term benefits.
 - Replaced seven fixed route service with on-demand service on March 31 and then with Wheels 2U microtransit on October 12.
 - Resulting flexibility, efficiency, cost savings, and user benefits of Wheels2U are sustainable.
 - Low commuting allowed for roll out of Wheels2U to entire service area all at once instead of previously planned three stage phase in. Resulted in reduced start-up costs as smaller service areas are less cost effective.
 - Ability to practice and iron out any bugs during period of low ridership.
- Interruption in commuting since March 2020 provides an opportunity to change user behavior when commuting ramps up again.
- New cleaning and disinfecting protocol.

Preview of FY22

- Restart marketing campaign as commuting ramps up to increase ridership.
- Demonstrate benefits of Wheels2U model and tweak it to optimize performance and cost savings in the “new normal” commuting environment.
- Planning for improvements in door-to-door service including same day ability to schedule rides and contactless payment systems.
- Work on expanding Wheels2U beyond Westport commuters to and from NYC—increased use by reverse commuters, workforce, after school, etc.
- Work with Town employers and organizations to explore opportunities for shared services/marketing.
- Work with Town departments and others on grants for transportation improvements (e.g., electric buses, etc.).

Planned Wheels2U Marketing Posters

**Our new
Wheels2U shuttles
go where our
shuttles have never
gone before, right
to your door.**



With our new Wheels2U shuttles, we come right to your door and then drop you off at the train platform. No more bus routes. Get the Wheels2U app and order your ride now.

For service area, hours of operation and fares, visit Wheels2Uwestport.com



Wheels2U Westport is operated by Norwalk Transit and sponsored by Westport Transit.

**Our new
Wheels2U shuttle
comes right
to you when
you order it to.**

If only your dog Roxy did that.



With our new Wheels2U shuttles, we come right to your door and then drop you off at the train platform. Get the Wheels2U app and order your ride now.

For service area, hours of operation and fares, visit Wheels2Uwestport.com

Wheels2U Westport is operated by Norwalk Transit and sponsored by Westport Transit.



**We talked
with management
and got you
chauffeured service
to the train.**

That corner office you requested?
Yeah, we can't do anything
about that.



With our new Wheels2U shuttles, we come right to your door and then drop you off at the train platform. It's like upper management just subsidized your chauffeur service. Get the Wheels2U app and order your ride now.

For service area, hours of operation and fares, visit Wheels2Uwestport.com

Wheels2U Westport is operated by Norwalk Transit and sponsored by Westport Transit.



Ultimate Goal

Integrate WTD's Wheels2U and door-to-door services into the Town's overall strategy for traffic, parking, bicycles, and pedestrians to help meet the Town's transportation goals and needs.

Proposed FY22 Budget

FY22 Budget Background

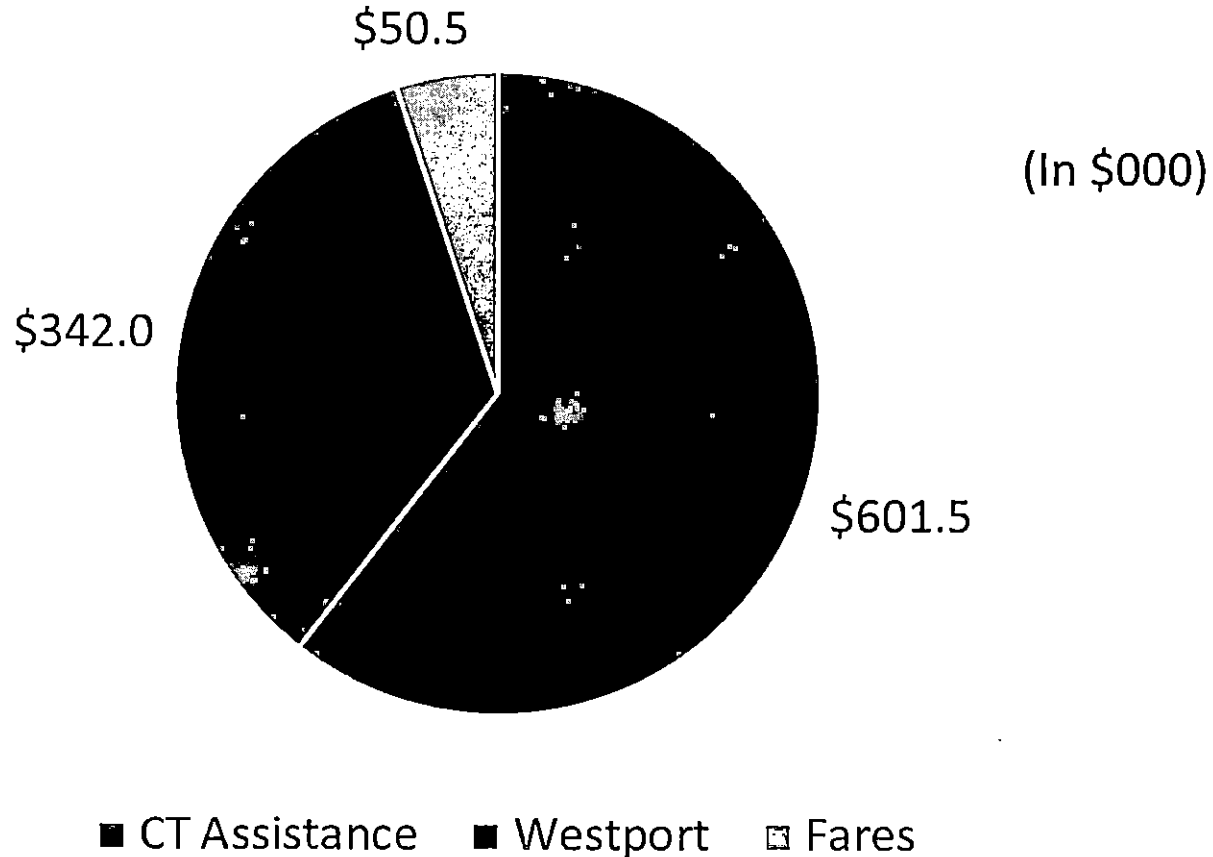
- Commuter shuttle revenues and cost structure based on new Wheels2U Westport microtransit operating model (in place only four months to date).
- Pandemic makes forecasting difficult.
 - Metro-North boardings at Saugatuck during AM service period reduced to about 6.5% of approximately 1,760 per day pre-pandemic level.
 - Commuter shuttle ridership is about 14% of pre-pandemic levels.
 - Wheels2U ridership has been increasing each month since October 12 launch notwithstanding more difficult pandemic conditions and reduction in Metro-North ridership.
 - Door-to-door ridership decreased as people shelter in place and postpone doctor appointments.
 - Timing of ramp up of commuting and door-to-door service is uncertain.

Key FY 22 Budget Assumptions

- Commuter shuttle ridership of about 21,000 / year, slightly more than half of pre-pandemic level. Door-to-door ridership of 1,958, equal to FY20.
- Single ride fare increased from \$1.75 to \$2.00. Uniticket price assumed to be unchanged. Fare revenue increase will lag cost structure increase due to need to have resources in place to meet possible demand.
- Payroll costs (including benefits) / hour + 2.2% (forecast includes 8% for medical costs and 5% increase in workers' compensation). Fuel, parts and supplies, and overhead +2%.
- Cost inflation offset by reduced fuel use and maintenance expense due to change to microtransit.
- State funding formula remains unchanged.

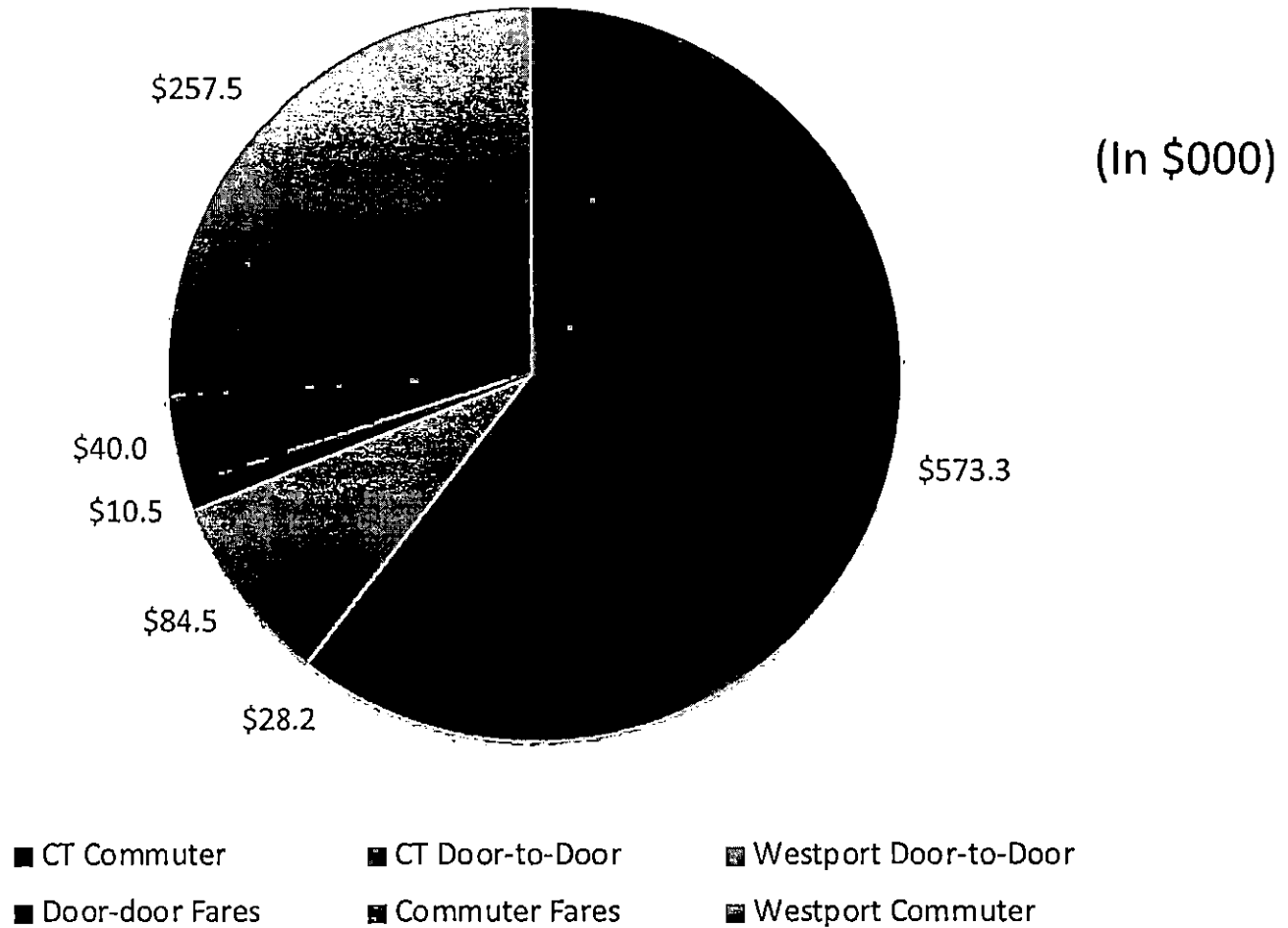
Westport Assistance to WTD – FY22 Budget

Westport's FY22 requested assistance to the WTD is \$342,000.



Total Town funding for the WTD is only 16/100th of 1% (.16%) of the total proposed budget for the Town and the Board of Education.

FY22 Budget Funding by Service and Source



CT Funding is \$573,300 (65.8%) of the Wheels2U commuter shuttle budget and \$28,200 (22.9%) of the door-to-door service budget.

Proposed FY22 Westport Assistance to WTD

(\$000)	<u>FY21*</u>		<u>Proposed FY22 Budget</u>
	<u>Budget</u>	<u>2/21F</u>	
Shuttles	\$225.9	\$151.6	\$257.5
Door-to-Door	<u>\$94.5</u>	<u>\$86.3</u>	<u>\$84.5</u>
Total	\$320.4	\$237.9	\$342.0

*WTD's proposed FY21 budget was \$359.0.

Town Attitudes About Commuter Shuttle Funding
October 2018 – May 2020

Town Attitudes About Commuter Shuttle Funding

- In July 2018 the WTD engaged Beresford Research to do a new survey to update the findings of its earlier 2016 survey to ascertain Westport resident perspectives about public transportation taking into account 2018 information.
- The survey was in the field from 10/22/18 to 11/2/18. Participation was excellent: 1,704 responses.
- Broad representative sample of Westport residents in the WTD's 2018 survey said they support Town funding of the commuter shuttles.

October 2018 Town-Wide WTD Survey

- About 65% of Westport residents feel low-cost bus service to the train and door-to-door service for persons with disabilities is “considerably” or “extremely” valuable to the Westport community as a whole.
- Three-fifths of Westport residents (61%) “strongly” or “somewhat” agree that the commuter bus service should receive financial support from the Town of Westport given current facts and circumstances (26% disagree).

October 2018 Town-Wide WTD Survey (cont'd)

- Should Connecticut's fiscal challenges result in a hypothetical \$100,000 reduction in state support of the bus system:
 - 40% of WTD 2018 survey respondents believe Westport should provide the additional \$100,000 of funding (total of \$325,000 of Town funding) and
 - Another 24% would support \$275,000 of funding (additional \$50,000 of funding from the FY19 \$225,000 budget level) and
 - Another 26% would support continuing the \$225,000 of funding.

Only 11% of respondents thought the commuter buses should be eliminated, while 89% supported at least \$225K funding level.

(There is no indication that such a hypothetical reduction would occur.)

December 3, 2018 RTM Committees Meeting

- RTM Transit, Long-Range Planning and Finance Committees held a joint public meeting to discuss the commuter shuttles. Brian Stern and Nancie Dupier of the Board of Finance, Jim Marpe, First Selectman, and members of the public also participated.
- Peter Gold, Chair of RTM Transit Committee, reviewed the history of the WTD and noted that “the purpose of this meeting is to provide the BOF with a sense of what the three most relevant RTM committees feel about the continuation of the WTD commuter shuttles.”
- WTD gave a presentation about commuter shuttle operations and Beresford Research reviewed results of the 2018 WTD survey.

December 3, 2018 RTM Committees Meeting (cont'd)

- There was a thorough discussion among the RTM members present, the BOF members present, the First Selectman and others about the benefits, challenges and opportunities of the shuttles.
- At the end of the meeting, all 13 RTM members present gave their opinions about the shuttles. While there were concerns expressed about the long-term viability of the WTD shuttles in their then current form, particularly given its reliance on uncertain funding from the State, “the general consensus was one of strong support for the WTD’s commuter shuttles.” (quote from meeting minutes)
- Please refer to the minutes of the meeting for a more detailed summary of the discussion.

Formal FY20 Town Budget Process: March – May 2019

- On March 12, 2019, the Board of Finance cut \$115,000 from WTD's proposed FY20 Budget with the stated objective of having the RTM make a policy decision about whether the Town should continue funding the commuter shuttles. This funding reduction was affirmed by the BOF on April 3rd.
- In April 2019, the RTM Transit and RTM Finance Committees each had thorough discussions of the benefits, challenges and opportunities of the commuter shuttles and voted to recommend that the RTM restore the funding.

Formal FY20 Town Budget Process: March – May 2019

- In April and May 2019, numerous Westport residents and organizations sent emails / letters to the RTM and spoke at the May RTM meeting to express support for restoration of the commuter shuttle funding. These organizations included the Westport Commission on People with Disabilities, Sustainable Westport, Westport Downtown Merchants Association, Westport Downtown Plan Implementation Committee, Coalition for Westport, Save Westport Now and individual realtors.
- On May 6, 2019, the RTM voted 32-0 (with one abstention) to restore the commuter shuttle funding.

FY21 Town Budget Process

- The Board of Finance cut the WTD's requested budget by \$39,000. The WTD chose not to ask for restoration and the RTM did not vote on the issue.
- The Board of Finance expressed concern about the viability of the then current fixed route operating model.
- The WTD acted on the Board's concerns and adopted the now current Wheels2U Westport microtransit model as a more cost efficient, flexible operating model.

**WESTPORT TRANSIT DISTRICT -- PROPOSED FY21 BUDGET
CONSOLIDATED¹**

Exhibit 1

(\$000)	<u>FY21</u>			<u>Proposed FY22 Budget</u>
	<u>FY20 Actual</u>	<u>Approved Budget</u>	<u>2/21 Forecast</u>	
Fares	\$61.0	\$83.5	\$12.0	\$50.5
CT Assistance ²	<u>583.5</u>	<u>581.4</u>	<u>310.2</u>	<u>601.5</u>
Subtotal	644.5	664.9	322.2	652.0
Operating expenses ³	935.6	965.3	540.0	978.9
Marketing and Other	<u>20.0</u>	<u>20.0</u>	<u>20.0</u>	<u>15.0</u>
Total expenses	955.6	985.3	560.0	993.9
Total Westport Assistance⁴	<u>\$311.1</u>	<u>\$320.4</u>	<u>\$237.9</u>	<u>\$342.0</u>
Shuttles	238.2	225.9	151.6	257.5
Door-to-Door	72.9	94.5	86.3	84.5

¹ FY20 and FY21 operations and results were / are significantly affected by COVID-19.

² The FY22 Budget assumes receipt of State funding for Wheels 2U commuter shuttles and door-to-door services based on the current arrangements.

³ Other Operating Expenses in FY20 results, FY21 forecast and Proposed FY22 Budget include an allocation of certain Norwalk Transit fixed costs not included in the WTD FY21 Budget or previously allocated to the WTD.

⁴ WTD Proposed FY21 Budget was \$359.0, comprised of \$253.1 for commuter shuttles and \$105.9 for door-to-door services.

WESTPORT TRANSIT DISTRICT -- PROPOSED FY22 BUDGET
COMMUTER SHUTTLES

Exhibit 2

(\$000)	<u>FY21</u>			
	<u>FY20 Actual</u>	<u>Approved Budget</u>	<u>2/21 Forecast</u>	<u>Proposed FY22 Budget</u>
Fares	\$52.8	\$69.0	\$7.0	\$40.0
CT Assistance	<u>550.2</u>	<u>558.2</u>	<u>281.4</u>	<u>573.3</u>
Subtotal	602.9	627.2	288.4	613.3
Salary and fringe	584.2	658.8	350.0	608.8
Other Operating Expenses	236.9	174.3	70.0	246.9
Marketing and Other ¹	<u>20.0</u>	<u>20.0</u>	<u>20.0</u>	<u>15.0</u>
Total expenses	841.1	853.1	440.0	870.7
Westport Assistance for Shuttles ²	<u>\$238.2</u>	<u>\$225.9</u>	<u>\$151.6</u>	<u>\$257.5</u>

¹ FY20 Actual and FY21 Forecast includes carryover.

² The \$38.6 difference between the Proposed FY21 Budget of \$359.0 and the Approved Budget of \$320.4 was allocated between Shuttles and Door-to-Door on a pro rata basis, with the resultant \$27.2 net reduction to the Proposed FY21 Shuttle budget of \$253.1 reflected in Salary and fringe and CT Assistance.

See the Consolidated Budget in Exhibit 1 for additional footnotes

**WESTPORT TRANSIT DISTRICT -- PROPOSED FY22 BUDGET
DOOR-TO-DOOR**

Exhibit 3

(\$000)	<u>FY21</u>			
	<u>FY20 Actual</u>	<u>Approved Budget</u>	<u>2/21 Forecast</u>	
Fares	\$8.2	\$14.5	\$5.0	\$10.5
CT Assistance	<u>33.4</u>	<u>23.2</u>	<u>28.8</u>	<u>28.2</u>
Total revenues	41.6	37.7	33.8	38.7
Salary and fringe	73.8	91.0	85.0	79.4
Other Operating Expenses	20.2	11.3	22.0	21.7
Purchased transportation	<u>20.5</u>	<u>29.9</u>	<u>13.0</u>	<u>22.1</u>
Total expenses	114.5	132.2	120.0	123.2
Westport Assistance for Door-to-Door¹	<u>\$72.9</u>	<u>\$94.5</u>	<u>\$86.3</u>	<u>\$84.5</u>
Note: Ridership	1,958	2,850	1,400	1,958

¹ The \$38.6 difference between the Proposed FY21 budget of \$359.0 and the Approved Budget of \$320.4 was allocated between Shuttles and Door-to-Door on a pro rata basis, with the resultant \$11.4 net reduction to the Proposed FY21 Door-to-Door Budget of \$105.9 made by reducing assumed ridership.

See the Consolidated Budget in Exhibit 1 for additional footnotes

February 26, 2021

WESTPORT TRANSIT DISTRICT
SENSITIVITY ANALYSIS FOR FY22 WHEELS2U VEHICLE DEPLOYMENT

Exhibit 4

(\$000)	<u>4 buses at peak</u>		<u>5 buses at peak</u>		<u>Proposed FY22 Budget Avg of 6.4 buses at peak</u>	
	<u>Wheels2U</u>	<u>Total</u>	<u>Wheels2U</u>	<u>Total</u>	<u>Wheels2U</u>	<u>Total</u>
Fares	\$22.9	\$33.4	\$30.5	\$41.0	\$40.0	\$50.5
CT Assistance	<u>373.5</u>	<u>401.7</u>	<u>456.8</u>	<u>484.9</u>	<u>573.3</u>	<u>601.5</u>
Subtotal	396.4	435.1	487.3	525.9	613.3	652.0
Salary and fringe	379.5		474.4		608.8	
Other Operating Expenses	178.0		207.4		246.9	
Marketing and Other	<u>15.0</u>		<u>15.0</u>		<u>15.0</u>	
Total expenses	572.5	695.7	696.8	819.9	870.7	993.9
Westport Assistance	<u>\$176.1</u>	<u>\$260.6</u>	<u>\$209.5</u>	<u>\$293.9</u>	<u>\$257.5</u>	<u>\$342.0</u>

(1) Average number of buses used would be lower than numbers included in scenarios above as WTD schedules fewer buses in non-peak periods.

(2) Ridership increase is assumed to lag vehicle deployment due to need to have resources in place to meet ramp-up of demand, the timing of which is very uncertain. FY22 ridership is assumed to be 12,000 for 4 bus scenario, 16,000 for 5 bus scenario and 21,000 for FY22 Budget (compares to 39,000 rides in FY19, the last fiscal year with a normal operating environment).

February 26, 2021

The RTM Transit and Finance Committees met jointly and via Zoom on April 8 at 6PM to review and make recommendations to the full RTM on the 2021-22 Transit District and Railroad Parking budgets.

The following Transit Committee members were present: Candace Banks, Peter Gold, Amy Kaplan, Sal Liccione, and chair Dick Lowenstein. For Finance: Seth Braunstein, Jessica Bram, Richard Jaffee, Nicole Klein, Stephen Shackelford, Lauren Soloff, Cathy Talmadge, and chair Jeff Wieser.

(Note: Kristan Hamlin had joined the meeting from her car by phone. Because of background noise, she was muted and unable to vote.)

Finance Committee chair Jeff Wieser announced that while the finance committee members would participate in the discussion of the WTD budget, they would not vote until their April 22 finance committee meeting on the overall non-education budget.

Westport Transit District (Account 915)

Dick Lowenstein moved that the Transit Committee recommend to the full RTM that it restore the \$157,500 cut by the Board of Finance and that it approve a restored budget of \$342,000. Seconded by Sal Liccione. Peter Gold, before he presented the Westport Transit District budget, announced he would recuse himself from any vote because he is also the Transit District director.

After a discussion that also included several members of the public, as well as Kim Morton, CEO of the Norwalk Transit District, the Transit Committee unanimously voted 4-0 in favor of the motion. Although they did not vote, the Finance Committee members who had participated in the discussion supported restoring the funds. At the conclusion of the vote, the Finance Committee members left and the meeting adjourned for a short period.

Railroad Parking (Account 210)

When the Transit Committee reconvened, Peter Gold said he would participate in both the discussions and voting. Present to answer questions were Westport Police Chief Foti Koskinas and Deputy Chief Sam Arciola. When the discussion concluded, Peter Gold moved to recommend that the full RTM approve an appropriation of \$1,886,101 for the '21-22 budget. Seconded by Sal Liccione. Passed unanimously, 5-0.

Respectfully submitted,

Richard Lowenstein, District 5,

Chair, Transit Committee

RTM Information Technology Committee
Report on the 2021-2022 Information Technology Budget
For the RTM meeting May 3, 2021

The RTM Information Technology met over Zoom on April 12, 2021 to review, and vote to recommend to the full RTM, the proposed Town budget for Information Technology for fiscal year 2021-2022.

IT Committee Members Present (four of five): Rick Jaffe (Chair); Matthew Mandell; Mark Friedman; Harris Falk

Also attending: Eileen Zhang, Director, Office of Information Technology; Sara Harris, Operations Director, Selectmen's Office

The duties of the Office of Information Technology include managing our town's website, westportct.gov, the acquisition, use, and management of technology equipment and software as needed, and managing the computer networking and telecommunications systems used throughout town, with the exception of the Board of Education.

It's interesting to take note of what we get for our IT budgeting dollars. We all witnessed last year the seamless transition of our town's business from "in person" to online. Our business has continued to be transacted primarily online, with high reliability, throughout COVID. We've seen online credit card and e-check payment capability become available. And now, with the rollout of the Accela online permitting system, we are beginning to see a noticeable improvement in our ability to get things done: more information, more easily available, and more customers served in less time and with less effort. Our town government takes seriously its commitment to transparency, where public information actually is easily accessible to the public. Among its other capabilities, Accela represents another major advance in transparency. Accela, by the way, is a major thrust of, and a cooperative effort by, Information Technology working with our Town Operations Department. IT Department Director Eileen Zhang and Town Operations Director Sara Harris took us through the parts of the Accela system that are up and running. As more of our town departments roll out their services on Accela, we will see a significant and welcome advance in what we website visitors can accomplish online.

Most of the Information Technology work that goes on in our town benefits more than one of our town's nineteen departments. Information Technology's agreement with our Board of Finance in these situations calls for IT to bear the cost burden, rather than the much more cumbersome method of billing each benefiting department. So in our town, IT bears the cost, and the town departments get the benefit "for free". The value we in Westport receive from our IT budget is more than acceptable.

That being said, a cyber war is being fought every day, all around us. We can perform security audits, which we do. We can follow experts' guidelines as to how to protect ourselves, which we do. We can move our critical systems off of local hardware and into the cloud where protection is stronger, which we do. However, we all know that cities with many times our "protection" budget have been hit hard by cyber-criminals. Within its constraints, IT is doing what it can both

to protect us from cyber-attack, and to plan for recovery when some future attack finally succeeds, and our town is hit.

Director Zhang highlighted some of the 2022 initiatives and ongoing projects being undertaken by the Office of IT. The FY 2022 Information Technology (IT) proposed operating budget is \$1,291,933, up 5.8% from FY 2021. Roughly speaking, 60 percent of the budget pays for our computers, software, email, security, databases such as GIS, networks, and telephones. About a fifth of the budget pays the salaries of our staff, which runs lean by design and farms out most of the work of supporting our computing and communication systems. The primary drivers of the proposed increase are in the “Fees and Services” account where network and operating costs reside. \$40,000 slipped into the budget compliments of Microsoft, which changed its licensing from “per machine” to “per user”, so that a single police dispatch computer shared by four shifts, that formerly required one license, now requires four.

A motion was made by Harris Falk to recommend to the RTM to adopt the IT budget as approved by the Board of Finance; seconded by Mark Friedman; and passed unanimously.

Respectfully submitted,

Rick Jaffe, Chair and Reporter

Report of the RTM Environment Committee

Re: Westport Conservation Department fy 2021-22 proposed budget

Date: April 14, 2021. (Zoom meeting)

Committee Members present:

Wendy Batteau (chair), Harris Falk, Ellen Lautenberg, Matthew Mandell, Lisa Newman, Carla Rea, Cathy Talmadge

Absent: Colabella, Soloff,

Present for Conservation Department: Alicia Mozian, Director; Also present: Sara Harris, Town Operations Director

Background: The Environment Committee met on April 14, 2021 to discuss the Selectman's Conservation Department budget for the fiscal year 7/1/2021– 6/30/2022. The budget request of \$416,984, 56. (including staff) is a 2.68% increase from the previous year. When viewed as a percentage increases over the current year's budget some increases appear significant, but the actual dollar amounts are minimal, for overtime and telephone items. The overtime expenses result from the increase in applications and the necessity of staff working at home while dealing with Commission and permitting needs. In addition the Department lost the only Enforcement Officer (to Eversource), but the position should have been filled this week.

Discussion: For a description of the department's responsibilities, overall goals, projects, and achievements please see the budget document narrative and charts.

It is worth noting that despite the pandemic crisis, associated shutdowns and economic consequences, Conservation Department work has been ongoing full time. The Director is in the office each day and the staff has worked from home with connections to the office electronic systems. Revenues are on target to meet or exceed projections. Permit applications have risen; at the end of March '21 they were 132% of last year. Because of the significant increase, with staffing down, the turnaround time for permits has necessarily slowed to 2 -3 weeks, though the town acquisition of Accela land-use permitting software should facilitate productivity. The Department will be examining fees this year.

Challenges still include development projects. These new projects are complex, both logistically and in terms of their environmental concerns (eg. abundant wetlands, steep slopes, potentially contaminated sites requiring remediation), and consequently require much attention and complicated reviewing, reporting and permitting by the

department. Some applications for multi-family developments are proposed on sites involving sensitive environments. The state DEEP has basically stopped enforcing shoreline matters, enabling various infractions which must be handled locally. The restoration of Bulkley Pond is another goal, requiring coordination with the DEEP. Evaluations of several key ordinances (eg WPLO, IWW, Tree- Spraying, Dogs on Cockenoe Island) are to be re-evaluated and possibly amended.

Committee members were concerned about the capacity of the staff to handle the anticipated workload; the minimal funding for such work as public outreach and education, working on Stormwater Management program mandates, developing accurate wetland boundary delineations for Westport homes, continued watershed quality efforts, office/field equipment shortages. Other financial discussion centered around the sharing of a vehicle and other costs and revenues with other departments such as the Town Clerk, Public Works, Planning and Zoning, and IT. It was also noted that the "Special Project" (under Goals) of working with Sustainable Westport to achieve it's goals" should be revised since SW has dissolved as a town entity and joined Earthplace under their 501c-3 umbrella. That special Project goal would read "Working to achieve the town's sustainability goals". Some concern was expressed that the Selectman's Office (town) should have a municipal advisory committee on environmental affairs. Because the staff and budget off the Conservation Department are limited it is now restricted to being reactive, but education efforts and other proactive planning would be useful.

On a motion by Rea and seconded by Mandell the Environment Committee voted unanimously to recommend full RTM approval of the Conservation Department's requested budget of \$403,262, with the above note.

Respectfully submitted,
Wendy Batteau, Chair and Reporter

April 21, 2021

BACK UP MATERIAL
RTM ITEM # 1

The RTM Public Protection Committee met on Tuesday, April 20th via ZOOM to discuss and vote on to recommend to the full RTM the approved Board of Finance budgets for both the Westport Police Department and Westport Fire Department for the fiscal year 2021-2022.

Police Department total budget \$ 11,160,308.00. Breakdown (210) Police \$ 9,265,719.00 (-.4% from previous year) CBA expired no raises PD Fleet Maintenance (214) \$ 370,157.00 (+.9%) Animal Control (216) \$ 198,718.00 (+25%) Budgeted \$ 40,000 for new vehicle. EMS (218) \$1,325,714.00 (+1.6%)

Fire Department total budget \$ 9,986,048.00 overall increase of (2.42%) Overtime last year up 3.16 % \$1,593,920.00 Emergency Management \$83,500 increase 3.75% note increase in regional radio maintenance cost. Water Supply \$1,300,000.00 increase of 10.32% Aquarion controls costs.

Committee discussed need for review of illegal substance testing of both departments. Committee would like to see in next collective bargaining agreement review and implementation of drug testing for the Fire Department as it is already in place for Police and other town departments which use commercial vehicles and equipment.

The committee voted unanimously to approve both budgets for recommendation to full RTM. In attendance Police Chief Foti Koskinas, Deputy Police Chief Samuel Arciola, Deputy Fire Chief Michael Kronick, RTM Public Protection Committee members Jimmy Izzo Chair, Louis Mall, Dick Lowenstein, Seth Braunstein, Noah Hammond, Andrew Colabella, Rick Jaffe, and Harris Falk RTM member.

Respectfully submitted,

Jimmy Izzo Chair
RTM Public Protection Committee

4/23/21 LMA

MINUTES
LIBRARY, MUSEUM & ARTS COMMITTEE MEETING
April 23, 2021 4:00 PM
Zoom Meeting ID: 854 7436 4871

COMMITTEE MEMBERS PRESENT:

Amy Kaplan, Chair

Harris Falk

Arline Gertzoff

Lisa Newman

Karen Kramer

Sal Liccione

Dick Lowenstein

Wendy Batteau

Absent: Brandi Briggs

Guests:

Bill Harmer, Westport Library Executive Director

Iain Bruce, President, Library Board of Trustees

Scott Bennewitz, Board Member

Natasha Smith, Library Finance Director

Gary Conrad, Town of Westport Finance Director

The Library Museum and Arts Committee met to vote on recommending full RTM approval of the FY 21/22 appropriation request from the Westport Library.

At our April 7 meeting the committee had requested an up-to-date budget report (through 3/31/21) and the final numbers for FY 19/20 in order to see the \$981,100 the Library received as a PPP Loan Forgiveness Grant accounted for in the revenues, as well as other current revenues and expenses. We reconvened on April 23rd to review that supplemental information. The meeting was called to order at 4:03 PM. The Chair opened the meeting with a statement (copied below), and then introduced a motion to recommend approval of the appropriation, seconded by Sal Liccione. Ms Kaplan then opened the floor for discussion.

The PPP monies received were critical to the Library's operations, allowing them to keep valuable staff on board and develop new ways of delivering programs and services throughout the ongoing pandemic period. They did an admirable job of cutting expenses where possible even as required Covid-19 protocols created a need for new spending. The finalized numbers from FY 19/20 revealed a Covid- created deficit of \$78,546, which was covered by their General Reserve Fund. In FY 20/21, the real and

forecasted numbers show a projected deficit of \$739,176, before the PPP funding is applied. When that money is added as revenue and applied as allowed by the PPP program to expenses such as payroll, the numbers show a projected surplus of \$223,076. However, Covid-19 will continue to impact both revenues and expenses into FY 21/22. It is important for the Library's General Reserve Fund to maintain balances needed, especially in these times of uncertainty. In consultation with Westport Finance Director Gary Conrad, the surplus was transferred to the General Reserve: \$78,546 serving to replenish to amount drawn down to cover the deficit in FY 19/20, and the remaining \$144,530 projected to be needed for a forecasted FY 21/22 deficit. This allowed the Library to keep their appropriation request to the Town flat, a 0% increase from the last year.

Dick Lowenstein questioned whether the surplus should be transferred to the Reserve Fund or subtracted from the appropriation request. As the town has also been impacted by the effects of the pandemic, reducing the Library appropriation could be a way to reduce fiscal pressure on the town. Because the library is forecasting additional deficits, they felt that reducing their appropriation might result in them having to come back to the town for a special appropriation. Mr. Lowenstein also wanted more time to examine the supplemental materials, as they were provided to the committee on April 21, just 2 days before this meeting. As a result, Mr Lowenstein said he would abstain from the vote. The committee then voted 7-0, with one abstention, to recommend that the RTM approve the full requested appropriation of \$4,817,653. The meeting adjourned at approximately 5pm.

Submitted by:

Amy Kaplan

RTM LMA Committee Chair

4/26/21

Opening Statement, Amy Kaplan LMA Chair

Before we begin, I'd like to say a few words. I certainly want to say that I do appreciate the updated budget Report, and I also appreciate the quick response to my additional request last night. However, I remain disappointed that you did not have this information readily available to share with us when we met on April 7. At that meeting, this committee had legitimate questions concerning the impact of Covid on revenues and expenses, and how the PPP money received was used. We had remarked at our April 2020 meeting that when this year's budget season rolled around, we would want to see an accounting of that very thing. Last year, there was not a lot of information to be shared: we were in the early

months of the pandemic, and there were many factors unknown to us all at that time. Although we are not out of the woods yet, and Covid is still causing anomalies and disrupting norms, there is no reason why the budget request and backup materials presented to us would not transparently reflect real and accurate numbers, including that substantial infusion of government grant money. While it is true that the PPP money was initially a loan, at some point it did become known that the PPP Loans would be forgiven. It was certainly known by April 7, and the supplemental documentation you provided us on April 21 would have been appreciated then. In fact, I did communicate before that meeting that we would ask for more specificity on this topic. So it was disappointing that you did not come prepared to that meeting with a report that showed the \$981,100 received as revenue, and a more current accounting of the reduced revenues and increased expenses across categories. It was also disappointing that our questions did not appear to be received well. The role of this committee, and the full RTM, is to exercise oversight by the study of the library's operations, especially since the amount of the annual library appropriation is close to 5 million dollars. Neither this committee nor the RTM should be considered a rubber stamp for appropriation requests. We expect a full and transparent disclosure of your accounting, and we have a duty to ask pertinent questions in order to understand the context of your request to the town. In the future, I trust that the spirit of collegiality and mutual respect that is a hallmark of the Library's relationship with the Town will prevail. I know we all recognize the value of the Library to Westport, and I do want to make the point that during this year of Covid, when so much has been so difficult or seemingly impossible, the Library pivoted immediately, modified their operations, recreated themselves to continue providing services and even to function as a community center, especially during the lengthy power outage that hit our area last summer. In short, I am glad to see this updated report, and to have all of you here today to answer whatever questions remain.

TO: Representative Town Meeting (RTM)

BACK UP MATERIAL
RTM ITEM # 1

FROM: RTM Finance Committee

SUBJECT: Report on the 2021-2022 Education Budget
for the RTM meeting May 3, 2021

On April 27, 2021, the RTM Finance Committee¹ met over Zoom with Tom Scarice, Superintendent of Schools, Board of Education (BOE) Secretary Elaine Whitney, Westport Public Schools (WPS) central office administrators², and Westport Finance Director Gary Conrad, with others in attendance³, to review the education budgets for fiscal year 2021-2022 (FY 2022), as approved by the Board of Finance. Those budgets are as follows:

<u>Account #</u>	<u>Account</u>	<u>Budget</u>	<u>\$Increase/ (Decrease)</u>	<u>% Change (vs. FY19-20)</u>
650	Board of Education	\$125,594,582	\$3,658,094	3.0%
650	<u>BOE Program Expenses (Rev Offset)</u>	<u>\$225,854</u>	<u>(\$57,498)</u>	<u>-20.3%</u>
650	Board of Education	\$125,820,436	\$3,543,099	2.9%
652	Aid to Private/Parochial Schools	\$507,569	\$22,890	4.7%
654	Debt Service – Long Term	\$9,076,758	\$351,328	4.0%
<u>TOTAL EDUCATION</u>		<u>\$135,404,763</u>	<u>\$3,917,317</u>	<u>3.0%</u>

The Total Education budget is 62% of the Board of Finance's (BOF's) Recommended Budget for the Town of Westport. This percentage of the total budget has remained steady over the last several years. As you can see in the table, the Total Education budget is \$135,404,763, up 3.0% over the current fiscal year's budget.

- The vast majority of the total Education budget is the Board of Education's operating budget, \$125,594,582, up 3.0% over the current fiscal year. The table below shows a recent history of operating expenses. Note that the operating budget presented to the RTM does not include the capital costs associated with Education's Master Plan Facility Study. Capital costs are addressed separately from operating expenses.
- Program Expense, also called Revenue Offset, holds the budgeted revenue for the Stepping Stones Preschool, \$225,854.

1 RTM Finance Committee members present (8 of 9): Jeff Wieser (Chair), Jessica Bram, Seth Braunstein, Rick Jaffe, Nicole Klein, Christine Meiers Schatz, Stephen Shackelford, Cathy Talmadge

2 WPS Central Office Administrators: Tom Scarice (Superintendent), Anthony Buono (Assistant Superintendent for Teaching and Learning), Michael Rizzo (Assistant Superintendent for Teaching and Learning), Elio Longo (CFO), John Bayers (Director of Human Resources)

3 Also Present: Noah Hammond (RTM)

- Aid to Private Schools, \$507,569, includes pupil transportation, and Special Education and health services support.
- Debt Service, \$9,076,758, up 4% from the current year’s budget, is a number presented to the BOE by the Town, and represents Education’s fair share of Town debt service. This year’s budget for Debt Service includes funding for the remodeling of Coleytown Middle School, offset by paydowns of older debt, and by refinancing a portion of the remaining older debt at lower interest rates.

**Board of Education’s 2021-2022 Proposed Budget
Education Cost Analysis**

	ACTUAL				BUDGET	PROPOSED
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
OPERATING EXPENSES	\$111,890,812	\$113,976,141	\$116,103,600	\$116,442,836	\$121,936,488	\$125,594,582
INCREASE \$	\$2,153,013	\$2,085,329	\$2,127,459	\$2,146,864	\$5,493,652	\$3,658,094
INCREASE %	1.96%	1.86%	1.87%	1.85%	4.72%	3.00%
OCT. 1 ENROLLMENT	5,634	5,628	5,541	5,358	5,366	5,300
INCREASE/(DECREASE)	(89)	(6)	(87)	(183)	8	(66)
INCREASE/(DECREASE) %	-1.56%	-0.11%	-1.55%	-3.30%	0.15%	-1.23%

The RTM Finance Committee members present voted unanimously, on a motion by Seth Braunstein, seconded by Cathy Talmadge, to recommend that the RTM approve all of the education-related budgets as presented, a total of \$135,404,763.

Summary of Key Points

The goals of our Education budget process, exercising fiscal prudence while adhering to federal and state mandates, include the following:

- Maintain our status as a “flagship” district, as exemplified by a recent ranking by U.S. News & World Report in which Staples High School was named, according to Westport Patch, “one of the best high schools in the United States”. It’s pretty clear that people live here in order to benefit from our excellent schools. We are a community with high expectation.
- Ensure safety and security of our students and staff.
- Maintain and improve our facilities as directed by experts.

The fiscal year 2022 budget details the expected costs associated with the challenges of returning to educating our students in a post-COVID world.

We take note of that fact that, with COVID having thrust unheard of uncertainty and upheaval on our school system and its people, Education came in on budget for the year that ended June 30, 2020, and is on track to come in on or very close to budget for year just concluding.

The Board of Education’s operating budget as proposed was reduced by our Board of Finance by \$1,347,716. The Board of Education had the option to request restoration of these funds, but

instead found ways to close the funding gap by utilizing the professional expertise of our Education administrators. More than one quarter of the funding gap was closed when the State of Connecticut updated an earlier estimate of what the Westport schools would have to pay for health insurance. The remainder of the funding gap was closed by Education administrators carefully selecting proposed expenses that qualify to be paid for by various government provided emergency grants, with names such as the “Corona Virus Relief Fund” and the “American Rescue Plan”. These grant-funded expenditures no longer show as operating budget funding requests.

The Reality of the Education budget is that 81% of the cost in our school system is in salaries and benefits – “people cost” – most of which is fixed by contract. In our Education budget it is, therefore, very difficult to cut significant cost without cutting staff. In tonight’s proposed budget, we see the result of a concerted effort by our Education planners to hold down on staffing without sacrificing the quality of the education product we offer to the children of our community.

Enrollment, which has been trending in a gradual decline, for FY2022 is expected to be down about 1% from FY2021. Enrollment does not tell the whole story of staffing needs, however, which depend on the age, geography, and special needs of our students. Enrollment is forecast to continue its slight downtrend, leveling off and picking up slightly in fiscal year 2025-2026. Our school system has done a good job keeping the number of teachers in Regular Education in line with enrollment changes. The percentage of our students with disabilities continues to rise, as is true in our district, statewide, and nationally. More students with disabilities requires increased Special Education staff in order to meet mandated service levels. Again, our school system gives every indication that they are doing everything reasonable to hold down the cost of Special Education while providing a quality education.

Respectfully submitted,

Rick Jaffe
Finance Committee and RTM District 1

BACK UP MATERIAL
RTM ITEM #



Westport Public Schools

2021-2022 BOARD OF EDUCATION'S PROPOSED BUDGET

APRIL 21, 2021 – PRESENTATION TO THE RTM EDUCATION COMMITTEE

Budget Objectives

- Preserve Lighthouse District Reputation
- Ensure Safety & Security of Students and Staff
- Comply with all Federal & State Mandates
- Respond to Master Plan Facility Study
- Prudently Maintain Current Services
- Pause to Prepare for Next Level of Work



Superintendent's FY 22 Proposed Budget in Brief

Budget Request	Amount	\$ increase	% increase
Superintendent's Proposed Budget (TOTAL)	\$128,013,115	\$6,076,627	4.98%
<i>Breakdown:</i>			
Current Services budget	127,657,655	5,721,167	4.69%
Changes due to Enrollment	124,258	124,258	0.10%
Changes due to Program	231,203	231,203	0.19%
<u>Current Services budget (detail):</u>			
FY 21 unfunded positions rolled into FY 22 Current Services		1,098,234	0.90%
Loss of Cafeteria Fund coverage for Custodial Services		200,000	0.16%
FY 21 BOE Carryover Account draw for Technology equip.		254,828	0.21%
		1,553,062	1.27%
<i>FY 22 Current Services budget (net, above items)</i>		4,168,105	3.42%



FY 21 Unfunded Positions rolled into FY 22

Position	FTE	Est. Amount	% increase
Teachers -- Regular Education	6.10	\$407,974	0.33%
Teachers -- Special Areas	0.10	6,688	0.01%
Teachers -- Special Education	0.42	28,090	0.02%
Teachers -- Hearing and Speech	0.74	62,945	0.05%
Paraprofessionals -- Regular Education	1.50	46,484	0.04%
Paraprofessionals -- Special Education	7.94	246,053	0.20%
Related insurance benefits		300,000	0.25%
TOTAL	16.80	\$1,098,234	0.90%



BOE's FY 22 Proposed Budget in Brief

Budget Request	Amount	\$ increase	% increase
BOE's Proposed Budget (TOTAL)	\$126,942,298	\$5,005,810	4.11%
Superintendent's Proposed Budget (TOTAL)	\$128,013,115	\$6,076,627	4.98%
BOE reductions to the Superintendent's Proposed Budget		-\$1,070,817	-0.87%
<i>Breakdown:</i>			
Current Services budget	127,191,831	5,255,343	4.31%
Changes due to Enrollment	-179,483	-179,483	-0.14%
Changes due to Program	-70,050	-70,050	-0.06%
<i>Current Services budget (detail):</i>			
FY 21 unfunded positions rolled into FY 22 Current Services		1,098,234	0.90%
Loss of Cafeteria Fund coverage for Custodial Services		200,000	0.16%
FY 21 BOE Carryover Account draw for Technology equip.		254,828	0.21%
		1,553,062	1.27%
FY 22 Current Services budget (net, above items)		3,702,281	3.04%



BOE Reductions to the Superintendent's Proposed Budget

Budget Request	Amount	\$ increase	% increase
BOE's Proposed Budget (TOTAL)	\$126,942,298	\$5,005,810	4.11%
Superintendent's Proposed Budget (TOTAL)	\$128,013,115	\$6,076,627	4.98%
BOE reductions to the Superintendent's Proposed Budget		-\$1,070,817	-0.87%
<i>Reductions:</i>			
1.0 FTE Communications Specialist		-112,000	-0.09%
2.0 FTE Regular Education Teachers at SHS		-187,874	-0.15%
2.0 FTE Regular Education Paraprofessionals		-115,978	-0.10%
1.0 FTE Regular Education Asst. Principal at the Elem. Level		-189,253	-0.15%
Technology Equipment – Instructional (pilot alternative tech)		-200,000	-0.16%
Furniture (no new purchases)		-60,947	-0.05%
Equipment – Instructional and Non Instructional		-159,765	-0.13%
Student Athletics – Equipment (no new purchases)		-45,000	-0.04%
		-\$1,070,817	-0.87%

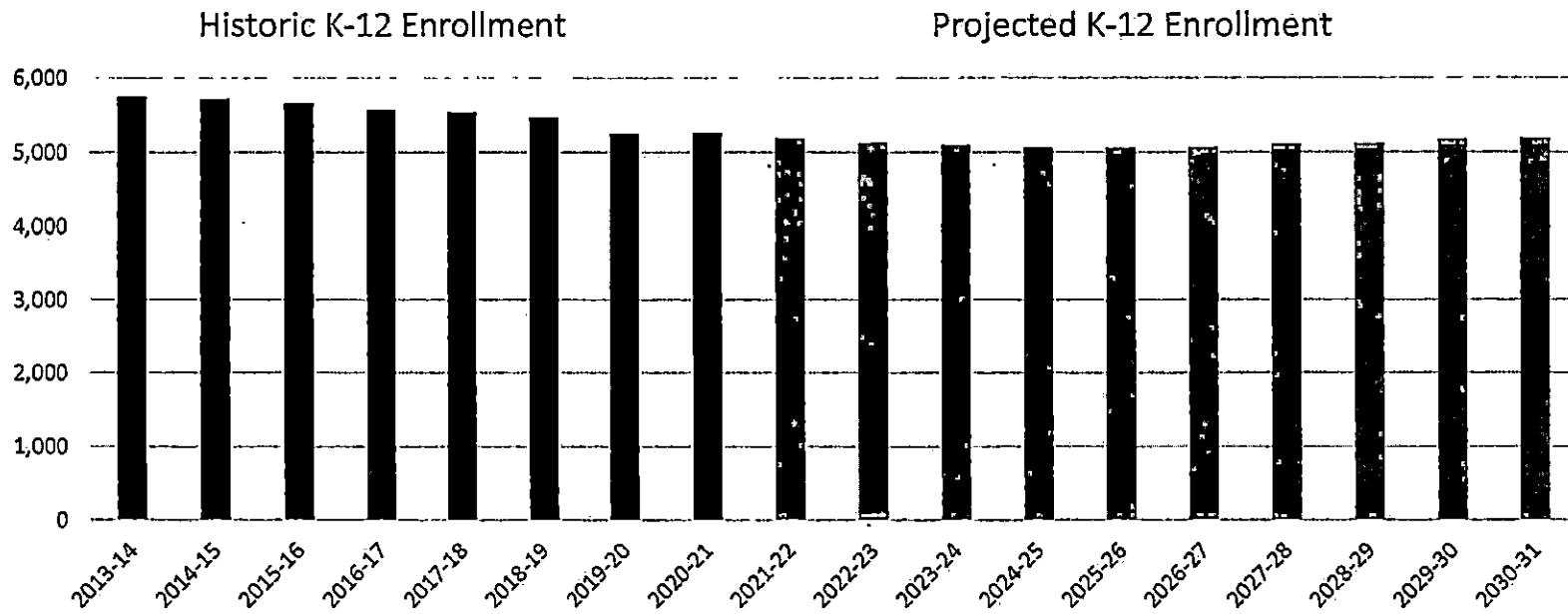


Enrollment 21-22

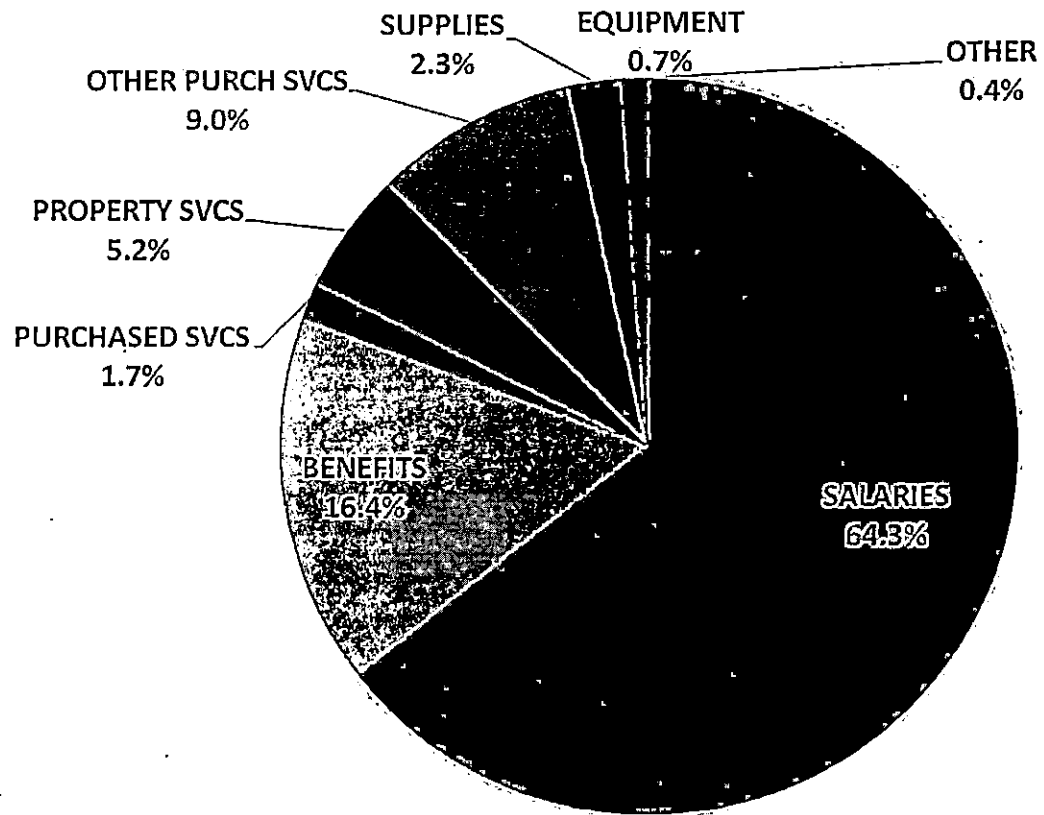
	2020-2021	2021-2022 (Projected)	
K-5	2,249	2,247	(-2)
6-8	1,208	1,200	(-8)
9-12	1,804	1,743	(-61)
Preschool	69	72	+3



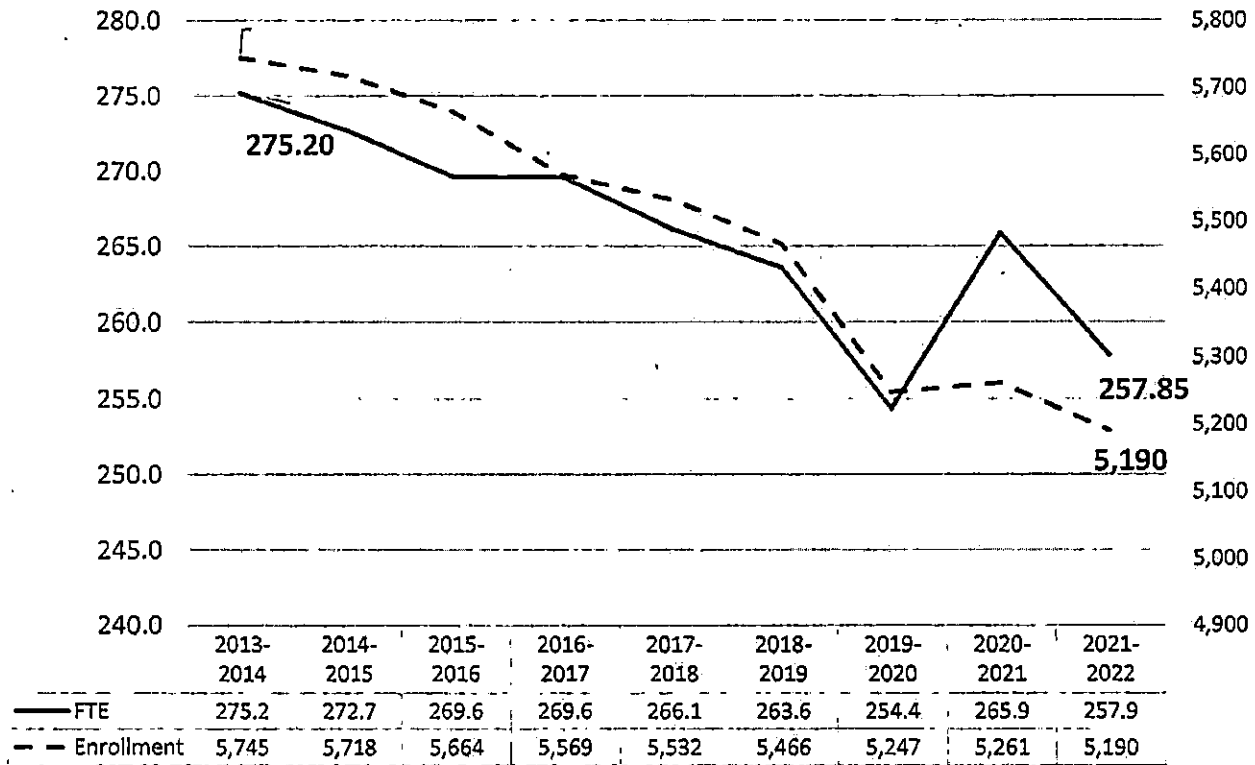
Districtwide Enrollment



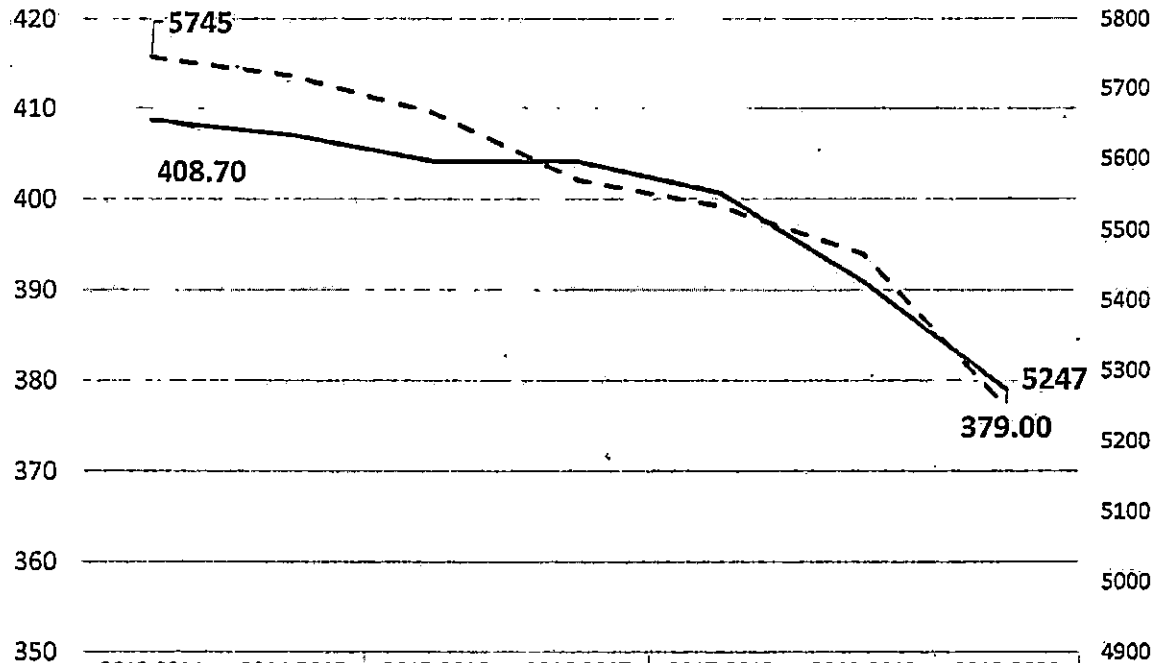
Cost Composition FY 2021-2022



Teachers (FTE) – Regular Education



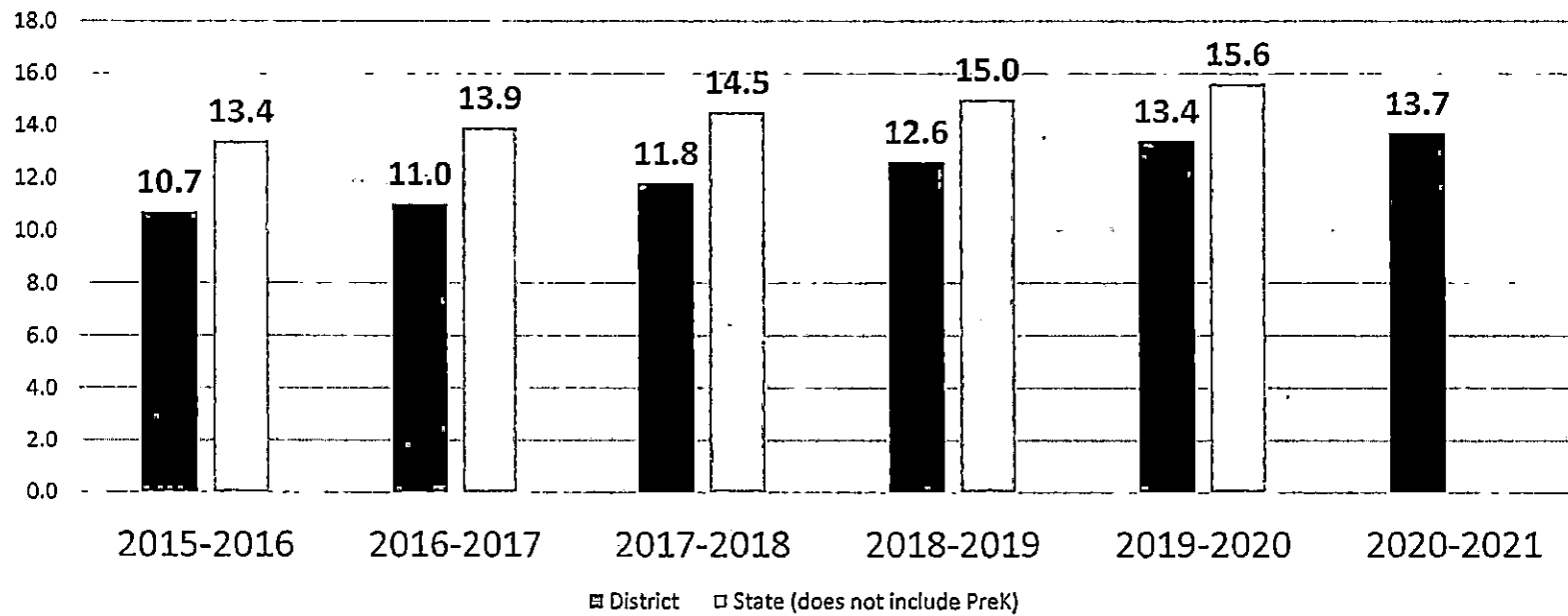
Teachers (FTE) – Regular Education & Special Areas



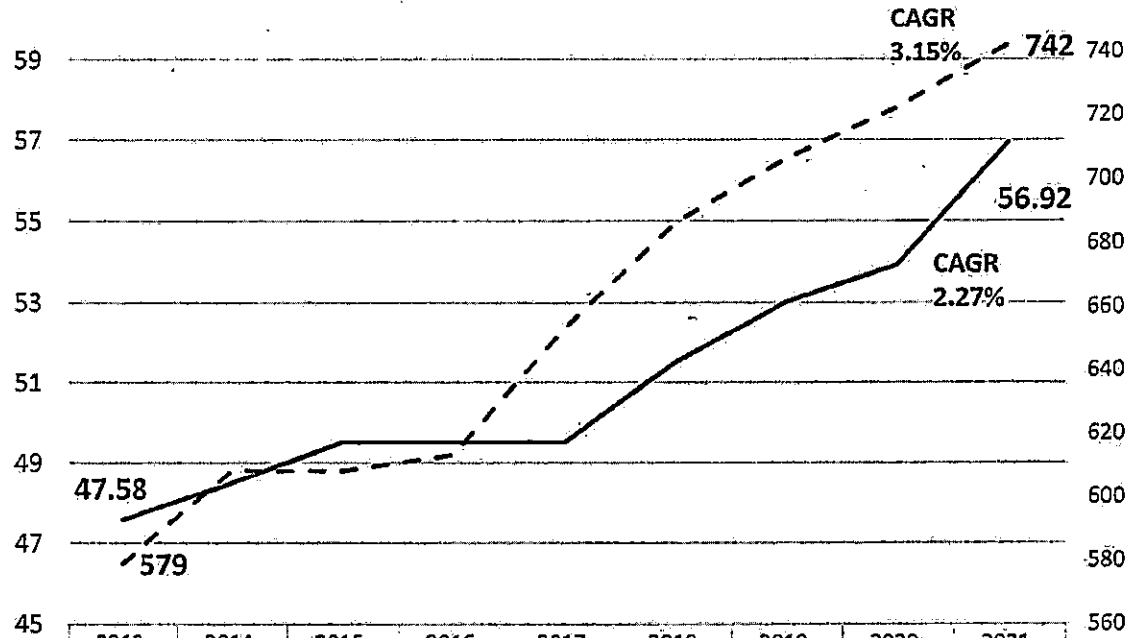
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
— FTE	408.7	407.03	404.11	404.11	400.63	391	379
- - Enrollment	5745	5718	5664	5569	5532	5466	5247



Percentage of Students with Disabilities



Teachers (FTE) – Special Education

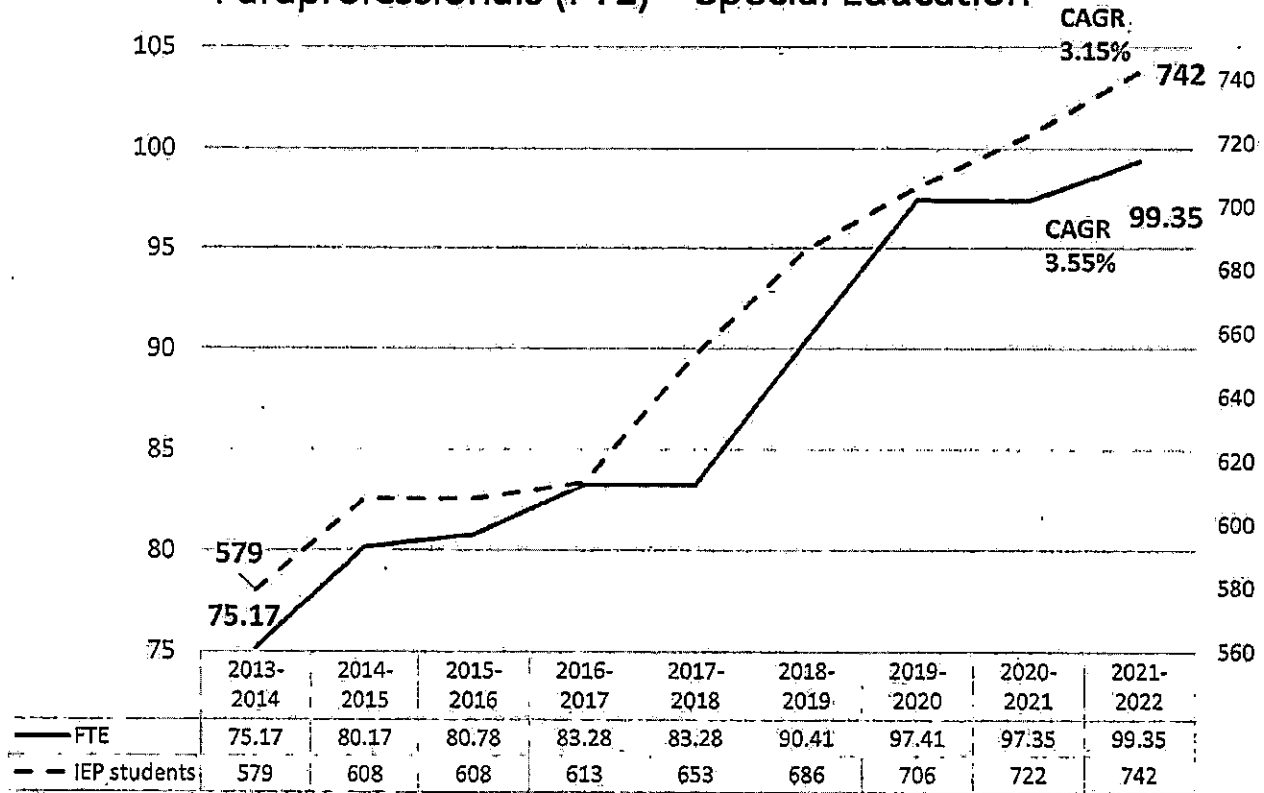


	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
— FTE	47.58	48.5	49.5	49.5	49.5	51.5	53	53.92	56.92
- - IEP students	579	608	608	613	653	686	706	722	742 Est.

Compounded
Annual Growth
Rate (CAGR)



Paraprofessionals (FTE) – Special Education



Compounded Annual Growth Rate (CAGR)





DEPARTMENT OF PUBLIC WORKS

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

BACK UP MATERIAL
RTM ITEM # 7

WESTPORT

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 RFP21-016T 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 6-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 Pelltioners

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

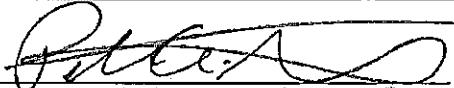
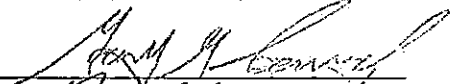
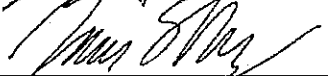
What other approvals/reviews are necessary to begin this project? RTM, BOS

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

BACK UP MATERIAL
RTM ITEM # 8

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

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

James S. Marpe
First Selectman

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

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

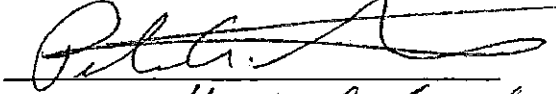
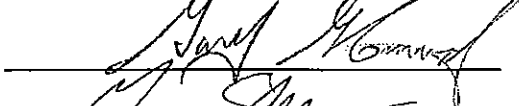
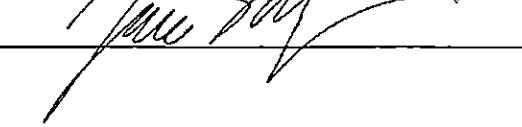
What other approvals/reviews are necessary to begin this project?
RTM, BOS

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

REPORT OF THE RTM FINANCE COMMITTEE AND PUBLIC WORKS COMMITTEE MEETING APRIL 22, 2021

The RTM Finance Committee met via Zoom on April 22, 2021, at 7pm, to review the request of the Town Director of Public Works as approved by the Board of Finance to recommend the Committee approve an appropriation of \$600,000, along with bond and note authorization, to the Municipal Improvement Fund Account 30503310-500331-10116 for the replacement of the underground fuel tanks, fuel system, and heating oil tanks at the Sherwood Island Connector Parsell Center.

Finance Committee Members Present

Jeff Wieser, Chair
Seth Braunstein
Jessica Bram
Richard Jaffe
Nicole Klein
Christine Meiers Schatz
Stephen Shackelford
Cathy Talmadge

Other RTM Members Present

Amy Kaplan
Harris Falk

Town Employees Present

Peter Ratkiewich, Director of Public Works

Peter Ratkiewich presented, and explained that in Nov 2020, we approved design funds for this project, to design a replacement for these underground tanks to bring them above ground. That would reduce the Town's environmental liability, and is part of the Town's overall effort to remove all underground tanks. The current below-ground tanks are around 25 years old and beyond their permitted life. We can't monitor what happens underground if these tanks start to leak. We will put these tanks above ground, according to DEEP regulations. The \$600,000 requested is well within the range of the bids received, and includes an allowance for contingencies, which is particularly necessary when dealing with fuel tanks.

RTM members asked various questions, including what might happen if the contingency was exceeded. Mr. Ratkiewich explained that there could have been a leak that would be discovered during the removal of the underground tanks, but we have built in a substantial contingency to the request. Mr. Ratkiewich was also asked about the difference between the \$400,000 capital forecast and the \$600,000 requested appropriation. He explained that the forecast was made based on best available information several years ago, and material costs have recently increased significantly, in some cases exponentially. The bids on the project ranged from approximately \$500,000-\$900,000, which confirms the appropriateness of the \$600,000 appropriation request.

At the conclusion of the discussion, Mr. Shackelford moved that the Finance Committee approve the requested appropriation and bond and note authorization, Mr. Jaffe seconded, and the Finance Committee approved 8-0.



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 # 9

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 GEN'L FUND CNR GRANT STATE OTHER

YES NO 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.

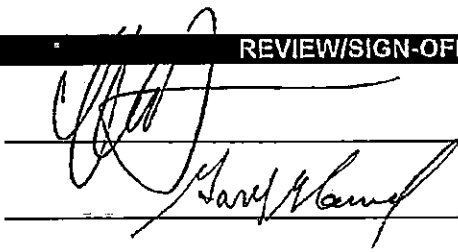
If yes, describe condition of what is to be replaced:

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 2011 paving season

Greens Farms School - Propose to completely reclaim parking areas and entrance drives (p184)
 Pavement 25 years old

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	NOTES
Overhead Concrete 1500 (RMA 6637), Level 2	300	YD	\$10.00	\$3,000.00	Based on 4" thickness
Overhead Asphalt Pavement	300	YD	\$4.00	\$1,200.00	
Asphalt Pavement 2' projects	10	YD	\$20.00	\$200.00	
Asphalt Pavement 1 1/2' (RMA 6637)	300	YD	\$2.00	\$600.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	100	HR	\$10.00	\$1,000.00	
Asphalt Adjustment Cost - \$1000/100	1	LR	\$100.00	\$100.00	
TOTAL				\$6,100.00	

ANTHROZ 1R1 \$8,900; 1R6 \$1,210

Large Lots School - Propose to reclaim entrance drive and small parking area; 2" mill and pave bus loop drop off; reclaim parking southern area (p114)
 Pavement 28 years old

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	NOTES
Overhead Concrete 1500 (RMA 6637), Level 2	100	YD	\$10.00	\$1,000.00	
Overhead Asphalt Pavement	100	YD	\$4.00	\$400.00	
Asphalt Pavement 2' projects	10	YD	\$20.00	\$200.00	
Asphalt Pavement 1 1/2' (RMA 6637)	100	YD	\$2.00	\$200.00	
Traffic Control	100	HR	\$10.00	\$1,000.00	
Asphalt Adjustment Cost - \$1000/100	1	LR	\$100.00	\$100.00	
TOTAL				\$3,900.00	

ANTHROZ2 - \$131,094 1R1; \$297,512 1R2

Bedford Middle School - Propose to reclaim entrance drive and Wakeham Farm Road (p137)
 Pavement 20 years old

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	NOTES
Overhead Concrete 1500 (RMA 6637), Level 2	100	YD	\$10.00	\$1,000.00	Based on 4" thickness
Overhead Asphalt Pavement	100	YD	\$4.00	\$400.00	
Asphalt Pavement 2' projects	10	YD	\$20.00	\$200.00	
Asphalt Pavement 1 1/2' (RMA 6637)	100	YD	\$2.00	\$200.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	100	HR	\$10.00	\$1,000.00	
Asphalt Adjustment Cost - \$1000/100	1	LR	\$100.00	\$100.00	
TOTAL				\$3,900.00	

ANTHROZ 1R1 - \$506,232 (PA 67) FOCUS ON PAVED AREAS

Coleytown Complex - Propose to mill and pave all of Coleytown and to mill and pave central parking between Coleytown and Coleytown Middle (p100)
 Pavement 28 years old

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	NOTES
Overhead Concrete 1500 (RMA 6637), Level 2	100	YD	\$10.00	\$1,000.00	
Overhead Asphalt Pavement	100	YD	\$4.00	\$400.00	
Asphalt Pavement 2' projects	10	YD	\$20.00	\$200.00	
Asphalt Pavement 1 1/2' (RMA 6637)	100	YD	\$2.00	\$200.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	100	HR	\$10.00	\$1,000.00	
Asphalt Adjustment Cost - \$1000/100	1	LR	\$100.00	\$100.00	
TOTAL				\$3,900.00	

ANTHROZ 1R1 \$378,719; 1R6 \$220,315

SUB-TOTAL				\$15,712.25	
TAX COUNTY				\$182,779.60	
GRAND TOTAL				\$198,491.85	

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
Highway Concrete Mix type IDMA 50375, Level 2	2092	TON	\$130.00	\$271,960.00	ANTINOZZI YR1 \$83,007; YR 6 \$12M Based on 4" thickness
Cold Reclaimed Asphalt Pavement	8268	SY	\$8.50	\$70,278.00	
Additional Processed Aggregate	20	TON	\$25.00	\$500.00	
6" Dimensional Concrete Lip Curbing (DCLC)	3997	LF	\$9.00	\$35,973.00	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; do for main parking southern area (p024)
pavement 28 years old

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL	NOTES
Highway Concrete Mix type IDMA 50375, Level 2	1026	TON	\$130.00	\$133,380.00	ANTINOZZI - \$131,064 YR 1; \$397,512 YR2
Roadway Milling, 6"-Finish	2167	SY	\$3.25	\$7,043.75	
Cold Reclaimed Asphalt Pavement	3000	SY	\$4.50	\$13,500.00	
Additional Processed Aggregate	20	TON	\$25.00	\$500.00	
6" Dimensional Concrete Lip Curbing (DCLC)	917	LF	\$9.00	\$8,253.00	
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				\$196,180.75	

Bedford Middle School - Propose to reclaim main entrance drive and Wakeman Farm Road (p657)
pavement 20 years old

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL	NOTES
Highway Concrete Mix type IDMA 50375, Level 2	2067	TON	\$130.00	\$268,710.00	ANTINOZZI YR 1 - \$506,212 (P.667) FOCUS ON PARKING AREAS Based on 4" thickness
Cold Reclaimed Asphalt Pavement	10540	SY	\$8.50	\$89,590.00	
Additional Processed Aggregate	20	TON	\$25.00	\$500.00	
6" Dimensional Concrete Lip Curbing (DCLC)	6624	LF	\$9.00	\$59,616.00	Possible alternate to use extruded concrete curb if cheaper
Traffic Control	240	Hrs	\$55.00	\$13,200.00	
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				\$597,216.00	

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

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT COST	ITEM TOTAL	NOTES
Highway Concrete Mix type IDMA 50375, Level 2	1909	TON	\$130.00	\$248,170.00	ANTINOZZI YR1 \$376,729; YR 6 \$860,315
Roadway Milling, 0"-1" Depth	15089	SY	\$4.50	\$67,900.50	
6" Dimensional Concrete Lip Curbing (DCLC)	5127	LF	\$9.00	\$46,143.00	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

TO: Representative Town Meeting (RTM)
FROM: RTM Finance Committee
SUBJECT: Report on Asphalt Paving Projects at Schools

The RTM Finance Committee met on April 27, 2021 to consider the following:

“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.”

Finance Committee Members Present (seven of nine): Jeff Wieser, Chair; Seth Braunstein; Rick Jaffe; Nicole Klein; Christine Meiers Schatz; Stephen Shackelford; Cathy Talmadge

Other Town Officials Present: Elio Longo (Westport Public Schools CFO), Gary Conrad (Westport Finance Director); Elaine Whitney (Secretary, Board of Education)

All pavement scheduled in this funding request to be replaced has exceeded its expected useful life.

In his presentation in support of the funding request Schools CFO Elio Longo noted that this proposed project is a collaboration and partnership between the Town and the School System. By planning and executing this project in partnership with our Town Department of Public Works (DPW) the School System saves money on project administration, reaps benefit from taking advantage of our DPW staff's notable paving project experience, and saves additional money by joining the advantageous volume pricing the Town can negotiate. School administrators worked with our Town DPW Director Pete Ratkiewich to plan the project and to produce the cost estimates.

It's worth noting that the money for this project is an appropriation and, as such, no money is transferred by the Town to the School System. The School System simply draws from the Town up to but not to exceed the amount of the approved funding request.

Action: A motion in favor of supporting the requested appropriation was made and seconded (Rick Jaffe / Christine Meiers Schatz), and **passed unanimously, 7-0.**

Respectfully submitted,

Rick Jaffe
Finance Committee and RTM District 1