



WESTPORT CONNECTICUT

BOARD OF FINANCE

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Thursday, May 23, 2013 at 8:00 p.m.** in the Auditorium of Town Hall. The following item(s), and any others properly presented before the Board, will be considered:

AGENDA

DISCUSSION/REVIEW

1. Financial Report from the Finance Director.
2. Status Update from the Internal Auditor.

DETERMINATION OF TAX RATE

3. The Board will set the tax rate for Fiscal Year 2013-2014.

APPOINTMENT OF AUDITORS

4. The Board will appoint independent auditors for the fiscal year ending June 30, 2013.

TRANSFERS IN THE 2012-2013 BUDGET

5. The Board will consider the following request(s) for transfer amounts of \$3,000 or less that have been approved by the First Selectman:
 - a) A request by the Registrars of Voters for a transfer of \$1,500 from the Registrars Account #10101140-532000 (Contract Services) to the Registrars Account #10101140-585000 (Education & Expenses) in order to cover increase in cost ROVAC conferences and other shortfalls.
6. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$178,320.47 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts.

APPROPRIATIONS IN THE 2012-2013 BUDGET

7. A request by the Town Clerk for an appropriation of \$8,750 to various Town Clerk Accounts for costs of recording land record documents to the State due to a greater number of recordings.
8. A request by the Registrars of Voters for an appropriation of \$16,317.01 to the Elections Primary Account #10101142-536001 and \$15,575 to the Democratic Primary Overtime Account #10101142-536002 totaling \$31,892.01 for the cost of the August 14, 2012 Dual Primary.
9. A request by the Public Works Director for an appropriation of \$95,000 with bond and note authorization to the Municipal Improvement Fund (MIF) Account (Bulkley Ave. North/Old Road) to complete engineering design of proposed sewer extension at Buckley Ave. North vicinity and Old Road vicinity.
10. A request by the Director of Public Works for an appropriation of \$300,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account for installation of new roof at the Saugatuck Senior Housing.

11. A request by the Superintendent of Schools for an appropriation of \$112,400 (with bond and note authorization) to the Educational Facilities Improvement Fund (EFIF) Account (Underground Oil Storage Tanks) to remove three underground oil storage tanks at Coleytown Elementary, Long Lots Middle, and Coleytown Middle Schools; replacement of conduit surrounding oil supply line at Staples; and replacement of protective mechanism associated with spill containment pipe at Green Farms School.

DISCUSSION

12. Discussion of the Selectman's Five-Year Capital Forecast. No action will be taken.

APPROVAL OF MINUTES

13. Approve the Board of Finance Minutes of the April 8, 2013 regular meeting.



WESTPORT CONNECTICUT
REGISTRARS OF VOTERS
TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
TELEPHONE (203)341-1115

ITEM #
5a

RECEIVED
APR 3 - 2013
TOWN OF WESTPORT
SELECTMAN'S OFFICE

April 3, 2013

Request to Transfer Budget Funds

From: Registrars – 10101140 – 532000 Contract Services

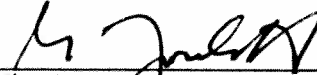
To: Registrars – 10101140 – 585000 Education & Expenses

Amount: \$1,500

Reason for Transfer: Unanticipated increase in cost of ROVAC conferences and additional travel to keep abreast of new developments for Registrars (e.g., Election Day Registration) which were not anticipated when the budget was set.

Marla Cowden & Bob Lasprogato

Registrars of Voters

Approved: 
Gordon F. Joseloff
First Selectman

ok




WESTPORT CONNECTICUT
OFFICE OF TAX COLLECTOR
Peggy A. Klein, CCMC
TAX COLLECTOR

ITEM #6

To: Board of Finance

From: Peggy Klein
Tax Collector

Subject: Suspense Tax Book

Date: April 25, 2013

In accordance with State Statute 12-165, this office submits the following motor vehicle and personal property taxes for the transfer to the Suspense Tax Book.

Personal Property Taxes for the list year 2010 – 306 accounts = \$93,628.19

Motor Vehicle Taxes for list year 2010 – 501 accounts = \$71,103.38

Supplemental Motor Vehicle Taxes for list year 2010 – 113 accounts = \$13,588.90

Total Transfer to Suspense Tax Book for list year 2010 – 920 accounts = \$178,320.47

To the best of our knowledge, these accounts are deemed uncollectible due to relocation, out of business, and unresponsive to repeated requests. This does not negate further efforts; it simply means the account is no longer an asset.

RECEIVED

APR 26 2013

**TOWN OF WESTPORT
CONTROLLER'S OFFICE**

ITEM #7



WESTPORT CONNECTICUT

PATRICIA H. STRAUSS

TOWN CLERK

RECEIVED

APR 23 2013

TOWN OF WESTPORT
SELECTMAN'S OFFICE

April 22, 2013

The Honorable Gordon F. Joseloff
First Selectman
Town of Westport
Westport, CT 06880

RE: Appropriation Request –
Historic Document Preservation (HDP) and Community Investment Account (CIA)
Fees

Dear Mr. Joseloff:

The Town Clerks Office has experienced a greater number of recordings in the fiscal year 2012-13 than budgeted. With each recording, funds are paid monthly to the State of Connecticut. The number of documents budgeted to pay these fees during this fiscal year is 6,000. At the close of the third quarter, 5,865 documents have already been recorded. With one quarter remaining in the fiscal year, an estimate of an additional 2,000 documents will be recorded without enough funds appropriated to pay the State or to cover the necessary postage to return the documents. **I respectfully request approval for an appropriation of \$8,750 to fund accounts associated with the recording of land record documents.** An equal increase in revenues to the appropriate land recording revenue accounts will offset all expenditures greater than the current budget.

10101180-582003, HDP- Licenses & Fees	\$4,000
10101180-531003, HDP- Fees & Services	2,000
10101180-582004, CIA- Fees	2,000
10101180-552000, Postage	750

Thank you for your consideration to this request.

Sincerely,

Patricia H. Strauss
Town Clerk

CC: Gary Conrad, Finance Director

Approved for submission to
the Board of Finance (5/22/13)

Gordon F. Joseloff
First Selectman



WESTPORT CONNECTICUT
REGISTRARS OF VOTERS
 TOWN HALL, 110 MYRTLE AVENUE
 WESTPORT, CT 06880
 TELEPHONE (203)341-1115

To: Sheila

ITEM # 8

March 12, 2013

RECEIVED
 APR 3 - 2013
 TOWN OF WESTPORT
 SELECTMAN'S OFFICE

Gordon Joseloff, First Selectman
 Town of Westport
 110 Myrtle Avenue
 Westport, CT 06880

Dear Mr. Joseloff:

The Registrars of Voters Office respectfully requests to be placed on the Board of Finance Agenda on **May 22, 2013** for the following appropriation:

Account: 142-536001 & 142-536002

Elections – Primary (August 14, 2012)

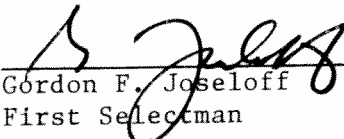
Amount Requested: \$31,892.01

Reason: To fund cost of August 14, 2012 Dual Primary.

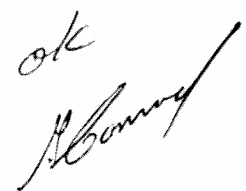
Sincerely,

Approved for submission to the
 Board of Finance (5/22/13)

Marla Cowden & Bob Lasprogato
 Registrars of Voters


 Gordon F. Joseloff
 First Selectman

cc: Gary Conrad

ok




WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

ITEM
9

RECEIVED

MAY 6 - 2013

TOWN OF WESTPORT
SELECTMAN'S OFFICE

May 2, 2013

Mr. Gordon F. Joseloff
First Selectman
Town Hall
Westport, CT 06880

**RE: Request for Appropriation for Design
Bulkley Ave. North, Buttonwood Lane, Elizabeth Drive, Evans Court, Forest Drive,
Long Lots Road, Mallard Lane, Maple Ave. North, Old Road, and Ulbrick Lane
Contract #65**

Dear Mr. Joseloff:

This office has received a number of petitions 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 areas can be serviced by a conventional gravity system. The Contract is made up of two areas; the first consists of the Bulkley Ave. North vicinity which will require approximately 2,500 lf of sewer to service twenty (20) properties. The second area consists of the Old Road vicinity and will require approximately 3,750 lf of sewer to service sixty-five (65) properties.

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 \$95,000.00 is requested based on the following breakdown:

Engineering Fee	\$ 66,300.00	
Borings	20,000.00	
Contingency (10%)	<u>8,630.00</u>	
TOTAL	\$ 94,930.00	SAY \$95,000.00

Respectfully,

Stephen J. Edwards
Director of Public Works

cc: Gary Conrad, Finance Director

G:\PW_OFF\SEWER\CON65\design app

Approved for submission to the
Board of Finance (5/22/13)

Gordon F. Joseloff
First Selectman



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

ITGM
#10

RECEIVED

APR 17 2013

TOWN OF WESTPORT
SELECTMAN'S OFFICE

April 17, 2013

The Honorable Gordon F. Joseloff
First Selectman
Town Hall
Westport, CT 06880

Re: **Installation of a New Roof on The Saugatuck Senior Housing**

Dear Mr. Joseloff:

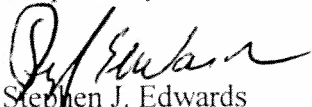
This office has been requested by the Saugatuck Housing Board (the Board) to act on their behalf to complete the needed replacement of their roof. The State of Connecticut has granted The Saugatuck a \$300,000.00 STEAP Grant towards the roof replacement project. The requirement of the grant is that it must pass through a municipal program and be administered by one of several acceptable state agencies. This office has had contact with the Department of Economic and Community Development (DECD) which we have chosen as our conduit to process the grant.

The STEAP grant is similar to most of the grants that we receive; it is a reimbursable grant. Funds have to be expended on an approved project and upon completion of the project, the grant funds are distributed. The first step in the process, is to hire an engineer to develop a bid specification and solicit bids. The project will be designed and bid as multiple options to ensure that the project can be completed within the available funding.

The Department of Public Works would use the \$300,000 appropriation to retain an engineer to design/specify the roof repairs, bid out the project for a competitive project, provide oversight during the installation of the new roof, and follow the necessary procedures to ensure reimbursement from the approved grant funds.

This office herein, requests an appropriation of \$300,000 from the C&NREF with the knowledge that upon the completion of the project, the Town of Westport will receive a reimbursement of the \$300,000.00 back into that account.

Respectfully,


Stephen J. Edwards
Director of Public Works

Approved for submission to the
Board of Finance (5/22/13)


Gordon F. Joseloff
First Selectman

GAPW_OFFSJEFS\AWD\The Saugatuck Roof2

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1029

May 1, 2013

Mr. Avi Kaner, Chair
Board of Finance
Town of Westport
Town Hall
110 Myrtle Avenue
Westport, CT 06880

ITEM
11

RECEIVED
MAY 2 - 2013
TOWN OF WESTPORT
SELECTMAN'S OFFICE

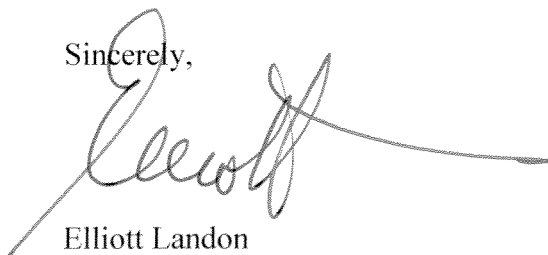
Dear Avi:

Please find appended to this letter the "Town of Westport Appropriation Request Form" that is relevant to the Board of Education's request for funding for the removal of the underground oil tanks at Coleytown Elementary School, Long Lots School and Coleytown Middle School; replacement of the tank operating the emergency generator at Long Lots School; replacement of the conduit surrounding the oil supply line for Staples, Building J; and, the replacement of the protective mechanism associated with the spill containment riser/filler pipe at Green's Farms School.

Please find attached to this memorandum the approved resolutions of the Board of Education related to this project and the corresponding fund request for \$112,400, both of which were adopted by the Board of Education at its meeting of April 8, 2013.

We would appreciate your placement of these requests on the agenda of the Board of Finance for the meeting that is scheduled for May 22, 2013.

Sincerely,



Elliott Landon
Superintendent of Schools

Date: April 22, 2013

TOWN OF WESTPORT

APPROPRIATION REQUEST FORM

SECTION #1 (Who Is Making Request?)

Department: WESTPORT PUBLIC SCHOOLS

Requested By: Dr. Elliott Landon, Superintendent of Schools

SECTION #2 (What Is Being Requested?)

Appropriation Request Dollars: \$112,400

Financing Structure: Board of Education Five Year Capital Forecast – Bonded Projects

SECTION #3 (Why Is Request Being Made?)

Operating Rational:

The Coleytown Elementary, Long Lots Elementary, and Coleytown Middle School underground 10,000 gallon oil storage tanks were installed in 1989, are beyond their useful life, and no longer meet CT Department of Energy and Environmental Protection (CTDEEP) Underground Storage Tank Regulations; Sections 22a – 449 (d) – 1 and Sections 22a – 449 (d) 101 – 113. The recommended action is to remove said tanks and operate these schools on full fixed natural gas.

Four existing emergency generators located at Staples High (2), Long Lots Elementary (1), and Saugatuck Elementary (1) Schools currently operate using oil from existing oil tanks, in violation of CTDEEP code. All emergency generators are required to operate using either natural gas or ultra-low sulfur diesel fuel. It would be cost prohibitive to convert these generators to burn natural gas. A new tank will be installed at Long Lots to fuel that generator. A plan, approved by the CTDEEP, has been developed to move towards use of the ultra-low sulfur diesel fuel over time at Staples and Saugatuck Schools. All generators will then operate in compliance with updated Federal EPA regulations 78 FR 6674 approved on January 30, 2013; 40 CFR Parts 60 and 63.

Conduit surrounding the oil supply line at Staples (Building J) has been crushed. This protective conduit must be replaced and the integrity of the oil supply line must be confirmed.

The Greens Farms Elementary School Spill Containment Riser/Filler Pipe has been found to be corroded and cannot be considered reliable for containment of oil or oil spillage. This protective mechanism/assembly must be replaced.

Demonstrated Need:

The three oil tanks must be removed or replaced with double walled fiberglass tanks which will also include a tank monitoring system as part of the installation. The recommended action is to remove said tanks and operate these schools on full fixed natural gas. Removal will be the most cost effective method for code compliance.

A new 660 gallon tank will be installed at Long Lots Elementary School which will enable the Board of Education to operate the generator on ultra-low sulfur diesel fuel. The small tank installation and generator tank management plan will be completed in compliance with updated Federal EPA regulations 78 FR 6674 approved on January 30, 2013; 40 CFR Parts 60 and 63.

In Capital Forecast: Yes X No _____
If No, Reason Why: _____

Change To Capital Forecast (Plus/Minus) minus \$12,600
And Why Difference:

Current estimates include detailed analysis of tank removals, installation of small fuel tank (LLS) and replacement of fill lines (SHS) and spill containment assembly (GFS).

SECTION #4 (How To Evaluate Request From Financial perspective?)

Benchmarks (Comparable) Available: _____

Basis For Cost Estimate (Bidding process/Past Experience/Pro-Forma Estimates):
Pro Forma estimated budget

SECTION #5 (What is Process Required Preceding Or Following BOF & RTM Approvals?)

List Approvals Required/Obtained/Pending (Attach All Submissions/Responses):

Westport Building Official approval; Westport Fire Marshall approval; Weston/Westport Health Department approval; CTDEEP approval and certification

Any Public Hearings/Comments (Summarize & Provide Both Positive/Negative Examples):

Not Required

Are any Required Approvals Not Granted Likely To Affect Funding Request? (Impact On Revenues or Reimbursements):

None

SECTION #6 (What Happens To Town Finances If Request Approved?)

Impact On Department's Current Budget Increase Over Last Year: None

Impact, If Any, On Department's Operating Costs (Plus Or Minus):

Avoid environmental hazard/oil spills due to tank failure, spill containment failure or fill line leak into ground water table.

Ancillary Costs Associated with request (Maintenance Contracts, Supplies, etc.): NONE

Useful Life Of Capital Asset (Compared To Item Being Replaced and Other Benchmarks):

Estimated useful life of new 660 gallon tank is twenty years.

Impact On Net Contribution To Town's Total Debt and Annual Debt Service: _____

Cost Per User (Or Per Use) Per Year: _____


Revenues Attached to Asset's Use, If Any: NONE

SECTION #7 (What Happens If Not Approved?)

Alternatives To Request (Outsourcing, Rental, Leasing, etc.): NONE

Ramifications To Delaying Or Denying Request:

Potential fines from State for non-compliance; environmental health concerns



Signature, Elliott Landon

MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT OF SCHOOLS

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: OIL & STORAGE TANK PROJECT – CES, GFS, LLS, SES, CMS AND STAPLES
HIGH SCHOOL

DATE: APRIL 3, 2013

CC: R. WOOSLEY, S. EDWARDS, PROJECT FILE

The Board of Education had planned for the replacement of the three 10,000 gallon fiberglass underground oil storage tanks that had been installed in 1989 at Coleytown Elementary (CES), Long Lots Elementary (LLS) and Coleytown Middle Schools (CMS). These oil tanks no longer meet the CT Department of Energy and Environmental Protection (CTDEEP) Underground Storage Tank Regulations; Sections 22a-449 (d)-1 and Sections 22a-449(d) 101-113. Funds for this project have been included in the Board of Education Five Year Capital Forecast for a number of years.

Rob Woosley, Director of Facilities, has completed extensive work on all oil tanks in the district in order to bring them up to code, where possible. It is our recommendation that the three oil tanks (CES, LLS, and CMS) scheduled for removal should not be replaced. The three school heating plants will operate on natural gas only.

With the removal of the oil tank at Long Lots, this project will fund installation of a 660 gallon tank to fuel the emergency generator at Long Lots Elementary School. Steve Edwards, Public Works Director, has indicated that this volume will suffice for the operation of the LLS generator.

It has been confirmed that the emergency generators at Staples (SHS) and Saugatuck (SES) are not in compliance with CTDEEP code as it relates to operating the generators on either natural gas or ultra-low sulfur diesel fuel. It would be cost prohibitive to convert these generators to natural gas. In an effort to be as cost effective as possible Mr. Woosley verified that CTDEEP will allow Westport to operate the two Staples' and one Saugatuck generators using the existing inventory of oil until the oil tanks are depleted. This will require careful monitoring and appropriate recordkeeping, in accordance with CTDEEP regulations. As the oil supply in each tank is depleted, the respective tank will be cleaned and replenished with the required ultra-low sulfur diesel

fuel. This procedure of repurposing the existing oil tanks will ensure multiple days of generator operation and no additional tank installation costs.

The extensive exploration of and repair to appropriate oil tanks also resulted in discovery of two problems at SHS and GFS that require our immediate attention. The conduit surrounding the oil supply line at Staples (Building J) has been crushed which may allow oil to leak into the ground. This protective conduit must be replaced immediately and the integrity of the oil supply line determined. In order to recertify the GFS oil tank, the Spill Containment Riser/Filler Pipe will also require replacement. This critical issue was discovered in the process of restoring cathodic protection for the GFS oil tank.

The firm of Environmental Tank Technology (ETT) Environmental Services of Durham, CT has prepared the budget for the tank removals at CES, LLS and CMS. Installation of the LLS generator fuel tank, the repair/replacement of the crushed oil supply line conduit at Staples, and the removal and replacement of the GFS fill pipe and spill containment chamber are also included.

The estimated budget for this fuel storage tank project is estimated at \$112,000, see attached detail. Bid documents will be prepared by Mr. Woosley and his team.

At the completion of this project all three 1989 underground oil storage tanks will have been removed. Coleytown Elementary, Long Lots Elementary and Coleytown Middle Schools will then burn natural gas exclusively. All generator fuel tanks will be in compliance with CTDEEP codes and regulations. The two potential containment issues will be corrected and all tanks and fill/supply areas will provide the appropriate environmental protection.

Attached is the budget for the Board's review and approval. The state will not reimburse the town for normal repair and maintenance items.

We recommend that the Board of Education be designated as the Building Committee for the project in order to expedite it. The Assistant Superintendent for Business would be named as project manager with on- site project supervision performed by the Director of Facilities.

ADMINISTRATIVE RECOMMENDATIONS:

1. Approve the project to remove 10,000 gallon steel underground oil storage tanks at Coleytown Elementary School, Long Lots Elementary School and Coleytown Middle School; installation of the generator tank at Long Lots Elementary School; and the repairs to Staples High School and Greens Farms Elementary School oil containment, fill and supply lines.
2. Approve the attached project budget in the amount of \$112,400.
3. Direct the administration to request project approval and funding from the Board of Finance and the Representative Town Meeting. This request would designate the Board of Education as the School Building Committee for this project.

Attachments
NJH:abm

2013 OIL TANK WORK

	ANTICIPATED BUDGET
REMOVE OIL TANKS	
CMS	14,800
CES	16,500
LLS	<u>14,500</u>
	45,800
INSTALL GENERATOR TANK	
LLS GEN TANK	8,100
MAJOR REPAIRS	
SHS OIL SUPPLY LINE/CRUSHED PIPE	8,000
GFS FILL PIPE & SPILL CONTAINMENT	<u>13,000</u>
	21,000
TOTAL	74,900
10% CONSTRUCTION CONTINGENCY	7,500
ENVIRONMENTAL HAZARDS CONTINGENCY	<u>30,000</u>
TOTAL BUDGET	112,400

ITEM # 12

DRAFT

A	B	C	Five Year Capital Plan for the Years 2013-2018													AG													
			D	E	F	G	H	I	J	K	L	M	N	O	P		Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Department			Project Name	Category	Project	Source of Funds	QTY	2012-2013	QTY	2013-2014	QTY	2014-2015	QTY	2015-2016	QTY	2016-2017	QTY	2017-2018	Total										
130	BOE		Reconstruct Staples Tennis Courts (Total cost 320K Balance included in Board of Education Capital budget)																	160,000									
131	BOE		Replace Pitched Asphalt 3.7 ab Shingled Roof (1986 & 1994)	MAINT	Bond					160,000																			
132	BOE		Long Lots Elementary School																	675,000									
133	BOE		Replace All Windows, Window Coverings and Exterior Doors Phase II	MAINT	Bond							675,000																	
134	BOE		Locker Room to Classroom Conversion	EXPAND	Bond							1,500,000								1,500,000									
135	BOE		Colonytown Middle School																	832,000									
136	BOE		Repair Parking Lot and Replace Curbing	MAINT	Bond							200,000								200,000									
137	BOE		Colonytown Elementary School																	200,000									
138	BOE		Misc Room Conversion	EXPAND	Bond									200,000						200,000									
139	BOE		King's Highway Elementary School																	268,000									
140	BOE		Replace Boilers and Boiler Feed Equipment - 1993	MAINT	Bond															268,000									
141	BOE		Long Lots Elementary School																	1,000,000									
142	BOE		Replace All Windows, Window Coverings and Exterior Doors Phase III	MAINT	Bond															1,000,000									
143	BOE		Replace Auditorium House Lighting	MAINT	Bond															100,000									
144	BOE		Saugatuck Elementary School																	925,000									
145	BOE		Flat Roof (Replace 65,000 sq. ft. and add drains) - 1964	MAINT	Bond															925,000									
146	BOE		Colonytown Middle School																	186,000									
147	BOE		Replace Auditorium HVAC system	MAINT	Bond															186,000									
148	BOE		Replace Locker Room AHU's	MAINT	Bond															125,000									
149	BOE		Staples High School																	325,000									
150	BOE		Boiler Replacement - 1975 (West McLain)	MAINT	Bond															325,000									
151	BOE		Colonytown Elementary School																	275,000									
152	BOE		Replace Classroom Lighting including Occupancy Sensors	EXPAND	Bond															200,000									
153	BOE		Air Condition Gymnasium & Cafeteria	MAINT	Bond															275,000									
154	BOE		Green's Farms Elementary School																	200,000									
155	BOE		Repair Playground & Parking Lot and Replace Curbing	MAINT	Bond															132,000									
156	BOE		King's Highway Elementary School																	132,000									
157	BOE		Casework Replacement	MAINT	Bond															800,000									
158	BOE		Long Lots Elementary School																	800,000									
159	BOE		Air-condition Cafeteria	EXPAND	Bond															100,000									
160	BOE		Replace Classroom Lighting including Occupancy Sensors	MAINT	Bond															100,000									
161	BOE		Bedford Middle School																	325,000									
162	BOE		Replace Gym Floor	MAINT	Bond															650,000									
163	BOE		Repair lower Parking Lot and Bus Loop and Replace Curbing	YES	MAINT	YES														650,000									
164	BOE		Colonytown Elementary School	YES	MAINT	YES														400,000									
165	BOE		Replace Classroom Casework	MAINT	Bond															400,000									
166	BOE		Long Lots Elementary School																	730,000									
167	BOE		Staples High School																	730,000									
168	BOE		Replace Classroom Casework	EXPAND	Bond															870,000									
169	BOE		Staples High School																	870,000									
170	BOE		Replace 1988 Roofs (106,000 square Feet)	YES	MAINT	YES														1,500,000									
171	BOE																			1,500,000									
172			Board of Education																	2,900,000									
173																				2,900,000									
174			Total Town and Board of Education																	7,041,000									
175																				2,682,000									
176			Source of Funds																	7,617,000									
177																				2,682,000									
178			Bonded Projects																	1,800,000									
179			Town																	1,200,000									
180			Sewer & Water Bond and Assess users																	2,900,000									
181			BOE																	2,900,000									
182			Library																	5,666,000									
183			Total Bond																	5,666,000									
184			Capital & Non-Recurring Projects																	50,412,800									
185			Town																	1,375,000									
186			BOE																	1,375,000									
187			Library																	0									
188			Total Capital & Non-Recurring																	1,375,000									
189																				1,375,000									
190			Total Capital & Non-Recurring																	1,375,000									
191			Operating Capital - Town																	1,601,428									
192																				1,601,428									
193																				7,041,000									
194																				63,503,228									
195																				63,503,228									
196																				63,503,228									

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Five Year Capital Plan for the Years 2013-2018										Source of Funds										QTY									
Department	Project Name	New Project	Category	Protect	New	2013	2014	2015	2016	2017	2018	2013	2014	2015	2016	2017	2018	2013	2014	2015	2016	2017	2018	Total					
5	Gentl Court		EXPAND	Bond		1,100,000																		1,100,000					
6	Dredge Saugatuck River and Jesus Boat Docks		EXPAND	Bond																					2,500,000				
7	Dredge Saugatuck River and Jesus Boat Docks		EXPAND	Operating Capital																					2,500,000				
8	Digitizing Town, BDE & Library Records		EXPAND	Operating Capital		200,000																			200,000				
9	Video Based Town wide Permit Processing System	YES	EXPAND	Operating Capital																					150,000				
10	Single phone number 311 calling center service	YES	EXPAND	Operating Capital																					150,000				
11	Bio Scan Time and Attendance System	YES	EXPAND	Operating Capital																					75,000				
12	Tyler (Munis) Content Management Software and Hardware	YES	EXPAND	CNR		55,000																			55,000				
13	2017 Plan of Conservation & Development Update	YES	EXPAND	Operating Capital																					150,000				
14	Total Library					255,000																			4,360,000				
15	New Library (Total Cost \$25,000,000)		EXPAND	Bond																					5,000,000				
16	HVAC units, compressors, condenser, boiler		MAINT	Operating Capital																					85,000				
17	ILS (Integrated Library System)		EXPAND	CNR		146,500																			146,500				
18	RFID Tagging		EXPAND	CNR		112,500																			112,500				
19	Methane Recovery System	YES	MAINT	CNR		65,000																			65,000				
20	Sewer Pipe Repairs	YES	MAINT	CNR		50,000																			50,000				
21	Total Library					3,200,000																			5,459,000				
22	Police																												
23	Marine 1 Police Boat and II		SFTY/SEC	CNR		350,000																			550,000				
24	Police Vehicles		MAINT	Operating Capital																					458,000				
25	Computer Stations		MAINT	Operating Capital																					60,000				
26	Dive Rescue Team Equip		SFTY/SEC	Operating Capital																					15,000				
27	Mobile Data Terminals (MDTs)		SFTY/SEC	Operating Capital																					96,000				
28	Total Police					350,000																			1,179,000				
29	Fire																												
30	Firehouse Software	YES	SFTY	Operating Capital																					25,000				
31	Heavy Apparatus Jacks		SFTY/SEC	Operating Capital																					36,000				
32	911 System Upgrade		SFTY/SEC	CNR																					200,000				
33	Replace SCBA's (\$400,000 less a \$100,000 Grant)		MAINT	CNR		48	300,000																		300,000				
34	Main Vehicle Replacement		MAINT	Operating Capital																					60,000				
35	MDT's Computers		MAINT	Operating Capital																					56,428				
36	Fire Pumper		SFTY/SEC	CNR																					575,000				
37	Fire Pumper		SFTY/SEC	CNR																					550,000				
38	Shift Commander Vehicle		MAINT	Operating Capital																					70,000				
39	Saugatuck Fire Station Replacement (\$200,000 in 2012-13 is for Planning, Engineering and Design)		NE/EXPAND	Bond																					4,690,800				
40	Citytown Fire Station Renovation (Changed from Replacement)		NE/EXPAND	Bond																					1,200,000				
41	Renovate Fire Headquarters (Delay until 2017-2018)		NE/EXPAND	Bond																					2,266,000				
42	Total Fire					200,000																			2,266,000				
43	Emergency Management																												
44	Replace Remote Receivers Town wide Radio System		SFTY/SEC	CNR																					25,000				
45	Public Works																												
46	Town Hall Roof Replacement		MAINT	Bond																					600,000				
47	Sasco Creek Culvert Replacement		MAINT	Bond																					400,000				
48	Sidewalk Rehabilitation		MAINT	CNR																					150,000				
49	GIS Flight/Orthophotos		MAINT	CNR																					290,000				
50	Sewer Extension TBD Contract 65 - Design		EXPAND	Bond & Assess																					75,000				
51	Sewer Saugatuck Shores		EXPAND	Bond & Assess																					1,000,000				
52	Sewer's Imperial Avenue		EXPAND	Bond & Assess																					2,300,000				
53	Police Station Heating and HVAC Upgrade		MAINT	CNR																					450,000				
54	Willow Brook Culvert @ Little Weston Road		MAINT	Bond																					300,000				
55	Sewer Extension TBR Contract 65 - Construction		EXPAND	Bond & Assess																					1,200,000				
56	Underground Storage Tank Replacement		SFTY/SEC	CNR																					200,000				
57	Greens Farms Bridge @ Sasco Creek Replacement		LEGAL	Bond																					100,000				
58	Town Hall Handicapped Ramp Replacement		MAINT	Bond																					200,000				
59	Deadman's Brook Culvert at Myrtle Ave		MAINT	Bond																					200,000				
60	Town Hall Exterior Painting		MAINT	Bond																					800,000				
61	Jesup Seawall Repair		MAINT	Bond																					200,000				
62	Pumpkin Hill Drainage		MAINT	CNR																					300,000				
63	Sewer Extension Contract 66 Design		MAINT	Bond & Assess																					250,000				
64	Police & EMS Generators		MAINT	CNR																					75,000				
65	Pussy Willow Brook @ Valley Road and Guyer Road		MAINT	Bond																					309,000				
																									450,000				



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

ITEM
#13

UNAPPROVED MINUTES

The Board of Finance held its Special Public Hearing on **Monday, April 8, 2013** in the Auditorium of Town Hall. The meeting was called to order at 8:00 p.m.

Members present: Collins, Garten, Kaner, Lasersohn, Pincavage, Rea, Stern

AGENDA

DISCUSSION/REVIEW

1. Financial Report from the Finance Director.

Finance Director Gary Conrad made the presentation. No action was taken.

2. Status Update from the Internal Auditor.

Internal Auditor Lynn Scully made the presentation. No action was taken.

3. Update on schools security audit from the Board of Education.

Police Chief Dale Call made the presentation. No action was taken.

4. Update on Levitt Pavilion project.

Parks & Recreation Director Stuart McCarthy made the presentation. No action was taken.

APPROPRIATIONS IN THE 2012-2013 BUDGET

5. A request by the Westport Historic Commission for an appropriation of \$5,200 to the Historic District Fees & Services Account #10101181-531000 for hiring a conservator to prepare an assessment and treatment plan for the restoration of the Minute Man Statue site.

Vote: 7-0. Motion APPROVED

6. A request by the Director of Public Works for an appropriation of \$492,000 to the following Capital & Nonrecurring Expenditure Fund (C&NEF) Accounts for three repair projects due to Storm Sandy:

- a) \$222,000-Harbor Road Seawall Repairs Account#31503310-500254-10001
- b) \$250,000-Hendricks Point Stabilization Account#31503310-500255-10001
- c) \$20,000-Herbert Baldwin Culvert Repairs Account#31503310-500256-10001

Vote: 7-0. Motion APPROVED

BUDGET RESTORATION REQUESTS AND FINAL RECOMMENDATION

7. The Board will consider any requests for restoration of sums removed from the Budget by the Board at its March 19, 2013 and March 21, 2013 Budget Hearings.

There were no restoration requests. The Board's recommendations of March 19, 2013 and March 21, 2013 became the final recommendations.

RECOMMENDATION

8. A request by the First Selectman, in accordance with Section C6-3 of the Town Charter, to recommend the renewal of the Westport Astronomical Society lease at 182 Bayberry Lane.

Mr. Rea moved and Mr. Stern seconded a motion to recommend the Westport Astronomical Society lease.

Vote: 7-0. Motion APPROVED

9. A request by the First Selectman, in accordance with Section C6-3 of the Town Charter, to recommend the sub-lease agreement between the Town of Westport and Avis Budget Car Rental, LLC at the eastbound Saugatuck Railroad Station.

Ms Collins moved and Mr. Rea seconded a motion to recommend the Avis Budget Car Rental, LLC sub-lease.

Vote: 7-0. Motion APPROVED

APPROVAL OF MINUTES

10. Approve the Board of Finance Minutes of the March 6, 2013 regular meeting.

Mr. Pincavage moved and Mr. Rea seconded a motion to approve the March 6, 2013 minutes.

Vote: 7-0. Motion APPROVED

11. Approve the Board of Finance Minutes of the March 19, 2013 formal budget hearing.

Mr. Pincavage moved and Mr. Rea seconded a motion to approve the March 19, 2013 minutes.

Vote: 7-0. Motion APPROVED

12. Approve the Board of Finance Minutes of the March 21, 2013 formal budget hearing.

Mr. Pincavage moved and Mr. Rea seconded a motion to approve the March 21, 2013 minutes.

Vote: 7-0. Motion APPROVED

ADJOURNMENT

Mr. Pincavage moved and Mr. Rea seconded a motion to adjourn at 9:32 p.m.

Vote: 7-0. Motion APPROVED

Submitted by H. Garten 4/9/13