



Board of Finance

REVISED-Added Item #2 and #3

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

WESTPORT™

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS MEETING:

This meeting will be held IN-PERSON IN THE TOWN HALL AUDITORIUM. Town Hall access will be through the front of the building. Masks are required. The meeting will also be live streamed on the Town Website westportct.gov (on the website, select “How Do I” Heading, and select “Watch Town Meetings”) and shown on Optimum Government Access Channel 79 and Frontier Channel 6020.

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

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

NOTICE OF BOF PUBLIC MEETING

The Board of Finance will hold its Public Meeting on **Wednesday, October 6, 2021 at 7:30 IN PERSON IN THE AUDITORIUM** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the September 1, 2021 Regular Meeting.
2. Westport Transit District Scorecard Presentation (Discussion Only)
3. Upon the request of the Fire Chief, to approve a transfer in the amount of \$167,673.00 to cover overtime expenses due to two Firefighter vacancies to FLSA Open Position Account 10102220-513413; \$157,650.00 from Salary Account 10102220-511000 and \$10,023.00 from Holiday Account 10102220-511006.
4. Financial Report from the Finance Director. (Discussion Only)
5. Status Update from the Audit Manager. (Discussion Only)
6. To review the 2022 Board of Finance Calendar. (Discussion Only)
7. Upon the request of the Superintendent of Schools, to approve an Appropriation in the amount of \$5,476,812.00 along with bond and note authorization to the Municipal Improvement Fund Account 30506650-500350-10111 for the partial replacement of the Staples High School Roof as well as replacement of existing roof ladders and drains.
8. Presentation of the Selectman’s Plan for the use of the American Rescue Plan Act of 2021 (ARPA) funds to be distributed to the Town of Westport. (Discussion Only)

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



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Board of Finance

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DRAFT MINUTES FROM THE BOF PUBLIC MEETING

Meeting begins at 7:30pm

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

The Board of Finance held its Public Meeting on **Wednesday, September 1, 2021 at 7:30 IN PERSON IN THE AUDITORIUM** for the following purposes:

AGENDA

- Transit Department update submitted by Peter Gold - *Jim Foster presents*
- 1. To approve the Board of Finance Minutes of the August 4, 2021 Regular Meeting. *Motion to approve Nancie Dupier, second Lee Caney. **Vote 6-0-1 (Andrea Moore abstains because of absence)***
- 2. Status Update from the Audit Manager. (Discussion Only) (moved from #3) - *Lynn Scully reports.*
- 3. Financial Report from the Finance Director. (Discussion Only) - (moved from #2) - *Gary Conrad reports*
- 4. To discuss and recommend the First Selectmen salary of \$150,000.00 per year. ***Motion to approve Jay DesMarteau, second Nancie Dupier. Vote 7-0-0.***
- 5. Upon the request of the Director of Human Services, to approve an appropriation in the amount of \$75,000.00 for Architectural Services and an Environmental Evaluation for Asbestos and Lead at the Gillespie Center. These funds are eligible for reimbursement through a previously approved State Grant. ***Motion to approve - Andrea Moore, second Brian Stern. Vote 7-0-0.***

6. Upon the request of the Director of Public Works, to approve an appropriation of \$320,000.00 along with bond and note authorization to the Sewer Reserve Fund Account 32003330-500347-10123 for the replacement and upgrade of the existing Gravity Main Sewer Line on Riverside Avenue into Pump Station #3. **Motion to approve - Nancie Dupier, second Lee Caney. Vote 7-0-0.**
7. Upon the request of the Finance Director, to close the Fiscal Year 2020-21 by processing the list of transfers (attached) and incorporating these in the appropriation subsidiary ledger.
Motion to approve Nancie Dupier, second Andrea Moore. Vote 7-0-0.

Motion to adjourn - Jay DesMarteau, second Lee Caney. Vote 7-0-0.

Meeting Adjourns at 8:15pm.

Meeting Notes respectfully submitted by Andrea Moore, Vice Chair.

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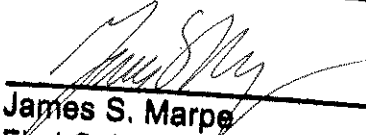
**DEPARTMENT OF FIRE SERVICES****Administration (203) 341-5000****Fax (203) 341-5009****ROBERT E. YOST****Chief of Department**

To: Jim, Marpe, First Selectman
CC: Gary Conrad, Finance Director
From: Deputy Chief Michael Kronick
Date: September 17, 2021
Re: Request for the transfer of funds

The fire department has two unexpected firefighter vacancies that will require a transfer of funds from the salary accounts to cover overtime expenditures for the remainder of the fiscal year. For the fiscal year 2022, the fire department did not budget for any open positions, and in fact, the department was plus one firefighter who is budgeted. Currently, the plus one firefighter has been covering a long-term injury, reducing the need to use our injury overtime account. Therefore, one firefighter vacancy will need to use our injury account to cover the long-term injury with overtime. The other firefighter vacancy overtime will need to use our open position account, which is currently unfunded.

The fire department requests \$157,650.00 from 511000-Salaries and \$10,023.00 from 511006-Holiday (\$167,673.00 total) to be transferred to 513413-FLSA FF Open Position. This amount is the combined Salary and Holiday for the two vacancies. The amount should be sufficient funds to cover the Open Position account for the one vacancy. The amount currently in the department injury account will not be adequate to cover the existing long-term injury vacancies for the remainder of the fiscal year.

Approved for submission
To Board of Finance (9 / 22 / 21)


James S. Marpe
First Selectman

BOARD OF FINANCE SCHEDULE - 2022 CALENDAR DRAFT
 *(UNLESS OTHERWISE NOTED, ALL MEETINGS BEGIN AT 7:30PM IN THE AUDITORIUM)

MEETING DATE (WED)	MEETING DESCRIPTION	AGENDA DEADLINE
Jan. 4, 2022 (TUE)	BOARD OF EDUCATION MEETING (7:00 PM -REMOTE ACCESS) Preliminary Budget Discussion with BOF	
Jan. 5, 2022	REGULAR MEETING-Including discussion of 2022-23 Budget Expectations	Dec. 13, 2021
Jan. 10, 2022	SPECIAL MEETING - Board of Education Insurance Discussion	Dec. 17, 2021
Jan. 12, 2022	SPECIAL MEETING Including discussion of expectations for the 2022-23 Budget, Reserve Fund Review, Capital Plan Review and Town and BOE Risk Analysis	Dec. 27, 2021
Jan. 26, 2022	SPECIAL MEETING - CAPITAL FORECAST REVIEW	Jan . 10, 2022
Feb. 2, 2022	REGULAR MEETING	Jan. 17, 2022
Feb. 15, 2022 (TUE)	BUDGET MEETING (6:30 PM) Informal Workshop: Parks & Recreation, Wakeman, Public Works/Sewer, Human Services	
Feb. 16, 2021 (WED)	BUDGET MEETING (6:30 PM) Informal Workshop: Police, Transit, Fire	
Feb. 17, 2021 (THUR)	BUDGET MEETING (1:00 PM - 5:00 PM) Informal Workshop: Earthplace, Health District, Library, IT, General Government: Pension, Insurance, Transfers, Other/General	
Mar. 2, 2022	REGULAR MEETING - Selectman & BOE Budget Presentation/Summary & BOE 2nd QTR Financial Report	Feb. 14, 2022
Mar. 8, 2022 (TUE)	FORMAL BUDGET MEETING (7:30 PM) (Town, Railroad Parking, Sewer & Wakeman)	
Mar. 9, 2022 (WED)	(If needed Mar. 9, 2022 continuation of budget meeting)	
Mar. 10, 2022 (THUR)	FORMAL BUDGET MEETING (7:30 PM) (Board of Education)	
Apr. 6, 2022	REGULAR MEETING - Budget Restorations/Final Recommendations	Mar. 21, 2022
May 18, 2022	REGULAR MEETING - BOE 3rd QTR Financial Report/Set Tax Rate/Appoint Auditors	May 2, 2022
June 1, 2022	REGULAR MEETING	May 16, 2022
July 6, 2022	REGULAR MEETING	June 20, 2022
Aug. 3, 2022	REGULAR MEETING - BOE 4th QTR Financial Report	July 18, 2022
Sept. 7, 2022	REGULAR MEETING	Aug. 15, 2022
Oct. 12, 2022	REGULAR MEETING	Sept. 26, 2022
Nov. 2, 2022	REGULAR MEETING - BOE 1st QTR Financial Report	Oct. 17, 2022
Dec. 7, 2022	REGULAR MEETING (Including Liability Review)	Nov. 14, 2022
Jan. 4, 2023	REGULAR MEETING-Including discussion of 2022-23 Budget Expectations	Dec. 19, 2022

**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

September 14, 2021

Re: BOE Item for October 6, 2021, BOF meeting - SHS roof replacement

Dear First Selectman Marpe,

I respectfully request the following item be added to the Board of Finance meeting agenda of October 6, 2021. The Board of Education passed a funding authorization request at its meeting date of September 8, 2021. Attached you will find supporting documents for this project, including a cost estimate and project educational specifications. The project manual (approx. 400 pages) can be found here: <https://resources.finalsite.net/images/v1630689616/westport/a00eaavnzok0j6blfbn/WestportStaplesHSPartialRoofReplacementPROJECTMANUALIssuedforReview.pdf>

1) Board of Education requests a capital appropriation for the Staples High School Roof Replacement Project in the amount of \$5,476,812, which consists of the estimated construction cost of \$4,978,920 and a ten-percent construction contingency of \$497,892.

The administration will prepare and submit a grant application with the State of Connecticut Office of School Construction Grant and Review (OSCG&R). Our reimbursement rate is 20.7% of eligible costs. OSCG&R requires full local funding authorization in order for a project to be considered for grant assistance. While there is no guarantee of state grant assistance I do remain optimistic that our application will receive a favorable review.

Please let me know if you have any questions.

Respectfully,

Thomas Scarice, Superintendent of Schools

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

FISCAL YEAR 2022

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Westport Board of Education

Date: 09/13/2021

PROJECT NAME AND DESCRIPTION

Staples High School partial roof replacement. Replacing approx. 207,000 sq. ft. of existing EPDM roofing; comprised of twenty-nine roof areas. Also includes replacement of existing roof ladders, addition of a new roof ladder and replacement of existing roof drains. The new EPDM roof will be a 90-mil thickness roof with a 30-year warranty.

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? 2021

Which FY was the project first planned?

TOTAL COST IN CAPITAL PLAN: \$5,277,890
w/o contingency

IS PLAN ESTIMATE STILL ACCURATE? YES NO

IF NO, ENTER NEW ESTIMATED COST HERE: \$4,978,920 + CONTINGENCY (10%) = \$5,476,812
(when applicable) NEW TOTAL ESTIMATE

SOURCE OF FUNDS:

CAPITAL BOND GEN'L FUND CNR GRANT STATE OTHER

ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT?

YES NO

EXPLAIN:

Possible state grant assistance

State of CT school construction grant - application to be prepared and submitted

OTHER, DESCRIBE: _____

PAYBACK PERIOD (if applicable):

PROJECTED START DATE: June 2022 EST. COMPLETION DATE: August 2022

ESTIMATED USEFUL LIFE: 30 years

Is this project part of a larger capital project?

No.

Has an RFP been issued?

YES NO

November 2021

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?
Students and Staff of Staples High School. Protection of a town asset.

Has the Green Task Force been informed of this request? YES NO

Is it a replacement? YES NO
If yes, describe condition of what is to be replaced: 1996 + 1997 roof AREAS

Pictures attached? YES NO

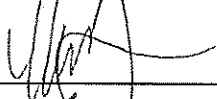
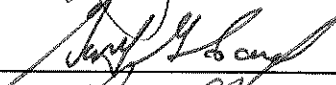
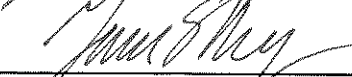
What other approvals/reviews are necessary to begin this project? Please include anticipated dates.
BOE approval secured on 09/08/21. RTM-finance, RTM-education and full RTM in October/November 2021.

FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED: Debt Service Increases \$250,000 per year
IF NOT APPROVED: N/A

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 9/14/21
FINANCE DIRECTOR		DATE: 9/14/2021
FIRST SELECTMAN		DATE: 9/14/2021

EDUCATIONAL SPECIFICATIONS

Staple High School

Westport, CT

September 8, 2021

Partial Roof Replacement

Summer, 2022

FORM SCG-1030

Project

Replacing approximately 207,000 square feet of existing EPDM roofing on the Staples High School. The area of roof does not include the area of roof that was installed with the 2003 addition that included roof replacement over the auditorium that is approximately 106,000 square feet. The roof area is comprised of twenty-nine roof areas that are separated by expansion joints, parapets or changes in roof elevation. The project will also include replacement of existing roof ladders, addition of new roof ladders and replacement of existing roof drains. The new EPDM roof will be a 90-mil thickness roof with a 30-year warranty. The project is scheduled to be advertised for bidding in December 2021 with award in February 2022. Construction is scheduled to commence in June 2022 with completion in August of 2022.

1. Project Rationale:

The existing roof areas vary in age having installation years with a majority of them being installed in 1997 and 1998. Approximately 16,000 square feet of roof area was installed in 2006 with areas of insulation segregating from the roof deck. Other current roof conditions contain delaminating areas of the EPDM roofing in multiple areas as well a ponding in many areas. Existing expansion joints require replacement as well. New roof ladders conforming to OSHA standards are required as well as replacing existing single pipe roof drains with new code conforming roof drains that contain the appropriate overflow devices required.

2. Long-Range Plan:

The long-range plan for the high school is to continue hosting grades 9 through 12 of the Westport Public Schools. The district school facilities plan calls for safe and appropriate learning environments. In order to comply with the plan the replacement of the roof is recommended as a proactive measure.

3. The Project:

Westport Public Schools proposes to replace approximately 207,000 s.f. of roof at the Staples High school. The existing EPDM roof areas will be replaced with new 90-mil EPDM roofing providing a 30-year warranty. Details of the project are presented below:

- Test and identification of any hazardous materials
- Remove roofing down to the deck and dispose of any hazardous materials
- Install a new roofing system with a minimum 30-year no-dollar limit, non-prorated warranty with integrated flashing, new copings and drains including overflow drainage to meet code.
- Inspect, repair, or replace damaged roof deck areas
- Determine existing roof pitches and modify as required with tapered insulation and crickets to pitch to drainage to meet applicable codes.
- Inspect existing drains and piping and confirm drainage capacities to meet code.
- Determine obsolete HVAC and other penetrations for removal and extend HVAC curbs or MEP penetrations above the new roofing surface as required.

- Identify all the requirements for all local, state, and federal permits
- No furniture, fixtures or equipment are included in the scope of work[1]

4. Building Systems:

- Security: n/a
- Public Address: n/a
- Technology: n/a
- Phone Systems: n/a
- Clocks: n/a

5. Interior Building Environment:

- Ceilings: n/a
- Lighting: n/a
- HVAC: n/a
- Plumbing: n/a
- Windows and Doors: n/a

6. Site Development:

- Site Acquisitions: n/a
- Parking: n/a
- Drives: n/a
- Walkways: n/a
- Outdoor Athletic Facilities: n/a
- Landscaping: n/a
- Site Improvements: n/a

7. Construction Bonus Requests

Staples High School does not house any special program eligible for a school construction bonus.

- School Readiness: n/a
- Lighthouse School: n/a
- CHOICE: n/a
- Full Day Kindergarten: n/a
- Reduced Class Size: n/a
- Regional Vo-Ag Center: n/a
- Inter-District Magnet School: n/a
- Inter-District Cooperative School: n/a
- Regional Special Education Center: n/a

8. Community Uses:

Staples High School is used for several community purposes, including:

- PTA
- Park and Recreation Programs
- Summer enrichment programs
- Community groups
- Continuing Education

STAPLES HIGH SCHOOL PARTIAL ROOF REPLACEMENT
70 NORTH AVENUE, WESTPORT, CONNECTICUT 06880

13-Aug-21

Owner: WESTPORT PUBLIC SCHOOLS

OPINION OF PROBABLE CONSTRUCTION COST
 206,998 (SQUARE FEET)

EPDM Membrane

CT STATE PROJECT # RR

SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		LABOR COST		ALLOWANCE	TOTAL \$	CT WELIGIBLE	
				UNIT \$	TOTAL	UNIT \$	TOTAL				
OTHER COSTS											
	STATE PERMIT FEE (.26 PER 1,000)	1	LS					\$1,261.00	\$1,261	\$1,261	
				OTHER SUB-TOTAL:				\$1,261		\$1,261	
DIVISION TWO											
	DUMPSTERS	20	EA								
	EXISTING ROOF INSULATION	206,998	SF	\$1,000.00	\$20,000				\$20,000	\$0	
	DEMO - SKYLIGHTS	6	EA			\$2.20	\$455,396		\$455,396	\$0	
	DEMO - WOOD BLOCKING	5,000	LF	\$0.00	\$0	\$250.00	\$1,500		\$1,500	\$0	
	DEMO - EXIST. MECH. CURBS	60	EA			\$5.00	\$25,000		\$25,000	\$0	
	CRANE RENTAL (UNIT LIFTING)	1	LS			\$100.00	\$6,000		\$6,000	\$0	
	DEMO - METAL FLASHING	9,500	LF				\$50,000		\$50,000	\$0	
				DIVISION TWO SUB-TOTAL:				\$2.00	\$19,000	\$19,000	\$0
DIVISION FIVE											
	METAL FLASHING	2,000	LF	\$12.00	\$24,000				\$38,000	\$0	
	METAL WALL PANEL ADJUSTMENT	1,500	LF	\$7.00	\$10,500				\$40,500	\$0	
	DECK REPLACEMENT ALLOWANCE	1	EA				\$25,000		\$25,000	\$25,000	
				DIVISION FIVE SUB-TOTAL:					\$25,000	\$25,000	\$0
DIVISION SIX											
	PERMETER WOOD BLOCKING	5,000	BF	\$3.00	\$15,000	\$1.90	\$9,500		\$24,500	\$0	
	MECH. UNIT WOOD BLOCKING	1,000	BF	\$3.60	\$3,600	\$1.80	\$1,800		\$5,400	\$0	
				DIVISION SIX SUB-TOTAL:					\$29,900	\$29,900	\$0
DIVISION SEVEN											
	POLYISO INSULATION	206,998	SF	\$4.00	\$827,992	\$3.35	\$693,443		\$1,521,435	\$0	
	COVERBOARD	206,998	SF	\$3.00	\$620,994	\$2.20	\$455,396		\$1,076,390	\$0	
	EPDM MEMBRANE	206,998	SF	\$1.50	\$310,497	\$1.43	\$286,007		\$606,504	\$0	
	SAW CUTTING FOR REGLETS & METAL	1,000	LF	\$4.45	\$4,450	\$4.00	\$4,000		\$8,450	\$0	
	VENT STACKS	60	EA	\$25.00	\$1,500	\$60.00	\$3,600		\$5,100	\$0	
	PITCH POCKET	40	EA	\$100.00	\$4,000	\$120.00	\$4,800		\$8,800	\$0	
	WALKWAY PADS	2,500	SF	\$2.00	\$5,000	\$4.00	\$10,000		\$15,000	\$0	
	SKYLIGHTS	6	EA	\$500.00	\$3,000	\$400.00	\$2,400		\$5,400	\$0	
	SEALANTS	1	LS					\$7,500	\$7,500	\$0	
	MISC ROOF ACCESSORIES	1	LS					\$12,000	\$12,000	\$0	
	ADHESIVES	1	LS					\$12,000	\$12,000	\$0	
				DIVISION SEVEN SUB-TOTAL:					\$3,269,079	\$3,269,079	\$0
DIVISION FIFTEEN											
	ROOF DRAIN & SUMP	50	EA	\$400.00	\$20,000	\$500.00	\$25,000		\$45,000	\$0	
				DIVISION FIFTEEN SUB-TOTAL:					\$45,000	\$45,000	\$0

CONSTRUCTION COST PER SQUARE FOOT = \$24.05

SUBTOTAL =		\$3,983,136	TOTAL:	\$28,261
GEN. CONDITIONS	10.00%	\$398,314		\$2,101
OVERHEAD & PROFIT	15.00%	\$597,470		\$3,151
Subtotal		\$4,978,920		
CONSTRUCTION TOTAL =		\$4,978,920	TOTAL:	\$31,513
A/E FEES INCLUDING CA =		\$50,700		\$315
ENVIRONMENTAL FEE		\$0		\$0
CONTINGENCY (+/- 5%)		\$248,946		\$248,946
GRAND TOTAL:		\$5,287,666	TOTAL:	\$280,774

SILVER/PETRUCELLI + ASSOCIATES
 Architects & Engineers

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