

To: Westport RTM
From: RTM Finance Committee
Subject: Registrars of Voters appropriation request

Upon a recommendation by the Board of Finance to approve an appropriation of \$31,892.01, the Finance Committee met on May 20 to hear a presentation by Marla Cowden, Democratic Registrar.

This appropriation is to cover the dual (Democratic and Republican) primary held in August 2012. By way of comparison, the last Federal dual primary was held on 2010 at a cost of \$43,917. The 27% cost reduction is the result of many process and procedural changes instituted by the Registrars. These include:

- Using BOE telephones, rather than dedicated lines, for the handicap voting machines.
- Eliminating paper voter lists in favor of BOE-borrowed laptops with preloaded lists
- Reducing Westport police coverage from \$4,795 to \$292 by using Registrar employees.
- Changing voting procedures, which reduced poll worker requirements.

These changes will also apply to general election activities, thus keeping future costs down..

Although the Committee did not have a quorum, those members present (Lee Arthurs, Arthur Ashman, Dick Lowenstein, & Jeff Wieser) voted unanimously to recommend that the full RTM Support this appropriation request.

Submitted by:

Dick Lowenstein, Reporter

cc: Marla Cowden

Finance Committee members

May 31, 2013

Report of the RTM Health and Human Services Committee
Meeting of May 29, 2013

Re: The RTM Health and Human Services Committee met on Wednesday, May 29, 2013, to review and vote to recommend the approval of the application of The Children's Community Development Center, Inc. to the Connecticut Neighborhood Assistance Act Tax Credit Program, as presented by the Director of Human Services.

Members Attending: Wendy Batteau, Lyn Hogan, Bill Meyer, Stephen Rubin

Members Absent: Catherine Calise, Jonathan Cunitz, Duane Cady, Jeffrey Wieser

Background: Connecticut's Neighborhood Assistance Act Tax Credit Program encourages businesses to make donations to municipal and not-for-profit organizations by offering corporate tax credits of varying percentages of those donations depending on the purposes for which they will be used. The program encompasses a wide range of community programs including, but not limited to, donations to open space acquisition funds; energy conservation programs; neighborhood assistance; job-training; construction of affordable housing. Businesses are limited to \$75,000 in tax credits annually, and recipient organizations are limited to \$150,000 annually. By state statute the RTM is obligated to review and approve any local applications under this NAA program; applications must be filed by July 1.

The CCDC application under current consideration is for the purpose of acquiring and installing new air conditioning to replace their old (over 10 years), worn-out units. CCDC has asked for \$14,000.00 which falls into the category of energy efficiency; such donations receive 100% tax credits. The two business making the donations are Air Perfect, Inc. (supplies) and James Izzo Electric (wiring).

Discussion: HSS Committee members noted that the NAA Act dates from 1995, but applications have been minimal over the years (none were made in 2012). Given the financial climate, it would seem logical that a wider variety of groups would want to take advantage of the program. While funds are available for a wide variety of purposes, it has fallen to the Director of Human Services to notify that Department's contacts of the program, and committee members felt that it might be fruitful to have another department take ownership of the program. Members also noted it would be useful to gain input from such groups as Interfaith Housing, The Friends of the Levitt Pavilion, and the Westport Weston Family Y about their experiences with it to understand how other groups might also participate.

The Committee reviewed the CCDC application and noted a few points which might

benefit from additional information.

Result: The RTM Health and Human Services Committee voted unanimously to recommend approval of the Children Community Development Center's application to the NAA Tax Credit Program.

Respectfully submitted,

Wendy Batteau, Chair and Reporter

RTM PUBLIC WORKS COMMITTEE MEETING

DATE; May 30, 2013

TIME; 7:30 PM meeting start, 8:10 PW agenda items, Room #309

PURPOSE; Review requested expenditure by Public Works Director (Steve Edwards) for two appropriations; Engineering services for Bulkley Avenue sewer extension (\$95,000) and roof replacement for Saugatuck Senior Housing (\$300,000).

PRESENTED BY; Stephen J. Edwards, Director of Public Works

Mr. Edwards requested the appropriation of \$95,000.00 to cover the necessary work required for engineering services associated with the design of the new Bulkley Avenue Sewer extension. The extension will provide sewer to 65 properties. The WPCA, P&Z and the Board of Finance have approved the project. The project is within the blue line, is mostly gravity lines and will not require a new pump station. Effluent will flow to the existing Pump Station #10 at Sasco Creek. The entire project will be benefit assessed to the property owners.

Mr. Edwards requested a second appropriation of \$300,000.00 to cover the necessary work required for replacement of the roof at the Saugatuck Senior Center. The Saugatuck Senior Center received a State Grant for the \$300,000 cost of the roof replacement; however the nature of the grant requires it to be awarded thru a government agency. The Town has agreed to facilitate and assist the Senior Center in their efforts. All costs will be reimbursed to the Town thru the grant.

Motion was made to approve the appropriations, and it was unanimously passed to recommend approval to the full RTM, the committees did not have a quorum.

In attendance;

PW Comm

Melissa Kane

Cornelia Olsen

Jack Klinge

Jay Keenan (chair/reporter)

Finance Comm

Jeff Weiser (chair)

Lee Arthurs

Dick Lowenstein

Steve Rubin

Arthur Ashman

To: Westport RTM

From: RTM Education, Finance and Environment Committees

Re: Appropriation for Oil and Storage Tank Project

Date: June 4, 2013

Proposal: The Board of Education is requesting approval of the sum of \$58,900 as recommended by the Board of Finance for the removal of 10,000 gallon fiberglass underground oil storage tanks at Coleytown Elementary school (CES), Long Lots Elementary School (LLS) and Coleytown Middle School (CMS) and for the installation of a new generator tank at Long Lots Elementary School.

Background: The Board of Education had planned to replace the three 10,000 gallon fiberglass underground oil tanks that were installed in 1989 at CES, LLS, and CMS as evidenced by the inclusion of funds for the project in their Five Year Capital Forecast for a number of years. At this point, these oil tanks do not meet CTDEEP Underground Storage Tank Regulations: Sections 22a-440 (d)-1 and Sections 22a-4499D0 101-113. Extensive work has been done to bring all oil tanks in the district up to code where possible, however, the three oil tanks (CES, LLS and CMS) which are deemed to be beyond their useful life span are scheduled for removal. It is planned that these three schools will use only natural gas for heating in the future assuming a low probability of a price drop in oil. However, should that come to pass, new oil tanks could be installed at a later date to accommodate that option.

Emergency generators at LLS, Staples (SHS), Saugatuck Elementary School (SES) currently use oil from existing oil tanks for their operations in violation with CTDEEP code. With the removal of the oil tank at LLS, funds are requested for the installation of a new 660 gallon tank to fuel the emergency generator. This new tank will utilize code specified ultra-low sulfur diesel fuel and a plan has been developed with CTDEEP to move toward the use of the ultra-low sulfur diesel fuel over time at SHS and SES. This generator tank management plan will bring the operation of all generators in compliance with Federal EPA regulations approved on January 30, 2013.

Discussion: A variety of questions were posed by committee members regarding specific elements of the proposed appropriation. Board of Education Chair, Elaine Whitney and Administration representatives, Elliott Landon and Nancy Harris presented the rationale and the need for the proposed expenditures involved and the specific plan for providing a cost effective method for code compliance as described above as well as the following anticipated budget:

Removal of Oil Tanks:

CMS	14,800
CES	16,500
LLS	<u>14,500</u>
	45,800
Install LLS Generator Tank:	8,100
10% Construction Contingency	<u>5,000</u>
	\$58,900 (Recommended by BOF 5/23/13)

While the Board of Education had originally requested additional funds to cover the cost of repairs to the Oil Supply Pipeline Conduit at SHS and the Spill Containment Riser/Filler Pipe at Greens Farms Elementary School, these costs will instead come out of the regular BOE maintenance budget.

Recommendation:

Of the three committees who attended the meeting, only the Education Committee had a quorum, however, those present voted by committee on a motion to recommend the approval of this appropriation as follows:

Education: Eileen Flug, Velma Heller, Paul Lebowitz, Jack Klinge, Bill Meyers, Steve Rubin (all voted yes)
Lou Mall (abstained)

Environment: Diane Cady, Paul Lebowitz (voted yes)

Finance: Lee Arthurs, Arthur Ashman, Jeff Wieser (all voted yes) Dick Lowenstein (abstained)

WESTPORT RTM PARKS & RECREATION COMMITTEE
REPORT AND MINUTES OF MEETING
MAY 30, 2013

A meeting of the Westport RTM Parks & Recreation Committee was held, upon notice, on May 30, 2013 in the Westport Town Hall, Room 309. The meeting began at 8:30 p.m. and concluded at approximately 9:15 p.m. In attendance were William F. Meyer, Chair, Don Bergmann, Eileen Flug, Jack Klinge and Lyn Hogan. The meeting was conducted as part of a joint RTM Committee meeting among certain other RTM Committees. However, a quorum of the members of only some of those other Committees was present.

The meeting addressed a joint request by the Town and the Board of Education to authorize the expenditure of up to \$320,000 to re-do the six tennis courts at Staples High School. One half of this total, \$160,000 would be allocated to the Westport Board of Education, with the balance allocated to the Town. Dan DeVito, Operations Supervisor, Parks & Recreation Department, presented the matter to the Committee. In support of Mr. DeVito was Elaine Whitney, Chair of the Westport Board of Education and Nancy Harris, Assistant Superintendent, Business, the Westport School Administration.

Mr. DeVito reviewed the history of the present courts at Staples, noting when they were first constructed and the work to keep them in good condition. He advised that the courts now needed to be replaced due to surface issues, including some relevant to safety. He also commented on a drainage issue that would be addressed by the addition of a drainage system. Mr. DeVito also commented upon the amount to be authorized, \$320,000, how that was determined and his belief that \$320,000 was in all likelihood sufficient to complete the reconstruction. In response to a question, Mr. DeVito advised that the work should commence in July and be completed by Labor Day, 2013.

Committee members then spoke. Mr. Bergmann said he had visited the courts and concurred that the surfaces were in need of repair. Mr. Bergmann also commented upon an e mail he had sent to the Chair of the Committee and to the Parks & Recreation Department respecting his views concerning improvements to the bid and approval process, noting that he raised this at the meeting simply for the information of the Committee.

Jack Klinge advised of a recent conversation with some Staples tennis players and the strong views of those players that the present courts were in need of reconstruction. Additional discussion covered the nature of the surface, asphalt in order to comply with FCIAC standards, the fact that asphalt courts were relatively inexpensive to maintain, the fact that maintenance costs were paid for by the Town, but that the Town charged to the Schools as part of its "in kind" services charges an appropriate amount for maintenance and the fact that the new courts should have a useful life of over 20 years, though the expected warranty would probably be two years. Mr. DeVito also addressed the fact that he would be overseeing the work for both the Board of Education and the Town.

No one from the public commented.

Thereupon, upon motion duly made and seconded the Committee, by a unanimous vote of those in attendance, five to zero, recommend that the full RTM approve the appropriation of \$320,000.

Attending and Voting

William F. Meyer, Chair
Don Bergmann, Reporter
Eileen Lavigne Flug
Lyn Hogan
Jack Klinge

Absent

Catherine Calise
David Floyd
Paul Rossi
John Suggs
Christopher Urist