

**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, 2023, 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, 2023, 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, 2023, 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, 2023 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, 2023, 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 2021, the sum of \$\_\_\_\_\_ is hereby appropriated.

(7)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Public Works Director, the sum in the amount of \$400,000.00 from Westport's American Rescue Plan Act (ARPA) funds for planning, design, and permitting of the redevelopment of Parker Harding Plaza, Jesup Green, and the Imperial Lot is hereby appropriated.

(8)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum in the amount of \$232,000.00 along with bond and note authorization to the Municipal Improvement Fund Account for the design and permitting of the replacement of the Hillandale Road Bridge over Muddy Brook is hereby appropriated.

### **TOWN OF WESTPORT, CONNECTICUT**

#### **A RESOLUTION APPROPRIATING \$232,000 FOR THE COSTS ASSOCIATED WITH THE DESIGN AND PERMITTING OF THE REPLACEMENT OF THE HILLANDALE ROAD BRIDGE 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 Two Hundred Thirty-two Thousand and 00/100 Dollars (\$232,000) for costs associated with the design and permitting of the replacement of the Hillandale Road Bridge including, but not limited to, design, permitting and bidding costs, as well as, related inspection, surveying, administrative, financing, legal and other soft costs (the "Project").

**Section 1.** As recommended by the Board of Finance and for the purpose of financing Two Hundred Thirty-two Thousand and 00/100 Dollars (\$232,000) of the foregoing appropriation, the Town is hereby authorized to borrow a sum not to exceed Two Hundred Thirty-two Thousand and 00/100 Dollars (\$232,000) 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 a portion of the appropriation for the Project.

**Section 2.** The First Selectwoman, 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 Selectwoman 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 Selectwoman 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 Selectwoman, 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 Director of Public Works, the sum in the amount of \$852,000.00 along with bond and note authorization to the Municipal Improvement Fund Account for asphalt paving projects at Bedford Middle School and Staples High School is hereby appropriated.

#### **TOWN OF WESTPORT, CONNECTICUT**

**A RESOLUTION APPROPRIATING \$852,000 FOR THE COSTS ASSOCIATED WITH PAVING AND SIDEWALK IMPROVEMENTS AT BEDFORD MIDDLE SCHOOL AND STAPLES HIGH SCHOOL 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 Eight Hundred Fifty-two Thousand and 00/100 Dollars (\$852,000) for costs associated with parking lot repaving, curbing and sidewalk improvements at Bedford Middle School and Staples High School, as well as, related design, consultant, engineering, administrative, contingency, financing and other soft costs (the "Project").

**Section 1.** As recommended by the Board of Finance and for the purpose of financing Eight Hundred Fifty-two Thousand and 00/100 Dollars (\$852,000) of the foregoing appropriation, the Town is hereby authorized to borrow a sum not to exceed Eight Hundred Fifty-two Thousand and 00/100 Dollars (\$852,000) 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 Selectwoman, 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 Selectwoman 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 Selectwoman 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 Selectwoman, 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.

(10)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Board of Education, the sum in the amount of \$439,000.00 from Westport's American Rescue Plan Act (ARPA) funds, for Middle School Project is hereby appropriated.

(11)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum in the amount of \$148,656.00 for Coleytown Elementary School Modular Classroom Funding is hereby appropriated.

(12)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Westport Historic District Commission, the sum in the amount of \$30,000.00 to the Historic District Fees & Services Account for the purpose of accepting funding in the amount of \$30,000.00 from the State Historic Preservation Office is hereby appropriated. The funds will be used to hire an Architectural Historian to update Inventory Forms.



**Westport Representative Meeting**  
**RTM Finance Committee**  
**Report on the 2022-2023 Town Budget**  
*For the RTM Meeting, May 2, 2022*

As stated in the Town Code, the RTM Finance Committee studies Town revenues and financial policies and practices, exclusive of individual department budgets. The Committee works with Town officials to secure adequate reports for the RTM. The Finance Committee further studies the Town's current financial position, the financial aspects of the annual budget, capital requirements and long-term financial planning.

We started our formal review of the Town's financial position early in this new year with the Boards of Finance and Education, and other members of Town government and the RTM. We followed closely the deliberation of the Boards of Finance and Education at their various budget workshops and meetings. While individual department budgets have been reviewed and voted upon by appropriate RTM Committees, the Finance Committee met to discuss the aggregate budgets that the larger body is now being asked to approve.

As we move forward to the final steps in this budgeting process this evening, it is worth taking a moment to recognize we live in a complicated time. We are still contending with the residual challenges of Covid, we are figuring out how to successfully assimilate a large number of new residents, we are working hard to maximize opportunities for equal access to housing, and we are beginning to contend with a period of more significant inflationary pressures. From the Board of Selectman, the Board of Finance, the Board of Education, to the department heads and all of the incredibly dedicated employees and volunteers our town is so fortunate to rely upon, there has been an unwavering focus on attending to the well-being of our community.

We met with the Town Administration on Tuesday, April 26th (on Zoom). First Selectwoman Jen Tooker and Finance Director Gary Conrad joined us to review the Town of Westport's General Fund Budget and we were also joined by the Directors or deputy Directors of most town departments as well as the Second Selectwoman and the Chair of the Board of Finance. This report, covering the Town Budget only, is the first of two reports prepared by the Finance Committee (there will be a second report with focus on the BOE's budget and presentation which will be submitted by the Finance Committee tomorrow night). The RTM Finance Committee also met on Wednesday, April 13th (also on Zoom) with Schools Superintendent Thomas Scarice and Chief Financial Officer Elio Longo, Director of Human Resources John Bayers, Assistant Superintendent for Teaching & Learning Anthony Buono, Assistant

Superintendent for Pupil Services Michael Rizzo along with Board of Education Chair Lee Goldstein and Vice Chair Liz Heyer, to review the BOE budget. As mentioned, the report on the 2022 - 2023 Education Budget will be presented to the full RTM on Tuesday, May 3, 2022.

I'd like to thank the Finance Committee and fellow members, Jessica Bram, Rachel Cohn, Noah Hammond, Nancy Kail, Don O'Day, Stephen Shackelford, Christine Meiers Schatz, and Cathy Talmadge for their time and effort in reviewing the budgets. And as a Committee, I'd like to thank all of the individuals, named and not named in this report, for their patience in helping us deal efficiently with the many intricacies of the budgeting process and for remaining so focused on the best interests of our community.

## **BACKGROUND**

The preparation and approval of the budget is at least a five-month exercise involving the Town Administration, the Boards of Finance and Education, and the RTM, among others. The approval by the RTM is the culmination of reviews by the Town, various boards, and RTM committees. Our reviews this year, as always, balanced the many priorities of the Town, namely:

The maintenance of:

- 1) our superior educational environment;
- 2) Town Services and Safety (which continues to require consideration of a still ongoing pandemic); and
- 3) our modest tax burden.

We reviewed in addition:

- 1) the appropriate funding of our future pension and OPEB obligations;
- 2) the responsible maintenance of the Town's outstanding debt levels and how that impacts our credit rating;
- 3) the effect on Town finances of Federal Funds, State mandates (and efforts to pass one size fits all zoning laws that clearly don't fit all towns well), and local efforts to expand affordable housing.

At our April 26 Committee meeting, Board of Finance Chair Sheri Gordon presented the Town Budget, as approved by the Board of Finance (BOF) at its March 29 meeting. Each of the departmental budgets were reviewed with specific variances noted YOY. The total town budget request is \$77,725,657 which represents a 0.8% or \$621K net increase over the previous budget.

Over the last many years, the Town budget has experienced modest operational increases while the Administration has worked aggressively to meet its large OPEB and pension liabilities. The progress on improving our funding levels towards these obligations has been quite remarkable. Through consistent and conservative annual contributions to the pension and OPEB liabilities we are appropriately funded and should continue to maintain a disciplined approach to be certain that we can keep the promises we've made to our town employees and retirees. With the OPEB Account having built up over the last twelve years from \$0 to ~\$90 million, the account is about 84% funded. This "catch up" in funding of this liability is one of the Town's great successes of the past dozen years and deserves to be recognized as a source of Town strength provided by the taxpayers.

In terms of some of the more notable operational variances, we noted:

- An increase in the Parks & Recreation budget of 7.2% which was mainly driven by increased minimum wage rates for seasonal employees, and improvements to facilities under the new Park's Superintendent as well as some new equipment to facilitate improved agronomic plans.
- An increase in Information Technology of 8.6% as the town continues to make investments in upgrading cybersecurity and increasing digitization of more town functions.
- A reduction of (75%) in OPEB contributions which is driven by favorable investment returns and lower health costs due to the pandemic and favorable trends.
- Lower Pension expense of 15.4% is due to favorable investment returns and reduced pension cost as a result of the negotiation of pension benefits in 2017.
- An increase in "Other Benefits" of 4.7% which relates to higher insurance costs covering Liability, Property and Healthcare.
- Public Protection budgets that benefitted from some temporary headcount reductions resulting from retirements and a reallocation of emergency services expenses to support the new joint dispatch center which provides realized net savings as well as improved response times and better service. The new dispatch is estimated to generate savings of approximately \$86,000 in year one.

We also heard a common theme across many town departments as our discussions frequently referenced the many and varied ways in which inflation is beginning to play an increasing role in driving higher expenses. Cost of goods are rising whether it be fuel related, services related, materials related and even labor related.

Moving beyond the operating items associated with the Town's budget, we also reviewed the "Other Organizations" budgets which cover the Health District, the Library, Earthplace and the Westport Transit District. In total, the "Other Organizations" budget added another \$6,355,807 to the requested budget. On a year over year (YOY) basis, this represents a 3.72% increase from the 2022 approved budget for these items. This included the Health District (\$557,756 which was a decrease of 5.6% YOY); Library (\$5,379,207 or an increase of 5.7% YOY); Earthplace (\$105,000 or flat YOY) and the Westport Transit District (\$210,200 which represents a decrease of 38.5% YOY).

This last item, the Transit District budget continues to be a topic that generates significant discussion and debate. Our committee heard a presentation by Westport Transit District (WTD) Director Peter Gold which provided updated details on the new Wheels2U program, overall finances for all of the services provided by the WTD which concluded with a request for restoration of the \$133,000 that the Board of Finance previously cut from the WTD budget on March 29th. After lengthy discussion focused on the repeated nature of this particular restoration request and the need to imminently address a more integrated transportation plan, the Finance Committee moved to vote on the request and unanimously voted to recommend restoration of these funds to the full RTM. It should also be noted that Fist Selectwoman Tooker informed our committee that she recommended restoration of the WTD funds and also viewed a review of the WTD services to be a critical part of the steps her administration has been taking to assess traffic and transportation issues more broadly. Should restoration be approved, the WTD budget would be \$343,200 which would be a slight increase of 0.35% YOY.

## **BUDGET RECOMMENDATIONS**

With all of that as background, The RTM Finance Committee voted unanimously, 7 - 0, to recommend the full 2022 - 23 Town budget of \$77,725,657 to the RTM. (Seth Braunstein, Cathy Talmadge, Christine Meiers Schatz, Don O'Day, Jessica Bram, Rachel Cohn and Stephen Shackelford voting on all items)

We also voted to recommend to the full RTM approval of the "Other Organizations" budget of \$6,252,163. As mentioned above, the Committee also unanimously recommended a restoration of the Transit District's budget, with a restoration request in the amount of \$133,000.

Additionally, we reviewed the three benefits-assessed budgets which do not form a part of the General Fund Town Budget. Each of these were approved by the committee along a 7 - 0 vote with the exception of the Wakeman Town Farm fund which was approved 6 - 0 with Cathy Talmadge recusing herself.

1. the Sewer Fund of \$4,917,758, down 3.5% from 2021-2022;

2. the Railroad Parking Fund of \$1,829,957, down 3.1%; and
3. the Wakeman Town Farm Fund of \$475,185, up 21.4%.

To be clear, none of these last three separate accounts, funded by their respective users, affects the Town's tax situation or the mill rate as will be set by the BOF in mid-May.

## **TAXATION IMPLICATIONS**

Once the final Town of Westport and Board of Education budgets are adopted by the RTM at our meetings this week, the Board of Finance will then be able to set the mill rate for the 2022-23 fiscal year. At present, the final amounts are still to be determined pending the one restoration request that will be considered this evening related to the Transit District's budget. To recap, the mill rate will use the following inputs; Selectman's Budget of (1) \$77,725,657 (2) Other Organizations expenses of \$6,252,163 (which may increase by \$133,000 pending the restoration request by Transit); (3) BOE Debt Service of \$8,425,398 and (4) an overall Board of Education requested budget of \$129,500,574 plus BOE-related budgets for (a) Program Expenses (\$199,174); and (b) Aid to Private/Parochial Schools (\$529,622) for a total Town of Westport budget of (3) \$222,632,588. These amounts represent changes to last year's final budgets of;

- (1) Town Budget: +0.8%
- (2) "Other Organizations": +2.0% with the Library funding seeing the greatest increase of 5.7% (subject to restoration of Transit funding)
- (3) Education Operating Budget: +3.1%
- (4) Total General Fund Budget: +1.8%.

There are certain adjustments before the amount needed to be raised by taxes can be determined. There are non-budgeted expenditures consisting of pending labor and litigation settlements which will be somewhat offset by turn backs from the current fiscal year.

The total amount to be raised in taxes is reduced by non-tax revenue items, including:

- Prior tax collections;
- Revenues from the Parks & Recreation Department;
- Licenses & Permits;

- State Grants; and
- Education Programs.

When the BOF sets the mill rate they determine any contribution from the General Fund balance. When possible, the BOF uses this balance to reduce taxes while keeping the fund in a previously set range of 9-11% of total budgeted annual expenses. This range is an important feature in the Town’s discussions with the ratings agencies. We need to balance a level of available “rainy day funds” with an undertaking by the Town to keep tax rates as low as possible so that current taxpayers are not disproportionately funding future obligations. The Board of Finance will determine in late May the contribution, if any, from the General Fund. In setting the mill rate this year, the BOF will consider the many uncertainties arising from the State’s well-known fiscal woes, and the residual impacts that remain as a result of the pandemic (some favorable in terms of how interest in our town has grown as people have sought to exit New York City, and some negative as certain expenses have increased, or other specific program revenues have fallen).

**PROJECTED TAXES 2022-2023**

The BOF will set the mill rate with the factors that are known in mid-May. The current mill rate of 16.86 has been in effect since 2016-2017, when it was decreased from 18.07. It has remained at this level for six fiscal years, and we will all wait to see if this consistency can be maintained again this year.

What does this mean to the taxpayer?

The historic tax charge on a home with a market rate of \$1,000,000, and a consequent assessed value of \$700,000 has been as follows:

- 2010-2011 (mill rate: 0.01485): \$10,388
- 2011-2012 (mill rate: 0.01743): \$12,201
- 2012-2013 (mill rate: 0.01791): \$12,537
- 2013-2014 (mill rate: 0.01807): \$12,649
- 2014-2015 (mill rate: 0.01794): \$12,558
- 2015-2016 (mill rate: 0.01809): \$12,663
- 2016-2017 (mill rate: 0.01686): \$11,802
- 2017-2018 (mill rate: 0.01686): \$11,802
- 2018-2019 (mill rate: 0.01686): \$11,802
- 2019-2020 (mill rate: 0.01686): \$11,802
- 2020-2021 (mill rate: 0.01686): \$11,802
- 2021-2022 (mill rate: 0.01686): \$11,802 (3.3% lower than 2011-2012)

Apart from a few Litchfield County rural communities, our mill rate is among the lowest in the state. It compares favorably to most towns like Weston (.03237), Wilton (.02854) and New Canaan (.01824), but we remain well above the Greenwich mill rate (.01168), and slightly above Darien (.01647).

## **OTHER FINANCIAL CONSIDERATIONS**

Taxes, and any potential increase in the tax rate, are always a principal consideration of the RTM Finance Committee at this time of the year. There are other issues which are important to mention here, however.

At Fiscal Year End (FYE) 2022, after an expected bond issuance of \$34.2 million in mid - May to complete the financing for Coleytown Middle School, total debt will be \$106.6 million. While this is a great reduction from the peak level of debt at FYE 2006 (\$177,120,000) we are likely to contend with higher debt levels over the next decade as our capital investment may include two new school buildings and a new fire house. Interest rates remain favorable for long term debt issued and refinanced by the Town although interest rates have been increasing and the cost of future bonding for the town will certainly increase from recent historically low levels. Our May, 2022 offering is expected to carry an interest rate close to 2.5% for 20 years (issuance in May of 2021 was done at about 2%).

Employee pension funds are re-evaluated every year. Total funding is 93.6% of the most recent 2021 liabilities valuation. As of March 31, 2022 the market value of the pension fund was \$405,009,460 million (down from \$412 million in 2021).

Additional items that will be factored in:

- The 2021-2022 annual results should end in a \$2.0+ million gain for the General Reserve.
- Historically low interest rate levels have allowed the town to smartly refinance debt that had higher rates which has resulted in reduced financing costs (but we should all note that interest rates have inflected and the cost of future borrowing will be increasing).

All of these considerations will help impact the generation of the mill rate later this month. As we have learned, a consistently conservative and prudent approach to capital spending should allow the town to handle the inevitable, unanticipated expenses that are certain to emerge. We must remain vigilant to ensure that we are able to finance our excellent schools at a pace which over the last many years has far outpaced inflation; be responsible stewards of the town's infrastructure assets (which are beginning to show their age); recognize the challenged condition of the finances of the State of CT; and maintain a vibrant Town that continues to attract residents looking for the best place to live in the world. I am sure we are up to the task.

The RTM Finance Committee appreciates the assistance it has received in this budget cycle from Jen Tooker, Gary Conrad, Thomas Scarice, Elio Longo, Sheri Gordon, the Board of Education, the Board of Finance, and all our Town's Department Heads.

Respectfully submitted,

Seth Braunstein

Chair, RTM Finance Committee

RTM - District 6



## Report of the RTM Environment Committee

BACK UP MATERIAL  
RTM ITEM #   1  

Re: Westport Conservation Department fy 2022-23 Proposed Budget

Date: April 14, 2022 (Zoom meeting)

Committee Members present: Wendy Batteau (chair), Lori Church, Andrew Colabella, Ellen Lautenberg, Liz Milwe, Matthew Mandell, Lisa Newman, Carla Rea, Cathy Talmadge

Absent: Lisa Newman

Present for Conservation Department: Alicia Mozian, Director; Present for Conservation Commission: Anna Rycinga (Chair)

Background: The Environment Committee met on April 14, 2021 to discuss the Selectman's Conservation Department budget for the fiscal year 7/1/2022– 6/30/2023. The budget request of \$435,165.00 (including salaries and benefits which comprise 93.7%) is a 4.46% increase over 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 Purchased property services (\$870.00 for 13%), and Other purchased services (\$500.00 for 12.5%). Revenues are expected to be \$165,000.00 up \$30,000.00 (22.22%).

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

The Conservation Department issued 200 more permits last year than it did the previous one and the rate they are seeing this year predicts another substantial increase. As the town begins developing more affordable housing including accessory dwelling units and other regulations change, the Conservation Department will see associated increased work demands.

It is worth noting that despite the pandemic crisis, associated shutdowns and economic consequences, Conservation Department work not only continued full time, but work increased. A large part of this is consequent to the larger developments we are seeing in town. The big developers have teams of experts on staff. In the event that lawsuits might be brought, our records must be not just meticulous, but also supported by expert testimony. We need to find qualified people to do create and support the record. The number of Conservation Commission meetings is up because of the increase in

building to perhaps 16 meetings per year, not including site walks. Keeping up with the increasing work load is a challenge for Commission members and staff.

Finding and keeping qualified staff is an associated issue this year. The private sector is able to - and has been - offer more attractive situations, while staff notes that matters like the changes to our pensions make us less competitive. The past year saw a loss of two workers. With staff positions open and additional work and complaints about development increasing pressure builds on the Department and Conservation Commission itself, and that body is already down in membership. It would be useful for the town to work on ways to incentivize candidates to work and stay here. An example raised by Ms. Rycinga is the issue of erosion control in town. Sediment is deposited on paved ways, moves into storm drains and into waterways, causing a cascade of problems. Conservation now shares and Erosion Control Inspector with P&Z but each office really needs unlimited hours for enforcement. A full-time position was not included in this year's budget.

The minimal funding for such work as public outreach and education, working on stormwater management program mandates, continued watershed quality efforts, office/field equipment shortages and the ability to anticipate climate change mitigation needs also concerned the committee.

The Environment Committee once again commends the Conservation Department for their continuing efforts and suggested they may need supplemental appropriations if current conditions persist.

On a motion by Colabella and seconded by Milwe the Environment Committee voted unanimously to recommend full RTM approval of the Conservation Department's requested budget of \$435,165.00.

Respectfully submitted,  
Wendy Batteau, Chair and Reporter

BACK UP MATERIAL  
RTM ITEM # 1

## Summary

Called to order: 7:34 PM

Adjourned: 9:07 PM

Agenda: [Click here for the public agenda](#)

Budget Materials: [Click here for BoF budget book pages 211-272 \(referenced for meeting\)](#)

Audio Recording: [Click here to listen](#)

Member Attendance: **Jessica Bram, Chairperson**

**Jack Klinge**

**Sal Liccione**

**Chris Tait**

**Wendy Batteau**

**Harris Falk**

**Arline Gertzoff**

**Jaime Bairaktaris**

Guest Attendance: **Elaine Daignault, Human Services Director**

**Sibel Yorulmaz, Human Services Finance Manager**

**Sue Pfister, Center for Senior Activities Director**

**Mark Cooper, Aspetuck Health District Director**

**Kevin Godburn, Youth Services Director**

Agenda Item One: *Review and discussion of the 2022/2023 Westport Human Services budget.*

**Approved 2.5% / \$35,534 increase**

Motioned: Sal Liccione, 8:28 PM

Seconded: Harris Falk

*Unanimously Approved*

Agenda Item Two: *Review and discussion of the 2022/2023 Aspetuck Health District budget.*

**Approved 5.6% / \$33,055 decrease**

Motioned: Jack Klinge, 9:07 PM

Seconded: Arline Gertzoff

*Unanimously Approved*

Adjournment: **Jessica Bram, Chairperson**

# Report

## Agenda Item One: Human Services; +2.5%

Presenting: Elaine Daignault, Director; Sue Pfister, Center for Senior Activities Director

**Presentation Begins:** 7:35 PM

Elaine began the presentation by describing a 2.5% increase over last year, amounting to \$35,532. These monies are split into three major cost centers within the Department:

- **Social Services**
- **Youth Services**
- **Center for Senior Activities**

Elaine continued to describe the overall goals and objectives of the Department, which includes assisting both at-risk and general status residents with access to local, state, and federal resources - such as youth and senior programming, health, wellness, and addiction or abuse resources, financial resources, emergency resources, and housing.

Elaine also mentioned that when providing resources to at-need residents, they will first seek State or Federal programs and then work into municipal programs. While doing this, they also are continuing to work towards "increasing access and equitably dispersing all funds received."

A brief overview of each cost center was provided with their own individual increase:

### **Social Services: 2.9% increase**

Located in Town Hall, Room 200. This is the main office for Human Services and is where they facilitate contact with households, field questions, and help residents access the appropriate resources.

A portion of the increase for the Social Services cost center comes from required materials and assets, such as software that allows for the complex tracking and facilitation of the wide variety of programs and services offered.

### **Youth Services: 1.1% increase**

Youth services facilitates programs and services for Westport Public School students and other young residents. These include counseling, addiction services, as well as social-emotional engagement activities.

A portion of their increase for the cost center comes from the rent of Toquet Hall, which is increased ~2.5% annually. The other portion of the increase comes from their staffing. They were able to expand their student outreach services through a contracted service for counseling and intervention while adding a licensed Drug & Alcohol Counselor from the Liberations Program for 10 hours/week at Staples High School.

## **Senior Services: 3.0% increase**

Senior Services facilitates programs and resources for elderly and at-risk aging residents through the Center for Senior Activities, through home visits, or through Zoom activities.

A portion of the increase comes from supplies for programming and upkeep of facilities and resources. The Center for Senior Activities was described by Sue as a true headquarters for social and health related activities for the members who use it - including an on site chef who has been "invaluable" to the community, as food quality is high and consistent - even throughout the pandemic. The center, although closed at one point, never ceased operations and continued to evolve throughout the lockdowns.

## **Discussion**

It was evident that throughout the pandemic, the Department remained a pillar of the community through both preventative and responsive actions for all age groups of Westporters through a wide variety of programs and services - many of which needed to transition to virtual or online systems. Department leadership described brilliant connections between first responders and other departments throughout the pandemic and through today; one example was that an elderly resident needed a fire alarm - two were installed by firefighters the following day.

Committee members brought up several questions that related to the relatively conservative nature of the request and the long term planning of the Department.

Jack described the RTM's inability to create programming with ARPA funds, but encouraged Elaine and her team to think about how they could continue to evaluate the need for such funds in the future. Elaine reminded that the Human Services Department was awarded \$185,000 via ARP funds that went towards their collective mission, including the recently approved feasibility survey for a possible affordable housing development.

Harris questioned if there was any overtime - to which Elaine described that due to the nature of their jobs, they work around the clock - but fiscal overtime is only really used by the administrative assistants per bargaining unit contracts to complete work. Some of their more time consuming items include checking on residents during emergencies and writing State and Federal grants. There is also a hope of better technology as they still need to do both in person and virtual programming, sometimes simultaneously.

Chris confirmed that buildings and physical real assets would be enhanced or improved. Jack described a possible plan to add solar and generation power to the Gillespie Center while Sue Pfister described the split of costs for the Senior Center: Parks & Rec maintains the property while Public Works maintains the building.

**8:28 - Sal motioned to approve budget; Seconded by Harris Falk. Unanimously approved.**

## Agenda Item Two: Aspetuck Health District; - 5.6%

Presenting: Mark Cooper, Director of the Aspetuck Health District

**Presentation Begins:** 8:30 PM

Mark describes the following duties and statistics from the Health District during the pandemic:

- 100 annual plan submittals; up to 300 during pandemic due to home renovations
- Increase in environmental fees from plans allows to keep budget request down
- 7,000 vaccinations, 80+ home visits
- Weekly daycare center meetings to foster group communication

Mark continued to describe the following items that allow for cost saving or increased revenue, which explain the ability to decrease the budget:

- Easton joined the District, decreasing shared costs
- Environmental fees from permits in other towns and increase in Westport
- “Explosion” of grant applications from public agencies
- \$235,000 collected in State grants for vaccinations, contact tracing, COVID expenses
- Additional small town is negotiating to join, possibly prior to the fiscal year end in June.

### Discussion

Despite being the epicenter of Westport’s COVID-19 health response, the health district did not skip one beat in keeping local businesses open and flourishing while also evolving and changing with the new mandates, influx in workload, and decrease in staffing.

Sal questioned the permitting process and its having possible delays. Mark described the increase in plans coupled with one employee resigning lead to some delays. He also described that the positions are going unfilled as the benefits packages are not competitive. He said they are in talks to hopefully hire a nurse in the very near future. Wendy echoed this as she has heard a similar problem [workforce retention/recruitment] from other departments. Mark also said that the State has been slow to train or certify sanitarians, creating a small pool to hire from.

Mark mentioned the current poor state of the building but said that the Town hasn’t been forthcoming with any plans to redo it, which several committee members commented on a possible use for the unused funding.

**9:07: Jack motioned to approve the budget. Seconded by Arline. Unanimously approved.**

RTM P&Z Committee – April 27, 2022

Review of the Planning & Zoning Department Budget

Attending – Mandell, Kramer, Bairaktaris, Batteau, Lautenberg, Braunstein

Mary Young, Director of P&Z.

The budget was presented. A small increase of .6% was attributed to the need to lease a new vehicle for use by the staff for inspections. Some salary increases were due to increases in union steps.

It was noted the P&Z Department has been revenue positive for 4 of the last 5 years.

It was also noted that the Acela software has become a burden and is actually costing more in time and energy than it was meant to. This was corroborated by another RTM who reported that another department was saying the same thing.

P&Z could use another staff member as the number of applications and the continued work with Covid and other state related issues is creating the need.

Motion by Kramer, seconded by Batteau: The RTM P&Z committee recommends the First Selectwoman's requested and Board of Finance recommended budget in the amount of \$690,017 to be approved by the Westport RTM. Vote was 6-0.

Submitted by

Matthew Mandell

Chair RTM P&Z Committee

The RTM Public Protection Committee met on Wednesday April 20<sup>th</sup> via Zoom at 7:00 PM to review, discuss, and vote to recommend to full RTM The Police and Fire Department Budgets for the fiscal year 2022-2023 as approved by the Board of Finance.

Attendee's - Chief Michael Kronick Fire Department, Chief Foti Koskinas, Deputy Chief Sam Arciola, Deputy Chief David Farrell, Deputy Chief Ryan Paulson Police Department.  
RTM- Jimmy Izzo, Karen Kramer, Louis Mall, Candace Banks, Richard Lowenstein, Andrew Collabella, Sal Liccione, Claudia Shaum.

Fire Department line 220 (-.69%)

Water- Fire Service line 221 +5.77%

Emergency Management line 250 +10.51% (includes \$877,800 for regional dispatch for Fire, EMS, and Police)

Police Department (-1.8%) Includes PD, Vehicle Maintenance, and Animal Control. Does NOT include Railroad Parking.

Total Police Budget 2022-2023 \$11,090,239.00

Total Fire Budget. 2022-2023. \$12,265,027.00

The Committee and Department Chiefs discussed how the numbers all work, and explanations on breakdowns as well.

The vote was 8-0 To approve budget to full RTM.

Respectfully Submitted,

Jimmy Izzo Chair- RTM Public Protection Committee



Agenda:

1. Railroad Parking budget
2. Westport Transit District budget
  - Vote was in favor, Peter Gold recused himself

In Attendance:

RTM Transit Committee Members

- Kristin Schneeman, Peter Gold, Sal Liccione, Dick Lowenstein, Nancy Kail, Claudia Shaum, Liz Milwe, Ross Burkhardt

Presenters

- Foti Koskinas, Chief and Sam Arciola, Deputy Chief, Westport Police Department
- Peter Gold, Director (volunteer position, PG is also an RTM Transit Committee member)

Others

- Jennifer Johnson, former WTD Director; Gloria Gouveia, former WTD Director; Thane Grauel, Westport Journal reporter

**Agenda Item 1 – Railroad Parking**

Police Chief Foti Koskinas and Deputy Chief Sam Arciola presented the 2022-2023 Railroad Parking budget request of \$1,829,957, a 3.1% decrease from the previous year. Koskinas noted that since the WPD has taken over management of railroad parking the number of spaces has increased nearly 20%.

Questions and discussion revolved around:

- **The railroad reserve fund.** Members of both the committee and the public noted that by state law railroad parking reserve funds may be used for other projects, and advocated that Westport consider devoting some of them to other transit-related efforts (which it has, in fact, done in the past).
- **Projects funded by reserve funds.** Koskinas gave some examples of recent station and lot improvement projects to which funds have been allocated as well as some that are on the books for the near future (including replacement of elevators at Saugatuck and repaving Lot 4). He noted that railroad parking funds have been used for improvement not only to parking lots but to other improvements, particularly in Saugatuck, such as sidewalks that benefit residents as well as commuters.
- **Numbers and pricing of permits.** Koskinas noted that due to the pandemic, permit sales were down from their typical maximum of about 4100 to around 3700, and the waiting list has been exhausted. About 70% of permit holders are Westport residents, with other primarily coming from Weston but also other towns. Pricing remains low relative to other towns in the area, though it has increased due to a new state tax on both annual and daily permits. Koskinas expressed willingness to continue to discuss the idea of price increases; with future commuting patterns still in flux, however, he felt this was not the appropriate time to raise rates.

In closing, several members offered praise for the WPD's management of all aspects of railroad parking. Koskinas appealed to members to take into consideration the needs and interests of train commuters in all future discussions about transit.

**Sal Liccione made a motion to approve the Railroad Parking Fund budget of \$1,829,957; Nancy Kail seconded, and the vote to approve was unanimous.**

**Agenda Item 2 – Westport Transit District**

As has been the case in previous years, the Committee was asked to consider whether to restore \$133,000 in funds for the Westport Transit District cut by the Board of Finance, representing half the budget for the Wheels2U shuttle service.

Peter Gold, who is both the volunteer Westport Transit Director and a member of the RTM and its Transit Committee, presented the full WTD budget of \$343,200, which includes \$77,100 for the door-to-door transportation service for seniors and the disabled – which is non-controversial – as well as \$266,100 for Wheels2U, the reimagined shuttle service which picks up residents at their

homes and takes them to the train stations. The budget is essentially unchanged from FY22. Westport's funding leverages \$621,000 in additional funds from the state for the WTD. The Board of Finance has put pressure (in the form of cutting funding) for several years on WTD to revamp the shuttle service; the latest transformation coincided exactly with the pandemic, when commuting plummeted, but Gold presented data on steady increases in ridership over the last 18 months.

Key elements from Gold's presentation included:

- Three basic services provided via contract with Norwalk Transit District (NTD)
  - Wheels2U, an on demand, mobile app supported commuter shuttle service
  - Door to Door "in town" services for seniors and those with disabilities
  - Door to Door "town to town" (between Fairfield County towns) services for seniors and those with disabilities
- Ridership data
  - Wheels2U is on track to meet its FY22 21,000 rides target, despite a target set date that predated Delta + Omicron Covid variants and the fact that Metro North service and boarder rates are 62% and 53%, respectively, of pre Covid levels.
- Rationale, benefits, support for Wheels2U
  - Increasingly flexible, efficient, easy to use and affordable (unchanged \$2 per ride or \$4 RT, vs \$5 daily train parking)
  - Provides services to all residents in town (soon to include Saugatuck Shores) and those commuting into town
  - Data show community wants it and it will be impossible to cost-effectively restart if terminated
  - State subsidies (~ 66% of budget) are unlikely to be reinstated if service is discontinued
  - Allows for integration of electric vehicles which are due soon
- Accomplishments and ongoing initiatives
  - Completed: Service extensions, needs & user surveys, biweekly email marketing to 16,000+, improved website, scorecard for BoF and improvement work w/ Downtown Assoc, Saugatuck Shores Assoc., PTA Council, Health & Human Services.
  - Potential for: Wheels2U extended services to after school activities, beaches, downtown and Saugatuck Shores; Thurs-Sun pm NTD service to Saugatuck restaurants; state run/funded service from trains to Sherwood Island.

Gold noted that conversations have begun with Norwalk Transit District about the advantages and disadvantages of a merger between NTD and WTD, which has been advocated by some. He also noted that NTD is beginning a "comprehensive operational analysis" which should provide valuable insight to help Westport think through its own transit strategy going forward. He indicated he had met recently with First Selectwoman Jen Tooker and advocated for the creation of a working group to include all relevant parties within Town government, as well as the RTM and other external stakeholders, to start a practical dialogue about how to "solve" transit in town.

**Dick Lowenstein made a motion to restore \$133,000 to the WTD's budget; Nancy Kail seconded. Peter Gold recused himself, and the vote was 7-0 in favor. Lowenstein also made a motion to recommend approval of the full WTD budget of \$343,200 to the full RTM; Liz Milwe seconded. Again Gold recused himself, and the vote was 7-0 in favor.**

#### Longer Term Vision and Goals for Transit in Westport

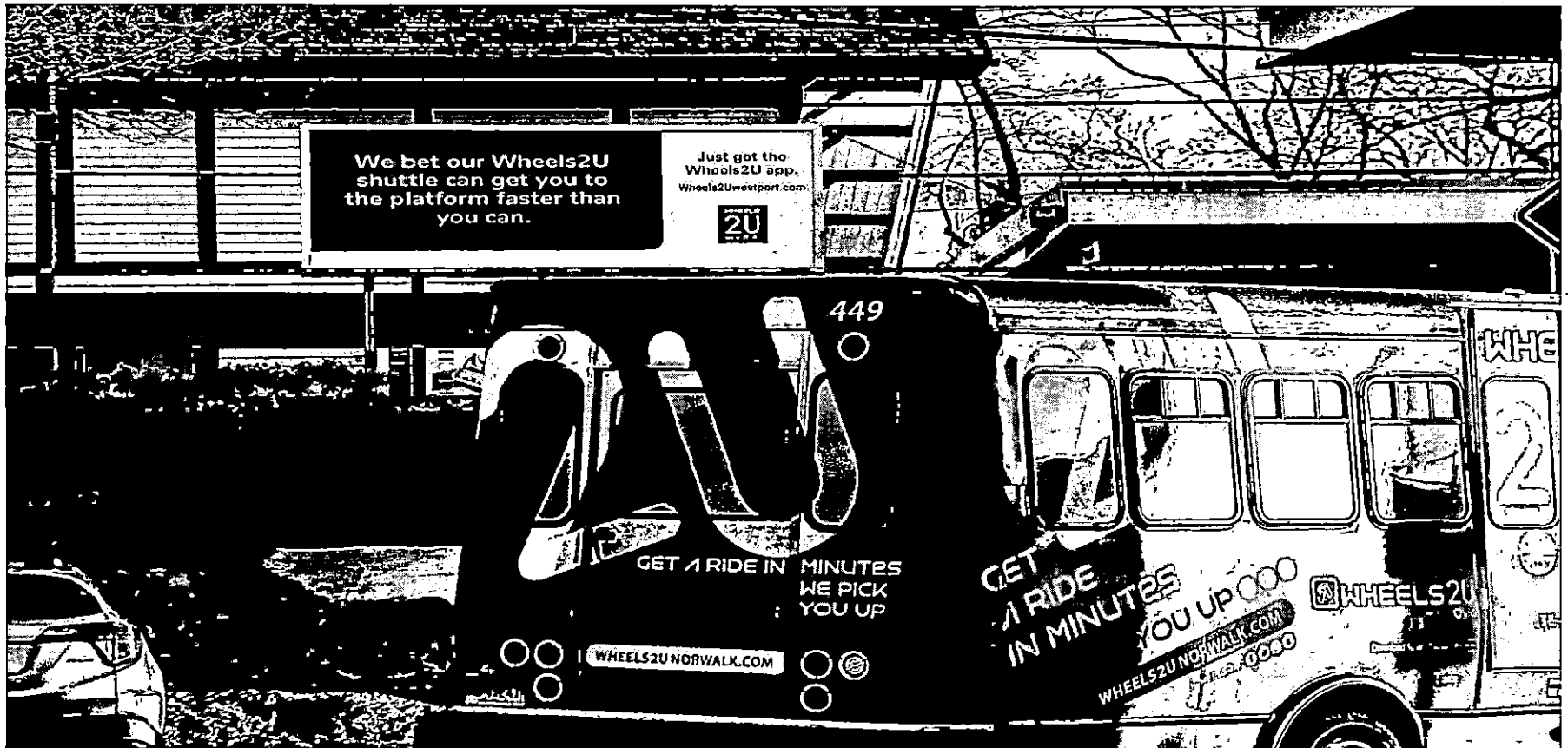
Throughout the meeting several Committee members expressed a desire to initiate a broader conversation about both the Westport Transit District and the Railroad Parking Fund, as part of a more holistic discussion of transportation needs in Westport and how best to address them. A number of members expressed frustration with having the same conversation every year at budget time, and Committee chair Kristin Schneeman pledged to convene a public meeting shortly after the budget meetings to begin a dialogue with other important stakeholders within and outside Town government.

Submitted by Kristin Schneeman, RTM Transit Committee Chair (with input from Nancy Kail)  
April 26, 2022



# RTM Transit Committee

## March 15, 2022



# Westport Transit District Services

- Commuter 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 County 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.
- WTD services do NOT include the Coastal Link service operated by Norwalk Transit, Greater Bridgeport Transit and Milford Transit or ADA required services within  $\frac{3}{4}$  mile corridor on either side of the Post Road.

# Why We Are Here

## WTD Services are a Public Service and a Westport Asset

- The WTD should be treated as a public service, not as a business. Public transit is heavily subsidized in almost all cases.
- The 2017 Town Plan of Conservation and Development 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*).
- The Downtown Master Plan and other recent studies also support more public transportation in Westport.

## WTD Services are Desired and Appreciated by Westporters

- As part of the FY22 budget process, the RTM received emails from over 100 Westport residents and organizations urging restoration of the funding and not one opposing it. These organizations and individuals included:
  - Commission on People with Disabilities
  - Downtown Merchants Association
  - Downtown Plan Implementation Committee
  - Westport Housing Authority
  - Homes With Hope
  - Individual commuters and non-commuters
  - New Residents
  - Sustainable Westport
  - Save Westport Now
  - Coalition for Westport
  - League of Women Voters
  - Team Westport
  - Realtors
  - Long-time residents
- Sample quotes from Westporters' letters are on the following pages.
- Two Town-wide surveys found overwhelming support for the shuttle service from both commuters and non-commuters. See Appendix A for details.
- Each of the times the WTD came to the RTM to restore budget cuts (May of 2013, 2015, 2019, and 2021) the RTM voted overwhelmingly (32 to one in 2021) to restore funds cut by the Board of Finance. See Appendix A for details.

# Westporters Speak Out on Wheels2U

- " There (is) no time for me to drive my husband to the train in the morning chaos, and as a family with one car, this means that without the Wheels2U service, our family will need to buy a new car. That's a new car from a factory, adding congestion on the road, pollution in the air, taking up a parking spot, and essentially taxing our family tremendously.. "

**Sarah Blumberg, mom of 3, 6 Daybreak Lane**

- "...up until the COVID shut down, over a year ago, I was a 5 day per week shuttle rider to and from the Westport Train Station. I counted on that service to get me to and from work and I would not have been able to be a resident of Westport without it. Not only having this service available for NYC commuters but for people who are without transportation is vital for our entire community. A town without reasonable, affordable public transportation just isn't a town I want to live in."

**Cori McConnell, Westport homeowner since 2017**

# Westporters Speak Out on Wheels2U

- "I can personally say that the shuttles we offer commuters are a big selling point for our town and we need to promote ridership of this very cost-efficient, GREEN, forward thinking method of transportation, instead of eliminating the program with no alternative on the table. This is a critical time to save our town from losing over a half million in state grant funding that can be used to address rapidly-intensifying traffic and transportation issues."

**Jenna Friedman, Westport Resident for over 20 years**

- "I had been a loyal rider of Westport Shuttle during my daily commute between Westport and NYC since 2010 when I moved here from California. I love the Wheels2U service with its app, which is better and more convenient than before. Since I am planning to resume my daily commute in Fall and believe the ridership will back to normal or even more than the time before the pandemic due to the reopening of our city, state and country and world in Fall."

**Jim Cheng, Westport Resident for over 10 years**

- "I rode the shuttles for 17 years and while I have now during Covid been granted a parking pass, I continue to see their true value to the town, its residents, the environment, and our property values. Please continue to offer this unique and valuable service. "

**Rick Hochman, 12 Meadowbrook Lane**



# Westporters Speak Out on Wheels2U

- "As both a commuter and a resident on Imperial Ave, I not only use the Wheels2U shuttle to get to the Westport train station, but it also has an impact on reducing the commuter traffic that uses Imperial Ave every morning and night. Which can be very dangerous based on how those who are late for their train speed down our street. It also has great potential to aid economic development by providing a cost-effective and environmentally-friendly way for Westport commuters, reverse commuters, and others to link their homes, their employers, and downtown to the train stations."

**Michael Maurillo, Westport Homeowner**

- "Wheels2U, in addition to being invaluable to new Westport homeowners who are waiting for Railroad Parking permits, is also a boon to people who already have RR Parking Permits, but encounter emergencies that make it impossible to drive to the station. Whether for a few days (car trouble), or an extended period of time (temporary medical problems that don't fall under ADA), it's nice to know that in Westport, when you need to get to the station, Wheels2U has you covered."

**Carolin Sigal, Westport homeowner**

# Westporters Speak Out on Wheels2U

- "My wife and I are residents that are/were extremely excited for the shuttle to & from the train station. She will be returning to the business she owns & runs in Manhattan 2/week starting this summer and I will be returning to my office 2 or 3/week.

The advent of a local shuttle at a reasonable cost was extremely attractive as a low carbon mechanism to get us to the train, a means to meet some of our Westport neighbors (people chat in Via vehicles), and enabled us to feel like we were adding to traffic congestion in town.

We have become apostles for our friends still living in NYC who are eager to leave and one of the many amazing things about Westport we tell them is that you can commute to the train like you did in Manhattan- without having to buy another car. For friends that are school teachers, social service workers, or work in the Philanthropic sectors the thought of raising the their kids in an inclusive community like Westport is extremely appealing but the cost of additional vehicles can be prohibitive especially as real estate prices have escalated. The town funding for the Wheels2U program was a true benefit for them and a liberating aspect for others of us. "

**Dave Altman, Westport Homeowner**

# Wheels2U Westport

## Microtransit Operating Model

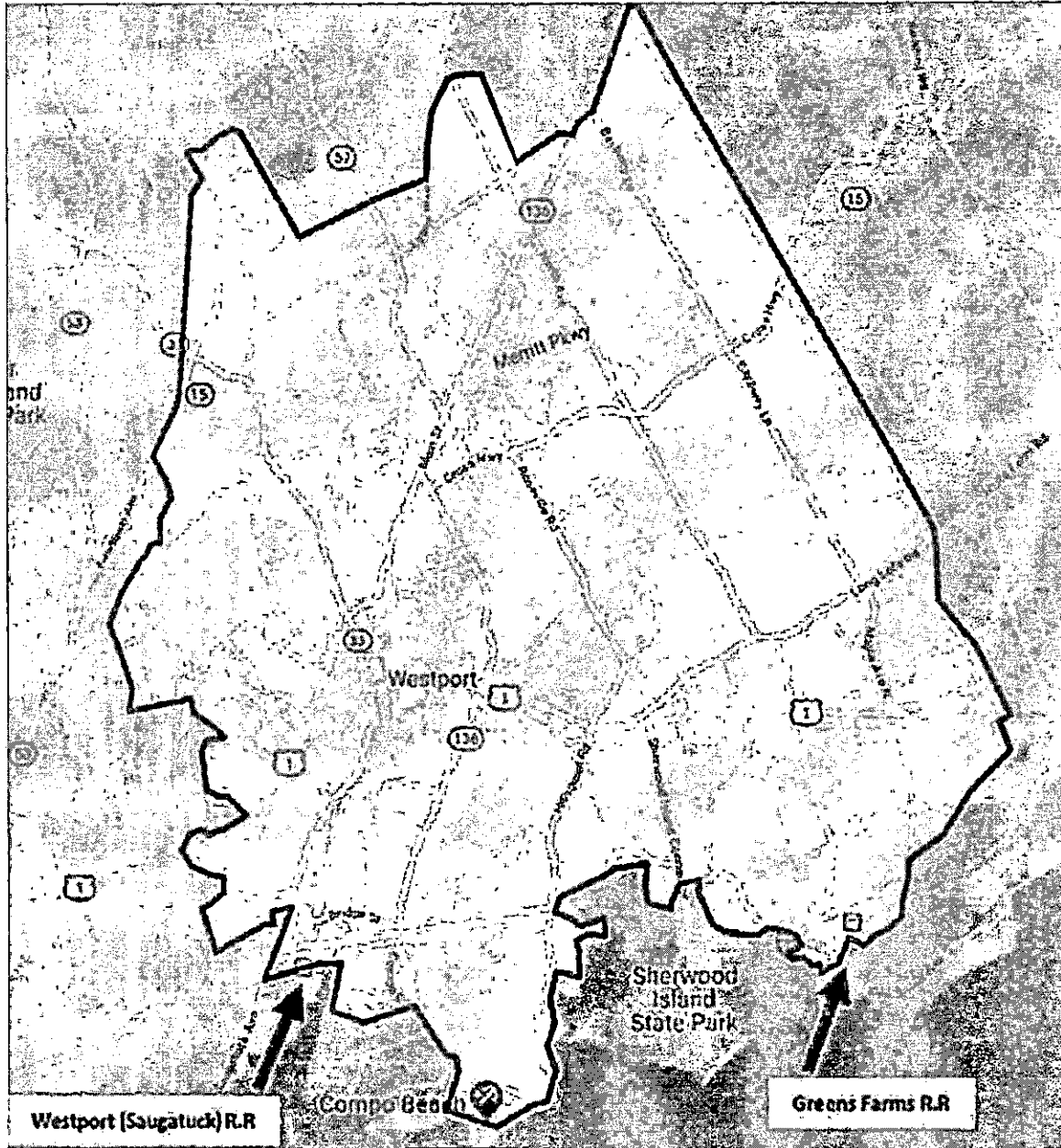
[Wheels2UWestport.com](http://Wheels2UWestport.com)

# 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:
  - Morning pickups: between 5:45AM and 10AM
  - Evening pickups: between 4:00PM and 9:30PM
- 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. Average ETA until bus arrives is less than 7.5 minutes.
- Fares:
  - \$2.00 paid with App.
- User Satisfaction: Average of 4.9 out of 5.

# Wheels2U Westport Coverage



# WHEELS 2U Westport

## How it Works

1. Download the Wheels2U App



2. Request A Pickup

3. Get Going



# Requesting a Pickup

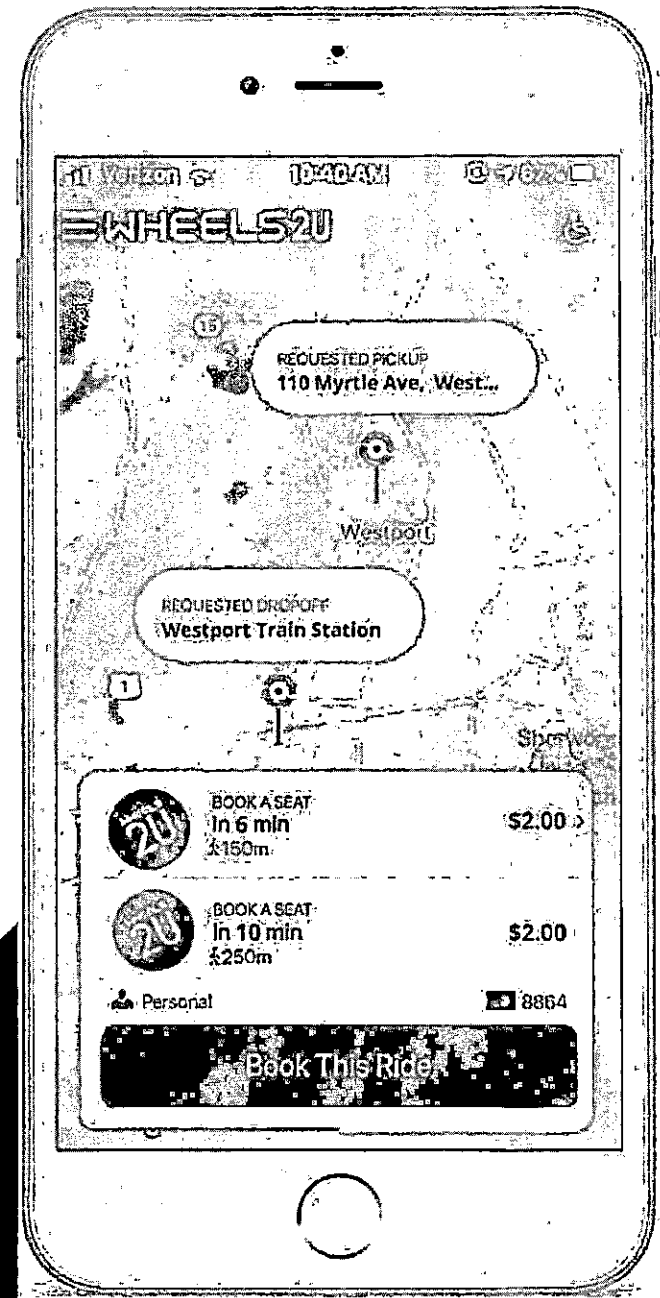
## Follow these simple steps:

- **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—Financial Benefits

- 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 — Town Benefits

- Shuttles help reduce congestion and parking demand.
- Shuttles help improve environment, especially with upcoming 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.

## Wheels2U Westport — Town Benefits

- Shuttles support Westport businesses and economic development by providing cost effective link between train stations, employers and downtown.
- Shuttles differentiate Westport from other towns, supporting the real estate market and enhancing the “Westport brand.”

# Key FY22 Accomplishments to Date

- Extended Wheels2U service to Arlen Road area of Westport at no additional cost and with no adverse affects on service levels.
- Extended morning and evening Wheels2U operating hours to better serve commuters.
- Health and Human Services needs survey completed. Identified grant which may be useable to provide additional services to identified population.
- Worked with Westport Downtown Association on possible service for employees between Imperial Ave. lot and downtown to free up parking spaces for shoppers and to assist when Baldwin lot is closed for repaving.
- Worked with Liz Milwe on survey of Saugatuck Shores area residents to determine need for Wheels2U services; goal of extending service to last part of Town not currently served if it can be done without increasing costs or adversely affecting existing service response times.

# Key FY22 Accomplishments to Date

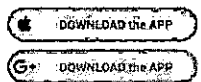
- Worked with Jim Foster to developed monthly Wheels2U scorecard for BOF. Subsequently submitted for all BOF meetings.
- Continued email marketing program with email messages sent to 16,000 plus mailing list about every two weeks.
- Continue marketing effort: Marpe/Koskinas video promoting shuttles in October, free coffee promotion in November, free rides over Christmas, Will Haskell live Facebook stream from Wheels2U in January, limerick contest and meet the commuter event in March. Coverage in 06880, Westport Journal, Westport Local Press, Westport News and via WTD email list. See <https://www.wheels2uwestport.com/news>
- Initiated customer satisfaction survey.
- Updated Town and Wheels2U Westport websites.

# Sample Marketing Emails

**Our new Wheels2U shuttles drop you off right at the train platform so no more hiking from the parking lot.**  
 However, if you like hiking may we suggest Yosemite?

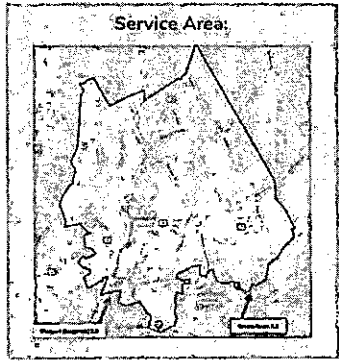
With our new Wheels2U shuttles, we drive to your door and then drop you off right at the platform. No more hiking from the station parking lot to the platform. So you save your hikes for a national park.

Just get the Wheels2U app and order your ride now.



**Hours:**  
 Morning pickups to or from train stations:  
 Between 5:45AM and 9:45AM  
 Evening pickups from or to train stations:  
 Between 4:00PM and 8:00PM

**Fares:**  
 \$2.00 with Wheels2U App or Unilticket  
 (combined Metro-North rail and bus pass)



For additional information, visit [Wheels2UWestport.com](http://Wheels2UWestport.com)



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

**Is there any greater waste of time than walking to the train platform?**

Our new Wheels2U shuttles now pick you up at your door and drop you off right at the train platform.

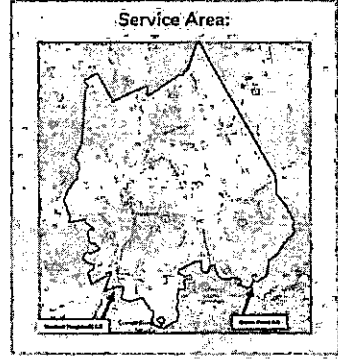
With our new Wheels2U shuttles, we drive to your door and then drop you off right at the train platform. No more long walks from the parking lot.

Just get the Wheels2U app and order your ride now.



**Hours:**  
 Morning pickups to or from train stations:  
 Between 5:45AM and 9:45AM  
 Evening pickups from or to train stations:  
 Between 4:00PM and 8:00PM

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For additional information, visit [Wheels2UWestport.com](http://Wheels2UWestport.com)

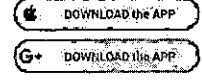


Wheels2U Westport is operated by Norwalk Transit and sponsored by Westport Transit.

**Some of you may not be exactly excited about commuting again, so we're offering door to platform service to ease the pain.**

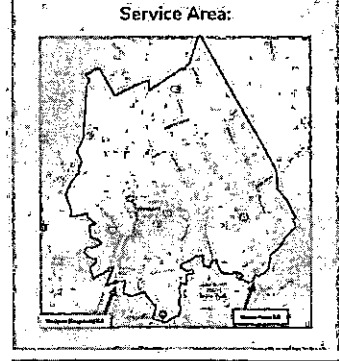
With our new Wheels2U shuttles, we drive to your door and then drop you off right at the train platform. No more bus routes. Hey you're making the effort to commute again, we figured we could make the effort to pick you up.

Just get the Wheels2U app and order your ride now.



**Hours:**  
 Morning pickups to or from train stations:  
 Between 5:45AM and 9:45AM  
 Evening pickups from or to train stations:  
 Between 4:00PM and 8:00PM

**Fares:**  
 \$2.00 with Wheels2U App or Unilticket  
 (combined Metro-North rail and bus pass)



For additional information, visit [Wheels2UWestport.com](http://Wheels2UWestport.com)



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

# Ongoing Initiatives

- Extending Wheels2U service to Saugatuck Shores area, the last part of town not already covered. (Service to Arlen Road area added August 2021.)
- Working with Norwalk Transit District to explore advantages and disadvantages of merging WTD and NTD.
- Designing grant funded service to take elderly and disadvantaged populations to shopping, downtown, and senior center based on completed Health & Human Services needs study; employees from Imperial lot to downtown, connect downtown to train mid-day.
- Exploring grant funded service to take people with disabilities to Fairfield and towns to the east.
- Met with PTA Council co-presidents to begin exploring need for after school service that fits within Federal guidelines, summer bus service from downtown to Compo Beach and Longshore.
- Working with NTD on possible extension of NTD services from Norwalk to Saugatuck train station Thursday through Sunday evenings to bring people to Saugatuck area restaurants, etc..
- Electric buses. NTD breaking ground by June on facilities to serve electric buses. NTD is third in line in state (after Hartford and Waterbury) for full electric bus service.
- Working on state run and funded service from train stations to Sherwood Island State Park to increase usefulness to Westport.

# Westport Transit District Ridership Data

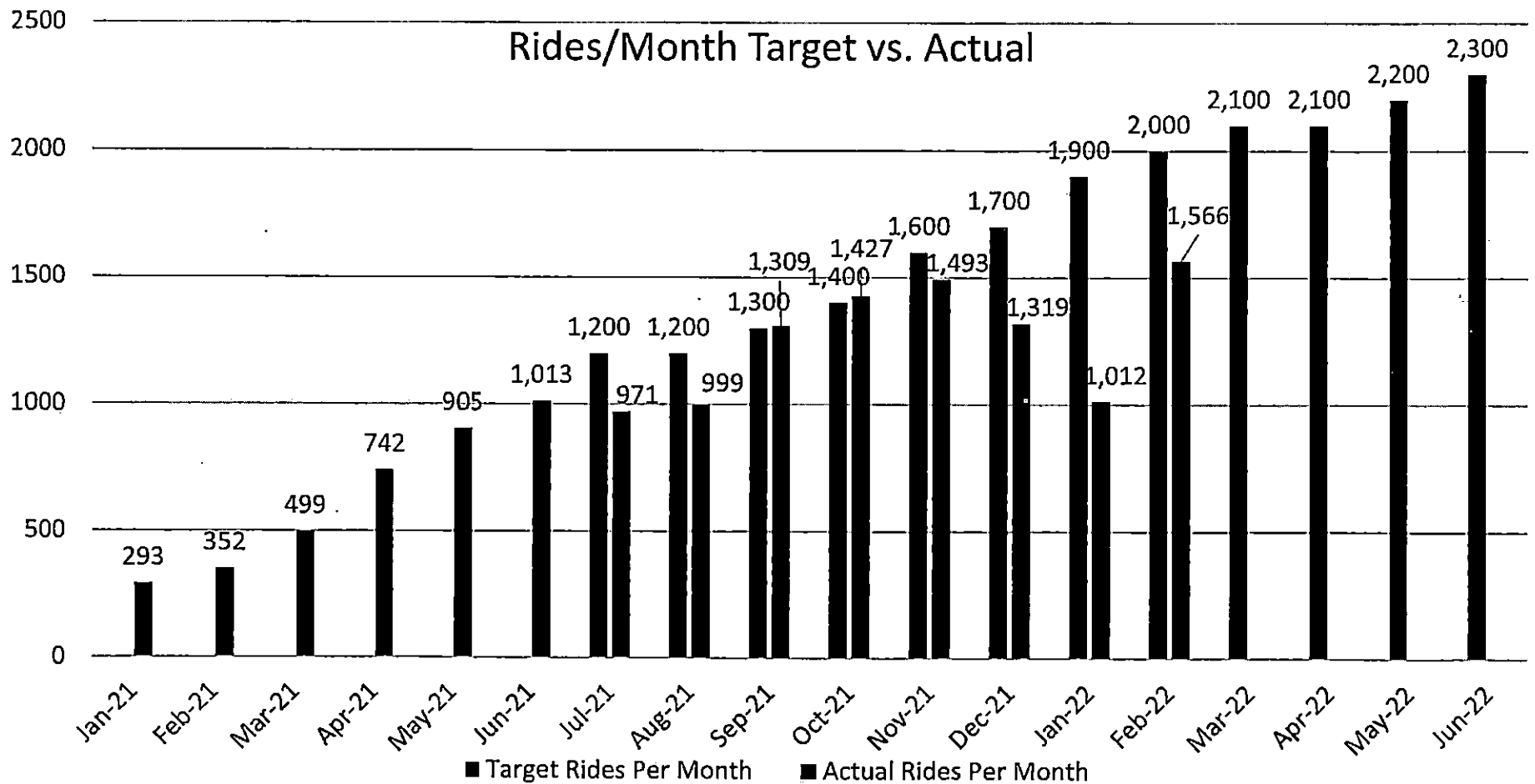
# Wheels2U Ridership Levels

- FY22 Target: 21,000 rides (Target set Feb. 2021, before Delta & Omicron.)
- FY22 Actual to 2/28/22: 10,096 rides
  - Daily ridership increasing since January
  - 858 additional rides from March 1 through March 11.
- FY22 actual commuter shuttle ridership to February 28, 2022 is about 38.9% of levels for same period in FY19; last full year prior to the pandemic.
- Metro-North weekday boardings at Westport and Greens Farms are approximately 53% of pre-COVID level. Weekday peak hour boardings during Wheels2U operating hours are lower.
- Metro-North weekday peak hour service is about 62% of pre-COVID levels. Metro-North plans an increase in service levels on March 27. Will still be less than 80% of pre-COVID levels



# Ridership

- Fiscal Year target of 21,000 rides developed in February 2021, before Delta and Omicron
- Ridership affected by Delta and Omicron variants
- 858 additional rides from March 1 through March 11.



# Westport Transit District Cost Per Ride FY22 to 2/28/22

Service	# of Rides	# of Unique Riders	Cost/Ride	Total Cost to Westport
Wheels2U	10,096	613	\$19.13	\$193,138
Town to Town for People With Disability	114	16	\$181.42	\$20,682
Elderly & People With Disability Within Westport	324	18	\$51.24	\$16,602

- Data is as of February 28, 2022.
- Cost per ride excludes \$2,721 marketing expense.
- Rides for Elderly and People with a Disability are partially funded by a state Municipal Grant. Town-to-Town rides receive no state funding.

# RECURRING CONCERNS

# Subsidies for “Hedge Fund Millionaires”

- Town subsidizes railroad parking by charging below market rates for permits and daily parking.
- Railroad parking fees are lowest (except for Southport) on New Haven main line between Fairfield and Greenwich. See Appendix B for details.
- Town subsidizes Tesla and other electric car owners by maintaining 13 public charging stations at the Greens Farms and Westport train stations and 2 more at Town Hall while not charging users for the electricity.
- Median Westport household income is \$181,360 and per capita income is \$91,925, both far below “hedge fund millionaire” level.

# “Green” Issues

- Need to coordinate all actions to meet Town goal of Net Zero by 2050.
- One aspect is to change car culture to help reduce carbon emissions, ease pollution.
- Yet Town actions undermine transit use, e.g.,
  - Created additional parking spots at train stations
  - Charge below market fees for train station parking
- Ending existing WTD commuter services significantly increases difficulty of adding electric bus service
  - NTD breaking ground by June on facilities to serve electric buses.
  - NTD is third in line in state (after Hartford and Waterbury) for full electric bus service.

# “Solving” Transit

- BOF, WTD and RTM have long history of going round in circles on transit funding.
- BOF members, the WTD Director, and RTM members don't have the expertise needed to find and evaluate solutions to advance the discussion.
- Emailed First Selectwoman on Feb. 22 asking for assistance in evaluating the Town's transit needs and the best way to deliver any needed services.
- Will meet with First Selectwoman at the end of March/early April to discuss the future of transit and the WTD.

## 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 FY23 Budget



# Expense vs. Budget FY22 to February 28,2022

- On track to finish year within budget

FY 22 Budget	
\$342,000	RTM Approved Budget (includes \$15,000 for Marketing)
\$18,600	FY 21 Carryover Funds for Norwalk Transit Expenses
\$6,000	FY 21 Carryover Funds for Marketing Expenses
<b>\$366,600</b>	<b>Total</b>

FY 22 Expenses to Date (July - December 2021)	
\$193,138	NTD Wheels2U Westport
\$16,602	NTD In-Town Elderly and Disability
\$120,682	NTD Town to Town Disability
\$2,919	Marketing
<b>\$232,940</b>	<b>Total</b>

## FY23 Budget Background

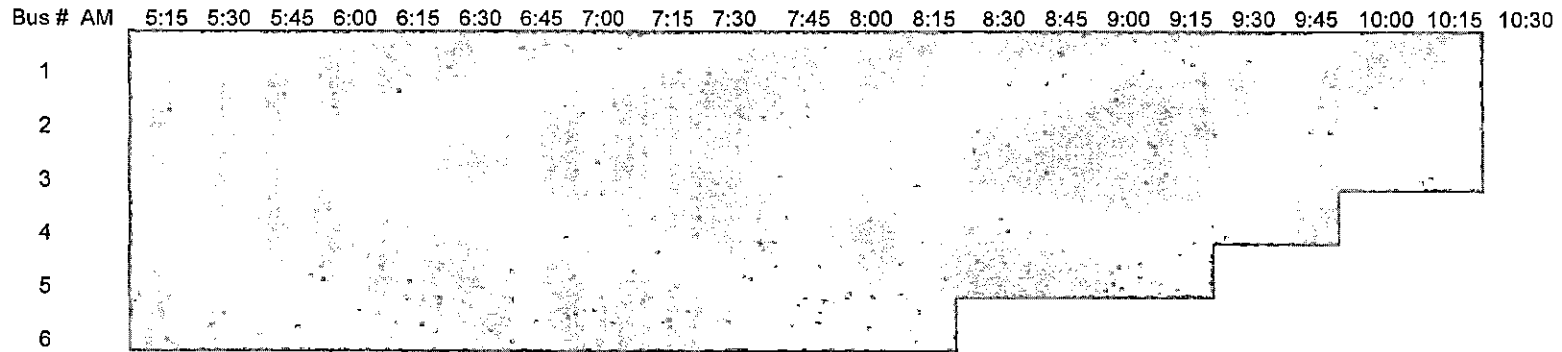
- Commuter shuttle revenues and cost structure based on Wheels2U Westport microtransit operating model (in place only since October 15, 2020).
- Pandemic makes forecasting difficult.
  - Difficulty in accurately predicting when, how rapidly, and to what extent commuting will increase due to COVID and potential variants. However, Wheels2U model provides flexibility to match service levels to demand up to 3 times/year.
  - Change in commuting habits: commuters more likely to work from home and commute only two or three days/week instead of pre-COVID five days/week.
  - Door-to-door ridership also affected by COVID as people shelter in place and postpone doctor appointments.
- State funds approximately 66% of the Wheels2U budget plus small State grant for in-town service for the elderly and people with a disability. No reason currently to think there will be changes.

# Key FY 23 Budget Assumptions

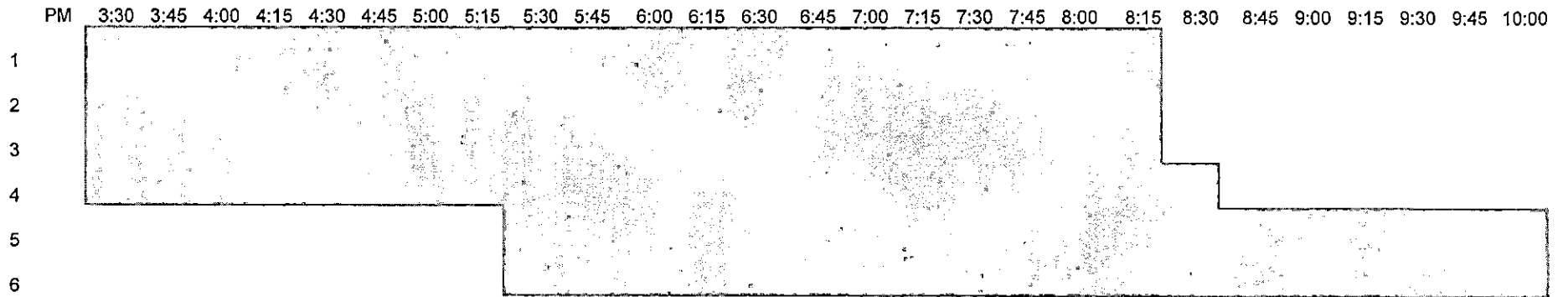
- Commuter shuttle ridership of about 21,000 / year, slightly more than half of pre-pandemic level. Door-to-door ridership (combined in-town and town-to-town) of 1,958, equal to FY20.
- Single Wheels2U ride fare of \$2.00 remains unchanged. Uniticket price assumed to be unchanged. Door to Door fare of \$3.50 every time a town boundary is crossed remains unchanged.
- Payroll costs (including benefits) and fuel cost increases offset by savings in other operating costs.
- State funding formula remains unchanged.
- Metro North schedule stays the same.

# Wheels2U Westport Proposed Buses for FY22

Time is quarter hours beginning at



Time is quarter hours beginning at

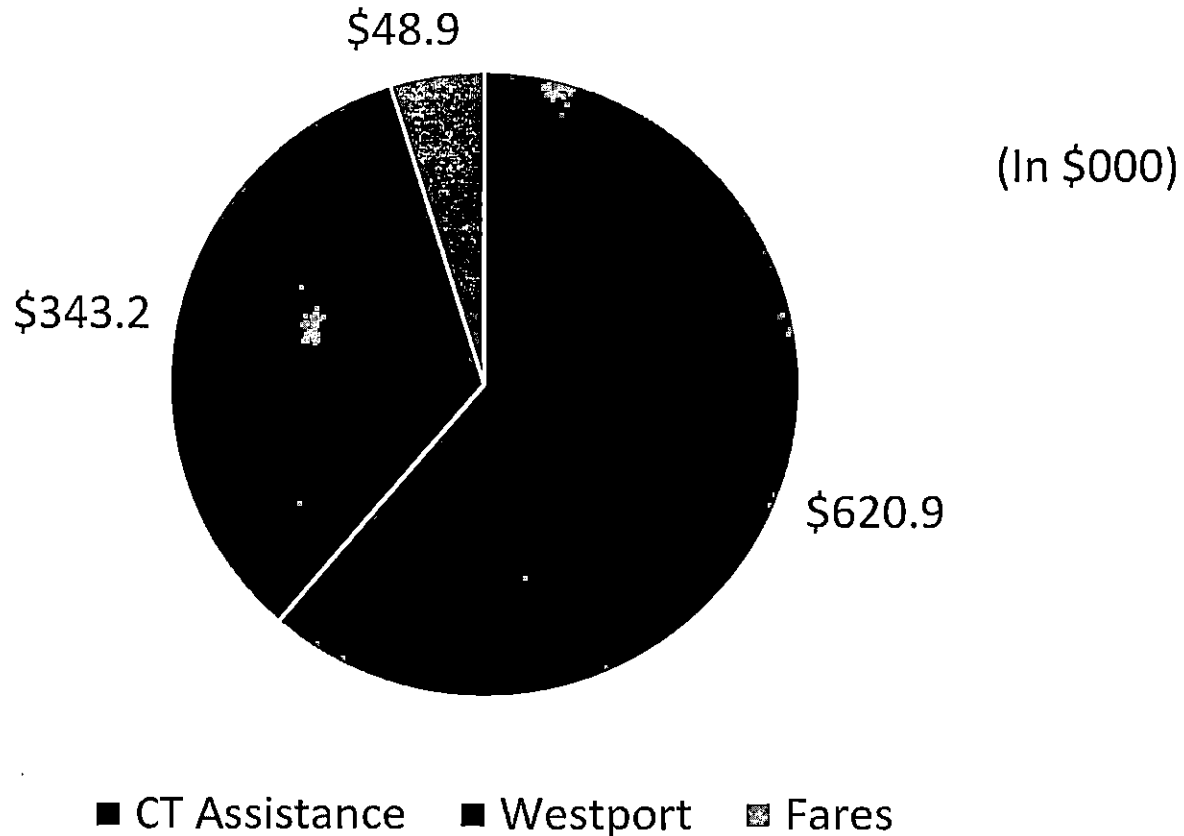


Total number of bus hours (green area) w/o deadheading 21.75AM 23.75PM Total 45.50

Usage can be adjusted three times a year based on commuting patterns.

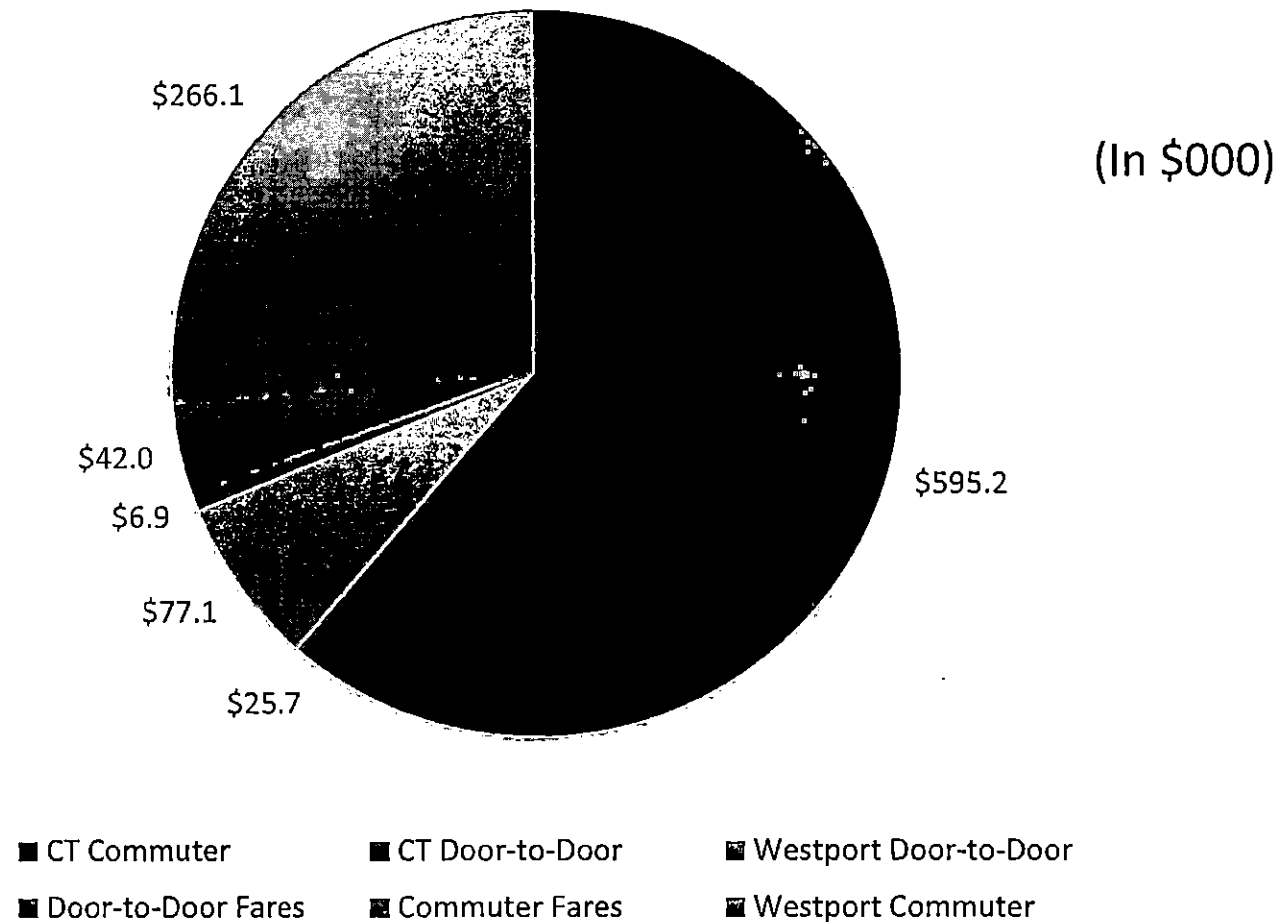
# Westport Assistance to WTD FY23 Budget

Westport's FY23 requested assistance to the WTD budget is \$343,200.



# FY23 WTD Budget

## Funding by Service and Source



CT Funding is \$595,200 (65.89%) of the commuter shuttle budget and \$25,700 (23.44%) of the door-to-door service budget.

## Proposed FY23 Westport Assistance to WTD Budget

(\$000)	<u>FY22*</u>		<u>Proposed FY23 Budget</u>
	<u>Budget</u>	<u>2/28/22A</u>	
Shuttle	\$257.5	\$193,138	\$266.1
Door-to-Door	<u>\$84.5</u>	<u>\$37,284</u>	<u>\$77.1</u>
<b>Total</b>	<b>\$342.0</b>	<b>\$230.4</b>	<b>\$343.2</b>

\*WTD's FY22 RTM approved budget is \$342.0 which was increased to \$366.6 by BOF approved carryovers from FY21 (\$18,600 for operating expenses and \$6,000 for marketing).

# Appendix A

## 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 commuter 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 (a system of 7 fixed routes prior to the 2020 introduction of the Wheels2U operating model), 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 3<sup>rd</sup>.
- 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.



# FY22 Town Budget Process

- The Board of Finance cut the WTD's budget for the commuter shuttles by \$157,500, a reduction of 50%.
- If sustained, Wheels2U commuter service would have ended December 31, 2021, after only two and a half months.
- On May 3, 2021 the RTM voted 32 -1 to restore the funding for Wheels2U.

**RTM Finance Committee Meeting**  
**The Board of Education's 2022 – 23 Operating and Ancillary Budgets**  
**April 13th, 2022**  
**Meeting via Zoom**

The RTM Finance Committee met to consider the Westport Board of Education's 2022-23 Operating Budget of \$129,500,574 (\$130,308,646 less the \$808,072 Health Care related reduction from the Board of Finance) along with other ancillary budgets. The ancillary budget items are:

- a. BOE Program Expenses of \$199,174 (Stepping Stone Preschool Offset Budget)
- b. Aid to Private Schools of \$529,622 (Greens Farms Academy, Pierrepont School)
- c. BOE Debt Service of \$8,425,398 (Town Finance assigned)

**In Attendance for the RTM Finance Committee :**

- Seth Braunstein – Chairman
- Rachel Cohn
- Noah Hammond
- Nancy Kail
- Christine Meiers Schatz
- Don O'Day
- Stephen Shackelford
- Cathy Talmadge

**For the Board of Education & School District:**

- Lee Goldstein - Chairwoman
- Liz Heyer – Vice Chairwoman
- Thomas Scarice – Superintendent of Schools
- Elio Longo – Chief Financial Officer
- John Bayers – Assistant Superintendent of Human Resources and General Administration
- Anthony Buono – Assistant Superintendent of Teaching and Learning
- Mike Rizzo – Assistant Superintendent of Pupil Services

**Others In Attendance:**

- Jimmy Izzo – RTM Member
- Harris Falk – RTM Member

### Westport Board of Education's Proposed 2022-23 Operating Budget

<i>\$ million</i>	Proposed Budget 2022-23	BOE's Budget 2021-22	Next Year's Budget vs This Year' Budget (H/(L))		2013 - 2023 Ten Year Trend		
			\$	%	\$	%	CAGR
<b>Total Expense</b>	<b>129.5</b>	<b>125.6</b>	<b>3.9</b>	<b>3.11%</b>	<b>25.3</b>	<b>24.3%</b>	<b>2.45%</b>
- Total Salaries	84.3	81.7	2.6	3.19%	15.1	21.9%	2.22%
- Total Benefits	19.7	20.2	(0.5)	-2.40%	3.5	21.7%	2.21%
- Total Purchased Services	2.3	2.2	0.1	4.19%	1.1	90.7%	7.44%
- Total Property Services	6.9	6.5	0.4	6.30%	1.2	21.7%	2.21%
- Other Purchased Services	12.2	11.4	0.8	7.30%	4.6	59.9%	5.35%
- Supplies	2.9	2.9	0.0	0.70%	0.3	12.5%	1.32%
- Equipment	0.6	0.2	0.4	148.50%	(0.7)	-51.5%	-7.72%
- Other	0.6	0.5	0.1	12.02%	0.1	23.8%	2.40%

	Proposed Budget 2022-23	Count as of 10/1	Next Year's Budget vs This Year' Budget (H/(L))		2013 - 2023 Ten Year Trend	
			\$	%	\$	%
<b>Total Enrollment *</b>	<b>5,280</b>	<b>5,345</b>	<b>(65)</b>	<b>-1.2%</b>	<b>(516)</b>	<b>-9%</b>
- Stepping Stones	76	76	-	0.0%	35	85%
- Elementary	2,380	2,324	56	2.4%	(116)	-5%
- Middle School	1,153	1,189	(36)	-3.0%	(238)	-17%
- Staples	1,630	1,715	(85)	-5.0%	(207)	-11%
- Placed Out of District	41	41	-	0.0%	10	32%
<b>Total Staff</b>	<b>943</b>	<b>938</b>	<b>5</b>	<b>0.5%</b>	<b>35</b>	<b>4%</b>
- Certified	596	592	4	0.7%	1	0%
- Non-Certified	348	346	1	0.3%	34	11%

\* includes Stepping Stones and Students Placed Out of District

<b>BOE Proposal Prior to the Health Care related Reduction of \$808k **</b>	Proposed Budget 2022-23	BOE's Budget 2021-22	Next Year's Budget vs This Year' Budget (H/(L))		2013 - 2023 Ten Year Trend		
			\$	%	\$	%	CAGR
<b>Total Expense</b>	<b>130.3</b>	<b>125.6</b>	<b>4.7</b>	<b>3.75%</b>	<b>26.1</b>	<b>25.1%</b>	<b>2.52%</b>
- Total Benefits	20.5	20.2	0.3	1.60%	4.3	26.7%	2.67%

\*\* all other line items are unchanged

Note: Sources for the chart above include the 2022- 23 Operating Budget book provided by the Board of Education as well as prior annual Operating Budget books that are available at the BOE's website.

## **Item 1 – The 2022-2023 BOE’s Proposed Operating Budget – an Overview**

### **The Budgeting Process**

Lee Goldstein, the Chair of the Board of Education, opened the discussion. Lee addressed numerous strategic accomplishments this year and described the 2022-23 Budget as fiscally responsible; the result of collaboration with many partners, including members of the Board of Finance and the RTM.

Both Lee and Tom Scarice, Superintendent of Schools, highlighted the transparency of the Budget process, from the initial development in the Fall, all the way through these final presentations. The Committee agreed, seeing this year’s budget cycle as the most transparent and detailed in memory.

### **Expense Overview**

The BOE’s Operating budget for the 2022-23 School year is **\$129,500,575** which is **\$3,905,992** or **3.11% higher** than the budget for the current school year.

Mr. Scarice described the initial ask from his team at \$132.8 million, a year-over-year increase of 5.71%. Tom reduced that request by \$2.4 million to \$130.3 million, a 3.78% year-over-year increase, and the BOE, satisfied that the Superintendent had met their reasonable and responsible mandate, tweaked that 3.78% increase down to 3.75%.

The Board of Finance voted to reduce the BOE’s budget by \$808,072 due entirely to expected saves in benefits related to a negotiated change in Health Care plans. These plans are currently being finalized by the BOE and the Unions representing school employees. The BOF was clear that if these benefit saves did not materialize, they would restore the funds to the BOE budget and send that recommendation to the RTM.

### **Enrollment Overview**

The budget calls for a total enrollment of 5,280 students next year, 65 fewer than the current year.

The Elementary schools will increase by 56 students while Middle School enrollment will fall by 36. Staples will see the largest drop in enrollment falling by 85 students (5%) primarily due to a large class of graduating Seniors being replaced by a smaller group of rising Eighth-graders.

### **Staffing Overview**

Total Staff throughout the entire school system is budgeted at 943 next year, an increase of 5 FTE over the current year. All of the increases are related to the hiring of Special Education teachers and support staff.

## **Comments and Observations by the Committee about the Operating Budget**

### **Enrollment Across the District**

During a discussion with the Committee around school enrollment uncertainty, Mr. Scarice and Ms. Goldstein shared an area of potential risk to next year's Operating budget. They described their ability to absorb unexpected spikes to enrollment in the Middle Schools and Staples compared to the Elementary schools.

For example, this year's total enrollment of 5,345 students was 42 higher than budget with the Elementary schools 77 higher than expected.

Increases in Elementary school populations requires a more formulaic approach to hiring and spending. Class size levels can quickly reach their maximum limits per policy and new class sections and teachers must be added. For example, the 2021 – 22 increase of 77 Elementary school students was the primary driver behind the hiring of 11 new classroom teachers.

It was noted that next year's budget calls for an Elementary school population increase of 56 from this year bringing enrollment at the Els to their highest level since 2015.

### **ESSER Funds and their impact to Year-over-Year Operating Budget Comparisons**

Mr. Longo described how the Elementary and Secondary Emergency Relief funds (ESSER) provided the school district with a 2022 school year benefit of \$739,921 against Building projects, building maintenance and Instructional Technology spending.

Mr. Longo explained that the expenditures covered this year by ESSER funds year must be covered in next year's school year, and beyond, with conventional Operating Expenses. Thus, ESSER funds, while beneficial, actually masks some year-over-year efficiencies by the team.

Asked by a Committee member if any of the projects covered by these ESSER funds were accelerated to benefit future years, we were told no, they were simply part of the regular spending cycle.

### **Paraprofessionals and their impact on the Operating Budget.**

Paraprofessionals were described by the BOE and the Administration as critical care staff for our children. They provide one-on-one services to students with the greatest needs while others may offer extra help and attention to students in support of classroom teachers.

Inclusive of next year, these Special Education Paraprofessionals will have increased by 32 FTE or 43% since the 2013 school year.

The committee noted that the increase in staffing for the *entire* Westport Public Schools since the 2013 school year is 35 FTE. Therefore, more than 90% of the total staff increases since 2013 is to support children with the greatest needs with Special Education Paraprofessionals.

### **Ten Year Historical Expense and Staffing Trends vs Enrollment**

School expenses, inclusive of next year's budget, will have grown at a CAGR of 2.45% since 2013 with annual Operating expenses increasing by \$25 million (24%). Staff levels will grow by 35 FTE.

During that same time, total enrollment will fall by 9% with declines in all of the K – 12 cohorts.

The Committee asked if the growth in expenses and FTE, despite the decline in enrollment, was primarily due to Special Education spending. As noted, Special Ed Paras increased by 32 FTE. Similarly, Special Education teachers will have increased by 12 FTE over that time period.

Overall, the total Special Education based FTE increase of 44 more than accounts for the overall increase of 35 FTE at the total District level.

The response from the Administration was only partial agreement. Beyond Special Education, they pointed to spending to promote ongoing curriculum improvements for all students, a heightened focus on social and emotional well-being programs, overall contractual salary increases, technology investments, rising transportation costs, and addressing long needed facilities improvements, among other reasons, for rising costs. They also provided a list of operational efficiencies that keep costs in check.

### **Expense Savings Going Forward and Continued transparency**

The Committee also addressed the BOE's cost per student ratio which is outpacing the growth in overall operating expenses.

In 2013 the cost per student was \$17,974. The 2022-23 cost per student will be \$24,527, an increase of 3.5% on a CAGR basis and 36% on a raw basis.

The Committee heard clear commitments by the BOE and the Administration that they will continue to pursue cost reductions and transportation expense is at the top of their list. A study will commence this year that will bring technology and a new set of eyes to tackle an age-old challenge in Westport's school transportation efficiency.

The committee also acknowledges the ongoing effort by this particular School Administration to always return money to the Town of Westport that is not spent.

### **Facilities Vision – Increased focus on Maintaining the Asset**

Several Committee members raised the issue of facilities management and expressed their concern that school buildings must never fall into disrepair as they did with CMS.

The Superintendent and BOE Chair expressed their confidence that the new facilities plan was comprehensive and the attention to detail was unmatched. Further, the Committee expressed interest to meet as needed with the BOE to examine spending requirements and broaden confidence in the BOE's approach to facility management.

### **Core Curriculum Enhancement Challenges**

Lastly, but perhaps most importantly, Committee members challenged the BOE to do more to fight the lingering effect of the pandemic. The Committee suggested that studies show how Math proficiency was most impacted and advocated for more spending on tutoring and workshops. The call for bold investments was made and the Superintendent shared that it was perhaps the most encouraging comment of the budget process.

*For the vote on the BOE's 2022 – 23 Operating Budget - Don O'Day made the motion to approve and the motion was seconded by Noah Hammond. The vote by the RTM Finance Committee was unanimous: 8 in favor and 0 opposed*

### **Item # 2 – The BOE's 2022-2023 Budget Offset from Stepping Stones Preschool.**

The Committee was asked to approve the annual budget offset from Revenue from students attending Stepping Stones Pre-School who are not receiving Special Education Services. The total amount of tuition is \$199,174.

*For the vote on the BOE's 2022 – 23 Budget Offset - Don O'Day made the motion to approve and the motion was seconded by Noah Hammond. The vote by the RTM Finance Committee was unanimous: 8 in favor and 0 opposed*

### **Item # 3 – The BOE's 2022-2023 Budgeted Aid to local Private Schools.**

The Committee was asked to approve the required annual appropriation of funds totaling \$529,622 to the Westport based Green Farms Academy and the Pierpont School based on Westport residents attending those institutions

*For the vote on the BOE's 2022 – 23 Aid to Private Schools - Don O'Day made the motion to approve and the motion was seconded by Noah Hammond. The vote by the RTM Finance Committee was unanimous: 8 in favor and 0 opposed*

### **Item # 4 – The BOE's Debt Service assigned by the Town.**

The Committee was asked to approve the school-based balance of debt expected at the start of the school years as assigned by the Town of Westport. The balance is \$8,425,398.

*For the vote on the BOE's 2022 – 23 Debt Service assigned by the Town - Don O'Day made the motion to approve and the motion was seconded by Noah Hammond. The vote by the RTM Finance Committee was unanimous: 8 in favor and 0 opposed*

## **RTM Education Committee Meeting April 12, 2022**

On April 12, 2022, members of the Board of Education (BOE) and administration met with the RTM Education Committee via Zoom to discuss and vote on the Board of Education Proposed 2022-2023 Operating Budget. Present were Tom Scarice, Elio Longo, Anthony Buono, Mike Rizzo, John Bayers, Liz Heyer, 8 of the 9 members of the Education Committee (Lauren Karpf, Lou Mall, Candace Banks, Brandi Briggs, Kristin Schneeman, Kristin Purcell, Lisa Newman, Christine Meiers Schatz), and members of the RTM.

### **Background:**

In around January 2022, the Superintendent proposed a budget of \$130,341,610, amounting to a 3.78% increase over last year's budget. The Superintendent's proposed budget already included a cut to the request brought forth by Administrators and Central Office totaling a 5.71% percent increase. After extensively reviewing and revising the Superintendent's Proposed Budget, the BOE presented to the Board of Finance (BOF) a proposed budget in the amount of \$130,308,646, an increase of 3.75% over last year's budget.

The BOF approved a budget of \$129,500,574, amounting to an increase of 3.11% over last year's budget. The decrease assumes an exit from the State Partnership Plan (amounting to a savings of \$800,000) and a move to the High Deductible Health Plan. Due to the hard work of the administration and BOE during the long budget process this year, including workshops and tough decisions made by the BOE in order to present such a tight budget, the BOF chair remarked that this was the most smooth and direct budget process to date.

During the meeting, the administration presented an overview of the 2022-2023 BOE Budget and answered questions posed by the Committee. The Committee focused its discussion on the cost of salaries and benefits, maintenance of school facilities, changing enrollment, and impacts of the pandemic on our district.

### **Challenges This Budget Year:**

The administration discussed its fiscal challenges. Overall, contractual salaries and benefits comprise approximately 80.2% of the total budget. The projected certified salaries for FY23 amount to a 3.2% year over year increase, which is more than the 3.11% increase in the budget being presented.

Enrollment increases especially at the elementary level necessitated 11.4 unfunded full time employees during the present school year. This cost alone to respond to increasing enrollment at the lower grades amounts to a .72% increase to the budget, or approximately \$891,000.

Special education costs and staffing also continue to rise in the district as well as the state as more students qualify for special education services and the percent of students with more complex disabilities increases. By way of example, in the 2015-2016 school year, 10.7% of Westport students were identified as students with disabilities. During the 2021-2022 school year, however, 14.7% of the students were identified as students with disabilities. Thus, services and costs, including a necessitated increase in the number of SPED teachers and



paraprofessionals by 6 full time employees, have increased and are expected to continue to increase. Moreover, the district is furthering two relatively new SPED programs which not only meet student needs but help to contain costs over time.

The carryover account will be used to offset \$675,000 for building projects, equipment and SPED transportation.

**Discussion:**

The RTM Education Committee acknowledged the work of the BOE, Administration and Central Office during a difficult year, as well as during the budget process. The Committee acknowledged the continued efforts of the BOE to balance quality education and fiscal responsibility, and thanked them for acting proactively and in a fiscally prudent manner.

We discussed efficiencies and cost avoidances/savings realized this year, including shared staff across buildings; electricity savings; partnering with the Town for paving projects, utilities, snow removal, phones, copiers, etc.; and transportation savings from a decreased number of buses. We also discussed the health care plans and learned that the High Deductible Plan will provide the same level of care for employees as the State Partnership Plan.

We spent a lot of time discussing facilities, including lessons that can be learned from CMS and LLS, maintenance of schools, how to keep students comfortable and safe at LLS and CES until the schools have been renovated or rebuilt, upcoming building projects, and whether an employee should be hired to oversee school buildings. The Committee decided that a separate meeting will be scheduled in May or June to discuss these issues in more detail.

The Committee was pleased to learn that a transportation study this spring will focus on savings and efficiencies with school buses.

Finally, the Committee discussed the need for more opportunities at the schools outside of the classroom, a desire for increased stipends for leadership training, and social emotional concerns including the high stress environment pertaining to students.

**Vote:**

Brandi Briggs made a motion to approve the budget as presented; Kristin Schneeman seconded the motion. The Committee voted 8-0 to recommend RTM approval of the Board of Education Proposed 2022-2023 Operating Budget of \$129,500,574.



# WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

BACK UP MATERIAL  
RTM ITEM # 7

March 21, 2022

Ms. Jennifer S. Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

Re: Request for Appropriation of \$400,000 from American Rescue Plan Act (ARPA) funds for planning, design, and permitting of the redevelopment of Parker Harding Plaza, Jesup Green, and the Imperial Lot.

Dear Ms. Tooker,

This office herein requests an appropriation of \$400,000 from ARPA funds for preparation of schematic plans for Parker Harding Plaza, Jesup Green, and the Imperial Lot, along with construction plans for Parker Harding Plaza.

The project contemplates a redevelopment of the waterfront in all three locations, to create green space along the river and to better utilize the land along the river for public use rather than roads and parking lots. It is intended to bring all three locations to a schematic design level that will provide some consistency, while contemplating construction of the Parker Harding Plaza, as the first of the three to be implemented. Construction of the other two locations will be spread out over the next several years.

We anticipate the project will begin in late May, Early June of 2022 and will be ready for construction in 2023. This effort represents the design portion of the overall Parker Harding transformation, which is listed in the five-year capital forecast at a level of \$3.73M in FY 2024.

Respectfully,

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

cc: Gary Conrad, Finance Director  
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APPROVED: JST  
Jennifer S. Tooker  
First Selectwoman  
Date: 3/25/22

JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT NAME: Department of Public Works Date: 3/21/22

PROJECT NAME AND DESCRIPTION  
 Downtown Redevelopment Design effort- This project is for schematic design of Parker Harding Plaza, Jesup Green and the Imperial Ave Parking Lot, along with construction documents for the Parker Harding Plaza portion of the project

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES  NO  The project is listed in at least three line items in the Capital forecast. This project combines then into one design effort

If no, why not?  
 If yes, answer the following two questions:  
 Which FY was the project first proposed? 2018  
 Which FY was the project first planned? 2010

APPROXIMATE COST:	\$350,000	COST IN CAPITAL FORECAST:	
CONTINGENCY (15%):	\$ 52,500		
	\$402,500	←TOTAL	REQUEST→ \$400,000

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: The request is to utilize American Rescue Plan Act, (ARPA), funds for this work

PAYBACK PERIOD:

PROJECTED START DATE: May 2022 EST. COMPLETION DATE: Feb 2023  
 ESTIMATED USEFUL LIFE: N/A

Is this project part of a larger capital project? Yes as stated above this is a part of three major capital items in the 5-year forecast that total almost \$6M in total

- Has an RFP been issued? YES  NO  An RFP/RFQ was issued
- Have bids been received? YES  NO  Number of bids received: There were four responses to the RFP/RFQ
- Was the lowest bid the winner? YES  NO  This was a qualifications-based selection If not, why? process.

Who will benefit from the project? Anyone coming to Downtown Westport

Is it a replacement? YES  NO  This is a re-envisioning of the Downtown area

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

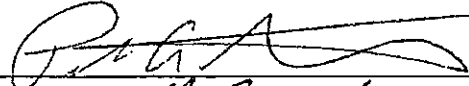

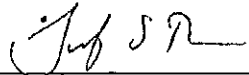
Pictures attached? YES  NO

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: 3-21-22
FINANCE DIRECTOR		DATE: 3/28/2022
FIRST SELECTMAN		DATE: 3/25/22



# WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

BACK UP MATERIAL  
RTM ITEM # 8

March 21, 2022

Ms. Jennifer S. Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

Re: Request for Appropriation of \$232,000 along with bond and note authorization to the Municipal Improvement Fund Account for design and permitting of the replacement to the Hillandale Road Bridge over Muddy Brook.

Dear Ms. Tooker,

This office herein requests an appropriation of \$232,000 along with bond and note authorization to the Municipal Improvement Fund Account for design and permitting of the replacement to the Hillandale Road Bridge over Muddy Brook. The bridge was severely damaged due to repeated scour from flooding events to the extent that in early 2019 a portion of it collapsed. The Town performed an emergency repair on the bridge in spring of 2019 just to keep it open to traffic. The temporary repair was only a stop-gap measure and now the bridge needs to be replaced.

The new design will be resistant to scour and will improve flood conditions. Once designed the Consultant will obtain Federal, State and Local permits for construction. The Consultant will also assist in preparing a State local Bridge Grant application that potentially will provide the project with 50% funding.

We anticipate the project will begin in late May, Early June of 2022 and will be ready for construction in 2023. The design portion of the project is in the 5-year Capital forecast at a level of \$175,000 for Fiscal year 2023.

Respectfully,

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

cc: Gary Conrad, Finance Director  
G:\Pw\_off\PAR\APPRQST\HilandaleBrDES.docx

APPROVED:   
Jennifer S. Tooker  
First Selectwoman  
Date: 3/25/22

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 3/21/22

PROJECT NAME AND DESCRIPTION
Replacement of the Hilldale road Bridge over Muddy Brook

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? 1984
Which FY was the project first planned? 1965

APPROXIMATE COST: \$202,000 COST IN CAPITAL FORECAST: \$175,000
CONTINGENCY (15%): \$ 30,300
\$232,300 <TOTAL REQUEST> \$232,000

SOURCE OF FUNDS:
Table with columns: CAPITAL BOND, GEN'L FUND, CNR, GRANT, STATE, OTHER

OTHER, DESCRIBE:
PAYBACK PERIOD:

PROJECTED START DATE: May/June 2022 EST. COMPLETION DATE: February 2023
ESTIMATED USEFUL LIFE: 75 years

Is this project part of a larger capital project? Yes - this is for design of the bridge; the larger project is reconstruction of the bridge in 2023

Has an RFP been Issued? YES NO
Have bids been received? YES NO Number of bids received: Eight responses to the RFP/RFQ
Was the lowest bid the winner? YES NO If not, why? Qualifications-Based Selection

Who will benefit from the project? All Westport residents that use Hilldale road

[Empty box]

Is it a replacement? YES  NO

If yes, describe condition of what is to be replaced: The existing bridge collapsed in 2019 and was given a temporary repair. Now it needs to be replaced

Pictures attached? YES  NO

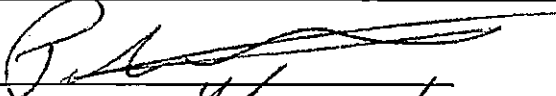
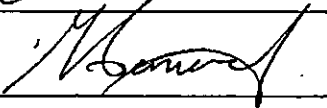
What other approvals/reviews are necessary to begin this project? RTM, BOS

**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: <u>3-21-22</u>
FINANCE DIRECTOR		DATE: <u>3/28/2022</u>
FIRST SELECTMAN	<u>John S. R.</u>	DATE: <u>3/25/22</u>

W1993-0-P015  
March 22, 2022

Mr. Keith Wilberg, PE  
Westport Town Engineer, Department of Public Works  
Town of Westport, CT  
Town Hall, 110 Myrtle Avenue  
Westport, CT 06880

Re: **Proposal for Engineering Services for the  
Hillandale Road Bridge over Muddy Brook**

Dear Mr. Wilberg:

At your request and in support of the Town's consultant selection process, Tighe & Bond has prepared this fee proposal to provide engineering services to the Town of Westport for the replacement of the Hillandale Road Bridge over Muddy Brook. We are prepared to move ahead quickly with design for the replacement structure, and our proposal includes the full complement of services requested by the Town in the RFP and our subsequent conversations that are required to develop construction contract documents as detailed herein.

## **Scope of Services**

### **Phase I – Design Development, Permitting, and Bidding**

#### **Task 1 – Wetland Delineation and Reporting**

One of Tighe & Bond's Professional Wetland Scientists / Certified Professional Soils Scientists will field-delineate wetland resource areas located at the project site and within regulatory setbacks identified in the Town of Westport's Waterway Protection Line Ordinance (WPLO). We understand that the WPLO establishes an increased offset of 15 feet beyond the 25-year storm flood elevation along Muddy Brook, or 15 feet from the wetland boundary, whichever of the two is greater. The Town's Inland Wetlands and Watercourses regulations also establish an upland review area up to 100 feet from the watercourse. Wetlands will be identified, classified, and delineated with consecutively numbered survey tape or pin flags (wetland flags). In addition, a desktop review will be completed to identify and characterize wetland and environmental resource areas adjacent to the site.

During the field work, the wetland scientist will collect data on the vegetation, soils, and other indicators of wetland hydrology at a level of detail sufficient to support the completion of pertinent regulatory forms and reports for future permitting efforts.

#### **Task 2 – Field Survey**

Tighe & Bond will secure the services of a Connecticut Licensed Land Surveyor to prepare an A-2/V-2/T-2 class accuracy field survey of the site referenced to NAD 83 Connecticut State Plane coordinates and NAVD 88 vertical datum. Survey will capture approximately 400 feet of Hillandale Road and 350 feet along Muddy Brook, approximately centered on the bridge. The survey will extend approximately 25 feet past the edge of road and 25 feet from the top of bank through the project limits. The survey will also capture stream cross sections centered on the bridge approximately 500 feet along Muddy Brook as required to support the hydraulic analysis.



**Task 3 – Property Maps**

Tighe & Bond will prepare property maps depicting rights and easements for the properties adjacent to the bridge construction (up to four maps). Street lines, property lines and property ownership will be established as described in Task 2 above.

The Town or its designated representative will be responsible for communicating with the individual property owners, and for securing rights and easements shown on the property maps as necessary to construct the proposed project.

**Task 4 – Hydrology, Hydraulics & Scour**

Muddy Brook drains an area of approximately 1.74 square miles at Hillandale Road, with the watershed extending northward to the Merritt Parkway. The Flood Insurance Study for Fairfield County, effective July 8, 2013, Flood Insurance Rate Map Panel 09001C0414G, shows that there is a regulatory floodplain and floodway associated with the watercourse.

Tighe & Bond will prepare a limited structure type study to enable the Town to select their preferred alternative, as our preliminary assessment shows that both double barrel culverts and a rigid frame bridge could be potential solutions for the Town, with each type of structure having advantages and drawbacks for permitting, construction, water handling, and maintenance. The limited structure type study will address these issues and provide a preliminary opinion of probable construction cost (OPCC) for each option. The limited structure type study will also serve as the basis to document alternatives considered to satisfy the feasible and prudent alternatives test for the local inland wetlands permit.

Tighe & Bond will use the FEMA (Federal Emergency Management Agency) hydraulic model of Muddy Brook as a starting point for the sizing of the proposed structure. We understand that this area was recently restudied under contract with GZA, and we assume that the Town will provide us with electronic copies of the HEC-RAS model. We will build upon the model and add additional cross sections, and/or modify existing cross sections to incorporate topography obtained from the project survey to create an existing conditions model of the crossing, then create successive proposed conditions models to evaluate potential alternatives, and to further develop the Town's selected alternative.

We assume that we will use the flow rates developed in the Flood Insurance Study for design, since the project's regulatory floodplain and floodway impacts will also need to be assessed. We will compare hydrology from other sources to confirm that there are no significant differences which would necessitate design for a higher discharge rate than what is published in the FIS. We will use HEC-RAS to determine the impact of the proposed crossing improvements on the water surface elevation. Furthermore, HEC-RAS will also be used to assess compliance with the Town's floodplain management regulations for compensatory storage and equal conveyance.

Tighe & Bond understands that flood mitigation is a goal of the Town. Upon sizing the hydraulic opening for the Hillandale Road Bridge, we will assess the potential benefits of continuing stream channel improvements upstream and downstream. The limits for this evaluation will extend from the upstream structure at Morningside Drive to the downstream structure at Central Street. The study will be based on available data including previous studies and LIDAR survey to establish the stream geometry. Three options will be considered for stream channel improvements:

1. Keep the stream channel improvements local to the bridge, so that only a Self-Verification Notification Form (SVNF) is needed
2. Extend the stream channel improvements upstream and downstream, but keep them within the threshold of a Pre-Construction Notification (PCN)

- Proposed construction limits
- Required construction rights, partial takes and easements
- Sedimentation and erosion control measures

Roadway Cross Section drawings will be prepared and will include existing and proposed drainage and utilities.

Standard and Miscellaneous Detail drawings will be provided for sidewalk ramps, driveways, drainage structures, signage, and typical sedimentation and erosion control measures.

### **Task 6 – Structural Design**

Based on our understanding of the Town's goals as well as our preliminary hydraulic assessment conducted in support of the Town's consultant selection process, we assume that the proposed replacement structure will consist of a precast rigid frame or two-cell box culvert. Tighe & Bond will prepare an initial funding application for submission to CTDOT State-Local Bridge Program based on the rigid frame option. The application will include the requisite NBIS bridge safety inspection report and preliminary construction cost estimate.

We will prepare a boring layout to support both the frame and culvert alternatives and will conduct oversight of the boring contractor. We will prepare a brief structure type study, as described in Task 4 above, and will meet with the Town to confirm the selected alternative. With the Town's approval, we will prepare the preliminary design, permitting, and final design as described in the RFQ. The replacement structure will be fully designed and detailed to meet all current AASHTO and CTDOT design criteria.

Design plans and technical specifications will be prepared in CTDOT format, which will allow the design team to make use of existing standards and technical specifications to the greatest extent possible. This will help to control design cost and will ultimately result in a plan set that is in a familiar format for the contractor community.

A General Plan, Elevation & Typical Section drawing will be prepared showing general details of the proposed bridge. The plan view will include baseline stationing, controlling horizontal dimensions, span length, skew angles, utilities, and grading. Projected below the plan will be an elevation view showing the proposed structure, controlling horizontal and vertical dimensions, and pertinent watercourse elevations. The typical cross section will show the lane and shoulder arrangements, sidewalk, structural member spacing, slab thickness, and other pertinent details.

A General Notes drawing will be prepared listing design standards, reference documents, material properties, payment notes, and disclaimers. Concrete notes, steel notes and tables will also be provided on this drawing.

A Layout Plan will be prepared showing horizontal and vertical geometry necessary to construct the proposed bridge, including working point coordinates.

Frame or culvert details will be prepared detailing the subject structure, including any deep foundations, footings, wingwalls and cutoff walls, as applicable. The structure is anticipated to incorporate standard CTDOT bridge rail details.

A load rating will be prepared to CTDOT standards and submitted to both the Town and CTDOT, as required for structures funded under the State-Local Bridge Program.

are deemed to be justified, a higher level of USACE permit may be necessary. The additional services to prepare a USACE Pre-Construction Notification or a USACE Individual Permit are included as add-alternates in this proposal and are provided to address limited improvements proximate to the bridge. The scope and fee for add-alternate services are not triggered unless specifically requested by the Town; refer to Add-Alternate Services below.

Tighe & Bond will request pre-application meetings with regulatory review agencies for presentation of project concepts to reviewers and to confirm which approvals are required. We have assumed up to two meetings.

Tighe & Bond will present to Westport Boards and Commissions as part of the permit review process. The Town has requested that Tighe & Bond attend four meetings to support the permitting process.

A final determination of required permits will need to be made following the initial project design and verification of funding sources. We have based our proposal on the assumption that State-Local Bridge Program funding will be utilized for this project. It is possible that additional permits will be required based on the area of disturbance or the use of state or federal funding for construction.

### **Task 9 – Bid Assistance**

Tighe & Bond will prepare final contract drawings and technical specifications that are needed to bid the work. We will also compile and prepare "front end" contract documents including bid forms, instructions to bidders, general conditions, supplementary general conditions, and any appendices as may be required to supplement the Town's standard forms. We assume that the Town will provide Tighe & Bond with a recent bid package and all required Town forms to include in the bid manual.

During bidding we will answer Contractor questions and prepare and issue addenda, if needed. Addenda are typically used to issue formal changes and clarifications that arise during the bid process, so the changes may be incorporated into the construction contract before bids are finalized. One addendum is anticipated to be adequate for a project of this size.

Following receipt of bids, Tighe & Bond will review and summarize bids submitted and provide a recommendation for award of contract. The bid analysis will consist of reviewing each Contractor's qualifications compared to the contract requirements and reviewing pricing to identify abnormalities that may be associated with an unbalanced bid.

### **Task 10 – Shop Drawing Review**

Tighe & Bond will review shop drawings, working drawings and other Contractor submittals required per the contract documents.

## **Phase II – Construction Engineering, Survey, and Observation**

As requested by the Town, Tighe & Bond has included the following services in Phase II of this proposal. Recognizing that the construction phase of this project is likely to occur in 2023, we are open to revisiting the scope of services, level of effort, and fee associated with Phase II to align our scope tasks with the Town's needs to support the construction phase of the project.

### **Task 11 – Construction Administration**

Tighe & Bond's office staff will provide support for the project during construction. We will review and respond to issues that develop during construction and prepare and provide documentation associated with Contractor Requests for Information (RFI's) and Requests for Change (RFC's).

**Add-Alternate 3 – Letter of Map Revision**

At the conclusion of the construction process, and after the as-built survey has been completed, the Town may wish to use the hydraulic modeling developed for the project to support an application to FEMA for a Letter of Map Revision where the project has changed base flood elevations. Tighe & Bond would prepare the application to FEMA for a LOMR on the prescribed MT-2 application forms and would also address comments from FEMA that do not involve significant re-modeling effort.

**Assumptions and Excluded Services**

In an effort to provide you with a reasonable budget for the requested services, we have prepared a detailed scope of services based upon our understanding of your needs. In this same regard, the following section describes our assumptions and those services that are not included in our scope of services. If these services are required, we will modify our proposal accordingly to meet your needs and obtain prior written approval from the Town for modifications. Any modifications and cost changes shall be by a written change order signed by both parties.

- The wetland delineation, survey, property map preparation, and design services are limited to the area immediately adjacent to Hillandale Road for the purposes of replacing the existing bridge. If the hydraulic studies result in the Town pursuing flood mitigation improvements along Muddy Brook, Tighe & Bond will provide an amendment to provide the additional design and permitting services associated with developing the design documents for those improvements.
- A Design Report will not be prepared. We will include a brief discussion of design criteria in our structure type study.
- A Geotechnical Report will not be prepared. We will include a summary of our field review of the project borings, and any recommendations necessary to support the proposed design, in our structure type study.
- We have assumed that Tighe & Bond will provide the Town with property maps, if required, and the Town will be solely responsible for executing and completing the property acquisition process.
- Based on our review of the existing structure, we have not observed any utilities being supported by the existing bridge. Therefore, we assume that no utilities will need to be supported by the proposed bridge.
- We assume that the Town will provide Tighe & Bond with previously developed electronic hydraulic model files for Muddy Brook to support the work under this contract. Furthermore, we have assumed that LIDAR data describing the contours along Muddy Brook will be sufficient for the supplemental hydraulic study and that no additional field survey is required for that task.
- Illumination design is excluded.
- Permits beyond those described in the preceding text are excluded. Furthermore, the permitting fee included in Phase 1 contemplates the permitting associated with the bridge replacement and possible stream improvements immediately adjacent to the bridge. More extensive stream modifications will require an amendment.
- Permit fees are excluded. We assume that permit fees will be paid directly by the Town.
- Landscape Architecture is excluded.
- Additional meetings beyond the number included in the scope of services are excluded.
- We have assumed that the administrative and technical requirements associated with State-Local Bridge Program funding will not change appreciably during design and construction. Our proposal is based on the requirements described in the current version of the CTDOT Local Bridge Program Manual, dated April 2019.



## Schedule

We will commence work on this project upon receipt of an executed proposal (per the Acceptance section below) which we will identify as the formal notice to proceed. We anticipate completing the scope of services described herein within the timeline outlined below:

Proposal Acceptance and NTP	May 2, 2022
Type Study Memo	July 5, 2022
Hydraulic Study	August 1, 2022
Preliminary Design	October 3, 2022
Final Design Submission	January 2, 2023
Construction Contract Solicitation	February 2023
Construction Contract NTP	April 1, 2023

The schedule noted above is contingent on accelerated review of project deliverables and timely input from project stakeholders, including the Town, public and private utilities, and permitting agencies. Construction Contract NTP is contingent upon the receipt of acceptable bids and provision of all Contractor documentation to initiate construction activities.

The main person responsible for this effort will be Jonathan Ives, PE, Senior Project Manager. Christopher Granatini, PE will represent Tighe & Bond as Project Director. If you have any questions or comments, please do not hesitate to contact either of us. We look forward to continuing our work with you on this project.

Very truly yours,

**TIGHE & BOND, INC.**

Christopher O. Granatini, PE  
Vice President  
(860) 704-4771  
[cgranatini@tighebond.com](mailto:cgranatini@tighebond.com)

Jonathan Ives, PE  
Senior Project Manager  
(860) 990-2044  
[jives@tighebond.com](mailto:jives@tighebond.com)

### ACCEPTANCE:

On behalf of the **Town of Westport**, the scope, fee, and terms of this proposal are hereby accepted. Please sign and date the Phase I acceptance below which we will consider Notice to Proceed for those services. Add-alternates can be approved via written notification from the Town of Westport to Tighe & Bond along with issuance of a PO for the additional costs at the time the Town seeks to proceed with those services.

### Phase I – Design Development, Permitting and Bidding (Base Proposal)

_____	_____	_____
Authorized Representative	Print Name and Title	Date

Enclosures: Terms and Conditions – REV 04/2020





# WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

BACK UP MATERIAL  
RTM ITEM # 9

March 31, 2022

Ms. Jennifer S. Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

Re: Request for Appropriation along with Bond and Note Authorization in the net amount of \$852,000 for parking lot repaving, curbing and sidewalk improvements at Bedford Middle School and Staples High School, as well as a reallocation of previously approved FY2021 paving funds with a current unexpended balance of \$507,507, to fund said project at a total estimate cost in the amount of \$1,359,507.

Dear Ms. Tooker,

This office herein requests an appropriation of \$852,000 for the subject project as well as reallocation of unused FY 2021 funds in Account #30506650-500344, Asphalt Paving Projects-School, in the amount of \$507,507, for a total project Appropriation of \$1,359,507.

The project will reconstruct approximately 241,000 SF of pavement at Bedford Middle School and Staples High School as year 2 of a 4-year program to repave both schools.

The work will be bid out utilizing our normal purchasing procedure, and we anticipate doing the construction as soon as schools close for the summer.

Respectfully,

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

APPROVED:   
Jennifer S. Tooker  
First Selectwoman  
Date: 3/12/22

cc: Gary Conrad, Finance Director  
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JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT. NAME: Department of Public Works Date: 3/31/22

PROJECT NAME AND DESCRIPTION  
Board of Education Paving project – Bedford Middle School and Staples High School

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES  NO  These are listed in the Board of Education Capital Forecast

If no, why not?  
If yes, answer the following two questions:  
Which FY was the project first proposed? In 2021 the Board of Finance requested that the Department of Public Works take over the pavement maintenance function for Board of Education Properties  
Which FY was the project first planned?

**COST IN CAPITAL**  
APPROXIMATE COST: \$1,235,883 FORECAST: \$4,288, 883  
(+) \$123,588  
CONTINGENCY (10%): (-) \$507,507 reallocated  
\$851,964 ←TOTAL REQUEST→ \$852,000

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:

EST. COMPLETION  
PROJECTED START DATE: June 2022 DATE: July 2022  
ESTIMATED USEFUL LIFE: 20 years

Is this project part of a larger capital project? This is part of a 4-year plan to repave both Bedford MS and Staples HS

Has an RFP been issued? YES  NO  To be bid in May for a June Start  
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?

[Empty box]

Is it a replacement?                      YES    NO  
      

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

Pictures attached?                      YES    NO  
      

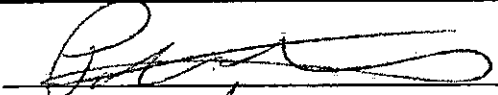
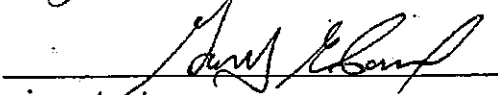
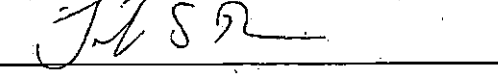
What other approvals/reviews are necessary to begin this project? RTM, BOS

**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: 3/31/22
FINANCE DIRECTOR		DATE: 3/31/2022
FIRST SELECTMAN		DATE: 3/31/22



**BEDFORD MIDDLE SCHOOL**

	Area / Sf	Sy	BIT Curbing / Lf	Sidewalk / Sf @ 5'	/Lf	Reconstruction	4" Asphalt	Bit Curbing	5" Sidewalk	Reconstruction w/ sidewalk and curb replacement		
	Sf					\$7.25/Sy	\$115.00 /Tn	\$8.00/ Lf	\$5.00/Sf			
1) Loading Zone Driveway	16384	1820.44	545	1000	200		\$13,193.22	418.70	\$48,150.76	\$4,360.00	\$5,000.00	\$70,708.98
2) Front Parking Lot & Drop off	57725	6413.89	2368	650	130		\$46,500.69	1475.19	\$169,647.36	\$18,944.00	\$3,250.00	\$238,342.06
3) Mid Parking Lot	19425	2158.33	587	0	0		\$15,647.92	496.42	\$57,087.92	\$4,696.00	\$0.00	\$77,431.83
4) Remaining Main Entrance Driveway	5702	633.56	387	0	0		\$4,593.28	145.72	\$16,757.54	\$3,096.00	\$0.00	\$24,446.82
5) South Parking Lot	52732	5859.11	1674	1460	292		\$42,478.56	1347.60	\$154,973.49	\$13,392.00	\$7,300.00	\$218,164.06
												<b>\$629,073.73</b>

**STAPLE HIGH SCHOOL**

	Area / Sf	Sy	BIT Curbing / Lf	Sidewalk / Sf @ 5'	/Lf	Reconstruction	4" Asphalt	Bit Curbing	5" Sidewalk	Reconstruction w/ sidewalk and curb replacement		
	Sf					\$7.25/Sy	\$115.00 /Tn	\$8.00/ Lf	\$5.00/Sf			
1) Pool Parking Lot	37560	4173.33	1529	105	105		\$30,256.67	959.87	\$110,384.67	\$12,292.00	\$525.00	\$153,398.33
2) Main North Corridor Driveway	51838	5759.78	1110	650	650		\$41,758.39	1324.75	\$152,346.12	\$8,880.00	\$3,250.00	\$206,234.51

Total paving cost incl/curb, sidewalk reconstruction	\$988,706.58	
Striping est @ 15%	\$148,305.99	
Traffic Control est @10%	\$98,870.66	
SUBTOTAL	\$1,235,883.22	
Contingency 10%	\$123,588.32	
Grand Total	\$1,359,471.54	
Less remaining 2021 Appropriation	\$ (507,507.00)	
2022 Appropriation request	\$851,964.54	SAY \$852,000



**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 # 10

March 23, 2022

Re: ARPA Funds Request

Dear First Selectwoman Tooker,

Over the years, there have been numerous conversations about providing middle school students with additional opportunities for movement and exercise during the school day. Doing so has a direct benefit to both social emotional wellness and academic performance. Currently, a number of our students participate in basketball and four square during recess. These activities are great for some students, but leave a number of students on the sideline. Our proposal is to enhance the opportunities for movement, socialization, and exercise during recess by adding a FitCore Extreme exercise circuit at Bedford Middle School and Coleytown Middle School. We believe doing so will help to address the social emotional impact of COVID19 by providing students with additional opportunities to socialize and exercise during the school day.

This project cost estimate, provided by Brian Iafolla - Park and Playground Consultant, Medway, MA, is \$439,000. This proposal includes a complete exercise circuit at each school and the site work and insulation associated with the project. Below is the specific breakdown of the estimated expenses.

**Estimated Cost for CMS and BMS:**

Fitcore Equipment and Tables	\$259,000
Surfacing (Playground Mulch)	\$ 20,000
Site Work and Installation	\$150,000
Fencing (BMS only)	\$ 10,000
<b>Total:</b>	<b>\$439,000</b>

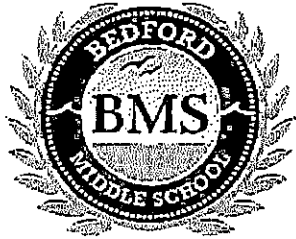
Thank you for your consideration.

Respectfully,

APPROVED:   
Jennifer S. Tooker  
First Selectwoman  
Date: 3/29/22

Thomas Scarice, Superintendent of Schools

Cc: Gary Conrad, Town Finance Director



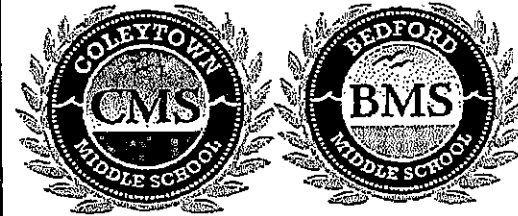
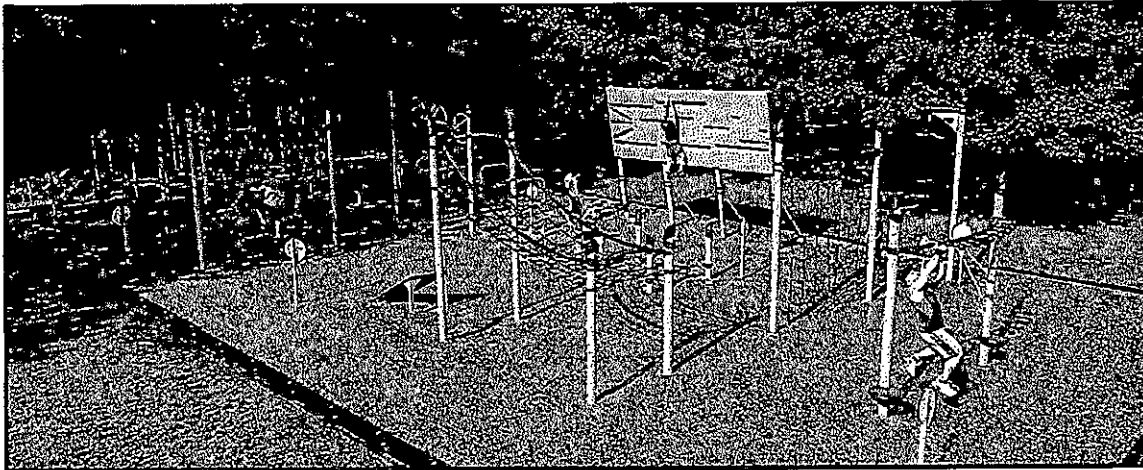
**CMS/BMS**  
**ARPA Fund Presentation**  
**to the Westport Board of Education**

**Monday, March 21, 2022**

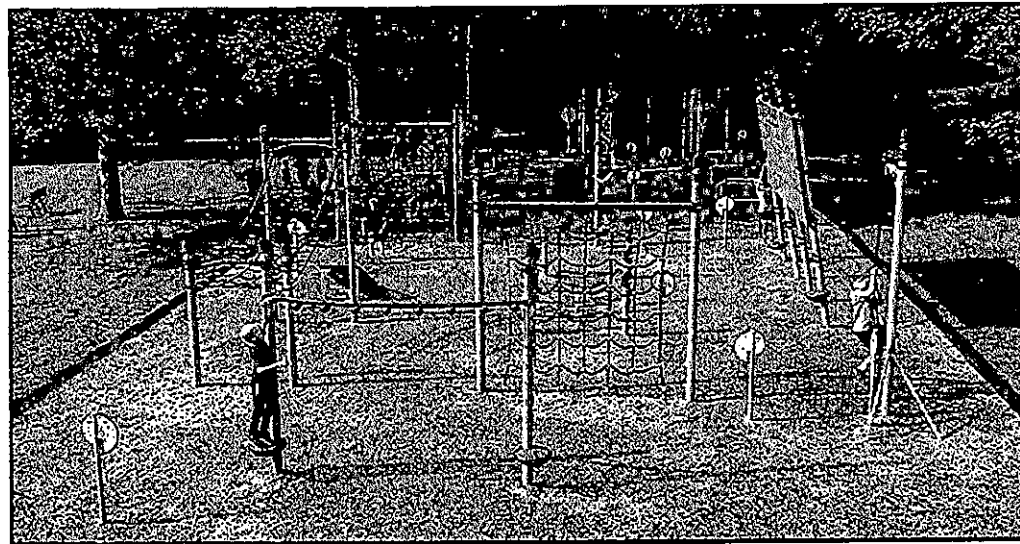
The FitCore Extreme Playground is an innovative obstacle course that has benefits for people from teens to adults.

- Social and emotional benefits:
  - Physical exercise benefits emotional well being
  - Playing and interacting with others during physical exercise
  
- Physical Benefits:
  - Personal fitness
  - Personal challenge

# CMS/BMS ARPA PROPOSAL: FitCore Extreme Playground

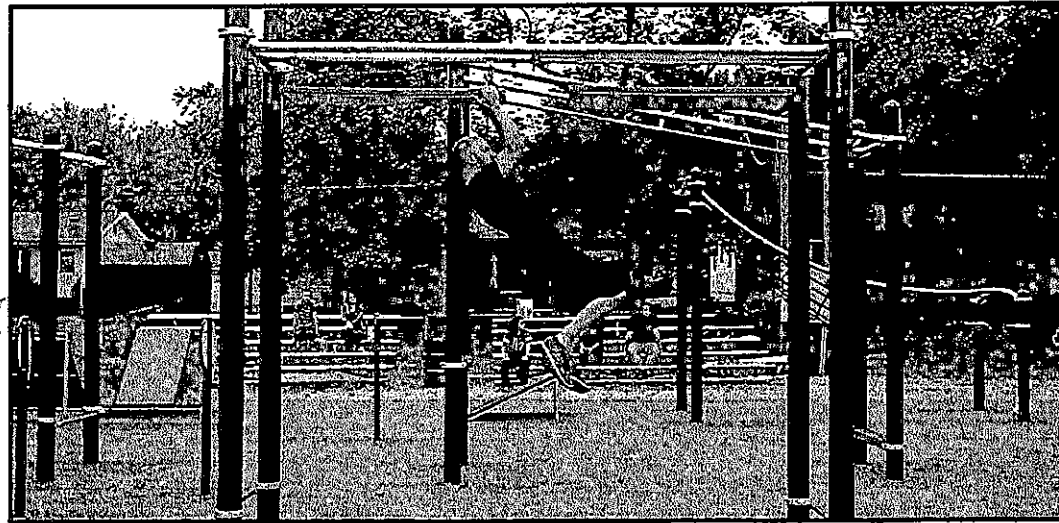


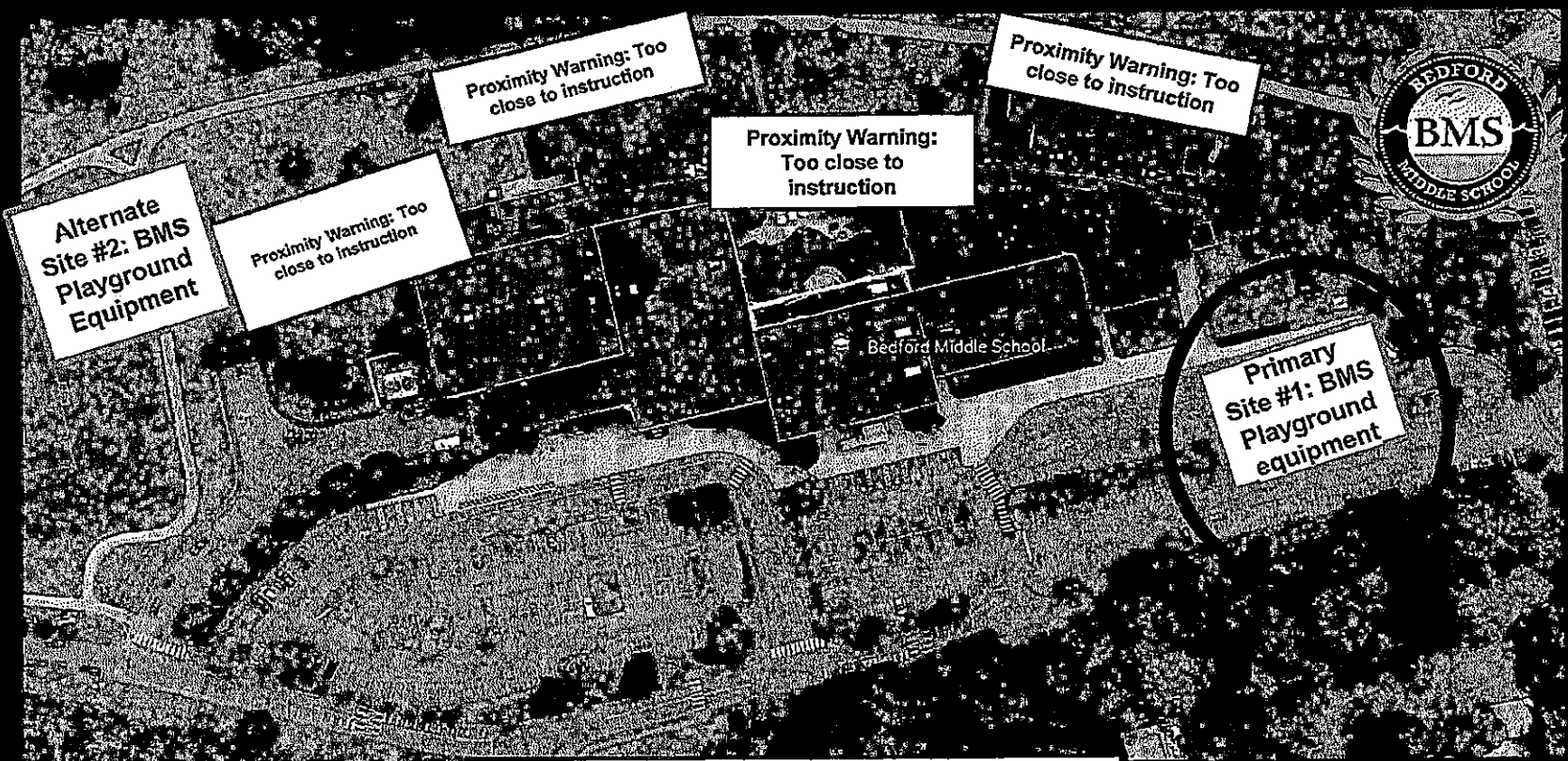
[FitCore Extreme  
Playground  
\(company link\)](#)



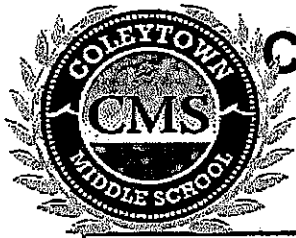


## FitCore Extreme Playground Options & Customizations

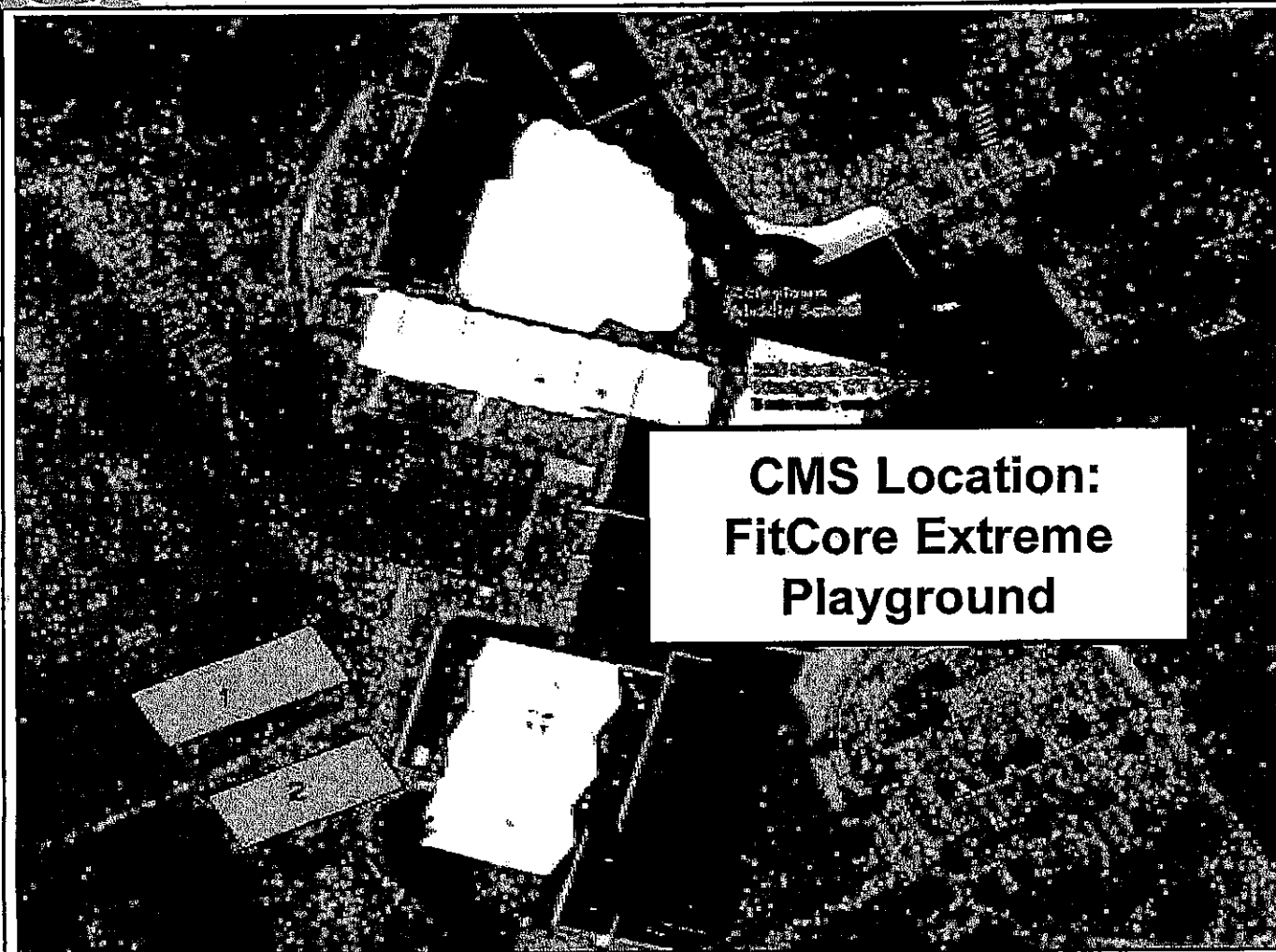




**BMS Location: FitCore  
Extreme Playground**



# CMS LOCATIONS for FITCORE on PLAYGROUND

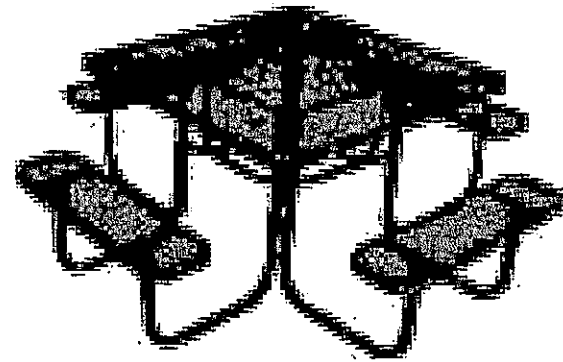






Outdoor seating for socializing

Shaded seating for outdoor socializing





## PROJECT BUDGET: BMS

Fitcore Equipment and Benches  
\$127,000

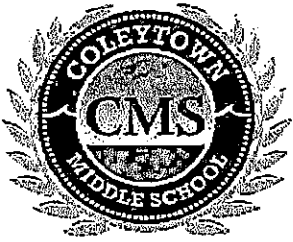
Surfacing (Playground Mulch)  
10,000

\$

Site Work and Installation  
\$ 75,000

Fencing  
\$ 10,000

**Total:**  
**\$222,000**



## PROJECT BUDGET: CMS

Fitcore Equipment and Tables  
\$132,000  
Surfacing (Playground Mulch)  
\$ 10,000  
Site Work and Installation  
\$ 75,000

**Total:**  
**\$217,000**

# Questions?

## **REPORT OF THE RTM FINANCE COMMITTEE MEETING APRIL 13, 2022**

The RTM Finance Committee met via Zoom on April 13, 2022, at 7pm, to review the request of the Superintendent of Schools that the Committee review and make a recommendation on an ARPA funding request for fitness equipment at Bedford Middle School and Coleytown Middle School for \$439,000.

### Finance Committee Members Present

Seth Braunstein, Chair  
Rachel Cohn  
Noah Hammond  
Nancy Kail  
Don O'Day  
Christine Meiers Schatz  
Stephen Shackelford  
Cathy Talmadge

### Other RTM Members Present

Harris Falk  
Jimmy Izzo

### Other Town Officials Present

Thomas Scarice, Superintendent of Westport Public Schools  
Lee Goldstein, Chair, Board of Education  
Liz Heyer, Vice Chair, Board of Education  
Anthony Buono, Assistant Superintendent for Teaching and Learning  
Elio Longo, Chief Financial Officer, Westport Public Schools

This was a request that the Finance Committee recommend approval of an expenditure of up to \$439,000 in American Rescue Plan Act (ARPA) funds for the purchase and installation of outdoor fitness equipment at Bedford Middle School and Coleytown Middle School. Board Chair Lee Goldstein led off the discussion by explaining that the equipment in question would be great for the middle schoolers, and also can be used by the whole community, including adults. Ms. Goldstein also explained that while some might believe the middle schools could use private donations for such a purpose, in Ms. Goldstein's experience (including PTA experience at the middle schools), private fundraising falls off dramatically after the elementary school years, and the middle schools simply would never be able to raise this amount of money on their own.

Superintendent Tom Scarice then spoke. He called this proposal a "great win for the community." The equipment in question is the Fitcorp Extreme Playground, which includes various equipment, including an obstacle course, that is appropriate for teens and adults. Mr. Scarice explained the social-emotional and physical benefits of such equipment. Right now, he said, the middle schoolers' only choices for their recess are basketball and four square, so most kids not interested in that sort of activity spend their recess on their phones. This would engage more kids in body movement activity, and also in social connections with their fellow students, "kids just hanging

and talking.” He said this sort of equipment is a “magnet for this age group,” and very safe and appropriate.

Mr. Scarice explained that the administration and the middle schools considered numerous options for improving recess, and surveyed the students. Per Mr. Scarice, “they came out of their seats when we talked with them about this opportunity.”

Along with the FitCorp equipment, the ARPA appropriation will also fund the purchase of outdoor shaded picnic-style seating, for socializing and eating. This will replace equipment that Bedford has been borrowing from Parks & Recreation since the fall of 2020 (to facilitate outdoor dining during the Covid-19 surge).

RTM members asked questions about how the administration decided on this particular fitness equipment. Mr. Scarice said they looked at numerous options, and this was very popular with both the faculty and the students.

Mr. Scarice also confirmed, in response to RTM member questions, that although the appropriation is budgeted for specific FitCorp equipment, the Administration will in fact bid out the project through the typical RFP process, which is required for Board of Education expenditures over a certain amount (though this is an expenditure of federal ARPA funds).

An RTM member suggested the Administration get ahead of any potential concerns over environmental or other issues, of the sort that came up in the earlier RTM vote on the ropes course proposal.

RTM members asked whether we could keep the Parks & Recreation benches, to save money. Mr. Scarice responded that those benches are only at Bedford, not at Coleytown, and in any event we need to return them to Parks & Rec, who has asked for them back. It was asked whether we could order benches together with Parks & Rec, to get a better volume discount, and the response was that was a good question, that should be put to Jen Fava, the Director of the Parks & Recreation Department.

Multiple RTM members voiced concerns about spending this money when we have “big fiscal challenges” coming up, with the renovation or replacement of Long Lots and other “must haves.” Given “how much we have on our plate,” it was suggested we should “tap the brakes” on expenditures like this, to avoid becoming “the highest-taxed per capita town in the state of Connecticut.” Other RTM members acknowledged these concerns, but still strongly supported the proposal, given its alignment with the letter and spirit of ARPA, the work by the Administration that went into deciding on this particular proposal (which was the kind of proposal some in the RTM had encouraged the Administration to explore), and the stated physical and mental benefits to the middle schoolers of such a significant improvement in their outdoor recess options.

At the conclusion of the discussion, Mr. Shackelford moved that the Finance Committee approve the requested ARPA funding request, Ms. Kail seconded, and the Finance Committee approved 7-1.



WESTPORT PUBLIC SCHOOLS

THOMAS SCARICE  
Superintendent of Schools

110 Myrtle Avenue  
Westport, Connecticut 06880  
Telephone: (203) 341-1025  
Fax: (203) 341-1029  
tscarice@westportps.org

March 23, 2022

Re: BOE Item for March 31, 2022, BOF Meeting - CES Relocatable Classrooms

Dear First Selectwoman Tooker,

I respectfully request the following item be added to the Board of Finance meeting agenda of March 31, 2022. The Board of Education voted in favor of awarding RFP #022-066-BOE to Aries Building Systems, LLC at its meeting date of March 7, 2022. Attached you will find supporting documents for this project, including minutes from the March 7, 2022 Board of Education meeting and a memo dated February 25, 2022 summarizing the progress to-date and required next steps for the bid.

1) Board of Education requests funding from the Town of Westport in order to award RFP #022-066-BOE to Aries Building Systems, LLC for CES Relocatable Classrooms project based on a 48-month lease term totaling \$148,656.

Please let me know if you have any questions.

Respectfully,

Thomas Scarice, Superintendent of Schools

cc: Gary Conrad, Town Finance Director

APPROVED:

Jennifer S. Tooker  
First Selectwoman

Date: 3/29/22

**WESTPORT PUBLIC SCHOOLS  
110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880**

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Telephone (203) 341-1001  
E-mail address: [elongo@westportps.org](mailto:elongo@westportps.org)

**ELIO LONGO, MBA**  
Chief Financial Officer

**INTEROFFICE MEMO**

To: Thomas Scarice, Superintendent of Schools

Date: February 25, 2022

Re: RFP 022-006-BOE CES Relocatable Classrooms

Tom –

On Friday, February 25, 2022, the Business Office conducted a bid recording and a bid opening of RFP 022-006-BOE Coleytown Elementary School Relocatable Classrooms. The following information summarizes our progress to-date and the required next steps:

**CES Relocatable Classrooms (modular)**

**Bid #: 22-006-BOE**

**Bid closing date: Friday, February 24, 2022, 3:00 PM**

**Number of bids received: 2**

**Number of bids qualified: 1**

**Qualified Bidder: Aries Building Systems, LLC**

**Disqualified Bidder: BOXX Modular (bid was not signed by an authorized agent; intentionally submitted without signature; bid incomplete)**

A review of the Aries Building Systems, LLC bid took place on Friday, February 25, 2022. The bid proposal was reviewed by Elio Longo (CFO), Ted Hunyadi (Dir. of Facilities & Security) and Phil Cerrone (Cerrone Architects LLC). The bid conforms to the bid specifications.

**Aries Building Systems bid proposal in summary:**

**Refurbished unit (previously located at Fairfield Public Schools)**

**Year Constructed: 2016**

**Year Refurbished: 2022**

**Number of calendar days following Award of Contract for Completion of Work: 90 days**

**Base Bid**

**48 month term: \$2,847/month; \$1,650/month lease extension (beyond month 48).**

**48 month total lease payment: \$136,656**

**One additional year (months 49-60) under lease extension: \$19,800**

**Tear down and removal at the end of the lease term: \$12,000**

**Total 48 month lease term: \$136,656 + \$12,000 = \$148,656**



Total 60 month lease term (extension):  $\$136,656 + \$19,800 + \$12,000 = \$168,456$

60 month term:  $\$2,523/\text{month}$ ;  $\$1,497/\text{month}$  lease extension (beyond month 60)

60 month total lease payment:  $\$151,380$

Tear down and removal at the end of the lease term:  $\$12,000$

Total 60 month lease term:  $\$151,380 + \$12,000 = \$163,380$

Alternate Pricing Option #1 (48 month lease with delivery and installation paid in advance)

One time delivery and installation:  $\$43,137$

Term 48 months:  $\$1,647/\text{month}$

Lease extension beyond 48 months:  $\$1,650/\text{month}$

48 month total lease payment:  $\$79,056$

One additional year (months 49-60) under lease extension:  $\$19,800$

Tear down and removal at the end of the lease term:  $\$12,000$

Total 48 month:  $\$43,137 + \$79,056 + \$12,000 = \$134,193$

Total 60 month (under extension):  $\$43,137 + \$79,056 + \$19,800 + \$12,000 = \$153,993$

Alternate Pricing Option #2 (60 month lease with delivery and installation paid in advance)

One time delivery and installation:  $\$43,137$

Term 60 months:  $\$1,497/\text{month}$

Lease extension beyond 60 months:  $\$1,497/\text{month}$

60 month total lease payment:  $\$89,820$

Tear down and removal at the end of the lease term:  $\$12,000$

Total 60 month:  $\$43,137 + \$89,820 + \$12,000 = \$144,957$

Base 48 month bid with removal:  $\$148,656$

Alt. Bid #1 48 month with removal:  $\$134,193$

Base 48 month + 1 year extension with removal:  $\$168,646$

Alt. Bid #1 48 month + 1 year extension with removal:  $\$153,993$

Base 60 month bid with removal:  $\$163,380$

Alt. Bid #2 60 month with removal:  $\$144,957$

Next steps:

RFP 022-010-BOE CES Canopy (closing date 03/11/22)

An application for waiver of fire sprinkler system for a modular unit has been filed with Connecticut's State Fire Marshal (in process).

Review requirements and file separate applications with Westport P&Z (as a school we need a special permit and a site plan approval) and ZBA (request variance from regulation for exceeding allowable grounds coverage by approximately 1%). Notice to the public (surrounding neighbors). Pending; beginning on March 1, 2022.

Request funding approval of BOF & RTM contingent on the approvals of all state and local agencies/boards/authorities as required.

Respectfully,

Elio

**RTM Education Committee Meeting  
April 12, 2022**

On April 12, 2022, members of the Board of Education (BOE) and administration met with the RTM Education Committee via Zoom. Present were Tom Scarice, Elio Longo, Anthony Buono, Liz Heyer, 8 of the 9 members of the Education Committee (Lauren Karpf, Lou Mall, Candace Banks, Brandi Briggs, Kristin Schneeman, Kristin Purcell, Lisa Newman, Christine Meiers Schatz), and members of the RTM.

**Request #1 – ARPA Funds for Middle Schools:**

The RTM Education Committee met to consider the following:

**“To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Board of Education, to approve an appropriation in the amount of \$439,000 from Westport’s American Rescue Plan Act (ARPA) funds for Middle School Project.”**

This funding request pertains to Fit Core exercise circuits to be installed at Coleytown Middle School and Bedford Middle School. This equipment is largely to provide students an activity for recess. Currently, the only options are basketball and Four Square. This circuit provides developmentally appropriate activity for them, allowing them to burn off energy and act like children. The equipment will also be utilized during PE classes. Moreover, the request includes funding for much needed outdoor seating.

The Fit Core circuits will be accessible to the community at all times as a benefit for all age groups. Other towns (such as New Canaan) have similar circuits and they are highly used. This outdoor exercise circuit can be completed individually or as a group.

There will be no additional premium costs for insurance. There is low maintenance and associated costs required.

Lou Mall made a motion to approve this request; Candace Banks seconded the motion.

The motion passed 8-0.

**Request #2 – Coleytown Elementary School Modular Units**

The RTM Education Committee met to consider the following:

**“To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, to approve an appropriation in the amount of \$148,646.00 for Coleytown Elementary School Modular Classroom Funding.”**

The population at Coleytown Elementary School, which houses Stepping Stones Preschool, has increased to a level beyond the building capacity. The district is currently working on plans for

the best long-term location for Stepping Stones (potentially to be housed at Long Lots School). The modular unit at CES will provide space in the meantime. It will be used for a CES “specials” class (ie: music, Spanish, etc.) rather than housing one class all day.

An RFP was issued and bidding closed on February 25, 2022. Two proposals were received, but one was incomplete. Thus, the project was awarded to Aries Building Systems. The base bid is \$2,847 a month for four years, amounting to a total of \$136,656. The appropriation also includes \$12,000 for breaking down the modular at the end of the lease term.

The discussion was brief since the need was apparent to the Committee. It should be noted that these costs do not include necessary components such as the canopy, wiring costs, hook-ups, etc.

Christine Meiers Schatz made a motion to approve this request; Kristin Purcell seconded the motion.

The committee voted 8-0 in favor of the motion.

Submitted by:

Lauren Karpf



### Historic District Commission

Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
Westportct.gov  
Telephone (203) 341-1181

BACK UP MATERIAL  
RTM ITEM # 12

March 29, 2022

Honorable Jennifer Tooker  
First Selectwoman  
Town of Westport  
Westport, CT 06880

Dear Mrs. Tooker,


The Westport Historic District Commission respectfully requests to be placed on the Board of Finance agenda for an appropriation of \$30,000 to Account No. 10101181-531000, Fees & Services, for the purpose of accepting funding in the amount of \$30,000 from the State Historic Preservation Office (SHPO) for a Certified Local Government Enhancement Grant. The HDC will use the funds to hire an architectural historian to update 165 Historic Resources Inventory forms.

On November 24, 2021, the Board of Selectwomen approved the Assistance Agreement by and between the State of Connecticut acting by the Department of Economic and Community Development and the Town of Westport as it relates to the Certified Local Government Historic Preservation Enhancement Grant Application for the project entitled Updated Historic Resources Inventory. The \$30,000 grant is fully reimbursable to the town upon completion of the project.

Thank you in advance for your consideration of this request.

Sincerely,  
  
William Harris  
Chair, Historic District Commission

WH:dd

APPROVED:   
Jennifer B. Tooker  
First Selectwoman  
Date: 5/29/22

**RTM Finance Committee Meeting  
April 19, 2022**

**Finance Committee Members Present (3 of 9):** Seth Braunstein, Chair; Stephen Shackelford; Don O'Day

**Other Town Officials Present:** Donna Douglass, Historic District Commission (HDC) Coordinator

The RTM Finance Committee met to consider the following:

**Upon the request by the Westport Historic District Commission, to approve an appropriation in the amount of \$30,000.00 to the Historic District Fees & Services Account for the purpose of accepting funding in the amount of \$30,000.00 from the State Historic Preservation Office. The funds will be used to hire an Architectural Historian to update Inventory Forms.**

HDC Coordinator Donna Douglass explained that HDC has secured a non-matching grant in the amount of \$30k which will be used to update ~165 historic resource inventory forms. HDC selected a local firm to complete these updates. The work is expected to begin in Mid-May and completed by February. The Town will provide invoices to the state for the payments to the consultant that will be completing this work so there is no direct receipt of the funds. The grant will require HDC to submit a report in the Spring of 2023.

The role of the RTM on this issue is to approve receipt of the grant. As there was no quorum, no vote was taken which means that no recommendation can be made officially from the Committee. Unofficially, the three members of the Committee that were present enthusiastically endorsed the receipt of this grant.

Respectfully submitted,

Seth Braunstein  
RTM Finance Committee Chair  
RTM – District 6