

RTM Information Technology Committee
21 April 2022

Review of the Proposed Budget for Information Technology for FY 2022-2023

Attending: Harris Falk; Nancy Kail; Matthew Mandell; Christine Meiers Schatz; Eileen Zhang, Director of Information Technology

Eileen Zhang presented the budget. An increase of 8.6% due to increased annual service contracts, new software for the town GIS, support for continued roll-out of Acela, increased cybersecurity protection/testing/monitoring, and bringing the Digital Operations Manager on as a salaried position.

After 4 years of working as an independent contractor, the Digital Operations Manager position was established as a salaried employee, bringing the Town's IT staff up to three.

Last year, the IT department accomplishments included: launching the Accela web-based online permits system and the dog license renewal application; with the Town Cybersecurity Task Force and DPW, implementing federal and state cybersecurity agencies' recommended items to enhance the town's network security; implementing Town emails for all elected officials; with the town Police/Fire departments and Fairfield IT/PD/FD, upgrading town PD/FD network to communicate with the newly created joint dispatch center; with Town's Cybersecurity Task Force to establish the town's Cybersecurity Policy and Incident Response Plan; with the Human Service Department, implementing online classes/events registration service for the Westport Center for Senior Activities; with the Registrars of Voters, implementing an "EasyVote" System for Poll Worker Manager; and with the Operations Director, launching two new websites: choosewestport.com and discoverwestportct.com to promote Westport's brand, attract new businesses and new residents.

Next year's goals include: Starting to implement a town-wide Digital Imaging and Archiving System; evaluate the GovCloud supply chain security, taking a risk-based approach that satisfies all stakeholders to ensure business continuity and data integrity; continue to transform the town's virtualized computers and servers' environment into a private-public GovCloud hybrid environment for efficiency and resilience; and working with the Operations Director, Police, Fire and Public Works Departments to expand the town fiber network to meet the public safety needs.

With the motion moved by Matthew Mandell, seconded by Christine Meiers Schatz, and a unanimous vote to approve, 4-0:

The RTM Information Technology Committee recommends to the full RTM, the proposed Town budget for Information Technology for fiscal year 2022-2023.

Submitted by Harris Falk
Chair, RTM Information Technology Committee

MINUTES RTM LIBRARY, MUSEUM & ARTS COMMITTEE MEETING – EARTHPLACE BUDGET

April 25, 2022 4:30 PM

Location: Westport Library

COMMITTEE MEMBERS PRESENT:

Kristin Mott Purcell – Chair

Candace Banks

Brandi Briggs

Lori Church

Harris Falk

Dick Lowenstein

Arline Gertzoff

Karen Kramer

Absent: Wendy Batteau

REPRESENTING EARTHPLACE:

Tony McDowel, Executive Director

Tony provided a brief update on Earthplace and a review of this year's budget request of \$105,000 for Fiscal year 2023.

Key points reviewed/discussed:

- Programs are up and running – Visitor and membership numbers have grown dramatically as families find and use the facilities in Westport
- Earthplace has also expanded programming in the Bridgeport schools and received a grant to bring students to the facility this year
- In addition, Earthplace received a \$168,00 grant from CT Humanities which will help fund adding a naturalist on the weekends
- Earthplace is 30% above targeted revenue for 2022 @ approximately \$3.7M
- Targeted Revenue for 2023 is \$3.5M which reflects a decrease from PPP allocation granted in '22
- Cash reserves stand at \$1.2M and will be \$1.4M by August meeting a non-profit standard of ~6 months operating expenses in reserve
- Sustainable Westport was added to Earthplace this year. They and Harborwatch are both operate within Earthplace, but with independent accounting/books.
- It was noted that the Westport schools have not used the facilities as much as anticipated as the schools have cut back on field trips.

Brandi Briggs made the motion to recommend to the RTM approval of the full budget of \$105,00 for Earthplace for Fiscal Year 2023. Candace Banks Seconded. The vote was unanimously supported 8-0.

Submitted by: Kristin Mott Purcell, LMA Chair, May 2, 2022

MINUTES RTM LIBRARY, MUSEUM & ARTS COMMITTEE MEETING –LIBRARY BUDGET

April 25, 2022 5:00 PM

Location: Westport Library

COMMITTEE MEMBERS PRESENT:

Kristin Mott Purcell – Chair

Candace Banks

Brandi Briggs

Lori Church

Harris Falk

Dick Lowenstein

Arline Gertzoff

Karen Kramer

Absent: Wendy Batteau

REPRESENTING THE LIBRARY:

Bill Harmer, Westport Library Executive Director

Natasha Smith, Library Finance Director

Jeremy Price, President, Library Board of Trustees

Scott Bennewitz, Board Member & Finance Chair

Jonathan Cunitz, Board Member & Treasurer

Library Museum and Arts Committee met to review and vote on the Westport Public Library's Fiscal year 2023 budget request of \$5,379,207.

Bill Harmer provided a brief update on the Westport Library:

- The Library has offered nearly 2000 online and in person events this year
- Over 117,00 people have participated in those events
- Dozens of local non-profits have used the Library for various meetings and events
- Recently the Library hosted the very successful Homes for Hope Fashionably Fundraiser
- Using cutting edge technology, the Library successfully hosted a series of hybrid online and in-person events including several critical debates leading up to the elections in November.
- Reference Librarians addressed over 70,000 questions
- The Library's new used book store has added revenue and provided training and employment for people with disabilities
- The Library also promoted childhood literacy through tutoring of k-8 students with 100s of students participating
- Verso Studios have been integral to the Library's support of the community. Dozens of podcasts have been taped there and a number of emerging musicians and writers have used the facility to record new music and books on tape.

Scott Bennewetz walked us through key points of the budget request:

The budget request is for \$5,379,207 reflecting a \$289,059 or 5.7% increase to last year's budget

The town provides approximately 80% of the annual operating budget and the Library raises the remaining through fundraising and operations including fines, rental fees and revenue from the Verso studios.

- Notes on Expenses
 - Material costs are up 4.3% over last year
 - Salaries are up 2.5%
 - Cleaning costs are up a staggering 18%
 - FTEs have remained constant for 15 years
- Notes on Revenues:
 - Late fees and other revenues are down 17%
 - Decreased foot traffic resulted in
 - Lower café & store revenues
 - Lower space rental revenues
 - Fundraising continues to be key to the Library generated revenues

Questions addressed by Scott and Bill:

- Can revenues go up more than expected? Yes
- How much of the endowment goes to supporting the budget? 5% a year
- What are the capital costs of operating the Verso studios vs fees generated?
- Do all of the public events make the facility not accessible to the public? Most private events are held outside of library hours. Of the 2000 events the library hosts each year, 98% are open to the public.

Candace Banks made the motion to recommend to the RTM approval of the full budget of \$5,379,207 for Fiscal Year 2023. Harris Falk seconded. The vote was 8 for support with one abstention from Dick Lowenstein who wanted time to review the Annual Statements provided by Scott at the beginning of the meeting.

Submitted by: Kristin Mott Purcell, LMA Chair, May 2, 2022

RTM Parks and Recreation Committee Meeting Minutes

Attendance: Chris Tait, Kristen Purcell, Jimmy Izzo, Noah Hammond, Andrew Colabella, Rachel Cohn, Jessica Bram, Elain Whitney, Michael West, Jen Fava, Rick Giunta.

- Jen Fava updated the progress on Longshore and process it will go through to the public.
- Jen went over budget request. Most of the budget increase is due to Minimum wage increase, Union Contracts, Contracted obligations, Market costs have gone up.
- Major increase was in Maintenance for Parks & Athletic fields.
- Increased usage of Parks and Rec since the pandemic.
- No outstanding discussion by committee was had on the budget.
- Jen informed the committee about 90% of Parks and Rec budget is fee based. Other comparable towns only 30-40% are fee based, and the rest comes from Taxpayers.

Committee Voted - All in favor to recommended Parks & Rec budget to full RTM.

RTM PUBLIC WORKS & FINANCE COMMITTEES

- DATE;** Tuesday, April 19, 2022
- LOCATION;** Town Hall, Room 201 and via ZOOM (hybrid for joint portion), 6:00 PM
- PURPOSE;**
1. Review appropriation for schematic design for Parker Harding Plaza, Jesup Green and Imperial Lot.
 2. Review Appropriation for the design of Hillandale Road Bridge replacement.
 3. Review School Paving appropriation.
 4. Review Board of Finance approved 2022/23 Public Works Department/WPC Budgets and future Public Works project
- PRESENTED BY;** Pete Ratkiewich, Public Work Director

1. **Parker Harding Plaza, Jesup Green, Imperial Lot Design** – Pete Ratkiewich, Public Works Director, requested an appropriation of \$400,000.00 from the ARPA funds for preparation of schematic plans for Parker Harding Plaza, Jesup Green and the Imperial Lot as well as Construction Documents for Parker Harding Plaza. The project will look at ways to create green space along the river in all three locations and better utilize the areas for public use in lieu of parking. The process is estimated to start in June of this year and will include input from public meetings, stakeholder meetings and review of previously developed Town/Downtown plans. The construction of Parker Harding is currently scheduled in the five year capital forecast for 2024. Public Works issued an RFP for the work and four firms responded, after the interview process Langan Engineering was selected. Langan Engineering has provided services for several Town projects in the past, most recently at the Coleytown Middle School renovation. Those in attendance (with one abstention) from both committee voted unanimously to recommend approval to the full RTM.

2. **Hillandale Bridge Design** – Pete Ratkiewich, Public Works Director, requested an appropriation of \$232,000.00 with bond and note authorization for design and permitting services related to the replacement of the Hillandale Road Bridge over Muddy Brook. The bridge was severely damaged due to repeated flooding events and a temporary repair was made to keep it open to traffic, but a permanent replacement is needed. The Public Works Department will seek to file a State/Local bridge application which will potentially allow for 50% reimbursement. Several firms responded to the RFP and a short list of four (4) applicants were interviewed and Tighe & Bond was selected as the design engineers for the project. Those in attendance from both committees voted unanimously to recommend approval to the full RTM.

3. **School Paving** – Pete Ratkiewich, Public Works Director, requested an appropriation of \$852,000.00 with bond and note authorization for parking lot repaving, curbing and sidewalk improvements at Bedford Middle School and Staples High School. Mr. Ratkiewich reviewed and explained the rationale and benefits for Public Works taking over paving of the school parking lots which started last year. The work will also include re-appropriating the unused funds (\$507,507) previously approved for school paving projects in 2021 for a total project cost of \$1,359,507. The committee asked several questions and those in attendance from both committees voted unanimously to recommend approval to the full RTM.

PUBLIC WORKS COMMITTEE ONLY

4. **2022-23 Budget Discussion** - Overall budget, salaries, fuel costs, road paving, garbage and sewers were all reviewed. The overall Public Works funding has increased by \$377,407.00 from the 2021/22 “amended” budgets for the fiscal year to \$12,242,607 an increase of +3.2%. Mr. Ratkiewicz explained that the changes within his budget were the increase within Engineering to accommodate salary increases and a new Engineer position (+\$120,440), Highways due to previously negotiated salary increases, fuel costs and capital equipment purchases (+\$50,814), Equipment Maintenance decreased due to newer equipment (-\$35,682), P&R Property Maintenance (+\$25,000) due to capital projects (roofing). Solid Waste is increased (+\$80,054) due to some maintenance projects, an increase in the cost to haul away and the decrease in value of recyclables. Street Lighting was decreased (-\$10,000) due to the taking over the street lighting from Eversource. Building Maintenance was increased (+21,426) due to HVAC upgrade project, Town hall lighting and equipment purchase. Road maintenance was increased (+\$138,275) due to increase in asphalt cost and some drainage projects. Tree maintenance was increase slightly (+\$3,174) due to salary increase. With the exception of previously negotiated salary increases and some capital purchases the remainders of the budget items are slightly increased/decreased from 2021/2022 fiscal year. The line items are outlined below (nearest dollar);

Engineering	\$970,124 increased to \$1,090,564	+\$120,440	+12.4%
Highway	\$2,071,280 increased to \$2,122,094	+\$50,814	+2.5%
Equip Maintenance	\$454,728 decreased to \$419,046	-\$35,682	-7.8%
Road Maintenance	\$2,658,500 increased to \$2,796,775	+\$138,275	+5.2%
Street Lighting	\$110,000 decreased to \$100,000	-\$10,000	-9.1%
Solid Waste	\$2,877,999 increased to \$2,958,053	+\$80,054	+2.8%
Build Maintenance	\$1,369,347 increased to \$1,390,773	+\$21,426	+1.6%
Building Custodians	\$357,668 increased to \$358,374	+\$706	+0.2%
Property Maintenance	\$53,800 decreased to \$37,000	-\$16,800	-31.2%
P&R Maintenance	\$342,000 increased to \$367,000	+\$25,000	+7.3%
Tree Maintenance	\$399,754 increased to \$402,928	+\$3,174	+0.8%
Facilities Management	\$200,000 no change to \$200,000	+0	+0.0%
WPC	\$2,151,388 increased to \$2,225,493	+\$74,105	+3.4%

Mr. Ratkiewicz explained the WPC budget has increased by 3.4% due to some capital costs associated with maintenance of the pumps and ultra violet lamps and capital purchase of utility vehicle at the plant. These costs are passed directly to the property owners on the sewer system through a sewer use fee.

At the request of Mr.Keenan, Mr. Ratkiewicz provided a brief overview of upcoming Public Works projects

The committee had several other questions and clarifications. The Public Works committee voted unanimously to recommend the PW and WPC budgets for approval to the full RTM.

RTM attendance;

Jay Keenan (chair PW/reporter), Seth Braunstein (chair Finance), Stephen Shackleford, Peter Gold, Dick Lowenstein, Andrew Colabella, Chris Tait, Don O’Day, Matt Mandell, and Jack Klinge

The Finance Committee met via Zoom on April 13th, 2022 at 7 pm to review the request of the BOE as approved by the Board of Finance, to recommend approval to the full RTM of an appropriation in the amount of \$148,656 in order to award RFP #022-066-BOE to Aries Building Systems, LLC for the CES Relocatable Classrooms project based on a 48 month lease term.

Finance Committee Members Attending:

Seth Braunstein – Chair, Nancy Kail, Christine Meyer Schatz, Don O’day, Stephen Schackleford, Cathy Talmadge,

Board of Education & School District Members Attending:

Lee Goldstein – Chairwoman, Liz Heyer- Vice Chairwoman, Thomas Scarice – Superintendent of Schools, Elio Longo – CFO, John Bayers – Assistant Superintendent of HR and General Administration, Mike Rizzo – Assistant Superintendent of Pupil Services.

Others in Attendance:

Harris Falk- RTM Jimmy Izzo – RTM

Elio Longo led off the discussion by explaining that the relocatable modulars are needed because of the expansion of the stepping stones pre-school. He said that in prior years there had been dips in CES enrollment that were offset by increases in stepping stones enrollment however CES enrollment is up and they have run into space issues that necessitate modulars.

In early February the BOE released an RFP which was opened and recorded on February 25th. They received two responses however one was disqualified as it was not signed by an authorized agent. The qualifying bidder is Aries Building systems LLC. He explained that these modulars are in high demand and that we are lucky that they identified a unit that had just come off line from Fairfield Public Schools. It was constructed in 2016 and refurbished in early 2022. They have put the unit on hold pending approval.

The Base bid is as follows:

48 month term: \$2,837/month; \$1,650/month lease extension (beyond 48 months)
48 month total lease payment: \$136,656
One additional year (months 49-60) under lease extension \$19,800
Tear down and removal at end of lease term: \$12,000
Total 48 month lease term: \$136,656 + \$12,000 = \$148,656

The ZBA initially denied approval because of security concerns however April 12th the BOE secured ZBA approval after these concerns were addressed.

They still need to go to P&Z for special permit site plan approval.

Seth Braunstein asked about incremental costs. There will be a second request for canopies, ramps and utility hook-ups. The incremental cost could be in the \$400,000- \$500,000 range.

Don O’day clarified that the two classrooms would not be used for Stepping Stone classrooms. Superintendent Tom Scarice confirmed that it would be used for specialist areas such as music and world languages. That Stepping Stones classrooms would remain where they are.

Christine Meyer Schatz moved to approve. The vote was 6-0 in favor of recommending to full RTM.