

## RESOLUTIONS

(1)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum of \$47,790.00 from the General Fund for Coleytown Elementary School Modular Classroom Canopy is hereby appropriated.

(2)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Westport Library, the sum of \$57,462.65 from the Westport's American Rescue Plan Act (ARPA) funds, to enhance the wireless network and infrastructure is hereby appropriated.

(3)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Library Director, the sum of \$62,147.00 from the Capital and Non-recurring Fund for repairs to the Library Roof and for Air Conditioning Installation in the Children's Room and Media Studios is hereby appropriated.

(4)

**RESOLVED:** That upon the recommendation of the RTM Library, Museum and Arts Committee, in accordance with Section C34-1 of the Town Charter, Ben Chan and Melissa Banks are hereby appointed to serve as Trustees of the Westport Library for a 4 year term beginning July 1, 2022 to June 30, 2026 and Scott Bennowitz is hereby reappointed to serve as Trustee of the Westport Library for a 4 year term beginning July 1, 2022 to June 30, 2026.

(5)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the First Selectwoman, the sum of \$84,000.00 to the appropriate department salary and benefit accounts for holiday pay for Juneteenth is hereby appropriated.

(6)

**RESOLVED:** That upon the request of the Human Services Director, pursuant to CGS 12-630aa et seq., the Westport Country Playhouse; The Saugatuck Cooperative; The Parent Child Center and Homes with Hope Inc. are hereby approved as programs eligible for investment by businesses under provisions of the 2022 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

(7)

**RESOLVED:** That the decision by the Planning & Zoning Commission to "Opt-Out" of Accessory Dwelling Unit Requirements per Public Act 21-29 is hereby ratified.

(8)

**RESOLVED:** That the decision by the Planning & Zoning Commission to "Opt-Out" of Multi-family Parking Requirements per Public Act 21-29 is hereby ratified.

(9)

**RESOLVED:** That the Westport RTM supports the constitutional rights and principles established in Roe v. Wade and opposes the elimination of those rights by any subsequent Supreme Court decision.

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


BACK UP MATERIAL  
RTM ITEM # 1

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: April 7, 2022  
Re: RFP 022-010-BOE Coleytown Elementary School Canopy

APPROVED:   
Jennifer S. Tooker  
First Selectwoman  
Date: 4/26/22

Tom –

On March 11, 2022, the Business Office conducted a bid opening and recording of RFP 022-010-BOE Coleytown Elementary School Canopy (for the proposed modular classroom). Below is a summary of the bid recording:

CES Canopy (proposed modular)  
Bid #: 22-010-BOE  
Bid closing date: Friday, March 11, 2022, 10:00 AM  
Number of bids received: 1  
Number of bids qualified: 1  
Qualified Bidder: New Haven Awning Company

A review of the New Haven Awning Company bid took place on Friday, March 11, 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.

**New Haven Awning Company bid proposal in summary:**

Purchase Option: Lump Sum of \$41,290  
Fixed cost for removal at end of project: \$6,500  
Total: \$47,790

**ADMINISTRATIVE RECOMMENDATION:** Award bid in the total amount of \$47,470 to New Haven Awning Company, subject to the approvals of the Westport Zoning Board of Appeals, the Westport Board of Finance and the Westport Representative Town Meeting.

Respectfully,

Elio

**RTM Joint Education and Finance Committee Meeting  
May 24, 2022**

On May 24, 2022, members of the administration met with the RTM Education and Finance Committees via Zoom to discuss and vote on the following appropriation:

**“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 a Special Appropriation from the General Fund in the amount of \$47,790 for Coleytown Elementary School Modular Classroom Canopy.”**

Present were Elio Longo, members of the Finance Committee (Seth Braunstein, Don O’Day, Jessica Bram, Stephen Shackelford, Cathy Talmadge, Rachel Cohn) and members of the Education Committee (Lauren Karpf, Lou Mall, Lisa Newman, Kristin Schneeman, Jack Klinge).

Coleytown Elementary School (CES) is adding two modular classrooms in order to accommodate the rising number of students at both the elementary school and Stepping Stones Preschool. The modulators will house “specials” classes (ie: music) for the elementary school. This appropriation is for a canopy covering the walkway from CES to the modulators. The canopy will include side paneling (other than the first 8 feet) and lighting.

The modulators will be onsite by end of June or early July. The canopy will be installed after the modulators are delivered.

Bidding for this project closed on March 11, 2022. The bid was awarded to New Haven Awning Company, the same company that installed the canopy for Bedford Middle School. The cost is \$41,290 plus \$6,500 for removal, totaling \$47,790. The costs are in line with the costs for the 2018-2019 BMS project. Some of the materials were repurposed from the modulators that were housed at Bedford Middle School.

The total modular project was estimated to cost approximately \$700,000, but the final costs are expected to total around \$450,000-\$500,000. There will be a third and final request for this project brought to the RTM soon to cover fencing, electrical costs, additional security measures, etc.

**Vote:**

Education Committee:

Kristin Schneeman made a motion to approve the appropriation for \$47,790 for a canopy for the CES modulators; Jack Klinge seconded the motion. The Committee voted 5-0 to recommend RTM approval of the appropriation.

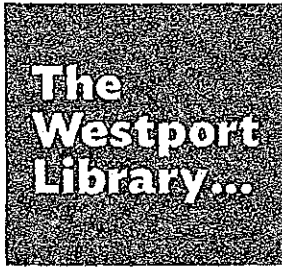
Finance Committee:

Cathy Talmadge made a motion to approve the appropriation for \$47,790 for a canopy for the CES modulars; Stephen Shackelford seconded the motion. The Committee voted 6-0 to recommend RTM approval of the appropriation.

Submitted By:

Lauren Karpf

Chair, RTM Education Committee



BOF Approved 5/11/22

BACK UP MATERIAL  
RTM ITEM # 2

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To: Jennifer Tooker

Subject: Request for ARPA funding to extend wireless at the Library and replace the existing Firewall

From: Bill Harmer

Date: 4/26/2022

Cc: Gary Conrad and Melanie Myers

APPROVED:   
Jennifer S. Tooker  
First Selectwoman  
Date: 4/27/22

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The Library is requesting ARPA funding to support Westport's resiliency during emergencies.

During the Transformation, the Library installed wireless connectivity on the external walls of the Library to enable the community to access the Library Wi-Fi from outside of the building. During the last major Tropical Storm Isaias when most of Westport and the surrounding towns lost power, the Library became a hub for connectivity and 12,000 accessed the Library's Wi-Fi from outside the building during the three days after the storm. Since the Library could not have anticipated this many people needing to use the Library's Wi-Fi, the signal was not strong enough to accommodate the demand and some people lost connectivity or their signal was not strong enough for them to be able to effectively do what they needed to do over the network.

We are therefore requesting funds to enhance the Library's wireless network and the underlying infrastructure to support that. In addition, the Library's Firewall is over 10 years old and does not have any redundancy. Therefore, to maintain network security especially with this expanded wireless we are requesting funds to replace the Firewall.

The total sum we are requesting for this expansion to the wireless and underlying infrastructure including the Firewall is \$57,462.65

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Bill Harmer".

Bill Harmer

## RTM Finance Committee Meeting

May 24th, 2022

Meeting via Zoom

To take such action as the meeting may determine to review and make a recommendation on a Library request for \$57,462.65 from the Westport's American Rescue Plan Act (ARPA) funds, to enhance the wireless network and infrastructure.

### In Attendance For RTM Finance:

- Seth Braunstein – Chair, RTM Finance Committee
- Rachel Cohn – RTM Finance Committee
- Cathy Talmadge - RTM Finance Committee
- Jessica Bram – RTM Finance Committee
- Stephen Shackelford – RTM Finance Committee
- Don O'Day – RTM Finance Committee

### Others in attendance:

- William Harmer, Executive Director of the Westport Library
- Melanie Myers, Chief of Staff of the Westport Library
- Scott Bennewitz, Chair, Westport Library Finance Committee
- Gary Conrad, Finance Director

On May 24<sup>th</sup>, 2022 the RTM Finance Committee met to hear an ARPA funding request. Library Director Bill Harmer with the assistance of Library Chief of Staff Melanie Myers and Library Finance Chair Scott Bennewitz presented a request for ARPA funds in the amount of \$57,462.65 to cover expenses required to enhance the library's wireless network and infrastructure.

As background for this request, Library Director Harmer explained how the Library's wireless access point was crucial to the town during Hurricane Isaias in August of 2020 when many residents lost power and the Library (with assistance of its emergency generator) allowed people to gain access to the internet which is obviously a highly valued resource in today's day and age. We learned that over a three or four day period during the aftermath of Isaias there was something like twelve thousand people that were able to take advantage of the availability of strong wifi in proximity to the Library.

The funds being requested will allow for the addition of more routers which will increase the strength and size of the network and will also allow the library to upgrade its firewalls to further strengthen cyber security.

This request fits well within the established criteria for ARPA funds and generally falls within the mandate for funds to help improve infrastructure and also qualifies as a means to offset revenue losses that had occurred as a result of the pandemic.

The vendor for the upgrade is CorSystems which was chosen amongst 3 different options and the Library also relied upon consultation from town resident Jamie Sachs.

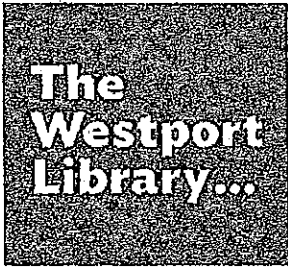
Jessica Bram made the motion to fund this request which was seconded by Rachel Cohn and the motion passed unanimously with a 6 to 0 vote.

Respectfully submitted by Seth Braunstein, Chair of the RTM Finance Committee.



BoF Approved \$62,147 5/11/22

BACK UP MATERIAL  
RTM ITEM # 3



To: Jennifer Tooker

Subject: Request for Special Appropriation to cover repair costs to extend life of Library roof and for AC installation in Childrens room and media studios.

From: Bill Harmer

Date: 4/25/2022

Cc: Gary Conrad and Melanie Myers

APPROVED: Jennifer S. Tooker  
Jennifer S. Tooker  
First Selectwoman  
Date: 5/12/22

The Library is requesting a special for the following:

- To install air conditioning in the Childrens program room and in the broadcasting room of the Library
- Repairs to the Library roof to extend its life.

1) Air Conditioning

We are requesting \$40, 772 for the installation of air- conditioning units for the Higgins Room in the Childrens Department and in the Broadcast Studios.

Childrens Department - The sun beating down on the Higgins Program room in the Childrens Department makes the room too hot to use for Childrens programs. We have increased the airflow from the central Library air-conditioning units into this room and have installed sun mitigating blinds but neither of these strategies have been sufficiently effective to reduce the heat in the room. For this room, which has the best views of the river, we need to install this additional air-conditioning.

Media Studios - The heat being generated by all the computers and equipment in the Broadcast studios makes the room extremely hot. When you add the staff and trainees who are working in the room simultaneously to support events the room becomes even hotter. We are concerned that if we do not add air conditioning to this room, the broadcast equipment could over heat and get damaged and therefore we are requesting the funds to install air-conditioning in this room.

1) Roof Repairs

We are requesting \$21,375 to cover the cost of repairing the Library roof. Portions of the roof are over 33 years old, and the warranty has expired, the remaining portion is over 29 years old and the warranty will be expiring in a couple of months. The roof is slated to be replaced after 30 years but we can extend this by a further 3 to 5 years by making necessary repairs and are therefore requesting these funds. The cost of replacing the roof now, because of the current price hikes, is estimated to be over \$1,200,000.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Bill Harmer".

Bill Harmer.

## Joint RTM Information Technology Committee and RTM Library, Museum, and Arts Committee Report

On May 26th, 2022, the RTM Information Technology Committee and RTM Library, Museum, and Arts Committee held a joint meeting where both committees resolved to recommend to the full RTM to approve, 1. a Library request for \$57,462.65 from the Westport's American Rescue Plan Act (ARPA) funds, to enhance the wireless network and infrastructure; and 2. a Special Appropriation in the amount of \$62,147.00 for repairs to the Library Roof and for Air Conditioning Installation in the Children's Room and Media Studios.

### Attending:

IT Committee: Harris Falk; Matthew Mandell; Christine Meiers Schatz; Nancy Kail  
LMA Committee: Kristin Purcell; Wendy Batteau; Lori Church; Arline Gertzoff; Richard Lowenstein; Harris Falk  
Westport Library: William Harmer, Executive Director; Melanie Myers, Chief of Staff; Scott Bennewitz, Chair, Finance Committee

The meeting began with the Library's request for \$57,462.65 from the Westport's American Rescue Plan Act (ARPA) funds, to enhance their wireless network and infrastructure. During Tropical Storm Isaias most of Westport was without power, cable, cellular, or internet. The Library had power due to its backup generator and placed wifi routers outside to provide internet access to Westport residents. The demand was greater than the Library systems could provide with connections being dropped and insufficient signal strength. The current firewall in use is 12 years old, has no redundancy, and is another bottleneck to the Library's connectivity. In order to provide service to the Town for not just emergency situations, but for ongoing daily use, the Library intends to use the ARPA funding to install 4 outdoor access points, a fiber optic/twisted pair switch, 2 firewalls, as well as cabling and other miscellanea required for installation.

### Questions:

- Does the request qualify for ARPA? Yes, as it meets requirements for emergency resiliency and cybersecurity.
- Will this improve connectivity and bandwidth indoors as well as outside? Yes.
- What will the range of the wifi be? To the river and from Jesup to almost the Levitt.
- Has the Library spent all of the PPP loan/grant money? Yes, it was spent on salaries and benefits.
- Is the pricing fixed? No. However, if there are any cost overruns due to inflation, supply chain, etc. the Library will cover any additional costs.
- What is the timing for installation? As soon as possible, with supply chain disruptions being what they are.
- Will there be any disruptions in service? No, there should be no disruptions.

Both committees unanimously voted to recommend to the full RTM to approve the Library request for \$57,462.65 from the Westport's American Rescue Plan Act (ARPA) funds, to enhance the wireless network and infrastructure.

The second request was a Special Appropriation in the amount of \$62,147.00 for repairs to the Library Roof and for Air Conditioning Installation in the Children's Room and Media Studios. \$21,375 of the request is for repairs to the library roof. The Town had the full replacement of the roof listed in the 2022 capital forecast. Due to inflation, supply chain issues, etc. the cost of construction has increased to over \$1.2 million. However, the Library was informed by their consultants, during the transformation project, that it was possible to extend the life of the roof up to five years with some repairs in the amount of \$21,375. These repairs are being done with the hope that construction prices will drop in that time.

The remaining funds are for air conditioning in the Higgins Children's Room and the Media Studio. The Children's Room has ongoing heat issues during the summer. Attempts have been made to mitigate the issue, window shades and improvements to the current A/C.

Unfortunately, the issue remains. The Children's Room will require an HVAC unit installed on the roof. The Media Studio was originally designed as a room for recording podcasts and had limited computer equipment and people in the room. It has since been divided to become a broadcast room as well, with far more equipment installed and the additional people needed to operate them. The additional equipment and people has raised the temperature of the room, making it uncomfortable to work in as well as causing concern that the equipment might overheat. The Media Studio's A/C unit will be a ductless system installed to supplement the current ductless system servicing the rooms.

#### Questions/Comments

- Has anyone else looked at or asked about the roof? Public Works has been involved and Don O'Day has asked questions during the RTM Finance Committee meeting with the Library.
- The roof wasn't part of the transformation project? It was not, as it had been evaluated to have a few years left in it at the time of the project.
- Is the A/C for the Media Studio quiet enough and safe for the equipment? Yes. The system is recommended by the same company who did the initial installation before the addition of all the new equipment.
- A couple of RTM members expressed enthusiasm for appropriating \$21,375 as a measure that will hopefully save significantly more after construction prices stabilize.

Both committees unanimously voted to recommend to the full RTM to approve a Special Appropriation in the amount of \$62,147.00 for repairs to the Library Roof and for Air Conditioning Installation in the Children's Room and Media Studios.

**Motions:**

**Motion:** Recommend to the full RTM to approve a Library request for \$57,462.65 from the Westport's American Rescue Plan Act (ARPA) funds, to enhance the wireless network and infrastructure.

**IT Committee:** Moved: Meiers Schatz, Seconded: Kail, Vote: 4-0, Passes.

**LMA Committee** Moved: Church, Second: Gertzoff, Vote: 6-0, Passes.

**Motion:** Recommend to the full RTM to approve a Special Appropriation in the amount of \$62,147.00 for repairs to the Library Roof and for Air Conditioning Installation in the Children's Room and Media Studios.

**IT Committee:** Moved: Meiers Schatz, Seconded: Mandell, Vote: 4-0, Passes.

**LMA Committee** Moved: Lowenstein, Second: Church, Vote: 6-0, Passes.

**Submitted by Harris Falk Chair, RTM Information Technology Committee; Member, RTM Library, Museum, and Arts Committee**

**MEETING MINUTES****Library, Museum & Arts Committee Meeting****May 31, 2022 7:45 PM****Westport Public Library****Committee Members Present**

- Kristin Mott Purcell, Chair
- Harris Falk
- Dick Lowenstein
- Karen Kramer
- Candace Banks
- Lori Church
- Wendy Batteau
- Arline Gertzoff

**Committee Member Absent**

- Brandi Briggs

The meeting was called to order at 7:45PM. Harris Falk made the motion to go into executive session so the committee could discuss the candidates for Library Board of Trustee two RTM appointments and one reappointment. Lori Church seconded. All present voted in favor 8-0.

At approximately 8:30 Harris Falk made the motion to return from executive session. Karen Kramer seconded.

Karen Kramer made the motion to recommend to the full RTM the reappointment of Scott Bennewitz to a second 4-year term as a Library Board Trustee commencing July 2022. Wendy Batteau seconded the motion. All voted in favor. The motion passed 8-0.

Karen Kramer made the motion to recommend to the full RTM the appointment of Melissa Banks and Ben Chan to be appointed to 4-year terms as Westport Library Trustees commencing July 2022. Lori Church seconded the motion. All voted in favor. The motion passed 8-0.

The meeting was adjourned at approximately 8:45.

Submitted by:

Kristin Mott Purcell

RTM LMA Committee Chair

**Conrad, Gary G.**

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**From:** Francis, Eileen on behalf of Tooker, Jennifer  
**Sent:** Monday, May 23, 2022 3:26 PM  
**To:** # All Town Employees  
**Subject:** Juneteenth Holiday

As a follow up to the Human Resources Department's Holiday Calendar email, please note that Town employees will have Juneteenth as a Holiday going forward, starting with this June.

On June 17, 2021, President Joe Biden signed the *Juneteenth National Independence Day Action*, establishing June 19, the date marking the end of slavery in the United States, as a federal holiday.

I believe the recognition and commemoration of this historically significant date in our collective American history is worthy of a holiday for Town of Westport employees.

Because June 19 falls on a Sunday this year, our employees are invited to take Monday, June 20, 2022 as a paid holiday. Enjoy!

Sincerely,

Jennifer S. Tooker  
First Selectwoman



WESTPORT  
CONNECTICUT



Juneteenth

2022

Holiday Payout

	<u>Base Payout</u>	<u>Contract Increase</u>	<u>OT</u>	<u>Total Salaries</u>	<u>Medicare</u>	<u>Soc. Sec.</u>	<u>Workers Comp.</u>	<u>Total Cost</u>
Police	25,103.65	690.35		25,794.00	374.01		297.09	26,465.10
Fire	33,800.00	929.50		34,729.50	503.58		455.21	35,688.29
Animal Control	555.52	-	277.76	833.28	12.08	51.66	2.75	899.78
EMS	2,075.31	-	1,037.66	3,112.97	45.14	193.00	40.08	3,391.19
Transfer Station	1,164.86	-	582.43	1,747.29	25.34	108.33	18.36	1,899.32
Waste Water Treatment	2,763.54	-	1,381.77	4,145.31	60.11	257.01	28.35	4,490.78
Parks & Rec	6,595.00	181.36	3,388.18	10,164.54	147.39	630.20	68.98	11,011.11
	<u>72,057.88</u>	<u>1,801.21</u>	<u>6,667.80</u>	<u>80,526.89</u>	<u>1,167.64</u>	<u>1,240.21</u>	<u>910.82</u>	<u>83,845.56</u>

Appropriation Request **\$84,000**





WESTPORT

## Board of Finance

REVISED-Inserted #8

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

### NOTICE AND AGENDA OF BOARD OF FINANCE MEETING

#### SPECIAL NOTICE ABOUT PROCEDURES FOR THIS MEETING:

*This meeting will be held IN-PERSON IN THE AUDITORIUM OF THE WESTPORT TOWN HALL. Town Hall access will be through the front of the building. The meeting will also be live-streamed on the Town Website [westportct.gov](http://westportct.gov) (on the website, select "How Do I" Heading, and select "Watch Town Meetings") and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Comments to be read during the public comment period may be emailed to [BOFcomments@westportct.gov](mailto:BOFcomments@westportct.gov). We will use our best efforts to read public comments aloud if they are received during the public comment period and if they state your full name and address. In-person public comments are also allowed during the public comment period. Meeting materials will be available at [westportct.gov](http://westportct.gov) along with the meeting notice posted on the Meeting List & Calendar page.*

The Board of Finance will hold its Public Meeting on Wednesday, June 1, 2022 at 7:30 p.m. in the Auditorium of the Westport Town Hall for the following purposes:

#### AGENDA

1. To approve the Board of Finance Minutes of the May 11, 2022 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Upon the request of the Town Attorney's office and in accordance with §C6-2 of the Town Charter, to recommend a lease between the Town of Westport and The Police Athletic League, Inc. for the PJ Romano Field House and surrounding grounds located at 170 Riverside Avenue.
5. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$190,085.04 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts.
6. To review and approve a Board of Education request for \$216,056.00 from the Westport's American Rescue Plan Act (ARPA) funds, to enhance social needs of students at all five Elementary Schools.
7. Upon the request of the First Selectwoman, to approve a transfer of \$192,000.00 to the appropriate department salary accounts from Account #10109917-519000 (Reserve Salary Adjustments) for non-bargaining employees' salary increases for FY2022-2023.
8. Upon the request of the First Selectwoman, to approve an appropriation of \$84,000.00 to the appropriate department salary and benefit accounts for holiday pay for Juneteenth.

9. Upon the request of the Director of Public Works, to approve an appropriation of \$160,000.00 to the Capital and Non-Recurring Account #31503310-500356 to purchase a John Deere 410L Backhoe & Loader to replace the 2005 John Deere 410G Backhoe that requires extensive repairs.
10. Upon the request of the Director of Public Works, to approve an appropriation of \$270,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500357 for the replacement of the 50,000lb Truck Lift in the mechanics bay in the equipment garage.
11. Upon the request of the Director of Public Works, to approve an appropriation of \$285,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500358 for the replacement of the Weigh Scale located at the Westport Transfer Station.
12. Upon the request of the Director of Public Works, to approve an appropriation of \$251,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500359-10129 for the Restoration of the Front Façade Portico Columns, Pilasters and Pediment of Town Hall.

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



WESTPORT<sup>SM</sup>  
CONNECTICUT

Jennifer S. Tooker, First Selectwoman

BACK UP MATERIAL  
RTM ITEM # 6

TO: Jeff Wieser, RTM Moderator  
Jeff Dunkerton, Town Clerk

FROM: Jennifer S. Tooker, First Selectwoman *JST*

DATE: May 23, 2022

RE: RTM Approval for 2022 Neighborhood Assistance Act Program Proposal

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Kindly place the attached request on the upcoming Representative Town Meeting agenda for legislative approval of the applications for the 2022 Neighborhood Assistance Act Program Proposal, as attached.

Thank you.

cc: E. Daignault

RECEIVED FOR RECORD  
WESTPORT TOWN CLERK  
2022 MAY 23 P 12:25  
*[Handwritten signature]*



## Department of Human Services

Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
Westportct.gov  
[humansv@westportct.gov](mailto:humansv@westportct.gov)  
Telephone (203) 341-1050

REVISED

TO: Jennifer Tooker, First Selectwoman  
FROM: Elaine Daignault, DHS Director  
DATE: May 23, 2022  
RE: Items for the June 7, 2022 RTM Meeting

I respectfully request that the following items be placed on the June 7 RTM agenda for legislative approval, per CGS §Sec 12-630aa et.seq.:

The approval of the following Westport non-profit organization applications for the 2022 Neighborhood Act Tax Credit program:

- Westport Country Playhouse
- The Saugatuck Cooperative
- The Parent Child Center (2 applications)
- Homes with Hope, Inc.

This NAA program is designed to provide funding for municipal, and tax-exempt organizations, by providing a corporation business tax credit for businesses that make cash contributions to these non-profit organizations.

This program allows businesses to claim a State tax credit for cash contributions made to qualifying community programs conducted by tax exempt or municipal agencies.

Attachments

cc: Eileen Flug, Assistant Town Attorney  
Jeff Dunkerton, Town Clerk



Municipality: Westport

**Form NAA-01**  
**2022 Connecticut Neighborhood Assistance Act (NAA)**  
**Program Proposal**

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_  
Westport Country Playhouse

Address: 25 Powers Court, Westport, CT 06880

Federal Employer Identification Number: 23-7357943

Program title: Upgrade parking lot lights and Playhouse building lights to energy-saving LED lights.

Name of contact person: Michele Crowley

Telephone number: (203) 571-1284

Email address: mcrowley@westportplayhouse.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 11,680.00

<p>Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?</p> <p><input checked="" type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If <b>Yes</b>, attach a copy of the <b>first page</b> of your most recent return.</p> <p>If <b>No</b>, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.</p>
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## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; or  
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; or  
 Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

Westport Country Playhouse wants to upgrade its parking lot lights to energy saving LED lighting as follows:

- Retrofit four (4) single head light poles
- Retrofit fourteen (14) double head light poles
- Retrofit thirteen (13) bollards• Recycle all H.I.D. lamps
- Supply bucket truck / Supply all labor

The Playhouse also wants to upgrade lighting to energy saving LED lights in its main building

Need for program: \_\_\_\_\_

We believe it is a good time to invest in energy-efficient lighting for the parking lot and main building as it will save us money in the long-term. We are incorporating "green" technology into the Playhouse where possible, and ultimately, the LED lighting will save us money while benefiting the natural environment.

Neighborhood area to be served: \_\_\_\_\_

Town of Westport

Plan to implement the program: \_\_\_\_\_

- Meet with company to determine price of new lighting for the parking lot and the main building
- Develop a time frame to replace existing lighting that works with our 2022 season/schedule of shows .
- Contract with a company to replace the old lights with the LED lights

**Timetable:**

Program start date: 9/1/2022

Program completion date: 9/1/2023

The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested	<u>\$11,680.00</u>
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

**Total Funding:**

\_\_\_\_\_

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) <u>Lighting fixtures for parking lot</u>	<u>\$5,680.00</u>
b) <u>Lighting fixtures for main building</u>	<u>\$6,000.00</u>
c) _____	_____
d) _____	_____

Administrative expenses - itemized description:

a) <u>Facilities Manager @ 15%</u>	<u>\$9,630.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Proposed Expenditures:**

\$21,310.00

**Part IV - Municipal Information**

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ <b>Westport Department of Human Services</b>
_____
Mailing address: <b>110 Myrtle Avenue, Westport, CT 06880</b>
_____
Name of municipal liaison: <b>Elaine Daignault, Director of Human Services</b>
Telephone number: <b>203-341-1050</b>
Fax number: <b>203-341-1073</b>

<p style="text-align: center;"><b>Post-Project Audit</b></p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;">Yes                      No <input checked="" type="checkbox"/></p> <p style="text-align: center;">If Yes, date post-project audit due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
---



**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

**2020**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- Do not enter social security numbers on this form as it may be made public.
- Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A** For the 2020 calendar year, or tax year beginning 01/01/2020 and ending 12/31/2020

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization WESTPORT COUNTRY PLAYHOUSE INC  
 Doing business as \_\_\_\_\_  
 Number and street (or P.O. box if mail is not delivered to street address) 25 Powers Court Room/suite \_\_\_\_\_  
 City or town, state or province, country, and ZIP or foreign postal code Westport, CT, 06880

**D** Employer identification number 23-7357943

**E** Telephone number 203-227-5137

**G** Gross receipts \$ 2,918,008

**F** Name and address of principal officer: Michael Barker  
25 Powers Court, Westport, CT 06880

**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list. See instructions

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: www.westportplayhouse.org

**K** Form of organization:  Corporation  Trust  Association  Other **L** Year of formation: 1973 **M** State of legal domicile: CT

**H(c)** Group exemption number ▶

**Part I Summary**

<b>1</b> Briefly describe the organization's mission or most significant activities: <u>To transform people's lives through the power of theater. Our aim is to enlighten, enrich and engage a diverse community of theater-lovers, artists and students by presenting</u> <u>(Continued on Schedule O, Statement 1)</u>	
<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.	
<b>Activities &amp; Governance</b>	<b>3</b> Number of voting members of the governing body (Part VI, line 1a) . . . . . <b>3</b> <u>32</u>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b) . . . . . <b>4</b> <u>32</u>
	<b>5</b> Total number of individuals employed in calendar year 2020 (Part V, line 2a) . . . . . <b>5</b> <u>55</u>
	<b>6</b> Total number of volunteers (estimate if necessary) . . . . . <b>6</b> <u>50</u>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12 . . . . . <b>7a</b> <u>-2,203</u>
	<b>7b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11 . . . . . <b>7b</b> <u>0</u>
	<b>8</b> Contributions and grants (Part VIII, line 1h) . . . . . <b>8</b> <u>2,909,914</u> <b>9</b> <u>2,543,825</u>
<b>9</b> Program service revenue (Part VIII, line 2g) . . . . . <b>9</b> <u>2,094,180</u> <b>10</b> <u>122,423</u>	
<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . . <b>10</b> <u>90,102</u> <b>11</b> <u>45,900</u>	
<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . . <b>11</b> <u>123,801</u> <b>12</b> <u>74,470</u>	
<b>12</b> Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) . . . . . <b>12</b> <u>5,217,997</u> <b>13</b> <u>2,786,618</u>	
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1–3) . . . . . <b>13</b> <u>0</u> <b>14</b> <u>0</u>
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4) . . . . . <b>14</b> <u>0</u> <b>15</b> <u>0</u>
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) . . . . . <b>15</b> <u>3,213,741</u> <b>16a</b> <u>1,798,476</u>
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e) . . . . . <b>16a</b> <u>0</u> <b>16b</b> <u>0</u>
	<b>16b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>212,078</u> . . . . . <b>16b</b> <u>212,078</u>
	<b>17</b> Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) . . . . . <b>17</b> <u>2,612,084</u> <b>18</b> <u>1,387,565</u>
	<b>18</b> Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) . . . . . <b>18</b> <u>5,825,825</u> <b>19</b> <u>3,186,041</u>
<b>19</b> Revenue less expenses. Subtract line 18 from line 12 . . . . . <b>19</b> <u>-607,828</u> <b>20</b> <u>-399,423</u>	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 1f) . . . . . <b>20</b> <u>14,652,741</u> <b>21</b> <u>14,372,975</u>
	<b>21</b> Total liabilities (Part X, line 26) . . . . . <b>21</b> <u>2,171,610</u> <b>22</b> <u>2,121,667</u>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20 . . . . . <b>22</b> <u>12,481,131</u> <b>23</b> <u>12,251,308</u>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here** Signature of officer Michael Barker, Managing Director Date \_\_\_\_\_  
 Type or print name and title

**Paid Preparer Use Only** Print/Type preparer's name \_\_\_\_\_ Preparer's signature \_\_\_\_\_ Date \_\_\_\_\_ Check  if self-employed PTIN \_\_\_\_\_  
 Firm's name ▶ \_\_\_\_\_ Firm's EIN ▶ \_\_\_\_\_  
 Firm's address ▶ \_\_\_\_\_ Phone no. \_\_\_\_\_

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No



DESIGN AND MAINTENANCE OF LIGHTING SYSTEMS  
COMMERCIAL INDUSTRIAL STREET EMERGENCY

CORPORATE OFFICES  
150 BROOKSIDE ROAD, WATERBURY, CT 06708  
Telephone (203) 756-8148 • Fax (203) 756-6312

SERVICE CENTERS  
Boston, MA New York, NY Charlotte, NC  
Toll Free 1-800-225-0263

April 25, 2022

bbaldwin@westportplayhouse.org

Mr. Brad Baldwin  
Westport Country Playhouse  
25 Powers Court  
Westport, CT 06880

Re: Retrofitting of Parking Lot Poles and Bollards

Dear Brad:

As requested, I have surveyed the above parking lot to retrofit your existing parking lot pole lights with new LED high output retrofit kits. Lighting Services, Inc. will perform the following:

- Retrofit four (4) single head light poles
- Retrofit fourteen (14) double head light poles
- Retrofit thirteen (13) bollards
- Recycle all H.I.D. lamps
- Supply bucket truck
- Supply all labor

Total cost will be \$5,680.87 plus tax if applicable.

All lamps are warrantied for five (5) years, not labor.

Please sign below and the material will be ordered.

Please note: this quote is only good for thirty (30) days due to material prices changing daily.

If you have any questions, please call me at 1-800-225-0263.

Sincerely,

*Scott Miller / ks*

Scott Miller  
Account Director

SM/ks

TO AUTHORIZE WORK, PLEASE SIGN AND  
EMAIL TO [sales@lightingservicesinc.net](mailto:sales@lightingservicesinc.net)

Signature \_\_\_\_\_

Date \_\_\_\_\_ PO# \_\_\_\_\_

Print Form

Reset Form



Municipality: WESTPORT, CT

### Form NAA-01

## 2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

#### Part I — General Information

Name of tax exempt organization/municipal agency: THE SAUGATUCK COOPERATIVE  
— SENIOR (62+) AFFORDABLE NON-PROFIT HOUSING

Address:

35 BRIDGE ST. WESTPORT CT 06880

Federal Employer Identification Number:

06-1462004

Program title:

SENIOR RESIDENCE HVAC INFRASTRUCTURE REPLACEMENT PROGRAM

Name of contact person:

STEVE KARPEL

Telephone number:

203-355-1389

Email address:

steve.karpel@icloud.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$

150,000-

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If Yes, attach a copy of the first page of your most recent return.

If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

**Part II — Program Information**

Check the appropriate description of your program:

**100% credit percentage**

- Energy conservation; or
- Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

**60% credit percentage**

- Job training/education for unemployed persons aged 50 or over;
- Job training/education for persons with physical disabilities;
- Program serving low-income persons;
- Child care services;
- Establishment of a child day care facility;
- Open space acquisition fund; or
- Other (specify): AFFORDABLE HOUSING FOR LOW + MODERATE INCOME SENIORS - (PER HUD REQUIREMENTS.)

Description of program:

NON-PROFIT PRIVATE AFFORDABLE SENIOR HOUSING COOP

Need for program:

FORMER 93 YEAR OLD ELEMENTARY SCHOOL BUILDING CONVERTED TO SENIOR AFFORDABLE HOUSING 28 YEARS AGO. HVAC INFRASTRUCTURE HAS REACHED USEFUL END OF LIFE & NEEDS REPLACEMENT.

Neighborhood area to be served:

SANGATUCK NEIGHBORHOOD WESTPORT, CT

Plan to implement the program:

- (1) REPLACE BUILDING HEATING SYSTEMS IN 93 YEAR OLD BUILDING  
— 10 BOILERS, HEAT PUMPS & SUPPORTING HEATING EQUIPMENT
- (2) REPLACE BUILDING AC COMPRESSORS & SUPPORTING EQUIPMENT FOR ALL COMMON AREAS

(SEE ENGINEERING BASED SPREADSHEET)

**Timetable:**

Program start date: WHEN FUNDS BECOME AVAILABLE

Program completion date: 18-24 MONTHS AFTER START DATE

The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested	\$ 150,000—
Other funding sources - itemized sources:	
a) <u>NONE</u>	<u>0—</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Funding:**

150,000

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) <u>REPLACE 10 BUILDING BOILERS</u>	_____
b) <u>REPLACE ASSOCIATED HEATING EQUIPMENT</u>	_____
c) <u>REPLACE BUILDING AC COMPRESSORS</u>	<u>300,000</u>
d) <u>(FOR COMMON AREAS)</u>	_____

Administrative expenses - itemized description

a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

*(SEE ATTACHED SPREADSHEET FROM ENGINEERING REPORT)*

**Total Proposed Expenditures:**

300,000

**Part IV - Municipal Information**

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: \_\_\_\_\_  
**Westport Department of Human Services**

Mailing address: **110 Myrtle Avenue, Westport, CT 06880**

Name of municipal liaison: **Elaine Daignault, Director of Human Services**

Telephone number: **203-341-1050**

Fax number: **203-341-1073**

**Post-Project Audit**

Is a post-project audit required for this proposal?

Yes

No

If **Yes**, date post-project audit due:

\_\_\_\_\_  
Date

Form **990**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2020**

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Open to Public Inspection

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

A For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>THE SAUGATUCK COOPERATIVE, INC.</b> <b>C/O THE PROPERTY GROUP OF CT</b>		<b>D</b> Employer identification number  <b>06-1462004</b>
	Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>25 CRESCENT STREET</b>		<b>E</b> Telephone number <b>(203) 226-1570</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>STAMFORD, CT 06906</b>		<b>G</b> Gross receipts \$ <b>298,973.</b>
	<b>F</b> Name and address of principal officer: <b>JOHANNA STRACZEK</b> <b>SAME AS C ABOVE</b>		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions <b>H(c)</b> Group exemption number
<b>1</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
<b>J</b> Website: <b>N/A</b>			
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other			
<b>L</b> Year of formation: <b>1996</b> <b>M</b> State of legal domicile: <b>CT</b>			

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>TO PROVIDE AFFORDABLE HOUSING ON A HOMEOWNERSHIP BASIS FOR THE LOW INCOME AND NEEDY ELDERLY</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>7</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>7</b>
	<b>5</b> Total number of individuals employed in calendar year 2020 (Part V, line 2a)	<b>5</b>	<b>1</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	<b>7</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0.</b>
<b>7b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	<b>0.</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	<b>9</b> Program service revenue (Part VIII, line 2g)	0.	0.
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	354,679.	298,575.
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	3,936.	398.
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	358,615.	298,973.
	<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		0.	0.
<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		36,564.	39,066.
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)		0.	0.
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0.</b>			
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		359,705.	382,504.
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	396,269.	421,570.	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	-37,654.	-122,597.	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	<b>21</b> Total liabilities (Part X, line 26)	3,288,224.	3,163,321.
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	10,932.	8,626.
		<b>3,277,292.</b>	<b>3,154,695.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer	Date
	<b>JOHANNA STRACZEK, TREASURER</b>	
	Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> self-employed	PTIN
	<b>JOHN F ONOFRIO CPA</b>	<b>JOHN F ONOFRIO CPA</b>	<b>11/10/21</b>		<b>P00012572</b>
	Firm's name ▶ <b>KIRCALDIE RANDALL &amp; MCNAB LLC</b>	Firm's EIN ▶ <b>06-0415530</b>			
	Firm's address ▶ <b>605 WASHINGTON AVENUE</b> <b>NORTH HAVEN, CT 06473-1187</b>	Phone no. <b>(203) 239-4478</b>			

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

**PROJECTED SAUGATUCK COOP INFRASTRUCTURE  
REPLACEMENT / REPAIRS REQUIREMENTS OVER  
NEXT FIVE TO TEN YEARS**

**AS OF AUGUST 2021**

Boilers - Replacement of Ten (10) Original Boilers, Heat Pumps, Motors	<b>\$200,000</b>
External Masonry Walls - Inspections and Repairs	<b>\$50,000</b>
Asphalt Pavement - Milling and Overlay - Road, Parking Lots, Sidewalk Replacements	<b>\$100,000</b>
Air Handling Units / Condensers for Common Areas	<b>\$80,000</b>
Elevator(s) Component Replacement	<b>\$100,000</b>
Emergency Generator Replacement	<b>\$93,000</b>

**TOTAL PROJECTED COSTS FOR MAJOR  
INFRASTRUCTURE REPLACEMENT / REPAIRS  
COVERING NEXT FIVE YEARS** **\$623,000**



## INTRODUCTION

### THE SAUGATUCK CONCEPT

The Saugatuck is a senior residential cooperative in Westport, Connecticut that consists of 36 Units, 19 of which have two bedrooms and 17 of which have one bedroom. The Units and facility are unique as they were designed in the vacant, former Saugatuck Elementary School. The use of the former school in this manner has returned the landmark building to a vital part of the Saugatuck neighborhood and provides affordable housing for seniors.

The Town of Westport continues to own the land and holds a 99-year lease on the property, but the Cooperative owns the building. Members at the time of purchase must be at least 62 years of age, be able to live independently (How is that defined?), and their income must be below the Connecticut Housing Finance Authority's guidelines for homeowners at 80% of area median income. An exception is made for married couples, in that only one of the individuals must be at least 62 years of age at purchase. In an effort to ensure that Units remain affordable into the future, their resale price is linked to the average increase in income for individuals living in the area.

In 1993 the Town of Westport contracted with New Samaritan Development Corporation, a non-profit entity with statewide experience in housing for seniors, to develop the property as a cooperative under a committee of the Town. Funding for construction was provided at reduced rates by the Connecticut Housing Finance Authority and the Housing Development Fund of Lower Fairfield County under their regulations.

The organization of The Saugatuck as a cooperative assumes the goodwill of all Members and a desire to show consideration to each other and to promote the common good. All Members are encouraged to conduct themselves in a manner that promotes a spirit of mutual respect, democracy, and fairness.

### THE EXECUTIVE BOARD

The Executive Board of The Saugatuck sets policies and conducts its business in conformance with the basic documents found in the Public Offering Statement (known to Members as "The Red Book"), including the Declaration, By-laws, and Rules and Regulations, as may be revised or amended from time to time. \*

Board meetings are held in the Community Room at the discretion of the Board. Meeting dates are posted in the mailroom, and the Board is responsible for the agenda. Items generally include the Superintendent's Report, Minutes, Financial Report, Management Report, Member Comment, (during which time Members may speak about their concerns regarding the Membership at large), Committee Reports, Old Business, and New Business. Prior to the meeting, the agenda is posted on the bulletin board in the mailroom, as are the minutes of the previous meeting. The Annual Membership Meeting is held in June.

Included on the Board of Directors are five Members who are elected by the full membership, one appointed representative of New Samaritan Development Corporation, and one appointed representative of the Town of Westport. Each elected Director has a three-year term on a rotating basis, and each year the Board elects its own officers. In years 1 and 2, two Directors are elected, and in year 3, one Director is elected. If an elected Director leaves



# THE SAUGATUCK

Common Interest Community

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## PUBLIC OFFERING STATEMENT

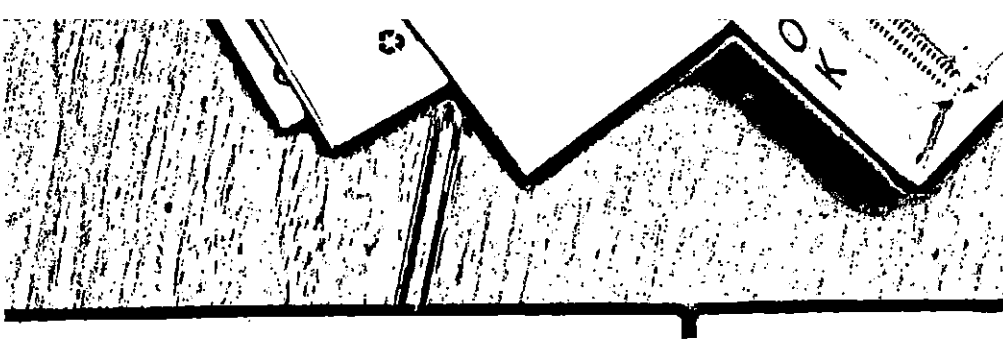
### Introduction

Set back on a rise on Bridge Street is the classic brick and slate building, the former Saugatuck Elementary School, with a lawn that slopes gracefully to the street. This handsome structure no longer houses laughing, chattering youngsters containing their energies concentrate on reading and math. When the Town and the neighborhood focused on what to do with the beautiful, but empty, school the idea of a residence for seniors was born.

After considerable planning the Town chose the New Samaritan Development Corporation, a non-profit corporation, (the "Declarant") to establish a cooperative to serve persons or couples of low and moderate income at least one of whom was over the age of 62. The Declarant is an affiliate of New Samaritan Corporation, a non-profit housing development corporation established in 1970 by the United Church of Christ to create housing options for persons not served by the open market. New Samaritan Corporation has successfully developed more than 1200 units across the state of Connecticut. Through its related non-profit management firm it continues to assure a high quality of service to the residents and the housing as the communities continue over the years.

The Declarant has established a Westport Advisory Board to provide local input and to maintain the local character and desires for The Saugatuck. With concern for the physical design and preferences of the future resident/owners of The Saugatuck, the Declarant has planned a cooperative living environment that will allow flexibility and sensitivity to the particular needs of the resident/owners. The charm of the building will be preserved in its colonial brick, cupolas, slate roof, and open landscape. The layout of the building provides good size units with ample light, a wide variety of unit sizes and configurations to choose from, some with high ceilings, some standard, some with two bedrooms, some with two floors. The units are basically adaptable for most physical handicaps. The exterior will be enhanced by new landscaping, space for gardening by resident/owners, walking paths, and parking. Independent, balanced with security and economy is the underlying plan for the staffing and maintenance design.

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The Units are designed for active persons who are ambulatory and of sufficiently good physical and mental health, to attend to all of their personal needs without assistance from the cooperative's management staff. The community is not designed or licensed to provide service or care that is provided in a licensed health care facility. Resident/owners may, of course, contract for their own assistance at their own cost as long as their disability does not impact on the health and welfare of the other resident/owners.

Residency is limited to households of one or two persons, one of whom shall have reached the age of 62. The other, in order to provide for live-in care-givers, spouses, and other family members may be less than 62 but no less than 21 years of age. In all cases, the unit must be the principal residence of the Owner(s).

The corporation has been designed to keep the community open to low and moderate income persons. The Declarant acquired the school buildings from the town and leased the surrounding land for 99 years, at a nominal ground rental of \$1.00 per year ("Land Lease"). The Cooperative and unit owners will of course be responsible for property maintenance. This low rent allows the units to be sold at a lower price. By the Ground lease, the Town and the Declarant have also restricted the resale price on the Units to an amount equal to the original price multiplied by the increase in the HUD Area Median income plus reimbursement for approved capital improvements to the unit. Also, unit owners who sell are required to pay one-third of any permitted appreciation to the Association. It is anticipated that the Association will exercise this right on behalf of a waiting list of persons, qualified in the same manner as the original purchasers. This appreciation restriction continues to make the units available to the same low and moderate income persons throughout the life of the cooperative while allowing for some personal appreciation. The restriction on appreciation is discussed in more detail in section 14. The qualifications for resale continue to be restricted to low and moderate income persons as defined by Connecticut Housing Finance Authority guidelines and for households in which there is one person at least 62. Payments of the portion of the appreciation to the Association will fund the Association reserve accounts.

Regular assessments (Common Expenses) as provided in the annual budget will be based on a fraction that derives from the original price of the unit. This fee covers the maintenance of the physical and grounds, by cleaning, repairs, and replacement, the financial management of the cooperative, and resident/owner services as determined by the cooperative. There may be optional services, functions, and materials available to resident/owners, such as Unit cleaning or trips, that will be billed and paid by the resident/owner who participates. Any health care and therapy will be arranged directly with, provided by, and paid to outside health care providers by the resident/owner who so contracts.

The Common Interest Ownership Act (CIOA) in Connecticut provided a wide choice of flexible options for ownership and community style including cooperative and condominium. The cooperative form was chosen by the Declarant because it allows for maximum control and joint economy. The Association will own the building and each Owner hold stock in the association, as well as an interest in his or her unit. The Association is made up of Unit Owners and their representative Executive Board will have responsibility for the standards and oversight of the professional management services. All of the complex legal relationships are described in the pages that follow.



Municipality: Westport

**Form NAA-01**  
**2022 Connecticut Neighborhood Assistance Act (NAA)**  
**Program Proposal**

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_  
The Parent Child Center, inc.

Address: 90 Hillspoint Rd

Federal Employer Identification Number: \_\_\_\_\_

Program title: Solar Energy for Early Childhood

Name of contact person: Eileen Ward

Telephone number: (203) 226-8033

Email address: director@myccdc.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes       No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; **or**  
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; **or**  
 Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

The project consists of building a solar array to provide electricity to three childcare centers in Westport. We would like to install a ground-mounted solar at 90 Hillspoint Road to meet approximately 185 MWh annual energy demand from the three childcare centers on site. (The roof is curvilinear and cannot structurally support solar panels.) It is, an architecturally unique building designed by Victor Lundy. At Harvard, he studied under Walter Gropius and Marcel Breuer, members of the Harvard Five. This ensures that we preserve the area's architectural history while preparing it for the energy and climate challenges of the future.

Need for program: \_\_\_\_\_

(1) Lower the annual operational costs of the childcare centers by approximately \$38,000. The project may free up over \$38,000 in electricity expenses to invest in teachers, scholarships, and curriculum development, among other priorities. (2) Lower greenhouse gas emissions. Our project has the potential to reduce US production of CO<sub>2</sub>e emissions by up to 44 metric tonnes per year (using the EPA's standard emissions factors). (3) Develop a climate-change and STEM-focused early childhood environmental education program.

Neighborhood area to be served: \_\_\_\_\_

The Parent Child Center is the management agency for three early care and education programs serving families with children from birth to age six. We are in a former elementary school leased from the Town of Westport. In total, approximately 300 children attend all or part of each day twelve months a year. We employ 100 people.

Plan to implement the program: \_\_\_\_\_

1. Establish location in compliance of Westport zoning regulations.
2. Secure at least three bids from contractors.
3. Raise necessary funds.
4. Secure zoning approval.

**Timetable:**

Program start date: October 1, 2022

Program completion date: November 2022

**The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.**

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested \$150,000.00

Other funding sources - itemized sources:

a) Congresssionally Directed Funding Grant \$165,000.00

b) Fundraising and Financing \$27,000.00

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Funding:** \$342,000.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Establish title and property line \$2,000.00

b) Update survey \$10,000.00

c) Installation of Solar Panels \$330,000.00

d) \_\_\_\_\_

Administrative expenses - itemized description:

a) \_\_\_\_\_ \$0.00

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Proposed Expenditures:** \$342,000.00

**Part IV - Municipal Information**

**To be completed by the municipal agency overseeing implementation of the program**

Name of municipal agency overseeing implementation of the program: _____ <b>Westport Department of Human Services</b>
Mailing address: <b>110 Myrtle Avenue, Westport, CT 06880</b>
Name of municipal liaison: <b>Elaine Daignault, Director of Human Services</b>
Telephone number: <b>203-341-1050</b>
Fax number: <b>203-341-1073</b>

<p style="text-align: center;"><b>Post-Project Audit</b></p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project audit due:</p> <p style="text-align: center;">February 2023</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
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# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

## 2020

Open to Public Inspection

Department of the Treasury  
Revenue Service

Do not enter social security numbers on this form as it may be made public.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

For the 2020 calendar year, or tax year beginning **SEP 1, 2020** and ending **AUG 31, 2021**

4 Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <b>THE PARENT CHILD CENTER, INC.</b>		D Employer identification number <b>06-1276427</b>
	Doing business as		E Telephone number <b>203-226-8033</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	G Gross receipts \$ <b>228,998.</b>
	<b>90 HILLSPOINT ROAD</b>		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code <b>WESTPORT, CT 06880</b>		H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
F Name and address of principal officer: <b>SANDY SERES</b> <b>90 HILLSPOINT ROAD, WESTPORT, CT 06880</b>		H(c) Group exemption number ▶	
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: <b>N/A</b>			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: <b>1989</b> M State of legal domicile: <b>CT</b>	

### Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <b>TO PROVIDE AND MAINTAIN FACILITIES FOR A COOPERATIVE DAY CARE, PRESCHOOL AND PRIMARY</b>			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)	6	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	6	
	5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	0	
	6	Total number of volunteers (estimate if necessary)	0	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0.	
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	0.		
Revenue			Prior Year	Current Year
	8	Contributions and grants (Part VIII, line 1h)	0.	0.
	9	Program service revenue (Part VIII, line 2g)	228,998.	228,998.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	3,633.	0.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	232,631.	228,998.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
		b Total fundraising expenses (Part IX, column (D), line 25) ▶	0.	
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	219,667.	237,348.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	219,667.	237,348.
	19	Revenue less expenses. Subtract line 18 from line 12	12,964.	-8,350.
Net Assets or Fund Balances			Beginning of Current Year	End of Year
	20	Total assets (Part X, line 16)	62,283.	49,813.
	21	Total liabilities (Part X, line 26)	4,120.	0.
22	Net assets or fund balances. Subtract line 21 from line 20	58,163.	49,813.	

### Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	<b>SANDY SERES, PRESIDENT</b> Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name <b>JOHN J. ZAPRZALKA, CPA</b>	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN <b>P00231420</b>
	Firm's name ▶ <b>APICELLA, TESTA &amp; COMPANY, P.C.</b>	Firm's EIN ▶ <b>06-0876812</b>			
	Firm's address ▶ <b>680 BRIDGEPORT AVENUE SHELTON, CT 06484</b>	Phone no. (203) 925-9494			

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No





Municipality: Westport

**Form NAA-01**  
**2022 Connecticut Neighborhood Assistance Act (NAA)**  
**Program Proposal**

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_

The Parent Child Center, Inc.

Address: 90 Hillspoint Rd

Federal Employer Identification Number: \_\_\_\_\_

Program title: Energy Resiliency for Early Childhood

Name of contact person: Eileen Ward

Telephone number: (203) 226-8033

Email address: director@myccdc.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 104,500.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes       No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; or  
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; or  
 Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

The project consists of installing a generator to provide back-up power when the grid is down. This improvement requires an upgrade to the electric infrastructure on our site. This project will increase resilience to extreme weather; strengthen our energy security, and provide stability for working families.

Need for program: \_\_\_\_\_

Our goal is to: Ease the burden on working parents and increase resiliency. By making it more likely that the childcare centers operate through grid power outages, the upgrades to our electric infrastructure make us more responsive to the needs of the approximately 300 families we serve.

Neighborhood area to be served: \_\_\_\_\_

The Parent Child Center is the management agency for three early care and education programs serving families with children from birth to age six. We are in a former elementary school leased from the Town of Westport. In total, approximately 300 children attend all or part of each day twelve months a year. We employ 100 people.

Plan to implement the program: \_\_\_\_\_

1. Update the sixty year old electrical panel.
2. Secure bids from contractors.
3. Raise necessary funds.
4. Secure zoning approval.

**Timetable:**

Program start date: October 2022

Program completion date: January 2023

**The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.**

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested \$42,971.00

Other funding sources - itemized sources:

a) Congerssionally Directed Funding Grant \$43,000.00

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Funding:** \$104,000.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Permits \$500.00

b) Electrical Upgrades and Installation \$35,000.00

c) Generator, transfer switch, remote monitoring \$41,826.00

d) Mechanical Installation \$8,645.00

Administrative expenses - itemized description:

a) \_\_\_\_\_ \$0.00

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Proposed Expenditures:** \$85,971.00

**Part IV - Municipal Information**

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: \_\_\_\_\_  
**Westport Department of Human Services**

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Mailing address: **110 Myrtle Avenue, Westport, CT 06880**

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Name of municipal liaison: **Elaine Daignault, Director of Human Services**

Telephone number: **203-341-1050**

Fax number: **203-341-1073**

**Post-Project Audit**

Is a post-project audit required for this proposal?

Yes  No

If **Yes**, date post-project audit due:

April 2023

\_\_\_\_\_

Date

10

# Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

# 2020

Open to Public Inspection

Dept of the Treasury  
Revenue Service

Do not enter social security numbers on this form as it may be made public.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

For the 2020 calendar year, or tax year beginning **SEP 1, 2020** and ending **AUG 31, 2021**

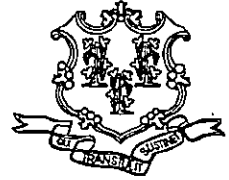
Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <b>THE PARENT CHILD CENTER, INC.</b>		D Employer identification number <b>06-1276427</b>
	Doing business as		E Telephone number <b>203-226-8033</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	G Gross receipts \$ <b>228,998.</b>
	90 HILLSPPOINT ROAD		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code <b>WESTPORT, CT 06880</b>		H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No
F Name and address of principal officer: <b>SANDY SERES</b> <b>90 HILLSPPOINT ROAD, WESTPORT, CT 06880</b>		H(c) Group exemption number ▶	
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: ▶ <b>N/A</b>			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶			L Year of formation: <b>1989</b>
M State of legal domicile: <b>CT</b>			

Part I Summary		Prior Year	Current Year
Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <b>TO PROVIDE AND MAINTAIN FACILITIES FOR A COOPERATIVE DAY CARE, PRESCHOOL AND PRIMARY</b>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	6
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	6
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	0
	6 Total number of volunteers (estimate if necessary)	6	0
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	0.	0.
	9 Program service revenue (Part VIII, line 2g)	228,998.	228,998.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	3,633.	0.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	232,631.	228,998.
	Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
14 Benefits paid to or for members (Part IX, column (A), line 4)		0.	0.
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		0.	0.
16a Professional fundraising fees (Part IX, column (A), line 11e)		0.	0.
b Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0.</b>			
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		219,667.	237,348.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	219,667.	237,348.	
19 Revenue less expenses. Subtract line 18 from line 12	12,964.	-8,350.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 62,283.	End of Year 49,813.
	21 Total liabilities (Part X, line 26)	4,120.	0.
	22 Net assets or fund balances. Subtract line 21 from line 20	58,163.	49,813.

Part II Signature Block					
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.					
Sign Here	Signature of officer <b>SANDY SERES, PRESIDENT</b>			Date	
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name <b>JOHN J. ZAPRZALKA, CPA</b>	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN <b>P00231420</b>
	Firm's name ▶ <b>APICELLA, TESTA &amp; COMPANY, P.C.</b>	Firm's EIN ▶ <b>06-0876812</b>		Phone no. (203) 925-9494	
Firm's address ▶ <b>680 BRIDGEPORT AVENUE SHELTON, CT 06484</b>					

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION



Municipality: Westport, CT

**Form NAA-01**  
**2022 Connecticut Neighborhood Assistance Act (NAA)**  
**Program Proposal**

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_  
Homes with Hope, Inc.

Address: PO Box 631, Westport, CT 06881

Federal Employer Identification Number: 22-2534326

Program title: Windows on Wassell Lane

Name of contact person: Helen McAlinden, President & CEO

Telephone number: (203) 226-3426

Email address: hmcaldinden@hwhct.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 24,500.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes       No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; **or**  
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; **or**  
 Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

Homes with Hope, a respected nonprofit organization located in Westport, CT, is dedicated to addressing and preventing homelessness and food insecurity in Fairfield County. Homes with Hope's programs and services include fifty-two units of Permanent Supportive Housing (PSH). Homes with Hope's PSH Program provides housing assistance and supportive services to formerly chronic homeless individual and their families in order to help them achieve housing stability. Three of the units of PSH are located in our Bacharach Community on Wassell Lane. These homes are in need of new energy efficient windows.

Need for program: \_\_\_\_\_

Built in 1957 as military housing, the homes located in the Bacharach Community on Wassell Lane are in need of new energy efficient windows and doors. After having had the roofs replaced on all three homes, thanks to the generous donations made through the NAA Program in 2021, Homes with Hope is seeking to continue to improve the homes' energy efficiency with new windows and doors in order to save on heating costs. As this is an extensive and expensive undertaking, Homes with Hope is seeking funding through the NAA Program to replace the windows on just one of the homes this year.

Neighborhood area to be served: \_\_\_\_\_

Homes with Hope's PSH units are located at various areas throughout the town of Westport. The Bacharach Community is located on Wassell Lane in Westport, on a residential street that backs up to Main Street at the intersection of Weston Road. Formerly an emergency shelter program for homeless mothers and their children, the three homes were transitioned to affordable Permanent Supportive Housing for families in 2019. Residents, currently single mothers with children, live independently with a lease and pay 30% of their income in rent. Case managers work with the tenants to help them achieve and sustain housing stability.

Plan to implement the program: \_\_\_\_\_

Paris Looney, Homes with Hope Vice President and COO will work in conjunction with Peter Jennings, Contracting Property Manager and President of Bayberry Property Management, to oversee the project's implementation and completion. The replacement of the windows on the homes on Wassell Lane will take place one house at a time, over the course of the few years. The process to replace the windows on one house is expected to take several months and can be expected to be completed within twelve months.

**Timetable:**

Program start date: 5/18/2022

Program completion date: 5/1/2023

The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested	<u>\$24,500.00</u>
Other funding sources - itemized sources:	
a) <u>Westport Women's Club Ruegg Grant (applied for)</u>	<u>\$10,000.00</u>
b) <u>Seeking funding from private foundations</u>	<u>\$5,000.00</u>
c) _____	_____
d) _____	_____

**Total Funding:** \$39,500.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:	
a) <u>Window replacement for a single home on Wassell Lane</u>	<u>\$37,398.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

Administrative expenses - itemized description:	
a) <u>Oversight and Processing</u>	<u>\$3,739.80</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Proposed Expenditures:** \$41,137.80



**Part IV — Municipal Information**

**To be completed by the municipal agency overseeing implementation of the program**

Name of municipal agency overseeing implementation of the program: \_\_\_\_\_  
Westport Dept. of Human Services

Mailing address: \_\_\_\_\_  
110 Myrtle Avenue, Westport, CT 06880

Name of municipal liaison: Elaine Daignault, Director, of the Westport Department of Human Services

Telephone number: 203-341-1050

Fax number: 203-341-1073

Email address: edaignault@westportct.gov

**Post-Project Audit**

Is a post-project audit required for this proposal?

Yes                       No

If Yes, date post-project audit due:

\_\_\_\_\_

Date

# Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Form **990**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2020**

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Open to Public Inspection

**A** For the 2020 calendar year, or tax year beginning and ending

<b>B</b> Check if applicable: <input checked="" type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>HOMES WITH HOPE, INC.</b>		<b>D</b> Employer identification number <b>22-2534326</b>
	Doing business as		<b>E</b> Telephone number <b>(203) 226-3426</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	<b>G</b> Gross receipts \$ <b>3,202,779.</b>
	<b>PO BOX 631</b>		
	City or town, state or province, country, and ZIP or foreign postal code <b>WESTPORT, CT 06881</b>		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>F</b> Name and address of principal officer: <b>HELEN MCALINDEN SAME AS C ABOVE</b>		<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions	

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **WWW.WWW.HWHCT.ORG**

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Year of formation: **1984** **M** State of legal domicile: **CT**

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>HOMES WITH HOPE IS A WESTPORT-BASED NON-PROFIT ORGANIZATION DEDICATED TO PREVENTING AND</b>	
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.	
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b> <b>21</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b> <b>21</b>
	<b>5</b> Total number of individuals employed in calendar year 2020 (Part V, line 2a)	<b>5</b> <b>45</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b> <b>400</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b> <b>0.</b>
<b>b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b> <b>0.</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	Prior Year <b>2,593,698.</b> Current Year <b>2,796,670.</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>273,366.</b> <b>349,067.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>76,999.</b> <b>12,872.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>-61,511.</b> <b>-88,119.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>2,882,552.</b> <b>3,070,490.</b>
	<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)
<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		<b>0.</b> <b>0.</b>
<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		<b>1,573,293.</b> <b>1,488,291.</b>
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)		<b>0.</b> <b>0.</b>
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25)		<b>204,178.</b>
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		<b>1,271,722.</b> <b>1,136,786.</b>
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>2,845,015.</b> <b>2,625,077.</b>	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>37,537.</b> <b>445,413.</b>	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	Beginning of Current Year <b>4,200,858.</b> End of Year <b>4,743,994.</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>2,492,513.</b> <b>2,543,484.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>1,708,345.</b> <b>2,200,510.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer	Date			
	<b>HELEN MCALINDEN, PRESIDENT/CEO</b> Type or print name and title				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>MARY-EVELYN ANTONETTI</b>	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN <b>P00431862</b>
	Firm's name <b>MARCUM LLP</b>	Firm's EIN <b>11-1986323</b>		Phone no. <b>(203) 781-9600</b>	
Firm's address <b>555 LONG WHARF DRIVE NEW HAVEN, CT 06511</b>					



**Town of Westport**  
**Planning and Zoning Commission**  
Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
Tel: 203-341-1030 Fax: 203-454-6145  
www.westportct.gov

BACK UP MATERIAL  
RTM ITEM # - 7 -

Hearing: Feb. 28, 2022  
Decision: Feb. 28, 2022

March 1, 2022

**RE: Opt-Out of Accessory Apartment Requirements set forth in Public Act 21-29**

To Whom It May Concern:

This is to certify that at a meeting of the Westport Planning and Zoning Commission held on February 28, 2022 it was moved by Mr. Lebowitz and seconded by Ms. Dobin to adopt the following resolution.

**RESOLUTION**

WHEREAS, THE PLANNING AND ZONING COMMISSION met on February 28, 2022 and made the following findings:

**Background**

1. Public Act 21-29, effective Oct. 1, 2021, establishes default provisions that allow construction of ADUs (referred to in the Act as "accessory apartments") on lots accompanying single-family homes, unless a municipality chooses to opt out of this provision. Zoning regulations must be amended by Jan 1, 2023 to follow the law, lest non-compliant sections of zoning regulations would become null and void (in which case the law will govern).
2. In order to "Opt-Out" the Planning and Zoning Commission must:
  - A. First hold a public hearing on the proposed "opt-out", subject to the standard notice and timeframes for such hearings;
  - B. Affirmatively decide to "opt-out" within the statutory time limit (within 65 days of the hearing's completion);
  - C. State in the record the reasons for its decision;
  - D. Publish notice of the decision within 15 days in a newspaper that has substantial circulation in the municipality; and
  - E. The bill requires the "opt-out" to be confirmed by a two-thirds vote of RTM.

3. In addition to allowing ADUs accompanying single-family homes, P.A. 21-29 places limits on other conditions of approval, including:
  - A. ADUs cannot be restricted to homeowners or relatives of occupant of primary structure;
  - B. Approval process shall not require a public hearing, special permit or special exception; and decisions must be rendered within 65 days of application;
  - C. Permission to construct an ADU shall not be conditional to correcting a non-conformity or requiring fire sprinklers if they are not required by the fire code for the principal dwelling;
  - D. Regulations shall not require ADUs to have an exterior door, be connected to the primary structure, or have more than one parking space;
  - E. Regulations must permit the maximum size of the ADU be 1,000 SF, or 30% of the size of the primary structure, whichever is smaller;
  - F. The construction of an ADU may not trigger more restrictive lot coverage requirements than applicable to the primary home, require greater setbacks than are required for the primary home, require greater height, landscaping, and architectural design standards than apply to single-family dwellings;
  - G. ADUs shall not be required to be affordable;
  - H. Municipalities may regulate the use of ADUs as short term rentals;
  - I. ADUs shall not be required to be served by separate utilities and shared septic systems shall not be considered "community wastewater systems" for regulatory purposes; and
  - J. ADUs built or permitted after 1/1/22 that are not deed-restricted do not count toward denominator (total dwelling units) in §8-30g threshold calculation.
4. Westport's ADU regulations were adopted in April 2021 per Amendment #791, and modified by Amendment #798 in July 2021, and permit detached Accessory Dwelling Units (ADUs) subject to a zoning permit in any zoning district, provided they do not have an Accessory Apartment.
5. The existing ADU regulations limit the size of the ADU by providing maximum footprint and building height parameters, instead of measuring using floor area.
6. The height of the ADU is dependent on the roof pitch. An ADU with a roof slope of at least 6:12 is permitted up to 26 feet to the peak; and an ADU with a roof slope of less than 6:12 is permitted up to 16 feet to the peak.
7. The permitted height of the ADU in Westport regulations cannot exceed 16 feet or 26 feet depending on the slope of roof which is more restrictive than the height regulation for a single-family home; therefore would not comply with the P.A.

**Proposal**

8. The Planning and Zoning Commission directed staff to prepare a proposal to "opt out" of P.A. 21-29. The reason for this include the following:

A. The Commission recently adopted an ADU regulation that is appropriate for Westport while allowing for greater flexibility in housing options for existing and new residents.

**Public Participation**

9. A public hearing was held to receive testimony from members of the public as required pursuant to State Statutes. The public hearing was held remotely due to COVID-19. The hearing was broadcast "live" on public access television, " live" on-line on the Town's website, and anyone could join the meeting and offer "live" testimony.

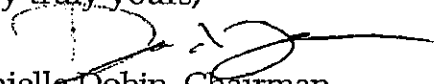
10. All application materials, and public comments received in writing prior to the meeting were posted on the Town's website to maintain transparency while conducting remote meetings during COVID-19.

**NOW THEREFORE, BE IT RESOLVED** the Planning and Zoning Commission ADOPTED the official notice of its' intent to opt out of the provisions of subsection (o) of section 8-2 of the Connecticut General Statutes, regarding limitations on Accessory Apartments and Accessory Dwelling Units.

**VOTE:**

AYES	-7-	{Dobin, Lebowitz, Cammeyer, Cohn, Olefson, Tesler, Zucaro}
NAYS	-0-	
ABSTENTIONS	-0-	

Very truly yours,



Danielle Dobin, Chairman  
Planning & Zoning, Commission

- cc: Jen Tooker, First Selectwoman
- Alicia Mozian, Conservation Director
- Nate Gibbon, Fire Marshal
- Matt Mandell, RTM P&Z Committee Chairman
- Velma Heller, RTM Moderator
- Peter Ratkiewich, Public Works Director
- Keith Wilberg, Town Engineer
- Ira Bloom, Town Attorney
- Peter Gelderman, Town Attorney's Office
- Nicholas Bamonte, Town Attorney's Office
- Eileen Flug, Assistant Town Attorney
- James Ezzes, Zoning Board of Appeals Chairman

RTM P&Z Committee Meeting March 29, 2022

RTM Committee Attending: Mandell, Kramer, Batteau, Braunstein, Lautenberg, Keenan

P&Z Attending: Dobin (Chair), Perelli (Deputy Director), Bamonte (town attorney)

Item: To discuss and make a recommendation in regards to the P&Z decision to "Opt-Out" of Accessory Dwelling Unit Requirements per Public Act 21-29.

State legislature created a law to allow for Ancillary Dwelling Units (ADUs) to be allowed to be built in towns under certain rules and regulations. This law allowed for an opt out by towns if they so choose.

P&Z Chair Dobin said we have our own ADU regulations, that were tailored and work for Westport. It limits height more specifically. This stops monolithic towers and other non-commensurate issues. It also deals with ADUs in flood zones and limits footprint based on lot size. She said, "we believe Westport's regulations are superior."

She outlined a bit of what the state required. Must allow for ADUs. Not larger than 1000sq footprint or 30% of main building. Must not be required to be affordable. Not considered new use for sewer and fees. She explained that such size and height, especially in FEMA flood zones was too large for many smaller lots. She said the possibility of 42' monolith in Saugatuck Shores was possible under the State's rules. Westport's regulations control such height and also allows for 2 different sizes based on size of lot. 1.5 acres and below allowed for 600sf larger and for lots above 1.5 acres would allow the state's 1000sf size. Westport has a coverage bonus to allow 350sf of coverage to offset existing pool houses and the like on smaller lots. Westport offered this as an incentive. She said, one size fits all rules from state did not work. But that Westport almost makes it easier to build and ADU.

As to what was the charge of the RTM: Attorney Bamonte explained that the bulk for the work towards the opt out was already done. There was a public hearing held by P&Z. P&Z voted to opt out. It was now up to the Town's legislature, the RTM to vote. This vote must be 2/3 of those RTM members attending and voting.

It was noted that Towns could opt out without having any ADU regulation. Westport has embraced the spirit of the State law, but shaped it to fit our town. The state law allows for hook up to current septic and water as a way to remove roadblocks, but this does not usurp Health Department rules.

There were some RTM questions and answers encapsulated in the above and no public comment.

Motion by Braunstein, Second by Kramer. Vote was 6-0 to recommend to the full RTM that Westport opt out of the state requirement.

Submitted by

Matthew Mandell

Chair RTM P&Z Committee



**Town of Westport**  
**Planning and Zoning Commission**  
Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
Tel: 203-341-1030 Fax: 203-454-6145  
www.westportct.gov

BACK UP MATERIAL  
RTM ITEM # - 8 .

Hearing: Feb. 28, 2022

Decision: Feb. 28, 2022

March 1, 2022

**RE: Opt-Out of Multi-family Parking Requirements set forth in Public Act 21-29**

To Whom It May Concern:

This is to certify that at a meeting of the Westport Planning and Zoning Commission held on February 28, 2022 it was moved by Ms. Dobin and seconded by Mr. Lebowitz to adopt the following resolution.

**RESOLUTION**

WHEREAS, THE PLANNING AND ZONING COMMISSION met on February 28, 2022 and made the following findings:

**Background**

1. Public Act 21-29, effective October 1, 2021, requires that municipal zoning regulations must not require parking in excess of one (1) space per studio or 1-bedroom unit, or two (2) spaces for larger housing units in all residences in all zones, unless a municipality "opts out" of this requirement by January 1, 2023.
2. Visitor parking that is not tied to dwelling units but to non-residential uses (e.g., common spaces, clubhouses, mixed use) does not appear to be affected by this law.
3. Zoning regulations must be amended by January 1, 2023 to follow the law, lest non-compliant sections of zoning regulations would become null and void (in which case the law will govern).
4. In order to "Opt-Out" the Planning and Zoning Commission must:
  - A. First hold a public hearing on the proposed "opt-out", subject to the standard notice and timeframes for such hearings;
  - B. Affirmatively decide to "opt-out" within the statutory time limit (within 65 days of the hearing's completion);
  - C. State in the record the reasons for its decision;
  - D. Publish notice of the decision within 15 days in a newspaper that has

substantial circulation in the municipality; and

E. The bill requires the "opt-out" to be confirmed by a two-thirds vote of RTM.

5. Westport's Zoning Regulations specify the required parking for residential housing units in §34-5 (portion of Table shown below). Parking standards were first adopted in Westport 1958 per Amendment #53. The multi-family parking requirements were adopted in 1978 by Amendment #200 and have remained unchanged.

**§34-5, Existing Parking Requirements Table**

Use	Req Change to comply with P.A. 21-29	Westport Pkg Standard
Supportive housing	No change req.	1 space for each dwelling unit.
Multi-family dwelling units, studio, efficiency, or 1 bedroom unit 1 bedroom unit 2 bedroom unit 3 or more bedroom unit Public Senior housing	1 space per unit 2 spaces per unit 2 spaces per unit	1.75 spaces per unit. 2.25 spaces per unit. 2.50 spaces per unit. 0.75 spaces for each dwelling unit for Senior persons
Senior group home	No change	1 space per bedroom or guest room.
Senior Residential Community: Independent Living Facility Assisted Living Facility Full Care Living Facility	No change	1.0 spaces per unit. 1.0 spaces per unit. 0.5 spaces per unit. Also 1 parking space per employee for the largest shift
Accessory apartment unit	No change	1 space for the converted unit.
Managed Residential Community		1.0 space for each private residential unit. Also 1 parking space per employee for the largest shift.

6. The existing regulations exceed the requirement in the Public Act for 1-, 2-, 3-or more bedroom multi-family units.



**Proposal**

7. The Planning and Zoning Commission directed staff to prepare a proposal to "opt out" of P.A. 21-29. The reasons for this include the following:

A. Existing parking standards for studio, single-bedroom and multi-bedroom dwelling unit uses already exceed the parking standards authorized under P. A. 21-29.

B. Because existing and proposed studio, single-bedroom and multi-bedroom dwelling unit uses are spreading geographically into areas where public transit is not readily available, the exiting parking standards better meet the demands place upon the automobile.

C. Additionally, the Commission may consider further review of the studio, single-bedroom and multi-bedroom dwelling unit parking standards which have remained relatively unchanged for some time.

**Public Participation**

8. A public hearing was held to receive testimony from members of the public as required pursuant to State Statutes. The public hearing was held remotely due to COVID-19. The hearing was broadcast "live" on public access television, " live" on-line on the Town's website, and anyone could join the meeting and offer "live" testimony.

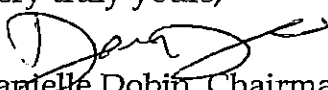
9. All application materials, and public comments received in writing prior to the meeting were posted on the Town's website to maintain transparency while conducting remote meetings during COVID-19.

NOW THEREFORE, BE IT RESOLVED the Planning and Zoning Commission ADOPTED the official notice of its' intent opt out of the provisions of subsection (p) and subdivision (9) of subsection (d) of section 8-2 of the Connecticut General Statutes, regarding limitations on required parking spaces for multi-family dwelling units.

**VOTE:**

AYES	-7-	{Dobin, Lebowitz, Cammeyer, Cohn, Tesler, Olefson, Zucaro}
NAYS	-0-	
ABSTENTIONS	-0-	

Very truly yours,

  
 Danielle Dobin, Chairman  
 Planning & Zoning, Commission

cc: Jen Tooker, First Selectwoman  
Alicia Mozian, Conservation Director  
Nate Gibbon, Fire Marshal  
Matt Mandell, RTM P&Z Committee Chairman  
Velma Heller, RTM Moderator  
Peter Ratkiewich, Public Works Director  
Keith Wilberg, Town Engineer  
Ira Bloom, Town Attorney  
Peter Gelderman, Town Attorney's Office  
Nicholas Bamonte, Town Attorney's Office  
Eileen Flug, Assistant Town Attorney  
James Ezzes, Zoning Board of Appeals Chairman

RTM P&Z Committee Meeting March 29, 2022

RTM Committee Attending: Mandell, Kramer, Batteau, Braunstein, Lautenberg, Keenan

P&Z Attending: Dobin (Chair), Perelli (Deputy Director), Bamonte (town attorney)

Item: To discuss and make a recommendation in regards to the P&Z decision to "Opt-Out" of Multi-family Parking Requirements per Public Act 21-29.

State legislature created a law to allow for reduced parking requirements for multi-family projects as a means to decrease the cost of housing and promote more walkable communities. This law allowed for an opt out by towns if they so choose.

P&Z Chair Dobin explained that P&Z felt this did not fit the actuality of our community. First that market rates would prevail for housing and that less parking would have no affect on pricing of units. That this would create two classes of residents; those that use cars and those that don't. That if they did have cars there was not on street parking available to accommodate such a situation. People in homes would have plenty of parking, but those in condos would not. That guest spots are needed for a fuller sense of living and that most people support the idea of having enough parking. It was also noted that mass transit infrastructure is not in place, nor will it be in town to have people without cars utilizing and enjoy living in our town. Westport requires more parking than this new state rule and thus opting out of this provision was warranted

As to what is the charge of the RTM: Attorney Bamonte explained that the bulk of the work towards the opt out was already done. There was a public hearing held by P&Z. P&Z voted to opt out. It was now up to the Town's legislature, the RTM to vote. This vote must be 2/3 of those RTM members attending and voting.

There was some discussion on this issue by RTM encapsulated in the above and no public comment.

Motion by Lautenberg, Second by Kramer. Vote was 6-0 to recommend to the full RTM that Westport opt out of the state requirement.

Submitted by

Matthew Mandell

Chair RTM P&Z Committee

Following the public disclosure of the U.S. Supreme Court draft opinion in *Dobbs v. Jackson Women's Health Organization* on May 2, 2022, some members of the Westport Representative Town Meeting ("RTM") believed the moment warranted a public statement in the form of a sense of the meeting resolution.

Accordingly, RTM members Candace Banks\*, Wendy Batteau\*, Jessica Bram, Seth Braunstein, Brandi Briggs, Lori Church, Andrew Colabella, Noah Hammond, Jimmy Izzo, Lauren Karpf, Karen Kramer\*, Ellen Lautenberg, Sal Liccione, Matt Mandell, Liz Milwe\*, Lisa Newman, Kristin Schneeman, Stephen Shackelford, Claudia Shaum, and Cathy Talmadge propose the adoption of the following resolution at its meeting on June 7, 2022:

**RESOLVED**, the Westport RTM supports the constitutional rights and principles established in *Roe v. Wade* and opposes the elimination of those rights by any subsequent Supreme Court decision.

\*Lead Sponsors