



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

NOTICE OF PUBLIC HEARING

The Board of Finance will hold its Public Hearing on **Wednesday, April 2, 2014 at 8:00 p.m.** in the Auditorium of Town Hall. The following item(s), and any others properly presented before the Board, will be considered:

AGENDA

DISCUSSION/REVIEW

1. Financial Report from the Finance Director.
2. Status Update from the Internal Auditor.

TRANSFERS IN THE 2013-2014 BUDGET

3. The Board will consider the following request(s) for transfer amounts of \$3,000 or less that have been approved by the First Selectman:
 - a) The First Selectman is requesting a transfer of \$500 from Selectman Account#10101120-585000 (Education & Expenses) to Selectman Account#10101120-561000 (Supplies) due to a shortage in the supplies account.
 - b) The Conservation Director is requesting the following transfer of funds in anticipation of a shortage in the Vehicle Maintenance and Postage Accounts:

<u>Account Name/Number</u>	<u>From</u>	<u>To</u>
10101182-531000 Fees & Services	\$400	
10101182-513002 Overtime	\$800	
10101182-543000 Vehicle Maintenance		\$550
10101182-552000 Postage		\$650

APPROPRIATIONS IN THE 2013-2014 BUDGET

4. A request by the First Selectman for an appropriation of \$5,000 to the Selectman Fees & Services Account #10101120-531000 for installation of lighting in the Town Hall auditorium.
5. A request by the Director of Public Works for an appropriation of \$150,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account #31503310-500268(Tractor) to purchase a municipal tractor to replace a 2004 machine.
6. A request by the Superintendent of Schools for an appropriation of \$200,000 to the Board of Education Account#10106650-578000(School Security Locks) to replace schools' interior door locksets with high security locksets, a security upgrade recommended by Kroll, Inc.

BUDGET REQUESTS FOR THE 2014-2015 BUDGET

7. The Board of Finance will review the following 2014-15 Budget Requests for the Town of Westport. The following items, and any others properly presented before the Board, will be considered:

1) Board of Education Program Expenses	\$130,368
2) Board of Education Aid to Private & Parochial Schools	\$321,747
3) Board of Education Debt Service	\$11,998,403

APPROVAL OF MINUTES

8. Approve the Board of Finance Minutes of the March 5, 2014 executive session and regular meeting.
9. Approve the Board of Finance Minutes of the March 18, 2014 formal budget hearing.
10. Approve the Board of Finance Minutes of the March 20, 2014 formal budget hearing.

Item #3 A



WESTPORT, CONNECTICUT

OFFICE OF THE FIRST SELECTMAN

TOWN HALL, 110 MYRTLE AVENUE

WESTPORT, CONNECTICUT 06880

(203) 341-1111 • (203) 341-1038 - fax

selectman@westportct.gov

To: James S. Marpe, First Selectman
 From: Eileen Francis, Office Manager *EF*
 Date: March 20, 2014
 Re: Selectmen's Office Line Item Transfers,
2013-2014 Budget

Upon review of the account balances in our department, we are anticipating a shortage in the available funds in the Supplies account of which there is \$94.85 remaining. The requested amount to be transferred is estimated to cover supply costs for the Selectmen's Office through June of 2014. I respectfully request the following transfer:

<u>Account Number and Name:</u>	<u>From:</u>	<u>To:</u>
10101120 585000 Education & Expenses	\$500	
10101120 561000 Supplies		\$500

Thank you for your consideration of this request.

Approved: *James S. Marpe*
 James S. Marpe
 First Selectman

Item# 3B



**WESTPORT, CONNECTICUT
CONSERVATION DEPARTMENT**

TOWN HALL - 110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
(203) 341-1170 • (203) 341-1088

RECEIVED
MAR 13 2014
TOWN OF WESTPORT
SELECTMAN'S OFFICE

To: Jim Marpe, First Selectman
CC: Gary Conrad, Finance Director
From: Alicia Mozian, Conservation Director
Date: March 12, 2014
Re: Conservation Department Line Item Transfer Request
2013-2014 Budget Expenditure Account 182

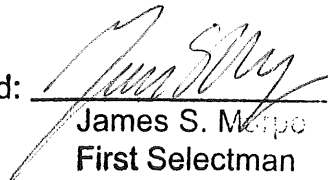
Upon review of the account balances in our department, we are anticipating a shortage of available funds in the Vehicle Maintenance and Postage accounts. To address this, I am requesting the following transfer of funds:

<u>Account Number and Name:</u>	<u>From:</u>	<u>To:</u>
10101182531000 Fees&Services	\$400	
10101182513002 Overtime	\$800	
10101182543000 Vehicle Maintenance		\$550
10101182552000 Postage		\$650

Please let me know if you require additional information.

Thank you for your consideration of this request.

Conservation: Alicia: BOF: 13-14 transfer

Approved: 
James S. Marpe
First Selectman

Conrad, Gary G.

From: Marpe, Jim
Sent: Tuesday, March 25, 2014 9:50 AM
To: Conrad, Gary G.; Pincavage, John 2 (pin41@optonline.net)
Subject: FW: Good News...private funding - Stage Lighting in Auditorium

Gary and John,

Can we get this transfer request on next week's BOF agenda? We have some examples of potential Auditorium rentals that would help recover this and then some over time.

Jim

From: Nancy Diamond [<mailto:nediamond@yahoo.com>]
Sent: Tuesday, March 25, 2014 9:34 AM
To: Marpe, Jim
Cc: Leslie Greene; Ann Sheffer
Subject: Good News...private funding

Hi Jim...

The walls must have had ears when you asked if we could find some private funding to assist in the cost of the lighting installation.

Ann Sheffer has stepped forward with a \$10,000 matching gift to the Committee for the primary purpose of funding the Lambdin mural restoration. Since Ann also is a strong advocate of the auditorium lighting, she is comfortable with us allotting a couple thousand dollars more toward its installation.

A \$5000 fund transfer (instead of \$7000) from the BOF plus \$5000 from the WAAC budget (for light installation and mural restoration) satisfies Ann's matching gift request....an exciting launch of the public/private partnership we have been exploring.

Will you be making this request at next week's BOF meeting? Please let us know the next steps and how else we might assist in the process.

In the meantime, interest in use of the auditorium is growing...add to the list we sent you Friday: Beechwood Arts and Neighborhood Studios in Bridgeport.

Thank you for your continued support.

Best,
Nancy

Nancy E. Diamond
Co-Chair, Arts Advisory Committee
Producer, JIB Productions, Inc.
Play With Your Food....and More
jibproductions.org
203.984.8114

Item # 5

RECEIVED

FEB 25 2014

TOWN OF WESTPORT
SELECTMAN'S OFFICE



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

February 21, 2014

Mr. James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation - Replacement of 2004 Holder Municipal Tractor

Dear Mr. Marpe:


This Department herein requests an appropriation from the Capital and Non-Recurring Expenditure Fund; Equipment Replacement Account, in the amount of One hundred fifty thousand dollars (\$150,000.00) to purchase a municipal tractor to replace a 2004 machine.

In 2004, the Public Works Department retired two pieces of equipment, a 1973 Bombardier snowplow and a 1988 tractor and flail mower and replaced them with a single multipurpose municipal tractor that is used year round for snow removal, sidewalk sweeping, and mowing of easements and street shoulders. This piece of equipment has become invaluable throughout the year.

Unfortunately, the unit that we purchased has developed an extensive maintenance history and is currently costing us more for repairs than it is worth. We have been able to keep it operational through the winter but for the second time in two years, the clutch on the PTO is inoperable and replacement/repair is \$9,800.00 plus \$2,500.00 transportation. The local vendor for the unit in 2004 has left the state and now the closest service is in Chelmsford, MA.

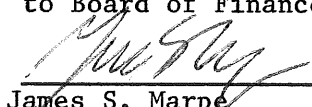
A review of the annual costs of maintenance and the increased downtime for the Holder coupled with the pending replacement of expensive components indicate that it is time for replacement. This piece of equipment has been projected in the C&NREF equipment replacement schedule for this year and we feel it's replacement at this time is appropriate.

Respectfully,


Stephen J. Edwards
Director of Public Works

cc: Gary Conrad, Finance Director

Approved for submission
to Board of Finance (A/2/14)


James S. Marpe
First Selectman

A/2/14







Item #6

Date: March 20, 2014

TOWN OF WESTPORT
APPROPRIATION REQUEST FORM
LOCKSET REPLACEMENT ALL SCHOOLS

SECTION #1 (Who Is Making Request?)

Department: WESTPORT PUBLIC SCHOOLS

Requested by: Dr. Elliott Landon, Superintendent of Schools; Elio Longo, Jr., Director of School Business Operations

SECTION #2 (What Is Being Requested?)

Appropriation Request Dollars: \$200,000

Financing Structure: Bonds or Notes

SECTION #3 (Why Is Request Being Made?)

Operating Rationale:

The request, if granted, will allow Westport to convert existing interior door locksets to a high security grade storage room lockset. The storage room lockset was one of the Kroll, Inc., security upgrade recommendation. Additionally, Westport Public Schools has been awarded a 20.71% reimbursement by the State of Connecticut Department of Emergency Services and Public Protection/Emergency Management and Homeland Security through the competitive School Security Grant (Round 1).

Demonstrated Need:

In Capital Forecast: Yes _____ No X

If No, Reason Why: The Westport Board of Education is requesting a supplemental appropriation to address school security separately from its five-year capital request.

Change to Capital Forecast (Plus/Minus):

And Why Difference:

SECTION #4 (How To Evaluate Request From Financial perspective?)

Benchmarks (Comparable) Available: Competitive bid process.

Basis For Cost Estimate (Bidding process/Past Experience/Pro-Forma Estimates: RFP – see attached

SECTION #5 (What is Process Required Preceding Or Following BOF & RTM Approvals?)

Westport Public Schools must complete the full National Clearinghouse for Educational Facilities (NCEF) Checklist for each of the eight district schools (see attached summary) prior to submitting a

reimbursement request to the State of CT DESPP/EMHS. Westport Public Schools will evaluate all RFPs and award the contract to the most qualified, responsible bidder. Planned installation date scheduled to commence on July 1, 2014.

List Approvals Required/Obtained/Pending (Attach All Submissions/Responses): BOF, RTM and Board of Selectman approvals will be required.

Any Public Hearings/Comments (Summarize & Provide Both Positive/Negative Examples): BOF & RTM public meetings have not yet been held.

Are any Required Approvals Not Granted Likely To Affect Funding Request? (Impact On Revenues or Reimbursements): Without approvals, the project will not be initiated.

SECTION #6 (What Happens to Town Finances if Request Approved?)

Impact On Department's Current Budget Increase Over Last Year:

No impact to operating budget. The Board of Education is requesting a supplemental capital appropriation.

Impact, If Any, On Department's Operating Costs (Plus Or Minus):

No impact to operating costs. All work will be performed by a contractor. No recurring costs.

Ancillary Costs Associated with request (Maintenance Contracts, Supplies, etc.):

None.

Useful Life of Capital Asset (Compared to Item Being Replaced and Other Benchmarks):

Hardware has minimum five to seven years useful life.

Impact On Net Contribution to Town's Total Debt and Annual Debt Service:

Not applicable.

Cost Per User (Or Per Use) Per Year: Not applicable

Revenues Attached to Asset's Use, if Any: Not applicable

SECTION #7 (What Happens if Not Approved?)

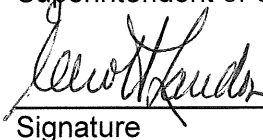
Alternatives to Request (Outsourcing, Rental, Leasing, etc.):

No alternatives identified.

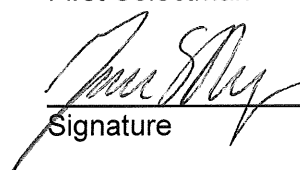
Ramifications to Delaying or Denying Request:

A major component of school security upgrades/improvements will be delayed.

Elliott Landon
Superintendent of Schools

 March 20, 2014
Signature Date

James Marpe
First Selectman

 3/21/14
Signature Date

**School Security Grant Program - State of Connecticut
Grant Proposal of the Westport Public Schools
Analysis of Lockset RFP**

	SHS	BMS	CMS	CES	GFS	KHS	LLS	SES	Total	Grant Award	Local (Required)
Interior door locksets	\$ 149,446	\$ 52,981	\$ 38,486	\$ 47,483	\$ 48,982	\$ 41,485	\$ 25,991	\$ 30,489	\$ 435,343	\$ 90,161	\$ 345,182
Est. Quantity	411	146	106	130	135	114	71	84	1,197		
Bid Quantity	488	115	219	86	98	120	193	106	1425		
Quantity variance	77	(31)	113	(44)	(37)	6	122	22	228		
Calvert Safe & Lock (per lockset)	\$ 169.12	\$ 169.12	\$ 169.12	\$ 169.12	\$ 171.85	\$ 169.12	\$ 169.12	\$ 169.12	\$ 169.12		
Calvert Safe & Lock (extended)	\$ 82,530.56	\$ 19,448.80	\$ 37,037.28	\$ 14,544.32	\$ 16,841.30	\$ 20,294.40	\$ 32,640.16	\$ 17,926.72	\$ 241,263.54		
Calvert Safe & Lock (per lockset) revised	\$ 169.12	\$ 134.32	\$ 134.32	\$ 134.32	\$ 137.05	\$ 134.32	\$ 134.32	\$ 134.32	\$ 134.32		
Calvert Safe & Lock (extended)	\$ 82,530.56	\$ 15,446.80	\$ 29,416.08	\$ 11,551.52	\$ 13,430.90	\$ 16,118.40	\$ 25,923.76	\$ 14,237.92	\$ 208,655.94		
All schools except GFS and SHS		\$ 112,694.48									
Greens Farms School		\$ 13,430.90									
SHS Lockset cylinder conversion (\$79.90)		\$ 38,991.20									
Estimated total district cost:		\$ 165,116.58									
20% Contingency		\$ 33,023.32									
(lead abatement, non-convertible locksets, keys, additional areas, etc.)		\$ 198,139.90									
Average unit price installed:									\$ 115.87		
Empire Energy Specialists (per lockset)	\$ 152.25	\$ 152.25	\$ 152.25	\$ 152.25	\$ 150.00	\$ 152.25	\$ 152.25	\$ 152.25	\$ 152.25		
Empire Energy Specialists (extended)	\$ 74,298.00	\$ 17,508.75	\$ 33,342.75	\$ 13,093.50	\$ 14,700.00	\$ 18,270.00	\$ 29,384.25	\$ 16,138.50	\$ 216,735.75		
Empire Energy Specialists (per lockset) revised	\$ 73.10	\$ 152.25	\$ 152.25	\$ 152.25	\$ 150.00	\$ 152.25	\$ 152.25	\$ 152.25	\$ 152.25		
Empire Energy Specialists (extended)	\$ 35,672.80	\$ 17,508.75	\$ 33,342.75	\$ 13,093.50	\$ 14,700.00	\$ 18,270.00	\$ 29,384.25	\$ 16,138.50	\$ 178,110.55		
Builders Hardware (per lockset)	\$ 165.20	\$ 165.20	\$ 165.20	\$ 165.20	\$ 168.20	\$ 165.20	\$ 165.20	\$ 165.20	\$ 165.20		
Builders Hardware (extended)	\$ 80,617.60	\$ 18,998.00	\$ 36,178.80	\$ 14,207.20	\$ 16,483.60	\$ 19,824.00	\$ 31,883.60	\$ 17,511.20	\$ 235,704.00		
Builders Hardware (per lockset) revised	\$ 63.85	\$ 165.20	\$ 165.20	\$ 165.20	\$ 168.20	\$ 165.20	\$ 165.20	\$ 165.20	\$ 165.20		
Builders Hardware (extended)	\$ 31,158.80	\$ 18,998.00	\$ 36,178.80	\$ 14,207.20	\$ 16,483.60	\$ 19,824.00	\$ 31,883.60	\$ 17,511.20	\$ 186,245.20		
Kelley Brothers Hardware (per lockset)	\$ 133.65	\$ 133.65	\$ 133.65	\$ 133.65	\$ 136.29	\$ 133.65	\$ 133.65	\$ 133.65	\$ 133.65		
Kelley Brothers Hardware (extended)	\$ 65,221.20	\$ 15,369.75	\$ 29,269.35	\$ 11,493.90	\$ 13,356.42	\$ 16,038.00	\$ 25,794.45	\$ 14,166.90	\$ 190,709.97		
	\$ 193.35	\$ 193.35	\$ 193.35	\$ 193.35	\$ 156.73	\$ 193.35	\$ 193.35	\$ 193.35	\$ 256,572.00		
									\$ 15,360.00		
									\$ 271,932.00		
									\$ 175,679		
									\$ 83,433		
									\$ 259,112		

NCEF Safe School Facilities Checklist

Downloaded May 02, 2013

School or building name: _____

Date of assessment: _____

Assessor: _____ Phone number: _____

Contact person: _____ Phone number: _____

About the Checklist

This checklist is designed for assessing the safety and security of school buildings and grounds. Created by the National Clearinghouse for Educational Facilities and funded by the U.S. Department of Education's Office of Safe and Drug-Free Schools, the checklist combines the nation's best school facility assessment measures into one comprehensive online source. Nationally recognized school facility and safety experts participated in the checklist's creation and oversee its maintenance and updating.

The checklist embodies the three principles of Crime Prevention through Environmental Design (CPTED): **natural surveillance**, the ability to easily see what is occurring in a particular setting; **natural access control**, the ability to restrict who enters or exits an environment; and **territoriality-maintenance**, the ability to demonstrate ownership of and respect for property.

There is no perfect score or passing grade for the checklist and not all assessment measures will apply to any one school. Those that do apply must be considered in the context of the school's primary purpose: providing an effective teaching and learning environment. Proper safety and security measures do not work counter to this purpose.

Using the checklist should be an integral part of a school's crisis mitigation and prevention strategy. For complete information about crisis planning, see the publication **Practical Information on Crisis Planning: A Guide for Schools and Communities** by the Office of Safe and Drug-Free Schools, at <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>.

NCEF Assessment Guides

An alternative form of this checklist is the series of **NCEF Assessment Guides**. The guides may be downloaded individually, by space type, and multiple copies may be made for repetitive spaces such as classrooms. See **Mitigating Hazards in School Facilities** at www.ncef.org/safeschools.

The Assessment Team

For reviewing designs for a new school, addition, or renovation, the assessment team should be led by a school CPTED specialist and include the project facility planner and architect as well as appropriate school personnel and engineering and security professionals. Reviews should be conducted during the schematic phase and at the 30 and 95 percent document completion stages, with emphasis on getting things right as early in the design process as possible. If there is a post-design value engineering review, be careful that safety and security features are not compromised.

For assessing an existing school, where the facility itself is examined, the assessment team should be led by a school CPTED specialist and include the school or district facility manager, the principal, and, as appropriate, the head custodian, a teacher, the school resource officer, the local fire and building inspectors, and any needed architectural, engineering, and security professionals. Where assembling such a team is impractical, key school personnel should be interviewed to identify specific safety and security concerns and potential sources of trouble that otherwise might be missed.

Acknowledgements

The checklist was created by William Brenner and Tod Schneider, with technical oversight by Michael Dorn. Reviewers were Craig Apperson, J.C. Ballew, Robert Canning, Gregg Champlin, Mary Filardo, Mark Gliberg, Gerald Hammond, Jon Hamrick, Alex James, Allen Kasper, Don Kaiser,

Gordon Leeks, Kelvin Lee, Joe Levi, John Lyons, Judy Marks, Peter McGlinchy, Tom Mock, Bill Modzeleski, David Mooij, Ed Murdough, Irene Nigaglioni, Russ Riddell, Tom Roger, Joe Sanches, Henry Sanoff, Linda Sargent, David Sellers, Yale Stenzler, Grace Taylor, Jennifer Woolums, and Richard Yelland.

Special thanks to Julie Collins and Jon Hamrick of the Florida Department of Education and to Billy Lassiter of the North Carolina Center for Prevention of School Violence.

Sources

The checklist is drawn primarily from six sources:

Florida Safe School Design Guidelines: Strategies to Enhance Security and Reduce Vandalism. University of Florida. Florida Department of Education. 2003. Online at http://www.firn.edu/doe/edfacil/safe_schools.htm

Safe Schools Facilities Planner. Division of School Support, Public Schools of North Carolina, State Board of Education, Department of Public Instruction. February 1998. (Based in part on the 1993 edition of the Florida Safe School Design Guidelines.) Online at <http://www.schoolclearinghouse.org/pubs/safesch.pdf>

School Safety and Security. School Facilities Planning Division, California Department of Education. 2002.

School Safety Audit Protocol. Section 1, "Buildings and Grounds." Jo Lynne DeMary, Marsha Owens, A.K. Ramnarian. Virginia Department of Education. June 2000. Online at <http://www.pen.k12.va.us/VDOE/Instruction/schoolsafety/safetyaudit.pdf>

NIOSH Safety Checklist Program for Schools. National Institute for Occupational Safety and Health, Centers of Disease Control and Prevention, U.S. Department of Health and Human Services. October 2003. Online at http://www.cdc.gov/niosh/docs/2004_101/

FEMA 428, *Primer to Design Safe School Projects in Case of Terrorist Attacks.* Appendix F, "Building Vulnerability Checklist." Federal Emergency Management Agency. December 2003. Appendix F is based on Appendix II, "Facility Assessment Checklist," of the Physical Security Assessment for the Department of Veterans Affairs Facilities, Recommendations of the National Institute of Building Sciences Task Group. U.S. Department of Veterans Affairs. September 6, 2002. Online at <http://www.fema.gov/fima/rmsp428.shtm>

Other sources include:

A Practical Guide for Crisis Response in Our Schools. Fifth Edition. "Preventive Measures," p. 80. Mark D. Lerner, Joseph S. Volpe, Brad Lindell. American Academy of Experts in Traumatic Stress. 2003.

USA TM 5-853-1, 2, 3, 4, *Security Engineering.* U.S. Army. May 12, 1994. [Included in FEMA 428]

Safety and Security Administration in School Facilities; Forms, Checklists, and Guidelines. Second edition. Sara N. DiLima, Editor. "Security Assessment Checklist," pp. 2:25 - 2:28. Aspen Publishers, Inc. 2003.

CDC/NIOSH Pub. No. 2002-139, *Guidance for Protecting Building Environments for Airborne Chemical, Biological, or Radiological Attacks.* Centers for Disease Control and Prevention/National Institute for Occupational Safety and Health. May 2002. [Included in FEMA 428]

DOC CIAO Vulnerability Assessment Framework 1.1. U.S. Department of Commerce, Critical Infrastructure Assurance Office. October 1998. [Included in FEMA 428]

DOD UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings.* U.S. Department of

Defense. July 31, 2002. [Included in FEMA 428]

Creating Safe Schools for All Children. Chapter 8, "Standard 6: School Facilities Designed for Safety." Daniel L. Duke. Allyn and Bacon. Boston. 2002.

Multihazard Emergency Training for Schools, Train-the-Trainer. Appendix A, "Hazard Identification Guidelines." Federal Emergency Management Agency. No date.

FEMA SLG 101, *Guide for All-Hazard Emergency Operations Planning*. Chapter 6, Attachment G, "Terrorism." Federal Emergency Management Agency. April 2001. [Included in FEMA 428]

FEMA 154, *Rapid Visual Screening of Buildings for Seismic Hazards: A Handbook*. (Also Applied Technology Council ATC-21 of same name). Federal Emergency Management Agency. 1988. [Included in FEMA 428]

FEMA 361, *Design and Construction Guidance for Community Shelters*. Federal Emergency Management Agency. July 2000. Online at <http://www.fema.gov/fima/fema361.shtm> [Included in FEMA 424]

FEMA 386-7, *Integrating Human-Caused Hazards into Mitigation Planning*. Federal Emergency Management Agency. September 2002. [Included in FEMA 428]

FEMA 424, *Design Guide for Improving School Safety in Earthquakes, Floods, and High Winds*. Federal Emergency Management Agency. January 2004. Online at <http://www.fema.gov/fima/rmsp424.shtm>

GSA PBS-P100, *Facilities Standards for the Public Buildings Service*. Chapter 8, "Security Design." General Services Administration. 2005. Online at <http://www.gsa.gov>

Protecting Our Kids from Disasters: Nonstructural Mitigation for Child Care Centers. Institute for Business & Home Safety. 1999. Online at <http://www.ibhs.org/docs/childcare.pdf>

Jane's Safe Schools Planning Guide for All Hazards. Sections 3.15.8 - 3.15.21, 12.1.24. Mike Dorn, Gregory Thomas, Marleen Wong, Sonayia Shepherd. Jane's Information Group. 2004.

LBNL Pub. 51959, *Protecting Buildings from a Biological or Chemical Attack: Actions to Take Before or During a Release*. Lawrence Berkeley National Laboratory (LBNL). January 10, 2003. [Included in FEMA 428]

Building and Renovating Schools. Chapter 4, "Integration of Security." Drummey Rosane Anderson, Inc, Architects, and Joseph Macualuso, David Lewek, Brian Murphy. R.S. Means. 2004.

Assessment Inventory for Safe, Orderly & Caring Schools. School Improvement Division, Public Schools of North Carolina, State Board of Education, Department of Public Instruction. No date. Online at <http://www.ncpublicschools.org/docs/schoolimprovement/inventory.pdf>

National Criminal Justice NCJ 181200, *Fiscal Year 1999 State Domestic Preparedness Equipment Program, Assessment and Strategy Development Tool Kit*. U.S. Department of Justice. May 15, 2000. [Included in FEMA 428]

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies. Mary W. Green. National Institute of Justice, U.S. Department of Justice. September 1999. Online at <http://www.ncjrs.org/school/pdf.htm>

Guide 4, *Ensuring Quality School Facilities and Security Technologies*. Tod Schneider. Northwest Regional Educational Laboratory. September 2002. Online at http://www.safetyzone.org/pdfs/ta_guides/packet_4.pdf

Guidance Document for School Safety Plans. "Hazard Identification," page 43. Project SAVE: Safe

Schools Against Violence in Education. The University of the State of New York. April 2001.

Installation Force Protection Guide. U.S. Air Force. 1997. [Included in FEMA 428]

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The checklist is available in Word format for states and local school districts seeking to adopt and modify it; contact NCEF's Reference Services at ncef@nibs.org.

Questions and Comments

For questions, comments, or suggestions, contact NCEF's Reference Services at ncef@nibs.org.

WESTPORT BOARD OF EDUCATION
 110 MYRTLE AVENUE
 WESTPORT, CT 06880
 203 341-1002

SPECIFICATION COVER SHEET
 BID #14-013-BOE
 PURCHASE OF DOOR LOCKS AND CLOSERS

VENDOR MUST ENCLOSE TWO COPIES OF THIS SPECIFICATION COVER SHEET and TWO COPIES OF THE BID SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS BID

The Westport Board of Education reserves the right to reject any and all bids, or separate parts thereof, requested herein before. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. When a bidder fails to so identify a proposed substitution, it will be assumed that he is bidding on the exact item requested. The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

INSTRUCTIONS ON BID DEADLINES AND REQUIREMENTS:

NAME OF BID: PURCHASE OF DOOR LOCKS AND CLOSERS

TYPE OF BID: Sealed Bid QUOTATION #: _____

BID CLOSURE DATE: Received Until: DATE: February 11, 2014 TIME: 10:00 A.M.
A MANDATORY WALK THROUGH WILL BE CONDUCTED ON JANUARY 31, 2014 AT 3:00 PM AT STAPLES HIGH SCHOOL, 70 NORTH AVE., WESTPORT, CT IN THE MAIN OFFICE.

LOCATION TO FORWARD BIDS: Elio Longo, Jr., Director of School Business Operations
 Westport Board of Education
 110 Myrtle Avenue, Room 300
 Westport, CT 06880

BID SECURITY: Bid Security Required 5% Bid Security *Not* Required _____

PREVAILING WAGE: Required XXXX *Not* Required _____

FORMS TO COMPLETE BID: Submit two copies of the Bid Specification Sheets
Identify Name of Bid on Envelope:
PURCHASE OF DOOR LOCKS AND CLOSERS – BID #14-013-BOE

LENGTH OF TIME PRICES WILL BE HONORED: MUST BE 120 DAYS
 STATE ESTIMATED DELIVERY DATE: _____
 STATE ESTIMATED COMPLETION DATE: _____

I have read and understand the bidding requirement of this bid specification included for my review herein:

Signature of Company Representative *Date*

TYPED NAME AND TITLE: _____

COMPANY: _____

ADDRESS: _____ TOWN: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: *(Please print clearly or attach business card):* _____

**WESTPORT BOARD OF EDUCATION
Elio Longo, Jr.
Office of Director of School Business Operations
110 MYRTLE AVENUE
Westport, CT 06880
203 341-1002**

**INVITATION TO BID
BID #14-013-BOE
PURCHASE OF DOOR LOCKS AND CLOSERS**

Notice is hereby given that sealed bids on the following will be received at the Office of the Director of School Business Operations until:

February 11, 2014 10:00 A.M.

at which time they will be publicly opened and read aloud:

**BID #14-013-BOE
PURCHASE OF DOOR LOCKS AND CLOSERS**

A MANDATORY WALK THROUGH WILL BE CONDUCTED ON JANUARY 31, 2014 AT 3:00 PM AT STAPLES HIGH SCHOOL, 70 NORTH AVE., WESTPORT, CT IN THE MAIN OFFICE.

Specifications, if not attached, may be obtained at the office of the:

**Elio Longo, Jr.
Director of School Business Operations**

The Board of Education reserves the right to reject any and all bids, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of Westport.

Questions regarding this bid should be directed to Robert Woosley, Director of Facilities at 203-341-1271.

BID SPECIFICATIONS
PURCHASE OF DOOR LOCKS AND CLOSERS
BID #14-013-BOE

Due on or before **February 11, 2014, 10:00 A.M.** at the office of

Elio Longo, Jr.
Director of School Business Operations
Westport Board of Education
110 MYRTLE AVENUE, Room 300
Westport, CT 06880

Sealed bids will be received by the office of Director of School Business Operations of the Westport Board of Education of the Town of Westport, Connecticut until **10:00 A.M.** on **February 11, 2014**. Each bid should be clearly marked (example) "**BID #14-013-BOE – PURCHASE OF DOOR LOCKS AND CLOSERS**". Specifications, instructions and bid forms may be obtained at the above address. Faxed copies of the bid will not be accepted.

CONDITIONS FOR BIDDING

1. The Board of Education reserves the right to reject any bid if it is deemed to be in the best interests of the Town of Westport, Connecticut, Westport Board of Education and its students.
2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being bid. In addition, the Board of Education reserves the right to award this bid as a package in conjunction with other bids for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.
3. The submission of a bid shall be conclusive evidence that the bidder has satisfied himself as to the requirements of the bid specifications and any controlling conditions which may exist.
4. Bidders may not withdraw their bid for a period of 120 days from the date of bid opening. The Board of Education and the bidder may mutually agree to extend the time limit.
5. In determining the ranking of responsible bidders, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the bidder, the sufficiency of the financial resources of the bidder and the reputation of the bidder for ability, integrity, judgment and performance, as well as the ability of the bidder to provide future service/supplies/equipment.
6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.
7. All bid prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your bid. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

8. The Board of Education of the Town of Westport supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are bid, a bid received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the bid package by the bidder along with other bid documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Westport regarding bidding procedure.

9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the bid specification sheets. To have alternates considered, complete specifications and submit catalogues describing the product must accompany the bid. The Westport Board of Education reserves the right to request equipment samples on specific items.

10. **SUBSTITUTIONS: See Specifications**

The Westport Board of Education reserves the right to request equipment samples on specific items.

11. **FORM AND STYLE OF BID:** All blanks on the Specification Form, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible..

12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official bid or quotation specification sheets. All such warranties shall inure to the benefit of the Board.

13. **INSURANCE REQUIREMENTS (if applicable):** The successful vendor will be required to purchase from and maintain, for the life of the contract, in a company or companies with an A.M/Best rating of A- (VII) or better, such insurance as will protect the Board of Education from claims set forth below which may arise out of or result from the vendor's obligation under the Contract, whether such obligation is the vendor's or a subcontractor or any person or entity directly or indirectly employed by the successful vendor or anyone for whose acts said vendor may be liable.

14. **Workers Compensation (if applicable):**
Vendor shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000.

15. **Commercial General Liability Insurance (if applicable):**
Vendor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Coverage will continue three years after the completion of the work.
 - The policy shall name the Westport Public Schools as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).

- Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.
- The policy shall contain a waiver of liability in favor of the Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

16. **Commercial Automobile Insurance (if applicable):**

Vendor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

17. **Umbrella Liability Insurance (if applicable):**

Vendor shall provide an umbrella or excess liability policy in excess (without restriction or limitation) of those limits and coverages described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.

18. **QUESTIONS:** For questions regarding the bidding procedure, contact Elio Longo, Jr., Director of School Business Operations, at (203) 341-1001. **For questions regarding the purchase OF DOOR LOCKS AND CLOSERS, contact Robert Woosley at 203-341-1271.**

NOTE: By bidding on this contract the vendor agrees that any or all past clients may be contacted by the Westport School System. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the Westport School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Westport School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.
4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: _____ **Date:** _____

Print Name: _____

Company: _____

**Appendix A
INSURANCE PROCEDURE
Westport Public Schools
Westport, CT**

PLEASE NOTE:

RETURN THIS COMPLETED FORM WITH YOUR BID (if applicable). FAILURE TO DO SO MAY RESULT IN YOUR BID BEING REJECTED.

Please take the insurance requirements of the BID to your agent/broker immediately upon receipt of the BID documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in BID. Any BID's that contain exceptions to the insurance requirements may be considered non-responsive and may be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this BID, I or my insurance agent shall submit all of the required insurance documentation to Westport Public Schools Business Office within ten (10) days after the date of the award of the BID.

Signature

Date

Print Vendor Name

BID #14-013-BOE
PURCHASE OF DOOR LOCKS AND CLOSERS
SPECIFICATIONS

VENDOR MUST ENCLOSE TWO COPIES OF THE SPECIFICATION COVER SHEET and TWO COPIES OF THESE BID SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS BID.

Pricing required for all costs associated with furnishing and installing Storage Room Function Locks and Door Closers on classrooms, offices, conference rooms and other doors as specified. All pricing must be provided on a per lock basis, per closer basis and total cost basis. All work to be started after school is out in June 2014.

This contract will be awarded to the responsive and responsible bidder offering the highest quality and lowest cost.

All bid prices should - (1) be complete and include all necessary equipment and supervision, (2) be for on-site service, no travel time will be allowed, (3) bid prices will include delivery, F.O.B. destination, without extra compensation.

Full support to be provided by the vendor and a minimum (3) three year warranty on all parts.

Bidder must submit at least (3) three current references where similar work was performed by the bidder.

Contractor is responsible for disposing of all obsolete or damaged equipments replaced by them under this contract.

All work in the building that disturbs paint must be carried out in full compliance with the requirements of the U.S. Environmental Protection Agency's "Renovation, Repair, and Painting" regulations. This includes, but is not limited to: (1) oversight by a contractor registered with the EPA, (2) use of properly trained workers and supervisors, (3) use of lead-safe work practices, and where appropriate, (4) surface wipe testing at completion.

Whenever lead paint is disturbed during the project, lead-safe work practices, as defined by the U.S. Environmental Protection Agency, will be employed.

Type of Locks and Door Closers:

- 1) Lockset: Schlage ND96PD
Lockset: Finish - 626 Satin Chromium Plated or 612 Satin Bronze
Lever Design: Rhodes
- 2) Wrap around: Don-Jo 4-2-CW
Wrap around finish: 630S
- 3) Door Closers - automatic door closers-type-LCN 4040XP heavy duty-universal fit

Additional Specifications:

- A. No Substitutions Allowed on Locksets
- B. Must Match Existing Key System
- C. Use existing cylinders where possible
- D. Bidder Must Provide a Submittal for Approval in Standard DHI Format
- E. Substitutions Allowed on Door Closers Due to Variance in Construction

PRICING SHEET

1) Lockset-Finish-Design: Schlage ND96PD/626 Satin Chromium Plated/Rhodes

a) Schools - Classroom, Office, Conference and Storage Rooms:

Bedford Middle School	115 lock sets
Coleytown Middle School	219 lock sets
Coleytown Elementary	86 lock sets
King's Highway Elementary	120 lock sets
Long Lots Elementary	193 lock sets
Saugatuck Elementary	106 lock sets
Staples High	488 lock sets

b) Cost Per Lock Set _____

c) Lump Sum Total Cost _____

2) Lockset-Finish-Design: Schlage ND96PD/612 Satin Bronze/Rhodes

a) School-Classroom, Office, Conference and Storage Rooms:

Green's farm Elementary	98 lock sets
--------------------------------	---------------------

b) Cost Per Lock Set _____

c) Lump Sum Cost for Green's Farm Elementary _____

TOTAL NUMBER OF LOCK SETS EQUALS 1,425

3) Wrap around door reinforcer - Finish: Don-Jo 4-2-CW/630S

a) School-Classroom, Office, Conference, and Storage Rooms

Staples High School	184 wrap around
----------------------------	------------------------

b) Cost Per Door _____

c) Lump Sum Cost for Staples High School _____

4) Door Closers- automatic door closer type will be determined at mandatory pre-bid meeting.

a) School-Classroom, Office, Conference, and Storage rooms

Coleytown Elementary	50 closers
Green's Farm Elementary	39 closers
King's Highway Elementary	43 closers
Long Lots Elementary	37 closers
Saugatuck Elementary	51 closers
Bedford Middle School	43 closers
Coleytown Middle School	58 closers
Staples High	90 closers

b) Cost per door closer \$ _____

c) Lump Sum Total Cost \$ _____

5) Additional hardware per unit cost price for additional keys and cylinders as requested/required

a) Price for Additional Key _____

b) Price Per Cylinder _____

I have read and understand the bidding requirements of this bid specification included for my review :

Signature of Company Representative Date

TYPED NAME AND TITLE

COMPANY: _____

ADDRESS: _____ **TOWN:** _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL ADDRESS: _____

INTEROFFICE MEMORANDUM

TO: ALL BIDDERS

FROM: ROBERT WOOSLEY
DIRECTOR OF FACILITIES

SUBJECT: ADDENDUM #1 – PURCHASE OF DOOR LOCKS AND CLOSERS
BID #14-013-BOE

DATE: FEBRUARY 4, 2014

Please make note of the following Addendum Changes in Bid #14-013-BOE:

1. Page 8: Adding under Additional Specification:
F: Reference Medeco Registry Number B6285 at Calvert Safe and Lock
G: When converting cylinders use Medeco

2. Page 9: Remove Staples High under Pricing Sheet - 1) Lockset-Finish Design:
Remove Staples High School under 3) Wrap around door reinforce – Finish:
Remove c) Lump Sum Cost for Staples High School _____
Add 4) Staples High School classroom locks:
 - Convert the existing Sargent mortise lockset to storeroom function
 - Install a dummy cylinder on the inside of the door
 - Install a Medeco mortise cylinder on the outside of the door
 - a) Schools – Classroom, Office, Conference and Storage Rooms:
Staples High School 488 lock sets
 - b) Cost Per Lock Set Conversion: _____
 - c) Lump Sum Total Cost for Staples High School (488): _____
 - d) Cost Per Schlage Lever Conversion to Storage Room Function will be the same as the “cost per lock set” in Section 1 of the Pricing Sheet.

RW:jl

WESTPORT PUBLIC SCHOOLS

INTEROFFICE MEMORANDUM

TO: ALL BIDDERS

FROM: ROBERT WOOSLEY
DIRECTOR OF FACILITIES

SUBJECT: ADDENDUM #2 – PURCHASE OF DOOR LOCKS AND CLOSERS
BID #14-013-BOE

DATE: FEBRUARY 7, 2014

Please make note of the following Addendum Changes in Bid #14-013-BOE:

1. Page 8: Correction under Additional Specification (supersedes Addendum #1):

G: When converting dealer keyway cylinders, replace the existing distributor owned keyway to a "NEW" Medeco restricted X4 SFIC **end user controlled** keyway.
2. Replace Complete Pricing Sheet information on pages 9, 10 of Bid #14-013-BOE and supersedes Bid #14-013-BOE Addendum #1

PRICING SHEET

1) Lockset-Finish-Design: Schlage ND96PD/626 Satin Chromium Plated/Rhodes

a) Schools - Classroom, Office, Conference and Storage Rooms:

Bedford Middle School	115 lock sets
Coleytown Middle School	219 lock sets
Coleytown Elementary	86 lock sets
King's Highway Elementary	120 lock sets
Long Lots Elementary	193 lock sets
Saugatuck Elementary	106 lock sets
Staples High	488 lock sets

b) Cost Per Lock Set _____

c) Lump Sum Total Cost _____

2) Lockset-Finish-Design: Schlage ND96PD/612 Satin Bronze/Rhodes

a) School-Classroom, Office, Conference and Storage Rooms:

Green's farm Elementary 98 lock sets

b) Cost Per Lock Set _____

c) Lump Sum Cost for Green's Farm Elementary _____

TOTAL NUMBER OF LOCK SETS EQUALS 1,425

3) Wrap around door reinforcer - Finish: Don-Jo 4-2-CW/630S

a) School-Classroom, Office, Conference, and Storage Rooms

Staples High School 184 wrap around

b) Cost Per Door _____

c) Lump Sum Cost for Staples High School _____

4) Door Closers- automatic door closer type will be determined at mandatory pre-bid meeting.

a) School-Classroom, Office, Conference, and Storage rooms

Coleytown Elementary 50 closers

Green's Farm Elementary 39 closers

King's Highway Elementary 43 closers

Long Lots Elementary 37 closers

Saugatuck Elementary 51 closers

Bedford Middle School 43 closers

Coleytown Middle School 58 closers

Staples High 90 closers

b) Cost per door closer \$ _____

c) Lump Sum Total Cost \$ _____

5) Additional hardware per unit cost price for additional keys and cylinders as requested/required

a) Price for Additional end user controlled keyway Key _____

b) Price for Additional dealer keyway Key _____

c) Price Per end user controlled keyway cylinder _____

d) Price Per dealer controlled keyway cylinder _____

6) Staples Alternative Option- Conversion of Staples High School classroom intruder function locks to storage function locks:

- Convert the existing Sargent mortise lockset to storeroom function
- Install a dummy cylinder on the inside of the door
- Install an end user controlled keyway mortise cylinder on the outside of the door

a) Schools – Classroom, Office, Conference and Storage Rooms:

Staples High School 488 lock sets

b) Cost Per Lock Set Conversion: _____

c) Lump Sum Total Cost for Staples High School (488): _____

I have read and understand the bidding requirements of this bid specification included for my review:

Signature of Company Representative

Date

TYPED NAME AND TITLE

COMPANY: _____

ADDRESS: _____ **TOWN:** _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL ADDRESS: _____

RW



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

Item # 8

UNAPPROVED MINUTES OF EXECUTIVE SESSION

The Board of Finance went into Executive Session on **Wednesday, March 5, 2014 at 7:00 P.M.** in Room 201A of Town Hall to discuss the negotiations of the lease between the Town of Westport and Baron's South Senior Housing LLC for the redevelopment of the Baron's South property as senior housing. No action was taken.

UNAPPROVED MINUTES OF PUBLIC HEARING

The Board of Finance held its Public Hearing on **Wednesday, March 5, 2014 at 8:00 p.m.** in the Auditorium of Town Hall. The following item(s) were considered:

DISCUSSION/REVIEW

1. Financial Report from the Finance Director. No action taken.
2. Status Update from the Internal Auditor. No action taken.

Janis Collins was nominated the Chair of the Audit Sub Committee. Proposed by Pincavage. Seconded by Stern. Unanimously approved.

3. A Progress Report from McGladrey on the review of the Board of Education's Health Insurance Fund and their findings to date. No action taken.

2014-2015 BUDGET PRESENTATIONS

4. First Selectman Jim Marpe will present the Town of Westport Budget for Fiscal Year 2014-15. No action taken.
5. Board of Education Chairwoman Elaine Whitney will present the Board of Education Budget for Fiscal Year 2014-15. No action taken.

APPROPRIATIONS IN THE 2013-2014 BUDGET

6. A request by the Police Chief for an appropriation of \$350,000 to the Capital and NonRecurring Fund Account #31502210-500212-22101 (Police Patrol Boat) for the replacement of the existing 1998 Boston Whaler "Marine 1". Proposed by Lasersohn. Seconded by Stern. Unanimously approved.

APPROVAL OF MINUTES

7. Approve the Board of Finance Minutes of the February 10, 2014 regular meeting. Approved unanimously.

ADJOURNED

Meeting adjourned at 10.15pm.



WESTPORT CONNECTICUT
BOARD OF FINANCE

Item # 9&10

SPECIAL MEETINGS

MINUTES OF FORMAL BUDGET HEARINGS

Tuesday, March 18, 2014

Thursday, March 20, 2014

The Board of Finance held Formal Budget Hearings on **Tuesday, March 18, 2014** and **Thursday, March 20, 2014**, which began at 7:30 P.M. each night, in the Auditorium of Town Hall to review the 2014-15 Budget Requests for the Town of Westport. Complete copies of the requested Budgets are on file in the Town Clerk's Office. The following items, were considered:

See 2014/15 Westport Town Budget actions attached

On Tuesday, March 18, 2014

- 1) General Fund
- 2) Railroad Parking Fund
- 3) Wakeman Town Farm
- 4) Sewer Fund

ADJOURNMENT at 9.25pm

On Thursday, March 20, 2014

ADJOURNMENT at 9.30pm.

