



Board of Finance

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

WESTPORTSM

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. The meeting will also be live streamed on the Town Website westportct.gov (on the website, select "How Do I" Heading, and select "Watch Town Meetings") and shown on Optimum Government Access Channel 79. Comments to be read during the public comment period may be emailed to 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 along with the meeting notice posted on the Meeting List & Calendar page.

NOTICE OF BOF EXECUTIVE SESSION

The Board of Finance will hold a Special Meeting on **Wednesday, June 7, 2023 at 7:00 p.m. in the Auditorium of the Westport Town Hall** for the following purpose. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion:

1. Agenda item # 5 – School-based security communication system (Discussion Only)

NOTICE OF BOARD OF FINANCE PUBLIC MEETING

The Board of Finance will hold a Public Meeting on **Wednesday, June 7, 2023 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 17, 2023 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 Director of Public Works, to approve an Appropriation in the amount of \$1,000,000.00 along with bond and note authorization, to the Sewer Reserve Fund Account 32003330-500374-10136 for upgrades to Pump Station #8 (Nyala Farms Road).
5. Upon the request of the Superintendent of Schools, to approve an Appropriation in the amount of \$630,000, to the Capital and Non-Recurring Account Fund Account 31506650-500375-10137 for school-based security communication system.

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 at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



Board of Finance

Town Hall, 110 Myrtle Avenue
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WESTPORTSM

DRAFT MINUTES OF BOARD OF FINANCE MEETING

Attendees: Lee Caney, Mike Keller, Nancie Dupier, Jim Foster, Sheri Gordon (Stern and DesMarteau absent)

Motion to go into Executive Session: Caney, second Dupier. Vote 5-0-0.

DRAFT MINUTES OF BOF EXECUTIVE SESSION

The Board of Finance held a Special Meeting on Wednesday, May 17, 2023 at 7:00 p.m. in the Auditorium of the Westport Town Hall for the following purpose. It is anticipated that the Board of Finance will vote to go into Executive Session for such discussion:

1. Pending Claims

Motion to go out of Executive Session: Caney, second Keller. Vote 5-0-0.

DRAFT MINUTES OF BOARD OF FINANCE PUBLIC MEETING

The Board of Finance held a Public Meeting on Wednesday, May 17, 2023 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 April 12, 2023 Regular Meeting. **Motion to Approve: Dupier, second Keller. Vote 4-0-0 (Gordon stepped out)**
2. Discussion of the 2021-2022 Annual Comprehensive Audit Report. (Discussion Only) **Lynn Scully presented.**
3. Update by Long Lots Building Committee. (Discussion Only) **Jay Keenan presented.**
4. Financial Report from the Finance Director. (Discussion Only) **Gary Conrad presented.**
5. Status Update from the Audit Manager. (Discussion Only) **Lynn Scully presented.**
6. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$272,202.93 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts. **Motion to Approve: Keller, second Dupier. Vote 5-0-0.**
7. Upon the request of the Town Attorney, to approve a 15-Year Use Restriction for the Gillespie Center Building at 45 Jesup Road. **Motion to Approve: Gordon, second Dupier. Vote 5-0-0.**

8. Board of Education 3rd quarter Financial Report from the BOE Chief Financial Officer. (Discussion Only) **Elio Longo presented.**
9. The Board will set the tax rate for Fiscal Year 2023-2024. **Motion to Approve a new Mill Rate of 18.35: Dupier, second Keller. Vote 5-0-0.**
10. The Board will appoint independent auditors for the fiscal year ending June 30, 2023. **Motion to Approve renew contract with CLA: Dupier, second Keller. Vote 5-0-0.**
11. Upon the request of the Director of Public Works, to approve an appropriation of \$473,000 to the Capital and Non-Recurring Account #31503310-500460-10135 for the Hillspoint Road sidewalk replacement. **Item was moved to #3 on the agenda. Motion to Approve: Gordon, second Dupier. Vote 5-0-0.**
12. Discussion of By-Laws for Board of Finance (Discussion Only) **Discussion to be moved to the next BOF meeting in June.**

Motion to Adjourn Meeting: Gordon, second Dupier. Vote 5-0-0.

Meeting adjourned: 9:20pm

Meeting notes respectfully submitted by James Foster, Vice Chair.

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WESTPORT™

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVENUE
 WESTPORT, CONNECTICUT 06880
 (203) 341 1120 www.westportct.gov

May 15, 2023

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

Re: Request for Appropriation for Construction Funding
 Sanitary Sewer Contract 77 - Pump Station #8 Upgrade

Dear Mrs. Tooker:

This office, herein requests an appropriation in the amount of one million (\$1,000,000.00) for the upgrades to Pump Station #8 (Nyala Farms Road). This pump station was originally built in 1971 in conjunction with the development of the Stauffer Chemical Corporation Headquarters, which is now owned and occupied by Bridgewater Associates and only receives flow from the corporate office park. The station is being upgrade due to it's age (52 years old) not due to flow capacity. As defined in the Town of Westport land records, volume 357, pages 110-112, the Town of Westport is responsible to operate and maintain the station but the property owner maybe assessed for any future modification to the station. This will be the seventh pump station upgrade project that has been conducted over the past fifteen years to address aging infrastructure of the Westport Water Pollution Control Facility collection system.

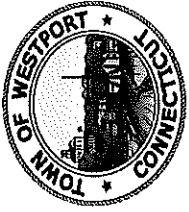
Pump Station #8 discharges through a 6" diameter ductile iron force main and is approximately fifty-seven hundred linear feet (5,700lf) long located within the rights-of-ways of Nyala Farms Road, State DOT Sherwood Island Connector, and Greens Farms, extending from the pump station, and discharges into a gravity manhole in the intersection of Greens Farms Road and Hills Point Road. The current pump station was designed to have a flow rate of two-hundred gallons per minute (200gpm) which will remain the same.

The recommendation of this office is to bond the project and pay the debt service out of the Sewer Reserve Fund. Funds have been projected in the Sewer Reserve Fund for this work.

Respectfully,

Peter A. Ratkiewich,
 Director of Public Works

cc: Gary Conrad, finance Director



Engineer's Cost Estimate
Sanitary Sewer Contract 77
Pump Station #8 Upgrade
60 Nyala Farm Road

| Item | Item Description | Estimated Cost | Vendor |
|------|--|----------------|--------------------------------|
| | Demo and Fill Existing Station | | |
| | Install New Valve Vault with all piping and valves | | |
| | All Necessary Electrical Upgrades | | |
| 1 | Provide & Install New Enclosure for all electrical components Control Panel, Alarm, ATS, Meter | \$ 532,000.00 | Kovacs (proposal received) |
| | Provide & Install New top on Wet-Well with New 36"x48" Aluminum Hatch | | |
| | Pour New Concrete Generator Pad with all required conduits | | |
| | Bypass Pumping as required | | |
| 2 | Pumps (2 - 15HP) | \$ 40,000.00 | Homa (proposal received) |
| 3 | Control Panel with soft starts | \$ 75,000.00 | CSI (proposal received) |
| 4 | New 35kw Generator with 48 hour diesel fuel tank, Level II Sound Attenuation | \$ 75,000.00 | Sourcewell (proposal received) |
| 5 | Wet-Well Sealing / Coating | \$ 35,000.00 | Green Mountain (estimated) |
| 6 | Misc Landscaping | \$ 15,000.00 | (estimated) |
| 7 | Misc Paving (Driveway) | \$ 25,000.00 | (estimated) |

| | |
|--------------------|----------------------|
| Total | \$ 797,000.00 |
| 10% Contingency | \$ 79,700.00 |
| Sub Total | \$ 876,700.00 |
| 10% Inflation | \$ 87,670.00 |
| Grand Total | \$ 964,370.00 |

Funding Request \$ 1,000,000.00

JUSTIFICATION FOR A CAPITAL PROJECT

| DEPARTMENT INFORMATION | |
|---------------------------------------|--------------|
| DEPT NAME: Department of Public Works | May 15, 2023 |

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| PROJECT NAME AND DESCRIPTION SANITARY SEWER CONTRACT 77, Pump Station #8 Upgrade, Nyala Farms Road |
|--|

| | | |
|---|--|--------------------------------|
| IS IT LISTED IN THE 5-YR CAPITAL FORECAST? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| If no, why not? If yes, answer the following two questions: Which FY was the project first proposed? 2015 Which FY was the project first planned? 2018 | | |

| | | |
|--------------------|--------------|--|
| APPROXIMATE COST: | \$797,000.00 | COST IN CAPITAL FORECAST: |
| CONTINGENCY (10%): | | |
| INFLATION (10%): | \$964,370.00 | ← GRAND TOTAL REQUEST → \$1,000,000.00 |

| | | | | | | | |
|--|--|--|---------------------------------|-----------------------------------|-----------------------------------|--|-------------------------------------|
| SOURCE OF FUNDS: | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">CAPITAL BOND <input type="checkbox"/></td> <td style="width: 50%; padding: 5px;">GEN'L FUND <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">CNR <input type="checkbox"/></td> <td style="padding: 5px;">GRANT <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">STATE <input type="checkbox"/></td> <td style="padding: 5px;">OTHER <input checked="" type="checkbox"/></td> </tr> </table> | CAPITAL BOND <input type="checkbox"/> | GEN'L FUND <input type="checkbox"/> | CNR <input type="checkbox"/> | GRANT <input type="checkbox"/> | STATE <input type="checkbox"/> | OTHER <input checked="" type="checkbox"/> | OTHER, DESCRIBE: Sewer Reserve Fund |
| CAPITAL BOND <input type="checkbox"/> | GEN'L FUND <input type="checkbox"/> | | | | | | |
| CNR <input type="checkbox"/> | GRANT <input type="checkbox"/> | | | | | | |
| STATE <input type="checkbox"/> | OTHER <input checked="" type="checkbox"/> | | | | | | |
| PAYBACK PERIOD: 19 Years Benefit Assessment | | | | | | | |

| | |
|----------------------------------|---------------------------------|
| PROJECTED START DATE: March 2024 | EST. COMPLETION DATE: July 2024 |
| ESTIMATED USEFUL LIFE: 50 years | |

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|---------------------------------------|---------------------------------|---|--------------------------------|
| Has an RFP been issued? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | |
| Have construction bids been received? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | Number of bids received: _____ |
| Was the lowest bid the winner? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If not, why? _____ |

| |
|--|
| Who will benefit from the project? 60 Nyala Farms Road |
|--|

Is it a replacement? YES NO

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

Pictures attached? YES NO

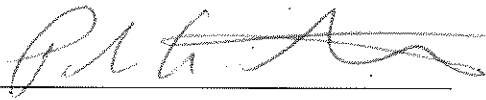
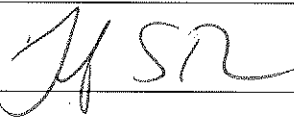
What other approvals/reviews are necessary to begin this project? RTM, BOS

FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD  DATE: 5-15-23
FINANCE DIRECTOR _____ DATE: _____
FIRST SELECTMAN  DATE: 5-16-2023



WESTPORT PUBLIC SCHOOLS

THOMAS SCARICE
Superintendent of Schools

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

May 16, 2023

Dear First Selectwoman Tooker,

The following resolution passed at the April 3 Board of Education meeting:

Be it resolved that, upon the recommendation of the Superintendent of Schools, the Westport Board of Education will request a special appropriation from the Board of Finance and the Representative Town Meeting in an amount up to \$630,000 for use in connection with a school-based security communications system, which requested appropriation may be reduced in an amount equal to any such amount the Board may receive in the form of grant funding for such purpose.

I respectfully request that the following item be placed on the June 7 Board of Finance meeting agenda: "BOE Capital Request for School-Based Communications System."

Please let me know if you have any questions.

Respectfully,


Thomas Scarice, Superintendent of Schools

Cc: Gary Conrad, Town Finance Director
Eileen Francis, Selectwomen's Office Manager
Michele Mace, Payroll Manager
Janet Negron, Finance Administrative Assistant

FISCAL YEAR 2023

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Board of Education

Date: 05/16/23

PROJECT NAME AND DESCRIPTION

Radio Frequency emergency communication infrastructure at Staples High School. Direct communications to Westport's 9-1-1 emergency dispatch center.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO

If no, why not? Need assessment completed after the CF submission

If yes, answer the following two questions:

Which FY was the project first proposed? 2023

Which FY was the project first planned? 2023

TOTAL COST IN CAPITAL PLAN: _____ IS PLAN ESTIMATE STILL ACCURATE? YES NO

IF NO, ENTER NEW ESTIMATED COST HERE: \$630,000 + CONTINGENCY (%) = \$630,000
(when applicable) NEW TOTAL ESTIMATE

SOURCE OF FUNDS:

CAPITAL BOND GEN'L FUND CNR GRANT STATE OTHER

ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT?

YES NO

EXPLAIN:

OTHER, DESCRIBE: We have filed an application under the CT Multi-media School Security Grant Program.

PAYBACK PERIOD (If applicable):

PROJECTED START DATE: July 2023 EST. COMPLETION DATE: Sept 2023

ESTIMATED USEFUL LIFE: 10 years

Is this project part of a larger capital project?

This project enhances the existing security improvements at SHS while addressing a connectivity concern.

Has an RFP been Issued? YES NO

Have bids been received? YES NO

Number of bids received: quote

Was the lowest bid the winner? YES NO If not, why? n/a (sole source provider)

Who will benefit from the project? Staples High School serves a total of 1,701 students which includes 1,689 students in grades 9 through 12; and 12 students within the Little Wreckers Preschool program; approx. 31% of WPS's total student population. In addition, 267 faculty and staff will benefit from the project, which means, at any given day, there are just under 2,000 people at the school.

Has the Green Task Force been informed of this request? YES NO

Is it a replacement? YES NO
If yes, describe condition of what is to be replaced:

Pictures attached? YES NO

What other approvals/reviews are necessary to begin this project? Please include anticipated dates.
BOE (approved on 04/03/23), BOF (pending; 06/07/23), RTM-Ed, RTM-Fin, RTM (Jun/Jul 23)

FINANCE

This section to be completed by the Finance Director.
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF
DEPARTMENT HEAD [Signature] DATE: 5/16/23
FINANCE DIRECTOR _____ DATE: _____
FIRST SELECTWOMAN JASR DATE: 5-16-2023