



Board of Finance

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

Revised – Item #2

WESTPORT™

NOTICE AND AGENDA OF BOARD OF FINANCE SPECIAL 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, August 23, 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 #1 School-based security communication system (Discussion Only)

NOTICE OF BOARD OF FINANCE PUBLIC MEETING

The Board of Finance will hold a Special Meeting on **Tuesday, August 23, 2023 at 7:30 p.m. in the Auditorium of the Westport Town Hall** for the following purposes:

AGENDA

1. Upon the request of the Superintendent of Schools, to approve an Appropriation in the amount of \$630,000.00 to the Capital and Non-Recurring Account Fund Account 31506650-500375-10137 for school-based security communication system.
2. Upon the request of the Chief of Police, to approve an Appropriation in the amount of \$432,063.00 for the addition of three (3) Westport Police Officers to serve as School Security Officers (SSO's).

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.


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

July 11, 2023

Dear First Selectwoman Tooker,

The following resolution passed at the June 26 Board of Education meeting:

Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education requests a Special Appropriation from the Westport Board of Finance and the Representative Town Meeting in the amount of \$463,000.00 to address a Board of Education health insurance FY24 budgetary shortfall estimate of \$926,000; said request being 50% of the estimate shortfall. Be it further resolved, the Board of Education intends to cover the remaining 50% of the estimated shortfall by applying \$463,000 from the Board of Education Health Fund Reserve during FY24.

I respectfully request that the following item be placed on the August 2 Board of Finance meeting agenda: "Special Appropriation Request for Board of Education FY 24 Health Insurance."

Please let me know if you have any questions.

Respectfully,


 Thomas Scarice Superintendent of Schools

APPROVED: 

Jennifer S. Tooker
First Selectwoman

Date: 7/12/2023

Cc: Gary Conrad, Town Finance Director
 Eileen Francis, Selectwomen's Office Manager
 Janet Negrón, 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



Memorandum

APPROVED: _____

JST
 Jennifer S. Tooker
 First Selectwoman
 Date: 8/24/23

To: Honorable Jen Tooker, First Selectwoman

CC: Foti Koskinas, Chief of Police

From: Deputy Chief Ryan Paulsson

Date: 08/16/2023

Re: **Appropriation for the Addition of Three (3) Westport Police Officers to serve as School Security Officers (SSO's) – *Updated with Benefit calculations from Finance Department.***

Objective:

The primary objective of this proposal is to allocate the necessary resources to enhance safety around our public schools. By adding three police officers serving as School Security Officers (SSOs) to our existing infrastructure, we aim to create a safer environment through dedicated traffic enforcement and security initiatives for students, parents, faculty, and staff.

Background:

In 2014, the Westport School District performed a security assessment of the eight (8) schools in the district. The resulting report ("Kroll Report") listed a number of security recommendations for the town to address. It spoke to the many reasons why the Westport Police Department is a critical partner in providing a safe environment for the School District and made the following "High Priority" recommendations to the overall security plan.

- Police should perform periodic/mandated patrols outside the schools as a visible deterrent.
- The police department should consider swing shifts to ensure that officers are available for directed patrol during arrival and departure times.
- The School District should consider creating a Security Resource Officer Program in conjunction with the police department.
- Meetings between the police department and groups within the School District should continue and additional programs and meetings should be considered that involve the department.

August 21, 2023

- The school district should formalize the Police Department's role in the workplace violence/ threat management programs in both the District as a whole, and in individual schools.

Kroll observed that "many faculty members, staff and parents approve of more police visibility on the school campuses."

In 2016, the Police Department committed to repurposing the DARE officer and making an SRO position for the High School. This was done at no additional cost to the town. A proposal was made to add 2 additional SROs. That appropriation was voted down by the RTM in favor of evaluating the Police Department's appointment of a single SRO at the high school before additional officers were added.

At the start of the 2018 school year, Coleytown Middle School was closed. The student body was moved to the Bedford Middle / Staples High School campus, with 6th and 7th graders combining with Bedford, and 8th graders attending Staples. An assessment of the new model showed a significant increase in traffic and more use of the exterior of the building for outdoor activities. As the issues at Coleytown Middle School developed into a long-term problem, the addition of portable classrooms were installed at Bedford Middle. This meant more students routinely moving in and out of the main building. The issues with traffic and security were addressed with the permanent assignment of a police officer to serve as a School Security Officer (SSO). The officer assigned came from existing staffing numbers and any costs related to that officer were shared by the Police Department and the School District. To better serve the school, we assigned one (1) officer to the position as opposed to rotating many different officers through. This gave the Bedford Principal and his staff as single point of contact for any issues that arose through that time. This position remained filled until schools closed for the pandemic.

The benefits of having an SSO were quickly realized during that time, and once schools returned from COVID, a permanent SSO position was proposed and subsequently approved by the BOE. The police department was able to allocate this position through a re-alignment of staffing and within its budget. This was the second position that the police department dedicated to the public schools at little to no additional cost to the town.

This new SSO position served the seven (7) other schools in the district. It provided for a security presence, traffic enforcement, traffic assistance and direction during pick up and drop off times (rotating through all seven schools) and was the primary responder for all calls for service at those schools. The SSO became a single point of contact for school administrators and was highly regarded by principals, staff, students, and parents.

Proposed Model:

Due to the geographical nature of the schools in the district, we feel that with three (3) additional SSOs, we would be able to provide an increased and efficient level of service for all 8 schools in the district. Each SSO would be assigned a pair of schools and would be dedicated to those schools

regardless of calls for service in town. A sergeant would be needed to supervise the detail, and they would also have SSO duties at one school.

The proposed campus model would be as follows:

Staples High School – One (1) SRO, currently at the rank of Corporal
Bedford Middle School / Staples High School Campus – One (1) SSO at the rank of Sergeant
Kings Highway Elementary / Saugatuck Elementary – One (1) SSO at the rank of Patrolman
Greens Farms Elementary / Long Lots Elementary – One (1) SSO at the rank of Patrolman
Coleytown Middle School / Coleytown Elementary – One (1) SSO at the rank of Patrolman

Roles and Responsibilities:

- Create a physical presence at assigned schools and school related events.
 - Student arrival/dismissals
 - Traffic Enforcement in school areas
 - Assist with traffic related issues at pick up and drop off.
 - Intermittent monitoring of recess and outdoor activities.
 - Periodic location checks (unsecured building doors, parking lots, fields, out buildings, etc.)
 - Deterrence of unauthorized individuals from entering school premises, and the prevention of potential threats and/ or criminal activities.
- Serve as an informational resource to staff/students/parents on safety information and interpretation of law.
- Serve as an active member on safety committees and threat assessment teams at assigned schools.
- Aid in enhancing physical security and security procedures at assigned schools.
- Periodically assess, identify, and report vulnerabilities at assigned schools.
- Familiarized with building floor plans and emergency contact information for assigned schools and ensure it remains updated.
- Conduct periodic safety meetings with staff, students, and PTAs of assigned schools.
- Conduct investigations as needed at assigned schools.
- Provide first response to all calls for service and/or safety hazards at assigned schools.
- Remain mindful of incidents occurring in proximity to assigned schools, evaluate potential secondary hazards and respond accordingly.
- Foster positive relationships between law enforcement and staff, students, and parents.

Budget Breakdown:

This model would require the additional staffing of 1 Sergeant and 2 Patrol Officers. The total appropriation request is an annual re-occurring cost. The following costs are broken down as follows:

New Hire SSO Officers	1,950 Hours	Full Year 23-24	Partial Year Eff. 10-1-23 9 months
Salaries:	Sergeant / Supervisor	115,240	86,430
	Two SSO's Patrolman	277,660	208,245
Overtime:		15,000	11,250
Holiday Pay 14 days	Sergeant / Supervisor	7,035	5,276
	Two SSO's Patrolman	10,126	7,594
Personal Days: 3 Days	Sergeant / Supervisor	1,417	1,063
	Two SSO's Patrolman	3,414	2,560
Training Days Paid 8 days	Sergeant / Supervisor	3,778	2,834
	Two SSO's Patrolman	9,104	6,828
Master Officer		15,000	11,250
Weapons Allowance		4,320	3,240
Uniform Allowance		2,775	2,081
Education Allowance	Assumes 4 Year Degree	3,000	2,250
Training Cost		2,250	1,688
Gross Pay		470,118	352,589
Pension Defined Contribution 4%		15,716	11,787
Defined Contribution Plan 3%		11,787	8,840
OPEB		-	-
Health	Assumes Single+1 for 3 Employees (ER Share 84.5%)	67,081	50,311
Life Insurance	\$.27 per \$1,000	486	365
Workers Compensation	\$1.00 per \$100	4,079	3,059
Medicare		6,817	5,113
Fringe Costs		105,966	79,474
Total Compensation		576,084	432,063

Appropriation Request for 3 SSO's

432,063

The proposed appropriation would be allocated to the Police Department (Town) budget and not to the public-school district's budget. This request is being brought forward to the town's funding bodies with the full support of First Selectwoman Tooker.