



## Board of Finance

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

WESTPORT<sup>SM</sup>

### **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](http://westportct.gov) (on the website, select “How Do I” Heading, and select “Watch Town Meetings”) and shown on Optimum Government Access Channel 79.**

**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.**

#### **NOTICE OF BOARD OF FINANCE PUBLIC MEETING**

The Board of Finance will hold a Public Meeting on **Wednesday, October 4, 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 September 6, 2023 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Audit Status Update from the Finance Director. (Discussion Only)
4. New Audit Process. (Discussion Only)
5. Capital Non-Recurring Account. (Discussion Only)
6. Long Lots Building Project. (Discussion Only)
7. Presentation by First Selectwoman Jennifer Tooker and Superintendent of Schools Thomas Scarice of the Multi-Year Capital Forecast. (Discussion Only)
8. To review the 2024 Board of Finance Calendar. (Discussion Only)
9. Discussion and Vote on By-Laws for the Board of Finance.
10. Upon the request of the Superintendent of Schools, to approve an Appropriation in the amount of \$1,367,260, for the Board of Education FY24 building projects.
11. Upon the request of the Superintendent of Schools, to approve a Special Appropriation in the amount of \$463,000, for the Board of Education health insurance FY24 budgetary shortfall.

*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**<sup>SM</sup>

## Board of Finance

Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
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### DRAFT MINUTES OF BOARD OF FINANCE MEETING

**Attendees: Jim Foster, Lee Caney, Mike Keller, Perry Winter, Sheri Gordon (phone). Absent: Brian Stern and Jeff Hammer.**

The Board of Finance held a Public Meeting on Wednesday, September 6, 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 July 5, 2023 Regular Meeting and the August 15, 2023 and August 23, 2023 Special Meetings. **Motion to Approve: Keller, second, Winter. Approved 5-0-0.**
2. Financial Report from the Finance Director. (Discussion Only) **Gary Conrad presented.**
3. Audit Status Update from the Finance Director. (Discussion Only) **Gary Conrad presented.**
4. Board of Education 4th Quarter Financial Report from the Chief Financial Officer. (Discussion Only) **Elio Longo presented.**
5. Upon the request of the Superintendent of Schools, to approve a transfer from unaudited unexpended 2022-2023 operating funds of the Board of Education to the BOE Carryover Account. **Motion to Approve: Keller, second Foster. Vote 5-0-0. (\$386,006)**
6. In accordance with C.G.S. Section 10-222a and upon the request of the Superintendent of Schools, to approve an appropriation in the amount of \$133,655.45 to the 2022-2023 Budget, BOE Rentals & Reimbursements Expenditure Account. **Motion to Approve amount of \$143,656: Foster, second, Keller. Vote 5-0-0.**
7. Upon the request of the Parks & Recreation Director, to review the Longshore Capital Improvement Plan. (Discussion Only) **Jen Fava and David Floyd presented.**
8. Upon the request of the Finance Director, to approve the following requests for carryover amounts: **Motion to Approve: Caney, second, Winter. Vote 5-0-0.**

<u>Department</u>	<u>Account Name</u>	<u>Amount</u>	<u>Purpose/Reason</u>
a. Town Clerk	Education & Expenses	\$7,131.95	Unspent Grant Funds
b. Town Clerk	Supplies	\$2,739.23	Unspent Grant Funds
c. Selectwoman	Fees & Services	\$4,950.50	Startup Westport Initiative
d. Human Services	Salaries-SOC	\$10,000.00	Cover unforeseen staffing expenses at WSCA

e. Human Services	Advertising & Printing	\$4,242.13	Cover unforeseen staffing expenses at WSCA
f. Human Services	Postage-SEN	\$1,546.65	Cover unforeseen staffing expenses at WSCA
g. Human Services	Supplies-SEN	\$1,276.16	Cover unforeseen staffing expenses at WSCA
h. Human Services	Other Materials & Supplies	\$2,655.06	Cover unforeseen staffing expense at WSCA

9. Upon the request of the Finance Director, to close the Fiscal Year 2022-23 by processing the list of transfers (attached) and incorporating these in the appropriation subsidiary ledger. **Motion to Approve: Keller, second, Gordon. Vote 5-0-0.**

10. Upon the request of the Director of Public Works, to approve an appropriation of \$275,000 to the Sewer Reserve Fund Account 32003330-500461 for emergency repairs to the Pump Station #10 force main. **Motion to Approve: Keller, second, Winter. Vote 5-0-0.**

**Motion to Adjourn: Caney, second, Winter. Vote 5-0-0.**

**Meeting adjourned at 9:15pm.**

**Meeting notes respectfully submitted by James Foster, Vice Chair.**

**DRAFT**  
**BOARD OF FINANCE SCHEDULE - 2024 CALENDAR**

\*(UNLESS OTHERWISE NOTED, ALL MEETINGS BEGIN AT 7:30PM IN THE AUDITORIUM OF TOWN HALL)

MEETING DATE (WED)	MEETING DESCRIPTION	AGENDA DEADLINE
Jan. 3, 2024	REGULAR MEETING-Including discussion of 2024-25 Budget Expectations	December 15, 2023
Jan. 5, 2024	BOARD OF EDUCATION BUDGET MEETING	
Jan. 11, 2024	BOARD OF EDUCATION REGULAR MEETING	
Feb. 7, 2024	REGULAR MEETING - BOE 2nd QTR Financial Report, Reserve Fund Review and BOE Risk Analysis	January 12, 2024
Feb. 13, 2024 (TUE)	BUDGET MEETING (6:00 PM-9:00PM) Library - Brooks Place Room 1st Floor Informal Workshop: Parks & Recreation, Wakeman, Public Works/Sewer, Human Services	
Feb. 14, 2024 (WED)	BUDGET MEETING (6:00 PM-9:00PM) Library - Brooks Place Room 1st Floor <b>Executive Session from 6:00pm - 6:30pm Risk Analysis Discussion</b> Informal Workshop: Police, Transit, Fire	
Feb. 15, 2024 (THUR)	BUDGET MEETING (6:00 PM-9:00PM) Library - Brooks Place Room 1st Floor Informal Workshop: Earthplace, Health District, Library, IT, General Government: Pension, Insurance, Transfers, Other/General	
Mar. 6, 2024	REGULAR MEETING - Selectwoman & BOE Budget Presentation/Summary	February 16, 2024
Mar. 13, 2024 (WED)	FORMAL BUDGET MEETING (7:30 PM) (Town, Railroad Parking, Sewer & Wakeman)	
Mar. 14, 2024 (THUR)	FORMAL BUDGET MEETING (7:30 PM) (Board of Education)	
Apr. 3, 2024	REGULAR MEETING - Budget Restorations/Final Recommendations	March 18, 2024
May 22, 2024	REGULAR MEETING - BOE 3rd QTR Financial Report/Set Tax Rate/Appoint Auditors	May 6, 2024
June 5, 2024	REGULAR MEETING	May 20, 2024
July 3, 2024	REGULAR MEETING	June 17, 2024
Aug. 7, 2024	REGULAR MEETING - BOE 4th QTR Financial Report	July 22, 2024
Sept. 4, 2024	REGULAR MEETING	August 23, 2024
Oct. 2, 2024	REGULAR MEETING- Capital Forecast Review	September 16, 2024
Nov. 6, 2024	REGULAR MEETING - BOE 1st QTR Financial Report	October 21, 2023
Dec. 4, 2024	REGULAR MEETING - (Including Liability Review)	November 11, 2024
Jan. 8, 2025	REGULAR MEETING - Including discussion of 2025-26 Budget Expectations	December 16, 2024

**DRAFT 1-11-2023**  
**BOARD OF FINANCE**  
**BYLAWS**  
**WESTPORT, CONNECTICUT**

Adopted by the Westport Board of Finance (hereinafter the “Board”) on this \_\_\_ day of \_\_\_\_\_, 2023

**ARTICLE I – POWERS AND DUTIES OF BOARD OF FINANCE**

The Board has the powers and duties provided in the Westport Town Charter and applicable state statutes and other applicable law. In the event of any inconsistency between these Bylaws and the Charter or such applicable law, the Charter and applicable law shall control.

**ARTICLE II - DUTIES OF BOARD MEMBERS**

Members shall attend regular and special Board meetings and participate in votes taken at those meetings. If a member is unable to attend, the member is advised to inform the Chair or Vice Chair.

As provided in Section C-38-2 of the Westport Town Charter, no Board member shall participate in any official capacity in the hearing or decision upon any matter in which such person has, directly or indirectly, a personal or financial interest. In the event of such disqualification, such fact shall be entered on the minutes of the meeting.

**ARTICLE III - OFFICERS**

The officers of the Board are Chair and Vice Chair. Elections for the position of Chair and Vice Chair shall be regularly held bi-annually at the first meeting of the Board following municipal elections.

Election of the Chair and Vice Chair shall require a Quorum of the Board. Election will be by majority vote of the members of the Board.

Upon any vacancy in either Chair or Vice Chair (in the event of resignation, removal, the officer no longer being a member of the Board, or otherwise), the vacancy shall be filled at the next regular meeting.

Either Chair or Vice Chair may be removed at any time by majority vote of the members of the Board.

Election or removal of an officer shall be on the agenda of that meeting (or added to the agenda of a regular meeting with two-thirds vote of the members of the Board).

#### Duties of the Chair:

- Preside at all meetings, attend significant Town meetings as required to represent the Board, set work task priorities for the Board, and set Board goals with deadlines.
- Approve the notice and agenda for each meeting in a timely manner for publication and distribution by the Finance Department.
- Appoint members to committees and subcommittees.

#### Duties of the Vice Chair:

- Perform the duties of the Chair in the Chair's absence.
- Keep minutes of all meetings. Ensure that a record of the vote and minutes of each meeting be filed with the Town Clerk in accordance with the Connecticut Freedom of Information Act ("FOIA"), and with the RTM Moderator in accordance with the Town Charter.
- Identify another member to take minutes in his or her absence.

## **ARTICLE IV - COMMITTEES**

Committees and subcommittees may be created and dissolved by a majority vote of the members of the Board, except for those committees created by Charter or by pension agreements.

## ARTICLE V - MEETINGS

- Regular Meetings. Regular meetings shall be called in accordance with the Town Charter and applicable state statutes.
- Special Meetings. Special meetings may be called by the Chair and Vice Chair or any two (2) or more members. If any special meeting is called by any two (2) or more members, the Chair and Vice Chair shall prepare and issue the notice and agenda of such meeting.
- In Person and Remote Meetings. Meetings shall be held in person unless extenuating circumstances prevent holding a meeting in person. Nevertheless, any member of the Board who is unable to attend a meeting in person has the right to participate by means of electronic equipment such as telephone, video or other conferencing platform that will allow the member to participate in real-time in the meeting. Remote meetings shall be held in accordance with FOIA requirements.
- Quorum: The majority of the membership of the Board shall constitute a quorum for purposes of conducting business of the Board.
- Amendment of By-Laws. These By-Laws may be amended from time to time at regular meetings of the Board by a two-thirds vote of the total membership of the Board.
- Open Meetings. All Board regular and special meetings shall be open to the public unless closed by a two-thirds vote of the Board to go into Executive Session. Executive Sessions are limited to those types of discussions specified in the Connecticut Freedom of Information Act.
- Changes in Agenda. With good cause, the Chair may change, at regular meetings, the published order of business of the agenda if there are no objections from the members of the Board. Should any member of the Board object, a two-thirds vote of the Board will be necessary to change the agenda. Unscheduled items not requiring advanced public notice may be added to the agenda at a regular meeting by a two-thirds vote of the Board.





		<b>FY23</b>			
		<b>Approved &amp; Funded</b>	<b>Contracted</b>	<b>On Reserve</b>	<b>Balance</b>
DW-001	Building Envelope Evaluations	150,000	182,700	-	(32,700)
DW-002	Security & Accessibility Eval Phase 1	80,000	-	80,000	-
SHS-001	Add new pumps	6,538	6,538	-	-
SHS-002	Eval of Auditorium Stage Rigging	85,499	5,000	50,000	30,499
BMS-001	Holistic Eval of Mechanical Systems	75,000	-	75,000	-
BMS-008	Replace insulated glass	25,000	-	25,000	-
CES-002	Modular classrooms installation	154,069	140,561	-	13,508
CES-014	Eval of CES for renovation status OCGR	50,000	6,900	-	43,100
GFS-001	Retro commissioning of HVAC	25,000	-	25,000	-
KHS-001	Retro commissioning of HVAC	25,000	-	25,000	-
KHS-003	Evaluation of gym entry on west side	25,000	13,000	-	12,000
KHS-004	Refurbish AHU-15 (Library)	10,800	-	10,800	-
KHS-005	Demolition of modular classrooms	45,000	38,936	-	6,064
SES-001	Holistic Eval of Mechanical Systems	75,000	-	75,000	-
		<b>\$ 831,906</b>	<b>\$ 393,635</b>	<b>\$ 365,800</b>	<b>\$ 72,471</b>

		<b>FY24</b>	
		<b>Request</b>	<b>FY25</b>
DW-004	Security & Accessibility Eval Phase 2	80,000	-
CES-005	Unit Ventilator Replacement	40,000	-
GFS-001	Retro commissioning of HVAC	181,761	-
KHS-001	Retro commissioning of HVAC	180,664	-
KHS-004	Refurbish AHU-15 (Library)	131,176	-
<del>LLS-023</del>	<del>Installation of Modular Classroom*</del>	<del>400,000</del>	<del>-</del>
SES-005	New AC Unit for IT closet	3,000	37,457
BMS-008	Replace insulated glass	126,921	-
BMS-010	New AC Unit for IDF room	3,000	37,362
SHS-002	Auditorium Stage Rigging & Lighting (construction)	462,934	-
SHS-004	Replace sports flooring in the Field House	120,359	1,502,733
SHS-005	Upgrade pool pumps, filters, and dehumid.	21,945	273,996
SHS-006	Install ductless split for IT Room	15,500	193,036
		<b>1,367,260</b>	

\*approved & funded; special appropriation

September 18, 2023

Mr. Thomas Scarice  
Superintendent  
Westport Public Schools  
110 Myrtle Avenue  
Westport, CT 06880

**Subject: Recommendations for FY23 & FY 24 Capital Funding**

Dear Mr. Scarice:

Per your request, we're submitting this letter in support of the values submitted in the 10-year Capital Improvement Plan as listed in the request prepared by WPS staff.

### **Fiscal Year 23 Projects:**

**CIP Project No. DW-001 – Building Envelope Evaluations (\$182,700):** The initial value of \$150,000 was a rough budget value carried in the CIP plan to perform a building envelope evaluation for each of the buildings other than Long Lots, which has already been evaluated; Coleytown Elementary School which is being assessed separately; and Coleytown Middle School that was just recently renovated. This review includes the other three elementary schools, Bedford Middle School and Staples High School. This initial evaluation will consist of a comprehensive field study of the building façade (brick, metal panel, windows, doors, trim, etc.) and roof to identify areas that require maintenance to prevent future deterioration. Thermal imaging of the building and roof areas in the evening will be executed as one of the selected alternates to identify air leakage or possible wet areas of roofs that are not visible to the naked eye. This was completed for Long Lots.

Following the bidding process, the selected architect for these services is Silver Petrucelli and Associates and they commenced their investigative work in July of 2023. A preliminary report is anticipated this week, with the initial presentation anticipated in early November, following the collation of the thermal imaging data which is still to be scheduled as cooler outdoor temperatures are required to establish a temperature differential with the building interiors.

**CIP Project No. DW-002 – Security and Accessibility Evaluations Phase 1 (\$80,000):** This project is to evaluate half of the existing facilities with respect to the SSIC (School Security Infrastructure Council)

standards and to recommend improvements to elements such as access control, surveillance, and other safety improvements. This project will also evaluate accessibility aspects of each facility and make recommendations to improve access. The Phase 2 report and projected costs for the remedial work have been submitted by Kroll to the district. Based on the review and assessment of this information, a request for proposal will be issued to obtain pricing for these corrective measures.

**CIP Project NO. SHS-001 – Add 5 – 3 HP Pumps and Controls (\$6,538):** This scope of work has been completed.

**CIP Project NO. SHS-002 – Evaluation of auditorium stage rigging (\$55,000):** SuperTech Inc. was engaged and produced assessment reports on the rigging and lighting evaluations of the stage. Based on these inspections, a new RFP will be issued to obtain architectural documents that will address the issues delineated within the reports. The initial funding is for the design efforts, with the anticipation that the necessary repair work (estimated by SuperTech Inc. at roughly \$474,000) will be addressed in the next fiscal year.

**CIP Project No. BMS-001 - Holistic Evaluation of Mechanical Systems (\$75,000, Reduction from \$150,000):** This recommendation is similar to SES-001. The Antinozzi report recommends approximately \$2.2M worth of improvements to the HVAC system. We suggest a deeper investigation to fully evaluate it prior to doing so and this scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

**CIP Project No. BMS-008 – Replace Insulated Glass (\$25,000, increase from \$9,848):** WPS facilities team recently engaged Trinity Construction to investigate the window leaks in the courtyard of Bedford Middle School. Based on photographs of the existing conditions behind the corrugated metal panels, and the fact that there are similar conditions elsewhere on the building envelope, Colliers is recommending increasing the investigation budget from \$9,848 to \$25,000 for engagement with an architectural firm to perform a deeper investigation of the conditions. This scope of work is being investigated further as part of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

**CIP Project No. CES-002 – Modular Classroom (\$140,561):** This scope of work has been completed.

**CIP Project No. CES-014 - Coleytown Renovations Status Checklist per OSCGR (\$6,900):** A design firm (Antinozzi Associates) was selected from a group of bidders to perform a preliminary assessment and evaluation of Coleytown Elementary School to determine if the facility can be renovated to the

requirements of the Office of School Construction Grants and Review. The preliminary assessment determined that the financial benefits and the anticipated programmatic goals would not be realized by pursuing a renovation status and would be better afforded by new construction. Note that of the original \$50,000 proposal costs, only \$6,900 has been expended to date on the preliminary report, as the comprehensive assessment phase is still pending.

**CIP Project No. GFS-001 – Retro-Commissioning of HVAC Equipment (\$25,000):** During Colliers initial evaluation of the building against the Antinozzi Report, our commissioning team recommended initial studies to retro-commission the HVAC systems in Greens Farm Elementary School. In simple terms, retro-commissioning evaluates if the systems are functioning efficiently and per their original design. Doing so may identify areas where excess energy is being spent and how to reduce the energy consumption of the building. This scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

**CIP Project No. KHS-001 – Retro-Commissioning of HVAC Equipment (\$25,000):** This recommendation is similar to GF-001 for Kings Highway Elementary School.

**CIP Project No. KHS-003 – Evaluation of the gym entry on the west side (\$13,000):** This scope of work has been completed.

**CIP Project No. KHS-004 – Refurbish AHU-15 (Library) (\$10,800, increase from \$7,500, design phase):** Based on the field visits by Colliers commissioning team in early 2021 as well as the Antinozzi reports, it's recommended to evaluate the unit for refurbishing based on the age and condition of the unit. Colliers received budgetary values from a reputable construction manager's (CM) professional estimator on the construction costs for refurbishing the unit. Our original budget was \$75,000 for refurbishing but the input from the CM increased that to \$108,000. Thus the design fee of 10% increased from \$7,500 to \$10,800.

**CIP Project No. KHS-005 – Demolition of Modular Classrooms (\$38,936):** This scope of work has been completed.

**CIP Project No. SES-001 – Holistic Evaluation of Mechanical Systems (\$75,000, Reduction from \$150,000):** Based on the Colliers field visit to Saugatuck Elementary School, we are recommending hiring a mechanical engineering firm to perform an in-depth evaluation of the existing systems to determine if the entire system should be replaced in full or if parts of the system can be re-used thus reducing the replacement costs. We originally earmarked \$150,000 in the CIP plan as a placeholder.

Colliers has recently received proposals for similar scopes of work in Madison and also received a budgetary quote from an MEP (mechanical, electrical, and plumbing) consultant whose quote was in the same range as the proposals we received. As such, we're recommending reducing the value of this initial evaluation. **Please note that this is not the cost to design the system based upon the recommendations from the study.**

The Antinozzi report recommended full replacement of the systems at an estimated cost of \$2,278,065 as well as the replacement of the cooling tower at \$348,477. We believe an in-depth investigation may yield a more cost-effective solution than blindly replacing the entire system. This investigation will be a more in-depth investigation of all the systems in the building compared to the investigation Colliers did at Long Lots. Furthermore, this scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

### **Fiscal Year 24 Projects:**

**CIP Project No. DW-003 – Security and Accessibility Evaluations Phase 2 (\$80,000):** This project is to evaluate remaining half of the existing facilities not studied in Phase 1 with respect to the SSIC (School Security Infrastructure Council) standards and to recommend improvements to elements such as access control, surveillance, and other safety improvements. This project will also evaluate accessibility aspects of each facility and make recommendations to improve access. The Phase 2 report and projected costs for the remedial work have been submitted by Kroll to the district. Based on the review and assessment of this information, a request for proposal will be issued to obtain pricing for these corrective measures.

**CIP Project No. CES-005 – Unit Ventilator Replacement (\$40,000):** Colliers recommends earmarking \$40,000 for replacement of unit ventilators as needed due to the age of the units.

**CIP Project No. GFS-001 – Retro-Commissioning of HVAC Equipment (\$181,761, construction phase):** This request represents the implementation/construction phase that would follow the investigation phase whose funding is being requested for FY23. Colliers earmarked a value of \$150,000 for a construction value with the remaining amounts accounting for escalation, fees, commissioning, and contingency. Due to the nature of retro-commissioning projects, the unique solutions for each building, we cannot procure quotes or budgets for this project. As such, we recommend holding the current earmarked value and update once the retro-commissioning recommendations are complete.

This scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

**CIP Project No. KHS-001 – Retro-Commissioning of HVAC Equipment (\$180,664):** This request represents the implementation/construction phase that would follow the investigation phase whose funding is being requested for FY23. Colliers earmarked a value of \$150,000 for a construction value with the remaining amounts accounting for escalation, fees, commissioning, and contingency. Due to the nature of retro-commissioning projects, the unique solutions for each building, we cannot procure quotes or budgets for this project. This scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects. As such, we recommend holding the current earmarked value and update once the retro-commissioning recommendations are complete.

**CIP Project No. KHS-004 – Refurbish AHU-15 (Library) (\$131,176, construction phase):** This request is for the budgeted construction costs as well as escalation, construction oversight and contingency. The planning and design costs are being requested in FY23. Revised construction costs were provided by a reputable construction manager in Connecticut however we recommend updating the budget once the planning and investigations are complete. This scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

**CIP Project No. LLS-023 – Installation of Modular Classrooms (\$400,000):** This scope of work has been completed.

**CIP Project No. SES-005 – New AC Unit for IT Closet (\$3,000, design phase):** This request is to prepare request for quotes and to install a new split system air conditioning unit in the IT closet. Construction budgeting was provided by a construction management firm in Connecticut. This scope of work will be confirmed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

**CIP Project No. BMS-008 – Replacing insulated glass (\$126,921, construction phase):** Additional field investigations are recommended behind the corrugated metal panels. These investigations will most likely alter this request. This scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.



Project Leaders

**CIP Project No. BMS-010 – New AC Unit for IDF room (\$3,000, design phase):** This request is to prepare request for quotes to install a new split system air conditioning unit in the IT closet. Construction budgeting was provided by a construction management firm in Connecticut. This scope of work will be addressed following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects.

**CIP Project No. SHS-002 – Evaluation of Auditorium Stage Rigging and Lighting (\$462,934, construction phase):** Based on the initial inspections by SuperTech Inc., a new RFP will be issued, and these costs represent the implementation/construction phase to address the corrective work for both the rigging and lighting components to the Auditorium Stage.

**CIP Project No. SHS-004 – Replacement of Sports Flooring in Field House Area (\$120,359, design phase):** This request is for the planning and design costs for the project, based on the request for proposal presently in process. The total project budget earmarked is \$1,623,092, with the anticipation that the work will require roughly (20) weeks to complete.

**CIP Project No. SHS-005 – Upgrade pool pumps, filters, etc. and dehumidification system if required. (\$21,945, design phase):** This request is for the planning and design costs for the project, with the request for proposal in process. Should a dehumidification system need to be design, we suspect the design costs to increase due to the complexity of that system. Colliers procured budgetary costs from a construction manager and their costs were similar to those carried by Antinozzi in their report. As such, we're not recommending changes to the budget at this time.

**CIP Project No. SHS-006 – Install ductless split for IT Room (\$15,500, increase from \$10,568, design phase):** This request is to design services to install four (4) new 2-ton split system air conditioning units and one (1) 5-ton unit in the various IT rooms. The budget was increased from \$10,568 due to the construction budgets provided by a construction management firm recently. This scope of work will be addressed further following the preliminary findings of the Building Envelope Study that is presently underway by Silver Petrucelli Architects. Hard costs for the installation of these units will be in FY25.



Project Leaders

In closing, we hope that the recommendations and narratives provide some additional clarity for your CIP request. As we move further into the 10-year plan we will continue to refine the budget values to provide additional accuracy. Should you have any questions, please do not hesitate to call me.

Sincerely,

A handwritten signature in blue ink that reads "John R. Koplas".

John R. Koplas, RA  
Senior Project Manager

cc: Mr. Elio Long, Chief Financial Officer  
Theodore Hunyadi, Facilities Director  
William Gonzalez, Office Coordinator for Facilities





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 Negron, Finance Administrative Assistant

FISCAL YEAR 20<sup>23</sup>

# 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, 287 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  DATE: 5/16/23  
FINANCE DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_  
FIRST SELECTWOMAN JASR DATE: 5-16-2023