



## 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 PUBLIC MEETING:***

***This meeting will be held IN-PERSON IN THE AUDITORIUM OF THE WESTPORT TOWN HALL.***  
***This meeting will be broadcast on Chanel 79 AND/OR live streamed on the Town Website [westportct.gov](http://westportct.gov) (on the website, select "How Do I" Heading, and select "Watch Town Meetings"). 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, June 5, 2024 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 22, 2024 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Upon the request of the Town Attorney's office and in accordance with §C6-2 of the Town Charter, to approve a Residential Lease of 60 Compo Road S #52B.
5. Upon the request of the Deputy Fire Chief, to approve an appropriation in the amount of \$34,750 from the Capital and Non-Recurring Fund Account for reimbursable costs related to removal of AFFF Foam from Fire Apparatus.

*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

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**WESTPORT**<sup>SM</sup>

### DRAFT MEETING MINUTES

**ATTENDEES: Danielle Dobin, Rich Hightower, Mike Keller, Lee Caney, Liz Heyer, Jeff Hammer. Allyson Stollenwerch absent.**

### NOTICE OF BOARD OF FINANCE PUBLIC MEETING

The Board of Finance held a Public Meeting on **Wednesday, May 22, 2024 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 March 18, 2024 Special Budget Meeting, the March 19, 2024 Special Budget Hearing, the March 21, 2024 Special Meeting and the April 3, 2023 2024 Special Budget Hearing and Regular Meeting.

**Motion to Approve: Hammer; Second, Dobin. 5-0 (Keller abstains with regard to 3/21/24 Meeting Minutes). Liz Heyer not present for vote.**

2. Financial Report from the Finance Director. (Discussion Only)

**Gary Conrad presented.**

3. Board of Education 3rd quarter Financial Report from the BOE Chief Financial Officer. (Discussion Only)

**Elio Longo presented.**

4. Status Update from the Audit Manager. (Discussion Only)

**Gary Conrad presented.**

5. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$381,316.12 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts.

**Motion to Approve: Keller; second, Hightower. 6-0.**

6. The Board will set the tax rate for Fiscal Year 2024-2025.

**Motion to set the tax rate at 18.620, resulting in an increase of 1.471% to the Mill rate and a draw down of the general fund balance of \$5.9M: Heyer; second, Hammer. 6-0.**

7. Upon the request of the Town Attorney's office and in accordance with §C6-2 of the Town Charter, to approve a Residential Lease of Cabin #1 at Longshore Club Park, 260 Compo Road South.

**Motion to Approve: Caney, second, Hightower. 6-0.**

8. Upon the request of the Parks & Recreation Director, to approve an appropriation in the amount of \$170,000 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500190-13011 for the design, fabrication and delivery of fuel dock and electrical pedestals at the Ned Dime Marina.

**Motion to Approve: Dobin; second, Keller. 6-0.**

9. Upon the request of the Parks & Recreation Director, to approve an appropriation in the amount of \$265,000 from the American Rescue Plan Act (ARPA) Fund Account 51008810-588119-10142 for the development of a Parks Master Plan.

**Motion to Approve: Hammer; second, Hightower. 6-0.**

10. Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$990,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500391-10143 for Phase I of the Cross Highway School Zone Corridor Improvements.

**Motion to Approve: Heyer; second, Hammer. 6-0.**

**Motion to take up new matter after 10 p.m.: Caney; second, Heyer. 6-0.**

11. Upon the request of the Director of the Westport Transit District, to approve a supplemental appropriation in the amount of \$26,000 to the Westport Transit District Account 10109915-586000 for the services for the elderly and disabled.

**Motion to Approve: Dobin; second, Hammer. 6-0.**

**Motion to Adjourn: Caney, second, Keller. 6-0.**

**Meeting adjourned at approximately 10:30 p.m.**

**Meeting minutes respectfully submitted by Vice-Chair, Mike Keller.**

**LEASE TERM SHEET**  
**60 COMPO ROAD SOUTH, APARTMENT 52B**

1. **LANDLORD:** Town of Westport
2. **TENANT:** Mary Youngling
3. **PROPERTY LOCATION:** 60 Compo Road South, Apartment 52B
4. **RENT:** \$1,650/month
5. **TERM:** Month to month, commencing July 1, 2024
6. **OPTION TO RENEW:** None
7. **SECURITY DEPOSIT:** \$1,650.00
8. **TOWN SERVICES REQUIRED:** Town is responsible for major maintenance and repair, and Tenant is responsible for all minor repairs, defined as any single item costing \$500 or less.

Prepared By: Eileen Lavigne Flug, Assistant Town Attorney  
Date: May 28, 2024

**TOWN OF WESTPORT**  
**LEASE AGREEMENT**

This Lease, made as of the \_\_\_\_ day of \_\_\_\_\_, 2024, between the **Town of Westport**, (hereinafter referred to as “Town”), and **Mary Youngling** (hereinafter referred to as “You”).

For good and valuable consideration, the parties agree as follows:

**I. PREMISES**

The Town of Westport is renting to You and You are renting from the Town the premises at 60 Compo Road South, Unit 52B, Westport, Connecticut, together with any fixtures and appliances contained therein (hereinafter the “Premises”).

You have examined the Premises and as of the date of this Lease, they are in good order and repair.

**II. MONTH TO MONTH TERM**

The term of this Lease shall be month to month commencing on July 1, 2024, and may be terminated by thirty (30) days’ written notice served by either You or the Town on the other party.

**III. RENT; SCHEDULE OF PAYMENTS**

Commencing on the Commencement Date, You agree to pay a monthly rent of ONE THOUSAND SIX HUNDRED FIFTY AND 00/100 dollars (\$1,650.00). The rent shall be adjusted in accordance with the Town’s Policy for Rental of Residential Housing Units.

Payment shall be made on or before the first day of every month during the term of the Lease at the Department of Parks and Recreation, 260 South Compo Road, Longshore Club Park, Westport, CT 06880.

**IV. SECURITY DEPOSIT**

You have deposited with the Town the sum of ONE THOUSAND SIX HUNDRED FIFTY AND 00/100 dollars (\$1,650.00) as security for the full performance by You of all of Your covenants and agreements in this Lease. Upon Your full compliance with the terms hereof, the security will be returned to You, together with the interest thereon as required by law, after the termination of the Lease.

**V. YOUR PROMISES AND OBLIGATIONS**

1. You shall pay the rent punctually without demand.
2. You shall pay all charges for all operating expenses and all utilities on the Premises,

including, but not limited to fuel, telephone, gas, electric service, and garbage removal.

3. You shall remove all garbage, dirt, ashes, refuse and waste from the Premises.
4. You shall be responsible for snow removal.
5. You shall make no alterations in or to the Premises, including without limitation painting and wallpapering, without the Town's prior written approval. Any alterations and improvements built or placed on the Premises, except moveable personal property, shall be the property of the Town and, unless otherwise agreed to, shall remain on the Premises upon the expiration or termination of this Lease.
6. You shall not cause or permit any waste or injury to the Premises, nor to the fixtures, trees, shrubs, or appurtenances on the Premises.
7. You shall keep all furniture, fixtures and appliances that are included in the Lease in good order and repair, at Your own expense. You shall make all repairs and pay for or replace any damage, breakage, or loss of any leased furniture, fixtures, or appliances.
8. You shall also make all minor repairs to the Premises. A "minor repair" shall be defined as any single item of repair costing \$500.00 or less.
9. You shall comply with all laws of the State of Connecticut and any and all rules, ordinances, and regulations of the Town, as may relate to the Premises. You shall be responsible for all fines, penalties, and costs for any actual or threatened violation of any such laws, rules, regulations and ordinances.
10. You shall not assign this Lease nor sublet all or any part of the Premises, or transfer the use or possession of any fixture or appliance, without the Town's prior written consent. You shall not use or permit the Premises to be used except as a private residence. The Premises shall not be used for any hazardous activity or for the purpose of carrying on any business, profession, or trade of any kind.
11. The Premises shall be occupied by no more than two (2) adults. You may not permit other persons to join the household without notifying the Town and obtaining the Town's written permission.
12. You shall not permit the Premises to remain unoccupied for more than ten (10) days at one time without prior notice to the Town and its written approval.
13. You shall permit the Town or its agents to show the Premises to persons wishing to rent or purchase same upon reasonable notice.
14. You shall permit the Town or its agents to enter the Premises at reasonable times and upon reasonable notice to inspect or make necessary repairs. You will not unreasonably deny the Town the right to enter the Premises. The Town or its agents may enter the Premises at any time in case of emergency.

15. Upon the termination of this Lease or Your occupancy of the Premises, You shall surrender the Premises and any furniture (other than furniture you provided), fixtures, and appliances to the Town in as good condition as they were at the beginning of this Lease, reasonable use and wear thereof and damage by the elements excepted. The Premises shall be left clean and in good order at the termination of this Lease.

16. You agree to use the same oil company for oil delivery and care and maintenance of the heating system as the Town presently uses.

17. You agree to leave the oil tank full at the end of the Lease.

18. You agree to maintain, throughout the term of this Lease, personal liability insurance for the benefit of both You and the Town in the amount of \$500,000.00. Said policy shall name the Town of Westport as an additional insured. Said policy is also subject to prior approval of the Town. The Town may review and adjust insurance requirements periodically, and You will provide additional types and amounts of insurance as the Town may require upon written request at any time while this Lease is in effect.

19. You shall deliver to the Town a certificate of insurance prior to execution of this Lease and a new certificate upon the renewal of any insurance policy.

## **VI. TOWN'S PROMISES AND OBLIGATIONS**

1. The Town represents that it has good right to Lease the Premises to You.

2. The Town shall deliver the Premises to You in good condition, with all appliances and systems in working order.

3. The Town shall permit You to use and occupy the Premises for the term of this Lease upon Your paying the rent and performing Your covenants and agreements.

4. If the Premises shall be partially damaged by fire or other causes (other than Your fault or negligence), the Town shall make the repairs as speedily as possible, at its expense. There shall be an abatement of rent for the time during which the Premises are damaged.

5. If the Premises are rendered unusable by fire or other casualty, You may vacate the Premises and terminate this Lease. If You decide to terminate the Lease, You must notify the Town in writing within fourteen (14) days after vacating that You are terminating the Lease. The Town shall then adjust the rent proportionately.

## **VII. ANIMALS**

No pets or animals of any kind shall be permitted on the Premises without the prior consent of the Town.

## **VIII. TERMINATION**

1. The Town shall have the right to terminate this Lease, if:
  - (a) Any payment of rent shall remain due and unpaid for fifteen (15) days after it shall have become due and payable.
  - (b) You fail to comply with any other covenant or agreement set forth herein within fifteen (15) days of receiving notice of Your failure to comply with such covenant or agreement.
2. If this Lease is terminated, the Town shall give You notice to quit possession or occupancy of the Premises.
3. If the Town waives any default by You, that will not affect the Town's rights upon a subsequent default.
4. If You are in default under this Lease and if the Town refers the matter to an attorney, You will pay the Town reasonable attorney fees. You will also pay the Town all of its other collection costs and expenses. You will also pay the Town reasonable attorney fees and court costs in the event of any holdover rental.
5. If the Town has the right to terminate this Lease, it may recover possession of the Premises in accordance with the laws of the State of Connecticut.

#### **IX. ABANDONMENT**

If at any time during the term of this Lease You abandon the Premises, the Town may, at its option, enter the leased Premises by any means without being liable for any prosecution for such entering, and without becoming liable to You for damages or for any payment of any kind whatever and may, at its discretion, as agent for You, relet the leased Premises, or any part of the leased Premises, for the whole or any part of the then-unexpired term, and may receive and collect all rent payable by virtue of such reletting. The Town may hold You liable for any difference between the rent that would have been payable under this Lease during the balance of the unexpired term if this Lease had continued in force, and the net rent for such period realized by the Town by means of such reletting.

If the Town's right of re-entry is exercised following abandonment of the Premises by You, then Town may consider any personal property belonging to You and left on the Premises to also have been abandoned, in which case Town may dispose of all such personal property in any manner Town shall deem proper and is hereby relieved of all liability for doing so.

#### **X. HOLDOVER BY YOU**

If You remain in possession of the Premises with the consent of the Town after the expiration of this Lease, a new tenancy from month-to-month shall be created between You and the Town which shall be subject to all the terms and conditions of this Lease Agreement, but which shall



be terminated by thirty (30) days' written notice served by either You or the Town on the other party.

**XI. GENERAL**

1. This Lease may be enforced against both You and the Town and our respective heirs, administrators, executors, successors, and assigns.
2. You understand that the Town has prepared and presented to You this Lease in a good faith attempt to comply with Connecticut General Statutes Section 42-151, et seq., the so-called Plain Language Bill.
3. Notices may be sent to You at the address of the Premises. Notices may be sent to the Town at 110 Myrtle Avenue, Westport, CT 06880.

**XII. INDEMNIFICATION**

You shall indemnify and save harmless the Town from any and all claims against the Town arising from any accident, injury, or damage whatsoever caused to any person or to the property of any person and occurring during the term of this Lease where such accident, injury, or damage results, or is claimed to have resulted from any of Your acts, omissions or negligence or your agents, employees, invitees or visitors.

**XIII. FAIR HOUSING POLICY**

The Town of Westport does not discriminate against any person in the leasing of any Town-owned premises because of race, color, national origin, ancestry, creed, marital status, age, familial status, disability, lawful source of income, sex or sexual orientation, gender identity or expression, or Veteran status.

IN WITNESS WHEREOF, the undersigned duly authorized representatives have set their hands as of the date first above written.

WITNESSES:

**TOWN OF WESTPORT,  
LANDLORD**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By: Jennifer S. Tooker  
First Selectwoman

WITNESSES:

**MARY YOUNGLING, TENANT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

STATE OF CONNECTICUT)  
  )  
COUNTY OF FAIRFIELD )

ss.

TOWN OF WESTPORT

Date: \_\_\_\_\_

Personally appeared **Jennifer S. Tooker** as First Selectwoman of the Town of Westport, a Municipal Corporation, Signer of the foregoing instrument, being duly authorized, she acknowledged the same to be her free act and deed and the free act and deed of the Town of Westport, before me.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: \_\_\_\_\_

STATE OF CONNECTICUT)  
  )  
COUNTY OF FAIRFIELD )

ss.

TOWN OF WESTPORT

Date: \_\_\_\_\_

Personally appeared **Mary Youngling**, Signer of the foregoing instrument, being duly authorized, she acknowledged the same to be her free act and deed, before me.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: \_\_\_\_\_

## Single Family Rent Schedule



**LOCATED AT**

60 Compo Rd S #52  
Westport, CT 06880

**FOR**

Town of Westport  
110 Myrtle Avenue  
Westport, CT

**AS OF**

04/23/2024

**BY**

Lee DuBrow  
Lee DuBrow Appraisal Service  
P.O. Box 822  
Westport, CT 06881  
(203) 913-7700  
lee@dubrow.net

Borrower		File No. 24042301	
Property Address	60 Compo Rd S		
City	Westport	County	Fairfield
		State	CT
		Zip Code	06880
Lender/Client	Town of Westport		

### APPRAISAL AND REPORT IDENTIFICATION

This Report is one of the following types:

- Appraisal Report (A written report prepared under Standards Rule 2-2(a), pursuant to the Scope of Work, as disclosed elsewhere in this report.)
- Restricted Appraisal Report (A written report prepared under Standards Rule 2-2(b), pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use only by the specified client and any other named intended user(s).)

### Comments on Standards Rule 2-3

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

### Comments on Appraisal and Report Identification

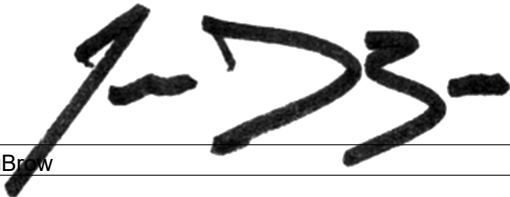
Note any USPAP related issues requiring disclosure and any State mandated requirements:

PRIOR SERVICE STATEMENT - I have performed no other services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment.

APPRAISAL INDEPENDENCE REQUIREMENT- The appraisal report was completed in adherence to the Appraisal Independence Requirement and the USPAP standards.

SCOPE OF WORK, INTENDED USE AND INTENDED USER(S) - The intended use of this assignment is to estimate the market rent, as defined in this report, for use by the Town of Westport. Appraiser does not intend or consent to any other use of this assignment. The intended user is the Client: Town of Westport.

#### APPRAISER:

Signature: 

Name: Lee DuBrow

State Certification #: RCR.0000167

or State License #: \_\_\_\_\_

State: CT Expiration Date of Certification or License: 04/30/2025

Date of Signature and Report: 05/13/2024

Effective Date of Appraisal: 04/23/2024

Inspection of Subject:  None  Interior and Exterior  Exterior-Only

Date of Inspection (if applicable): 04/23/2024

#### SUPERVISORY or CO-APPRAISER (if applicable):

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

State Certification #: \_\_\_\_\_

or State License #: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date of Certification or License: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Inspection of Subject:  None  Interior and Exterior  Exterior-Only

Date of Inspection (if applicable): \_\_\_\_\_

**SINGLE FAMILY COMPARABLE RENT SCHEDULE**

File # 24042301

This form is intended to provide the appraiser with a familiar format to estimate the market rent of the subject property. Adjustments should be made only for items of significant difference between the comparables and the subject property.

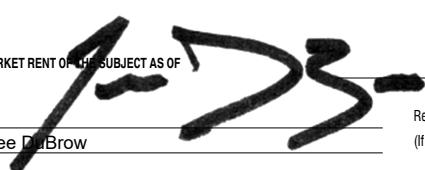
ITEM	SUBJECT	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	60 Compo Rd S Westport, CT 06880	166 Compo Rd S Westport, CT 06880		102 Newtown Tpke Westport, CT 06880		212 Weston Rd Weston, CT 06883	
Proximity to Subject		0.95 miles SW		2.42 miles NW		4.76 miles NW	
Date Lease Begins	N/A	10/10/2023		06/25/2023		07/08/2023	
Date Lease Expires		Yearly Lease		Yearly Lease		Yearly Lease	
Monthly Rental	If Currently Rented: \$	\$ 3,500		\$ 4,000		\$ 4,000	
Less: Utilities	\$	\$		\$		\$	
Furniture							
Adjusted Monthly Rent	\$	\$ 3,500		\$ 4,000		\$ 4,000	
Data Source	Town Hall Records Inspection 4/23/24	Town Hall Records Smart Mls Listing Service		Town Hall Records Smart Mls Listing Service		Town Hall Records Smart Mls Listing Service	
RENT ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+( -\$) Adjust.	DESCRIPTION	+( -\$) Adjust.	DESCRIPTION	+( -\$) Adjust.
Rent		None Known		None Known		None Known	
Concessions							
Location/View	Residential/ Avg- On Shared Parcel	Residential / Avg 0.33 acres	-700	Residential / Avg 0.50 acres	-800	Residential / Avg 2.20 acres	-800
Design and Appeal	Colonial / Avg 2nd Living Unit on Prop.	Colonial / Avg		Cape / Avg		Colonial / Avg	-50
Age/Condition	1910 Average-	Built 1920 Average+	-525	Built 1933 Average-Good	-800	Built 1780 Average+	-600
Above Grade	Total Bdrms Baths	Total Bdrms Baths		Total Bdrms Baths		Total Bdrms Baths	
Room Count	7 3 3.1	6 3 1.1	+100	6 3 1.0	+100	9 3-4 2.0	+50
Gross Living Area	2,620 Sq. Ft.	1,449 Sq. Ft.	+200	1,510 Sq. Ft.	+200	2,386 Sq. Ft.	
Other (e.g., basement, etc.)	Partial Unfinished	Partial Unfinished		Part Basement Unfinished		Partial Unfinished	
Other:	No Garage No Cac	2 Car Garage No Cac	-150	No Garage No Cac		No Garage No Cac	
Net Adj. (total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -1,075	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -1,300	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -1,400
Indicated Monthly Market Rent		\$	2,425	\$	2,700	\$	2,600

Comments on market data, including the range of rents for single family properties, an estimate of vacancy for single family rental properties, the general trend of rents and vacancy, and support for the above adjustments. (Rent concessions should be adjusted to the market, not to the subject property.)

The town of Westport has a limited number of rental opportunities. This keeps rental values relatively stable. The above rents were from closed Mls listings during the past 12 months. Local brokers indicate that there is reasonable demand for rental properties in the town of Westport. Rental concessions are not common in this market.

Final Reconciliation of Market Rent: See attached addenda

I (WE) ESTIMATE THE MONTHLY MARKET RENT OF THE SUBJECT AS OF 04/23/2024 TO BE \$ 2,525

Appraiser(s) SIGNATURE  Review Appraiser SIGNATURE \_\_\_\_\_  
NAME Lee DuBrow (if applicable) NAME \_\_\_\_\_

Date Property Inspected 04/23/2024 Report Signed 05/13/2024 Date Property Inspected \_\_\_\_\_ Report Signed \_\_\_\_\_  
License or Certification # RCR.0000167 State CT License or Certification # \_\_\_\_\_ State \_\_\_\_\_  
Expiration Date of License or Certification 04/30/2025 Expiration Date of License or Certification \_\_\_\_\_  
Review Appraiser  Did  Did Not Inspect Subject Property

**ADDITIONAL COMPARABLE RENTALS**

File # 24042301

This form is intended to provide the appraiser with a familiar format to estimate the market rent of the subject property. Adjustments should be made only for items of significant difference between the comparables and the subject property.

ITEM	SUBJECT	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	60 Compo Rd S Westport, CT 06880	296 Greens Farms Rd Westport, CT 06880					
Proximity to Subject		2.42 miles SE					
Date Lease Begins	N/A	10/13/2023					
Date Lease Expires		Yearly Lease					
Monthly Rental	If Currently Rented: \$	\$ 4,700		\$		\$	
Less: Utilities	\$	\$ 75		\$		\$	
Furniture							
Adjusted Monthly Rent	\$	\$ 4,625		\$		\$	
Data Source	Town Hall Records Inspection 4/23/24	Town Hall Records Smart Mls Listing Service					
RENT ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+( -\$) Adjust.	DESCRIPTION	+( -\$) Adjust.	DESCRIPTION	+( -\$) Adjust.
Rent		None Known					
Concessions							
Location/View	Residential/ Avg- On Shared Parcel	Residential/ Avg- 0.45 acres					
Design and Appeal	Colonial / Avg 2nd Living Unit on Prop.	Colonial / Avg					
Age/Condition	1910 Average-	Built 1920 Good					
Above Grade	Total Bdrms Baths	Total Bdrms Baths	-1,500	Total Bdrms Baths		Total Bdrms Baths	
Room Count	7 3 3.1	5 3 2.1	+50				
Gross Living Area	2,620 Sq. Ft.	1,867 Sq. Ft.	+150	Sq. Ft.		Sq. Ft.	
Other (e.g., basement, etc.)	Partial Unfinished	Full / Prt Fin 1 ba used by owner		0			
Other:	No Garage No Cac	No Garage Cac		-100			
Net Adj. (total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -1,400	<input type="checkbox"/> + <input type="checkbox"/> -	\$	<input type="checkbox"/> + <input type="checkbox"/> -	\$
Indicated Monthly Market Rent			\$ 3,225		\$		\$
Comments:							

**Supplemental Addendum**

File No. 24042301

<b>Borrower</b>						
Property Address	60 Compo Rd S					
City	Westport	County	Fairfield	State	CT	Zip Code 06880
Lender/Client	Town of Westport					

**PURPOSE OF THE ASSIGNMENT**

The purpose of the this assignment is to render an opinion of the market rent of the subject property as of the date of the inspection. The intended user of the report is the Town of Westport. The function of the assignment is to assist the client in estimating market rent.

**SCOPE OF THE ASSIGNMENT**

The scope of this assignment included inspection of the unit, and information obtained from public records, and the Smart Multiple Listing Service for the purpose of developing a Rent Schedule. The appraiser is not a home inspector, and noted observations is not a home inspection. The walk through cannot be relied upon to disclose hidden defects that are not apparent from a visual observation of the subject property. The testing of systems (structural, electrical, mechanical, heating, cooling, plumbing) and components (such as appliances, fixtures, doors, windows, etc) lies outside of the scope of this assignment.

**COMMENTS ON THE SUBJECT**

The subject is a colonial style home built in 1910 (per Assessor's card) which does not appear to have any significant updating / remodeling in a number of years. At the time of the walk through, it was noted all baths and kitchen are dated, and considered inferior to the expectations of a home (rental) of this size in the Westport market. Contact for the walk through noted that a majority of windows don't function properly, some electrical issues, and some minor unfinished maintenance / minor repairs. Field card notes that improvements include a basement level garage, however door appears undersized to be used for car storage. Rental homes of this size within the Westport rental segment of the market will have more updating / remodeling, and often include refinished floors or carpeting, interior painting, maintenance completed, etc.

The improvements are situated on a small section of an approximately 21.25 acre parcel. The home is accessed by a steep driveway that runs parallel to the face of the hill from the street below. The improvements are situated along the crest of the hill with a small usable yard around the front and right side of house. A short distance behind the improvements, the parcel slopes down a long hill. There is also a tenant occupied detached cottage in close proximity to the subject's improvements. The overall condition, and characteristics of the location influences are not easily duplicated in rental data available.

**RECONCILIATION OF MARKET RENTS**

166 Compo Road S is an older single family home in proximity to the subject. Utility and appeal of site / location is superior to the subject. Review of the Mls listing / history indicates that improvements have been reasonably well maintained, and has some updating.

102 Newtown Turnpike is also an older home situated in a traditional neighborhood location. Review of the Mls listing indicates that the interior was recently painted, and floors refinished. Listing notes windows are recently replaced, and kitchen and bath have been updated.

212 Weston Road is an antique home located in the town of Weston. It is included because of similarities (gla/ overall appeal) of the improvements to the subject. Review of listing indicates that improvements have been reasonably well maintained, and some updating / remodeling of kitchen and baths (not recent). It does maintain the character / appeal of an older home. Prior Mls listings of the property, and current Assessor's card note the improvements as 3 bedrooms. The rental listing notes home as 4 bedrooms.

296 Greens Farm Road is an older home and included because of the close proximity to Interstate 95 (less desirable location in rental market). Review of the Mls listing and Assessor's card indicates the following; Major renovation of improvements (2009) and includes the basement accessory apartment. The level of finish / details appear to be of good quality materials and workmanship. The higher rent represents the superior appeal of the improvements to the other comps. The rental listing notes that owner of property retains use of basement apartment, however notes it is for occasional use only. This rental is included because of bedroom count, and having a location influence less typical of the market. The adjusted rent is not weighted in grid, and provided primarily for informational purposes only.

There is a very limited supply of rentals in the subject's market segment in the town of Westport. Do to the lack of similar properties, the search was expanded to the adjoining towns for rentals in an attempt to find rentals which may be more representative of the subject's appeal / condition, etc. The comps included offered the most similar general features, amenities, and overall appeal. In review of the available rental data, it is the appraiser's opinion the lower end of the value range would be considered appropriate for the subject based on the current overall condition, and influences on the property.

**DIGITAL SIGNATURE**

The appraiser's signature is scanned and encrypted with a password that insures that the signature can not be used by anyone who does not know the corresponding password. Once the appraiser signs the report with a digital signature, the report is then secured so that no one can make any further changes to the report. The reader can be sure that if a report includes a digital signature, it could only have been signed by the authorized appraiser, and that no one could have changed the report once the signature was applied. This digital signature process meets the USPAP standards published by the Appraisal Foundation.

**Definition of Market Rent (Dictionary of Real Estate Appraisal -2020**

The most probable rent that a property should bring in a competitive and open market under all the conditions requisite to a fair lease transaction, the lessee and the lessor each acting prudently and knowledgeably, and assuming the rent is not affected by undue stimulus. Implicit in this definition is the execution of a lease as of a specified date under conditions whereby:

Lessee and lessor are typically motivated;  
Both parties are well informed or well advised, and acting in what they consider their best interests;  
Payment is made in terms of cash or in terms of financial arrangements comparable thereto; and  
The rent reflects specified terms and conditions, such as permitted uses, use restrictions, expense obligations, duration, concessions, rental adjustments and revaluations, renewal and purchase options, and tenant improvements

**Assumptions, Limiting Conditions & Scope of Work**

File No.: 24042301

Property Address: 60 Compo Rd S City: Westport State: CT Zip Code: 06880

Client: Town of Westport Address:

Appraiser: Lee DuBrow Address: P.O. Box 822, Westport, CT 06881

**STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS**

- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis

of it being under responsible ownership.

- The appraiser may have provided a sketch in the appraisal report to show approximate dimensions of the improvements, and any such sketch

is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.

Unless otherwise indicated, a Land Survey was not performed.

- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other

data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.

- If the cost approach is included in this appraisal, the appraiser has estimated the value of the land in the cost approach at its highest and best

use, and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction

with any other appraisal and are invalid if they are so used. Unless otherwise specifically indicated, the cost approach value is not an insurance

value, and should not be used as such.

- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, needed repairs, depreciation, the presence

of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the

normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any

hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous

wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and

makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any

such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the

appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of

the property.

- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items

that were furnished by other parties.

- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.

- If this appraisal is indicated as subject to satisfactory completion, repairs, or alterations, the appraiser has based his or her appraisal report

and valuation conclusion on the assumption that completion of the improvements will be performed in a workmanlike manner.

- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the

client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements

applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.

- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database.

- An appraisal of real property is not a 'home inspection' and should not be construed as such. As part of the valuation process, the appraiser performs a non-invasive visual inventory that is not intended to reveal defects or detrimental conditions that are not readily

apparent. The presence

of such conditions or defects could adversely affect the appraiser's opinion of value. Clients with concerns about such potential negative factors

are encouraged to engage the appropriate type of expert to investigate.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Under USPAP Standards Rule 2-2(b), this is a Restricted Appraisal Report, and is intended only for the sole use of the named client. There are no other intended users. The client must clearly understand that the appraiser's opinions and conclusions may not be understood properly without additional information in the appraiser's work file. In developing this appraisal, the appraiser has incorporated only the Sal



# Certifications

Property Address: 60 Compo Rd S City: Westport File No.: 24042301  
 Client: Town of Westport Address: State: CT Zip Code: 06880

Appraiser: Lee DuBrow Address: P.O. Box 822, Westport, CT 06881

## APPRAISER'S CERTIFICATION

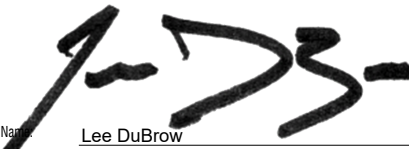
I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The credibility of this report, for the stated use by the stated user(s), of the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification.

Client Contact: \_\_\_\_\_ Client Name: Town of Westport

E-Mail: \_\_\_\_\_ Address: \_\_\_\_\_

### APPRAISER

Appraiser Name:  Lee DuBrow  
 Company: Lee DuBrow Appraisal Service  
 Phone: (203) 913-7700 Fax: \_\_\_\_\_  
 E-Mail: lee@dubrow.net  
 Date Report Signed: 05/13/2024  
 License or Certification #: RCR.0000167 State: CT  
 Designation: \_\_\_\_\_  
 Expiration Date of License or Certification: 04/30/2025  
 Inspection of Subject:  Interior & Exterior  Exterior Only  None  
 Date of Inspection: 04/23/2024

### SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)

Supervisory or Co-Appraiser Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Date Report Signed: \_\_\_\_\_  
 License or Certification #: \_\_\_\_\_ State: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Expiration Date of License or Certification: \_\_\_\_\_  
 Inspection of Subject:  Interior & Exterior  Exterior Only  None  
 Date of Inspection: \_\_\_\_\_

SIGNATURES

# Assessor's Card - Page 1

Property Location: 60 COMPO RD S		Map ID: D09 / 046/000 /		Bldg Name: BARON'S PROPERTY		State Use: 922	
Vision ID: 100331		Account #: 29369		Bldg #: 3		Card #: 3 of 6	
Print Date: 5/2/2024 6:14:36 PM							

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT				6158 WESTPORT, CT
WESTPORT TOWN OF						Description	Code	Appraised	Assessed	
<b>SUPPLEMENTAL DATA</b>						EX RS DWL	13	2,002,500	1,401,900	<b>VISION</b>
						EX RS OTB	14	21,000	14,700	
60 COMPO RD S						EX COM LN	21	15,255,000	10,678,500	
WESTPORT CT 06880						EX COM BL	22	4,015,800	2,811,100	
Alt Prcl ID: 53181100 Historic ID: 385 Census: WestportC Survey Ma: Survey Ma GIS ID: D09046000						Lift Hse Asking \$		Total: 21,294,300		14,906,200

RECORD OF OWNERSHIP		VOL/PAGE	SALE DATE	QU	VI	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)						
Year	Code	Assessed	Year	Assessed V	Year	Assessed								
WESTPORT TOWN OF		1666 0344	01-28-1999	U	I	0		2023	13	1,401,900	2022	1,401,900	2021	1,401,900
									14	14,700		14,700		14,700
									21	10,678,500		10,678,500		10,678,500
									22	2,811,100		2,811,100		2,811,100
								Total		14,906,200	Total	14,906,200	Total	14,906,200

EXEMPTIONS		OTHER ASSESSMENTS				APPRaised VALUE SUMMARY		
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int
						This signature acknowledges a visit by a Data Collector or Assessor		
						Appraised Bldg. Value (Card)		6,018,300
						Appraised Xf (B) Value (Bldg)		0
						Appraised Ob (B) Value (Bldg)		21,000
						Appraised Land Value (Bldg)		15,255,000
						Special Land Value		0
						Total Appraised Parcel Value		21,294,300
						Valuation Method		C
						Total Appraised Parcel Value		21,294,300

BUILDING PERMIT RECORD								VISIT / CHANGE HISTORY					
Permit Id	Issue Date	Type	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id	Type	Is	Cd	Purpost/Result

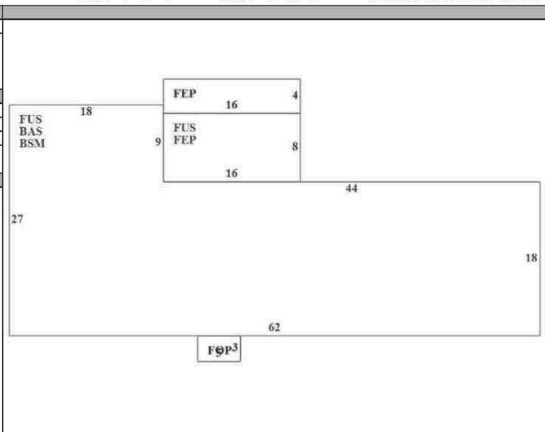
LAND LINE VALUATION SECTION															
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustment	Adj Unit P	Land Value
3	923	Mun Bldg Res	DOS		0 SF	0.00	1.00000	0	1.00		1.000			0.0000	0
					Total Card Land Units	Parcel Total Land Area					21.250			Total Land Value	0

## Assessor's Card - Page 2

Property Location 60 COMPO RD S      Map ID D09 / 046/000 /      Bldg Name BARON'S PROPERTY      State Use 922  
 Vision ID 100331      Account # 29369      Bldg # 3      Sec # 1 of 1      Card # 3 of 6      Print Date 5/2/2024 6:14:36 PM

**CONSTRUCTION DETAIL (CONTINUED)**

Element	Cd	Description	Element	Cd	Description
Style:	03	Colonial	Fireplaces	1	
Model:	01	Residential	Ceiling Height		
Grade:	11	B	Elevator		
Stories:	2	2 Stories	<b>CONDO DATA</b>		
Occupancy	1		Parcel Id	C	Owne
Exterior Wall 1	16	Stucco		B	S
Exterior Wall 2			Adjust Type	Code	Description
Roof Structure:	03	Gable	Condo Flr		Factor%
Roof Cover	03	Asphalt Shingl	Condo Unit		
Interior Wall 1	05	Drywall	<b>COST / MARKET VALUATION</b>		
Interior Wall 2			Building Value New		530,284
Interior Flr 1	12	Hardwood	Year Built		1910
Interior Flr 2			Effective Year Built		
Heat Fuel	02	Oil	Depreciation Code		F
Heat Type:	05	Hot Water	Remodel Rating		
AC Type:	01	None	Year Remodeled		
Total Bedrooms	04	4 Bedrooms	Depreciation %		
Total Bthrms:	3	3 Full Baths	Functional Obsol		61
Total Half Baths	1	1 Half Bath	External Obsol		
Total Xtra Fixtrs	1		Trend Factor		1
Total Rooms:	8	8 Rooms	Condition		
Bath Style:	02	Average	Condition %		
Kitchen Style:	02	Average	Percent Good		39
Kitchens	1		Cns Sect Rcnld		206,800
Whirlpool Tubs			Dep % Ovr		
Hot Tubs			Dep Ovr Comment		
Sauna (SF Area)			Misc Imp Ovr Comment		
Fin Basement			Cost to Cure Ovr		
Fin Bsmnt Qual			Cost to Cure Ovr Comment		
Bsmnt. Garages	1				
Interior Cond	A				
Fireplaces	1				
Ceiling Height					



**OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)**

Code	Description	L/B	Units	Unit Price	Yr Bilt	Cond. Cd	% Gd	Grade	Grade Adj.	Appr. Value

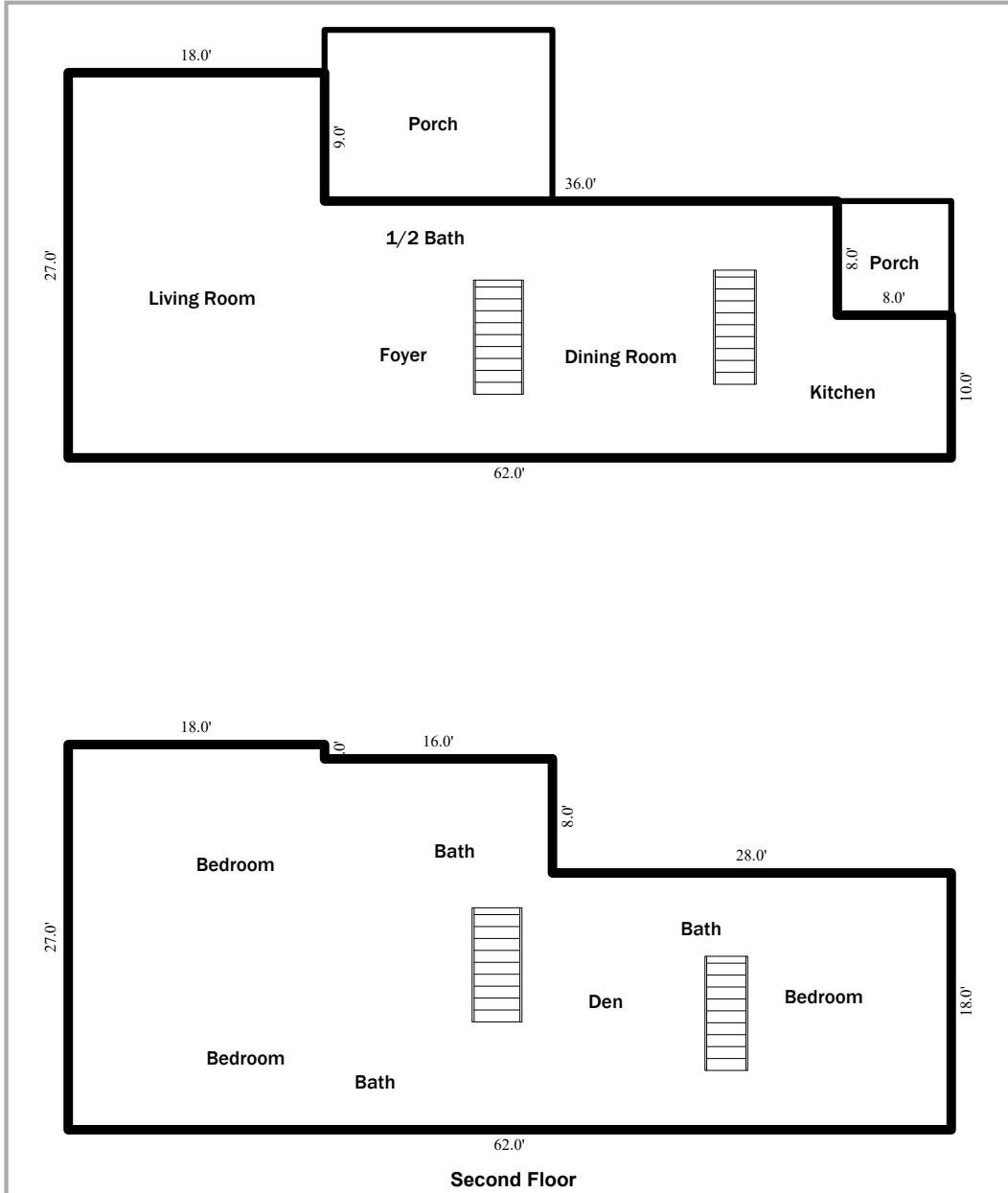
**BUILDING SUB-AREA SUMMARY SECTION**

Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value
BAS	First Floor	1,278	1,278		159.80	204,230
BSM	Basement Area	0	1,278		32.01	40,910
FEP	Porch, Enclosed	0	192		104.04	19,976
FOP	Porch, Open	0	15		31.96	479
FUS	Upper Story, Finished	1,406	1,406		159.80	224,685
Ttl Gross Liv / Lease Area		2,684	4,169			490,280



### Building Sketch

<b>Borrower</b>					
Property Address	60 Compo Rd S				
City	Westport	County	Fairfield	State	CT
Zip Code	06880				
Lender/Client	Town of Westport				



**Second Floor**

Sketch by Apex Sketch

AREA CALCULATIONS SUMMARY						AREA CALCULATIONS BREAKDOWN				
Code	Description	Factor	Net Size	Perimeter	Net Totals	Name	Base x	Height x	Width =	Area
GLA1	First Floor	1.0	1214.0	178.0	1214.0	First Floor		54.0 x	18.0 =	972.0
GLA2	Second Floor	1.0	1406.0	178.0	1406.0			10.0 x	8.0 =	80.0
								18.0 x	9.0 =	162.0
						Second Floor		34.0 x	26.0 =	884.0
								28.0 x	18.0 =	504.0
								18.0 x	1.0 =	18.0
	Net LIVABLE		(rounded)		2,620	6 total items			(rounded)	2,620

**Subject Photo Page**

<b>Borrower</b>							
Property Address	60 Compo Rd S						
City	Westport	County	Fairfield	State	CT	Zip Code	06880
Lender/Client	Town of Westport						

**Subject Front**

Sales Price  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location  
 View  
 Site  
 Quality  
 Age

**Subject Rear****Subject Street**

## Photograph Addendum

Borrower							
Property Address	60 Compo Rd S						
City	Westport	County	Fairfield	State	CT	Zip Code	06880
Lender/Client	Town of Westport						



Living Room



Dining Room



Kitchen



1/2 Bath



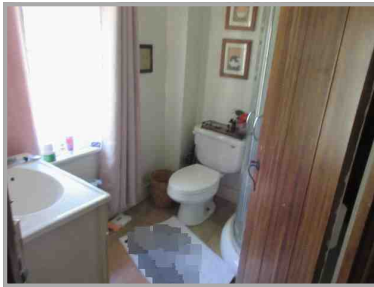
Bedroom



Full Bath



Bedroom



Bath



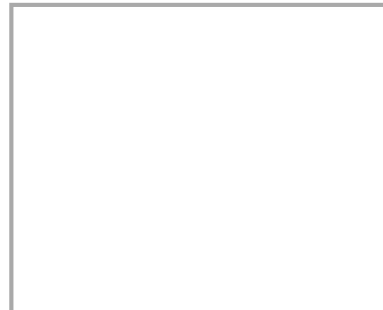
Bedroom



Bath



Den





**Rental Photo Page**

<b>Borrower</b>							
Property Address	60 Compo Rd S						
City	Westport	County	Fairfield	State	CT	Zip Code	06880
Lender/Client	Town of Westport						

**Rental 1**

166 Compo Rd S  
 Proximity to Subject 0.95 miles SW  
 Adj. Monthly Rent 3,500  
 Gross Living Area 1,449  
 Total Rooms 6  
 Total Bedrooms 3  
 Total Bathrooms 1.1  
 Location Residential / Avg  
 View 0.33 acres  
 Condition Average+  
 Age/Year Built Built 1920

**Rental 2**

102 Newtown Tpke  
 Proximity to Subject 2.42 miles NW  
 Adj. Monthly Rent 4,000  
 Gross Living Area 1,510  
 Total Rooms 6  
 Total Bedrooms 3  
 Total Bathrooms 1.0  
 Location Residential / Avg  
 View 0.50 acres  
 Condition Average-Good  
 Age/Year Built Built 1933

**Rental 3**

212 Weston Rd  
 Proximity to Subject 4.76 miles NW  
 Adj. Monthly Rent 4,000  
 Gross Living Area 2,386  
 Total Rooms 9  
 Total Bedrooms 3-4  
 Total Bathrooms 2.0  
 Location Residential / Avg  
 View 2.20 acres  
 Condition Average+  
 Age/Year Built Built 1780

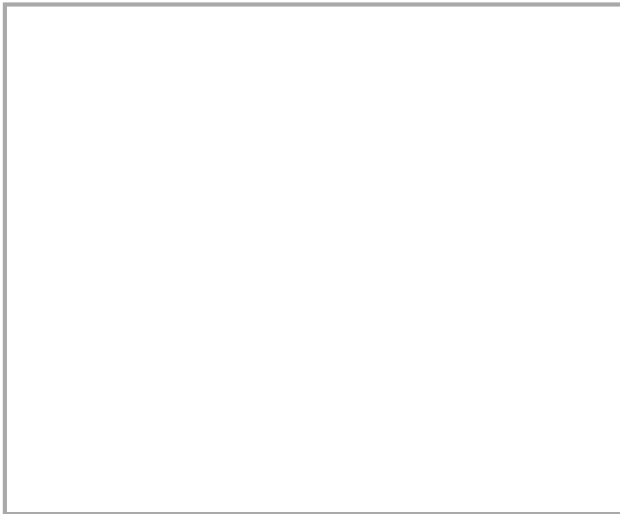
## Rental Photo Page

<b>Borrower</b>							
Property Address	60 Compo Rd S						
City	Westport	County	Fairfield	State	CT	Zip Code	06880
Lender/Client	Town of Westport						

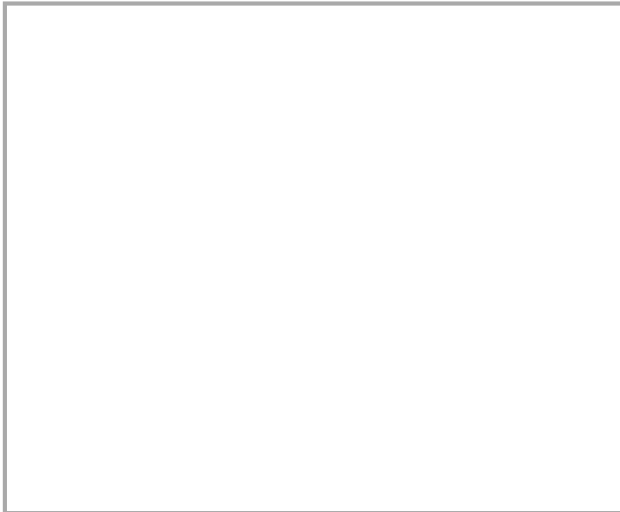


### Rental 4

296 Greens Farms Rd  
 Proximity to Subject 2.42 miles SE  
 Adj. Monthly Rent 4,625  
 Gross Living Area 1,867  
 Total Rooms 5  
 Total Bedrooms 3  
 Total Bathrooms 2.1  
 Location Residential/ Avg-  
 View 0.45 acres  
 Condition Good  
 Age/Year Built Built 1920



Proximity to Subject  
 Adj. Monthly Rent  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location  
 View  
 Condition  
 Age/Year Built

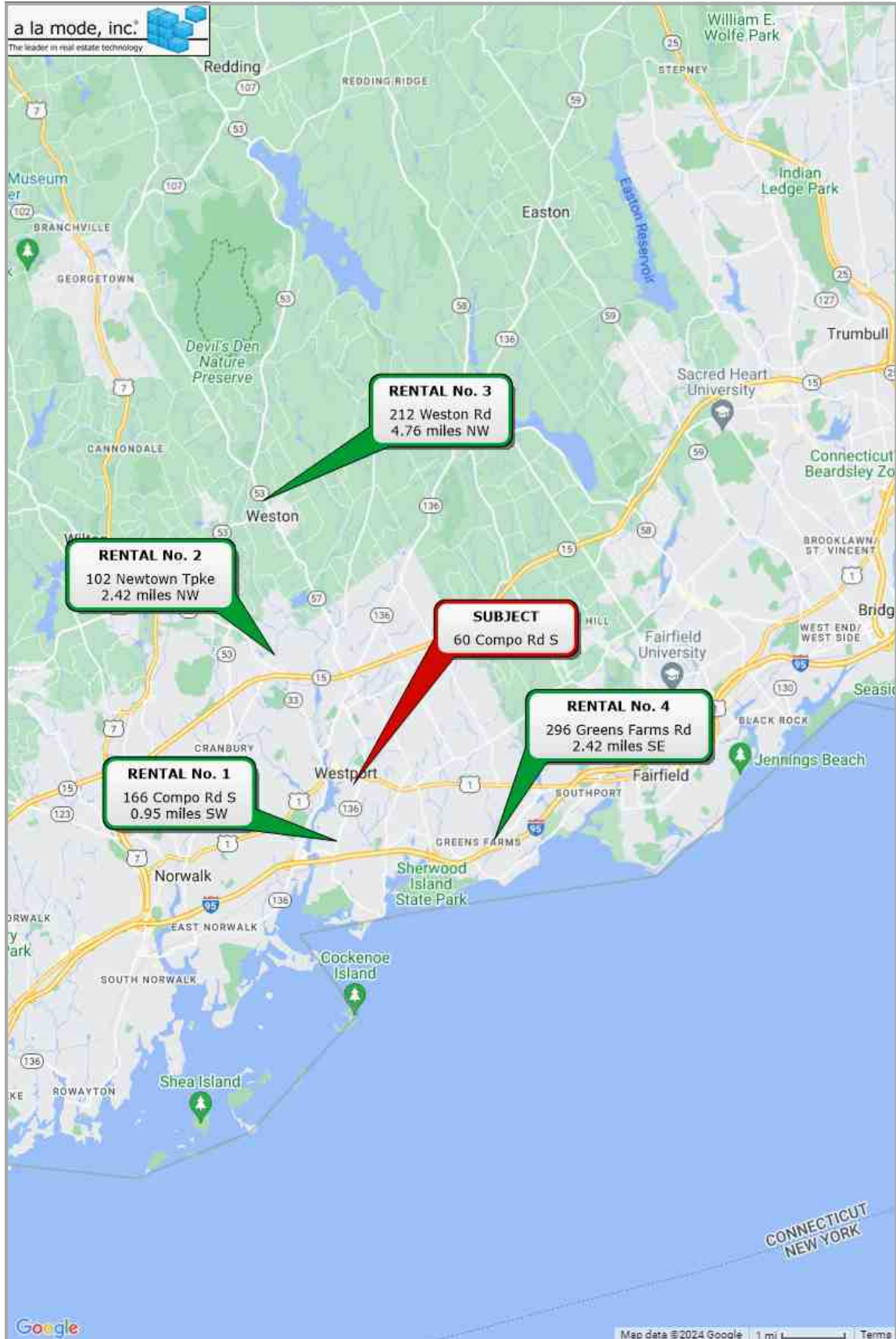


Proximity to Subject  
 Adj. Monthly Rent  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location  
 View  
 Condition  
 Age/Year Built

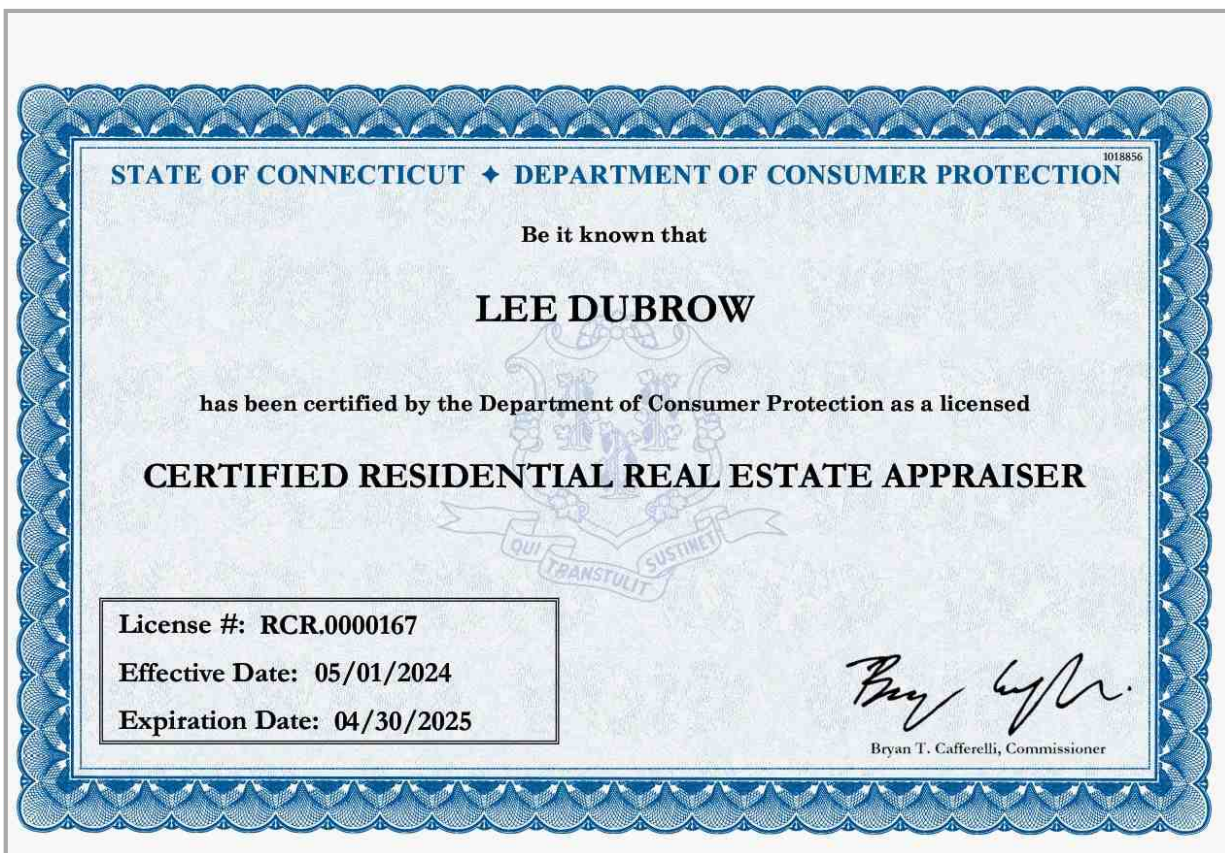


### Location Map

Borrower							
Property Address	60 Compo Rd S						
City	Westport	County	Fairfield	State	CT	Zip Code	06880
Lender/Client	Town of Westport						



**License**







**WESTPORT FIRE DEPARTMENT**  
**515 Post Road East**  
**Westport, CT 06880**



May 16, 2024

Ms Jennifer Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

Re: Request for a CNR Appropriation of \$34,750 for reimbursable costs related to removal of AFFF Foam from Fire Apparatus.

Dear Ms. Tooker,

The Department of Emergency Services and Public Protection - Commission on Fire Prevention and Control (FPC), has received an appropriation of \$3 million in FY 2024, to administer a grant program to reimburse municipalities \* for the cost of removing Class B firefighting foam, containing perfluoroalkyl and polyfluoroalkyl substances (PFAS) from fire apparatus, including costs associated with:

Draining and disposal of foam from fire apparatus on-board foam tanks/cells, the foam system, and associated piping and valves;

Triple rinsing on-board foam tanks/cells, the foam system, and associated piping in accordance with guidance established by the Department of Energy and Environmental Protection (DEEP) and FPC and disposal of the resultant rinse water;

Disposal of foam PRO/paks and foam extinguishers;

Disposal of any additional drummed waste generated through the completion of the above activities (e.g., PPE, containers, etc.).

The Fire Department received three separate quotes from a state-approved list of contractors. The best quote was for \$27,800 and I have included a 25% contingency as part of my request for a total of \$34,750. The cost of the project will be 100% reimbursed by the DESP grant program. Because this work is reimbursed and all bids came from contractors procured and vetted by the State, I request a waiver of the requirement to go to bid.

A handwritten signature in black ink, appearing to read 'Nicholas L. Marsan'.

Nicholas L. Marsan  
Deputy Fire Chief

515 Post Road E, Westport, CT 06880  
203-341-5000

JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT NAME: Fire Department Date: May 16, 2024

PROJECT NAME AND DESCRIPTION – Removal of AFFF Foam - Draining and disposal of foam from fire apparatus on-board foam tanks/cells, the foam system, and associated piping and valves; Triple rinsing on-board foam tanks/cells, the foam system, and associated piping and disposal of the resultant rinse water; Disposal of foam PRO/paks and foam extinguishers; Disposal of any additional drummed waste generated through the completion of the above activities (e.g., PPE, containers, etc.)

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

If no, why not? If yes, answer the following two questions: Which FY was the project first proposed? Which FY was the project first planned?

The project is the result of a recently announced grant program.

APPROXIMATE COST:	\$27,800	COST IN CAPITAL FORECAST:	
CONTINGENCY (15%):	\$6,950		
	\$34,750	←TOTAL	REQUEST→ \$34,750

SOURCE OF FUNDS:  
The Department of Emergency Services and Public Protection - Commission on Fire Prevention and Control (FPC), has received an appropriation of \$3 million in FY 2024, to administer a grant program to reimburse municipalities for the cost of removing Class B firefighting foam

CAPITAL BOND <input type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input checked="" type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input type="checkbox"/>

OTHER, DESCRIBE:  
PAYBACK PERIOD: N/A

PROJECTED START DATE: June 2024 EST. COMPLETION DATE: July 2024

ESTIMATED USEFUL LIFE: N/A

Is this project part of a larger capital project? No

Has an RFP been issued? YES  NO

Have bids been received? YES  NO  Number of bids received: 3

Was the lowest bid the winner?                      YES    NO  
        If not, why? N/A

Who will benefit from the project? The environment and firefighters working in proximity of PFAS

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?  
\_\_\_\_\_

**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: _____
FINANCE DIRECTOR	_____	DATE: _____
FIRST SELECTMAN		DATE: <u>5-22-2021</u>



Quote-CT108797

April 18, 2024

Anthony Maisano  
TOWN OF WESTPORT  
110 MYRTLE AVE.  
WESTPORT, Connecticut 06880

RE: 515 Post Road East  
Westport, CT 06880

Dear Anthony Maisano,

Republic Services is pleased to provide you with this Quote for the services outlined below in the Scope of Work. We pride ourselves on being responsive and delivering a quality service. We appreciate being considered for this opportunity. Upon your review, if there are any changes to the Scope of Work, or if additional services are required, we would be pleased to discuss any additional needs you may have.

#### SCOPE OF WORK

Republic Services will provide all labor, equipment and materials needed to remove the AFFF from (6) Fire Engines and transport the waste for disposal. Specifically, the scope of work will include:

- Set up containment around each fire engine.
- Hot water will be slowly introduced into tanks from tank bottom and drained into a container labeled "AFFF & Rinse Water" pending disposal.
- The tank and related piping will be rinsed and drained a total of three (3) times.
- The work area will be cleaned up at the conclusion of the day.
- All extinguishers will be emptied into 55-gallon drums.
- All waste (including material previously collected from draining the tanks) will be manifested and transported for disposal.

\*\*\*CT DAS contract 19PSX0249 pricing is used for the quote\*\*\*

#### Task 1 - AFFF Tank Cleaning

Billing Description	EST. QTY.	UOM	UOM	UNIT PRICE	EXTENDED PRICE
Labor & Equipment - Day Rate	4.00		EA	\$3,762.00	\$15,048.00





Quote-CT108797

AFFF Tank Cleaning Subtotal: \$15,048.00  
 AFFF Tank Cleaning Tax: \$0.00  
 AFFF Tank Cleaning Energy & Insurance Surcharge: \$2,859.12  
 Estimated Total: \$17,907.12

**Task 2 - Waste Containers**

Billing Description	EST. QTY.	UOM	UOM	UNIT PRICE	EXTENDED PRICE
300-gallon Tote	4.00		EACH	\$113.00	\$452.00
55 Gal Poly Drum, 1H2	3.00		EA	\$80.00	\$240.00
Waste Containers Subtotal:					\$692.00
Waste Containers Tax:					\$0.00
Waste Containers Energy & Insurance Surcharge:					\$131.48
Estimated Total:					\$823.48

**Task 3 - Trans & Disposal**

Billing Description		EST. QTY.	UOM	UOM	UNIT PRICE	EXTENDED PRICE
Equipment Operator	Reg	1.00	8.00	HR	\$75.00	\$600.00
Box Truck		1.00	8.00	HR	\$65.00	\$520.00
AFFF Liquid & Rinse Water		4.00		TOTE	\$872.50	\$3,490.00
AFFF Debris		3.00		55	\$225.00	\$675.00
Manifest Fee		1.00		EA	\$25.00	\$25.00
AFFF Liquid		8.00		DRUM	\$277.00	\$2,216.00
Level D, Per Person		1.00		EA	\$31.20	\$31.20
Trans & Disposal Subtotal:						\$7,557.20
Trans & Disposal Tax:						\$0.00
Trans & Disposal Energy & Insurance Surcharge:						\$1,435.87
Estimated Total:						\$8,993.07



Quote-CT108797

TOTAL:	\$23,297.20
TAX:	\$0.00
ENERGY & INSURANCE SURCHARGE:	\$4,426.47
ESTIMATED GRAND TOTAL:	\$27,723.67





51 Longhini Lane  
 New Haven, CT 06519  
 Ph: 203-562-PAVE • Fax: 203-562-7200



www.laydonindustries.com

<b>To:</b> Town Of Westport		<b>Contact:</b> Anthony Maisano			
<b>Address:</b> 110 Myrtle Ave. Westport, CT 06880		<b>Phone:</b> 203-341-5088			
<b>Project Name:</b> Westport - Fire Equipment AFFF Cleaning, Rinsing & Disposal		<b>Bid Number:</b>			
<b>Project Location:</b> Westport, CT		<b>Bid Date:</b> 5/9/2024			
Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Triple Rinse Foam Cell Only On Engine 7 And Engine 8, Triple Rinse Foam Cell And Foam System Plumbing On Engines, 2, 4, 5, And 6.	1.00	LS	\$33,208.00	\$33,208.00
2	Transportation And Disposal Of AFFF & Rinse Water	1.00	LS	\$46,000.00	\$46,000.00
<b>Total Bid Price:</b>					<b>\$79,208.00</b>

**Notes:**

- Above pricing includes triple rinse/wash of the tanks containing National Gold & Fireaid 2000 AFFF in accordance with State of Connecticut DEEP guidelines. Pricing includes Disposal of 6ea. 55 Gal Drums, 6ea. 5Gal Pails & 12 foam extinguishers all with AFFF. Price includes disposal of 1ea. 95 Gal overpack with AFFF PPE, Masks, etc. and 1ea. 10X10X4 containment berm.
- Be advised draining and triple rinsing of tanks will reduce the levels of PFAS, however, residual PFAS levels will remain.
- We are not responsible for foam plumbing systems that are clogged, compromised or in-operable.
- Unless specifically stated above this proposal does not include taxes on material, labor and equipment. If a tax exempt certificate is not received prior to the time of billing, taxes will be invoiced as required.
- This proposal is good for 30 days and may be withdrawn thereafter.
- Prevailing wages and certified payroll are not included in this proposal.
- Laydon Industries is an approved State of Connecticut hazardous waste transporter and spill contractor.
- Rinsing of hoses, nozzles and accessories are excluded.
- Not responsible for failures of mechanical equipment.
- City to provide manufactures comprehensive profile of all AFFF material listing out all PFAS/PFOS COC's for waste approval. Testing for waste approval is excluded and if required will be additional to the above costs.
- Town of Westport is responsible for obtaining State re-imbusement if any.
- Town of Westport to sign manafest as the generator of the disposal materials.
- Disposal of pricing is subject to the disposal facility's acceptance and availability at the time the project commences. Alternate disposal pricing will be provided if the materials do not match the submitted profile.
- Town of Westport to deliver Fire equipment to Laydon Industries shop in New Haven.

**Payment Terms:**

Net 30, No Retainage.

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b>          Laydon Industries, LLC</p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Stephen Calabro          203-562-7283 scalabro@laydon.net</p>
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Quote #: Q-6084

800-394-8606

www.millerev.com

January 17, 2024

Westport Fire Department  
515 Post Road East  
Westport, Connecticut 06880  
AFFF Disposal

Attn: Anthony Maisano

Miller Environmental Group, (MEG) Inc. is pleased to present the following proposal for AFFF foam rinsing and disposal. MEG will rinse and drain the onboard foam tanks on up to six (6) engines following the procedures recommended from the CT DEEP and DESPP-CFPC.

MEG Technicians will perform up to three (3) hot water rinses (>110 degrees F.) of each tank system and plumbing per engine. Rinse water will remain in the tanks for up to thirty (30) minutes per rinse. It is expected to take up to four (4) hours per engine.

This estimate includes the disposal of up to eighteen (18) 55-gal. drums of PFAS liquid foam rinsate, six (6) 55-gal. drums of AFFF concentrate, six (6) 5-gal containers of AFFF concentrate, and one (1) 95-gal overpack of AFFF contaminated material.

**Estimated Costs:**

<b>Labor, Equipment and Materials</b>	<b>\$12,406.71</b>
<b>Disposal</b>	<b>\$24,367.42</b>
<b>Total</b>	<b>\$36,774.13</b>

**Conditions:**

- Estimate does not include any applicable Federal, State or Local taxes.
- This is an estimate only. Projects are invoiced on a time and materials basis, in accordance with MEG's 2024 Rate Schedule.
- Estimate assumes pump panels will be opened/removed to allow access to bottom of foam tanks and plumbing.