



WESTPORT CONNECTICUT

BOARD OF FINANCE

NOTICE OF PUBLIC HEARING-REVISED ITEM #2

The Board of Finance will hold its Public Hearing on **Wednesday, July 6 2016**, at **8:00 p.m.** in the Auditorium of Town Hall for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the June 1, 2016, regular meeting.
2. Financial Report from the Finance Director including Implementation of Operational Metrics. (Discussion Only)
3. Liability Review from the Finance Director. (Discussion Only)
4. Status Update from the Internal Auditor. (Discussion Only)
5. Upon the request of the Fire Chief, to approve an appropriation of \$625,000 along with bond and note authorization to the Municipal Improvement Fund Account #305002220-500291 for the purposes of funding a scheduled replacement of a 1995 Sutphen Pumper.
6. Upon the recommendation of the Center for Senior Activities Enhancement Committee, and upon the request of the First Selectman, to approve an appropriation in the amount of \$57,375 from the General Fund Account # 10114999-588035 for the purpose of schematic design services to be provided by the firm, A + R Architecture, for the enhancement of the existing Center for Senior Activities.
7. Upon the request of The Westport Historic District Commission, to approve an appropriation in the amount of \$10,000 from the General Fund Account # 10114999-588036 for the hiring of an architectural historian to complete the Bridge Street National Register District Nomination. This amount will be added to the 2016-2017 budget of \$5,000. The interim funding will allow the HDC to accept a Certified Local Government (CLG) Enhancement Grant from the State Historic Preservation Office (SHPO) in the amount of \$15,000.
8. To discuss the request of the RTM that the Board of Finance and the Board of Education amend their Memorandum of Agreement regarding the Board of Education Carryover Account to require that any expenditure from that account that exceeds \$20,000 be approved by the RTM.

Note: The practice for upcoming BOF regular meetings will be to close the meetings at 10:00 PM. Motions to extend individual meetings can be heard.



WESTPORT CONNECTICUT

BOARD OF FINANCE

DRAFT MINUTES OF PUBLIC HEARINGEXECUTIVE SESSION WAS CANCELED

It is anticipated that the Board of Finance will vote to go into Executive Session on **Wednesday, June 1, 2016 at 7:30 p.m.** in **Room 102** of Town Hall to discuss personnel matters related to salary increases. No action will be taken. **Meeting was cancelled**

DRAFT MINUTES OF PUBLIC HEARING

The Board of Finance held its Public Hearing on **Wednesday, June 1, 2016, at 8:05 p.m.** in the Auditorium of Town Hall for the following purposes: Attendees: B. Stern, J. Tooker, S. Gordon, J. Hartwell, M. Rea, C. Moore (by phone), Absent - L. Caney

1. Approved as amended the Board of Finance Minutes of the May 18, 2016, regular meeting. Motion to approve by S. Gordon, Second by J. Tooker. Vote 5-0-0
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Internal Auditor. (Discussion Only)
4. A request by the Tax Collector pursuant to CGS § 12-165 for a transfer of \$255,189.00 to the Suspense Tax Book representing uncollected motor vehicle and personal property tax accounts. Motion to approve M. Rea, second by J. Tooker. Vote 6-0-0. Approved unanimously.
5. Approved the request of the First Selectman, for a transfer of \$160,000.00 to the appropriate department salary accounts from Account #10109917-519000 (Reserve Salary Adjustments) for non-bargaining employees salary increases. Motion to approve by B. Stern, second by M. Rea. Vote 6-0-0. Approved unanimously.
6. Approved the request of the Police Chief, for an appropriation of \$19,500.00 from the Asset Forfeiture Account to the General Fund Police Accreditation Program Account #90001000-588000-9153 for the purposes of funding Daigle Law Group, LLC consultant services. Motion to approve by M. Rea, second by C. Moore. Vote 6-0-0. Approved unanimously.
7. Heard the request of the Fire Chief, to approve an appropriation of \$625,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #305002220-500291 for the purposes of funding a scheduled replacement of a 1995 Sutphen Pumper. A motion to postpone said vote on this item until the next regular meeting in July in order for the Administration's Fire Study Committee to report back if this appropriation makes strategic sense was made by M. Rea, second by J. Tooker. Vote 6-0-0. Approved unanimously.

8. Approved the request of the Director of School Business Operations, for an appropriation of \$137,500.00 along with bond and note authorization to the Educational Facilities Improvement Fund Account #32506650-500258 for the purposes of funding the replacement of the asphalt shingle roof at Coleytown Elementary School. Motion to approve by J. Hartwell, second. Moore. Vote 6-0-0. Approved unanimously.
9. Approved the request of the Director of School Business Operations, for an appropriation of \$127,000.00 along with bond and note authorization to the Educational Facilities Improvement Fund Account #32506650-500259 for the purposes of funding replacement classroom casework at Coleytown Elementary School. Motion to approve by M. Rea, second by B. Stern. Vote 6-0-0. Approved unanimously.
10. Approved the request of the Director of School Business Operations, for an appropriation of \$1,323,000.00 along with bond and note authorization to the Educational Facilities Improvement Fund Account #32506650-500262 for the purposes of funding upgrades to the boys gym locker room, general pool area and bleachers, and the boys and girls pool locker room areas at Staples High School. Motion to approve by S. Gordon, second by J. Hartwell. Vote-6-0-0. Approved unanimously.
11. Approved the request of the Director of Public Works, for an appropriation of \$225,000.00 to the Capital and Non-Recurring Fund Account #31503310-500135 for the purposes of installing a new concrete sidewalk around Veterans Park. Motion to approve by B. Stern, second by J. Tooker. Vote 6-0-0. Approved unanimously.
12. Approved the request of the Director of Public Works, for an appropriation of \$650,000.00 to the Capital and Non-Recurring Account #31503310-500134 with a full reimbursement upon completion through a Community Development Block Grant to for the purposes of funding a flood analysis of the major water courses in town and the design of the replacement of the existing Myrtle Avenue culvert. Motion to approve by S. Gordon, second by J. Tooker. M. Rea recused himself from vote. Vote 5-0-0. Approved unanimously.

Motion to adjourn at 9:55 P.M. made by M. Rea, second by B. Stern 6-0-0. Approved unanimously.

Note: The practice for upcoming BOF regular meetings will be to close the meetings at 10:00 PM. Motions to extend individual meetings can be heard.



WESTPORT CONNECTICUT
BOARD OF FINANCE

DRAFT MINUTES OF SPECIAL MEETING

The Board of Finance held a Special Meeting on **Wednesday, June 1, 2016** at 7:30 **p.m.** in Room 102 of Town Hall for the following purpose: Attendees were: S. Gordon, J. Tooker, M. Rea, B. Stern & J. Hartwell. Also in attendance were James Marpe, Helen Garten and Gary Conrad.

AGENDA

To discuss the sale of town owned real estate.

No votes were taken.

Motion to adjourn at 7:58 P.M. was made by S. Gordon second by J. Hartwell. Vote 5-0-0.



DEPARTMENT OF FIRE SERVICES
Administration (203) 341-5000
Fax (203) 341-5009
ANDREW J. KINGSBURY
Chief of Department

May 11, 2016

Honorable James S. Marpe, First Selectman
Town of Westport
110 Myrtle Ave.
Westport, Connecticut 06880

Re: Type-1 Fire Pumper Replacement Appropriation

Dear Mr. Marpe,

I respectfully request that an appropriation of \$625,000 with bond and note authorization to the Municipal Improvement Fund be placed on the Board of Finance agenda. This request is for the scheduled replacement of a 1995 Sutphen Pumper which has been projected in the Department's 5-year capital forecast for FY 2015/16 at the requested cost of \$625,000.

Thank you for considering this request. Attached is the committee's and my recommendation to select Marion Body Works as our preferred vendor along with a full report. If you have any questions or concerns please feel free to contact me.

Respectfully Yours,

Andrew Kingsbury
Fire Chief

Approved for submission
To Board of Finance (5/13/16)

James S. Marpe
First Selectman

Cc: Gary Conrad, Finance Director

Attachments

RESOLVED: That upon the recommendation of the Board of Finance, the Town of Westport (the "Town") hereby appropriates the sum of \$625,000 for the costs associated with the purchase of a Type-1 Pumper Fire Engine to replace the 1995 Sutphen pumper (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing the foregoing appropriation, the Town shall borrow a sum not to exceed \$625,000 and issue general obligation bonds (the "Bonds") for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum.

Section 2. The First Selectman, Selectmen and Finance Director are hereby appointed a committee (the "Committee") with full power and authority to cause said Bonds to be sold, issued and delivered; to determine their form, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon as herein provided; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the Bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes including Chapter 748 (Registered Public Obligations Act) to issue the Bonds and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and other applicable laws and regulations of the United States and the state of Connecticut, to provide for issuance of the Bonds in tax exempt form, including the execution of tax compliance and other agreements for the benefit of bondholders, and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the Bonds in order that the interest on the Bonds be and remain exempt from federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time limitations and the filing of information reports as and when required and to execute Continuing Disclosure Agreements for the benefit of holders of Bonds and Notes.

Section 3. The Bonds may be designated "Public Improvement Bonds" of the Town of Westport, series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other Bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three (3) years from the date of issue and the last installment to mature not later than twenty (20) years after the date of issue. The Bonds may be sold at not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the Bonds, or Notes, on a negotiated basis, as provided by statute. Interest on the Bonds shall be payable semiannually or annually. The Bonds shall be signed on behalf of the Town by the First Selectman and the Finance Director, and shall bear the seal of the Town. The signing, sealing

and certification of said Bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of Bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time.

Section 4. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary Note or Notes of the Town in anticipation of the receipt of proceeds from the sale of the Bonds to be issued pursuant to this resolution. Such Notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute provided no Notes shall mature later than five(5) years after the issuance of a Note pursuant to this Resolution. Notes evidencing such borrowings shall be signed by the First Selectman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation Notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said Notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of Bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the Notes in tax exempt form.

Section 5. Upon the sale and issuance of the Bonds authorized by this resolution, the proceeds thereof, including any premium received upon the sale thereof, accrued interest received at delivery and interest earned on the temporary investment of such proceeds, shall be applied forthwith to the payment of the principal and interest of all Notes issued in anticipation thereof or shall be deposited in trust for such purposes with a bank or trust company, or shall be applied or rebated as may be required under the provision of law. The remainder of the proceeds, if any, after the payment of said Notes and of the expense of issuing said Notes and Bonds shall be applied to further finance the appropriation enacted herein.

Section 6. In each fiscal year in which the principal or any installment of interest shall fall due upon any of the Bonds herein authorized there shall be included in the appropriation for such fiscal year a sum equivalent to the amount of such principal and interest so falling due, and to the extent that provision is not made for the payment thereof from other revenues, the amount thereof shall be included in the taxes assessed upon the Grand List for such fiscal year and shall not be subject to any limitations of expenditures or taxes that may be imposed by any other Town ordinance or resolution.

Section 7. Pursuant to Section 1.150-2 (as amended) of the federal income tax regulations the Town hereby expresses its official intent to reimburse expenditures paid from the General Fund, or any capital fund for the Project with the proceeds of the Bonds or Notes to be issued under the provisions hereof. The allocation of such reimbursement bond proceeds to an expenditure shall be made in accordance with the time limitations and other requirements of such regulations. The Finance Director is authorized to pay Project expenses in accordance herewith pending the issuance of the reimbursement Bonds or Notes.

Section 8. The First Selectman or any other proper Town official is are authorized to take all necessary action to apply for and accept grants, gifts and contributions in aid of further financing the Project. Once the appropriation becomes effective, the First Selectman, or other appropriate official of the Town, is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the Project and is specifically authorized to make, execute and deliver any contracts or other documents necessary or convenient to complete the Project and the financing thereof.

Section 9. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the Bonds (and Notes) in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and the laws of the United States.



WESTPORT, CONNECTICUT

JAMES S. MARPE
First Selectman

TO: Brian Stern, Chair, Board of Finance

FROM: James S. Marpe, First Selectman 

DATE: June 15, 2016

RE: Appropriation Request

Upon the recommendation of the Center for Senior Activities Enhancement Committee, the Office of the First Selectman hereby requests to be placed on the July 6, 2016 Board of Finance Agenda for an appropriation in the amount of \$57,375 for the firm A + R Architecture for schematic design services for the enhancement of the existing Center for Senior Activities.

Thank you for your consideration.

cc: Barbara Butler, Director of Human Services
Sue Pfister, Director, Center for Senior Activities



WESTPORT CONNECTICUT
THE DEPARTMENT OF HUMAN SERVICES

TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
(203) 341-1050 FAX (203) 341-1073
EMAIL HUMANSRV@WESTPORTCT.GOV

TO: Brian Stern, Chair, Board of Finance

FROM: Barbara H. Butler, Director *BHB*

DATE: June 20, 2016

RE: Appropriation Request

On behalf of the First Selectman and the CSA Enhancement Committee I am requesting an appropriation in the amount of \$57,375 for schematic design services for a proposed enhancement of the existing Center for Senior Activities at 21 Imperial Avenue.

I have attached a copy of the RFP for Architectural Design Services and the February 2016 Report of the WCSA Enhancement Committee. The Report was presented to the Board of Selectmen in March 2016, and it was the unanimous sense of the meeting that the Committee proceed to the next step and request proposals for architectural design services. The full Report with attachments can be found at <http://www.westportct.gov/modules/showdocument.aspx?documentid=9288>.

The CSA Enhancement committee was appointed by the First Selectman in September 2015. In coordination with relevant Town Departments including Human Services, Building, and Parks & Recreation, the Committee was charged with developing a plan to enhance the Center for Senior Activities and its environs within the Town-owned property (zoned as open space) at 21 Imperial Avenue known as Baron's South.

The Committee identified several principles critical to the project, including the need for flexible space, the importance of collaboration with other community resources (e.g. the Westport Library, the Westport Weston YMCA), the safety and security needs of older adults, and creating transportation options.

Committee members were assigned to two to four person research groups, each with a staff person as a resource. Each group was tasked with studying its specific area, visiting/observing it, interviewing users (instructors and participants), listing current problems or constraints, and suggesting possible solutions. The research group reports are attached to the full report and their findings will guide the schematic design for which this appropriation is being requested.

The RFP was posted April 12 with a May 12 deadline. Fourteen firms attended a walk-through of the Center for interested parties on April 21. On May 24 the building committee reviewed the twelve

proposals submitted in response to the RFP and selected four firms to interview: A+R Architecture, Doyle Coffin Architects, Patriquin Architects, and Point One Architects. On June 2 an in-depth interview process was conducted in which all four firms were given questions and asked to respond. Their qualifications were compared, fees were taken into consideration, and the committee selected A+R Architecture as the best qualified for this project.

The building committee, which will oversee design and development, consists of members from the CSA Enhancement Committee and the Public Site & Building Commission. Staff members include Steve Smith, Building Official; Barbara Butler, Human Services Director; Sue Pfister, CSA Director; and Sarah Heath, Asst. Director of Human Services.

The Public Site & Building Commission was informed at its June 9 meeting about the selection process by their two representatives on the building committee, and unanimously supported a motion to select A+R subject to final negotiations.

Please advise me if any additional information is required in advance of the Board's July 6 meeting.

TOWN OF WESTPORT, CT
RFP 16-842T
ARCHITECTURAL DESIGN SERVICES FOR
CENTER FOR SENIOR ACTIVITIES

The Town of Westport is seeking architectural design services for the enhancement of our existing Center for Senior Activities and parking areas (21 Imperial Ave Westport, CT 06880). The addition/enhancement would be designed to meet the needs of the Center as outlined in the Report of the Westport Center for Senior Activities Enhancement Committee dated March 2016 and attached. Footprint expansion a maximum of 3,500 – 5,000 SF.

Background:

The Center for Senior Activities has been in its current location in an 11,000+ square foot building in the 23 acre town park since January of 2004. The facility was beautifully designed to serve the population and program interests at the time, but as the senior demographic has grown and the program has expanded and developed to meet the demand, there are some limitations that need to be addressed if the Center is to continue to meet the community's expectations and serve the diverse interests of its senior population.

The Senior Center originated in 1973 at the Westport Weston YMCA, located at that time on the Post Road on the corner of Main Street in "downtown" Westport. In 1986, needing more space, the center moved to newly closed (as a school) Greens Farms Elementary School on the lower level, sharing the building with the Westport Arts Center. Summers were spent at Longshore Club Park. In 1997 the school was reclaimed by the Board of Education and the senior center moved to Staples High School. When a major renovation and expansion of the high school was approved, and the decision was made not to include the senior center in the new building, then First Selectwoman Diane Farrell appointed a committee to find a permanent location for the senior center. In 2004 the newly constructed Westport Center for Senior Activities opened at 21 Imperial Avenue.

In 2005 the Center extended program hours to include Thursday evenings until 8:00 PM and in 2006 added Saturday morning hours from 8:30 AM to 1:00 PM. In 2014 the Center again expanded its hours to open earlier on weekdays (7:30 AM) and stay open until 3:00 PM on Saturday. This was in response to increasing numbers of seniors who were still working and found the traditional 8:30-4:30 timeframe precluded their participation.

Mission:

The Mission of the Westport Center for Senior Activities is to "enhance the quality of life for adults 60 years of age and older by offering the opportunity to continue to learn and develop; to maintain optimum physical, mental, and social well-being; and to enjoy recreation and companionship in a pleasant and safe environment."

General Scope of Work Requested:

1. Meet with staff of Senior Center to understand needs.
2. Explore several different design solutions that meet the Town's land use requirements.

3. Provide several construction cost estimates to assist in determining the best design solution.
4. Provide presentation drawings and renderings of the one selected design for review by town agencies.
5. Provide professional construction cost estimate sufficiently accurate to seek funding.
6. Present to public agencies as need to secure funding.
7. Provide information on your preliminary fee structure based on the first phase including all anticipated reimbursable costs.
8. Future costs for construction drawings included with bid documents, etc. as a percentage of construction cost.
9. Future construction observation fees as a percentage of construction costs.

Report of the Westport Center for Senior Activities Enhancement Committee

February 2016

Introduction

First Selectman Jim Marpe established the Center for Senior Activities (CSA) Enhancement Committee for the Town of Westport on September 24, 2015. The Committee's Mission was to "define the accommodations necessary to enhance the current Center for Senior Activities facility in order to meet the evolving needs and anticipated demand" of the community's seniors in particular and Westport residents in general.

Led by Selectman Avi Kaner, the appointed Committee is co-chaired by Lynn Goldberg and Stan Nayer; Leslie Wolf serves as vice-chair (Committee Membership Appendix I). In coordination with relevant Town Departments including Human Services, Building, and Parks & Recreation, the Committee was charged with developing a plan to enhance the CSA and its environs within the Town-owned property (zoned as open space) at 21 Imperial Avenue known as Baron's South.

History

The Center for Senior Activities has been in its current location in an 11,000+ square foot building in the 23 acre town park since January of 2004. The facility was beautifully designed to serve the population and program interests at the time, but as the senior demographic has grown and the program has expanded and developed to meet the demand, there are some limitations that need to be addressed if the Center is to continue to meet the community's expectations and serve the diverse interests of its senior population.

The senior center originated in 1973 at the Westport Weston YMCA, located at that time on the Post Road on the corner of Main Street in "downtown" Westport. In 1986, needing more space, the center moved to newly closed (as a school) Greens Farms Elementary School on the lower level, sharing the building with the Westport Arts Center. Summers were spent at Longshore Club Park. In 1997 the school was reclaimed by the Board of Education and the senior center moved to Staples High School. When a major renovation and expansion of the high school was approved, and the decision was made not to include the senior center in the new building, then First Selectwoman Diane Farrell appointed a committee to find a permanent location for the senior center. In 2004 the newly constructed Westport Center for Senior Activities opened at 21 Imperial Avenue.

Updated: March 3rd 2016

In 2005 the Center extended program hours to include Thursday evenings until 8:00 PM and in 2006 added Saturday morning hours from 8:30 AM to 1:00 PM. In 2014 the Center again expanded its hours to open earlier on weekdays (7:30 AM) and stay open until 3:00 PM on Saturday. This was in response to increasing numbers of seniors who were still working and found the traditional 8:30-4:30 timeframe precluded their participation.

Mission

The Mission of the Westport Center for Senior Activities is to “enhance the quality of life for adults 60 years of age and older by offering the opportunity to continue to learn and develop; to maintain optimum physical, mental, and social well-being; and to enjoy recreation and companionship in a pleasant and safe environment.”

CSA Enhancement Committee Process

At its initial meeting, the CSA (Center for Senior Activities) Enhancement Committee viewed a PowerPoint presentation on the CSA’s history and current programming, and heard a presentation from the Executive Director and Program Coordinator about trends across the country for senior centers. The Committee identified sixteen areas of concern in the CSA facility as it currently exists, including specific classroom spaces, facility improvements, parking and outdoor use. One research group contacted the Nielson Group to request demographic data in order to make projections about future participation.

The Committee identified several principles which were critical to the project. These included emphasizing the need for flexible space, collaboration with other community resources (e.g. the Westport Library, the Westport Weston YMCA), safety and security needs of older adults, and creating transportation options.

Committee members were assigned to two to four person research groups, each with a staff person as a resource. Each group was tasked with studying its specific area, visiting/observing it, interviewing users (instructors and participants), listing current problems or constraints, and suggesting possible solutions. Groups were encouraged to visit sites in town or the surrounding area which served similar functions to see how they handled problems and solved them.

Each research group reviewed its findings in both a written report (see attachments) and oral report before the full committee. Many reports documented their findings with photographs. The committee then discussed and debated specific proposals for solutions to current problems with an eye toward the demographic trends as well as current population. Creating a safer, senior focused parking lot is one priority that emerged, out of concern that people can attend the CSA and have easy access to the building.

Demographics

The Center for Senior Activities as it stands today is not prepared to meet the growing demands of the community, even before one considers the anticipated demographic growth. As well designed as the current facility was, and as well as it has served the community until now, there have been changes in how the facility is used since it opened in 2004. For example, there is a clear trend toward interest in unscheduled and drop in space for card games, mahjong, etc. The computer classroom is obsolete, based on the coming of Wi-Fi and the interest in one-on-one lessons on personal laptops rather than a class in which participants are at very different levels of experience. The Fitness Center and fitness programs have greatly expanded in variety and participation, as have the art classes. All of these changes suggest the need for flexible space in anticipation of changing trends in the coming years.

And then there are the demographics. According to data from the Nielsen Company, in 2010 the 55+ population represented 29.4% of Westport residents. In 2015 the percentage rose to 33.14% and in 2020 it is anticipated to be 37.4%. While 60+ is the age for participation in senior center programs, 55+ population data is used in this case to forecast usage over time. The trend is clear, and coupled with the increase in participation rates currently, in response to ongoing program development, the need for repurposing of current space and modest expansion seems clear.

Recommendations

Overriding Principles

In consultation with Human Services and the Director of the Westport Center for Senior Activities, the CSA Enhancement Committee research groups have compiled the following list of solutions to problems of space at the existing facility. In considering the enhancement of the CSA, several principles are critical to any design:

- Flexible Space to be able to respond and adapt to changing interests and new program development.
- Special needs of seniors, especially regarding safety, and security needs, to be considered and addressed.
- Collaboration with other town and community agencies, including for example the Westport Library, the Westport Weston YMCA, the Levitt Pavilion, Parks & Recreation, Westport Country Playhouse, Westport Historical Society, Westport Art Center, is essential.
- Transportation options are needed to facilitate collaborative programming, and to optimize seniors' ability to take advantage of all the community has to offer without duplicating resources.

Classroom Space

- Additional small, large, lecture and conference classroom spaces are needed. Small spaces are needed for counseling appointments and private individual consultations. Large expandable space/multi-purpose rooms are needed for exercise classes, lectures, meetings, and special events. Current conference room space needs to be retained and possibly expanded.
- Flooring options need to be evaluated for expansion of the café/lunchroom and to accommodate both dance and exercise classes.
- A dedicated lecture room is needed, equipped with media technology for showing DVDs, streaming from the Web, and viewing PowerPoint presentations. The space should accommodate chairs set up auditorium style.
- A large dedicated game room is needed. It should have tables and space for card players, chess, checkers, mahjong and other board games. Space is needed for a ping pong table and a billiard table. This space will be used for drop-in games. There may need to be multiple spaces for games or the space will need to accommodate both noisy and quiet games being played at the same time.
- Fitness room space needs to be expanded to accommodate additional attendees offering more open floor space for equipment and exercise. Equipment storage needs to be increased. Open gym opportunities should be increased. Cubbies or lockers for personal belongings are needed. An expanded fitness room should make use of the adjacent outdoor space with doors leading outside.
- The library should remain a dedicated quiet space for reading whether in its current location or a new space, with windows and scenic views as there are now.
- The art room space needs to be redesigned and/or expanded to allow for both wet and dry work. Lockers are needed for students and instructors to store materials and works in progress. Video equipment is needed for instruction.
- The current dedicated computer room space is no longer needed and can be repurposed.

Facility Improvement

- An expanded café should include a coffee bar, snacks, and light meals throughout the day to meet nutritional needs of seniors. New equipment for refrigeration and display is needed. Additional seating is not needed as long as the dining area can be used for snacking. The seating area for lunch and weekend events that offer food needs to be expanded.
- Showers/locker rooms are needed for times the WCSA is used as a shelter and as well as for those using the fitness room/classes.

- The reception area needs to be reconfigured and/or enlarged to accommodate additional staff at the front desk. An area for 4 – 8 attendees to sit while completing paperwork is needed.
- Space needs to be identified for displaying flyers, brochures, and communications.
- There is need for more storage space. Space is needed for long-term storage and space that is easily accessible for items used daily/weekly.
- Administrative office space needs to be evaluated and should continue to be located near the lobby and front doors.

Parking

- The parking lot should be redesigned to be senior-friendly and safe. More non-handicap spaces in close proximity to the building for easy accessibility are needed. Current handicapped spaces should be evaluated. Parking assisted options including valet options should be explored, especially for events that draw large numbers at one time.

Outdoor Use

- The WCSA will collaborate with Westport Parks and Recreation to create an adult park, trails, possible bocce court, open space for yoga, Pilates, snowshoeing, outdoor dining, etc.

In Conclusion

The WCSA Enhancement committee recommends to the First Selectman that the Town proceed to prepare a Request for Proposal seeking Design Development services incorporating the findings and recommendations of the committee as described above.

Appendices

WCSA Enhancement Committee Press Release

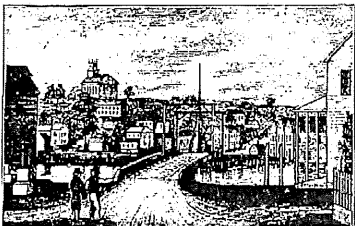
WCSA Enhancement Committee Membership

WCSA Enhancement Committee Minutes

A New Perspective – The Newsletter for Westport’s Seniors November 2015 Issue

WCSA Enhancement Committee Research Reports

Demographic and Participation Charts



Westport Historic District Commission

Town Hall

Westport, Conn. 06880

June 15, 2016

Honorable James S. Marpe
 First Selectman
 Town of Westport
 Westport, CT 06880

Dear Mr. Marpe:


The Westport Historic District Commission respectfully requests to be placed on the July 20th 2016 Board of Finance agenda for an appropriation in the amount of \$10,000 to Account No. 10101181-531000, Fees & Services. This amount would be added to the 2016-2017 department budget/ Fees & Services in the amount of \$5,000. The interim funding will allow the HDC to accept a Certified Local Government (CLG) Enhancement Grant from the State Historic Preservation Office (SHPO) in the total amount of (\$15,000). If the award is granted, the HDC will use the funds to hire an architectural historian to complete the Bridge Street National Register District Nomination.

On June 8, 2016 the Board of Selectmen authorized the HDC to apply for this grant and to accept the funding if awarded. Should the grant be awarded, this appropriation will allow the HDC to enter into an agreement with the State Historic Preservation Office (SHPO). At the successful completion of the project, the town will be fully reimbursed for the interim funding in the amount of \$15,000.

Thank you in advance for your consideration of this request.

Sincerely,
 Francis H. Henkels
 Chair, Historic District Commission

**Approved for submission
 To Board of Finance (6/16/16)**



 James S. Marpe
 First Selectman