

RESOLUTIONS

(1)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$150,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account (Tractor) to purchase a municipal tractor to replace a 2004 tractor is hereby appropriated.

(2)

Item #2 has been withdrawn.

(3)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum of \$200,000 to the Board of Education Account (School Security Locks) to replace the schools' interior door locksets with high security locksets, a security upgrade recommended by Kroll, Inc, is hereby appropriated.

(4)

RESOLVED: That upon the recommendation of the Board of Education, the agreement between the Westport Board of Education and the Westport Intermediate Administrators Association for the period covering July 1, 2014 to June 30, 2017 is hereby not rejected.

Announcements

Strauss, Patricia

From: Eileen Lavigne Flug <eileenflugrtm@optonline.net>
Sent: Saturday, April 19, 2014 9:31 PM
To: # TOW-RTM Mailing List
Cc: Edwards, Stephen; Strauss, Patricia
Subject: Special Sewer Extension Committee
Attachments: 2359_001.tif

Hi All:

The attached revised Sanitary Sewer Extension Policy was recently adopted by the Water Pollution Control Authority. The revisions were prompted by a petition submitted over a year ago by over 20 electors recommending review of the policy. The revised policy was developed by Public Works Director Steve Edwards and the RTM Special Sewer Extension Committee: Jack Klinge (Chair), Don Bergmann, Lyn Hogan, Carla Rea and John Suggs. The Committee and Steve spent many hours over many meetings researching, evaluating and drafting the revised policy. On behalf of the entire RTM, I want to thank Jack, Don, Lyn, Carla and John for serving on this committee.

As the committee's work is now done, I hereby disband this committee

Eileen

Strauss, Patricia

From: Eileen Lavigne Flug <eileenflugrtm@optonline.net>
Sent: Saturday, April 19, 2014 9:41 PM
To: David Brown
Cc: Edwards, Stephen; RTM-SSExtension
Subject: Sanitary Sewer Extension Policy
Attachments: 2359_001.tif

Hi Dave:

I wanted to let you know that the attached revised Sanitary Sewer Extension Policy was adopted by the Water Pollution Control Authority last month, as a result of your petition to the RTM. As you may recall, last summer the RTM Special Sewer Extension Committee was created to work with Steve Edwards to review your concerns and recommend revisions to the policy to the WPCA. I think the revised policy addresses most, if not all, of the concerns you addressed. Thank you for taking the time to spearhead this effort. I hope you are satisfied with the results.

All the best,
Eileen



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.

WESTPORT, CONNECTICUT 06880

March 17, 2014

MEMORANDUM

TO: Mr. James S. Marpe
First Selectman

FROM: Stephen J. Edwards
Director of Public Works

A handwritten signature in dark ink, appearing to read "S. Edwards", is written over the printed name and title.

Re: Sanitary Sewer Extension Policy Revision

On February 6, 2013, at least 20 electors of the Town of Westport petitioned the RTM requesting that the RTM review and recommend revisions to the existing policies and procedures guiding the Department of Public Works (DPW) in its management of the Town's sanitary sewer extension program. In response, on July 8, 2013, moderator Eileen Flug created the Sewer Extension Special Committee to which she appointed Jack Klinge (Chair), Don Bergman, Lyn Hogan, Carla Rea, and John Suggs. The Committee met multiple times with me to fully understand the existing policy and practice and then to make recommendations where they felt appropriate.

The revised Sewer Extension Policy was reviewed by Ms. Gail Kelly, Assistant Town Attorney and by the RTM. Comments received from both reviews have been incorporated into the final document that is being submitted for approval by the Water Pollution Control Authority. Attached are copies of the existing policy and the revised policy which this office recommends for adoption. It is obvious that the primary objective of the revision is to provide more information to potential petitioners of future sanitary sewer extensions.

cc: Jack Klinge
Don Bergman
Lyn Hogan
Carla Rea
John Suggs
Eileen Flug

G:\PW_OFFS\JE\FSWP\CPF Sewer ExtensionPolicy

SANITARY SEWER EXTENSION POLICY

I. INTRODUCTION

Following is an outline detailing the process and procedures for resident-initiated extensions of sanitary sewers. This document contains information you will need if you are *either* the lead petitioner seeking to extend the Town sewer to your neighborhood, street and/or property OR if you are a signatory of the petition.

Before you begin the sewer extension process, you should be aware of several points:

- Any resident-initiated sewer extension can be a lengthy and expensive process consisting of multiple steps that must include 75% of affected homeowners in the potential extension area.
- Per homeowner costs can range from a lower end of \$9,000 to a higher end of \$18,000 per household *or more* and include three categories of cost:
 - Cost to extend the sewer to the neighborhood
 - Cost to connect to the sewer
 - Annual sewer use fee
- An official cost estimate for the extension is available *only* after a petition has been submitted, verified and deemed complete *and* the Town has completed the engineering design phase of the sewer extension. Any estimates prior to this point are educated guesses only. A final per-household cost is not available **until construction is complete** and the Town prepares a final cost-accounting of the project.
- Signature on a petition **commits the property owner** to support and eventually pay for an assessed share of the installation costs of the sewer extension.

The **lead petitioner** is fully responsible for ensuring that each petitioner who signs the petition receives this Policy and understands its contents. By turning in the completed and signed petition, the **lead petitioner** is automatically acknowledging that he or she has provided a copy of this Policy to each and every signatory.

A. SEWER VS SEPTIC:

Sewers are administered by the Engineering Division of the Town Department of Public Works (DPW). The primary contact for questions is Bryan Thompson, Water Pollution Control Authority (WPCA) Coordinator @ 203-341-1129. Under the provisions of C.G.S. Section 7-246 and Section 30-174 of the Code of Ordinances, the Town of Westport created a sewer authority and designated the Board of Selectmen as the Westport WPCA. This body is responsible for the implementation of the regulations and policies that relate to the collection and processing of sewage within the Town of Westport.

Septic systems are administered by the Westport Weston Health District. The primary contact for questions is Jeff Andrews @ 203-227-9571.

Both sewer and septic provide a safe and effective option for treating residential sanitary waste. Septic relies on an onsite treatment system. Sanitary sewer relies on transport of the domestic waste off site through an extensive collection system of underground piping to the Westport Water Pollution Control Facility at Elaine Road.

B. POTENTIAL FOR SEWER:

The Town of Westport, acting through its Planning and Zoning Commission, has determined the areas of the Town that are eligible for sewer service. Details of the limits of the sewer service areas are available in the Engineering Office of the DPW and on-line at www.westportct.gov. Residents within approved sewer service areas that are not currently serviced by sewer may seek an extension of the existing sewer system by a petition for a sanitary sewer extension. All approved sanitary sewer extensions are completed in response to a petition at the cost of the affected property owners.

Each spring the Engineering Division of the DPW reviews the petitions submitted to date and chooses one or more petitions for design and construction. The petitions are rated and prioritized based on criteria established in the 2002 WPCA Facility Plan. This plan is available at the DPW. These criteria provide priority for sewer extensions serving smaller properties with high ground water or wetlands and a documented history of compromised septic systems.

II. PETITIONING & INSTALLATION PROCEDURE

1. **Petition:** Property owners who want to initiate the process to have sanitary sewers installed to serve their properties **must submit a petition bearing the signatures of at least 75% of the property owners abutting the street where sewer service is requested.** (Signatures of renters are not acceptable.) Properties that are owned by more than one person must have the signatures of all owners listed on the Town's land records. Petitions are for sewer extension installation and not for a feasibility study. Except as referenced in #5, a signature on a petition commits the signing property owner to support and eventually pay for the costs incurred by the Town for the installation of the sanitary sewer extension. Before signing the petition potential petitioners should thoroughly read and review this document; including the form of petition (Attachment I) and the attached FAQ (Attachment II). **Petitioners who sign the petition are required to connect to the sewer within one year from their receipt of notice of the acceptance of the construction of the sewer extension by the DPW and of their right to apply for a connection permit .**
2. **Submission of Petition:** Petitions must be submitted to the Town of Westport Engineering Department, Room 210, Westport Town Hall, 110 Myrtle Avenue, Westport, Connecticut 06880.
3. **Review of Petition:** The office of the Town Engineer of the DPW will review the received petition with respect to the topography of the relevant service area and the most

likely path of effluent to the existing sewer system. Once the preferred path has been determined, the petitioners' signatures along that path of flow will be verified to ensure that they represent **75%**, or more, of the affected properties. An affected property is any property that abuts or has reasonable access to the proposed sanitary sewer extension.

If it is determined that the petition does not meet the required **75%** participation, the petition will be **REJECTED** and returned to the individuals who submitted it.

If not rejected, the submitted petition will be placed in the queue and identified as "Pending".

4. **Prioritization:** Each spring the WPCA Coordinator will provide a list of the pending petitions to the Westport Weston Health District and the Conservation Department to solicit their input on prioritization based on the criteria established in the 2002 WPCA Facility Plan. Based on their input and the date of submission, one or more petitions will be selected for presentation to the Board of Selectmen acting in its capacity as the WPCA.
5. **Special Meeting:** The WPCA Coordinator will then prepare a "Sanitary Sewer Petition Summary" and request authorization from the WPCA for the DPW to accept the subject sewer petition. Prior to submitting the petition to the WPCA for approval, the WPCA Coordinator will hold a special meeting of the petitioners and other affected property owners, at which time the proposed project will be reviewed and questions answered relative to timing, cost, construction impacts and financial hardship options. At any time within 90 days after the special meeting, any petitioner or other affected property owner may contact the WPCA Coordinator to remove from or add their name to the petition. After the meeting, the petition will be reviewed again to ensure that the 75% requirement is still maintained. If so, acceptance of the petition will be placed on a meeting agenda of the WPCA. Public participation is welcomed at this WPCA meeting. Upon acceptance of the petition by the WPCA, the Director of Public Works will request the First Selectman to submit an "8-24" application to the Planning and Zoning Commission.
6. **Design Proposals:** Following authorization from the WPCA and a positive report on the 8-24 application from the Planning and Zoning Commission, the DPW will obtain proposals for the engineering design phase of the sanitary sewer extension. After reviewing and selecting the most cost effective proposal from a qualified design engineer, preliminary requests will be made for funding, first to the Board of Finance and then the Representative Town Meeting (RTM).
7. **Design:** Once funding has been authorized, a contract will be executed and the design engineer will design the sanitary sewer extension. Following completion of the preliminary design, all property easements required for construction will be secured by the Town. Subsequent to the filing of the easements, the design engineer will prepare an estimate of construction cost. The DPW will then request that the WPCA set a date for a Preliminary Benefit Assessment Public Hearing.
8. **Preliminary Benefit Assessment:** A Preliminary Benefit Assessment Public Hearing will be scheduled and held by the WPCA. All affected property owners will receive in the mail

a notice of when and where the Public Hearing will be held and a brief description of the purpose of the hearing. The design of the project and the estimated costs for each affected property owner will be provided at this hearing. Public participation is welcomed.

9. **Construction Financing:** Absent any unexpected findings at the Preliminary Benefit Assessment Hearing, design plans will be finalized and final financing for the construction will be sought from the Board of Finance and RTM. Following final funding approval, the project will be advertised for construction bids.
10. **Construction Bids:** Upon receipt of construction bids, the DPW will select the winning bidder and request that the WPCA authorize the execution of a construction contract with that bidder.
11. **Construction:** Upon execution of the construction contract, the contractor will be directed to proceed with construction.
12. **Connection:** Upon completion and acceptance by the DPW of the construction of the sanitary sewer extension all affected property owners will be mailed written notice that they may apply for their individual connection permits. All petitioning properties will be given one year following this notice to connect to the sewer.
13. **Final Benefit Assessment:** Upon completion and acceptance by the DPW of the sewer construction, the DPW will prepare a final cost accounting of the project. Based upon this accounting, the WPCA will schedule and hold a Final Benefit Assessment Public Hearing and establish the Benefit Assessment charge for each affected property owner for the project. All affected property owners will receive notification by mail of the Benefit Assessment Public Hearing. All affected properties (whether or not they have connected or petitioned) will be subject to the Benefit Assessment which will be billed by the Tax Department. Property owners may pay the assessment in its entirety (this will avoid any interest charges) or it may be payable in 19 annual installments, with interest. If payment is extended over the 19 year period, a lien for the unpaid balance is placed on the property owner's property. Examples of recent assessments are provided in Attachment III.
14. **Appeal:** Any property owner aggrieved by the assessment may appeal to the superior court of the judicial district in which their property is located. Such appeal must be filed before the court not more than twenty-one (21) days after the date the final sewer assessment has been filed with the Town Clerk (see C.G.S. Section 7-250).

III. FINANCIAL CONSIDERATIONS

In determining whether or not to seek a sewer extension, the following general cost information is provided.

A. SEPTIC:

- * Tank pumping every 2 to 3 years is approximately \$400 to \$500 per pumping.
- * Replacement of septic tank if/when necessary at approximately \$1,500 to \$5,000, with septic field repair or replacement ranging from approximately \$10,000 to \$30,000 or more.

B. SEWER:

- * Cost to extend sewer line to neighborhood: Benefit Assessment based on actual project cost. Typical range of assessment is \$9,000 to \$18,000 (Attachment III) payable upon completion or billed in annual installments plus interest over 19 years. Lien placed on property for unpaid balance.
- * Cost to connect to sewer line: Must abandon existing septic tank and connect house to lateral at property line. Typical cost \$30 to \$40 per linear foot.
- * Annual Sewer Use Fee: Each sewer user is billed annually for sewer use based on actual water usage. Typically \$250 to \$700 per year based on water usage.

IV. HARDSHIP DEFERRAL

By Town Ordinance, sewer extension charges and sewer user fees may be deferred by qualifying property owners (Chap. 62, Article II, Section 62-105 et seq). To qualify, the property owner must (A) either (i) be age 65 or older or (ii) have a permanent and total disability under any governmental plan and (B) have a Federal adjusted gross income of less than \$75,000 during each year for which a deferral is sought. A surviving spouse of an individual previously qualifying for a deferral may also defer these charges and fees if the surviving spouse is age 60 or older.

A qualifying property owner may file an application for deferral with the WPCA through the Department of Human Services on or before November 15 of the applicable year. The application form is available at the Department of Human Services and the Town Assessor's Office. The application form may also be filed with the Town Assessor's Office. All deferrals are reviewed by the Assessor's Office and approved by that office and the WPCA on an annual basis. A qualifying property owner may defer up to 100% of the annual assessment charge, the annual carrying charges (interest) and the annual sewer use charge. The hookup charge incurred by the property owner does not involve the Town. The property owner is responsible for hook up charges.

The amount of all deferred sewer charges is subject to an annual interest charge of 50 basis points less than the average Bond Buyer Eleven Index for January of each year rounded to the nearest whole percent. Interest does not compound. At the time of the deferral of any sewer

charges the property owner must enter into an agreement with the Town providing for a lien on the property owned in the amount of all deferred amounts, plus interest as it accrues. The lien becomes due upon transfer of the property or upon the death of the property owner having obtained the deferral. All deferred amounts, including accrued interest, may be paid to the Town at any time without penalty. Under law, the lien of the Town takes priority, including as to any bank or other creditor of the property owner.

All sewer extension charges and sewer user fees not paid when due or deferred will bear interest at a delinquency interest rate fixed by State law. A qualifying property owner that has incurred delinquency interest charges and who subsequently applies and qualifies for a deferral, may also defer those delinquency interest charges incurred to the date of the deferral.

ATTACHMENT I

PETITION FORM

SANITARY SEWER EXTENSION

“We, the undersigned, being owners of property abutting the proposed sewer extension do hereby petition the Town of Westport, Water Pollution Control Authority to install sanitary sewer to service said properties with the understanding that the **total cost of the sanitary sewer installation will be benefit assessed equally among all properties to which sewer will be available.**”

NAME (Please Print)	ADDRESS PHONE NUMBER E-MAIL	SIGNATURE by Owner(s) Representing that you support the petition and have received /reviewed the entire 11 page Sanitary Sewer Extension Policy

Lead Petitioner: **Name** _____
 Address _____

 Phone # _____ **Fax #** _____
 Email _____

Date Received: _____

ATTACHMENT II

FREQUENTLY ASKED QUESTIONS

If I sign the petition, how long before the sewer will be installed?

The answer is highly variable. Sometimes a person may sign a petition and it is never submitted because it lacks the required support. Based on the current backlog, once the petition is received by the Department of Public Works and determined to be complete it will then enter the queue and will typically be three to four years before it goes into design. Design and construction typically take two years. Priority will be given to petitions based upon certain criteria, including those areas that are deemed critical by the Westport/Weston Health District or the Conservation Department.

What will a sewer cost?

The cost of the sewer is highly variable depending upon the size of the lots and presence of rock. Attachment I provides the benefit assessments for the most recent projects. Once the sewer is installed in the roadway, it is incumbent on the connecting homeowner to hire a licensed installer to abandon the existing septic tank (generally by pumping it out and crushing it in place) and connecting the house to the sewer. This cost will vary from a thousand dollars to several thousand dollars depending on the distance from the road to the septic tank, landscaping, and presence of rock.

Unless you elect to pay the sewer assessment immediately in full, the sewer assessment will be payable in annual installments over 19 years. The Sewer Use Fee is billed annually and will continue as long as you are connected to the sewer.

How is the Sewer Use Fee determined?

The Sewer Use Fee is set each year by the WPCA based on the annual operating cost of the Town Water Pollution Control Facility. This annual cost of operation is divided by the total number of gallons of effluent treated in order to determine a cost per gallon treated. Your water bill from Aquarion Water Company will be used to determine your Sewer Use Fee based on the number of gallons of water you use. Most single family residences run between \$250 to \$700 per year.

How do I find a licensed installer?

The Department of Public Works can provide a list of licensed installers.

What if I don't want the sewer?

Even if you don't want or need the sewer, you will still be provided a lateral to the new sewer and you will be obligated to pay the benefit assessment. If you do not sign the petition and your septic system is functioning adequately, you will not be required to connect to the new sewer and

will therefore avoid the cost of the connection and the Sewer Use Fee. Again, however, you will still receive and be obligated to pay the annual benefit assessment bill.

What if I want to contest or appeal the benefit assessment?

Any person aggrieved by the assessment may appeal to the superior court of the judicial district in which the property is located. Such appeal must be filed before the court not more than twenty-one (21) days after the sewer assessment has been filed with the Town Clerk.

Will I be inconvenienced during the installation of the sewer line?

There will be some inconvenience during installation of the sewer line. Typically the contractor will move up the roadway in an orderly fashion at approximately 75 to 100 feet per day. If your roadway is 1000 feet long, it may take the contractor 10 to 15 days to lay the line in your roadway. After the line is installed they will come back and install a lateral to each property. This is typically a day per lateral. A temporary patch will be placed over the trench shortly after the pipe is installed and then a final patch will be installed later after the trench has been allowed to settle at least six weeks.

Will there be a period when I will not be able to get to my house?

No. The contractor will be required to maintain access at all times. Obviously there may be short periods, 10 to 15 minutes, when a vehicle is blocking access but even these will be removed immediately in the case of an emergency.

What happens if I sell my house before the assessment is paid off?

The assessment runs with the property, it is transferred to the new owners upon the sale of the property or it can be paid off at that time as part of the closing.

What if I cannot afford the assessment or the sewer use fee?

The elderly, generally 65 and older, and the permanently and totally disabled are eligible to apply for a means-tested deferral of both the sewer assessment and the sewer usage fee. Application for such relief is handled by the Department of Human Services, Town Hall, 110 Myrtle Avenue, as well as the Town Assessors Office at the same address.

What if I am on well water, how will I be assessed?

Typically, sewer usage is based on water consumption data provided by Aquarion Water Company. Residents that are on well water have the option of installing a meter at their own cost or using the national average of 120 gals per day per occupant of the home.

ATTACHMENT III

RECENT BENEFIT ASSESSMENTS

YEAR	AREA	PER UNIT ASSESSMENT
2012	Imperial Ave/Otter trail	\$14,235.52
2009	Kings Hwy/Ridgewood	\$12,099.00
2009	Hales Rd/Drumlin Rd	\$ 9,050.26
2005	Marion Rd/Hillyfield Rd	\$ 9,041.51
2004	Whitney St/Turtleback	\$ 9,730.90
2004	Reimer Rd/Pleasant Valley	\$18,357.58
2003	Long Lots Lane/Hickory Dr	\$11,391.11

BOF Approved 4/2/14



WESTPORT CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE

WESTPORT, CONNECTICUT 06880

RECEIVED

FEB 25 2014

TOWN OF WESTPORT
SELECTMAN'S OFFICE

February 21, 2014

Mr. James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

BACK UP MATERIAL
RTM ITEM # 1

Re: Request for Appropriation - Replacement of 2004 Holder Municipal Tractor

Dear Mr. Marpe:

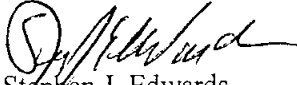
This Department herein requests an appropriation from the Capital and Non-Recurring Expenditure Fund; Equipment Replacement Account, in the amount of One hundred fifty thousand dollars (\$150,000.00) to purchase a municipal tractor to replace a 2004 machine.

In 2004, the Public Works Department retired two pieces of equipment, a 1973 Bombardier snowplow and a 1988 tractor and flail mower and replaced them with a single multipurpose municipal tractor that is used year round for snow removal, sidewalk sweeping, and mowing of easements and street shoulders. This piece of equipment has become invaluable throughout the year.

Unfortunately, the unit that we purchased has developed an extensive maintenance history and is currently costing us more for repairs than it is worth. We have been able to keep it operational through the winter but for the second time in two years, the clutch on the PTO is inoperable and replacement/repair is \$9,800.00 plus \$2,500.00 transportation. The local vendor for the unit in 2004 has left the state and now the closest service is in Chelmsford, MA.

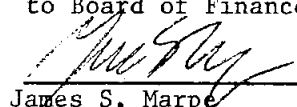
A review of the annual costs of maintenance and the increased downtime for the Holder coupled with the pending replacement of expensive components indicate that it is time for replacement. This piece of equipment has been projected in the C&NREF equipment replacement schedule for this year and we feel it's replacement at this time is appropriate.

Respectfully,


Stephen J. Edwards
Director of Public Works

cc: Gary Conrad, Finance Director

Approved for submission
to Board of Finance (4/2/14)


James S. Marpe
First Selectman

4/2/14







**RTM Finance Committee Meeting
April 22, 2014**

Finance Members Present: Jeff Wieser, Chair; Allen Bomes; Kate Kirby; Rick Weber, Lois Schine, Seth Braunstein.

Others present: First Selectman, Jim Marpe; Public Works Director, Steve Edwards; Finance Director, Gary Conrad

Steve Edwards presented the request for this tractor replacement. He explained that the request for this new tractor is coming earlier than he would have predicted when the machine was purchased in 2004. However, the utilization of the tractor in all seasons has led to its being more useful over that ten years, and the maintenance costs to keep it running are becoming too onerous to make sense. He hopes to replace the machine with a similar all season vehicle and use this one as back up until it totally wears out. At that point it might be worth something as parts on Ebay, but we should expect that it will be “fully depreciated” at that point and valueless.

A motion was made and seconded as follows:

“To approve an appropriation, as requested by the Director of Public Works and approved by the Board of Finance of \$150,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) Account #31503310-500268(Tractor) to purchase a municipal tractor to replace a 2004 machine.

The motion passed unanimously.

Jeff Wieser
Chair
RTM Finance Committee

BOF Approved 4/2/14

Date: March 20, 2014

BACK UP MATERIAL
RTM ITEM # 3

TOWN OF WESTPORT
APPROPRIATION REQUEST FORM
LOCKSET REPLACEMENT ALL SCHOOLS

SECTION #1 (Who Is Making Request?)

Department: WESTPORT PUBLIC SCHOOLS

Requested by: Dr. Elliott Landon, Superintendent of Schools; Elio Longo, Jr., Director of School Business Operations

SECTION #2 (What Is Being Requested?)

Appropriation Request Dollars: \$200,000

Financing Structure: Bonds or Notes

SECTION #3 (Why Is Request Being Made?)

Operating Rationale:

The request, if granted, will allow Westport to convert existing interior door locksets to a high security grade storage room lockset. The storage room lockset was one of the Kroll, Inc., security upgrade recommendation. Additionally, Westport Public Schools has been awarded a 20.71% reimbursement by the State of Connecticut Department of Emergency Services and Public Protection/Emergency Management and Homeland Security through the competitive School Security Grant (Round 1).

Demonstrated Need:

In Capital Forecast: Yes _____ No X_____

If No, Reason Why: The Westport Board of Education is requesting a supplemental appropriation to address school security separately from its five-year capital request.

Change to Capital Forecast (Plus/Minus):

And Why Difference:

SECTION #4 (How To Evaluate Request From Financial perspective?)

Benchmarks (Comparable) Available: Competitive bid process.

Basis For Cost Estimate (Bidding process/Past Experience/Pro-Forma Estimates: RFP – see attached

SECTION #5 (What is Process Required Preceding Or Following BOF & RTM Approvals?)

Westport Public Schools must complete the full National Clearinghouse for Educational Facilities (NCEF) Checklist for each of the eight district schools (see attached summary) prior to submitting a

reimbursement request to the State of CT DESPP/EMHS. Westport Public Schools will evaluate all RFPs and award the contract to the most qualified, responsible bidder. Planned installation date scheduled to commence on July 1, 2014.

List Approvals Required/Obtained/Pending (Attach All Submissions/Responses): BOF, RTM and Board of Selectman approvals will be required.

Any Public Hearings/Comments (Summarize & Provide Both Positive/Negative Examples): BOF & RTM public meetings have not yet been held.

Are any Required Approvals Not Granted Likely To Affect Funding Request? (Impact On Revenues or Reimbursements): Without approvals, the project will not be initiated.

SECTION #6 (What Happens to Town Finances if Request Approved?)

Impact On Department's Current Budget Increase Over Last Year:

No impact to operating budget. The Board of Education is requesting a supplemental capital appropriation.

Impact, If Any, On Department's Operating Costs (Plus Or Minus):

No impact to operating costs. All work will be performed by a contractor. No recurring costs.

Ancillary Costs Associated with request (Maintenance Contracts, Supplies, etc.):

None.

Useful Life of Capital Asset (Compared to Item Being Replaced and Other Benchmarks):

Hardware has minimum five to seven years useful life.

Impact On Net Contribution to Town's Total Debt and Annual Debt Service:

Not applicable.

Cost Per User (Or Per Use) Per Year: Not applicable

Revenues Attached to Asset's Use, if Any: Not applicable

SECTION #7 (What Happens if Not Approved?)

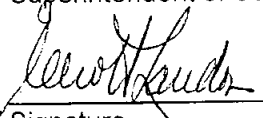
Alternatives to Request (Outsourcing, Rental, Leasing, etc.):

No alternatives identified.


Ramifications to Delaying or Denying Request:

A major component of school security upgrades/improvements will be delayed.

Elliott Landon
Superintendent of Schools


Signature Date March 20, 2014

James Marpe
First Selectman


Signature Date 3/21/14

School Security Grant Program - State of Connecticut
Grant Proposal of the Westport Public Schools
Analysis of Lockset RFP

	SHS	BMS	CMS	CES	GFS	KHS	LLS	SES	Total	Grant Award	Local (Required)
Interior door locksets	\$ 149,446	\$ 52,981	\$ 38,486	\$ 47,483	\$ 48,982	\$ 41,485	\$ 25,991	\$ 30,489	\$ 435,343	\$ 90,161	\$ 345,182
Est. Quantity	411	146	106	130	135	114	71	84	1,197		
									Est. unit cost (installed): \$ 363.70		
Bid Quantity	488	115	219	86	98	120	193	106	1425		
Quantity variance	77	(31)	113	(44)	(37)	6	122	22	228		
Calvert Safe & Lock (per lockset)	\$ 169.12	\$ 169.12	\$ 169.12	\$ 169.12	\$ 171.85	\$ 169.12	\$ 169.12	\$ 169.12			
Calvert Safe & Lock (extended)	\$ 82,530.56	\$ 19,448.80	\$ 37,037.28	\$ 14,544.32	\$ 16,841.30	\$ 20,294.40	\$ 32,640.16	\$ 17,926.72	\$ 241,263.54		
Calvert Safe & Lock (per lockset) revised	\$ 169.12	\$ 134.32	\$ 134.32	\$ 134.32	\$ 137.05	\$ 134.32	\$ 134.32	\$ 134.32			
Calvert Safe & Lock (extended)	\$ 82,530.56	\$ 15,446.80	\$ 29,416.08	\$ 11,551.52	\$ 13,430.90	\$ 16,118.40	\$ 25,923.76	\$ 14,237.92	\$ 208,655.94		
All schools except GFS and SHS		\$ 112,694.48									
Greens Farms School		\$ 13,430.90									
SHS lockset cylinder conversion (\$79.90)		\$ 38,991.20									
Estimated total district cost:		\$ 165,116.58									
				Average unit price installed:		\$ 115.87					
20% Contingency		\$ 33,023.32									
(lead abatement, non-convertible locksets, keys, additional areas, etc.)		\$ 198,139.90									
Empire Energy Specialists (per lockset)	\$ 152.25	\$ 152.25	\$ 152.25	\$ 152.25	\$ 150.00	\$ 152.25	\$ 152.25	\$ 152.25			
Empire Energy Specialists (extended)	\$ 74,298.00	\$ 17,508.75	\$ 33,342.75	\$ 13,093.50	\$ 14,700.00	\$ 18,270.00	\$ 29,384.25	\$ 16,138.50	\$ 216,735.75		
Empire Energy Specialists (per lockset) revised	\$ 73.10	\$ 152.25	\$ 152.25	\$ 152.25	\$ 150.00	\$ 152.25	\$ 152.25	\$ 152.25			
Empire Energy Specialists (extended)	\$ 35,672.80	\$ 17,508.75	\$ 33,342.75	\$ 13,093.50	\$ 14,700.00	\$ 18,270.00	\$ 29,384.25	\$ 16,138.50	\$ 178,110.55		
Builders Hardware (per lockset)	\$ 165.20	\$ 165.20	\$ 165.20	\$ 165.20	\$ 168.20	\$ 165.20	\$ 165.20	\$ 165.20			
Builders Hardware (extended)	\$ 80,617.60	\$ 18,998.00	\$ 36,178.80	\$ 14,207.20	\$ 16,483.60	\$ 19,824.00	\$ 31,883.60	\$ 17,511.20	\$ 235,704.00		
Builders Hardware (per lockset) revised	\$ 63.85	\$ 165.20	\$ 165.20	\$ 165.20	\$ 168.20	\$ 165.20	\$ 165.20	\$ 165.20			
Builders Hardware (extended)	\$ 31,158.80	\$ 18,998.00	\$ 36,178.80	\$ 14,207.20	\$ 16,483.60	\$ 19,824.00	\$ 31,883.60	\$ 17,511.20	\$ 186,245.20		
Kelley Brothers Hardware (per lockset)	\$ 133.65	\$ 133.65	\$ 133.65	\$ 133.65	\$ 136.29	\$ 133.65	\$ 133.65	\$ 133.65			
Kelley Brothers Hardware (extended)	\$ 65,221.20	\$ 15,369.75	\$ 29,269.35	\$ 11,493.90	\$ 13,356.42	\$ 16,038.00	\$ 25,794.45	\$ 14,166.90	\$ 190,709.97		
	\$ 193.35	\$ 193.35	\$ 193.35	\$ 193.35	\$ 156.73	\$ 193.35	\$ 193.35	\$ 193.35	\$ 256,572.00		
									\$ 15,360.00		
									\$ 271,932.00		
									\$ 175,679		
									\$ 83,433		
									\$ 259,112		

NCEF Safe School Facilities Checklist

Downloaded May 02, 2013

School or building name: _____

Date of assessment: _____

Assessor: _____ Phone number: _____

Contact person: _____ Phone number: _____

About the Checklist

This checklist is designed for assessing the safety and security of school buildings and grounds. Created by the National Clearinghouse for Educational Facilities and funded by the U.S. Department of Education's Office of Safe and Drug-Free Schools, the checklist combines the nation's best school facility assessment measures into one comprehensive online source. Nationally recognized school facility and safety experts participated in the checklist's creation and oversee its maintenance and updating.

The checklist embodies the three principles of Crime Prevention through Environmental Design (CPTED): **natural surveillance**, the ability to easily see what is occurring in a particular setting; **natural access control**, the ability to restrict who enters or exits an environment; and **territoriality-maintenance**, the ability to demonstrate ownership of and respect for property.

There is no perfect score or passing grade for the checklist and not all assessment measures will apply to any one school. Those that do apply must be considered in the context of the school's primary purpose: providing an effective teaching and learning environment. Proper safety and security measures do not work counter to this purpose.

Using the checklist should be an integral part of a school's crisis mitigation and prevention strategy. For complete information about crisis planning, see the publication **Practical Information on Crisis Planning: A Guide for Schools and Communities** by the Office of Safe and Drug-Free Schools, at <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>.

NCEF Assessment Guides

An alternative form of this checklist is the series of **NCEF Assessment Guides**. The guides may be downloaded individually, by space type, and multiple copies may be made for repetitive spaces such as classrooms. See **Mitigating Hazards in School Facilities** at www.ncef.org/safeschools.

The Assessment Team

For reviewing designs for a new school, addition, or renovation, the assessment team should be led by a school CPTED specialist and include the project facility planner and architect as well as appropriate school personnel and engineering and security professionals. Reviews should be conducted during the schematic phase and at the 30 and 95 percent document completion stages, with emphasis on getting things right as early in the design process as possible. If there is a post-design value engineering review, be careful that safety and security features are not compromised.

For assessing an existing school, where the facility itself is examined, the assessment team should be led by a school CPTED specialist and include the school or district facility manager, the principal, and, as appropriate, the head custodian, a teacher, the school resource officer, the local fire and building inspectors, and any needed architectural, engineering, and security professionals. Where assembling such a team is impractical, key school personnel should be interviewed to identify specific safety and security concerns and potential sources of trouble that otherwise might be missed.

Acknowledgements

The checklist was created by William Brenner and Tod Schneider, with technical oversight by Michael Dorn. Reviewers were Craig Apperson, J.C. Ballew, Robert Canning, Gregg Champlin, Mary Filardo, Mark Gliberg, Gerald Hammond, Jon Hamrick, Alex James, Allen Kasper, Don Kaiser,

Gordon Leeks, Kelvin Lee, Joe Levi, John Lyons, Judy Marks, Peter McGlinchy, Tom Mock, Bill Modzeleski, David Mooij, Ed Murdough, Irene Nigaglioni, Russ Riddell, Tom Roger, Joe Sanches, Henry Sanoff, Linda Sargent, David Sellers, Yale Stenzler, Grace Taylor, Jennifer Woolums, and Richard Yelland.

Special thanks to Julie Collins and Jon Hamrick of the Florida Department of Education and to Billy Lassiter of the North Carolina Center for Prevention of School Violence.

Sources

The checklist is drawn primarily from six sources:

Florida Safe School Design Guidelines: Strategies to Enhance Security and Reduce Vandalism. University of Florida. Florida Department of Education. 2003. Online at http://www.firn.edu/doe/edfacil/safe_schools.htm

Safe Schools Facilities Planner. Division of School Support, Public Schools of North Carolina, State Board of Education, Department of Public Instruction. February 1998. (Based in part on the 1993 edition of the Florida Safe School Design Guidelines.) Online at <http://www.schoolclearinghouse.org/pubs/safesch.pdf>

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School Safety Audit Protocol. Section 1, "Buildings and Grounds." Jo Lynne DeMary, Marsha Owens, A.K. Ramnarian. Virginia Department of Education. June 2000. Online at <http://www.pen.k12.va.us/VDOE/Instruction/schoolsafety/safetyaudit.pdf>

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Other sources include:

A Practical Guide for Crisis Response in Our Schools. Fifth Edition. "Preventive Measures," p. 80. Mark D. Lerner, Joseph S. Volpe, Brad Lindell. American Academy of Experts in Traumatic Stress. 2003.

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Schools Against Violence in Education. The University of the State of New York. April 2001.

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The checklist is available in Word format for states and local school districts seeking to adopt and modify it; contact NCEF's Reference Services at ncef@nibs.org.

Questions and Comments

For questions, comments, or suggestions, contact NCEF's Reference Services at ncef@nibs.org.

WESTPORT BOARD OF EDUCATION
110 MYRTLE AVENUE
WESTPORT, CT 06880
203 341-1002

SPECIFICATION COVER SHEET
BID #14-013-BOE
PURCHASE OF DOOR LOCKS AND CLOSERS

VENDOR MUST ENCLOSE TWO COPIES OF THIS SPECIFICATION COVER SHEET and TWO COPIES OF THE BID SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS BID

The Westport Board of Education reserves the right to reject any and all bids, or separate parts thereof, requested herein before. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. When a bidder fails to so identify a proposed substitution, it will be assumed that he is bidding on the exact item requested. The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

INSTRUCTIONS ON BID DEADLINES AND REQUIREMENTS:

NAME OF BID: PURCHASE OF DOOR LOCKS AND CLOSERS

TYPE OF BID: Sealed Bid QUOTATION #: _____

BID CLOSURE DATE: Received Until: DATE: February 11, 2014 TIME: 10:00 A.M.
A MANDATORY WALK THROUGH WILL BE CONDUCTED ON JANUARY 31, 2014 AT 3:00 PM AT STAPLES HIGH SCHOOL, 70 NORTH AVE., WESTPORT, CT IN THE MAIN OFFICE.

LOCATION TO FORWARD BIDS:	Elio Longo, Jr., Director of School Business Operations Westport Board of Education 110 Myrtle Avenue, Room 300 Westport, CT 06880
---------------------------	---

BID SECURITY: Bid Security Required 5% Bid Security Not Required _____

PREVAILING WAGE: Required XXXX Not Required _____

FORMS TO COMPLETE BID: Submit two copies of the Bid Specification Sheets
Identify Name of Bid on Envelope:
PURCHASE OF DOOR LOCKS AND CLOSERS – BID #14-013-BOE

LENGTH OF TIME PRICES WILL BE HONORED: MUST BE 120 DAYS

STATE ESTIMATED DELIVERY DATE: _____

STATE ESTIMATED COMPLETION DATE: _____

I have read and understand the bidding requirement of this bid specification included for my review herein:

Signature of Company Representative

Date

TYPED NAME AND TITLE: _____

COMPANY: _____

ADDRESS: _____ TOWN: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: (Please print clearly or attach business card): _____

**WESTPORT BOARD OF EDUCATION
Elio Longo, Jr.
Office of Director of School Business Operations
110 MYRTLE AVENUE
Westport, CT 06880
203 341-1002**

**INVITATION TO BID
BID #14-013-BOE
PURCHASE OF DOOR LOCKS AND CLOSERS**

Notice is hereby given that sealed bids on the following will be received at the Office of the Director of School Business Operations until:

February 11, 2014 10:00 A.M.

at which time they will be publicly opened and read aloud:

**BID #14-013-BOE
PURCHASE OF DOOR LOCKS AND CLOSERS**

A MANDATORY WALK THROUGH WILL BE CONDUCTED ON JANUARY 31, 2014 AT 3:00 PM AT STAPLES HIGH SCHOOL, 70 NORTH AVE., WESTPORT, CT IN THE MAIN OFFICE.

Specifications, if not attached, may be obtained at the office of the:

**Elio Longo, Jr.
Director of School Business Operations**

The Board of Education reserves the right to reject any and all bids, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of Westport.

Questions regarding this bid should be directed to Robert Woosley, Director of Facilities at 203-341-1271.

BID SPECIFICATIONS

PURCHASE OF DOOR LOCKS AND CLOSERS

BID #14-013-BOE

Due on or before **February 11, 2014, 10:00 A.M.** at the office of

Elio Longo, Jr.
Director of School Business Operations
Westport Board of Education
110 MYRTLE AVENUE, Room 300
Westport, CT 06880

Sealed bids will be received by the office of Director of School Business Operations of the Westport Board of Education of the Town of Westport, Connecticut until **10:00 A.M. on February 11, 2014.** Each bid should be clearly marked (example) "**BID #14-013-BOE -- PURCHASE OF DOOR LOCKS AND CLOSERS**". Specifications, instructions and bid forms may be obtained at the above address. Faxed copies of the bid will not be accepted.

CONDITIONS FOR BIDDING

1. The Board of Education reserves the right to reject any bid if it is deemed to be in the best interests of the Town of Westport, Connecticut, Westport Board of Education and its students.
2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being bid. In addition, the Board of Education reserves the right to award this bid as a package in conjunction with other bids for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.
3. The submission of a bid shall be conclusive evidence that the bidder has satisfied himself as to the requirements of the bid specifications and any controlling conditions which may exist.
4. Bidders may not withdraw their bid for a period of 120 days from the date of bid opening. The Board of Education and the bidder may mutually agree to extend the time limit.
5. In determining the ranking of responsible bidders, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the bidder, the sufficiency of the financial resources of the bidder and the reputation of the bidder for ability, integrity, judgment and performance, as well as the ability of the bidder to provide future service/supplies/equipment.
6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.
7. All bid prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your bid. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

8. The Board of Education of the Town of Westport supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are bid, a bid received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the bid package by the bidder along with other bid documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Westport regarding bidding procedure.
9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the bid specification sheets. To have alternates considered, complete specifications and submit catalogues describing the product must accompany the bid. The Westport Board of Education reserves the right to request equipment samples on specific items.
10. **SUBSTITUTIONS: See Specifications**

The Westport Board of Education reserves the right to request equipment samples on specific items.
11. **FORM AND STYLE OF BID:** All blanks on the Specification Form, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible..
12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official bid or quotation specification sheets. All such warranties shall inure to the benefit of the Board.
13. **INSURANCE REQUIREMENTS (if applicable):** The successful vendor will be required to purchase from and maintain, for the life of the contract, in a company or companies with an A.M/Best rating of A- (VII) or better, such insurance as will protect the Board of Education from claims set forth below which may arise out of or result from the vendor's obligation under the Contract, whether such obligation is the vendor's or a subcontractor or any person or entity directly or indirectly employed by the successful vendor or anyone for whose acts said vendor may be liable.
14. **Workers Compensation (if applicable):**
Vendor shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000.
15. **Commercial General Liability Insurance (if applicable):**
Vendor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Coverage will continue three years after the completion of the work.
 - The policy shall name the Westport Public Schools as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).

- Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.
- The policy shall contain a waiver of liability in favor of the Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

16. **Commercial Automobile Insurance (if applicable):**

Vendor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

17. **Umbrella Liability Insurance (if applicable):**

Vendor shall provide an umbrella or excess liability policy in excess (without restriction or limitation) of those limits and coverages described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.

18. **QUESTIONS:** For questions regarding the bidding procedure, contact Elio Longo, Jr., Director of School Business Operations, at (203) 341-1001. **For questions regarding the purchase OF DOOR LOCKS AND CLOSERS, contact Robert Woosley at 203-341-1271.**

NOTE: By bidding on this contract the vendor agrees that any or all past clients may be contacted by the Westport School System. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the Westport School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Westport School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.
4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: _____ *Date:* _____

Print Name: _____

Company: _____

**Appendix A
INSURANCE PROCEDURE
Westport Public Schools
Westport, CT**

PLEASE NOTE:

RETURN THIS COMPLETED FORM WITH YOUR BID (if applicable). FAILURE TO DO SO MAY RESULT IN YOUR BID BEING REJECTED.

Please take the insurance requirements of the BID to your agent/broker immediately upon receipt of the BID documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in BID. Any BID's that contain exceptions to the insurance requirements may be considered non-responsive and may be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this BID, I or my insurance agent shall submit all of the required insurance documentation to Westport Public Schools Business Office within ten (10) days after the date of the award of the BID.

Signature

Date

Print Vendor Name

**BID #14-013-BOE
PURCHASE OF DOOR LOCKS AND CLOSERS
SPECIFICATIONS**

VENDOR MUST ENCLOSE TWO COPIES OF THE SPECIFICATION COVER SHEET and TWO COPIES OF THESE BID SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS BID.

Pricing required for all costs associated with furnishing and installing Storage Room Function Locks and Door Closers on classrooms, offices, conference rooms and other doors as specified. All pricing must be provided on a per lock basis, per closer basis and total cost basis. All work to be started after school is out in June 2014.

This contract will be awarded to the responsive and responsible bidder offering the highest quality and lowest cost.

All bid prices should - (1) be complete and include all necessary equipment and supervision, (2) be for on-site service, no travel time will be allowed, (3) bid prices will include delivery, F.O.B. destination, without extra compensation.

Full support to be provided by the vendor and a minimum (3) three year warranty on all parts.

Bidder must submit at least (3) three current references where similar work was performed by the bidder.

Contractor is responsible for disposing of all obsolete or damaged equipments replaced by them under this contract.

All work in the building that disturbs paint must be carried out in full compliance with the requirements of the U.S. Environmental Protection Agency's "Renovation, Repair, and Painting" regulations. This includes, but is not limited to: (1) oversight by a contractor registered with the EPA, (2) use of properly trained workers and supervisors, (3) use of lead-safe work practices, and where appropriate, (4) surface wipe testing at completion.

Whenever lead paint is disturbed during the project, lead-safe work practices, as defined by the U.S. Environmental Protection Agency, will be employed.

Type of Locks and Door Closers:

- 1) Lockset: Schlage ND96PD
Lockset: Finish - 626 Satin Chromium Plated or 612 Satin Bronze
Lever Design: Rhodes
- 2) Wrap around: Don-Jo 4-2-CW
Wrap around finish: 630S
- 3) Door Closers - automatic door closers-type-LCN 4040XP heavy duty-universal fit

Additional Specifications:

- A. No Substitutions Allowed on Locksets
- B. Must Match Existing Key System
- C. Use existing cylinders where possible
- D. Bidder Must Provide a Submittal for Approval in Standard DHI Format
- E. Substitutions Allowed on Door Closers Due to Variance in Construction

PRICING SHEET

1) Lockset-Finish-Design: Schlage ND96PD/626 Satin Chromium Plated/Rhodes

a) Schools - Classroom, Office, Conference and Storage Rooms:

Bedford Middle School	115 lock sets
Coleytown Middle School	219 lock sets
Coleytown Elementary	86 lock sets
King's Highway Elementary	120 lock sets
Long Lots Elementary	193 lock sets
Saugatuck Elementary	106 lock sets
Staples High	488 lock sets

b) Cost Per Lock Set _____

c) Lump Sum Total Cost _____

2) Lockset-Finish-Design: Schlage ND96PD/612 Satin Bronze/Rhodes

a) School-Classroom, Office, Conference and Storage Rooms:

Green's farm Elementary	98 lock sets
--------------------------------	---------------------

b) Cost Per Lock Set _____

c) Lump Sum Cost for Green's Farm Elementary _____

TOTAL NUMBER OF LOCK SETS EQUALS 1,425

3) Wrap around door reinforcer - Finish: Don-Jo 4-2-CW/630S

a) School-Classroom, Office, Conference, and Storage Rooms

Staples High School	184 wrap around
----------------------------	------------------------

b) Cost Per Door _____

c) Lump Sum Cost for Staples High School _____

4) Door Closers- automatic door closer type will be determined at mandatory pre-bid meeting.

a) School-Classroom, Office, Conference, and Storage rooms

Coleytown Elementary	50 closers
Green's Farm Elementary	39 closers
King's Highway Elementary	43 closers
Long Lots Elementary	37 closers
Saugatuck Elementary	51 closers
Bedford Middle School	43 closers
Coleytown Middle School	58 closers
Staples High	90 closers

b) Cost per door closer \$ _____

c) Lump Sum Total Cost \$ _____

5) Additional hardware per unit cost price for additional keys and cylinders as requested/required

a) Price for Additional Key _____

b) Price Per Cylinder _____

I have read and understand the bidding requirements of this bid specification included for my review :

Signature of Company Representative

Date

TYPED NAME AND TITLE

COMPANY: _____

ADDRESS: _____ TOWN: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

INTEROFFICE MEMORANDUM

TO: ALL BIDDERS

FROM: ROBERT WOOSLEY
DIRECTOR OF FACILITIES

SUBJECT: **ADDENDUM #1 – PURCHASE OF DOOR LOCKS AND CLOSERS**
BID #14-013-BOE

DATE: FEBRUARY 4, 2014

Please make note of the following Addendum Changes in Bid #14-013-BOE:

1. Page 8: Adding under Additional Specification:
F: Reference Medeco Registry Number B6285 at Calvert Safe and Lock
G: When converting cylinders use Medeco
2. Page 9: Remove Staples High under Pricing Sheet - 1) Lockset-Finish Design:
Remove Staples High School under 3) Wrap around door reinforce – Finish:
Remove c) Lump Sum Cost for Staples High School _____
Add 4) Staples High School classroom locks:
 - Convert the existing Sargent mortise lockset to storeroom function
 - Install a dummy cylinder on the inside of the door
 - Install a Medeco mortise cylinder on the outside of the door
 - a) Schools – Classroom, Office, Conference and Storage Rooms:
Staples High School 488 lock sets
 - b) Cost Per Lock Set Conversion: _____
 - c) Lump Sum Total Cost for Staples High School (488): _____
 - d) Cost Per Schlage Lever Conversion to Storage Room Function will be the same as the “cost per lock set” in Section 1 of the Pricing Sheet.

RW:jl

WESTPORT PUBLIC SCHOOLS

INTEROFFICE MEMORANDUM

TO: ALL BIDDERS

FROM: ROBERT WOOSLEY
DIRECTOR OF FACILITIES

SUBJECT: ADDENDUM #2 – PURCHASE OF DOOR LOCKS AND CLOSERS
BID #14-013-BOE

DATE: FEBRUARY 7, 2014

Please make note of the following Addendum Changes in Bid #14-013-BOE:

1. Page 8: Correction under Additional Specification (supersedes Addendum #1):

G: When converting dealer keyway cylinders, replace the existing distributor owned keyway to a "NEW" Medeco restricted X4 SFIC **end user controlled** keyway.
2. Replace Complete Pricing Sheet information on pages 9, 10 of Bid #14-013-BOE and supersedes Bid #14-013-BOE Addendum #1

PRICING SHEET

1) Lockset-Finish-Design: Schlage ND96PD/626 Satin Chromium Plated/Rhodes

a) Schools - Classroom, Office, Conference and Storage Rooms:

Bedford Middle School	115 lock sets
Coleytown Middle School	219 lock sets
Coleytown Elementary	86 lock sets
King's Highway Elementary	120 lock sets
Long Lots Elementary	193 lock sets
Saugatuck Elementary	106 lock sets
Staples High	488 lock sets

b) Cost Per Lock Set _____

c) Lump Sum Total Cost _____

2) Lockset-Finish-Design: Schlage ND96PD/612 Satin Bronze/Rhodes

a) School-Classroom, Office, Conference and Storage Rooms:

Green's farm Elementary 98 lock sets

b) Cost Per Lock Set _____

c) Lump Sum Cost for Green's Farm Elementary _____

TOTAL NUMBER OF LOCK SETS EQUALS 1,425

3) Wrap around door reinforcer - Finish: Don-Jo 4-2-CW/630S

a) School-Classroom, Office, Conference, and Storage Rooms

Staples High School 184 wrap around

b) Cost Per Door _____

c) Lump Sum Cost for Staples High School _____

4) Door Closers- automatic door closer type will be determined at mandatory pre-bid meeting.

a) School-Classroom, Office, Conference, and Storage rooms

Coleytown Elementary 50 closers

Green's Farm Elementary 39 closers

King's Highway Elementary 43 closers

Long Lots Elementary 37 closers

Saugatuck Elementary 51 closers

Bedford Middle School 43 closers

Coleytown Middle School 58 closers

Staples High 90 closers

b) Cost per door closer \$ _____

c) Lump Sum Total Cost \$ _____

5) Additional hardware per unit cost price for additional keys and cylinders as requested/required

a) Price for Additional end user controlled keyway Key _____

b) Price for Additional dealer keyway Key _____

c) Price Per end user controlled keyway cylinder _____

d) Price Per dealer controlled keyway cylinder _____

6) Staples Alternative Option- Conversion of Staples High School classroom intruder function locks to storage function locks:

- Convert the existing Sargent mortise lockset to storeroom function
- Install a dummy cylinder on the inside of the door
- Install an end user controlled keyway mortise cylinder on the outside of the door

a) Schools – Classroom, Office, Conference and Storage Rooms:

Staples High School 488 lock sets

b) Cost Per Lock Set Conversion: _____

c) Lump Sum Total Cost for Staples High School (488): _____

I have read and understand the bidding requirements of this bid specification included for my review:

Signature of Company Representative

Date

TYPED NAME AND TITLE

COMPANY: _____

ADDRESS: _____ **TOWN:** _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL ADDRESS: _____

RW

PROFESSIONAL AGREEMENT

BETWEEN

THE WESTPORT BOARD OF EDUCATION

AND

**THE WESTPORT INTERMEDIATE
ADMINISTRATORS ASSOCIATION**

JULY 1, 2014 - JUNE 30, 2017

ARTICLE I RECOGNITION

A. This agreement is made and entered into by and between the WESTPORT BOARD OF EDUCATION (hereinafter referred to as the "BOARD") and the WESTPORT INTERMEDIATE ADMINISTRATORS' ASSOCIATION (hereinafter referred to as the "Association").

B. The Board hereby recognizes the Association as the exclusive bargaining representative of all members of the administrator's unit, as defined by the Connecticut General Statutes, Section 10-153b(a). The Association recognizes the local responsibility of the Board to have charge of the Westport public schools as defined in the General Statutes.

C. In the event that additional administrative categories are created or become represented by the Association during the term of this agreement, the parties shall negotiate an addendum hereto confined solely to salaries, work year and placement in the reduction in force procedure.

ARTICLE II DURATION

The provisions of this agreement shall be effective as of July 1, 2014, and, except as specifically provided otherwise, shall continue in full force and effect until June 30, 2017, and thereafter unless terminated by either party on or after such date.

ARTICLE III MEDICAL INSURANCE AND DISABILITY INSURANCE

A. The terms of this Article as set forth in the prior collective bargaining agreement shall continue for the period July 1, 2014 through August 31, 2014. Effective September 1, 2014, a program of benefits shall be provided on a contributory basis to each eligible employee and their eligible dependents. Health benefits shall be in the form of a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) (as described in Appendix A). The deductible for such HDHP shall be \$2000 for individuals and \$4000 for families. The Board will contribute 50% of the deductible for active employees participating in the HDHP. Employees may choose to "buy-up" to a Preferred Provider Organization (PPO) plan (as described in Appendix B) by paying the cost difference between what the Board would have contributed to the applicable HDHP premium equivalent and the cost of the PPO. Any employee ineligible for the HDHP may participate in a Health Reimbursement Arrangement (HRA) with the same terms as the HDHP. Board funding to the HRA shall include a rollover feature allowing any unused HRA deductible funds to be rolled over up to the amount legally allowed.

- B. 1. Effective September 1, 2014, the Board will pay for all full-time employees eighty-three percent (83%) of the cost of all premiums and the employee shall pay seventeen percent (17%) of such costs. Effective September 1, 2015, the Board will pay for all full-time employees eighty-two percent (82%) of the cost of all premiums and the employee shall pay eighteen percent (18%) of such costs. Effective September 1, 2016, the Board will pay for all full-time employees eighty-one percent (81%) of the cost of all premiums and the employee shall pay nineteen percent (19%) of such costs.

Employee premium share contributions shall be made pursuant to an I.R.C. Section 125 Plan (pre-tax contribution) implemented by the Board. The Board will pay for part-time employees, seventy percent (70%) of the cost of all premiums and the employee shall pay thirty (30%) of such cost. Contributions will be based upon the cost of coverage elected by the administrator, i.e. individual, individual plus one, family (the employee premium share contributions shall be computed on the basis of actual expenditures in the prior year).

2. Dental benefits shall reimburse preventive expenses at 100% co-insurance. A \$50.00 annual deductible (\$150 family maximum) is applied to general and major services. General services shall be reimbursed at an eighty percent (80%) co-insurance and major services at fifty percent (50%) co-insurance. This benefit is subject to a \$2,500 calendar year maximum per covered individual.

3. A program of long-term disability insurance is available at Board expense to each eligible administrator in accordance with the provisions of an insurance policy obtained by the Board, which provides a maximum benefit of seven thousand five hundred (\$7,500) per month after a waiting period of 180 days.

C. Insurance Carriers

The Board of Education at its sole discretion may change the identity of carriers identified in the contract to provide medical, prescription drug, dental, vision and/or life insurance in whole or in part. Prior to changing vendors under this section, the Board shall notify the President of the Association at least thirty (30) days in advance of the nature of the proposed change and the reasons therefore.

During the next ensuing thirty (30) day period, the parties shall meet and the reasons for the proposed change shall be more fully explained. Any changes in carrier identification must provide substantially equal benefits and service to the members of the bargaining unit and their dependents at no additional cost, and any claims then or thereafter that this is not the case may be the subject of a grievance under the controlling grievance procedures. If, during the thirty (30) day period set forth above, the parties cannot agree that this is the case, either the Board or the Association may invoke arbitration as provided under this Agreement for the purpose of determining whether the proposed change or changes will, in fact, provide equal benefits, at no additional cost to covered employees or their dependents. Any arbitration under this clause will be final and binding as provided by the contract, preferably before an arbitrator experienced in insurance matters.

ARTICLE VIII
PROFESSIONAL PROGRESS

Each administrator may receive up to \$600 for professional development activities, including graduate study, seminars, workshops, conferences and the purchase of professional materials. Notice of the intent to claim this expenditure and an estimate of the amount of the expenditure must be received by the Superintendent by March 1 of the current school year.

ARTICLE IX
TRAVEL EXPENSES

Personnel covered by this contract who have positions as administrators requiring part time location in two or more building facilities within the Town of Westport shall be reimbursed for travel between said facilities at the current IRS rate. Reimbursement shall be made on a monthly basis based on a written voucher for reimbursement submitted by the administrator to the Controller of the Board of Education.

ARTICLE X
WAGE SCALES

All administrators shall receive salaries in accordance with Schedule A attached hereto and shall reflect the following:

- A. IAA members who are not at the top step of their respective salary schedules shall receive the appropriate step increment.
- B. For administrators who hold the Ed.D. or Ph.D. degrees, \$1,000 shall be added to their appropriate salary.
- C. Any administrator initially appointed to an administrative position included under this agreement shall be placed on the step of the appropriate salary schedule which will result in an increase of no less than \$500 more than he/she would have received in his/her previous position for the new fiscal year.

ARTICLE XI
DUES DEDUCTION

- A. Within thirty (30) days after employment, or the execution of this Agreement, whichever is later, all members of the bargaining unit shall have the opportunity to join the Association and execute an authorization permitting the deduction of union dues and assessments.
- B. Any member of the bargaining unit who has not joined the Association during such period, or having joined, has not remained a member, shall immediately execute an authorization permitting deduction of a service fee which shall be no greater than the

ARTICLE XIII GRIEVANCE PROCEDURES

A. Definition

1. A "grievance" shall mean a complaint that (1) involving the misinterpretation, violation or misapplication of any provision of this agreement or (2) a complaint that the established procedures of the evaluation and support program have not been followed in one or more respects.

2. "Administrator" shall mean any certified professional employee occupying a position represented by the IAA and may include a group of administrators similarly affected by a grievance or the IAA itself.

3. "Party in interest" shall mean either party to this agreement or their designated representatives.

4. "Days" shall mean calendar days except weekends and school holidays.

B. Time Limits

1. The number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest and such agreement shall not unreasonably be withheld.

2. If a grievance is not filed in writing within thirty (30) days from the date on which the event or condition giving rise to the grievance was known, or should have been known, then the grievance shall be considered waived.

3. Failure to appeal a grievance from any level to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

4. If the party to whom the grievance is appealed fails to act on the grievance within the specified time limits, the grievant or grievant(s) may appeal immediately to the next higher level.

C. Representation

1. Any grievant may be represented by a person of the grievant's own choosing at all appropriate levels of this procedure, except that the grievant may not be represented by a representative of any administrators' organization other than the association.

2. When a grievant is not represented by the association, the association reserves the right to be represented and to participate in the proceedings at all levels of the procedure.

D. Records and Files

4. Level Four - Arbitration

a. Either party may within ten (10) days following a Level Three decision, if the grievance as defined in A.1. is not resolved by such decision, apply to the American Arbitration Association for the designation of an arbitrator pursuant to the then applicable rules of that Association. Nothing herein, however, is intended to preclude the parties during said ten (10) day period from mutually agreeing upon an arbitrator on their own.

b. The arbitrator shall render a decision in writing to both parties setting forth the findings of fact, reasoning and conclusions only on the issues submitted. Such decision shall be rendered as promptly as possible. However, the arbitrator shall limit his decision strictly as to the misinterpretation, violation and misapplication of the specific provisions of this agreement which may be in issue and shall be without power or authority to make any decision:

1. contrary to or inconsistent with or modifying, altering, amending or varying in any way any of the terms, conditions or provisions of this agreement or of applicable law or rules or regulations having the force and effect of law; or

2. involving Board discretion or Board policy not covered by the terms of this agreement or Board actions under all applicable statutes or rules or regulations of the State Board of Education or matters as to which the Board is without authority to act; or

3. limiting or interfering in any way with the powers, duties and responsibilities of the Board under policies not covered by the agreement, applicable statute and/or rules and regulations having the force and effect of law.

The decisions of the arbitrator rendered in accordance with his/her jurisdiction and authority hereunder shall be accepted as final and binding and shall be enforceable under applicable statutes.

c. The cost for the services of the arbitrator shall be borne equally by both parties.

d. In the event of conflict between a Board policy or regulation and the provisions of this agreement, the provisions of this agreement shall prevail.

G. Timetable for Handling Grievances:

<u>Level</u>	<u>Deadline for Submitting Grievances</u>	<u>Deadline for Meeting</u>	<u>Deadline for Reaching Decision</u>
1. Director of Human Resources	30 days	7 days	3 days
2. Superintendent	10 days after		

administrator is certified, and for which he or she has had appropriate or comparable experience provided that such assignment does not constitute a promotion. "Seniority" as used in this Article shall refer to service as an administrator for the Westport Public Schools.

An administrator who is displaced by another administrator by operation of this section shall then be entitled to exercise his or her rights under this section, if any.

B. If a middle school is closed or restructured and a middle school principal position is thus eliminated or lost during the life of this contract, the Superintendent shall assign the middle school principal affected to any one of the following positions held by a non-tenure administrator or vacancies, if such positions or vacancies exist:

Another middle school principalship;

A middle school vice principalship;

In addition, if he or she is as qualified or more qualified in the opinion of the Superintendent (which shall not be arbitrary or capricious), the middle school principal affected may (a) be assigned to displace the least senior middle school principal (if less senior), or (b) be assigned to any other elementary or middle school administrative position which is vacant or held by the least senior unit member in those classifications for which the displaced administrator is certified, and for which he or she has had appropriate or comparable experience, provided that such assignment does not constitute a promotion.

An administrator who is displaced by another administrator by operation of this section shall then be entitled to exercise his or her rights under this section, if any.

C. If the position held by a middle school vice principal is eliminated or lost, the Superintendent will assign the affected middle school principal to a vacant vice principalship, or to any other elementary or middle school administrative position which is vacant or held by the least senior unit member in those classifications for which in the opinion of the Superintendent (which judgment shall not be arbitrary or capricious) he or she has had appropriate or comparable experience, provided that such assignment does not constitute a promotion. An administrator who is displaced in accordance with this section shall then be entitled to exercise his or her rights under this section in the same manner.

D. If the position held by a high school vice principal is eliminated or lost, the Superintendent shall assign the affected high school vice principal to a vacant high school vice principal position, or to any other elementary or middle school administrative position which is vacant or held by the least senior unit member in those classifications for which in the opinion of the Superintendent (which judgment shall not be arbitrary or capricious) he or she has had appropriate or comparable experience, provided that such assignment does not constitute a promotion. An administrator who is displaced by another administrator by operation of this section shall then be entitled to exercise his or her rights under this section, if any.

STATE STATUTES AND TOWN CHARTER

This agreement is subject to and shall operate within the framework of the statutes of the State of Connecticut and Charter of the Town of Westport.

ARTICLE XVII SEVERABILITY

In the event that any provision or portion of this agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this agreement shall remain in full force and effect.

ARTICLE XVIII JUST CAUSE

Except for matters covered exclusively by Conn. Gen. Stat. Section 10-151, other applicable statutory provisions, or the provisions of Article XV, no administrator shall be disciplined or reduced in pay without just cause.

SCHEDULE A
IAA SALARY SCHEDULES

2014-2015

Grade	Grade Name	Days	Step			
			1	2	3	4
1	Pre-School Coordinator	261	135,079	138,424	141,765	144,233
2	Coordinator (1)	208	126,232	129,351	132,771	136,374
3	Elementary Assistant Principal	198	127,342	130,686	134,027	136,494
4	Coordinator (2)	208	132,774	136,288	139,795	142,326
5	Elementary Assistant Principal	208	133,678	137,191	140,701	143,291
6	Athletic Director	261	134,992	137,256	139,838	143,250
7	Secondary Assistant Principal	261	142,328	146,082	149,832	152,602
8	Elementary Principal	261	152,022	155,775	159,169	162,910
9	Middle School Principal, Dir. of Pupil Services	261	155,390	159,149	162,912	167,376
10	High School Principal, Dir of Elementary Education, Dir of Secondary Education	261	170,827	174,962	179,096	185,210
11	Adult & Continuing Education Dir.	225	129,001	132,348	135,688	138,156

Administrators not yet at the maximum step will advance one step each year.

2015-2016

Grade	Grade Name	Days	Step			
			1	2	3	4
1	Pre-School Coordinator	261	138,051	141,469	144,884	147,406
2	Coordinator (1)	208	129,009	132,197	135,692	139,374
3	Elementary Assistant Principal	198	130,144	133,561	136,976	139,497
4	Coordinator (2)	208	135,695	139,286	142,870	145,457
5	Elementary Assistant Principal	208	136,619	140,209	143,796	146,443
6	Athletic Director	261	137,962	140,276	142,914	146,402
7	Secondary Assistant Principal	261	145,459	149,296	153,128	155,959
8	Elementary Principal	261	155,366	159,202	162,671	166,494
9	Middle School Principal, Dir. of Pupil Services	261	158,809	162,650	166,496	171,058
10	High School Principal, Dir of Elementary Education, Dir of Secondary Education	261	174,585	178,811	183,036	189,285
11	Adult & Continuing Education Dir.	225	131,839	135,260	138,673	141,195

Administrators not yet at the maximum step will advance one step each year.

APPENDIX A

WESTPORT BOARD OF EDUCATION

DESCRIPTION OF HEALTH BENEFITS

for

THE WESTPORT INTERMEDIATE ADMINISTRATORS ASSOCIATION

Effective September 1, 2014

Administered by CIGNA

High Deductible Health Plan

Plan Features	In-Network	Out-of-Network
Deductible (September 1 through August 31st)	\$2,000 Individual \$4,000 Family	Same Deductible as In-Network
Co-insurance Limit	100%	80%
Out-of-Pocket Maximum Cross accumulation between in and out-of-network and prescription drugs. The amount you pay for any services counts towards both your in-network and out-of-network out-of-pocket maximums.	N/A	\$4,000 individual \$8,000 family
Lifetime Maximum	Unlimited	Unlimited
Preventative Care	Paid in full	Paid in full
Prescription Drug Participating Retail Pharmacy	Participating Retail Pharmacy \$10 co-payment – generic \$30 co-payment – preferred brand name \$45 co-payment – non-preferred brand name Maximum 30 day supply or 100 doses, whichever is less Subject to substitution unless DAW	N/A
Mail Order	\$25 co-payment – generic \$75 co-payment – preferred brand name \$112.50 co-payment – non-preferred brand name Maximum 90-day supply Subject to substitution unless DAW	N/A
Prescription Drug Out of Pocket Maximum After Deductible	Drugs at employee expense until deductible of \$2,000 individual, \$4,000 family is satisfied; then copays apply as set forth above up to additional maximum out-of-pocket costs of \$1,000/\$2,000.	N/A

Plan Features	In-Network	Out-of-Network
Physician Services* Office Visits for medical care (clinical indication of illness)	\$25 co-payment, no maximum	Subject to deductible and co-insurance
Allergy Testing	\$25 co-payment, no maximum	Subject to deductible and co-insurance
Allergy Treatment	Paid in-full No co-payment for injectables, treatment plan required	Subject to deductible and co-insurance, treatment plan required
Speech, Occupational and Physical Therapy ** Chiropractic Services	Paid in full 50 combined days maximum and subject to approved treatment plan	Subject to deductible and co-insurance 50 combined days maximum (maximums combined with in-network benefit and subject to approved treatment plan)
Inpatient Hospital Services Semi-private, physician and surgeon charges, maternity charges for mother and child, diagnostic and lab fees, PT and OT, drugs, operating room fees, dialysis, etc. Surgical assistant reimbursement limited to 20% of surgical charge	\$200 co-payment per admission, unlimited days, subject to UR. No co-payment for subsequent admissions within 30 days. Co-payment limited to 4 admissions per individual per calendar year and 8 admissions per family per calendar year	Subject to deductible and co-insurance
Outpatient Hospital Services Operating and recovery room, surgeon's fees, lab and x-ray, dialysis, radiation, and chemotherapy, etc.	\$150 co-payment subject to UR	Subject to deductible and co-insurance
Emergency Room Non-emergency use of emergency room not covered	\$100 co-payment sudden and serious condition (waived if admitted)	\$100 co-payment sudden and serious condition (waived if admitted)
Walk-in Clinic or Urgent Care Facility	\$50 co-payment, no maximum	Subject to deductible and co-insurance
Mental Health Inpatient	\$100 co-payment per admission, subject to UR	Subject to deductible and co-insurance, subject to UR
Substance Abuse Inpatient	\$100 co-payment per admission, subject to UR	Subject to deductible and co-insurance, subject to UR
Mental Health/ Substance Abuse Outpatient	\$25 co-payment, subject to approved treatment plan	Subject to deductible and co-insurance, subject to approved treatment plan

*includes services of naturopath

**Plan will comply with state mandate for the treatment of autism.

APPENDIX C
WESTPORT BOARD OF EDUCATION

DENTAL BENEFITS

As of July 1, 2008
Administered by Delta Dental

Deductible Per calendar year	\$50 deductible applies to Basic and Major Services Maximum family deductible per calendar year is \$150
Individual Maximum Benefit	Individual maximum benefit paid per calendar year is \$2,500
Covered Charges	If utilizing a Delta Dental participating dentist, the dentist has accepted the reimbursement level. Non-participating dentist outside Delta Dental's network can charge amounts greater than the covered allowance for any procedure and the patient is liable for the balance.
Preventive & Diagnostic (Type A Services) Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person); Fluoride Treatment (for children to age 9)	100% reimbursement of usual, customary and reasonable charges Not subject to deductible
Remaining Basic (Type B Services) Fillings, Extractions & Root Canals (Endodontics); Periodontal & Oral Surgery; Sealants (to age 16)	80% reimbursement of usual, customary and reasonable charges Subject to deductible
Crowns & Prosthodontics (Type C Services) Crowns & Gold Restorations; Repair of Dentures & Removable Prosthodontics; Bridgework, Full & Partial Dentures	50% reimbursement of usual, customary and reasonable charges Subject to deductible
Orthodontia (Adults & Dependent Children) Coinsurance Lifetime Maximum	50% \$2,000

Dependent children are covered to age 25 if enrolled as a full time student in an accredited school or university or living at home with parents and primarily financially dependent upon the employee for support.)

TOWN OF WESTPORT 2014/2015 BOARD OF FINANCE RECOMMENDED BUDGET REVENUES AND TRANSFERS

GENERAL FUND REVENUES AND TRANSFERS:	2012-13 ACTUAL	2013-14 ESTIMATE	2014-15 ESTIMATE
GENERAL PROPERTY TAXES			
Current List	169,522,105	171,705,830	TBD
Prior Levies	3,080,425	1,500,000	2,000,000
TOTAL PROPERTY TAXES:	172,602,530	173,205,830	2,000,000
EDUCATION REVENUES			
Staples Trust Fund	24,135	19,000	20,000
State Education Grants	2,006,142	1,988,255	2,784,333
Sundries	131,597	50,000	50,000
Tuition	275,298	175,000	175,000
TOTAL EDUCATION REVENUES:	2,437,172	2,232,255	3,029,333
PARKS AND RECREATION			
Debt Recovery	691,114	691,114	691,114
Operations	3,682,518	4,203,371	4,081,389
TOTAL PARKS & RECREATION REVENUES:	4,373,632	4,894,485	4,772,503
<u>OTHER REVENUES</u>			
LICENSES AND PERMITS			
Building Inspection	1,552,710	1,100,000	1,300,000
Burglar Alarms	54,637	60,000	60,000
Conservation Commission	136,795	105,000	120,000
Fire Department Permits, etc.	1,241	500	1,000
Planning and Zoning	401,378	300,000	350,000
Town Clerk Conveyance Tax	2,039,880	1,500,000	1,800,000
Town Clerk Licenses	(6,746)	14,000	14,000
Zoning Board of Appeals	24,514	15,000	15,000
TOTAL LICENSES AND PERMITS:	4,204,410	3,094,500	3,660,000
FINES AND PENALTIES			
Police Fines	220,171	220,000	220,000
Tax Collector - Interest Lien	1,260,984	975,000	975,000
TOTAL FINES AND PENALTIES:	1,481,155	1,195,000	1,195,000

TOWN OF WESTPORT 2014/2015 BOARD OF FINANCE RECOMMENDED BUDGET REVENUES AND TRANSFERS

GENERAL FUND REVENUES AND TRANSFERS:	2012-13 ACTUAL	2013-14 ESTIMATE	2014-15 ESTIMATE
FROM USE OF MONEY			
Interest - General Fund	49,619	60,000	75,000
FROM STATE OF CONNECTICUT			
Additional Veterans' Exemption	14,426	7,600	10,000
Boat Registration	0	125,000	0
Elderly Tax Grant	115,171	100,000	100,000
Emergency Management	0	10,000	0
Historical Preservation Grant	0	10,000	0
Housing Authority PILOT Grant	98,509	34,000	50,000
In-Lieu-of-Taxes	794,881	796,078	0
In-Lieu-of-Taxes Hospitals	191,536	0	176,924
Miscellaneous State Grants	168,581	0	0
Municipal Video Trust Grant	130,172	72,000	120,000
Pequot Indian Grant	28,270	25,000	25,000
Shellfish Commission	7,666	3,000	3,000
State Aid on School Construction	310,845	290,111	279,412
State Reimbursements	5,944	10,000	5,000
TOTAL FROM STATE OF CONNECTICUT:	1,866,002	1,482,789	769,336
CURRENT SERVICES CHARGES			
Bulky Waste Charges	23,807	20,000	20,000
DPW Refuse Collection Permits	19,225	20,000	20,000
Recycling Rebate	79,401	100,000	100,000
EMS Reimbursements	831,993	875,000	875,000
Fire Dept Commercial Plan Review	224,333	110,000	200,000
Housing Authority Canal St. PILOT	38,527	35,000	35,000
Housing Authority Loan Repayment	115,821	115,000	115,000
Police Vehicle Reimb. (Outside Contractors)	16,684	20,000	20,000
Public Works Permits, etc.	51,337	45,000	45,000
Rental of Facilities	975,174	960,000	981,000
Solid Waste Tipping Fees	292,876	275,000	275,000
Town Attorney Reimbursement	195	5,000	5,000
Town Clerk Recording Fees	443,946	365,000	370,570
Workers' Compensation Payments	0	100,000	0
Youth Services	0	15,900	0
TOTAL CURRENT SERVICES CHARGES:	3,113,317	3,060,900	3,061,570

TOWN OF WESTPORT 2014/2015 BOARD OF FINANCE RECOMMENDED BUDGET REVENUES AND TRANSFERS

GENERAL FUND REVENUES AND TRANSFERS:	2012-13 ACTUAL	2013-14 ESTIMATE	2014-15 ESTIMATE
MISCELLANEOUS REVENUES			
Insurance Reimbursements	10,787	125,000	15,000
Others	34,583	25,000	25,000
Premium on Sale of Bonds	159,399	0	0
Sale of Surplus Property	20,705	5,000	5,000
Telephone Access Lines Grant	0	100,000	0
TOTAL MISCELLANEOUS REVENUES:	225,473	255,000	45,000
TOTAL OTHER REVENUES:	10,939,976	9,148,189	8,805,906
TRANSFERS FROM OTHER FUNDS			
Dog Fund Reimbursement	0	4,500	0
From Debt Service Fund	308,000	308,000	188,000
Public Protection Outside Duty Reimb.	200,000	175,000	175,000
RRPkg. Administr. Reimbursement	0	140,000	140,000
Transfer From Other Funds	0	0	0
TOTAL TRANS. FROM OTHER FUNDS:	508,000	627,500	503,000
GEN. FUND REVENUES & TRANSFERS	190,861,310	190,108,259	19,110,742

Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
(101) General Fund						
(110) R T M	40,770	42,174	42,174	44,331	5.11%	2,157
(120) Selectmen	247,919	260,327	262,339	362,175	38.06%	99,836
(132) Probate Court	7,426	14,000	14,000	14,000	0.00%	0
(140) Registrars	90,311	114,725	114,725	113,216	-1.32%	(1,509)
(142) Elections	88,406	98,400	98,400	127,499	29.57%	29,099
(150) Board of Finance	2,061	2,500	2,500	2,500	0.00%	0
(151) Finance Department	809,940	802,548	811,432	802,925	-1.05%	(8,507)
(152) Audit	171,482	173,632	190,702	195,552	2.54%	4,850
(153) Personnel	166,909	233,242	235,442	266,544	13.21%	31,102
(154) Assessor	451,566	485,597	489,682	474,826	-3.03%	(14,856)
(156) Tax Collector	297,567	320,543	322,435	319,489	-0.91%	(2,946)
(157) Information Tech	713,784	761,726	766,735	841,735	9.78%	75,000
(158) Board of Assessm	329	1,725	1,725	1,825	5.80%	100
(170) Town Attorney	585,134	778,761	779,228	728,761	-6.48%	(50,467)
(180) Town Clerk	378,116	375,064	387,205	390,627	0.88%	3,422
(181) Historic Distric	60,713	60,940	191,422	67,667	-64.65%	(123,755)
(182) Conservation	336,678	350,067	352,208	352,385	0.05%	177
(185) Planning & Zoning	517,751	534,655	537,305	552,781	2.88%	15,476
(187) Zoning Board of	25,510	25,510	25,510	25,510	0.00%	0
(980) Storms	1,613,927	0	0	0		0
(01) General Government	6,606,299	5,436,136	5,625,169	5,684,348	1.05%	59,179

**Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015**

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
(210) Police	7,278,986	7,840,169	7,863,954	8,021,993	2.01%	158,039
(214) Police Vehicle Maint.	352,020	368,218	368,218	355,706	-3.40%	(12,512)
(216) Dog Warden	131,291	161,409	161,409	134,118	-16.91%	(27,291)
(218) Emergency Medical	1,100,673	1,193,600	1,193,600	1,186,651	-0.58%	(6,949)
(220) Fire Department	8,134,469	8,452,361	8,473,838	8,766,941	3.46%	293,103
(221) Water Service-Fire	1,296,268	1,064,000	1,064,000	1,135,448	6.72%	71,448
(225) Building Inspect	292,305	347,970	352,985	351,416	-0.44%	(1,569)
(235) Public Site & Building	79,959	81,704	83,257	70,121	-15.78%	(13,136)
(250) Emergency Management	28,349	68,891	69,119	66,710	-3.49%	(2,409)
(02) Public Safety	18,694,321	19,578,322	19,630,380	20,089,104	2.34%	458,724
(310) Engineering	798,953	812,345	815,340	816,040	0.09%	700
(320) Highway	1,599,809	1,762,105	1,762,105	1,775,427	0.76%	13,322
(321) Equipment Maintenance	347,964	340,635	400,635	406,135	1.37%	5,500
(322) Road Maintenance	2,980,930	1,887,850	1,887,850	1,919,850	1.70%	32,000
(324) Street Lighting	237,252	240,000	240,000	240,000	0.00%	0
(332) Solid Waste Disposal	1,880,945	2,027,290	2,027,290	1,828,015	-9.83%	(199,275)
(350) Building Maintenance	1,231,927	1,303,913	1,303,913	1,294,110	-0.75%	(9,803)
(352) Building Custodian	306,833	331,836	332,254	325,269	-2.10%	(6,985)
(360) Property Maintenance	23,783	21,000	21,000	21,000	0.00%	0
(361) P&R Property Maintenance	288,309	339,000	339,000	353,500	4.28%	14,500
(370) Tree Maintenance	99,110	265,000	265,000	283,400	6.94%	18,400
(03) Public Works	9,795,815	9,330,974	9,394,387	9,262,746	-1.40%	(131,641)

Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
(410) Health District	472,522	486,698	486,698	525,563	7.99%	38,865
(412) Health Services	3,700	3,700	3,700	3,700	0.00%	0
(04) Health	476,222	490,398	490,398	529,263	7.93%	38,865
(510) Youth Services	237,552	270,317	274,064	263,711	-3.78%	(10,353)
(520) Social Services	306,117	319,192	321,251	335,491	4.43%	14,240
(530) Senior Services	424,880	428,335	433,891	455,981	5.09%	22,090
(05) Human Services	968,549	1,017,844	1,029,206	1,055,183	2.52%	25,977
(650) Board of Education	100,529,310	104,366,056	104,366,056	109,202,984	4.63%	4,836,928
(650) Special Education/Preschool	131,597	0	0	130,368	0.00%	130,368
(652) Aid to Pvt & Paroch Schools	307,747	316,794	316,794	321,747	1.56%	4,953
(653) BOE Pensions	0	0	0	0	0.00%	0
(654) Debt Service	13,105,082	12,699,556	12,699,556	11,998,403	-5.52%	(701,153)
(06) Education	114,090,704	117,382,406	117,382,406	121,653,502	3.64%	4,271,096
(750) Library Board	4,172,398	4,242,898	4,323,704	4,448,497	2.89%	124,793
(751) Library Pension	138,017	139,673	139,673	139,673	0.00%	0
(07) Library	4,310,415	4,382,571	4,463,377	4,588,170	2.80%	124,793
(810) P&R Administrati	526,375	527,356	528,095	510,145	-3.40%	(17,950)
(812) Guest Services	217,711	245,991	245,991	223,681	-9.07%	(22,310)
(820) Maintenance & Development	487,762	539,337	533,689	544,767	2.08%	11,078
(830) Boating	343,585	360,651	360,651	360,527	-0.03%	(124)

**Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015**

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
(831) Parks Maintenance	354,043	382,910	382,910	447,541	16.88%	64,631
(832) Golf	912,620	845,906	959,754	882,495	-8.05%	(77,259)
(833) Athletic Fields	300,809	313,242	313,242	333,979	6.62%	20,737
(834) Tennis	68,988	79,125	79,125	79,996	1.10%	871
(835) Skating	25,959	36,303	36,303	32,482	-10.53%	(3,821)
(836) Beach & Pool	254,531	251,446	251,446	260,674	3.67%	9,228
(838) Miscellaneous Programs	883,410	952,761	953,862	1,043,509	9.40%	89,647
(840) Memorial & Veterans	8,075	9,000	9,000	9,000	0.00%	0
(08) Parks and Recreation	4,383,870	4,544,028	4,654,068	4,728,796	1.61%	74,728
(901) Pensions, OPEB 401(k)/DC	12,919,717	14,699,941	14,652,541	15,674,894	6.98%	1,022,353
(902) Insurance	8,849,402	10,270,000	10,222,400	9,171,420	-10.28%	(1,050,980)
(903) Social Security	1,041,891	1,065,000	1,052,800	1,078,100	2.40%	25,300
(905) Unemployment Comp.	78,330	80,000	80,000	90,000	12.50%	10,000
(907) Earthplace	85,000	95,000	95,000	95,000	0.00%	0
(911) Miscellaneous	85,002	103,030	307,030	105,030	-65.79%	(202,000)
(915) Transportation Services	248,393	275,845	275,845	284,120	3.00%	8,275
(917) Reserve: Salary	0	124,602	20,046	125,000	523.57%	104,954
(921) Employee Product	6,575	7,000	7,000	7,600	8.57%	600
(925) Accrued Vacation	0	5,000	5,000	5,000	0.00%	0
(09) Miscellaneous	23,314,310	26,725,418	26,717,662	26,636,164	-0.31%	(81,498)

**Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015**

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
(951) Interest on Bond	815,588	776,203	776,203	647,018	-16.64%	(129,185)
(952) Bond Anticipation	23,893	84,000	84,000	0	-100.00%	(84,000)
(953) Bond Principal	2,026,392	1,869,337	1,869,337	1,991,754	6.55%	122,417
(10) Debt Service	2,865,873	2,729,540	2,729,540	2,638,772	-3.33%	(90,768)
(941) Transfer to Sewer	383,136	383,136	383,136	383,136	0.00%	0
(942) Transfer to Othe	555,628	1,000,000	1,000,000	1,000,000	0.00%	0
(11) Other Financing Uses	938,764	1,383,136	1,383,136	1,383,136	0.00%	0
TOTAL General Fund	186,445,141	193,000,773	193,499,729	198,249,184	2.45%	4,749,455
BOE	114,090,704	117,382,406	117,382,406	121,653,502	3.64%	4,271,096
Town	72,354,437	75,618,367	76,117,323	76,595,682	0.63%	478,359

Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
(210) Railroad Parking Fund						
(219) Railroad Parking	1,789,722	1,892,977	1,892,977	1,914,911	1.16%	21,934
(02) Public Safety	1,789,722	1,892,977	1,892,977	1,914,911	1.16%	21,934
TOTAL Railroad	1,789,722	1,892,977	1,892,977	1,914,911	1.16%	21,934

Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015

ACCOUNTS FOR	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
(215) Wakeman Town Farm Fund						
(850) Wakeman Farm	65,961	116,555	116,555	102,737	-11.86%	(13,818)
	65,961	116,555	116,555	102,737	-11.86%	(13,818)
TOTAL Wakeman Farm	65,961	116,555	116,555	102,737	-11.86%	(13,818)

Town of Westport
Board of Finance Recommended
Budget for FY 2014-2015

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 BOF Rec	Percent Change	\$ Variance to Rev Budget
ACCOUNTS FOR						
(220) Sewer Fund						
(330) Sewage Treatment	1,189,222	1,227,652	1,227,652	1,252,752	2.04%	25,100
(331) Sewage Collection	562,239	522,888	522,888	507,823	-2.88%	
(03) Public Works	1,751,461	1,750,540	1,750,540	1,760,575	0.57%	10,035
(901) Pensions	110,000	111,320	111,320	111,320	0.00%	0
(902) Insurance	369,264	385,860	385,860	389,035	0.82%	
(09) Miscellaneous	479,264	497,180	497,180	500,355	0.64%	3,175
(951) Interest on Bond	678,110	702,606	702,606	633,913	-9.78%	(68,693)
(952) Bond Anticipatio	18,382	0	0	0	0.00%	0
(953) Bond Principal	1,672,490	1,866,272	1,866,272	1,833,522	-1.75%	
(10) Debt Service	2,368,982	2,568,878	2,568,878	2,467,435	-3.95%	(101,443)
(941) Transfer to Sewer	0	280,000	280,000	0	-100.00%	(280,000)
(11) Other Financing Uses	0	280,000	280,000	0	-100.00%	(280,000)
TOTAL Sewer	4,599,707	5,096,598	5,096,598	4,728,365	-7.23%	(368,233)



Town of Westport, Connecticut

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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PG 1
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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: (22) Fire Department	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	2015 HOF REC COMMENT
(220) Fire Department	8,134,469.30	8,452,361.00	8,473,838.00	8,826,941.00	8,826,941.00	8,766,941.00
(221) Water Service-Fi	1,296,267.84	1,064,000.00	1,064,000.00	1,093,792.00	1,135,448.00	1,135,448.00
(225) Building Inspect	292,305.10	347,970.00	352,985.00	351,416.00	351,416.00	351,416.00
(235) Public Site & Bu	79,959.10	81,704.00	83,257.00	70,121.00	70,121.00	70,121.00
(250) Emergency Manage	28,348.85	68,891.00	69,119.00	66,710.00	66,710.00	66,710.00
TOTAL (22) Fire Department	9,831,350.19	10,014,926.00	10,043,199.00	10,408,980.00	10,450,636.00	10,390,636.00



Town of Westport, Connecticut

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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: (22) Fire Department	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	2015 BOF REC COMMENT
(01) Salaries	5,900,141.35	6,042,547.00	6,063,515.00	6,343,977.00	6,343,977.00	6,343,977.00
(03) EH & OT	1,562,999.36	1,566,828.00	1,567,337.00	1,652,805.00	1,652,805.00	1,592,805.00
TOTAL (22) Fire Department	7,463,140.71	7,609,375.00	7,630,852.00	7,996,782.00	7,996,782.00	7,936,782.00



Town of Westport, Connecticut

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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2015 FY 2014/2015 BUDGET

PG 1
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FOR PERIOD 99

ACCOUNTS FOR:
(220) Fire Department

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	2015 BOF REC COMMENT
(01) Salaries	5,900,141.35	6,042,547.00	6,063,515.00	6,343,977.00	6,343,977.00	6,343,977.00
(03) EH & OT	1,562,999.36	1,566,828.00	1,567,337.00	1,652,805.00	1,652,805.00	1,592,805.00
(14) Uniform Allowance	48,775.35	58,300.00	58,300.00	73,063.00	73,063.00	73,063.00
(18) Fees & Services	2,750.00	3,800.00	3,800.00	3,800.00	3,800.00	3,800.00
(19) Contract Services	.00	.00	.00	.00	.00	.00
(25) Telephone	48,205.45	54,350.00	54,350.00	55,250.00	55,250.00	55,250.00
(26) Equip Maint/Oper	84,377.50	93,985.00	93,985.00	95,576.00	95,576.00	95,576.00
(28) Veh. Maint.	92,490.10	96,200.00	96,200.00	96,400.00	96,400.00	96,400.00
(29) Veh. Oper.	69,111.36	65,665.00	65,665.00	60,173.00	60,173.00	60,173.00
(42) Maint. Supplies	89,588.71	98,105.00	98,105.00	100,225.00	100,225.00	100,225.00
(59) Education & Exp.	114,103.33	135,242.00	135,242.00	135,542.00	135,542.00	135,542.00
(CB) Building Renovati	14,200.00	15,000.00	15,000.00	25,000.00	25,000.00	25,000.00
(CC) Facility Improvem	.00	.00	.00	.00	.00	.00
(CE) Vehicles	28,467.21	.00	.00	74,600.00	74,600.00	74,600.00
(CF) Computers	4,500.00	62,428.00	62,428.00	6,000.00	6,000.00	6,000.00
(CG) Software	1,675.59	30,500.00	30,500.00	5,500.00	5,500.00	5,500.00
(CJ) Equip.-Fire	2,488.78	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
(CK) Equip-Fire Maint	13,363.39	44,961.00	44,961.00	25,230.00	25,230.00	25,230.00
(CL) Equip-FireSuppRes	36,289.81	59,300.00	59,300.00	48,450.00	48,450.00	48,450.00
(CM) Equip.-Fire Rescu	14,979.38	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
(CN) Equip-Haz Materia	5,962.63	6,550.00	6,550.00	6,750.00	6,750.00	6,750.00
TOTAL (220) Fire Department	8,134,469.30	8,452,361.00	8,473,838.00	8,826,941.00	8,826,941.00	8,766,941.00

Board of Finance Recommended Budget FY14-15

Replacement Page 126



Town of Westport, Connecticut

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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PG 1
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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: (10) General Government	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(110) R T M	40,770.36	42,174.00	42,174.00	44,331.00	44,331.00	.00
(120) Selectmen	247,918.89	260,327.00	267,339.00	362,175.00	362,175.00	.00
(132) Probate Court	7,426.31	14,000.00	14,000.00	14,000.00	14,000.00	.00
(140) Registrars	90,310.81	114,725.00	114,725.00	113,216.00	113,216.00	.00
(142) Elections	88,405.83	98,400.00	98,400.00	127,499.00	127,499.00	.00
(150) Board of Finance	2,061.01	2,500.00	2,500.00	2,500.00	2,500.00	.00
(151) Finance Departme	809,939.96	802,548.00	811,432.00	802,925.00	802,925.00	.00
(152) Audit	171,482.00	173,632.00	190,702.00	195,552.00	195,552.00	.00
(153) Personnel	166,908.78	233,242.00	235,442.00	266,544.00	266,544.00	.00
(154) Assessor	451,565.99	485,597.00	489,682.00	474,826.00	474,826.00	.00
(156) Tax Collector	297,567.46	320,543.00	322,435.00	319,489.00	319,489.00	.00
(157) Information Tech	713,783.97	761,726.00	766,735.00	991,735.00	841,735.00	.00
(158) Board of Assessm	329.08	1,725.00	1,725.00	1,825.00	1,825.00	.00
(170) Town Attorney	585,134.47	778,761.00	779,228.00	728,761.00	728,761.00	.00
(180) Town Clerk	378,116.05	375,064.00	387,205.00	390,627.00	390,627.00	.00
(181) Historic Distric	60,712.99	60,940.00	191,422.00	67,452.00	67,667.00	.00
(182) Conservation	336,677.79	350,067.00	352,208.00	352,385.00	352,385.00	.00
(185) Planning & Zonin	517,750.58	534,655.00	537,305.00	605,987.00	552,781.00	.00
(187) Zoning Board of	25,509.62	25,510.00	25,510.00	25,510.00	25,510.00	.00
(980) Storms	1,613,926.83	.00	.00	.00	.00	.00
TOTAL (10) General Governmen	6,606,298.78	5,436,136.00	5,630,169.00	5,887,339.00	5,684,348.00	.00

Selectman's Requested Budget FY14-15

Replacement Page 13
3/18/2014



Town of Westport, Connecticut

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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2015 FY 2014/2015 BUDGET

PG 1
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FOR PERIOD 99

ACCOUNTS FOR:
(185) Planning & Zoning

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(01) Salaries	476,831.38	483,038.00	485,688.00	545,410.00	492,204.00	.00
(03) EH & OT	9,872.17	14,085.00	14,085.00	22,845.00	22,845.00	.00
(14) Uniform Allowance	800.00	800.00	800.00	800.00	800.00	.00
(15) Trans. Allowance	1,086.74	1,050.00	1,050.00	1,050.00	1,050.00	.00
(18) Fees & Services	11,497.00	11,597.00	11,597.00	11,597.00	11,597.00	.00
(25) Telephone	359.36	425.00	425.00	425.00	425.00	.00
(27) Veh. Maint/Oper	448.26	460.00	460.00	460.00	460.00	.00
(33) Advert & Print	4,527.74	4,250.00	4,250.00	4,250.00	4,250.00	.00
(34) Postage	3,416.67	4,500.00	4,500.00	4,500.00	4,500.00	.00
(41) Supplies	3,777.67	7,000.00	7,000.00	7,000.00	7,000.00	.00
(59) Education & Exp.	5,133.59	5,650.00	5,650.00	5,650.00	5,650.00	.00
(CF) Computers	.00	1,800.00	1,800.00	2,000.00	2,000.00	.00
TOTAL (185) Planning & Zonin	517,750.58	534,655.00	537,305.00	605,987.00	552,781.00	.00

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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: (21) Police Department	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(210) Police	7,278,986.32	7,840,169.00	7,863,954.00	8,068,480.00	8,021,993.00	.00
(214) Police Vehicle M	352,019.86	368,218.00	368,218.00	355,706.00	355,706.00	.00
(216) Dog Warden	131,290.99	161,409.00	161,409.00	134,118.00	134,118.00	.00
(218) Emergency Medica	1,100,673.37	1,193,600.00	1,193,600.00	1,186,651.00	1,186,651.00	.00
TOTAL (21) Police Department	8,862,970.54	9,563,396.00	9,587,181.00	9,744,955.00	9,698,468.00	.00



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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2015 FY 2014/2015 BUDGET

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FOR PERIOD 99

ACCOUNTS FOR:

(21) Police Department

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(01) Salaries	6,260,248.89	6,766,403.00	6,790,188.00	6,950,045.00	6,893,558.00	
(03) EH & OT	1,174,555.71	1,252,700.00	1,252,700.00	1,258,200.00	1,258,200.00	.00
TOTAL (21) Police Department	7,434,804.60	8,019,103.00	8,042,888.00	8,208,245.00	8,151,758.00	.00

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WESTPORT, CT LIVE DB
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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: (210) Police	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(01) Salaries	5,653,586.45	6,132,994.00	6,156,779.00	6,303,380.00	6,246,893.00	.00
(03) EH & OT	1,079,112.47	1,137,000.00	1,137,000.00	1,143,600.00	1,143,600.00	.00
(14) Uniform Allowance	55,315.43	63,175.00	63,175.00	64,000.00	64,000.00	.00
(18) Fees & Services	43,396.60	42,000.00	42,000.00	44,000.00	44,000.00	.00
(20) Employee Medical	31,188.00	31,000.00	31,000.00	34,000.00	34,000.00	.00
(25) Telephone	38,336.93	40,000.00	40,000.00	40,000.00	40,000.00	.00
(26) Equip Maint/Oper	94,855.31	119,000.00	119,000.00	146,000.00	146,000.00	.00
(34) Postage	5,358.52	6,000.00	6,000.00	6,000.00	6,000.00	.00
(41) Supplies	15,225.16	18,000.00	18,000.00	18,000.00	18,000.00	.00
(50) Supplies - Det.	24,083.90	39,000.00	39,000.00	39,000.00	39,000.00	.00
(51) Supplies-Ammo/Tar	17,999.84	18,000.00	18,000.00	20,000.00	20,000.00	.00
(52) Supplies Training	3,562.05	3,500.00	3,500.00	3,500.00	3,500.00	.00
(53) Supply-Accidnt/Em	6,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
(59) Education & Exp.	19,533.18	20,000.00	20,000.00	22,000.00	32,000.00	.00
(63) Program Expenses	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
(CE) Vehicles	175,000.00	115,000.00	115,000.00	125,000.00	125,000.00	.00
(CF) Computers	9,932.48	30,000.00	30,000.00	10,000.00	10,000.00	.00
(CP) Equipment-Police	1,500.00	15,500.00	15,500.00	40,000.00	40,000.00	.00
TOTAL (210) Police	7,278,986.32	7,840,169.00	7,863,954.00	8,068,480.00	8,021,993.00	.00



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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2015 FY 2014/2015 BUDGET

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FOR PERIOD 99

ACCOUNTS FOR:
(60) Education

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(650) Board of Educati	100,529,310.37	104,366,056.00	104,366,056.00	111,144,999.00	109,333,352.00	.00
(651) BOE Rentals/Reim	131,596.50	.00	.00	.00	.00	.00
(652) Aid to Pvt & Par	307,747.00	316,794.00	316,794.00	316,794.00	321,747.00	.00
(653) BOE Pensions	.00	.00	.00	.00	.00	.00
(654) Debt Service-Lon	13,105,081.85	12,699,556.00	12,699,556.00	11,998,403.00	11,998,403.00	.00
(655) Debt Serv-Bond A	16,968.00	.00	.00	.00	.00	.00
(656) BOE Transfers to	.00	.00	.00	.00	.00	.00
TOTAL (60) Education	114,090,703.72	117,382,406.00	117,382,406.00	123,460,196.00	121,653,502.00	.00

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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(650) Board of Education						
(18) Fees & Services	40,000.00	.00	.00	.00	.00	.00
(61) Board of Educatio	100,312,001.79	104,181,513.00	104,181,513.00	110,960,456.00	109,202,984.00	.00
(63) Program Expenses	172,308.58	184,543.00	184,543.00	184,543.00	130,368.00	.00
(CH) Equipment-Other	5,000.00	.00	.00	.00	.00	.00
TOTAL (650) Board of Educati	100,529,310.37	104,366,056.00	104,366,056.00	111,144,999.00	109,333,352.00	.00



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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2015 FY 2014/2015 BUDGET

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FOR PERIOD 99

ACCOUNTS FOR:
(80) Parks and Recreation

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(810) P&R Administrati	526,375.30	527,356.00	528,095.00	510,145.00	510,145.00	.00
(812) Guest Services	217,711.31	245,991.00	245,991.00	223,681.00	223,681.00	.00
(820) Maintenance & De	487,761.98	539,337.00	533,689.00	544,767.00	544,767.00	.00
(830) Boating	343,584.96	360,651.00	360,651.00	390,027.00	360,527.00	.00
(831) Parks Maintenanc	354,043.48	382,910.00	382,910.00	447,541.00	447,541.00	.00
(832) Golf	912,620.43	845,906.00	959,754.00	882,495.00	882,495.00	.00
(833) Athletic Fields	300,809.42	313,242.00	313,242.00	333,979.00	333,979.00	.00
(834) Tennis	68,988.26	79,125.00	79,125.00	79,996.00	79,996.00	.00
(835) Skating	25,959.20	36,303.00	36,303.00	32,482.00	32,482.00	.00
(836) Beach & Pool	254,530.85	251,446.00	251,446.00	260,674.00	260,674.00	.00
(838) Miscellaneous Pr	883,409.81	952,761.00	953,862.00	1,043,509.00	1,043,509.00	.00
(840) Memorial & Veter	8,075.00	9,000.00	9,000.00	9,000.00	9,000.00	.00
TOTAL (80) Parks and Recreat	4,383,870.00	4,544,028.00	4,654,068.00	4,758,296.00	4,728,796.00	.00

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WESTPORT, CT LIVE DB
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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: (830) Boating	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(01) Salaries	63,801.00	65,396.00	65,396.00	67,031.00	67,031.00	.00
(03) EH & OT	57,201.38	60,690.00	60,690.00	58,931.00	58,931.00	.00
(14) Uniform Allowance	1,432.02	1,500.00	1,500.00	1,500.00	1,500.00	.00
(30) Facility Maint.	29,453.73	28,565.00	28,565.00	28,565.00	28,565.00	.00
(54) Items for Resale	173,274.17	200,000.00	200,000.00	200,000.00	200,000.00	.00
(CC) Facility Improvem	18,422.66	.00	.00	4,500.00	4,500.00	.00
(CU) Equipment-P&R	.00	4,500.00	4,500.00	29,500.00	.00	.00
TOTAL (830) Boating	343,584.96	360,651.00	360,651.00	390,027.00	360,527.00	.00



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WESTPORT, CT LIVE DB
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2015 FY 2014/2015 BUDGET

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FOR PERIOD 99

ACCOUNTS FOR:
(90) Miscellaneous

	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(901) Pensions	12,919,717.17	14,699,941.00	14,652,541.00	17,422,025.00	15,674,894.00	.00
(902) Insurance	8,849,402.17	10,270,000.00	10,251,689.00	9,171,420.00	9,171,420.00	.00
(903) Social Security	1,041,891.25	1,065,000.00	1,052,800.00	1,078,100.00	1,078,100.00	.00
(905) Unemployment Com	78,329.92	80,000.00	80,000.00	90,000.00	90,000.00	.00
(907) Earthplace	85,000.00	95,000.00	95,000.00	95,000.00	95,000.00	.00
(911) Miscellaneous	85,001.52	103,030.00	307,030.00	105,030.00	105,030.00	.00
(915) Transportation S	248,393.00	275,845.00	275,845.00	284,120.00	284,120.00	.00
(917) Reserve Salary	.00	124,602.00	20,046.00	125,000.00	125,000.00	.00
(921) Employee Product	6,575.00	7,000.00	7,000.00	7,600.00	7,600.00	.00
(925) Accrued Vacation	.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
TOTAL (90) Miscellaneous	23,314,310.03	26,725,418.00	26,746,951.00	28,383,295.00	26,636,164.00	.00

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WESTPORT, CT LIVE DB
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PROJECTION: 2015 FY 2014/2015 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: (901) Pensions	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 DEPT RQST	2015 SEL RQST	COMMENT
(09) Pensions	7,468,344.37	7,669,807.00	7,646,707.00	9,429,250.00	9,178,257.00	.00
(10) Adjustment-PENS	.00	.00	.00	.00	.00	.00
(18) Fees & Services	343,982.44	348,359.00	348,359.00	400,000.00	400,000.00	.00
(63) Program Expenses	16,764.36	16,775.00	16,775.00	16,775.00	16,775.00	.00
(68) OPEB	5,090,626.00	6,665,000.00	6,640,700.00	7,576,000.00	6,079,862.00	.00
TOTAL (901) Pensions	12,919,717.17	14,699,941.00	14,652,541.00	17,422,025.00	15,674,894.00	.00