



WESTPORT

TOWN OF WESTPORT
REPRESENTATIVE TOWN MEETING
REPRESENTATIVE TOWN MEETING PACKET
FEBRUARY 3, 2026
07:30 PM



REPRESENTATIVE TOWN MEETING AGENDA

FEBRUARY 3, 2026
07:30 PM

Call

All Representative Town Meeting members and inhabitants of the Town of Westport are hereby notified that a meeting of the Representative Town Meeting members will be held at Town Hall, 110 Myrtle Ave. in the auditorium on Tuesday February 3, 2026, at 7:30 PM for the purposes listed below. If necessary, the meeting shall reconvene on Tuesday, February 17, 2026, to deal with any agenda items not disposed of at the adjournment of the February 3, 2026, meeting.

Attachment: [Resolutions.pdf](#)

Attachment: [Resolutions- Revised.pdf](#)

1. IT Storage Replacement Initiative

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Information Technology, to approve an appropriation in the amount of \$330,000 to the Capital Non-Recurring Fund Account to address an IT storage replacement initiative.

Attachment: [_1 IT- Approp IT Storage Replacement Initiative.pdf](#)

Attachment: [_1 IT Comm report.pdf](#)

Attachment: [_1 RTM Finance Committee Report.pdf](#)

2. 2024 Chevrolet Silverado 3500HD CC Work Truck Purchase

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Parks & Recreation, to approve an appropriation in the amount of \$60,158 to the Capital and Non-Recurring Fund Account for the purchase of a 2024 Chevrolet Silverado 3500HD CC Work Truck which will replace a 2008 Ford F350 Rack Body Truck.

Attachment: [_2 PR - Approp 2024 Chevy Work Truck.pdf](#)

Attachment: [_2 RTM Finance Parks and Rec Committee Report.pdf](#)

3. 2025 Chevrolet 3500HD Dump Truck Purchase

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Parks & Recreation, to approve an appropriation in the amount of \$65,027.49 to the Capital and Non-Recurring Fund Account for the purchase of a 2025 Chevrolet 3500HD Dump Truck which will replace a 1999 Ford F450 Dump truck.

Attachment: [_3 PR - Approp 2025 Chevy Dump Truck.pdf](#)

Attachment: [_3 RTM Finance and Parks and Rec Report On New Dump Truck.pdf](#)

4. Town Hall ADA Improvements

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Public Works, to approve an appropriation in the amount of \$815,000 along with bond and note authorization to the Municipal Improvement Fund Account for Town Hall ADA Improvements.

Attachment: [_4 DPW - Approp Town Hall ADA Improvements.pdf](#)

Attachment: [_4 RTM Finance Public Works Joint Report on Town Hall ADA Project.pdf](#)

5. ADA accessible ramp between the Imperial Lot and the Levitt Pavillion Lot

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Public Works, to approve an appropriation in the amount of \$275,000 along with bond and note authorization to the Municipal Improvement Fund Account for an ADA accessible ramp between the Imperial Lot and the Levitt Pavillion Lot.

Attachment: [_5 DPW - Approp ADA Ramp Imperial Lot Levitt Pavillion Lot.pdf](#)

Attachment: [_5 RTM Finance Public Works Committee Report.pdf](#)

6. Emergency elevator repair at Town Hall

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Public Works, to approve an appropriation in the amount of \$31,500 to the Capital and Non-Recurring Fund Account for emergency elevator repair at Town Hall.

Attachment: [6 DPW - Approp Town Hall Emergency Elevator Repairs.pdf](#)

Attachment: [6 RTM FINANCE PUBLIC WORKS JOINT COMMITTEE REPORT - EMERGENCY ELEVATOR REPAIRS.pdf](#)

7. Resolution to have Westport join the Connecticut Municipal Development Authority (CMDA)- ITEM WITHDRAWN

To take such action as the meeting may determine, upon the petition request from at least 20 Westport electors, to adopt a Resolution to have Westport join the Connecticut Municipal Development Authority (CMDA), a quasi-public entity established pursuant to CT General Statutes 8-169hh through 8-169tt.

Attachment: [7 Petition.pdf](#)

Attachment: [7 CMDA - Form Municipal MOA 9 22 25 .pdf](#)

Attachment: [7 CMDA - Form Opt-In Resolution For Municipalities Effective 10 1 25 1 .pdf](#)

Attachment: [7 Housing Growth Zone Memo Avon FINAL 10-10-25.pdf](#)

Attachment: [7 Housing Growth Zone Memo Naugatuck FINAL 9-19-25.pdf](#)

**RTM Meeting
February 3, 2026**

RESOLUTIONS

(1)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Information Technology, the sum of \$330,000 to the Capital Non-Recurring Fund Account to address an IT storage replacement initiative is hereby appropriated.

(2)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Parks & Recreation, the sum of \$60,158 to the Capital and Non-Recurring Fund Account for the purchase of a 2024 Chevrolet Silverado 3500HD CC Work Truck which will replace a 2008 Ford F350 Rack Body Truck is hereby appropriated.

(3)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Parks & Recreation, the sum of \$65,027.49 to the Capital and Non-Recurring Fund Account for the purchase of a 2025 Chevrolet 3500HD Dump Truck which will replace a 1999 Ford F450 Dump truck is hereby appropriated.

(4)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$815,000 along with bond and note authorization to the Municipal Improvement Fund Account for Town Hall ADA Improvements is hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$815,000 FOR COSTS ASSOCIATED WITH ADA RELATED UPGRADES TO TOWN HALL AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.

RESOLVED: That upon the recommendation of the Board of Finance, the Town of Westport, Connecticut (the "Town") hereby appropriates the sum of Eight Hundred Fifteen Thousand and 00/100 Dollars (\$815,000) for costs associated with ADA related upgrades to Town Hall, such upgrades

to include, but not be limited to, construction, materials, concrete, paving work and supplies to install stair and auditorium stage lifts, adding and relocating ADA parking spaces, reconfiguring the exit roadway and replacing the existing concrete ramp, and all alterations, repairs and improvements in connection therewith, as well as, related inspection, administrative, contingency, financing, legal and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing Eight Hundred Fifteen Thousand and 00/100 Dollars (\$815,000) of the foregoing appropriation, the Town is hereby authorized to borrow a sum not to exceed Eight Hundred Fifteen Thousand and 00/100 Dollars (\$815,000) and issue general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Project.

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

Section 3. The Bonds may be designated "Public Improvement Bonds," series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three (3) years from the date of issue and the last installment to mature not later than twenty (20) years therefrom, or as otherwise provided by statute. The bonds may be sold at not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting

all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds, or notes, on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semiannually or annually. The bonds shall be signed on behalf of the Town by the First Selectman and the Finance Director, and shall bear the seal of the Town. The signing, sealing and certification of said bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time, and shall certify to the destruction of said bonds after they have been paid and cancelled, and such certification shall be kept on file with the Town Clerk.

Section 4. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary note or notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute. Notes evidencing such borrowings shall be signed by the First Selectman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

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

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

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

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

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

(5)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum in the amount of \$275,000 along with bond and note authorization to the Municipal Improvement Fund Account for an ADA accessible ramp between the Imperial Lot and the Levitt Pavillion Lot is hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$275,000 FOR COSTS ASSOCIATED WITH THE CONSTRUCTION AND INSTALLATION OF AN ADA COMPLIANT RAMP BETWEEN IMPERIAL LOT AND LEVITT PAVILLION LOT AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.

RESOLVED: That upon the recommendation of the Board of Finance, the Town of Westport, Connecticut (the "Town") hereby appropriates the sum of Two Hundred Seventy-Five Thousand and 00/100 Dollars (\$275,000) for costs associated with the construction and installation of an ADA compliant ramp between Imperial Lot and Levitt Pavillion Lot, such costs to include, but not be limited to, materials and supplies, concrete, earthwork, and all alterations, repairs and improvements in connection therewith, as well as, related inspection, administrative, contingency, financing, legal and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing Two Hundred Seventy-Five Thousand and 00/100 Dollars (\$275,000) of the foregoing appropriation, the Town is hereby authorized to borrow a sum not to exceed Two Hundred Seventy-Five Thousand and 00/100 Dollars (\$275,000) and issue general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Project.

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

Section 3. The Bonds may be designated "Public Improvement Bonds," series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three (3) years from the date of issue and the last installment to mature not later than twenty (20) years therefrom, or as otherwise provided by statute. The bonds may

be sold at not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds, or notes, on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semiannually or annually. The bonds shall be signed on behalf of the Town by the First Selectman and the Finance Director, and shall bear the seal of the Town. The signing, sealing and certification of said bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time, and shall certify to the destruction of said bonds after they have been paid and cancelled, and such certification shall be kept on file with the Town Clerk.

Section 4. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary note or notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute. Notes evidencing such borrowings shall be signed by the First Selectman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

Section 5. Upon the sale and issuance of the bonds authorized by this resolution, the proceeds thereof, including any premium received upon the sale thereof, accrued interest received at delivery and interest earned on the temporary investment of such proceeds, shall be applied forthwith to the payment of the principal and interest of all notes issued in anticipation thereof or shall be deposited in

trust for such purposes with a bank or trust company, or shall be applied or rebated as may be required under the provision of law. The remainder of the proceeds, if any, after the payment of said notes and of the expense of issuing said notes and bonds shall be applied to further finance the appropriation enacted herein.

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

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

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

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

(6)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$31,500 to the Capital and Non-Recurring Fund Account for emergency elevator repair at Town Hall is hereby appropriated.

(7)

RESOLVED: That upon the petition request from at least 20 Westport electors, a Resolution to have Westport join the Connecticut Municipal Development Authority (CMDA), a quasi-public entity established pursuant to CT General Statutes 8-169hh through 8-169tt is hereby adopted.

**RTM Meeting
February 3, 2026**

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to include, but not be limited to, construction, materials, concrete, paving work and supplies to install stair and auditorium stage lifts, adding and relocating ADA parking spaces, reconfiguring the exit roadway and replacing the existing concrete ramp, and all alterations, repairs and improvements in connection therewith, as well as, related inspection, administrative, contingency, financing, legal and other soft costs (the "Project").

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

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all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds, or notes, on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semiannually or annually. The bonds shall be signed on behalf of the Town by the First Selectman and the Finance Director, and shall bear the seal of the Town. The signing, sealing and certification of said bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time, and shall certify to the destruction of said bonds after they have been paid and cancelled, and such certification shall be kept on file with the Town Clerk.

Section 4. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary note or notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute. Notes evidencing such borrowings shall be signed by the First Selectman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

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

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

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

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

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

(5)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum in the amount of \$275,000 along with bond and note authorization to the Municipal Improvement Fund Account for an ADA accessible ramp between the Imperial Lot and the Levitt Pavillion Lot is hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$275,000 FOR COSTS ASSOCIATED WITH THE CONSTRUCTION AND INSTALLATION OF AN ADA COMPLIANT RAMP BETWEEN IMPERIAL LOT AND LEVITT PAVILLION LOT AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.

RESOLVED: That upon the recommendation of the Board of Finance, the Town of Westport, Connecticut (the "Town") hereby appropriates the sum of Two Hundred Seventy-Five Thousand and 00/100 Dollars (\$275,000) for costs associated with the construction and installation of an ADA compliant ramp between Imperial Lot and Levitt Pavillion Lot, such costs to include, but not be limited to, materials and supplies, concrete, earthwork, and all alterations, repairs and improvements in connection therewith, as well as, related inspection, administrative, contingency, financing, legal and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing Two Hundred Seventy-Five Thousand and 00/100 Dollars (\$275,000) of the foregoing appropriation, the Town is hereby authorized to borrow a sum not to exceed Two Hundred Seventy-Five Thousand and 00/100 Dollars (\$275,000) and issue general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Project.

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

Section 3. The Bonds may be designated "Public Improvement Bonds," series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three (3) years from the date of issue and the last installment to mature not later than twenty (20) years therefrom, or as otherwise provided by statute. The bonds may

be sold at not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds, or notes, on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semiannually or annually. The bonds shall be signed on behalf of the Town by the First Selectman and the Finance Director, and shall bear the seal of the Town. The signing, sealing and certification of said bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time, and shall certify to the destruction of said bonds after they have been paid and cancelled, and such certification shall be kept on file with the Town Clerk.

Section 4. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary note or notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute. Notes evidencing such borrowings shall be signed by the First Selectman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

Section 5. Upon the sale and issuance of the bonds authorized by this resolution, the proceeds thereof, including any premium received upon the sale thereof, accrued interest received at delivery and interest earned on the temporary investment of such proceeds, shall be applied forthwith to the payment of the principal and interest of all notes issued in anticipation thereof or shall be deposited in

trust for such purposes with a bank or trust company, or shall be applied or rebated as may be required under the provision of law. The remainder of the proceeds, if any, after the payment of said notes and of the expense of issuing said notes and bonds shall be applied to further finance the appropriation enacted herein.

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

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

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

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

(6)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$31,500 to the Capital and Non-Recurring Fund Account for emergency elevator repair at Town Hall is hereby appropriated.

(7)

~~**RESOLVED:** That upon the petition request from at least 20 Westport electors, a Resolution to have Westport join the Connecticut Municipal Development Authority (CMDA), a quasi public entity established pursuant to CT General Statutes 8-169hh through 8-169tt is hereby adopted. **ITEM WITHDRAWN**~~



OFFICE OF INFORMATION TECHNOLOGY

ROOM 308, TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
TELEPHONE (203) 341-1045

Memo

To: The Honorable Kevin Christie, First Selectman

Date: December 8, 2025

Re: Appropriation Request for BOF

From: Alberto Vargas Jr., Director of the Office of Information Technology

Cc: Gary Conrad, Finance Director

The Town of Westport is requesting a \$330,000 appropriation to the Capital Non-Recurring account to fund an IT storage replacement initiative. The current storage system is approaching end-of-life & support and will be procured through a NASPO cooperative contract to secure competitive pricing.

Thank you for your consideration.

APPROVED

A handwritten signature in black ink, appearing to read 'Kevin Christie', is written over a horizontal line.

**Kevin Christie
First Selectman**

DATE: 12 / 12 / 25

Storage Solution Executive Summary

Issues

- The Town's storage system is end of life (EOL), impacting critical services and daily operations. End of service life (EOSL) is Aug 2026. After this, the vendor will no longer offer support and maintenance.
- Current support warranty gets us through FY 2026.
- Current system is 6+ years old.
- Approval process is ~3 months.
- Configuration and installation period is ~3 months.

Why we need a new solution

- Stored data includes user generated data, tax & financial records, personnel records, photos, IT records, virtual desktops & servers, emergency service data (FD/PD), land and building records, GIS data, databases, and long-term archives.
- Future proof the Town: public safety systems (body/dash cams) and department data are rapidly expanding. Future use of AI will lead to increase data storage requirements.
- Aging hardware increases risk of failure, data loss, and extended downtime for essential Town services.
- Time-sensitive due to warranty expirations, increased data ingestion, and risk of noncompliance with state-mandated retention schedules.

Options for Addressing Westport's Storage Needs

- Hybrid (Requested): better resiliency, predictive performance, long-term cost stability, flexibility, compliance and control.
- 100% cloud: all data is in one location, offers scalability but will introduce recurring costs, heavy bandwidth dependency, and higher long-term operating expenses.
- Leave 'as-is': increases risk of outages, no extended support/hardware replacement, compliance issues, and capacity failure as data continues to grow.

Users of the Storage System

- Users include all Town departments (Finance, HR, IT, DPW, P&Z, etc.) including all public safety departments.
- Many departments have customized needs: public safety video, GIS datasets, permitting systems, archives, and high-performance storage for virtual devices and databases.
- Peer Connecticut municipalities using similar enterprise storage report strong reliability, simplified management, and improved performance for critical systems.
- The Board of Education uses a similar solution and has reported reliability and ease of use.
- TOW & BOE do work towards synergies, where possible. Due to strict compliance & storage requirements, that is not feasible with this solution.

Risks & Mitigation

Risk	Mitigation
Installation Time Frame / Cost Overrun	10% contingency; proactive planning
Product Failure / Reliability	Redundancy; 24/7 Pure Support with 4-hour replacement.
Product Obsolescence	Subscription provides non-disruptive upgrades & lifecycle extension.
Price Stability / Future Costs	Fixed 36-month NASPO pricing; annual renewal review.
Liability / Compliance Risk	MS Government integration; FedRAMP, HIPAA, CJIS, DoD compliant.
Vendor Dependency	Standard interoperability; NASPO multi-vendor sourcing.
Operational Efficiency	Vendor implementation; aligned with BOE's existing Pure solution.

Total Cost of Ownership (TCO)

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10 TCO
Pure Hardware/Array Purchase (2 Arrays)										
Pure (2 Arrays) Subscription, Support & Maintenance	\$ 140,115.00	\$ -	\$ -	N/C Appliance refresh	\$ -	\$ -	N/C Appliance refresh	\$ -	\$ -	\$ -
Installation & Migration	\$ 125,280.00	\$ -	\$ -	\$ 125,280.00	\$ -	\$ -	\$ 125,280.00	\$ -	\$ -	\$ -
PURCHASE PRICE	\$ 8,600.00	\$ -	\$ -	\$ 12,800.00	\$ -	\$ -	\$ 12,800.00	\$ -	\$ -	\$ -
TOTAL TCO (10Years)	\$ 273,995.00			\$ 138,080.00			\$ 138,080.00			\$ 550,155.00

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10 TCO
HPE ALLETRA										
Storage Solution Hardware (2 Arrays)	\$ 195,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,000.00	\$ -	\$ -	\$ -
Subscription, Support & Maintenance	\$ 144,000.00	\$ -	\$ -	\$ 144,000.00	\$ -	\$ -	\$ 144,000.00	\$ -	\$ -	\$ -
Install	\$ 21,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,400.00	\$ -	\$ -	\$ -
PURCHASE PRICE	\$ 360,400.00			\$ 144,000.00			\$ 360,400.00	\$ -	\$ -	\$ -
TOTAL TCO (10 Years)										\$ 864,800.00

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10 TCO
DELL POWER VAULT										
Storage Solution Hardware (2 Arrays)	\$ 390,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000.00	\$ -	\$ -	\$ 780,000.00
Subscription, Support & Maintenance	\$ 66,000.00	\$ -	\$ -	\$ 66,000.00	\$ -	\$ -	\$ 66,000.00	\$ -	\$ -	\$ 198,000.00
Install	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ -	\$ 16,000.00
PURCHASE PRICE	\$ 464,000.00			\$ 66,000.00			\$ 464,000.00	\$ -	\$ -	\$ -
TOTAL TCO (10 Years)										\$ 994,000.00

*The Value of the PureStorage Solution plus the No Cost Hardware Refreshes every 3rd year are major differentiators in this TCO.

*Pure Storage Subscription Renewals "every 3yrs" pricing is locked in and will never increase with current config.

Hybrid Storage Solution: Summary & Company Analysis

- Contract Type: **One-time purchase** with full installation.
 - Procurement: **NASPO ValuePoint** contract — compliant and competitively bid.
 - Lifecycle Costs: Predictable **renewals in Years 4 & 7 (~\$138K)**.
 - Tax Status: **Exempt**, lowering total project cost.
- Pure Storage, Inc. (NYSE: PSTG)** — publicly traded, ~\$30B market cap, long-term financial stability.
- Municipal Fit:** 15+ years serving Connecticut municipalities; proven reliability.
 - Support:**
 - Manufacturer-backed warranty, firmware, and hardware support.
 - **Local presence** with in-state technical staff.
 - Compliance:** Meets **FedRAMP, HIPAA, CJIS, DoD** requirements for sensitive Town and PD workloads.
 - Gartner Report**

Item	Cost
Pure Storage System (Town Hall & PD)	\$140,115
36-month Subscription w/ 24/7 Support	\$125,280
Installation & Configuration Services	\$8,600
Azure Cloud Storage Integration	\$26,005
Total Project Cost (+10% contingency)	\$330,000

RTM IT/Communications Committee Meeting

Thursday, January 15th, 2026

6:30pm – Town Hall rm 201

Attendees:

Members present: Adam Drake, Nancy Kail, Pam Kopack, Melissa Levy, Addison Moore, Jenna Petok, Claudia Shaum, (Chair).

Also present: Alberto Vargas, Department Head, IT & Kristin Schneeman, RTM D9

Purpose: This was the first meeting of the RTM IT/Communications Committee in this session of the RTM. It began with introductions and a general discussion of the meeting format and agenda topics. The main agenda item was a discussion and vote on a recommendation to the full RTM for approval of an IT Department appropriation of \$330,000 for the purchase, installation, and maintenance of a new data storage solution for the Town.

Background: Claudia Shaum gave a brief recap of discussions at the BOF meeting on January 7th, where Alberto Vargas had presented his appropriations request. At that meeting, a vendor who was not chosen in the bidding process spoke during public comment. The vendor felt their bid should have won and presented their dissatisfaction with the outcome. The BOF Chair welcomed the comments but made it clear that the BOF does not choose vendors, and is charged with voting up or down on the request based on the work done, etc. The BOF approved the appropriation 6-1. The IT/Comms Chair felt it was important to provide this background before the discussion.

Mr. Vargas then presented the background and rationale for his request. He discussed the need for a new storage solution due to the current system's end-of-life status. After August 2026, the current storage solution – which contains records across all town departments, including tax data, personnel records, IT records, land and building records, Police and Fire Departments, Legal, etc. - will no longer be supported by the vendor. This item is in the current year capital forecast.

Mr. Vargas worked with members of the internal Cybersecurity team - Tom Kiely (Operations Director), Jamie Sachs (IT Department), Charles Sampson (Police IT), Matt Cohen (Fire Department IT) and Natalie Carrignan (Director of IT Westport Public Schools) to ensure that the system in the bid would be most effective for all departments in town. Collectively, this team decided to send a bid (not RFP) to vendors to provide costs for the installation of the Pure Storage solution. Pure Storage is the #1 solution in terms of leader/visionary in Gartner's Magic Quadrant report, an independent research & respected ranking system for IT products and services. While the BOE is not required to utilize the same storage system, their IT staff also selected the Pure Storage system and has been using it for approximately 6 months. They have been pleased with the system. Other towns are using the Pure Storage solution, including Meriden, Norwalk, Stonington and the State of Connecticut.

Mr. Vargas sent out bids twice; HPE 3Par (our current solution) did not bid. The vendor who spoke at the Board of Finance meeting submitted a bid for a Dell solution (which has a shorter lifespan than Pure Storage) so it was disqualified.

Pure Storage will enable a hybrid solution combining cloud and on-premises storage, with a 10-year life cycle and a total cost of ownership of \$550,000 over the 10 years. The longer period (vs 5 – 7 for other solutions) is because it utilizes flash storage vs. disk storage, non-disruptive upgrades, and ease of management. Flash storage handles power surges better than disk storage.

The bulk of the costs will be upfront (procurement, configuration, installation, data migration, etc.) and are included in the \$330,000 appropriation. The remaining \$220,000 will be included in the department's operating budget going forward over the life of the system. Pure Storage will be installed and supported by Total Comm, who will service the system throughout its life. Pure Storage/Total Comm is not the least expensive bid, but of the bids received, they were the only solution to meet the requirements the bid set forth and will provide the best and longest term of life for the Town.

Note: A "bid" not an "RFP" was issued. In a bid, the issuer knows what they want to buy and solicit bids to provide costs for that specific solution. With an RFP, the issuer has not selected a specific solution, so bidders will come back with their preferred solution, demonstrating why their solution is best. Several bidders came back with RFP-like responses -non-Pure Storage solutions- and thus were disqualified as the IT team knew what software they felt would be the best fit/right solution. These solutions also had shorter life spans because of their use of disk storage vs. flash (See above).

Mr. Vargas explained that the reason we need a hybrid solution is not only to safeguard the data, but also because the PD and FD have legal requirements that data be stored on premises so that it can be retrieved if required by federal law.

Questions were asked, including why do we have more data now? Mr. Vargas explained that it was partially because of the increased use of cameras (such as PD body cams) and the use of AI. Our current solution has 230 terabytes; the new one will have 248.

Mr. Vargas also explained the difference between cold storage, which refers to data that we don't need access to on a regular basis (such as videos of meetings that are 10+ years old) and hot storage which refers to data that the town and the public need more ready access to. Colder items can be stored in the cloud where they can still be accessed, just not as quickly. Alberto is working with all the departments to determine a timeframe that works to classify data as requiring cold or hot storage.

The Vote:

Pam Kopack moved that the Committee vote to recommend to the full RTM to approve the appropriations request. Adam Drake seconded. The committee voted unanimously (7-0) to recommend approval of the \$330,000 appropriation for a new storage solution for the town.

Discussion on other agenda items:

The Committee also discussed using technology to improve the experience of RTM meetings, both for RTM members and members of the public. Ideas include better use of technology in the auditorium, Zoom guidelines, the use of Zoom tech hosts to help reduce Zoom-bombing and potential town-wide newsletters.

The committee agreed to explore solutions for enhancing audio and visual capabilities in the auditorium and to consider assigning Zoom tech hosts from each committee to ensure secure and efficient meetings. The meeting discussed the importance of clear communication and guidelines for community engagement, particularly for new residents unfamiliar with the RTM and district boundaries. Members agreed newsletters can be an effective way to inform the community. The group agreed to set the next meeting for the week of February 25th, after school vacations. They also debated the format of future meetings, preferring in-person gatherings but acknowledging the need to test Zoom functionality.

**Respectfully submitted,
Claudia Shaum
IT/Comms Committee Chair
RTM D5**

RTM Finance Committee Report

Date: January 27, 2026

Time: 7:00 p.m. via Zoom

Purpose: To take such action as the meeting may determine, upon the recommendation of the Board of Finance, the RTM IT committee and a request by the Director of Information Technology, to approve an appropriation in the amount of \$330,000 to the Capital Non-Recurring Fund Account 31501157-500477 to address an IT storage replacement

This was a meeting of the Finance Committee only, as the IT Committee met on 1/15/26 and unanimously approved the appropriation.

Presentation/Discussion: Alberto Vargas, Director of Information Technology explained that the request was to replace the current storage system which is at end of life and end of support (as of 8/26). The current system is 6 years old and holds user generated data for all town departments except for the school district. The average life of a storage solution is 5 – 7 years; the current system is on year 7. The proposed new solution will also “future proof” the town as additional, more robust data is generated by users. Currently backup devices are at town hall and the police station; should one system fail, it automatically backs up to the other system. The new solution will also have storage at the police station and town hall for redundancy. Additionally, the new solution has a 10-year life because of the flash storage method of storing data (vs. disk).

Alberto explained that the solution is a hybrid of cloud (“cold”) and on-site storage. No one is 100% cloud given the need to access some data quickly. The town’s cloud data would be in our own Microsoft.gov cloud. Certain information, such as police records may need to be accessible immediately, so would not be candidates for cloud storage. Departments are working with IT to determine which of their data is cold and can be stored in the cloud and which needs to be potentially readily available.

This project was initially proposed by Alberto’s predecessor given the age of the current system. Alberto collaborated with members of the town’s Internal Cybersecurity Team – Tom Kiely (Operations Director), Jamie Sachs (IT Department), Charles Sampson (Police IT), Matt Cohen (Fire IT) and Natalie Carrignan (Director of IT WPS) to select the solution that would work best for all departments in town. That team determined that a Pure Storage system would be best and issued a bid (actually twice). The current vendor did not bid, and others submitted solutions that were not Pure Storage (Dell in one case) which were rejected because they did not meet the bid specifications. Pure Storage is used by several other towns in the state and has been identified by Gartner’s Magic Quadrant report as #1 in terms of leadership and vision.

Note: An RFP is issued when you do not know what you want and are relying on the vendor's expertise to select a product and provide pricing. A Bid is issued when you know what you want and require pricing for that specific product. Because of the work done by the IT Internal Cybersecurity team, a bid for a Pure Storage solution was issued.

Committee members asked questions that included:

1. Why not include the school district also? Compliance requirements for school districts include maintaining records in perpetuity and maintaining two sets of retention records does make sense. (Note: The school district did choose the Pure Storage solution and installed it in summer 2025. They are quite happy with the results.)
2. Is the cost to move the old data included in the bid? Yes, installation and configuration are included. There will be update charges in year 4 and 7. Those amounts (approximately \$220k in total) will be included in the IT operating budget for those years.
3. How much more storage are we getting? Moving from 230 terabytes to 246 terabytes. While that doesn't sound like a big move, the way the data is handled and compressed in the new system makes it a right fit. Per Alberto, we don't want to buy any more storage than we need.

Recommendation: Pam Kopack moved and Charles Lucas seconded the motion to approve the appropriation. Nancy Kail, Seth Braunstein, Joe Carson, Jill Grayson, Charles Lucas and Pam Kopack voted unanimously to approve.

Respectfully submitted,

Pam Kopack
RTM District 3



WESTPORT CONNECTICUT
PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 SOUTH COMPO ROAD, WESTPORT, CT 06880

December 19, 2025

The Honorable Kevin Christie,
First Selectman
Town Hall
110 Myrtle Avenue
Westport CT, 06880

Dear Mr. Christie:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$60,158.00 from the Capital and Non-Recurring Fund.

This request is to fund the purchase of a 2024 Chevrolet Silverado 3500HD CC Work Truck which will replace a 2008 Ford F350 Rack Body Truck.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Erik Barbieri', is written over a faint, larger version of the signature.

Erik Barbieri
Director of Parks and Recreation

Cc: Gary Conrad
Nick Quatrano

FISCAL YEAR 20

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A EQUIPMENT/VEHICLE

DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation Date: 17 December, 2025

EQUIPMENT OR VEHICLE NAME AND DESCRIPTION
 New 2024 Chevrolet 3500 Rack Body

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not?

APPROXIMATE COST: \$60,158.00 COST IN CAPITAL FORECAST:
 Source of funds: Appropriation

ESTIMATED USEFUL LIFE: 15 years

Has an RFP been issued? YES NO
 Have bids been received? YES NO Number of bids received: N/A
 Was the lowest bid the winner? YES NO If not, why? Vendor is on State Bid List

How will the equipment/vehicle be used?
 This truck will primarily serve as a means of transporting my compost tea application equipment throughout town. It will double as a bulk material vehicle in case we need to move oversize items, i.e. picnic tables, benches, trash cans. The removable rack sides facilitate loading and unloading material.

Is it a replacement? YES NO
 If yes, describe condition of what is to be replaced: Poor Condition. Needs major engine and suspension repairs estimated at \$5-6k
 Pictures attached? YES NO

C:\Users\samaro\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\J31ONA1W\REQUEST EQUIPMENT VEHICLE - 2024 CHEV WORK TRUCK.docx

FINANCE

This section to be completed by the Finance Director.

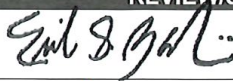
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD



DATE: 12-22-2025

FINANCE DIRECTOR



DATE: 12/19/2025

FIRST SELECT MAN



DATE: 12/22/25



**HARTFORD TRUCK
EQUIPMENT**

95 John Fitch Blvd. South Windsor, CT
860.290.9516 HartfordTruck.com
sales@hartfordtruck.com

QUOTATION

Quote: 121725-SB8
Ref: 24 Chevy 3500 84 DW
End User:
Date: 12/17/25

TO West

We are pleased to quote on the following:

One (1) **TruckCraft TC-500** HD 6000 Series Platform Body Including:

- 12' x 96" Aluminum Body
- Aluminum Alloy Plank Extrusion Flooring Providing Rigid Reinforcement Every 5"
- 43" Square Headboard
- 6" Long Sills For Hoist Prep
- 5.5" Rub Rails w/ Stake Pockets
- Flush Mounted 2.5" LED Grommet Style Lights
- One (1) Year Limited Warranty

40" high aluminum rack sides and rear

Venco Sub Frame Scissor Hoist #VC516SF- ED Dbl-Acting 8.9-Ton Cap. Electric Hydraulic
1/2" Thick Hitch Plate w/ Swivel D-Rings & Adjustable 8 Ton 2-5/16" Multi Hitch
7 RV Trailer Plug

Installed Municipal Price: \$ 15,925.00

Mandatory if Vehicle is Equipped With:

Back Up Cam - Mount OEM Cam 250.00

OPTIONS: (Circle Desired Add-Ons)

- Poly Fenders Installed in Lieu of Mud Flaps 600.00
- Whelen Four (4) Corner LED Amber Emergency Lights – Tied into Switch in Cab 925.00
- 30" x 18" x 18" Black Steel Underbody Box 650.00
- 36" x 18" x 18" Black Steel Underbody Box 675.00
- 48" x 18" x 18" Black Steel Underbody Box 925.00
- In Lieu of Black Steel (**ADD**) (DP Alum 100)(Black DP Alum 175)(Smooth Alum 300)(Stainless 300)

Initial : _____ Vin: _____ Date: _____

**NOTE: Hartford Truck Equipment will accept dealer purchase orders for pool chassis without a plant date on a "subject to change" basis only. If the chassis does not have a plant date when the dealer PO is issued and our body/equipment manufacturer announces a price change that would affect the items on your PO, a revised PO will be required reflecting these price changes.

Terms: Net Due ETA: TBD.
For additional terms and signature complete 2nd page

Respectfully Submitted: Sean Breslin Hartford Truck Equipment Inc.
REV: -P 05/21/2025





HARTFORD TRUCK EQUIPMENT

95 John Fitch Blvd. South Windsor, CT
860.290.9516 HartfordTruck.com
sales@hartfordtruck.com

QUOTATION

Quote: 121725-SB8
Ref: 24 Chevy 3500 84 DW
End User:
Date: 12/17/25

Terms: Deposit may be required. Balance due upon completion.

Delivery: Unless otherwise noted on this quotation, equipment is sold F.O.B. Hartford Truck Equipment

Validity: This quote is valid for 30 days (not withstanding manufacture price increase) and supersedes all previous quotes. Should a manufacturer announce a price change that would affect the items on your quote/PO, a revised quote/PO will be required reflecting these price changes.

Warranty: Hartford Truck Equipment offers a Limited Lifetime Warranty on the installation and workmanship of any product installed by Hartford Truck Equipment under normal use and service. Buyer agrees to take delivery under the product warranty of the manufacturer only, it is understood that Hartford Truck Equipment does not manufacture the equipment. Hartford Truck Equipment shall not be held liable for any damages whatsoever resulting from the use of defective equipment or for consequential damages of any kind. The Limited Lifetime Installation Warranty is not transferable and applies only to the original owner and original equipment.

Service work and warranty work performed without prior authorization from Hartford Truck Equipment voids the Limited Lifetime Warranty and will not be reimbursed under any circumstances.

Additional Terms and Conditions:

Disclaimer: Buyer is aware that Hartford Truck Equipment's lead times are approximate and agrees to not hold HTE responsible for delays. Prices subject to change without notice. Product manuals are available at manufacturer's website

Payments: We accept the following payment methods: Cash, American Express, Discover Card, MasterCard, and Visa. We cannot accept personal checks. All business checks require current address, phone number, and a copy of driver's license. All unpaid invoices will be assessed a 1.5% finance charge monthly after 30 days with a \$5 minimum

Deposits: Deposits are required on all special order/non-stock orders. All deposits are nonrefundable after 30 days (before 30 days a \$50 processing fee will be deducted.) Deposits remain as store credit unless otherwise stated.

Financing: Financing is available through CIT and select products through Sheffield Financial. \$100 finance charge will be applied.

Taxes: In addition to the quoted price, buyer agrees to pay Hartford Truck Equipment Inc., all applicable taxes in respect to sale, delivery, storage processing and consumption of the equipment covered by this quotation. If tax exempt, resale certificate is required.

Personal Property Policy: All customer owned items (plows, truck beds, pickup beds, etc.) must be picked up within 30 days of the invoice date to avoid storage fees. Hartford Truck Equipment is not responsible for any damage or theft of customer owned property. After 6 months, items left behind will be considered abandoned and become property of Hartford Truck Equipment. No exceptions.

Storage: Storage fees will begin accruing after 30 days at current posted storage rates

Suspension Modifications: Additional costs may apply, If the vehicle has any suspension modifications

Customer LED Lights: Dealer/ Customer to allow for their dealer service department to re-flash computer for LED lights if required.

Alignment: Customers are responsible to have their dealer service department ensure all modified vehicles have a full alignment performed.

Paint Matching: We cannot guarantee paint color match. Accurate color code information is essential for best results. Painting of service bodies tend to show manufacturing marks such as weld and grind marks which are inherent in the manufacturing process. Hartford Truck Equipment will not authorize any returns, discounts, or re-work, from concerns of blemishes, or top-coat finish.

Returns: No equipment shall be returned for credit without prior written permission and instructions by Hartford Truck Equipment.

Cancellation: It is understood that any order based on this quotation and accepted by the seller shall be a firm order inasmuch as Hartford Truck Equipment in turn must place firm orders for the equipment and or parts thereof. No cancellations may be made except on terms agreed to by Hartford Truck Equipment in writing.

Arbitration: Any controversy or claim arising out of or relating to this agreement or breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. If legal action is necessary to enforce the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees incurred in any arbitration or court proceedings or attorney's fees incurred in the collection of a judgment of court of arbitration fees and costs and any other relief be entitled.

Entire Agreement: This quotation sets forth the entire terms and conditions applicable to the equipment described herein and may not be modified without Hartford Truck Equipment written consent. The terms and conditions of this quote shall prevail over those of any other writing concerning this equipment in case of any inconsistency between them.

Please sign below indication your intent to purchase the above equipment at the price and terms quoted. By signing you are authorizing Hartford Truck Equipment, Inc. to perform the work as specified in this quote. Proposed modification of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by Hartford Truck Equipment.

Accepted: _____ Title: _____

Print: _____ Company: _____

Date: _____

****Please sign and return as confirmation of order****

Respectfully Submitted: Sean Breslin Hartford Truck Equipment Inc.
REV: -P 05/21/2025













RTM Finance & Parks Recreation Committee Report (Zoom)

January 27, 2026

RTM Attendance:

Kristen Mott Purcell (PR)	Andrew Colabella (PR)	Joseph Carson (FI)
Gail Koykendall (PW)	Jill Grayson (FI)	Josh Newman
Seth Braunstein (FI, PR)	Chris Tait (PW)	Nancy Kail (FI)
Pam Kopack (PR, FI)	Charlie Lucas (FI)	Alma Sarelli (PR)

Town Attendance:

Erik Barbieri, Director Parks & Recreation

Nick Quatrano, Parks Superintendent

Item of Discussion:

Upon the request of the Director of Parks & Recreation, to approve an appropriation in the amount of \$60,158 to the Capital and Non-Recurring Fund Account 31508810-500485 for the purchase of a 2024 Chevrolet Silverado 3500HD CC Work Truck which will replace a 2008 Ford F350 Rack Body Truck.

Discussion:

The vehicles as detailed by Erik Barbieri are the lifeline for the Parks and Recreation maintenance department, hauling material as well as delivering equipment by trailer, is beyond its useful life.

Seth asked why a 2024 vehicle and not a new year. The dealer, a state bid vendor, had 2024 models on the lot and is still a new vehicle. Warranty starts ticking once purchased. The mileage, 28,000 miles, while low, was constantly used and parked outside with high engine hours.

Andrew Colabella highlighted facts pertaining to the breakdown of vehicles that low miles do not mean low engine hours. Also, being on the sound, higher exposure rate to saltwater and material.

Christopher Tait stated that most of the causes of vehicles breaking down with respect to being used daily for intensive labor and hauling purposes, is the fact that being a coastal town, higher exposure rate to salt air and water, and no proper storage or washdown bay for removing foreign debris and material off the chassis and body.

Vote:

Finance Motion: Joe Carson Seconded by Pam Kopack: *Unanimous*

Parks and Recreation Motion: Kristen Mott Purcell, Seconded by Alma Sarelli: *Unanimous*

Submitted by: Andrew Colabella, MPA (D4).



WESTPORT CONNECTICUT
PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 SOUTH COMPO ROAD, WESTPORT, CT 06880

December 19, 2025

The Honorable Kevin Christie,
First Selectman
Town Hall
110 Myrtle Avenue
Westport CT, 06880

Dear Mr. Christie:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$65,027.49 from the Capital and Non-Recurring Fund.

This request is to fund the purchase of a 2025 Chevrolet 3500 HD dump truck which will replace a 1999 Ford F450 dump truck.

Respectfully,

A handwritten signature in blue ink, appearing to read "Erik Barbieri", is written over the word "Respectfully,".

Erik Barbieri
Director of Parks and Recreation

Cc: Gary Conrad
Nick Quatrano

FISCAL YEAR 2026

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A EQUIPMENT/VEHICLE

DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation Date: 17 December,2025

EQUIPMENT OR VEHICLE NAME AND DESCRIPTION
Request to replace a 1999 Ford F450 dump truck with a 2025 Chevrolet 3500 HD dump truck.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
If no, why not?

APPROXIMATE COST: \$65,027.49 COST IN CAPITAL FORECAST:
Source of funds: Appropriation

ESTIMATED USEFUL LIFE: 15 years

Has an RFP been issued? YES NO
Have bids been received? YES NO Number of bids received: N/A
Was the lowest bid the winner? YES NO If not, why? Price matches State Bid #24PSX0110

How will the equipment/vehicle be used?
The truck will be used to handle materials used in the renovation of athletic fields, hauling heavy or large masses of debris, and serve as the host for our leaf collection box during leaf season.

Is it a replacement? YES NO
If yes, describe condition of what is to be replaced: Poor. 26 years old. 28K miles. Major body repairs are not justified considering the age.

Pictures attached? YES NO

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FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD

Eric S. Goff

DATE: *12.22.2025*

FINANCE DIRECTOR

Greg M. Lewis

DATE: *12/19/2025*

FIRST SELECTMAN

Bill Clark

DATE: *12/22/25*

















January 27, 2026 – Joint RTM Finance and Parks & Recreation Committee Meeting
Via Zoom

Agenda Item: Upon the request of the Director of Parks & Recreation, to approve an appropriation in the amount of \$65,027.49 to the Capital and Non-Recurring Fund Account 31508810-500486 for the purchase of a 2025 Chevrolet 3500HD Dump Truck which will replace a 1999 Ford F450 Dump truck.

For Finance:

- Seth Braunstein – Chair
- Nancy Kail
- Pam Kopack
- Jill Gratson
- Joe Carson
- Charles Lucas

For Parks & Recreation:

- Chris Tait - Chair
- Seth Braunstein
- Andrew Colabella
- Pam Kopack
- Kristin Purcell
- Alma Sarelli

For the Town:

- Erik Barbieri – Director of Parks & Recreation
- Nick Quatrano – Parks Superintendent

On Tuesday evening, January 27th the RTM Finance Committee and RTM Parks and Recreation Committee met to discuss an appropriation request to cover the cost of a new dump truck.

We learned that the department relies heavily on their dump truck to perform a wide variety of functions from dirt hauling to field maintenance to leaf collecting and much more. The requested funds will be used to purchase a new 2025 Chevrolet 3500 HD dump truck. This new truck will replace a 1999 Ford truck that is no longer in acceptable condition, and which is likely to have minimal auction/salvage value.

The need for this new truck was immediately evident to all committee members, and the bulk of our conversation was focused on how a proper maintenance facility would better allow for thorough washdowns (to reduce salt corrosion) and improved protection from the elements, thereby allowing for the lifespan of vehicles and equipment to be extended.

For Finance, motion was made by Pam Kopack and seconded by Nancy Kail. Vote was unanimous, 6 - 0.

For Parks & Recreation, motion was made by Alma Sarelli and seconded by Andrew Colabella. Vote was unanimous, 6 - 0.

Respectfully submitted by:
Seth Braunstein, Chair of the RTM Finance Committee



WESTPORT™

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

12/15/2025

Mr. Kevin B. Christie
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation of \$815,000 to the Municipal Improvement fund along with Bond and Note Authorization, for Town Hall ADA Improvements

Dear Mr. Christie,

This office herein requests an appropriation to the Municipal Improvement Fund, along with Bond and Note Authorization, in the amount of \$815,000 for the first phase of upgrades to Town Hall facilities, to make them compliant with current requirements of the Americans with Disabilities Act, (ADA).

The work includes retrofitting the two rear entrances to Town Hall with lifts to make them accessible, and adding two spaces at each entrance; relocation of our current two ADA Parking spaces to create a safer accessible route into Town Hall and reconfiguration of the exit roadway along with replacement of the existing deteriorated concrete ramp. Repaving the front half of the Town Hall driveway is also included in this work. In addition, we are adding a lift in the Auditorium staircase to make the stage accessible as well. Much of this work is to address deficiencies found during a recent audit of Town facilities as part of the Town's ADA transition plan. We are phasing the work to spread it out over several fiscal years.

Attached is an estimate of costs associated with this phase of the work.

Respectfully,

Peter A. Ratkiewich, P.E
Director of Public Works

cc: Gary Conrad, Finance Director
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FISCAL YEAR 2026

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: **Public Works** Date: **12-15-25**

PROJECT NAME AND DESCRIPTION
Town Hall ADA Improvements Phase 1

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

If no, why not?
 If yes, answer the following two questions:
 Which FY was the project first proposed? **2017**
 Which FY was the project first planned? **2015**

APPROXIMATE COST:	\$740,940	COST IN CAPITAL FORECAST: Approx.. \$750k of \$1.75M	
CONTINGENCY (10%):	\$ 74,094		
	\$815,034	←TOTAL	REQUEST→ \$815,000

SOURCE OF FUNDS:

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

OTHER, DESCRIBE:

PAYBACK PERIOD: **N/A**

PROJECTED START DATE: March 2026	EST. COMPLETION DATE: November 2026
ESTIMATED USEFUL LIFE: 20-25 years	

Is this project part of a larger capital project? **This is part of a larger \$1.75M project to upgrade Town Hall for ADA Compliance, listed in the 10-year Capital Forecast for FY 2025**

Has an RFP been issued? YES NO

Have bids been received? YES NO Number of bids received: **The various elements of this project will be bid out utilizing our normal purchasing procedure**

Was the lowest bid the winner? YES NO If not, why? _____

Who will benefit from the project? **All those that are disabled that require more accessibility into Town Hall**

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Is it a replacement? YES NO

Elements of Town Hall that do not comply with the 2010

If yes, describe condition of what is to be replaced: ADA

Pictures attached? YES NO

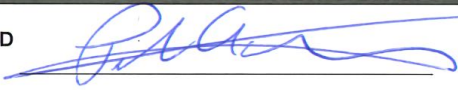

What other approvals/reviews are necessary to begin this project? RTM, BOS

FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD  DATE: 12.15.25
FINANCE DIRECTOR _____ DATE: _____
FIRST SELECTMAN  DATE: 12/14/25

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Town Hall ADA Improvements

Stair lift- Stairwell #1 (Public Works Entrance)

Handi Lift Quote	\$ 92,850.00
Options:	
Wall mounted Audi Visual Alerts	\$ 1,280.00
Optional color	\$ 3,310.00
\$5 Million Insurance	\$ 2,500.00
Subtotal	\$ 99,940.00

Prepared by:

Peter A. Ratkewich, P.E.
Westport Director of Public Works

Stair lift Stairwell #2 (BOE Entrance)

Handi Lift Quote	\$ 94,910.00
Options:	
Wall mounted Audi Visual Alerts	\$ 1,280.00
Optional color	\$ 3,310.00
\$5 Million Insurance	\$ 2,500.00
Subtotal	\$ 102,000.00

Stage Lift

Handi Lift Quote	\$ 34,710.00
Options:	
Tower mount application	\$ 1,040.00
Optional color	\$ 3,250.00
\$5 Million Insurance	\$ 2,500.00
Subtotal	\$ 41,500.00

ADA Ramp replacement

Precast concrete ramp units	\$ 36,500.00
Installation	\$ 165,000.00
Subtotal	\$ 201,500.00

Modify Sidewalk Ramps Rear pkg lot

Quote	\$21,000
Subtotal	\$21,000

ADA Parking space & front driveway reconfiguration

Estimate	\$275,000
Subtotal	\$275,000

Total	\$ 740,940.00
10% contingency	\$ 74,094.00

Grand Total \$ 815,034.00

**RTM Joint Finance and Education Committees Meeting
January 27, 2025 Via Zoom**

Purpose: To approve an appropriation of \$815,000 for Town Hall ADA improvements

Present for RTM Finance Committee: Seth Braunstein (Chair), Joe Carson, Jill Grayson, Nancy Kail, Pam Kopack, Charles Lucas

Present for the RTM Public Works Committee: Jay Keenan (Chair), Joe Carson, Andrew Colabella, Gail Coykendall, Peter Gold, Jack Klinge, Charles Lucas, Louis Mall, Matthew Mandell, Josh Newman, Chris Tait

Present for the Town of Westport: Pete Ratkewich, Director of Public Works

Introduction and Background:

This report presents the Finance and Public Works Committees' recommendations to the Representative Town Meeting to appropriate \$815,000 to address priority ADA deficiencies found at Town Hall. These deficiencies were identified through a recent ADA audit that was conducted as part of the Town's ADA Transition Plan.

The proposed scope of work includes the following:

- ⇒ Retrofit two rear entrances to Town Hall with wheelchair accessible stair lifts that travel the full length of the staircases.
 - Public Works entrance stair lift: \$99,940
 - BoE entrance stair lift: \$102,000
- ⇒ Reconfigure the exit roadway and replace a deteriorated concrete ADA ramp: \$201,500
- ⇒ Install a wheelchair accessible lift for stage access in the auditorium: \$41,000
- ⇒ Relocate two existing ADA parking spaces to create safer, accessible paths into Town Hall and repave the front half of the Town Hall driveway: \$275,000
- ⇒ Modify sidewalk ramps near parking lot: \$21,000
- ⇒ Contingency (10%): \$74,094

The projected start date is March 2026 with completion anticipated by November 2026. The estimated useful life of the improvements is 20-25 years. This work represents a portion of a larger \$1.75 million Town Hall ADA upgrade included in the 10-year capital forecast for FY 2025.

Discussion:

Director of Public Works Pete Ratkewich stated that the Town is actively developing a comprehensive ADA Transition Plan to address identified compliance deficiencies across Town facilities. Town Hall is not currently fully ADA compliant. Failure to demonstrate progress toward compliance increases the Town's exposure to enforcement action by the US Department of Justice, particularly in the event of a complaint.

Mr. Ratkewich reviewed a site plan showing Town Hall entrances, staircases, parking areas and proposed work. Code requires accessible parking at each public entrance, necessitating 6 ADA parking spaces distributed around the building. The proposed stair lifts address three rear entrance staircases and one auditorium staircase. It was confirmed that stairs would be passable when lifts are in use.

There was consensus that the existing ramp is unsafe, located in a blind spot and heavily used not only for accessibility but also for deliveries, making its replacement a priority. Mr. Ratkewich reminded members that Public Works repaved the parking lot last summer and added ADA compliant parking near rear entrances.

In response to questions regarding ARPA funding for this project, Mr Ratkewich stated that ARPA funds are no longer available due to federal requirements mandating their use for immediate, shovel ready projects. Accordingly, the proposed appropriation will be funded through the Town Municipal Fund. Members requested a final accounting of ARPA expenditures.

Members also expressed interest in viewing similar stair lifts in operation at other facilities such as Staple HS or nearby municipal buildings.

The front entrance of Town Hall will not be modified, as doing so would substantially alter the historic facade. The redesigned ramp near the primary rear entrance is sufficiently close to the front entrance and serves ADA access needs.

Mr. Ratkewich indicated that the proposed projects included in this appropriation represent the highest priority ADA improvements identified from a broader townwide 250-page ADA audit conducted with assistance from WestCOG. These improvements mostly focus on exterior access and do not adversely affect interior room functionality or public meeting spaces. WestCOG is helping to develop the comprehensive ADA Transition Plan, which is expected to be completed by late 2026.

Mr. Ratkewich explained that the original \$1.7 million capital estimate stemmed from ADA concepts developed in a 2016 plan that proposed significant interior reconfigurations, including relocating public access to lower floors and altering meeting rooms and the community theater. Those concepts were not pursued, as they conflicted with ADA principles of equal access and would have significantly reduced the functionality of key public spaces.

Additional ADA-related needs may be addressed in future capital requests, including restroom accessibility in some areas of Town Hall and modernization of the auditorium sound system. Mr. Ratkewich noted he is coordinating with the IT Department regarding audio improvements.

VOTES: Finance Committee: Motion by Nancy Kail, second by Pam Kopak, 6-0-0
Public Works: Motion by Andrew, second by Peter, 11-0-0

Respectfully submitted,
Nancy Kail
RTM Finance Committee



WESTPORT™

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

12/15/2025

Mr. Kevin B. Christie
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation of \$275,000 to the Municipal Improvement fund along with Bond and Note Authorization, for an ADA accessible ramp between the Imperial Lot and the Levitt Pavillion Lot

Dear Mr. Christie,

This office herein requests an appropriation to the Municipal Improvement Fund, along with Bond and Note Authorization, in the amount of \$275,000 for a ramp compliant with the Americans with Disabilities Act, (ADA).

Currently there is only a staircase between the Imperial Lot and the Levitt Pavillion Lot. In effect, the only way to travel between the two lots in a wheelchair is to traverse the trail that goes around the base of the Levitt Pavillion and comes out at the lower level of the Library, a distance of approximately 1900 feet. The proposal is to create a switchback ramp right next to the staircase, that traverses the side of the embankment in only about 150 feet. With the use of the Imperial parking lot as overflow for events at the Levitt and the Library, and with the Farmers Market using the Imperial Lot, there is a need to create a viable accessible route between the two parking lots for both compliance with the 2010 ADA, and safety in general.

Attached is an estimate of costs associated with this work.

Respectfully,

Peter A. Ratkiewich, P.E
Director of Public Works

cc: Gary Conrad, Finance Director
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FISCAL YEAR 2026

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: **Public Works** Date: 12-15-25

PROJECT NAME AND DESCRIPTION

ADA Accessible Ramp between the Imperial Parking lot and the Levitt Pavillon

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

If no, why not?
 If yes, answer the following two questions:
 Which FY was the project first proposed? 2022
 Which FY was the project first planned? 2021

APPROXIMATE COST:	\$250,000	COST IN CAPITAL FORECAST: Approx.. \$200k of \$1.35M
CONTINGENCY (10%):	\$ 25,000	
	\$275,000	←TOTAL REQUEST→ \$275,000

SOURCE OF FUNDS:

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

OTHER, DESCRIBE:

PAYBACK PERIOD: N/A

PROJECTED START DATE: March 2026 **EST. COMPLETION DATE:** November 2026

ESTIMATED USEFUL LIFE: 20-25 years

Is this project part of a larger capital project? This is part of a larger \$1.35M project to upgrade the Imperial lot, which is part of the overall Reconnecting the Riverfront Downtown Improvement project

Has an RFP been issued? YES NO

Have bids been received? YES NO **Number of bids received:** _____ This project will be bid out utilizing our standard bid procedure

Was the lowest bid the winner? YES NO If not, why? _____

Who will benefit from the project? All those that are disabled that require more accessibility into Town Hall

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Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: _____

Pictures attached? YES NO

[Empty rectangular box]

What other approvals/reviews are necessary to begin this project? RTM, BOS

[Empty rectangular box]

FINANCE



This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED: _____

IF NOT APPROVED: _____

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 12.15.25
FINANCE DIRECTOR	_____	DATE: _____
FIRST SELECTMAN		DATE: 12/10/25

ADA Ramp from Imperial Lot to Levitt Lot Engineer's Estimate				
Item/Description	Unit	Quantity	Unit \$	Total Cost
Recon Blocks	Sq.Ft.	1400	\$ 45.00	\$ 63,000.00
Sleeve-It (Railings)	EACH	30	\$ 100.00	\$ 3,000.00
SonoTube	EACH	30	\$ 20.00	\$ 600.00
Concrete	Cu.Ft.	150	\$ 12.00	\$ 1,800.00
Hand Rail	LF	350	\$ 200.00	\$ 70,000.00
Bituminous Concrete	Tons	20	\$ 300.00	\$ 6,000.00
Earthwork	CY	300	\$ 90.00	\$ 27,000.00
Furnish & Place Topsoil	S.Y.	200	\$ 43.00	\$ 8,600.00
Remove Guiderail	LF	8	\$ 25.00	\$ 200.00
Soil & Erosion Control (Silt Fence)	LF	125	\$ 10.00	\$ 1,250.00
Clearing and Grubing	LS	1	\$ 10,000.00	\$ 10,000.00
M&P of Traffic	LS	1	\$ 5,000.00	\$ 5,000.00
Mobilization	LS	1	\$ 15,000.00	\$ 15,000.00
Construction Staking	LS	1	\$ 6,000.00	\$ 6,000.00
MSW Handling/Incidentals	LS	1	\$ 32,550.00	\$ 32,550.00
Total Cost				\$ 250,000.00
10% Contingency				\$ 25,000.00
Grand Total				\$ 275,000.00

Prepared by:

Matt Niski P.E.
Westport Deputy Town Engineer

**RTM Finance & Public Works Committee Report (Zoom)
January 27, 2026**

RTM Attendance

JAY KEENAN (PW)	ANDREW COLABELLA (PW)	JOSEPH CARSON (PW, FI)
GAIL KOYKENDALL (PW)	JILL GRAYSON (FI)	JOSH NEWMAN (PW)
SETH BRAUNSTEIN (FI)	CHRIS TAIT (PW)	NANCY KAIL (FI)
LOUIS MALL (PW)	CHARLIE LUCAS (PW, FI)	MATTHEW MANDELL (PW)
PAM KOPACK (FI)	JENNIFER JOHNSON	

Town Employees

NICK QUATRANO	PETER RATKIEWICH	GARY CONRAD
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Notice of Meeting

The RTM Finance, the RTM Public Works and the RTM Parks & Recreation Committees will meet jointly on Tuesday, January 27, 2026, at 7pm.

There is no physical location for this meeting. It will be held electronically.

- 1.) Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$275,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310 500483 for an ADA accessible ramp between the Imperial Lot and the Levitt Pavillion Lot.

Mr. Ratkiewich presented the project to the town, emphasizing the location of the library and the Levitt pavilion parking lot. This area of stairs connects the Imperial lot to the Library, Levitt, and the entire downtown area.

However, this area is not suitable for individuals with disabilities, those using strollers, or those with mobility issues. Major deliveries and the exit from the farmers market make it inaccessible.

To address this, a ramp with a steady grade will be installed. The ramp will have landings and a retaining wall made of blocks and geo-grid. This architectural schematic will be customized to fit the landfill composition of the ground and the topography of the area.

The ramp will be made of asphalt, and the landings will be made of concrete. These materials can be easily removed and replaced within 24 to 48 hours of curing.

The schematic design will be reviewed by an in-house engineer, taking into account various variables. After careful consideration of aesthetics, the design will be approved.

The landings will be five feet wide and spaced 30 feet apart, meeting ADA compliance standards.

Seth Braunstein raised concerns about differential settlement due to the landfill composition.

Peter Gold questioned the need for a serpentine design with multiple levels and asked about the slope, which is 12 feet in elevation difference from the bottom of the staircase to the top. The engineering formula indicated that the length and elevation would result in minimal settlement.

Chris Tait inquired about the illumination of the walkway for dusk and night accessibility, considering that it will be built on the town dump. Peter responded that the existing illumination and connection would suffice to ensure accessibility.

Andrew Colabella asked about the structural integrity of the design. Peter explained that the assembly would involve excavating the footprint and layout blocks without pile driving. A mechanically stabilized earth structure with blocks and geogrid would be constructed into the hillside with dirt, and the next course would be added. By the time the structure reaches the top of the wall, it would be a layered reinforcement, combining the earth and geogrid to create a strong and resistant structure.

Joe Carson inquired about the potential underutilization of the parking lot and suggested the installation of a walkway tram over Deadman's Brook to alleviate parking issues in town. Peter responded that with an aluminum set or a ramp likely to be installed at town hall, there would be immediate assistance available. However, at Levitt, we cannot guarantee 24/7 assistance, especially during inclement weather. In such cases, constant 24/7 surveillance and a response team would be required, which would increase maintenance costs. Additionally, the closed cabin tram cannot be left open at night, and if it breaks, there would be no one to assist. This is a passive structure that doesn't require constant assistance.

Jack Klinge proposed maintaining the current plan, emphasizing that it doesn't create any adverse accessibility issues in terms of length, slope, or accessibility.

Nancy Kail commented on the vegetation of the Holly tree, as mentioned by Jennifer Johnson in an email to the RTM. She also discussed the vegetation in the surrounding area. Unfortunately, the Holly tree would be removed or trimmed where the ramp would be installed. Further analysis from Ben Sykas, the town tree warden, is required. It's important to note that plants on a landfill face challenges in achieving healthy growth. Additionally, the path around the Levitt would remain unaffected.

Jennifer Johnson, referencing her email about the Holly tree, expressed her desire to save or replant it. She appreciated the schematic visual provided for the discussion. Regarding the \$275,000 construction cost mentioned in the RFP, the contractors cannot hold their price due to volatility of construction environment and supply chain accessibility. No contractor bids more than 160 days out. Going out to bid and creating estimates are done simultaneously.

Vote

Finance motion made by Charlie Lucas, Seconded by Joe Carson. *Unanimous*
Public Works Motion made by Matthew Mandell, Seconded by Jack Klinge. *10-0-1*
Abstention.

Andrew J. Colabella, MPA
RTM District 4 Representative
Westport Police Athletic League
Sons of the American Legion, Commander
203-984-7077



WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

December 18, 2025

Kevin B. Christie
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation from the Capital and Non-recurring fund – Emergency Elevator repair, Town Hall

Dear Mr. Christie,

This office respectfully requests an appropriation of **\$31,500.00** for emergency replacement of the main hydraulic valve and pump for the Town Hall Elevator. The elevator was replaced in its entirety in the fall of 2019, making the Elevator and its associated equipment components six years old. The warranty on the elevator installation was one year, with parts and materials being covered for two years.

This expenditure is not on the capital forecast and would normally be funded in our operating capital as a projected equipment replacement under preventative maintenance. Unfortunately, since it has failed and is not working, we need to replace it on an emergency basis so that we can provide access to all floors of the building for those with disabilities

Attached is an invoice for \$4,240.00 from our elevator maintenance contractor, to investigate and identify the issue, and a quote to purchase and install a new main valve and hydraulic pump for \$24,785.00. Adding a 10% contingency to the elevator quote to account for any other unknowns that may be discovered and adding in the service invoice, gives us a total of \$31,504.00. For simplicity we have rounded the figure to \$31,500.00. The Finance Director has authorized the expenditure on an emergency basis and we are proceeding with the work, paying the bill out of operating funds which we hope to reimburse through this appropriation.

Respectfully,

A handwritten signature in blue ink, appearing to read "Peter A. Ratkiewich", with a long horizontal flourish extending to the right.

Peter A. Ratkiewich, P.E.
Director of Public Works
cc: Gary Conrad, Finance Director

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FISCAL YEAR 2025

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 12/18/25

PROJECT NAME AND DESCRIPTION
 Emergency replacement of main valve and hydraulic pump in Town Hall Elevator

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

If no, why not? This is because the equipment suffered an unanticipated failure

If yes, answer the following two questions:
 Which FY was the project first proposed?
 Which FY was the project first planned?

APPROXIMATE COST:	\$24,785	COST IN CAPITAL FORECAST:	
CONTINGENCY (10%):	\$ 2,479		
Invoice for diagnosis:	\$ 4,240		
	\$31,504	←TOTAL	REQUEST→ \$31,500.00

SOURCE OF FUNDS:

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

OTHER, DESCRIBE: We are using operating funds to proceed with the work but hope to reimburse those funds through this appropriation

PAYBACK PERIOD: N/A

PROJECTED START DATE: ASAP EST. COMPLETION DATE: December 2025

ESTIMATED USEFUL LIFE:

Is this project part of a larger capital project? NO

Has an RFP been issued? YES NO

Have bids been received? YES NO Number of bids received: We are using our Elevator Maintenance Contractor

Was the lowest bid the winner? YES NO If not, why? _____

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Who will benefit from the project? Public Works Employees

Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: This is a six year old elevator. The equipment to be replaced has failed

Pictures attached? YES NO


What other approvals/reviews are necessary to begin this project? RTM
Note - we are proceeding with the work as it is critical that Town Hall have an elevator to access the first and third floors for those with disabilities

FINANCE

This section to be completed by the Finance Director.
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD [Signature] DATE: 12.18.25
FINANCE DIRECTOR _____ DATE: _____
FIRST SELECTMAN [Signature] DATE: 12/18/25

Hartford Elevator LLC.
 1275 Cromwell Ave B10
 Rocky Hill, CT 06067
 billing@hartford-elevator.com

Invoice

Date	Invoice #
12/17/2025	22727

P.O. No.

Bill To
Town of Westport Public Works Building Maintenance 110 Myrtle Ave Westport CT 06880

Description	Qty	Rate	Amount
Job info: 12/15/2025 TC-20399 Trouble Call: 158-0051 / Westport Town Hall 110 Myrtle Avenue Westport CT Call description: Westport Town Hall - 158-0051: No Longer OT, communicated with caller need for 2 men for leveling issues. 2 man team Monday or as soon as possible. Instructed caller to shut down elevator. Rider described elevator 6" below landing when doors opened, elevator then slowly leveled in. Will Drobish called it in, said today would be best to check out the elevator. 12/15/2025: Troubleshooting elevator Cleared faults and ran elevator Elevator does sink and relevel on upper floors. Not packing related, could be leaking back through valve Made adjustments -if issue persist pump unit should be replaced Elevator was returned to service. 2 men 8 hours (Reg, Mechanic)	8	530.00	4,240.00

		Sales Tax (6.35%)	\$0.00
Thank you for your business!		Total	\$4,240.00

Phone #

Fax #

E-mail

860-757-3960

860-757-3982

billing@hartford-elevator.com

ELEVATOR SERVICE AND REPAIR AGREEMENT



December 17, 2025

CUSTOMER
Town of Westport Public Works
110 Myrtle Avenue
Westport CT 06880

HARTFORD ELEVATOR, LLC
1275 Cromwell Ave., Suite B10
Rocky Hill, CT 06067

HARTFORD ELEVATOR CONTACT
Donna Gilbert
Phone: (860) 757-3960
Email: Office@hartford-elevator.com

PROJECT LOCATION
Westport Town Hall
110 Myrtle Avenue
Westport CT 06880

PROPOSAL ID
Q-18453

EQUIPMENT

STATE REG. #, EQUIPMENT DESCRIPTION AND ADDRESS
158-0051, Westport Town Hall, 110 Myrtle Avenue, Westport, CT

SCOPE OF WORK

Hartford Elevator proposes the labor and material for the following repairs:

1. Valve Replacement only - \$18,335.00

2. Valve and Pump Unit replacement - \$24,785.00 *WGD 12/18/25*

Please indicate by circling and initialing which option you are authorizing.

PAYMENT SCHEDULE

50% of Cost is due upon execution of this agreement
50% of Cost is due upon completion of service

ACCEPTANCE

I confirm that I am authorized to sign for and accept this agreement.

The Customer agrees, without limitation, to defend, indemnify, release, and hold harmless Hartford Elevator, LLC and its employees, representatives, and agents from and against all claims, lawsuits, demands, judgements, liabilities, losses, injuries, death, damages, fines, penalties, payments, costs, and expenses (including attorney's fees and expenses) arising out of or relating to the work performed under this Agreement, except for the sole and direct negligence of Hartford Elevator, LLC. In the event of proven negligence in direct relation to the work performed under this Agreement, the parties agree that liability is capped at the Cost paid for the work.

1275 Cromwell Ave. Ste. B10 Rocky Hill, CT 06067 | Ph: (860) 757-3960 | Fax: (860) 757-3982 | office@hartford-elevator.com

RTM FINANCE & PUBLIC WORKS JOINT COMMITTEE MEETING

DATE; Finance & Public Works Joint Meeting – Tuesday, January 27, 2026

TIME; 7:00 PM meeting start via Zoom

PURPOSE; Review requested Public Works Department expenditure related to Emergency Elevator Repairs (reimbursement of spent funds)

PRESENTED BY; Peter Ratkiewich, Public Works Director

Elevator Repair - Mr. Ratkiewich requested an appropriation in the amount of \$31,500.00 for emergency replacement of the hydraulic valve and pump for the Town Hall Elevator. The elevator was replaced in 2019 and is outside of its one-year installation and two-year parts warranty. This expenditure is not on the capital forecast. This is treated as an emergency expenditure as the elevator is required to assist those with disabilities to access the upper and lower floors of Town Hall. The costs were paid out of operating costs and this appropriation will reimburse those funds.

Both committees voted unanimously to recommend to the full RTM.

Note: This meeting was audio recorded and is posted on the Town website at the link below.

<https://play.champds.com/westportct/event/1087>

In attendance;

PW Comm (10) - Jay Keenan (chair/reporter), Andrew Colabella, Peter Gold, Matt Mandell, Joseph Carson, Gail Coykendall, Jack Klinge, Charles Lucas, Lou Mall, Chris Tait, Josh Newman

Finance Comm (5) – Seth Braunstein (chair), Nancy Kail, Joseph Carson, Jill Grayson, Charles Lucas, Pam Kopack

RTM PETITION FORM

Lead Petitioner: I Kristin Mott Porcell am designated as lead petitioner.
 Address: 5 FAIRFIELD AVE
 Phone: 203-451-6405 E-mail: kristine.motte@gmail.com

LEAD PETITIONER WILL BE THE PRIMARY CONTACT FOR THE TOWN CLERK, AND WILL BE RESPONSIBLE FOR COMPILING AND DELIVERING TO THE TOWN CLERK ALL DOCUMENTATION IN SUPPORT OF THE PETITION.

Petition request: Resolution to have Westport join the Connecticut Municipal Development Authority (CMDA), a quasi-public entity established pursuant to CT General Statutes 8-169hh through 8-169tt.

NOTICE TO PETITIONERS:

By signing this petition you acknowledge that the lead petitioner will have the authority to act on your behalf with respect to the subject matter of this petition. This authority includes withdrawing the petition at the lead petitioner's discretion.

(18)

RECEIVED FOR RECORD
 WESTPORT TOWN CLERK
 2015 OCT 16 P 2:22
 JEFFREY M. DUMBERSON

	Signature of Elector	Printed Name of Elector	Date of Birth	Street Address	Date Signed
1 ✓	<i>Kristin Mott Porcell</i>	Kristin Porcell	7-31-66	5 Fairfield Ave	10-7-25
2 ✓	<i>Chris Jait</i>	Chris Jait	7/2/64	10 Queen Victoria	10-7-25
3 ✓	<i>Candace Banks</i>	Candace Banks	8/3/74	3 Tulip Lane Westport	10-7-25
4 ✓	<i>Nancy Kail</i>	Nancy Kail	2.15.62	15 RiverView Rd	10.7.25
5 ✓	<i>Julie Wramond</i>	Julie Wramond	04.06.66	3 Elliot Lane	10.7.25
6 ✓	<i>Karen Kramond</i>	Karen Kramond	10/6/55	140 Hamblewood	10-7-25
7 ✓	<i>Braun B. B. B.</i>	Braun B. B. B.	1-27-75	37 High Court Rd	10-7-25
8 ✓	<i>Andrew Coukenda</i>	Andrew Coukenda	07/29/81	83 Grove Pond	10-7-25
9 ✓	<i>Peter Gold</i>	PETER GOLD	5/25/58	92 REGENTS PK	10/7/25
10 ✓	<i>Lauren Karpf</i>	Lauren Karpf	4/17/75	19 Twin Circle Dr	10/7/25
11 ✓	<i>Andrew Bloor</i>	Andrew Bloor	6/2/94	5 Hagen Trail	10/10/25
12 ✓	<i>Ellen Lautenbarg</i>	Ellen Lautenbarg	09/04/57	10 Woody Lane	10/10/25
13 ✓	<i>Terrence Purcell</i>	TERRENCE PURCELL	8/31/68	5 FAIRFIELD AVE	10/16/25
14 ✓	<i>Laurence Weisman</i>	Laurence Weisman	5/6/29	11 Greenwood Ln.	10/16/25
15 ✓	<i>Bruce Becker</i>	BRUCE BECKER	10.11.58	3 QUENTIN RD	10/16/25
16 ✓	<i>Gail Coukenda</i>	Gail Coukenda	12/13/74	30 Island Way	10/16/25
17 ✓	<i>Debra Grant</i>	Debra Grant	07/24/53	2 Cherry Lane	10/16/25
18 ✓	<i>Gail Zabaday</i>	Gail Zabaday	04/15/53	48 Tanna Blvd	10/16/25
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RTM PETITION FORM

Lead Petitioner: Kristin MOTT PORCELL am designated as lead petitioner.
 Address: 5 FAIRFIELD AVE
 Phone: 203-451-6405 E-mail: Kristinemotte@gmail.com

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12

RECEIVED FOR RECORD
 WESTPORT TOWN CLERK
 2025 OCT 16 P 2:21
 JENNIFER M. JONES
 TOWN CLERK

	Signature of Elector	Printed Name of Elector	Date of Birth	Street Address	Date Signed
✓ 1		Jenna Pardo	6/17/86	1 Blind Brook Rd S	10/16/25
✓ 2		HARRIS FALK	12/18/71	14 OVERLOOK RD	10/16/25
✓ 3		Robert Magnusa	4/1/75	12 Bliny Brooks Rd	10/16/25
✓ 4		Abby Tolan	6/10/64	9 Hirsch Rd	10/16/25
✓ 5		Graybill	12/17/68	7 Bradley St	10/16/25
✓ 6		KAREN A. WENDELL	10/29/55	80 Maple Ave South	10/16/2025
✓ 7		Joseph P. Scordato	1/2/56	80 Maple Ave South	10/16/2025
✓ 8		Ellie Magnusson	3/8/78	12 Blind Brook Rd	10/16/2025
✓ 9		Melissa Len	12/20/75	3 Indian Pt Ln	10/16/25
✓ 10		Wendy Botreau	1/30/53	6 Arden Rd	10/16/25
✓ 11		Kristin Schweeman	5/1/66	276 Main St.	10/16/25
✓ 12		Sal Luccan	12/18/72	50 Dunbar	10/16/25
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RTM PETITION FORM

Lead Petitioner: I Kristin MOTT PORCELL am designated as lead petitioner.
 Address: 5 FAIRFIELD AVE
 Phone: 203-451-6405 E-mail: Kristinemotte@gmail.com

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RECEIVED FOR RECORD
 WESTPORT TOWN CLERK
 2025 OCT 16 P 2:24

(3)

Not Rejected

	Signature of Elector	Printed Name of Elector	Date of Birth	Street Address	Date Signed
1	<i>Michael Perry</i>	<i>Michael Perry</i>	4-27-54	43 Sylvan Rd. W	10/16/25
2	<i>Kate Weber</i>	<i>KATE WEBER</i>	11/5/58	105 Harbor Rd	10/16/25
3	<i>Bishop Patel</i>	<i>Bishop Patel</i>	5/13/69	10 Stony Point Rd	10/16/25
4	<i>R. P. R.</i>	<i>Richard Lewenshaw</i>	2/21/38	372 Greensfarm Rd	10/16/25
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CMDA FORM MOA

**MEMORANDUM OF
AGREEMENT**

Effective _____, 202__

By and Between

**CONNECTICUT MUNICIPAL
DEVELOPMENT AUTHORITY**

(“CMDA”)

and

[CITY/TOWN] OF [NAME OF MUNICIPALITY]

(the “[City/Town]”)

This Memorandum of Agreement (the "Agreement") is made and entered into as of the ___ day of _____, 20__ (the "Commencement Date"), by and between the [CITY/TOWN] OF [NAME OF MUNICIPALITY], a Connecticut municipal corporation (the "[City/Town]"), and the CONNECTICUT MUNICIPAL DEVELOPMENT AUTHORITY, a body corporate and public constituting a public instrumentality and political subdivision of the State of Connecticut (the "Authority" and together with the [City/Town], the "Parties," and each, a "Party").

WITNESSETH:

WHEREAS, the Authority is a body politic and corporate and a public instrumentality of the State of Connecticut (the "State") created under Chapter 130 of the Connecticut General Statutes (the "General Statutes");

WHEREAS, the Authority was created for the performance of an essential public and governmental function, including for the purposes set forth in section 8-169jj of the General Statutes to: (1) Stimulate economic and transit-oriented development, as defined in section 13b-79kk of the General Statutes, within Connecticut Municipal Development Authority development districts; (2) encourage residential housing development within development districts; (3) manage facilities through contractual agreement or other legal instrument; (4) stimulate new investment within development districts and provide support for the creation of vibrant, multidimensional downtowns; (5) upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities; (6) upon request of the Secretary of the Office of Policy and Management and with the approval of the chief executive officer of a member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, in which a development district is located, enter into an agreement to facilitate development or redevelopment within such development district; (7) encourage development and redevelopment of property within development districts; (8) engage residents of member municipalities, or municipalities constituting a joint member entity, as applicable, and other stakeholders in development and redevelopment efforts; (9) market and develop development districts as vibrant and multidimensional; and (10) provide financial support and technical assistance to municipalities to develop housing growth zones; and

WHEREAS, on [DATE], the [City/Town] officially opted in to join the Authority as a member municipality in accordance with Section 8-169ll(a)(1) of the General Statutes;

WHEREAS, pursuant to section 8-169ll of the General Statutes, as a member municipality the [City/Town] must enter into a memorandum of agreement with the Authority for the establishment of one or more development districts, the boundaries proposed for which development district are described in Exhibit B hereto (the "Development District");

WHEREAS, pursuant to section 8-169tt of the General Statutes, prior to the execution of any such memorandum of agreement that establishes a development district, any chief executive officer of a member municipality must create a proposal for a housing growth zone and submit such proposal, including proposed zoning regulations applicable to such zone, for the Authority's review and approval;

WHEREAS, the [City/Town] has submitted such a proposal to the Authority and the Authority has approved a zone or zones from such proposal as consistent with Section 8-169tt of the General Statutes, as described in Exhibit A hereto; and

WHEREAS, in addition to providing for the establishment of the Development District, the Parties also desire to set forth the procedure for any task orders, which may be entered into from time to time.

NOW, THEREFORE, the Authority and the [City/Town], intending to be legally bound, agree as follows:

ARTICLE I

INTRODUCTION

Section 1.01 Statutory Authority.

(a) As provided by Section 8-169jj of the General Statutes, the Authority’s powers includes: “upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities.” In addition, the Authority has the power to “enter into such memoranda of agreement as the Authority deems appropriate to carry out its responsibilities under § 8-169jj.”

(b) As provided by Section 8-169hh(4) of the General Statutes, a development district means the area determined by a memorandum of agreement between the Authority and the chief executive officer of the member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, where such development district is located, provided such area shall be considered a downtown or does not exceed a one-half-mile radius of a transit station.

(c) The [City/Town], as a member municipality of the Authority, in order to receive the benefit of Authority programs and assistance, is obligated under Section 8-169ll to enter into a memorandum of agreement with the authority for the establishment of one or more development districts.

(d) Before entering into a memorandum of agreement with a member municipality to establish a Development District, the Authority must determine whether or not any zone or zones within the member municipality’s eligible geography can be approved as Housing Growth Zones. Development Districts cannot include parcels that are governed by zoning which is not approved by the Authority as a Housing Growth Zone

Section 1.02 Purpose.

Pursuant to the foregoing, the purpose of this Agreement is to evidence the establishment of the Development District, including any certifications thereof, and to provide the framework to allow the Authority and the [City/Town] to proceed with the planning, design, contracting and other activities necessary for the development of the Development District. This Agreement does not purport to address all major or material issues that may arise during the course of the development of the Development District. The Parties will proceed diligently, professionally, collaboratively and in good faith to resolve such issues as they arise.

ARTICLE II

ESTABLISHMENT OF DEVELOPMENT DISTRICT

Section 2.01 Housing Growth Zone Approval.

Based upon its review of the zoning and other applicable materials submitted by the [City/Town], the Authority hereby determines that a zone or zones submitted by the [City/Town] in its proposal for a housing growth zone is likely to substantially increase the production of new dwelling units necessary to meet housing demand within the region, as further evidenced by such certification attached as Exhibit A hereto.

Section 2.02 Development District Boundaries.

In accordance with the certification of the proposed district as a housing growth zone, the Parties hereby formally establish the Development District with the boundaries as more specifically described in Exhibit B hereto.

Section 2.03 Changes to Development District.

The Development District boundaries may be amended from time to time, subject to Section 7.05 hereof, and in accordance with Chapter 130 of the General Statutes. Specifically, any expansion or contraction of the Development District is contingent on a review and approval by the Authority that the amended Development District is consistent with the statutory requirements to be classified as a housing growth zone.

Section 2.04 Use of Funds.

The Parties agree that any use of funds provided by the Authority and subject to a Task Order is restricted to development assistance related to the Development District. The [City/Town] hereby agrees that it shall do everything in its power to maintain the status of the Development District as a housing growth zone. Upon any change to the [City/Town]'s zoning regulations that has a material effect on that status of the Development District as a housing growth zone, the Development District may be decertified by the Authority, upon which all development assistance provided by the Authority related to the Development District shall be terminated.

ARTICLE III

TASK ORDERS AND FEES

Section 3.01 Task Orders.

From time to time, the Authority and the [City/Town] may enter into one or more task orders describing additional assistance to be provided by the Authority to the [City/Town] in connection with the Development District (each, a "Task Order"). Such assistance may include but is not limited to: (i) planning studies, (ii) stakeholder engagement processes, (iii) development regulations, (iv) marketing materials, (v) permitting, (vi) infrastructure grants, and (vii) infrastructure loans.

Each Task Order shall be subject to a fee schedule attached thereto.

ARTICLE IV

TERM

Section 4.01 Term.

The term of this Agreement shall commence on or about _____, 20__ and shall continue indefinitely, unless terminated earlier in accordance with this Article IV. The Parties agree that the Agreement shall remain in full force and effect until terminated in accordance with the provisions of Section 4.02 hereof.

Section 4.02 Termination.

This Agreement may be canceled at will by either Party upon thirty (30) days' written notice delivered by certified or registered mail; however, no such termination shall occur: (i) while any Task Order is in effect unless early termination is specifically provided for in such Task Order or (ii) during any period of financial assistance related to the Development District provided by the Authority, including assistance in the form of grants and loans.

ARTICLE V

INDEMNIFICATION

Section 5.01 Indemnification by the [City/Town].

To the fullest extent permitted by law, the [City/Town] shall indemnify and shall defend and hold harmless the Authority, including its officers, agents, and employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the negligent acts or omissions of the [City/Town] or its employees, agents or sub-contractors, including those arising out of injury to or death of [City/Town]'s employees or sub-contractors, whether arising before, during, or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by the [City/Town] or its employees, agents or sub-contractors.

Section 5.02 Indemnification by the Authority.

(a) The Authority agrees to indemnify, defend and hold harmless the [City/Town] and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the [City/Town] resulting from or arising out of:

1. Any breach by the Authority of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the [City/Town] or the Authority or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or

4. Any damage to property, real or personal, (including property of the [City/Town] or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Authority, any subcontractor, or any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the [City/Town].

(b) The Authority's obligation to indemnify, defend and hold harmless the [City/Town] shall be excused by (i) a failure by the [City/Town] to perform or observe any covenant or condition to be performed by the [City/Town] pursuant to this Agreement or any subsequent agreement between the Parties, (ii) the material inaccuracy of any representation or warranty of the [City/Town] in this Agreement; and (iii) the negligence or misconduct of the [City/Town], or its employees, agents, or subcontractors.

ARTICLE VI

REPRESENTATIONS

Section 6.01 Plan of Development.

The Authority is not a planning agency. It shall work wholly within the [City/Town]'s adopted plan of conservation and development (or any such equivalent plan) and zoning code.

Section 6.02 Contracting Requirements.

Any development and/or redevelopment within the Development District that is subject to Authority assistance shall be subject to all applicable laws, state contracting requirements, and audit procedures.

ARTICLE VII

GENERAL PROVISIONS

Section 7.01 No Recourse.

It is expressly understood and agreed that the directors, officers and employees and agents of the Authority are acting in a representative capacity and not for their own benefit and that there shall be no recourse or claim under this Agreement against any such person in any circumstances. The [City/Town] further acknowledges that the Authority is not a department, institution or agency of the State of Connecticut and agrees that it shall have no recourse or claim under this Agreement against the State or any of its officers, employees or agents in any circumstances.

Section 7.02 Independent Contractor.

The Authority shall act as an independent contractor in performing this Agreement, maintaining complete control over its employees and all its sub-contractors. The Authority shall not be construed to be a department, institution, or agency of the [City/Town].

Section 7.03 No Third Party Beneficiaries.

This Agreement is for the exclusive benefit of the Parties hereto and no rights of third party beneficiaries are created hereby. The Authority shall not be obligated or liable hereunder to any party other than the [City/Town].

Section 7.04 Further Assurances.

The Parties shall provide such information, execute and deliver any instruments and documents, and take such other actions as may be necessary or reasonably requested by the other Party which are not inconsistent with the provisions of this Agreement and that do not involve the vesting of rights or assumption of obligations other than those provided for in the Agreement, in order to give full effect to this Agreement and to carry out the intent of this Agreement.

Section 7.05 Amendments.

No amendment to or modification or other alteration of this Agreement shall be valid or binding upon the Authority unless made in writing, signed by both Parties, and approved by the Authority's Executive Director; provided, however, that any amendment to or modification or other alteration that results in a substantive change to the boundaries of the Development District shall be subject to the approval of the Authority's Board of Directors.

Section 7.06 Exhibits.

All exhibits referred to in and attached to this Agreement are incorporated in this Agreement by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.

Section 7.07 Interpretation.

The Agreement contains numerous references to statutes and regulations. For purposes of interpretation, conflict resolution, and otherwise, the content of those statutes and regulations shall govern over the content of the reference in this Agreement to those statutes and regulations.

Section 7.08 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same.

[Signature page to follow]

IN WITNESS WHEREOF, the Authority and the [City/Town] have caused this Agreement to be signed by their duly authorized representatives, as such and not individually.

**CONNECTICUT MUNICIPAL
DEVELOPMENT AUTHORITY**

By: _____ Date _____
Name: David Kooris
Title: Executive Director

[CITY/TOWN] OF [NAME OF MUNICIPALITY]

By: _____ Date _____
Name:
Title:

[Memorandum of Agreement - CMDA/[City/Town] of [Name of Municipality] -Signature Page]

EXHIBIT A

Housing Growth Zone Approval

A-1

EXHIBIT B

Development District Boundaries

B-1

MRDA FORM RESOLUTION – EFFECTIVE OCTOBER 1, 2025

[TOWN][CITY] OF [NAME OF MUNICIPALITY], CONNECTICUT

**RESOLUTION REGARDING JOINING THE CONNECTICUT MUNICIPAL
DEVELOPMENT AUTHORITY AS A MEMBER MUNICIPALITY**

WHEREAS, the Connecticut Municipal Development Authority (the “Authority”), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut has been established pursuant to section 8-169ii of the Connecticut General Statutes (the “General Statutes”); and

WHEREAS, the Authority was created for the performance of an essential public and governmental function, including for the purposes set forth in section 8-169jj of the General Statutes to: (1) Stimulate economic and transit-oriented development, as defined in section 13b-79kk of the General Statutes, within Connecticut Municipal Development Authority development districts; (2) encourage residential housing development within development districts; (3) manage facilities through contractual agreement or other legal instrument; (4) stimulate new investment within development districts and provide support for the creation of vibrant, multidimensional downtowns; (5) upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities; (6) upon request of the Secretary of the Office of Policy and Management and with the approval of the chief executive officer of a member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, in which a development district is located, enter into an agreement to facilitate development or redevelopment within such development district; (7) encourage development and redevelopment of property within development districts; (8) engage residents of member municipalities, or municipalities constituting a joint member entity, as applicable, and other stakeholders in development and redevelopment efforts; (9) market and develop development districts as vibrant and multidimensional; and (10) provide financial support and technical assistance to municipalities to develop housing growth zones; and

WHEREAS, under the General Statutes, the types of projects for which Authority assistance is authorized includes the following: (A) the design and construction of transit-oriented development, as defined in section 13b-79kk of the General Statutes; (B) the creation of housing units through rehabilitation or new construction; (C) the demolition or redevelopment of vacant buildings; and (D) development and redevelopment; and

WHEREAS, according to Section 8-169ll of the General Statutes, a municipality may, by certified resolution of the legislative body of the municipality, or by the board of selectmen in a municipality where the legislative body is the town meeting, opt to join the Authority as a member municipality, provided such municipality holds a public hearing or otherwise provides for public comment prior to any vote on such certified resolution; and

WHEREAS, the [TOWN][CITY] of [NAME OF MUNICIPALITY] [(the “TOWN”)] [(the “City”)] held such a public hearing or otherwise provided for public comment on [DATE OF PUBLIC HEARING/PUBLIC COMMENT] pursuant to the Notice and/or meeting agenda attached hereto; and

WHEREAS, the [NAME OF LEGISLATIVE BODY] has found that joining the Authority as a member municipality would support the [TOWN’S] [CITY’S] efforts to stimulate economic development and foster the purposes outlined in Section 8-169jj within [TOWN] [CITY] and accordingly desires to join the Authority as a member municipality; and

WHEREAS; the [NAME OF LEGISLATIVE BODY] desires to further authorize the [TITLE OF CHIEF ELECTED OFFICIAL/TOWN MANAGER] to enter into a memorandum of agreement or other similar agreements with the Authority to create one or more development districts within [TOWN] [CITY] to advance the purposes contained in Section 8-169jj.

NOW THEREFORE BE IT RESOLVED THAT:

Section 1. The [NAME OF LEGISLATIVE BODY] hereby approves the [TOWN] [CITY] joining the Authority as a member municipality.

Section 2. The [TITLE OF CHIEF ELECTED OFFICIAL/TOWN MANAGER] is authorized to take or cause to be taken such actions, including, but not limited to, the negotiation and execution of any memorandum of agreement on behalf of the [TOWN] [CITY] with the Authority and any other agreements, instruments and documents, that such official deems necessary, appropriate or desirable to implement the terms of any such memorandum of agreement and consummate the intention of this and the resolution.

Section 3. This Resolution shall be effective as of the date of approval.



Housing Growth Zone Analysis

Town of Avon

Before entering into a Memorandum of Agreement with a Member Municipality to establish a Development District, the Authority must determine whether any zone or zones within the Member Municipality’s eligible geography and proposed by the Member Municipality’s Chief Executive Officer can be approved as Housing Growth Zones. Development Districts cannot include parcels that are governed by zoning which is not approved by the Authority as a Housing Growth Zone.

Pursuant to its authority established in CGS 8-169tt(c)(1), the Authority shall determine if any Member Municipality’s zoning regulations proposed for acceptance as a Housing Growth Zone by the Member Municipality’s Chief Executive Officer “are likely to substantially increase the production of new dwelling units necessary to meet housing demand within the region.”

The Town of Avon’s eligible geography includes the area of its downtown. Per 8-169hh(7), Downtown is defined as “...a central business district or other commercial neighborhood area of a community that serves as a center of socioeconomic interaction in the community, characterized by a cohesive core of commercial and mixed-use buildings, often interspersed with civic, religious and residential buildings and public spaces, that are typically arranged along a main street and intersecting side streets and served by public infrastructure” For this analysis, all zones governing the area of the city within ½ mile of West Main Street and the municipal buildings around Town Hall including R15, OP, CS, CP-A, AVC, and AHOZ.

Attachment A includes a map of the eligible geography and the zone(s) therein that were considered for approval by the Authority at the request of Avon’s Town Manager.

Pursuant to CGS 8-169tt(c)(2): the Authority shall approve any municipal zone(s) as a Housing Growth Zone if the zone:

- (A) permits middle housing as of right, and
- (B) except as provided in subparagraph (iv) of this subdivision, the proposal requires only the approval of the zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission for the issuance of any applicable permits for any application that would result in a net increase of dwelling units other than middle housing units, provided such zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission, with respect to any application submitted pursuant to this section, shall
 - (i) have the same power to issue any permit or approval as any other municipal body or official who would otherwise act with respect to such application, (ii) hold a single public hearing not later than thirty days after the receipt of any such application, (iii) by majority vote, determine whether to approve or deny such application not later than thirty days after such public hearing, and (iv) upon the recommendation of the zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission, require concurrent approval from any

sewer commission, water commission, municipal wetlands commission, municipal conservation commission or board or municipal historic preservation commission of the municipality pursuant to a joint review process for such application by any such commission or board, as applicable, not later than thirty days after receipt of such application. The applicant shall file any such application with the zoning board of appeals, the planning commission, zoning commission or combined planning and zoning commission, which shall forward such application to such applicable commission or board to provide for such joint review if such review is recommended by such zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission.

Attachment B includes a table that indicates whether any of the zones proposed by Avon for the Authority's approval include those two provisions.

As demonstrated in *Attachment B*, none of the zones proposed by the Town meets the two-test criteria for automatic approval as Housing Growth Zones.

For any zones that are not automatically approved due to their inclusion of the provisions identified in CGS 8-169tt(c)(2), the Authority embarked on a more detailed review to determine if any of the proposed zones are approved pursuant to CGS 8-169tt(c)(1). Pursuant to CGS 8-169tt(c)(3), as part of that review, the Authority shall consider whether or not the zone(s) contain the following zoning attributes:

- (A) allows the development of new dwelling units without the requirement of any off-street parking spaces,
- (B) requires that ten per cent of units be sold or rented at, or below, prices which will preserve the units as housing for which persons and families pay thirty per cent or less of their annual income, where such income is less than or equal to eighty per cent of the median income, for any application involving a net increase of ten or more dwelling units, and
- (C) generally promotes residential diversity.

Attachment C includes a table that identifies all the factors employed in the review of Avon's proposed zones.

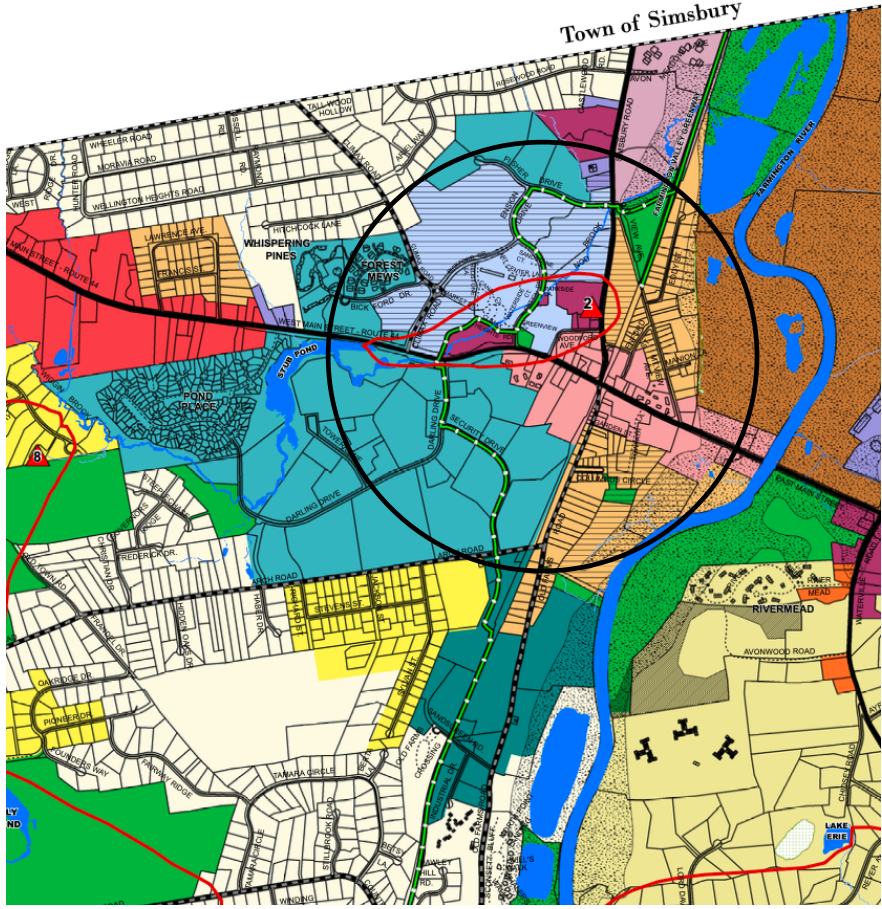
Given the Authority's analysis, the following zone(s) are approved as Housing Growth Zones:

AVC and AHOZ

In addition to these zones, the Town requested that the properties at 20 Security Drive, which were approved for multi-family housing, be included. Given that they are in the eligible geography and "are likely to substantially increase the production of new dwelling units" with their existing entitlements, **20 Security Drive** is also approved as part of the Housing Growth Zone.

Attachment D includes a map of the boundaries of the portions of the approved Housing Growth Zones that are located in Avon's eligible geography. This map depicts the area that may be included in a Development District via a subsequent Memorandum of Agreement with Avon's Town Manager.

Attachment A
Eligible Geography: Town of Avon



Attachment B
 Avon Zoning Analysis Per CGS 8-169tt(c)(2)

Zone	R15	OP	CS	CP-A	AVC	AHOZ
<i>Duplexes, Triplexes, quadplexes, cottage clusters, and townhouses allowed as-of-right</i>	No	No	No	No	No	No
<i>No more than one public hearing within 30 days of application receipt; 30 day review after public hearing; concurrent review</i>	No	No	No	No	No	No

- Meets the statutory test
- Does not meet the statutory test

Attachment C

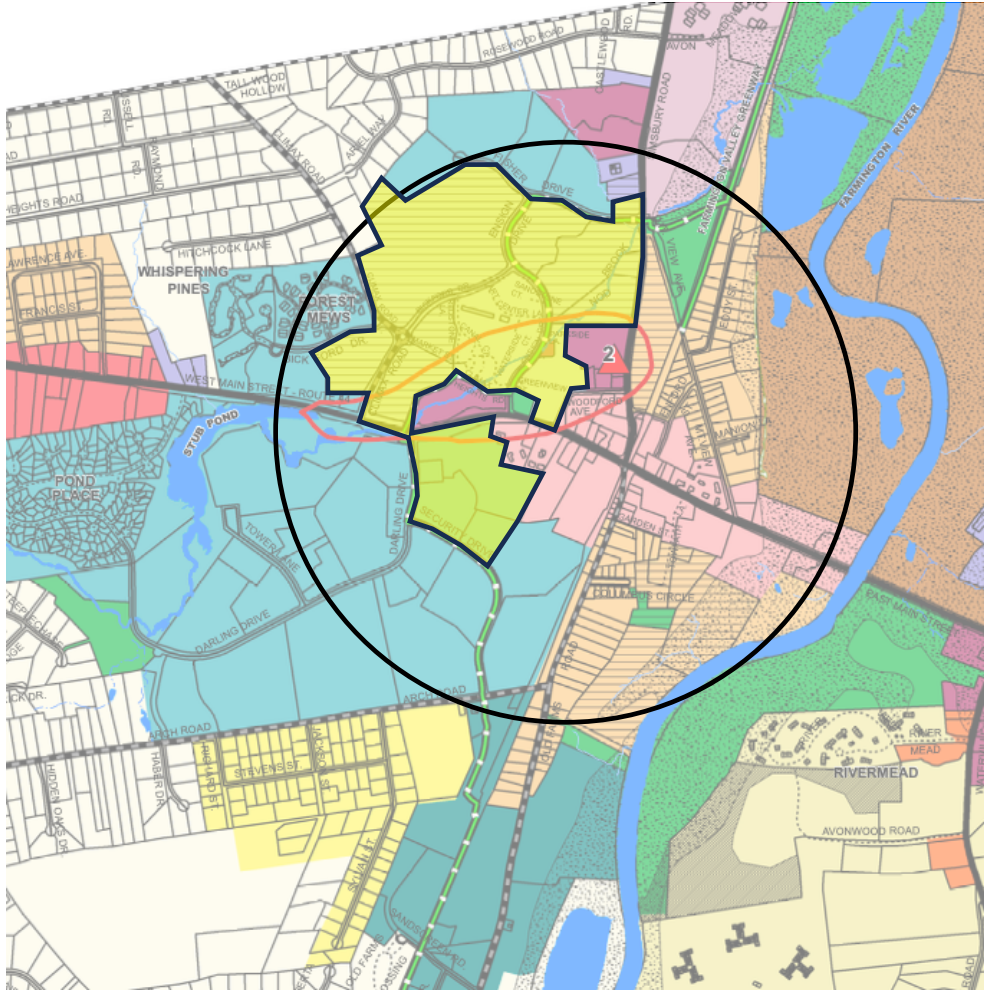
Avon Zoning Analysis per CGS 8-169tt(c)(1) and CGS 8-169tt(c)(3)

Zone	R15	OP	CS	CP-A	AVC	AHOZ
Is Multi Family Prohibited (X), Permitted (P), Subject to Site Plan Review (S), or Subject to Special Permit (SP)	SP	X	X	X	SP	P after Zone Change
Is Mixed-Use Allowed, Encouraged or Required	Not Allowed	Allowed	Allowed	Allowed	Required	Allowed
Are Auto-Oriented Uses Allowed	Not Allowed	Not allowed	Gas station SP	Not allowed	Not allowed	Not Allowed
What is the Minimum Lot Size for Multi-Family Development	5 acres	40,000 sf	30,000 sf	60,000 sf	5 acres	Underlying
What is the Minimum Lot Frontage for Multi-Family Development	100 ft	150 ft	150 ft	150 ft	None	Underlying
What is the Minimum Front Setback for Multi-Family Development	60 ft	50 ft	40 ft	20 ft; 75 ft from state highway	20 ft (max. 40 ft)	Underlying
What are the Minimum Side and Rear Yards for Multi-Family Development	30 ft; 60 ft abutting non multi-family residential	25 ft; 50 ft abutting residential	20 ft	20 ft; 100 ft abutting residential	20 ft (max. 40 ft); 35 ft (max 60 ft) abutting residential	Underlying
What are the Height Limits for Multi-Family Development	3 st	35 ft / 2 stories	35 ft / 2 stories	40 ft / 3 stories	40 ft	Underlying
Is there a Floor Area or Density Cap	4 du/acre	None	6,500 sf max	None	~400-500 du total	20 du/acre
What is the Coverage Cap for Multi-Family Development	15%	10%	25%	20%	Building 30% total 50%	Underlying
Are There Design Guidelines, Form-Based Massing Controls, and/or Building Orientation Requirements	No design guidelines	No design guidelines	No design guidelines	No design guidelines	Village District Per 8-2j and Village Center Design Principles	No design guidelines
Are there guidelines to maximize ground floor activation and a positive relationship between building and pedestrian realm	No design guidelines	No design guidelines	No design guidelines	No design guidelines	Village District Per 8-2j and Village Center Design Principles	Main façade at and parallel to public street
What is Minimum Parking Requirement (Residential)	1/studio,1;2/2+	N/A	N/A	N/A	1/studio,1;2/2+; Shared allowed by Commission	1/studio,1;2/2+; or 1.5 space / du by Commission
What is Minimum Parking Requirement (Commercial)	N/A	Restaurant: 10/1k sf	Retail: 5/1k sf; Restaurant: 10/1k sf	Retail: 5/1k sf; Restaurant: 10/1k sf; Shared allowed by Commission	Retail: 5/1k sf; Restaurant: 10/1k sf; Shared allowed by Commission	Retail: 5/1k sf; Restaurant: 10/1k sf; Shared allowed by Commission
Are There Design Guidelines to Minimize Impact of Parking on Pedestrian Realm	No design guidelines	No design guidelines	No design guidelines	No design guidelines	Village District Per 8-2j and Village Center Design Principles	No design guidelines
Are There Design Guidelines to Ensure High Quality Pedestrian Realm	No design guidelines	No design guidelines	No design guidelines	No design guidelines	Village District Per 8-2j and Village Center Design Principles; Pedestrian connectin to Route 44 and Greenway required	Must improve sidewalk adjacent to development
Is There an Affordability Inclusion	None	None	None	None	None	20% of units at or below 80% AMI for 30 years
What is the Approval Process for Multi-Family	Hearing held within 65 days, closed within 35 days, and decision within 65 days; any step can be extended with consent of applicant not to exceed 65 additional days	Land AHOZ	Land AHOZ	Land AHOZ	Hearing held within 65 days, closed within 35 days, and decision within 65 days; any step can be extended with consent of applicant not to exceed 65 additional days	Hearing held within 65 days, closed within 35 days, and decision within 65 days; any step can be extended with consent of applicant not to exceed 65 additional days

Whether each aspect of zoning will result in a substantial increase of the production of new dwelling units in transit-oriented developments and/or vibrant and multi-dimensional downtowns

- Very Likely
- Somewhat Likely
- Somewhat Unlikely
- Very Unlikely

Attachment D
Avon Housing Growth Zone Map





Housing Growth Zone Analysis

Borough of Naugatuck

Before entering into a Memorandum of Agreement with a Member Municipality to establish a Development District, the Authority must determine whether any zone or zones within the Member Municipality’s eligible geography and proposed by the Member Municipality’s Chief Executive Officer can be approved as Housing Growth Zones. Development Districts cannot include parcels that are governed by zoning which is not approved by the Authority as a Housing Growth Zone.

Pursuant to its authority established in CGS 8-169tt(c)(1), the Authority shall determine if any Member Municipality’s zoning regulations proposed for acceptance as a Housing Growth Zone by the Member Municipality’s Chief Executive Officer “are likely to substantially increase the production of new dwelling units necessary to meet housing demand within the region.”

The Borough of Naugatuck’s eligible geography includes the area within ½ mile radius of the Naugatuck station located on the Waterbury Branch of the MetroNorth New Haven Line. For this analysis, the center point of the ½ mile radius circle was located at the station currently under construction by the Connecticut Department of Transportation rather than at the present station. The Authority has examined every zone within ½ mile of the future train station including R-8, RA-1, RO-1, B-1, B-2, I-1, I-2, RADD, and SDD #1.

Attachment A includes a map of the eligible geography and the zone(s) therein that were considered for approval by the Authority at the request of Naugatuck’s Mayor.

Pursuant to CGS 8-169tt(c)(2): the Authority shall approve any municipal zone(s) as a Housing Growth Zone if the zone:

- (A) permits middle housing as of right, and
- (B) except as provided in subparagraph (iv) of this subdivision, the proposal requires only the approval of the zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission for the issuance of any applicable permits for any application that would result in a net increase of dwelling units other than middle housing units, provided such zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission, with respect to any application submitted pursuant to this section, shall (i) have the same power to issue any permit or approval as any other municipal body or official who would otherwise act with respect to such application, (ii) hold a single public hearing not later than thirty days after the receipt of any such application, (iii) by majority vote, determine whether to approve or deny such application not later than thirty days after such public hearing, and (iv) upon the recommendation of the zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission, require concurrent approval from any sewer commission, water

commission, municipal wetlands commission, municipal conservation commission or board or municipal historic preservation commission of the municipality pursuant to a joint review process for such application by any such commission or board, as applicable, not later than thirty days after receipt of such application. The applicant shall file any such application with the zoning board of appeals, the planning commission, zoning commission or combined planning and zoning commission, which shall forward such application to such applicable commission or board to provide for such joint review if such review is recommended by such zoning board of appeals, planning commission, zoning commission or combined planning and zoning commission.

Attachment B includes a table that indicates whether any of the zones proposed by Naugatuck for the Authority's approval include those two provisions.

As demonstrated in *Attachment B*, none of the zones proposed by the Borough meets the two-test criteria for automatic approval as Housing Growth Zones.

For any zones that are not automatically approved due to their inclusion of the provisions identified in CGS 8-169tt(c)(2), the Authority embarked on a more detailed review to determine if any of the proposed zones are approved pursuant to CGS 8-169tt(c)(1). Pursuant to CGS 8-169tt(c)(3), as part of that review, the Authority shall consider whether or not the zone(s) contain the following zoning attributes:

- (A) allows the development of new dwelling units without the requirement of any off-street parking spaces,
- (B) requires that ten per cent of units be sold or rented at, or below, prices which will preserve the units as housing for which persons and families pay thirty per cent or less of their annual income, where such income is less than or equal to eighty per cent of the median income, for any application involving a net increase of ten or more dwelling units, and
- (C) generally promotes residential diversity.

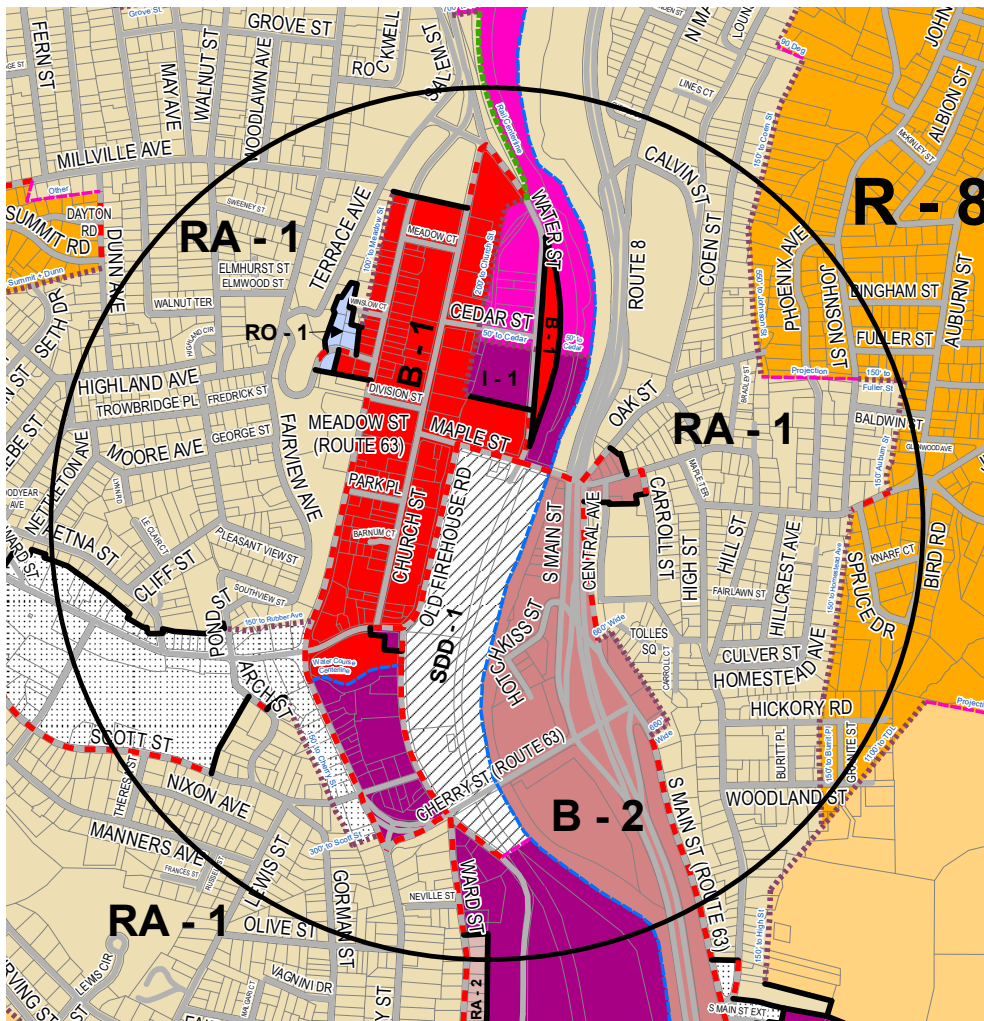
Attachment C includes a table that identifies all the factors employed in the review of Naugatuck's proposed zones.

Given the Authority's analysis, the following zone(s) are approved as Housing Growth Zones:

SDD #1

Attachment D includes a map of the boundaries of the portions of the approved Housing Growth Zones that are located in Naugatuck's eligible geography. This map depicts the area that may be included in a Development District via a subsequent Memorandum of Agreement with Naugatuck's Mayor.

Attachment A
Eligible Geography: Borough of Naugatuck



Attachment B
 Naugatuck Zoning Analysis Per CGS 8-169tt(c)(2)

Zone	R-8	RA-1	RO-1	B-1	B-2	I-1	I-2	RADD	SDD-1
<i>Duplexes, Triplexes, quadplexes, cottage clusters, and townhouses allowed as-of-right</i>	No	No	No	No	No	No	No	No	No
<i>No more than one public hearing within 30 days of application receipt; 30 day review after public hearing; concurrent review</i>	No	No	No	No	No	No	No	No	No

- Meets the statutory test
- Does not meet the statutory test

Attachment C
Naugatuck Zoning Analysis per CGS 8-169tt(c)(1) and CGS 8-169tt(c)(3)

Zone	R-8	RA-1	RO-1	B-1	B-2	I-1	I-2	RADD	SDD-1
Is Multi Family Prohibited (X), Permitted (P), Subject to Site Plan Review (S), or Subject to Special Permit (SP)	X	SP, Duplex P	SP, Duplex P	SP	SP	X	X	SP	SP
Is Mixed-Use Allowed, Encouraged or Required	Not allowed	Not allowed	Allowed with Office SP	Allowed: Retail SP, Office/Restaurant S	Required since ground floor can't be residential: Retail SP, Office/Restaurant S			Encouraged: Retail SP, Office/Restaurant SP	Required
Are Auto-Oriented Uses Allowed	Not allowed	Not allowed	Not allowed	Allowed but subject to Special Permit: Drive Thru SP, Gas Station SP, Accessory Repair SP, Accessory Freight SP	Allowed but subject to Special Permit: Drive Thru SP, Auto Service and Repair SP, Auto and Truck Sales SP, Logistics SP, Contractor Yards S, Freight SP, Public Storage SP			Allowed but subject to Special Permit: Drive Thru SP, Auto Service and Repairs SP, Auto and Truck Sales SP, Logistics SP	No drive-thru or auto uses allowed
What is the Minimum Lot Size for Multi-Family Development	5,000 per unit	5,000 per unit	5,000 per unit	5,000 (+1k per unit after first)	20,000			16,000	5,000
What is the Minimum Lot Frontage for Multi-Family Development	100 (40 in zone standards but increased via 33.10.1a3)	100 (40 in zone standards but increased via 33.10.1a3)	100 (40 in zone standards but increased via 33.10.1a3)	100 (40 in zone standards but increased via 33.10.1a3)	100 (85 in zone standards but increased via 33.10.1a3)			100 (70 in zone standards but increased via 33.10.1a3)	40
What is the Minimum Front Setback for Multi-Family Development		25	25	10	25			10 (Site Plan Review Says to Use Minimum Possible, but 24.4.5 says it can't be less than 50 feet on an Arterial)	None
What are the Minimum Side and Rear Yards for Multi-Family Development		10 Side and 25 Rear but 35 from Residential Zone (10 of that Landscaped)	10 Side and 25 Rear but 35 from Residential Zone (10 of that Landscaped)	0 Side and 10 Rear but 25 from Residential Zone (10 of that Landscaped)	15 Side and 25 Rear			15 Side and 25 Rear	0 but 25 from residential zone
What are the Height Limits for Multi-Family Development		3 st and 40 feet	3 st and 40 feet	40 feet (6 stories and 60 ft in zone standards but increased via 33.10.1b5)	3 st and 40 feet			3 st and 40 feet	120 feet
Is there a Floor Area or Density Cap		0.50 FAR; No more than 50 units per phase; Lot size results in cap of 8du/acre	1.0 FAR; No more than 50 units per phase; Lot size results in cap of 8 du/acre	2.0 FAR (structured parking exempt); No more than 50 units per phase; Lot size results in cap of 39du/acre	1.0 FAR; no more than 50 units per phase			1.5 FAR; no more than 50 units per phase	100k square feet gross floor area maximum
What is the Coverage Cap for Multi-Family Development		25	40	75	40			40	90
Are There Design Guidelines, Form-Based Massing Controls, and/or Building Orientation Requirements		no façade longer than 150 feet, no section longer than 50 feet with break offset of no less than 6 feet	no façade longer than 150 feet, no section longer than 50 feet with break offset of no less than 6 feet	no façade longer than 150 feet, no section longer than 50 feet with break offset of no less than 6 feet; 2 foot step back per 1 foot height above 30ft from EVERY property line	no façade longer than 150 feet, no section longer than 50 feet with break offset of no less than 6 feet			no façade longer than 150 feet, no section longer than 50 feet with break offset of no less than 6 feet	No design guidelines
Are there guidelines to maximize ground floor activation and a positive relationship between building and pedestrian realm		No design guidelines	No design guidelines	No design guidelines	No design guidelines			No design guidelines	No design guidelines

Whether each aspect of zoning will result in a substantial increase of the production of new dwelling units in transit-oriented developments and/or vibrant and multi-dimensional downtowns

- Very Likely
- Somewhat Likely
- Somewhat Unlikely
- Very Unlikely

What is Minimum Parking Requirement (Residential)	3 Spaces Per Unit Regardless of Unit Size in Developments with Greater than 3 Units; can be anywhere from 15-300ft from building if common ownership parcel	3 Spaces Per Unit Regardless of Unit Size in Developments with Greater than 3 Units; can be anywhere from 15-300ft from building if common ownership parcel	3 Spaces Per Unit Regardless of Unit Size in Developments with Greater than 3 Units; can be anywhere from 15-300ft from building if common ownership parcel	3 Spaces Per Unit Regardless of Unit Size in Developments with Greater than 3 Units		3 Spaces Per Unit Regardless of Unit Size in Developments with Greater than 3 Units	0.75 Spaces Per Unit
What is Minimum Parking Requirement (Commercial)			1/150 ground floor, 1/400 above, within 300 ft of bldg, or determined by commission 26.5.10; restaurant 1/75	1/150 ground floor, 1/300 above, within 300 ft of bldg; restaurant 1/75		determined in site plan review; restaurant 1/75	3/1000; can be met within 500ft in public parking or on street if approved by commission
Are There Design Guidelines to Minimize Impact of Parking on Pedestrian Realm	No design guidelines	No design guidelines	No design guidelines; 2 driveway connections to street required	No design guidelines; 2 driveway connections to street required		Parking should be located behind building when possible and buffered when not; site access points should be minimized	No design guidelines
Are There Design Guidelines to Ensure High Quality Pedestrian Realm	No design guidelines	No design guidelines	No design guidelines	No design guidelines		Sidewalks shall be required at a location and to an extent determined by Commission	Sidewalks must be provided in accordance with downtown specifications; provide safe and convenient connections to train station and other transit; create a streetscape consistent with Church and Maple Streets
Is There an Affordability Inclusion	None	None	None	None		None	None
What is the Approval Process for Multi-Family	SP hearing called within 65 days, closed within 35 days, and rendered within 65 days; so 165 total (5.5 months) / standards in 33.5 AND 33.7 AND 33.8	SP hearing called within 65 days, closed within 35 days, and rendered within 65 days; so 165 total (5.5 months) / standards in 33.5 AND 33.7 AND 33.8	SP hearing called within 65 days, closed within 35 days, and rendered within 65 days; so 165 total (5.5 months) / standards in 33.5 AND 33.7 AND 33.8	SP hearing called within 65 days, closed within 35 days, and rendered within 65 days; so 165 total (5.5 months) / standards in 33.5 AND 33.7 AND 33.8		SP hearing called within 65 days, closed within 35 days, and rendered within 65 days; so 165 total (5.5 months) / standards in 33.5 AND 33.7 AND 33.8	Exempt from 33.10 Multi-Family Standards; SP hearing called within 65 days, closed within 35 days, and rendered within 65 days; so 165 total (5.5 months) / standards in 33.5 AND 33.7 AND 33.8

Whether each aspect of zoning will result in a substantial increase of the production of new dwelling units in transit-oriented developments and/or vibrant and multi-dimensional downtowns

- Very Likely
- Somewhat Likely
- Somewhat Unlikely
- Very Unlikely

Attachment D
Naugatuck Housing Growth Zone Map

