



WESTPORT

TOWN OF WESTPORT
REPRESENTATIVE TOWN MEETING
REPRESENTATIVE TOWN MEETING PACKET
JUNE 2, 2026
07:30 PM



REPRESENTATIVE TOWN MEETING AGENDA

JUNE 2, 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 June 2, 2026, at 7:30 PM for the purposes listed below. If necessary, the meeting shall reconvene on Tuesday, June 16, 2026, to deal with any agenda items not disposed of at the adjournment of the June 2, 2026, meeting.

Attachment: [Resolutions.pdf](#)

1. Westport Library Board of Trustees Appointments

To take such action as the meeting may determine, upon the recommendation of the RTM Library, Museum and Arts Committee, in accordance with Section C34-1 of the Town Charter, to appoint two electors from the Town of Westport to serve as Trustees of the Westport Library.

Attachment: [_1 LMA Meeting Minutes May 11 _12.pdf](#)

2. Greens Farm Railroad Station- Snow removal overages & Emergency water line repair

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Deputy Chief of Police, to approve a total appropriation in the amount of \$101,719.51 to the Railroad Operating Program Expense Fund Account for the snow removal overages (\$80,890) and emergency water line repair at Greens Farm Railroad Station (\$20,829.51).

Attachment: [_2 PD - Approp Snow Removal Overages Emerg Water Line Repair.pdf](#)

Attachment: [_2 Finance Comm Report Railroad Reserve Fund Appropriation Request.pdf](#)

3. Unanticipated Legal Matters

To take such action as the meeting may determine, upon the request of the Town Attorney's office, to approve a supplemental appropriation in the amount of \$135,000 to the Contract Services Account for unanticipated legal matters.

Attachment: [_3 Town Attorney- Supplemental Approp Contract Services.pdf](#)

Attachment: [_3 RTM Finance Comm Report Town Attorney- Supplemental Approp Contract Services.pdf](#)

4. Storm-related expenses FY 2026

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 \$931,225 to various General Fund Storm sub-account for storm-related expenses incurred so far during Fiscal Year 2026.

Attachment: [_4 DPW - Approp Storm Accounts.pdf](#)

Attachment: [_4 RTM PUBLIC WORKS FINANCE - STORM ACCOUNT ADDITIONAL COSTS.pdf](#)

5. Capital Equipment Replacement

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and the request by the Director of Public Works, to approve an appropriation in the amount of \$445,000 along with bond and note authorization to the Municipal Improvement Fund Account for Capital Equipment Replacement.

Attachment: [_5 DPW - Approp Capital Equipment Replacement.pdf](#)

Attachment: [_5 Fin and PW Comm Report on Capital Equipment Request.pdf](#)

6. Staples High School Tennis Courts

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and the request by the Director of Parks & Recreation, to approve an appropriation in the amount of \$1,394,071 along with bond and note authorization to the Municipal Improvement Fund Account for the renovation of the Staples High School Tennis Courts.

Attachment: [_6 P R - Approp for SHS Tennis Courts.pdf](#)

Attachment: [_6 RTM Finance Parks _ Rec Joint Committee Report.pdf](#)

7. Wakeman Town Farm Barn Project

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and the request by the Director of Parks & Recreation, to approve an appropriation in the amount of \$200,000 along with bond and note authorization to the Municipal Improvement Fund Account in support of the Wakeman Town Farm Barn project.

Attachment: [_7 PR - Approp WTF Barn Project.pdf](#)

Attachment: [_7 RTM Finance Comm Report Wakeman Town Farm.pdf](#)

**RTM Meeting
June 2, 2026**

RESOLUTIONS

(1)

RESOLVED: That upon the recommendation of the RTM Library, Museum and Arts Committee, in accordance with Section C34-1 of the Town Charter, Galen Blumenthal and Stacey Babson Kaplan are hereby appointed to serve as Trustees of the Westport Library.

(2)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Deputy Chief of Police, the sum of \$101,719.51 to the Railroad Operating Program Expense Fund Account for the snow removal overages (\$80,890) and emergency water line repair at Greens Farm Railroad Station (\$20,829.51) is hereby appropriated.

(3)

RESOLVED: That upon the request of the Town Attorney's office, the sum of \$135,000 to the Contract Services Account for unanticipated legal matters 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 \$931,225 to various General Fund Storm sub-account for storm-related expenses incurred so far during Fiscal Year 2026 is hereby appropriated.

(5)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$445,000 along with bond and note authorization to the Municipal Improvement Fund Account for Capital Equipment Replacement is hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$445,000 FOR THE PURCHASE OR REPLACEMENT OF CAPITAL EQUIPMENT FOR THE DEPARTMENT OF PUBLIC WORKS 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 Four Hundred Forty-five Thousand and 00/100 Dollars (\$445,000.00) for costs associated with the: i) purchase of a new Trackless MT7 machine with attachments; ii) the replacement of a Takeuchi TB395SW four-wheeled excavator; and iii) a dump body for Truck #38, including related inspection, administrative, financing, legal and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing Four Hundred Forty-five Thousand and 00/100 Dollars (\$445,000.00) of the foregoing appropriation, the Town shall borrow a sum not to exceed Four Hundred Forty-five Thousand and 00/100 Dollars (\$445,000.00) 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 to the State of Connecticut, and accept from the State or other parties, grants, gifts and contributions in aid of further financing the Project. Once the appropriation becomes effective, the First Selectman, or other appropriate official of the town, is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the Project and is specifically authorized to make, execute and deliver any contracts or other documents necessary or convenient to complete the Project and the financing thereof.

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

(6)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Parks & Recreation, the sum of \$1,394,071 along with bond and note authorization to the Municipal Improvement Fund Account for the renovation of the Staples High School Tennis Courts is hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$1,394,071 FOR THE REPLACEMENT OF STAPLES HIGH SCHOOL TENNIS COURTS 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 One Million Three Hundred Ninety-four Thousand Seventy-one and 00/100 Dollars (\$1,394,071.00) for costs associated with the replacement of the Staples High School tennis courts, including, but not limited to, the removal, demolition and disposal of perimeter fencing, the existing tennis courts and sidewalks, and the installation of new concrete courts, surface coating, net posts and perimeter fencing with gates, bleachers and ADA complaint concrete sidewalks, landscaping, materials, equipment, supplies, as well as, related design, inspection, engineering, administrative, financing, legal and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing One Million Three Hundred Ninety-four Thousand Seventy-one and 00/100 Dollars (\$1,394,071.00) of the foregoing appropriation, the Town shall borrow a sum not to exceed One Million Three Hundred Ninety-four Thousand Seventy-one and 00/100 Dollars (\$1,394,071.00) 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 to the State of Connecticut, and accept from the State or other parties, grants, gifts and contributions in aid of further financing the Project. Once the appropriation becomes effective, the First Selectman, or other appropriate official of the town, is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the Project and is specifically authorized to make, execute and deliver any contracts or other documents necessary or convenient to complete the Project and the financing thereof.

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

(7)

RESOLVED: That upon the recommendation of the of the Board of Finance and the request by the Director of Parks & Recreation, the sum of \$200,000 along with bond and note authorization to the Municipal Improvement Fund Account in support of the Wakeman Town Farm Barn project.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$200,000 FOR A PORTION OF THE COSTS RELATED TO THE REPLACEMENT OF THE WAKEMAN TOWN FARM BARN 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 Thousand and 00/100 Dollars (\$200,000.00) for a portion of the costs associated with the replacement of the Wakeman Town Farm Barn, including, but not limited to, the removal, demolition and disposal of the existing barn, the purchase and installation of the new barn's outer shell, site work, and all work related and appurtenant thereto, as well as, administrative, 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 Thousand and 00/100 Dollars (\$200,000.00) of the foregoing appropriation, the Town shall borrow a sum not to exceed Two Hundred Thousand and 00/100 Dollars (\$200,000.00) 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 to the State of Connecticut, and accept from the State or other parties, grants, gifts and contributions in aid of further financing the Project. Once the appropriation becomes effective, the First Selectman, or other appropriate official of the town, is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the Project and is specifically authorized to make, execute and deliver any contracts, loans 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.

MEETING MINUTES
Library, Museum & Arts Committee Meeting
May 11, 2026 5:15 – 9:15 PM
Westport Public Library

Committee Members Present

- Kristin Mott Purcell, Chair
- Candace Banks
- Karen Kramer
- Dick Lowenstein
- Melissa Levy
- Jenna Petok
- Victoria Wylie

The meeting was called to order at 5:15 PM. Karen Kramer made the motion to go into executive session to interview candidates for the open positions on the Library Board of Trustees. Candace Banks seconded. All present voted in favor.

At approximately 9:15 PM, Melissa Levy made the motion to return from executive session. Candace Banks seconded. All present voted in favor.

Submitted by:
Kristin Mott Purcell
RTM - 1 / LMA Chair
5.14.26

MEETING MINUTES
Library, Museum & Arts Committee Meeting
May 12, 2026 5:15 – 9:30 PM
Westport Public Library

Committee Members Present

- Kristin Mott Purcell, Chair
- Brandi Briggs
- Candace Banks
- Karen Kramer
- Dick Lowenstein
- Melissa Levy
- Victoria Wylie

The meeting was called to order at 5:15 PM. Melissa Levy made the motion to go into executive session to interview candidates for the open positions on the Library Board of Trustees. Candace Banks seconded. All present voted in favor.

At approximately 9:15 PM, Candace Banks made the motion to return from executive session. Karen Kramer seconded. All present voted in favor.

Following a brief discussion, the Library, Museum & Arts Committee voted six to zero to recommend to the full RTM the appointment of Galen Blumenthal and Stacey Babson Kaplan as the two RTM-appointed new members of the Westport Library Board of Trustees.

Submitted by:
Kristin Mott Purcell
RTM - 1 / LMA Chair
5.14.26



Memorandum

To: Honorable Kevin Christie, First Selectman
CC: Gary Conrad, Finance Director; David Farrell, Chief of Police
From: Deputy Chief Ryan Paulsson
Date: May 1st, 2026
Re: Request for Appropriation: Railroad Operations – Snow Removal Overages and Emergency Water Line Repair

I am writing in my capacity as Deputy Chief of Police, with oversight responsibility for the Town's two railroad stations, to respectfully request an appropriation of additional funds from the railroad reserve account to address unforeseen expenditures incurred during this past winter season, as well as an emergency infrastructure repair at one of our station facilities.

Snow Removal Overages

As you are aware, this winter brought a significantly higher number of snow and ice events than anticipated during the budget planning process. As a result, snow removal operations at both railroad stations substantially exceeded the allocated budget. These stations require consistent and thorough clearing to ensure commuter safety, maintain ADA accessibility, and support uninterrupted access to rail service.

Despite our efforts to manage costs where possible, the frequency and severity of storms necessitated repeated deployments of personnel and contracted services. We are requesting an appropriation to cover the resulting budget deficit associated with these essential snow removal operations.

Amount Requested for Snow Related Overages: \$80,890.00

Emergency Water Line Repair

In addition, we recently experienced a failure of a water line at the Greens Farms Railroad Station house. This issue required immediate attention to prevent further property damage, maintain sanitary conditions, and ensure continued public use of the facility. Emergency repairs were undertaken without delay due to the nature of the failure.

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May 1, 2026

We are therefore requesting funding to cover the unbudgeted costs associated with this emergency repair.

Amount Requested for Repair: \$20,829.51

Both of these expenses were necessary to maintain safe, functional, and accessible public transportation facilities. I respectfully request consideration in approving an appropriation to address these unanticipated but critical expenditures.

Total Amount Requested: \$101,719.51

*OK to go to Kevin
and Bd. of Finance
Guy Howard
5/1/2026*

*Billie
5/1/26*

Railroad Parking Budget - 219

FY 25-26 Snow Removal Expenses

Invoice Date	Amount Expended	Amount Budgeted	Difference
12/12/2025	\$2,830.00		
1/8/2026	\$21,890.00		
1/15/2026	\$16,745.00		
1/15/2026	\$26,407.50		
2/6/2026	\$18,440.00		
2/6/2026	\$11,080.00		
2/20/2026	\$62,620.00		
2/20/2026	\$25,357.50		
3/19/2026	\$2,872.50		
3/19/2026	\$41,870.00		
3/19/2026	\$11,337.50		
3/19/2026	\$14,440.00		
Total Expenses FY26	\$255,890.00	\$175,000	(\$80,890.00)

Historical Snow Removal Expenses

Fiscal Year	Amount Expended	Amount Budgeted	Difference
FY 2026	\$255,890.00	\$175,000.00	(\$80,890.00)
FY 2025	\$107,800.00	175,000.00	\$67,200.00
FY 2024	\$73,047.50	175,000.00	\$101,952.50
FY 2023	\$31,036.00	175,000.00	\$143,964.00
FY 2022	\$86,460.00	175,000.00	\$88,540.00
FY 2021	\$137,075.00	150,000.00	\$12,925.00
Average	\$115,218.08	\$170,833.33	\$55,615.25

May 26th, 2026 – RTM Finance Committee Meeting
Via Zoom

Agenda Item: Upon the request of the Deputy Chief of Police, to approve a total appropriation in the amount of \$101,719.51 to the Railroad Operating Program Expense Fund Account 21002219-588000 for the snow removal overages (\$80,890) and emergency water line repair at Greens Farm Railroad Station (\$20,829.51).

For Finance:

- Seth Braunstein – Chair
- Nancy Kail
- Pam Kopack
- Jill Grayson
- Joe Carson

For the Town:

- Ryan Paulsson – Deputy Chief of Police

On Tuesday evening, May 26th the RTM Finance Committee met to discuss an appropriation request to cover higher than anticipated costs associated with snow removal and a burst pipe at Westport's train stations.

Deputy Chief Paulsson explained that the severity of the cold and copious amounts of snow that we experienced over the winter produced conditions that required much higher than anticipated snow removal expenses to be incurred. Chief Paulson also explained that the proper maintenance of the parking lots means the town doesn't just need to plow but also needs to arrange to have the snow actually removed from the lots. Leaving the snow in discrete big piles is not acceptable as that would significantly reduce the number of available spots at each station. Chief Paulsson also noted that much of the snowfall and removal required work to be done on Sundays a few times over the winter which added to the expense.

The other item that was included in this appropriation request was the repair costs associated with a burst pipe at the Green's Farms train station...another victim of the extreme cold experienced this winter. This repair included trenching, backfill and asphalt paving.

Our discussion also focused on the Railroad Parking reserve fund which is the source of the funding for these repairs. This fund is generated by parking fees and violations and leasing revenues - not from the general fund applied to the taxpayer. The appropriation

request is seeking approval to tap the reserve funds for these incurred expenditures. The reserve fund is managed through the Finance Dept. Currently ~\$260 - \$280K. We are also utilizing reserve funds to repair the often inoperable elevator at Saugatuck station.

Chief Paulsson also mentioned that they attempt to manage the reserve fund so it isn't too big and that by keeping the reserve fund low they are able to continue maintaining parking fees that are low relative to neighboring communities. He also mentioned that the CT DOT also has oversight and can take up to 50% of the fund if they judge it to be too large.

Pam Kopack motioned and was seconded by Joe Carson - the vote was unanimous, 5 - 0 to recommend approval to the full RTM.

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



BERCHEM MOSES.COM

Robert L. Berchem
Marsha Belman Moses
Stephen W. Studer ▶
Richard J. Buturla
Floyd J. Dugas
Ira W. Bloom
Jonathan D. Berchem •
Michelle C. Laubin ♦
Gregory S. Kimmel
Christopher M. Hodgson
Mario F. Coppola
Christine A. Sullivan

May 12, 2026
Hon. Kevin Christie
First Selectman
Westport Town Hall
110 Myrtle Ave.
Westport, CT 06880

Dear Mr. Christie:

APPROVED

Kevin Christie
First Selectman

DATE: 5 / 12 / 26

75 Broad Street
Milford, CT 06460
T: 203.783.1200
F: 203.878.2235

1221 Post Road East
Suite 301
Westport, CT 06880
T: 203.227.9545
F: 203.226.1641

PLEASE REPLY TO
WESTPORT OFFICE

Nicholas R. Bamonte
Richard C. Buturla
Ryan P. Driscoll ♦
Rebecca E. Goldberg ♦
Bryan L. LeClerc ♦
Brian A. Lema
Douglas E. LoMonte
Herbert Z. Rosen
Matthew L. Studer
Paul A. Testa ▶

I am requesting an additional appropriation in the amount of \$135,000 to the Town Attorney budget (Contract Services) for the balance of this current fiscal year ending June 30, 2026. I would appreciate this matter being placed on the May 20, 2026 Board of Finance agenda so that it can be taken up by the RTM on June 2, 2026.

Despite our best efforts to stay within the approved budget, this has been one of the infrequent years when we have seen significant and unanticipated legal matters arise, including several land use matters and Freedom of Information Act challenges. I will prepare a full analysis for the Board of Finance before its meeting.

Anthony V. Avallone
Jacob P. Bryniczka
Eileen Lavigne Flug
Peter V. Gelderman ◊
Warren L. Holcomb
Eugene M. Kimmel

Thank you.

Sincerely,

Ira W. Bloom
Town Attorney

Carolyn Mazanec Dugas
Alanna M. Ferrigno
Chandler K. Holcomb
Jason D. Kaplan ♦
Brendan J. Liberati ♦
Alessandra Pellegrino Pulit ♦
Matthew J. Sponheimer
A. Weston Stephens

* - Also Admitted in FL
◊ - Also Admitted in IL
▶ - Also Admitted in MA
- - Also Admitted in NJ
♦ - Also Admitted in NY
• - Also Admitted in PA



MEMORANDUM

TO: BOARD OF FINANCE
FROM: IRA W. BLOOM, TOWN ATTORNEY
RE: SUPPLEMENTAL APPROPRIATION
DATE: MAY 14, 2026

Page 3

I am requesting an additional appropriation of \$135,000 for the balance of the fiscal year ending June 30, 2026. In over 28 years as Town Attorney, I have infrequently requested additional funds (the last time was in 2020). In fact, the main components of the Town Attorney budget (attached), Contract Services (\$510,000) and Negotiation Services (\$75,000) have been largely unchanged for many years. In some years, there was an end-of-year surplus in the budget that was returned to the General Fund. We have accomplished this by careful management of the budget, including detailed monthly bills carefully monitored by the First Selectman and Finance Director. Because our firm represents multiple towns, and given the duration of our tenure and experience of our legal team, we are able to manage the various legal projects and usually stay within the annual budget.

However, the legal budget is ultimately an estimate. We do not know how many lawsuits will be filed; how many land use applications and appeals will be taken; how many Freedom of Information Act (FOIA) hearings will occur; or what other unexpected labor/employment needs will arise. In this current fiscal year, as shown on the attached list of legal matters we have allocated to the Contract Services or Negotiation Services budgets, there have been numerous time-consuming and, in many matters, unexpected legal matters. Several matters, such as land use items (Hamlet at Saugatuck; Old Mill Grocery and Deli), FOIA appeals, Long Lots School Building Committee issues, labor negotiations, terminating the Hook'd lease, were both time consuming and important to the Town.

My legal team will continue to monitor the budget carefully as we proceed with the remainder of this year and into the new fiscal year. We make every effort to settle and resolve disputes in a manner fair to the Town and to its residents. That policy will continue. For May and June, I anticipate an extremely busy legal agenda with a continuation of existing land use applications, court appeals, FOIA matters, and other items.

Town of Westport (30121) Matters
 Invoiced and Paid
 7/1/2025 through 4/30/2026

Matter	Total
30121-0001 - Westport, Town of - Miscellaneous	\$109,881.00
30121-0033 - Westport, Town of - Crabtree Lease	\$204.00
30121-0074 - Westport, Town of - Cohen, Gail vs. Board of Assessment Appeals	\$76.50
30121-0091 - Westport, Town of - John Kantor Sailing School	\$1,103.00
30121-0103 - Westport, Town of - Baron's South - Housing	\$122.50
30121-0136 - Westport, Town of - Valiante, Barbara vs. Town of Westport	\$51.00
30121-0163 - Westport, Town of - Longshore, Inn at - lease	\$9,095.50
30121-0170 - Westport, Town of - Gudzik, Michael vs. Town of Westport	\$204.00
30121-0172 - Westport, Town of - Justin Cribari termination	\$25.50
30121-0225 - Westport, Town of - Gorham Island Associates, LP (1 Gorham Island)	\$21.00
30121-0272 - Westport, Town of - Hooked-Beach Concessionaire	\$34,534.00
30121-0277 - Westport, Town of - Levitt Pavilion	\$663.00
30121-0303 - Westport, Town of - Avis Budget Lease	\$3,332.50
30121-0330 - Westport, Town of - Regionalism Legislation	\$73.50
30121-0385 - Westport, Town of - Westport Fire Dept.-Crown Castle (Cell tower)	\$4,814.48
30121-0408 - Westport, Town of - 122 Wilton Road	\$127.50
30121-0470 - Westport, Town of - Elm Street Land Swap	\$453.00
30121-0490 - Westport, Town of - Aquarion Water Tank	\$1,657.50
30121-0492 - Westport, Town of - Re: 107 Old Road - Wetlands	\$2,575.50
30121-0517 - Westport, Town of - Solar Power Purchase Agreements	\$49.00
30121-0553 - Westport, Town of - Taylor, William v. P&Z Commission	\$2,668.50
30121-0569 - Westport, Town of - Reynolds, Strafford - Foreclosure - (6 Fox Run Lane)	\$2,688.00
30121-0571 - Westport, Town of - 233 Hillspoint Road - ZBA	\$612.00
30121-0573 - Westport, Town of - AT&T Compo Beach Antenna	\$2,269.50
30121-0575 - Westport, Town of - Taylor v. P&Z - Citation Appeal	\$1,492.50
30121-0578 - Westport, Town of - 2021 Town Hall Employees Negotiations (WMEU)	\$120.00
30121-0581 - Westport, Town of - 2021 WMEU - Town Pension Negotiations	\$51.00
30121-0643 - Westport, Town of - PJ Romano Field Building/Police Athletic League	\$73.50
30121-0649 - Westport, Town of - Hamlet at Saugatuck	\$64,371.50
30121-0650 - Westport, Town of - IRS Claim	\$1,399.50
30121-0653 - Westport, Town of - Long Lots School Building Project	\$31,218.04
30121-0657 - Westport, Town of - Van Dorsten v. ZBA (215 Hillspoint Road)	\$1,122.00
30121-0661 - Westport, Town of - 88 Clapboard Hill LLC - 88 Clapboard Hill Road - Foreclosure	\$127.50
30121-0668 - Westport, Town of - Zaffina, Caterina - 32 Westway Road - Foreclosure	\$454.00
30121-0683 - Westport, Town of - Compo Beach Playground	\$561.00
30121-0688 - Westport, Town of - NYALA Claims	\$612.00
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30121-0702 - Westport, Town of - Diguido, Christine & Alexander - 342 Green Farms Road - Foreclosure	\$255.00
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30121-0709-Westport, Town of-Ripps v. P&Z (50 Sylvan Road N.)	\$255.00
30121-0710-Westport, Town of-227 Hillspoint LLC v. ZBA (Old Mill Deli)	\$3,199.50
30121-0711-Westport, Town of-Eviction: Donut Crazy, LLC	\$1,807.88
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30121-0726-Westport, Town of-Apple Montessori School v. Planning & Zoning Commission of Westport	\$11,500.50
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30121-0728-Westport, Town of-WPD-Hartford Healthcare	\$1,957.50
30121-0729-Westport, Town of-Simonetti FOIA: FIC 2025-0442	\$17,493.00
30121-0730-Westport, Town of-2025 Halliwell Comp Leave	\$2,091.00
30121-0731-Westport, Town of-Revaluation 2025	\$1,147.50
30121-0732-Westport, Town of-125 RA LLC v. P&Z (125 Riverside Ave)	\$3,289.50
30121-0734-Westport, Town of-Glazer, Adam v. P&Z (107 Old Road)	\$1,555.50
30121-0735-Westport, Town of-Railroad Station Coffee Shops	\$1,657.50
30121-0736-Westport, Town of-Compo Beach Food & Beverage Concession	\$15,063.00
30121-0737-Westport, Town of-HB 8002: An Act Concerning Housing Growth	\$5,292.00
30121-0738-Westport, Town of-CMDA	\$2,397.00
30121-0739-Westport, Town of-2026 DPW (Public Works), Local 1303-385	\$601.50
30121-0740-Westport, Town of-Aquarion sale/PURA	\$2,295.00
30121-0741-Westport, Town of-2026 Public Works Issues	\$867.00
30121-0742-Westport, Town of-Jaffe, Holly v. ZBA - 21 Norwalk Ave (ADU case)	\$1,326.00
30121-0743-Westport, Town of-2027 Plan of Conservation and Development (POCD)	\$1,224.00
30121-0744-Westport, Town of-Lemcke FOIA 2026	\$3,486.00
30121-0745-Westport, Town of-A. Brown 2026 Issue	\$153.00
30121-0746-Westport, Town of-The Grasso Companies LLC v. Town of Westport and Newfield Construction	\$1,071.00
Grand Total	\$571,798.88

WESTPORT TOWN ATTORNEY BUDGET 2025-2026

Org	Object	Description	B	2026 Revised Budget	2026 Actual	2026 Encumbrances/ Requisitions
10101170	511002	Retainer-ATT		44,514.00	11,128.50	34,621.50
10101170	511003	Assistant Town Attorney-ATT		91,585.00	22,829.23	71,420.77
10101170	511004	Secretary-ATT		26,256.00	9,478.50	0.00
10101170	532000	Contract Services-ATT		510,000.00	140,820.00	384,180.00
10101170	532009	Arbitration Expenses		0.00	0.00	0.00
10101170	533200	Negotiation Services-ATT		75,000.00	30,258.00	55,982.00
10101170	541000	Voice/Data-ATT		0.00	0.00	0.00
10101170	561000	Supplies-ATT		1,000.00	274.31	732.58
10101170	585000	Education & Expenses-ATT		0.00	0.00	0.00
10101170	589000	Miscellaneous Expenses-ATT		10,000.00	502.38	9,497.62
				758,355.00	215,290.92	556,434.47
Contract Expenses paid through October 2025 - Four Months or 33.33%						

RTM Finance Committee Meeting
Tuesday, May 26, 2026
7:00 pm - Zoom

Attendees:

Finance Committee: Nancy Kail, Jill Grayson, Seth Braunstein, Joe Carson and Pam Kopack

Purpose: Upon the request of the Town Attorney's office, to approve a supplemental appropriation in the amount of \$135,000 to the Contract Services Account 10101170-532000 for unanticipated legal matters.

Presentation:

Ira Bloom, Town Attorney, presented the request by first explaining that legal services to the town are provided through two budget items – contract services and negotiations. Contract services are budgeted at \$510k/year and negotiations at \$75k. Contract services include general assistance, and the contract negotiation component includes negotiations, personal matters and grievances.

As town attorney for 28 years, Attorney Bloom indicated he has come back for additional funding only 5-6 times over that period. Senior partners are billed at \$255/hour and associates at \$210 which is a municipal rate, much less than usual billing rates. Each month, invoices with 50 – 100 pages of detail are submitted to the First Selectman and Finance Director for review and payment.

Attorney Bloom provided a listing of all invoices from 7/1/25 through 4/30/26, identified by individual case, as a basis for his additional \$135k request for the period May and June 2026 (balance of the fiscal year). He indicated that much of what is done is reactive to appeals for land use decisions, FOIA requests, lawsuits against the town, etc.

Over the last two months there have been a variety of topics that have been addressed including: Hamlet, land use appeals and applications, tax assessment appeals, Old Mill text change application, state housing law bill, personnel issues and FOIA requests.

Attorney Bloom indicated that resolution of claims is the first approach, but that there are times when the town needs to be defended and settlement cannot be achieved.

Discussion/Questions:

- Is this additional \$135 would be sufficient for the rest of the year? Yes, best estimate to date.
- What makes up the biggest category of Miscellaneous? Short term projects such as reviewing an agreement. Those items do not get a separate file number as others do (shown on appendix A) and average a couple of hours each.
- FOIA
 - Are there lessons learned/something the town should do to limit FOIA claims? Staff and volunteers on commissions/boards get FOIA training and Assistant Town Attorney is on site to answer questions about items to be disclosed and/or meeting notification rules. That catches potential issues.

- Is there any compilation of the amount of time/effort taken by town employees and/or board/commissions members to fulfill these requests? Outcome? - The only summary is the attorney fees. Individual requests go to individual departments and responded to by the department being FOIA-ed. However, key word requests for multiple years' pf documents go to IT for retrieval and then attorneys review to determine what needs to be redacted for attorney client privilege. These are very time-consuming.
- Other FOIA issues include when meetings go into executive session. Attorneys advise in advance to attempt to alleviate any issues in executive session.
- What's the FOIA process? When a FOIA request is filed, efforts are first taken to resolve. If unable, an ombudsman is assigned to try and resolve. If still not resolved, a hearing officer is appointed, and the case is heard in Hartford. The case is held in person and almost always there is a witness, board member/RTM member/town official in attendance as well as legal counsel for the town. After 1 or 2 hearings and brief submission, a preliminary decision is made, then there could be a full hearing.
- Land use
 - Admin P&Z, P&Z Commission and Appeals – no breakdown on how much time for each. Lots of P&Z and Conservation advice to staff and boards.
 - House Bill 8002 also added to the need for services.
 - Attending hearings – Attorneys attend some, but not all, hearings/meetings. They attended Hamlet hearings and recent meetings on Wakeman Field lights. They attend the ones most likely to be litigated/contested.

Throughout the discussion and questions, Attorney Bloom reiterated that everyone is entitled to submit FOIA requests or appeals to land use board and commissions.

While several RTM members who are not on the Finance Committee asked questions/spoke on this issue, no members of the public spoke during this meeting.

Vote:

Nancy Kail moved and Joe Carson seconded the motion that the Finance Committee recommend to the full RTM approval of a supplemental appropriation in the amount of \$135,000 to the Contract Services Account 10101170-532000 for unanticipated legal matters. The Finance Committee approved the motion 5-0.

**Respectfully submitted,
Pam Kopack
RTM D3**

Attachment: Invoices and Paid 7/1/25 to 4/30/26

General Attachment: TA - Supplemental Approp Contract Services - Item _8.pdf

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 7/1/2025 through 4/30/2026

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3/

General Attachment: TA - Supplemental Approp Contract Services - Item 8.pdf

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30121-0738-Westport, Town of-CMDA	\$2,397.00
30121-0739-Westport, Town of-2026 DPW (Public Works), Local 1303-385	\$601.50
30121-0740-Westport, Town of-Aquarion sale/PURA	\$2,295.00
30121-0741-Westport, Town of-2026 Public Works Issues	\$967.00
30121-0742-Westport, Town of-Jaffe, Holly v. ZBA - 21 Norwalk Ave (ADU case)	\$1,326.00
30121-0743-Westport, Town of-2027 Plan of Conservation and Development (POCD)	\$1,224.00
30121-0744-Westport, Town of-Lemcke FOIA 2026	\$3,486.00
30121-0745-Westport, Town of-A. Brown 2026 Issue	\$153.00
30121-0746-Westport, Town of-The Grasso Companies LLC v. Town of Westport and Newfield Construction	\$1,071.00
Grand Total	\$571,798.88

4



WESTPORT, CONNECTICUT

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

APPROVED

Kevin Christie
First Selectman

April 15, 2026

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

DATE: 4 / 15 / 26

Re: **APPROPRIATION OF FUNDS - STORM ACCOUNT, WINTER 2025-2026**

Dear Mr. Christie:

This office hereby requests an appropriation of \$931,225.00 to the various General Fund Storm sub-accounts listed below, to provide for the storm-related expenses incurred so far during Fiscal Year 2026.

10103320-588001 Equipment Repair	(\$50,207.00)
10103320-588002 Inside Overtime	(\$291,385.00)
10103320-588003 Meals	(\$3,736.00)
10103320-588004 Miscellaneous	\$1,078.00
10103320-588005 Outside Contractors	(\$483,367.00)
10103320-588006 Salt	(\$105,884.00)
10103320-588007 Sand	\$2,276.00
<hr/>	
TOTAL OVERRUN	(931,225.00)
REQUEST FOR APPROPRIATION	\$931,225.00

Respectfully,

Peter A. Ratkiewich
Director of Public Works

cc: Gary Conrad, Finance Director



WESTPORT, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2026 99

	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
101 General Fund							
10103320 Highway							
10103320 588001 EquipRepair	40,000	0	40,000	77,284.44	12,922.40	-50,206.84	225.5%
10103320 588002 InsideOT	90,000	0	90,000	381,384.91	.00	-291,384.91	423.8%
10103320 588003 Meals	6,500	0	6,500	10,235.71	.00	-3,735.71	157.5%
10103320 588004 Miscelllany	4,000	0	4,000	2,922.19	.00	1,077.81	73.1%
10103320 588005 OutsideCnt	210,000	0	210,000	693,366.71	.00	-483,366.71	330.2%
10103320 588006 Salt	200,000	0	200,000	198,721.33	107,163.14	-105,884.47	152.9%
10103320 588007 Sand	15,000	0	15,000	10,485.75	2,238.06	2,276.19	84.8%
TOTAL Highway	565,500	0	565,500	1,374,401.04	122,323.60	-931,224.64	264.7%
TOTAL General Fund	565,500	0	565,500	1,374,401.04	122,323.60	-931,224.64	264.7%
TOTAL EXPENSES	565,500	0	565,500	1,374,401.04	122,323.60	-931,224.64	
GRAND TOTAL	565,500	0	565,500	1,374,401.04	122,323.60	-931,224.64	264.7%

** END OF REPORT - Generated by RATKIEWICH, PETER **

Report generated: 04/15/2026 13:58
 User: 6511pratt
 Program ID: g1ytdbud

**RTM PUBLIC WORKS,
PARKS & RECREATION & FINANCE
COMMITTEE MEETING**

DATE; Public Works, Parks & Recreation & Finance Joint Meeting – Tuesday, May 26, 2026

TIME; 7:00 PM meeting start via Zoom (estimated agenda item start 7:30)

PURPOSE; Review requested Public Works Department expenditure for Storm-Related expenses incurred during the winter of Fiscal Year 2025-26. (PW & Finance only)

PRESENTED BY; Peter Ratkiewich, Public Works Director

Mr. Ratkiewich requested an appropriation to various General Fund Storm sub-accounts in the amount of \$931,225.00 for storm-related expenses incurred during the winter of fiscal year 2025-26. The additional costs related to these requests are as follows; Equipment Repair (\$50,207), Inside Overtime (\$291,385), Meals (\$3,736), Miscellaneous (\$1,078), Outside Contractors (\$483,367), Salt (\$105,884) and Sand (\$2,276). Mr. Ratkiewich walked the committees through each of the additional expenses and also explained that several of the storms had occurred on Sundays which increases the overtime to double-time for both the outside contractors and inside employees. He then explained the budgeting process over his time here and reasoning for the budgeted amount of the storm account over the last several years and why he thought the same process and similar amounts should be used going forward due to the cyclical nature of storms. This is the third time in the last 8-10 years that additional funds were requested for storm clean-up. This includes both summer and winter storms. The committee asked several questions and both committees voted unanimously to recommend approval to the full RTM.

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

<https://play.champds.com/westportct/event/1198>

In attendance;

PW Comm (8) - Jay Keenan (chair/reporter), Chris Tait, Lou Mall, Gail Coykendall, Joe Carson, Peter Gold, Matthew Mandell, Josh Newman

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



WESTPORT, CONNECTICUT

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

APPROVED

Kevin Christie
First Selectman

April 16, 2026

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

DATE: 4 / 20 / 26

Re: Request for Appropriation for \$445,000 along with bond and note authorization to the municipal improvement fund for Capital Equipment Replacement

Dear Mr. Christie:

The Public Works Department currently maintains a fleet of heavy equipment and specialized vehicles that are critical to our storm response, street sweeping program, sidewalk snow operations and sewer operations. This request for appropriation covers seven pieces of equipment to either be replaced, upgraded, or purchased new. The equipment referred to is listed below:

1. Trackless MT7 with attachments – We currently have two of these units that are used for snow blowing, sidewalk cleaning, and roadside cutting. We currently have a 2014 MT6 Trackless and a 2024 MT7 Trackless. This would be our third and once purchased we will utilize the 2014 unit as a backup unit during large storms and during spring cleanup to improve our response time in clearing sidewalks of snow and cleaning winter debris in the spring. The new unit with attachments costs \$208,337.00. Adding a 10% contingency for outfitting with aftermarket Equipment brings the total request to \$229,171.00, rounded to \$229,000 for simplicity.
2. Takeuchi TB395SW – This unit is a four wheeled Excavator to replace our current 2019 Wacker EW100 four wheeled Excavator. The current 2019 model has maintenance issues and is costing quite a bit of money to keep in a state of good repair. The swing-lock function is not working properly, which is a safety issue and the cost of replacing the parts is cost-prohibitive. Rather than continuing to pour repair funds into this unit we are proposing trading it in for a different manufacturer that we have had chance to demo. The new unit can take all of the fittings and attachments that were on the old unit. The cost of the new unit is \$177,520 but the dealer will take the old unit in trade offsetting \$55,000 in cost making the net cost \$122,520. Adding 10% contingency for outfitting with after-market equipment brings the total request to \$134,772, rounded to \$135,000 for simplicity.
3. Dump body for Truck #38 – Currently this truck has a rack body that is not useful to our crews, so we want to replace it with a dump body. The cost of the replacement is quoted at

77,435.00. With a 5% contingency for new hydraulic lines and valving, the total comes to \$81,307, rounded to \$81,000 for simplicity.

The total request for equipment for FY 2027 is therefore \$445,000 appropriated to the Municipal Improvement fund along with Bond and Note Authorization.

Respectfully,



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

cc: Gary Conrad, Finance Director



C.N. Wood Enviro LLC
an affiliate of C.N. Wood Co., Inc.

04/13/2026
ORDER DATE

WOBURN, MA
BRANCH

200 Merrimac Street
Woburn, MA 01801
(781) 935-1919

140 Wales Ave
Avon, MA 02322
(508) 584-8484

102 State Road
Whately, MA 01093
(413) 665-7009

3 Rocky Hill Road
Smithfield, RI 02917
(401) 942-9191

84B Warren Ave
Westbrook, ME 04092
(207) 854-0615

25A Bernhard Road
North Haven, CT 06473
(203) 848-6735

Sales Order

Customer P.O. # _____ F.O.B. _____ SHIPPED VIA: _____
 Sold To: _____ Town of Westport Ship To: _____ Town of Westport
 Address: _____ 100 Myrtle Ave _____
 _____ Westport, CT 06880 _____
 _____ Westport, CT 06880 _____
 Phone: _____ Fax: _____ Email: _____

QTY	ITEM #	S/N	DESCRIPTION	EACH	TOTAL
1	LIST	TBD	2026 TRACKLESS MT7 BASE MACHINE: AIR CONDITIONER, AM/FM RADIO, EXTRA PUMP AND VALVE SYSTEM, OIL PRESSURE GAUGE, REVERSING FAN, BACK UP ALARM, FORWARD/REVERSE ROCKER SWITCH, AIR RIDE SEAT, REAR WASHER/WIPER, POWER OUTLET-12 VOLT, INTERMITTENT FRONT WIPER, OUTSIDE MIRRORS, BATTERY DISCONNECT SWITCH, RADIAL TIRES/RIMS, REAR LICENSE PLATE BRACKET	\$ 172,655.00	\$172,655.00
			includes tariff		
1					
1					
1					
1			LOCKING FRONT DIFFERENTIALS - FRONT AXLE ONLY	\$ 2,316.00	\$2,316.00
1					
1			RIDE CONTROL	\$ 2,715.00	\$2,715.00
1			REAR HYDRAULIC SANDER - SINGLE AGITATOR	\$ 9,093.00	\$9,093.00
1			60" RIBBON BLOWER W/ SIDEWALK CHUTE	\$ 21,558.00	\$21,558.00
1					
1					

TRADE #	YEAR	MAKE	MODEL	S/N	HRS	WORKING CONDITION	ALLOWANCE	PAYOFF	Sale Price
TRADE #1									\$208,337.00
TRADE #2									
Finance Details: (ALL FINANCE IS SUBJECT TO CREDIT APPROVAL) quote is valid for 30 days, SOURCEWELL Contract 093021-ELG sell price is current list price minus 3% Tariff surcharge subject to change									Plus Tax F.E.T. Total \$208,337.00 Less Trade Total Payoff Less Deposit Net Due \$208,337.00

TERMS: NET CASH UPON INVOICE FINANCE: SOURCEWELL CONTRACT
 CONDITION: AS IS NEW WARRANTY: STANDARD FACTORY WARRANTY

THIS DOCUMENT IS A CONTRACT INCLUDING IMPORTANT TERMS AND CONDITIONS. I HAVE REVIEWED AND ACCEPT ALL TERMS AND CONDITIONS, INCLUDING WITHOUT LIMITATION THOSE ON PAGES 2 - 4 OF THIS CONTRACT. I HAVE READ THIS CONTRACT AND AUTHORIZE THE ENTRY OF THE ABOVE ORDER SUBJECT TO THE TERMS AND CONDITIONS CONTAINED HEREIN

SELLER C.N. WOOD ENVIRO, LLC **PURCHASER** Town of Westport
 BY: Craig Schoen SALES REP PRINT NAME: Joe Izzo

ACCEPTED: _____ SIGNATURE: _____
AUTHORIZED SIGNATURE BUYER (If Corporation, Signature and Title of Officer)

THIS ORDER NOT ACCEPTED OR BINDING UNTIL APPROVED BY AN OFFICER OF C.N. WOOD ENVIRO, LLC

C.N. Wood Enviro, LLC

Sale Standard Terms and Conditions

These Sale Standard Terms and Conditions shall be effective upon the completion of an Invoice, Sales Order, Purchase Order or other documentation evidencing agreement to the sale of a product or service (collectively, "Purchase Order") pursuant to these terms, and are incorporated by reference into any sale or proposed sale of products by C.N. Wood Enviro, LLC ("Company") and the customer identified on any such Purchase Order ("Customer"). Any and all exhibits and Purchase Orders are incorporated by reference into these Terms and Conditions (collectively, this "Agreement"). In consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. General. The sale of any equipment, goods, or products (collectively, "Products") or the sale of services by Company is expressly conditioned on Customer's assent to this Agreement. Any acceptance of Company's offer is expressly limited to acceptance of this Agreement and Company expressly objects to any additional or different terms proposed by Customer. Any order of Product or services and Company's delivery of Product or performance of services shall constitute Customer's assent to this Agreement. Unless otherwise specified in a Purchase Order, Company's price quotation shall expire thirty (30) days from its date and may be modified or withdrawn by Company before receipt of Customer confirming acceptance. All Purchase Orders are not final until subsequent acceptance by Company at its home office in Woburn, Massachusetts.

2. Prices. Unless otherwise provided in this Agreement, prices listed do not include freight, handling fees, taxes, and/or duties, and are subject to correction or change without notice. Customer shall pay all license fees, sales, use, service use, personal property and excise taxes, and any other fees, assessments or taxes which may be assessed or levied by any national, federal, state, provincial or local government, and any departments and subdivisions thereof, as a result of Customer's order and purchase of Company's Product or services. Export orders may be subject to other special pricing. Company reserves the right to accept or reject any order.

3. Payment. Unless otherwise expressly provided, payment will be due at the time of delivery of the Product. No deductions are allowed for liquidating damages, back charges, retainage, set-off or start up. In the event that collection efforts are required to be instituted in order to collect monies under the terms of this Agreement, the Customer agrees to pay all costs incurred through all collection efforts, including, but not limited to, attorney's fees and costs to repossess any Product sold to Customer.

If Customer fails to make payment within thirty (30) days of shipment or pick-up, or fails to comply with Company's credit terms, or fails to supply adequate assurance of full performance to Company within a reasonable time after requested by Company (such time as specified in Company's sole discretion), Company may defer shipments until such payment or compliance is made, require cash in advance for any further shipments, demand immediate payment of all amounts then owed, elect to pursue a collection action (which action shall include, without limitation, payment of attorneys' fees and any and all other associated costs of collection), and/or may, at its option, cancel all or any part of an unshipped order. Company further reserves the right to charge Customer a late payment fee at the rate of one and one-half percent (1-1/2%) of the amount due for each month or portion thereof that the amount due remains unpaid, or such amount as may be permitted under applicable law.

4. Financing. Financing may be available from third parties for the purchase of Product or services from Company. THE COMPANY DOES NOT PROVIDE FINANCING AND ANY FINANCING RATES, TERMS AND CHARGES ARE SUBJECT TO RATES, TERMS AND CHARGES NEGOTIATED BY CUSTOMER WITH A THIRD-PARTY FINANCIAL INSTITUTION OR OTHER FINANCIER. Any financing information, including but not limited to projected payments, financing offers, terms rates, or charges, are provided by Company for informational purposes only and nothing contained herein constitutes financial advice or an offer to finance the Product or services by the Company or any third-party. Company does not guarantee the availability of financing and financing is subject to approval by a third-party financial institution or financier.

5. Credit History. As part of this transaction, Company may investigate Customer's credit history. Company reserves the right to cancel and terminate any Purchase Order if it reasonably believes that there is any risk of nonpayment or Company otherwise deems itself insecure with respect to any payments to be made by Customer prior to delivery of the Product or performance of the services specified in this Agreement.

6. Shipping. Shipping dates are approximate and based on prompt receipt of all necessary information by Company. Company will not be liable for delays in manufacture or delivery or additional costs or expenses that may arise from causes beyond Company's reasonable control. All Products are shipped at Customer's risk, F.O.B. Company's facilities, with transportation charges to be paid by Customer. Customer shall be solely responsible for, and shall pay, all freight, insurance and handling charges in connection with the delivery of Company Products from Company's facilities to the location specified by Customer and Company is not responsible for Product damaged or lost in transit. In the event the Product are shipped directly from the manufacturer to Customer, product are shipped at Customer's risk, F.O.B. manufacturer's facility. When shipped directly from manufacturer to Customer, Customer shall be solely responsible for, and shall pay, all freight, insurance and handling charges in connection with the delivery of Company Products from Company's facilities to the location specified by Customer and neither Company nor manufacturer are responsible for Product damaged or lost in transit.

7. Security. To secure the payment and performance of all indebtedness and obligations of Customer to Company arising out of, or in connection with, the sale of any Product or services by Company to Customer, Customer grants to Company a purchase money security interest in all Product sold to Customer by Company, until such time as the purchase price (including principal, interest, and any late fees) is paid in full to Company, and such security interest shall extend to all cash proceeds, promissory notes, and products of the sale, rental, lease or other disposition of such Product (the "Collateral"). Customer will, at the cost of Customer, and without expense to Company, do, execute, acknowledge and deliver to Company all and every such security agreement, financing statement, assignment or other writing that Company may, from time to time, reasonably deem necessary or appropriate to create, perfect, continue perfected, protect and collect the Collateral and Company's title to, security interest in and lien upon the Collateral or which Customer may be or may hereafter become bound to convey or assign to Company, or for carrying out the intention of facilitating the performance of the terms of this Agreement ("Security Instrument"). Customer, on demand, will execute and deliver any Security Instrument demanded by Company in its sole discretion, and in the event it shall fail to so execute and deliver any such Security Instrument at the time, Customer hereby authorizes Company to file, and hereby appoints Customer as Customer's agent and attorney to sign and cause to be filed any Security Instrument that Company may reasonably deem necessary or appropriate to create, perfect, continue perfected, protect and collect the Collateral and Company's title to, security interest in and lien upon the Collateral. Customer grants to Company an irrevocable power of attorney coupled with an interest for the purpose of exercising and perfecting any and all rights and remedies available to Company at law and in equity, including, without limitation, such rights and remedies available to Company pursuant to this Agreement, including this Section 7 and Section 8. Customer acknowledges that its right to lease or rent any Product is subject to Company's security interest and the terms of any security agreement executed by Customer and delivered to Company, if any.

8. **Failure of Payment.** If Customer fails to make payment in full or in part when due, Company shall have the right at Company's election to: (i) immediately suspend performance and cancel the unfinished portion of any outstanding orders, (ii) declare all unpaid amounts for the Products or services immediately due and payable, (iii) withhold further deliveries, and/or (iv) convert the Customer's use of the Product to a standard Master Equipment Rental Agreement using the standard rental rates for the Customer's use of the Product from the date the Product was delivered to Customer. Company's rights for Customer's failure to pay shall not be limit by this Section, the rights described above shall be cumulative, and the exercise of any right or remedy shall not limit Company's right to exercise any other right or remedy available at law or herein.

If Company elects to proceed with an order after the suspension of performance, Company shall have an extension of time for performance as is necessitated by the suspension. Company shall have the right to enforce payment of the full purchase price, including any price increase or surcharge, for Products or services already delivered or in process. Customer shall reimburse Company for all costs of collection, including reasonable attorney's fees, costs, interest, and late fees, incurred as a result of Customer's failure to make payments when due.

9. **Insurance.** Until such time as the purchase price, plus all interest, late fees, and other penalties is paid in full to Company, Customer shall, at its own expense, obtain and maintain all risk general liability and property damage insurance covering any Products delivered under this Agreement, naming Company as an additional insured, in an amount at least equal to the Product' replacement value. Upon request of Company, Customer shall furnish certificates of such insurance listing the Company as an additional insured, which insurance may not be cancelled except on advance written notice to Company. At all times, the insurance required of Customer under this Agreement shall be primary to any applicable insurance carried by Company.

10. **Inspection.** All Product and services shall be finally inspected and accepted by Customer, and Customer shall make written claim for all visible or detectable defects or nonconformities within seven (7) days after delivery to Customer. Customer's failure to notify Company within the seven (7) day period will constitute a waiver of Customer's right to reject the Product for visible or detectable defects or nonconformities. Acceptance of Product by Customer shall also be deemed to have occurred if Customer uses the Product. There shall be no revocation of acceptance, except for invisible, non-detectable or latent defects or nonconformities which were not discovered by Customer which could not reasonably have been discovered prior to acceptance. Any collections, controls, inspections, tests and certificates requested by Customer shall be at Customer's expense.

11. **Returns.** No Product may be returned for any reason without Company's prior written consent (and then only under such terms and conditions as Company may specify). Company may decline to allow any claim, credit or refund for Products returned without such written consent. Without limiting the foregoing, non-standard Products (including Products which have been manufactured to Customer's specifications), are not returnable. Transportation, freight, assembly or disassembly costs for authorized returns will be returned solely at the expense of Customer unless Company otherwise agrees in writing. Authorized returns must be in new and/or unused condition, and may be subject to administrative or other charges determined by Company.

12. **Cancellation.** Unless otherwise agreed by Company in writing, orders are non-cancellable, and will not be subject to change or suspension by Customer. If Company agrees to cancel, change or suspend any order, it may impose administrative or other charges as determined by Company. If a requested change (inclusive of delivery date) or suspension is approved, Customer will send to Company an acknowledgement confirming the change or suspension and any additional charges, and the same will become part of this Agreement.

13. **Warranty.** For the sale of new Product, provided that Customer is not in default under its payment obligations, Company hereby assigns to Customer any warranties or guaranties provided by each manufacturer or each seller of each Product. THE FOREGOING WARRANTY BY COMPANY IS THE ONLY WARRANTY GIVEN BY COMPANY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE HEREBY EXPRESSLY DISCLAIMED.

USED PRODUCTS ARE SOLD ON AN "AS IS" BASIS AND COMPANY PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO ANY USED ITEM OF EQUIPMENT OR ANY PART SOLD BY COMPANY, INCLUDING WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE HEREBY EXPRESSLY DISCLAIMED.

14. **Limitation of Liability.** The liability of Company for any Product or services supplied by Company, whether in contract, in tort, in strict liability, or otherwise, shall not exceed the contract price or, if a particular product gave rise to, or is the subject of, the damage or liability claim, then the Company's liability shall not exceed the amount of the purchase price for that particular product which gave rise to, or is the subject of, the damage or liability claim. IN NO EVENT WILL COMPANY BE LIABLE IN CONTRACT, IN TORT, IN STRICT LIABILITY OR OTHERWISE, TO CUSTOMER OR TO ANY THIRD-PARTY, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECULATIVE, PUNITIVE OR EXEMPLARY DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS OR REVENUES, LOSS OF USE, NON-OPERATION OR INCREASED EXPENSE OF OPERATION OF EQUIPMENT, COST OF CAPITAL, OR FOR FAILURE OR DELAY IN ACHIEVING ANTICIPATED PROFITS OR PRODUCTS.

15. **Indemnification.** Customer shall defend, indemnify and hold Company harmless from and against any claims brought by a third party arising from Customer's negligence, use or misuse, or intentional misconduct arising out of or attributable to the Customer's use of Company's Product or services, including but not limited to, claims of: (a) personal injury or death, or (b) physical damage to tangible personal or real property.

16. **Use.** Company is not responsible for Customer's use of the Product or services being sold under this Agreement. CUSTOMER SHALL OPERATE THE EQUIPMENT AND ALL PARTS THEREOF IN ACCORDANCE WITH THE EQUIPMENT'S OPERATIONS MANUAL, MANUFACTURER REQUIREMENTS, WARRANTIES AND PRODUCT MANUALS, INCLUDING, WITHOUT LIMITATION, ANY AND ALL REQUIREMENTS PERTAINING TO THE RECHARGING OR RESTORATION PROCESSES OF THE EQUIPMENT'S EMISSIONS SYSTEMS, SELECTIVE CATALYTIC REDUCTION, DIESEL OXIDATION CATALYSTS OR DIESEL PARTICULATE FILTERS.

17. **Maintenance.** Unless otherwise stated in the Purchase Order or provided by the manufacturer, Customer shall at its own expense maintain all Products and services and pay the cost of all necessary repairs to the Products or services provided under this Agreement. Customer acknowledges that certain manufacturers require that the Company perform certain maintenance on specific products at specific intervals. If this Agreement provides for preventative maintenance to be provided by Company either as required by the manufacturer or agreed to be performed by Company, Customer shall notify Company of the need for such maintenance at the required intervals and allow Company access to the work site during regular work hours to perform all maintenance that the manufacturer requires the Company to perform or the Company agreed to perform. Customer shall not be entitled to any credit, payment or other compensation as a result of the down time of the Product caused by the maintenance of the Product. If Company is required to provide such maintenance outside of normal business hours, Customer shall pay the increased costs incurred by Company in performing such services.

18. Data Collection. Any Product being sold under this Agreement may be equipped with a manufacturer's tracking system that allows for the equipment location, usage and other machine information to be tracked, monitored and transmitted via global positioning systems, satellites and/or other means to the manufacturer, Company, or other third parties. By accepting the Product, Customer agrees to the use of such manufacturer's tracking system with respect to this Product while being used by Customer and Customer acknowledges that it shall have no right in any data collected. Customer agrees that any data collected may be used by manufacturer, Company or any third-party, as manufacturer, Company or any third-party shall each determine in their sole discretion. Customer is prohibited from disabling, disconnecting, interfering with, or using or attempting to gain access to the hardware or software which are part of any manufacturer's tracking system and from attempting to alter, modify, adapt, translate, decompile, copy, create a derivative work of, reverse engineer, reverse assemble or to discover any source code of the tracking system. Nothing in this Agreement conveys to Customer any rights in the manufacturer's tracking system or any related hardware or software.

19. Entire Agreement. This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter herein and supersedes all prior oral or written agreements or proposals to Customer.

20. Conflict of Terms. In the event, and to the extent, there is a conflict between the terms of these Terms and Conditions and the terms of any exhibit or any Purchase Order, the terms set forth on the exhibit or Purchase Order shall control. In the event, and to the extent, there is a conflict between the terms of any exhibit and any Purchase Order, the terms set forth on the Purchase Order shall control.

21. Waiver. No failure or delay on the part of either party in exercising any right or remedy under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or of any other right or remedy. No provision of this Agreement may be waived except in a writing signed by the party granting such waiver.

22. Assignment. Neither party may assign this Agreement or delegate any of its duties under this Agreement without the prior written consent of the other party, except that either party may assign this Agreement in its entirety without the other party's prior written consent to any present or future parent, subsidiary, or successor, or a purchaser of all or substantially all of its assets. Such acquiring party shall agree in writing to comply with and be bound by the assigning party's obligations under this Agreement.

23. Notice. All notices, communications and reports permitted or required by the provisions of this Agreement shall be in writing and will be deemed to have been given when delivered by personal service or sent by recognized overnight courier service to the addressee party at the following address:

If to COMPANY, to: C.N. Wood Enviro, LLC
200 Merrimac Street Woburn, MA 01801
Attn: Chief Financial Officer

If to CUSTOMER, to: Name and address on first page of this Agreement.

or to such other address or person as the addressee party may designate in writing from time to time in accordance with this paragraph. All such communication will be deemed to be effective on the earlier of (a) actual receipt or (b) if sent by courier service, on the second day following the date presented to the courier service for delivery to the other party.

24. Severability. In the event that any one or more of the provisions or parts of any provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the same shall not invalidate or otherwise affect any other provision of this Agreement, and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained in this Agreement.

25. Governing Law. This Agreement and all amendments, modifications, alterations, exhibits, supplements, schedules, attachments and Purchase Orders of any kind now, previously or entered into by Customer with Company shall be governed by and construed and interpreted in accordance with the laws of the State for the location of Company at which this Agreement was submitted, without regard to conflict of laws rules.

26. Venue. With respect to any claim or action arising under this Agreement, Customer (a) irrevocably submits to the jurisdiction of the courts of the Commonwealth of Massachusetts located in the Middlesex or Suffolk Counties, and the United States District Court located in Boston, Massachusetts, and (b) irrevocably waives any objection which it may have at any time to the laying of venue of any suit arising out of or relating to this Agreement brought in any such court, and (c) irrevocably waives any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum.

27. Force Majeure. Except for the payment obligations of Customer, neither party hereto shall be liable for their failure to perform any obligation under this Agreement if such failure is caused by the occurrence of any contingency beyond the reasonable control of such party, including, without limitation, fire, flood, strike and any other industrial disturbance, failure of transport, accident, war, riot, insurrection, act of God or order of any governmental agency. In the event that any such contingency occurs which affects the performance of Company, Company may allocate delivery of its equipment and parts among its customers as it sees fit in its sole discretion and without liability to Customer, or any other party.

28. Headings: The headings in this Agreement have been added for the convenience of the parties and are not to be deemed a part of this Agreement.

29. Integration: This Agreement is the sole understanding and agreement of the parties with respect to its subject matter and supersedes all other such prior or contemporaneous oral and written agreements and understandings.

30. Binding Agreement: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns. This Agreement is subject to the approval and acceptance of Company evidenced by the execution of this Agreement through its authorized officer and shall not become binding upon Company until so approved, accepted and executed.

758039.1



Chadwick-Baross, Inc.
 10 Fox Hollow Road
 Oxford, CT 06478

C# BP0010104 / 96237
 TOWN OF WESTPORT
 PUBLIC WORKS DEPARTMENT
 WESTPORT, CT 06880

Thank you for giving us the opportunity to
 earn your business!

Heath Olivieri
 (860) 490-6526
 heath.olivieri@chadwick-baross.com

Quote# 11193
 Date: February 3rd 2026
 Valid until: February 11th 2026

Stock#: EQ0016387-TK1995 - TAK - TAKEUCHI - TB395W-2S - 2025 - Hours: 57 - S/N:195000679 \$177,520.00

TB395W

Operating Weight 23,424 lbs, 114 HP DEUTZ/TCD3.6 L4, 2-Wheel Steering (2WS), Air-Suspension Seat with Heat, Heavy-Duty Dozer Blade, Hydraulic Outriggers, Maximum Reach 25 ft 2.1 in, High Speed 18.1 mph

Includes:

- Delivery
- WR mechanical coupler
- 2 tires/wheel assembly
- 1 wheel assembly
- 3 Strobes with install

Warranty:

3 years or 3000 hours

Trades

Item
 2018 Wacker Neuson S.N.
 WNCE0606TPAL01523

Payoff	Value	Credit
0.00	55,000.00	55,000.00

Summary

Items:	177,520.00	Trade Payoffs:	0.00
Rent applied to	0.00	Balance w/tax +	122,520.00
Sale:		Payoffs:	
Trades Value:	55,000.00	Down payment:	0.00
Balance:	122,520.00		
Exempt Tax:	0.00		
Balance w/tax:	122,520.00		

All payments are an approximation and subject to change.

Customer's Signature:

* All in-stock machines are subject to prior sale.



38

17 DINUNZIO ROAD
 OAKVILLE, CT 06779
 TEL: 860-274-7541 FAX: 860-945-3517

PROPOSAL

Submitted to: Town Of Westport
 Finance Dept. Room 113
 Street: 110 Myrtle Ave.
 City/State/Zip: Westport, CT. 06880
 Attention: Joe Izzo

Date: September 22, 2025 Quote # 092225FP3
 Phone # 203-341-1047 Fax #
 Truck Info: 2022 Ford F550 60" CA DRW
 Job Name: T2000 Stainless Steel Dump Tarco

Supply and Install Tarco 2000 Combination Dump Body Spreader On Vehicle w/ Existing Force One Hydraulics w/ Existing Controls, Body Length 8'6" Inside Length, 95" Outside Width, 16" High Sides, 24" Manual Tailgate, 16" Cab Shield, Body Constructed of 10 Ga Type 304 Stainless Steel. Front Telescopic Body Hoist NTEA Rated Class 20, 5"x16" D/A Side Dump Cylinders Rated At 15 Ton Each, Conveyor assembly 3/16" thick type 304 stainless steel with 3/4" thick poly wear plate. Painted Steel Front Mounted Spinner Assembly With Poly Spinner, Central Grease Manifold. Body Safety Props, LED Spinner And Load Light, Two Rear Facing LED Work Lights Wired To Reverse Circuit, clearance and I.C.C. lighting, Existing Poly Fenders body up light. Body finish Natural Stainless Steel, Chassis Undercoated.
 Note: Existing Tow Plate And Poly Fenders To Be Used.

\$69,320.00

Whelen Amber LED Strobe System Consisting Of Six (6) 500 Series Amber LED Heads. Two (2) Cab Shield Mount In Stainless Brush Guard Mount Forward, Two (2) Mounted In Stainless Brush Guard Cab Shield Facing Sides, Two (2) Grommet Mounted In Rear Body Post. Switched From Ford Up-fit Switches.

\$3,820.00

Buyers Electric Tarp System w/ Aluminum Deflector And Arms w/ 30 Deg. Bend, 7'6"x15' Standard Black Mech Tarp.

\$3,200.00

Remove Existing Body, Hoist, Lift Gate And Return To Customer.

\$1,095.00

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: \$77,435.00

All Prices Subject To Future Tariffs/Material Surcharges

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: Frank Rotta

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

May 26th, 2026 – Joint RTM Finance & Public Works Committee Meeting
Via Zoom

Agenda Item: Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$445,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500492 for Capital Equipment Replacement.

For Finance:

- Seth Braunstein – Chair
- Nancy Kail
- Pam Kopack
- Jill Grayson
- Joe Carson

For Public Works:

- Jay Keenan – Chair
- Joe Carson
- Gail Coykendall
- Peter Gold
- Lou Mall
- Matthew Mandell
- Josh Newman
- Chris Tait

For the Town:

- Peter Ratkiewich – Director, Public Works Department

On Tuesday evening, May 26th the RTM Finance Committee and the RTM Public Works Committee met to discuss an appropriation request to cover the replacement of a few pieces of capital equipment as requested by the Public Works Department.

Director Ratkiewich provided a high level overview of the purpose and need for the requested equipment explaining that he attempted to bundle multiple requests into one appropriation this year with details as follows:

- 1) Trackless MT7 with attachments – the town currently has 2 of these units that are used for a variety of year round tasks including snow blowing, sidewalk cleaning, and roadside cutting. This third unit would allow the town to use the 2014 unit as a backup during large storms and during spring cleanups to help improve the town's response time in cleaning sidewalks of snow, ice and debris across all four seasons. This new unit with attachments has a cost of \$208,337. They are adding a 10% contingency to account for outfitting with aftermarket equipment bringing the total cost to a rounded \$229,000.
- 2) Takeuchi TB 395SW – this is a four wheeled excavator which will replace a unit that was purchased in 2019 (a Wacker EW100). The 2019 Wacker has had a series of maintenance issues which have necessitated significant repair costs. The unit to be replaced has had a series of hydraulic problems which both lead to down time and have posed safety risks to the operators of the unit. Rather than continuing to pour more money into repairs they are able to trade it in for the new unit. The new unit costs \$177,520 and the dealer is willing to ascribe a value of \$55,000 to the old unit that is being traded in for a net expense to the town of \$122,520. Director Ratkiewich also provided the good news that the new unit can take all of the fittings and attachments from the old unit which allows the town to avoid additional expense. Adding a 10% contingency for outfitting with after-market equipment brings the total request to a rounded \$135,000.
- 3) Dump body for truck # 38 – The town has determined that a dump body will provide greater benefit to the town than the current rack body that is now on this truck. The cost of the replacement has been quoted at \$77,435. They will apply a 5% contingency for new hydraulic lines and valving which bring the total request to a rounded \$81,000

For Finance: Pam Kopack motioned and was seconded by Nancy Kail - the vote was unanimous, 5 - 0 to recommend approval to the full RTM.

For Public Works: Peter Gold motioned and was seconded by Gail Cokendall – the vote was unanimous, 8 – 0 to recommend approval to the full RTM.

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



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

MEMO TO: Board of Finance
MEMO FROM: Erik Barbieri, Director of Parks and Recreation E50
DATE: April 20, 2026
RE: **Appropriation Request for Replacement of Staples High School Tennis Courts and ADA Compliance**

The Parks and Recreation Department requested the attached proposal for the replacement of the Staples High School tennis courts and ADA compliance.

The scope of the services includes the removal and disposal of existing fencing, courts and sidewalk, installation of new concrete courts, acrylic concrete coating, net posts, new perimeter fencing with gates and new concrete ADA sidewalk.

This budget request breaks down as follows:

Removal and Replacement	\$1,212,236
15 % Contingency	\$181,835
TOTAL:	\$1,394,071

A 15% contingency has been included in the event of the potential need for unforeseen construction expenses.

These improvements will provide a safe and premier playing surface for the Staples Tennis teams as well the general public in addition these improvements will address the lacking ADA accessibility at this location.

Therefore, we request an appropriation of \$1,394,071.00 along with a bond and note authorization to the Municipal Improvement Fund Account 30508810-500490.

See attachments

FISCAL YEAR _____

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION	
DEPT NAME: Parks and Recreation	Date: April 20, 2026

PROJECT NAME AND DESCRIPTION
Replacement of the Staples High School Tennis Courts. This request is for the demolition and disposal of the current structures, as well as the excavation, and setting of the new post-tension concrete tennis courts. These improvements will also address ADA accessibility to all courts for both athletes and spectators.

IS IT LISTED IN THE 5-YR CAPITAL FORECAST?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, why not? If yes, answer the following two questions: Which FY was the project first proposed? FY 26 Which FY was the project first planned? FY 27
APPROXIMATE COST:	\$1,212,236.00	COST IN CAPITAL FORECAST:	
CONTINGENCY (15%):	\$181,835.00	←TOTAL	REQUEST→ \$1,394,071.00

SOURCE OF FUNDS:							
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 5px;">CAPITAL BOND <input checked="" type="checkbox"/></td> <td style="padding: 5px;">GEN'L FUND <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">CNR <input type="checkbox"/></td> <td style="padding: 5px;">GRANT <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">STATE <input type="checkbox"/></td> <td style="padding: 5px;">OTHER <input type="checkbox"/></td> </tr> </table>	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
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"/>						

PROJECTED START DATE: June 2026	EST. COMPLETION DATE: Prior to Labor Day 2026
ESTIMATED USEFUL LIFE: 30 + Years	

Is this project part of a larger capital project? No
--

Has an RFP been issued?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Have bids been received?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Number of bids received: Two (2)

\\tow-data01\groups\PR_off\Jamie Boone\BOF\Staples Tennis\Staples Tennis_CAPITAL PROJECT REQUEST FORM 12.15.2023 1.docx

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

Who will benefit from the project?
Board of Ed (Staples Tennis Teams & P.E. Classes), Racquets Handpass Holders

Is it a replacement? YES NO

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

Pictures attached? YES NO

What other approvals/reviews are necessary to begin this project?
RTM and Board of Selectman

FINANCE

This section to be completed by the Finance Director.

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

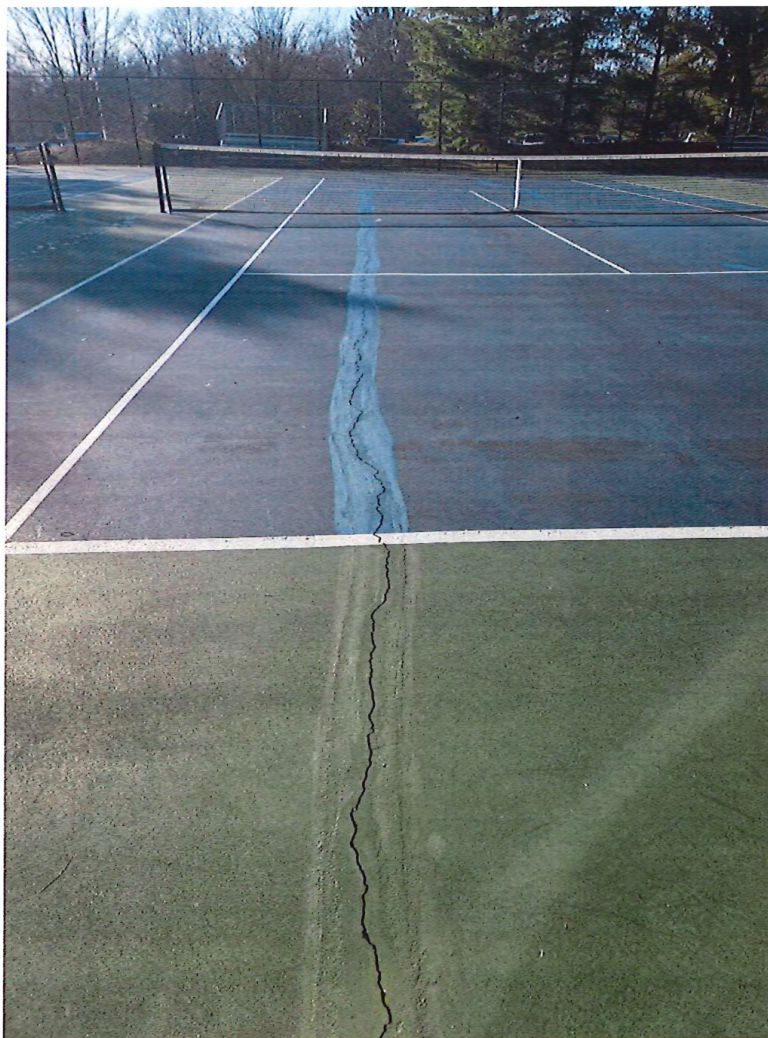
REVIEW/SIGN-OFF

DEPARTMENT HEAD _____ DATE: 4/20/26
FINANCE DIRECTOR _____ DATE: _____
FIRST SELECTMAN _____ DATE: 4/20/26

Bid 26-160T - Replacement of Staples High School Tennis Courts		
	Hinding Tennis LLC	Classic Turf Company, LLC
1 Demolition	\$50,000	\$47,500
2 Disposal	\$20,000	\$39,700
3 Installation of Base and New Concrete Courts	\$586,992	\$452,000
4 Installation of Acrylic Concrete Coating and Net Posts	\$111,008	\$111,655
5 Installation of New Perimeter Fencing with Gates	\$85,000	\$204,040
6 Installation of Walks, Ramps, Concrete Pads and Paving	\$430,000	\$220,175
7 Installation of Railings and Guardrails	\$35,000	\$45,391
8 Installation of Bleachers	\$40,000	\$54,500
9 Installation of Plantings and Lawn	\$40,000	\$37,275
10 Total	\$1,398,000	\$1,212,236
Contingency - 15%	\$209,700	\$181,835
Total Request	\$1,607,700	\$1,394,071

See attachments



















STAPLES HIGH SCHOOL TENNIS COURTS					
-PREPARED BY Phil Barlow					
-DATE 2.13.28					
ITEM	DESCRIPTION	QTY.	UNIT	PRICE	TOTAL
02230	SITE CLEARING AND PREP.				
	TREE REMOVAL	6	EA	\$858.00	\$5,148.00
	STRIPPING/STOCKPILE TOPSOIL	100	CY	\$10.00	\$1,000.00
02231	TREE PROTECTION AND TRIMMING				
	TREE PROTECTION	2	EA	\$500.00	\$1,000.00
02260	DEMOLITION				
	REMOVE BITUMINOUS PAVEMENT	37,000	SF	\$3.00	\$111,000.00
	REMOVE CHAIN LINK FENCE	1,000	LF	\$10.00	\$10,000.00
	GENERAL SITE CLEANUP	1	ALLOW	\$5,000.00	\$5,000.00
02300	EARTHWORK				
	ROUGH GRADING (18" across site)	600	CY	\$35.00	\$21,000.00
	FINE GRADING	4,000	SY	\$3.00	\$12,000.00
02370	SEDIMENTATION AND EROSION CONTROLS				
	SILT FENCING	600	LF	\$6.44	\$3,861.00
	HAYBALES (INLET PROTECTION)	5	EA	\$114.40	\$572.00
	ANTI-TRACKING PAD	1	EA	\$2,000.00	\$2,000.00
	REMOVAL	1	LS	\$2,000.00	\$2,000.00
	MAINTENANCE	1	LS	\$1,430.00	\$1,430.00
02511	BITUMINOUS PAVING				
	BITUMINOUS WALK	2,500	SF	\$10.00	\$25,000.00
	BITUMINOUS PAVEMENT	100	SY	\$50.00	\$5,000.00
02630	STORM DRAINAGE				
	ALLOWANCE		EA	\$20,000.00	\$20,000.00
02751	CONCRETE PAVEMENT				
	CONCRETE WALK	2,000	SF	\$10.00	\$20,000.00
	STEPS	10	EA	\$1,000.00	\$10,000.00
02821	CHAIN LINK FENCES AND RAILINGS				
	RAILINGS	120	LF	\$350.00	\$42,000.00
	10' VINYL COATED CHAIN LINK FENCE	1,000	LF	\$100.00	\$100,000.00
02832	PT CONCRETE				
	CONCRETE	30,000	SF	\$15.00	\$450,000.00
02870	SITE FURNISHINGS				
	BLEACHERS	2	EA	\$30,000.00	\$60,000.00
02900	LANDSCAPING				
	SHRUBS	20	EA	\$200.00	\$4,000.00
	TREES	10	EA	\$1,200.00	\$12,000.00
	LAWN MAINTAIN	1	LS	\$5,000.00	\$5,000.00
02930	LAWNS & GRASSES				

ITEM	DESCRIPTION	QTY.	UNIT	PRICE	TOTAL
	SEEDING	6,000	SF	\$0.75	\$4,500.00
SUB TOTAL					\$833,611.00
	BOND & GENERAL COND. JOH&P	15%	OF SUBTOTAL		\$140,026.65
	LAYOUT SURVEY	LS			\$5,000.00
	CONTINGENCY	15%	OF SUBTOTAL		\$140,026.65
TOTAL					\$1,210,664.30
Estimates of Probable Construction Cost: In providing estimates of probable construction cost, the Client understands that A2 Land Design, LLC has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that opinions of probable construction costs are made on the basis of their professional judgement and experience. A2 Land Design makes no warranty, express or implied, that the bid or the negotiated cost of the Work will not vary from the opinion of probable construction cost.					
REV 2/17/28					

MEETING MINUTES

Joint Meeting of the RTM Finance Committee and Parks & Recreation Committee

May 26, 2026

Westport, Connecticut

Finance Committee Members Present

- Seth Braunstein, Chair
- Jill Grayson
- Nancy Kail
- Pam Kopack
- Joe Carson

Parks & Recreation Committee Members Present

- Chris Tait, Chair
- Kristin Mott Purcell
- Jimmy Izzo
- Karen Kramer
- Seth Braunstein
- Pam Kopack
- Alma Sarelli
- Ross Burkhardt

Presenter

- Eric Barbieri, Parks & Recreation Department

The Finance Committee was called to order by Seth Braunstein. The Parks & Recreation Committee was called to order by Chris Tait.

Eric Barbieri presented on behalf of the Parks & Recreation Department, requesting an appropriation of \$1,394,071, along with bond and note authorization to the Municipal Improvement Fund Account, to upgrade the tennis courts at Staples High School.

The proposed upgrades include:

- Surface upgrade from asphalt to post-tension concrete, which carries a 50-year warranty with an expected usage life of 30 years
- ADA accessibility improvements to courts 5 and 6
- Improved bleacher area for courts 1 and 6
- Addition of a handicapped parking spot near the tennis courts

The goal is to complete all work before late August, prior to the return of school.

Discussion was held regarding whether the cost to upgrade and maintain the courts should fall under the Board of Education or Parks & Recreation budget. It was determined that while the funds come from the same overall budget, Parks & Recreation is responsible for maintaining all sports facilities in town and it therefore made sense for the appropriation to remain with Parks & Recreation.

A question was raised regarding potential revenue generated from the tennis courts. Eric Barbieri noted that while some revenue is generated, the courts are primarily used for recreation and, most importantly, for the school.

Finance Committee Vote

Jill Grayson made the motion to approve the appropriation. Pam Kopack seconded. The Finance Committee voted 5-0 in favor.

Parks & Recreation Committee Vote

Karen Kramer made the motion to approve the appropriation. Seth Braunstein seconded. The Parks & Recreation Committee voted 8-0 in favor.

Submitted by:

Kristin Mott Purcell

RTM - 1 / LMA Chair/Parks & Recreation Member

5.26.26

Kristin Mott Purcell

RTM - 1 / LMA Chair

203-451-6405

kpurcell@westportct.gov



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

April 29, 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 consideration of an appropriation of \$200,000 in support of the Wakeman Town Farm barn project.

The Wakeman Town Farm Committee has raised \$400,000 from the Westport community over the past five years to support the interior buildout of a new barn, replacing the existing structure, which has fallen into disrepair after decades of deferred maintenance. This community-driven effort reflects strong local investment in the preservation and future of Wakeman Town Farm.

At this time, the Committee is seeking Town support to complete the next phase of the project, specifically the construction of the barn's outer shell and full insulation of the building. The request proposes a \$100,000 loan from the Town, to be repaid by Wakeman Town Farm, along with a \$100,000 grant from the Town. The combined request would be to approve an appropriation in the amount of \$200,000 along with bond and note authorization to the Municipal Improvement Fund account 30508810-500155-10141.

This project represents a strong example of a successful public-private partnership and will ensure the long-term sustainability and usability of this valued community asset.

Respectfully,

A handwritten signature in black 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



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

MEMO TO: Board of Finance
MEMO FROM: Erik Barbieri, Director of Parks and Recreation
DATE: April 30, 2026
RE: **Appropriation Request for Wakeman Town Farm Barn Project**

The Parks and Recreation Department requested the attached proposal for the Wakeman Town Farm Barn Project.

The Wakeman Town Farm Committee is seeking Town support to complete the next phase of the project, specifically the construction of the barn's outer shell and full insulation of the building.

This budget request breaks down as follows:

Town of Westport Loan to Wakeman Town Farm:	\$100,000.00
Grant from the Town of Westport:	<u>\$100,000.00</u>
Total Request:	\$200,000.00

The Wakeman Town Farm Committee has raised \$400,000 from the Westport community over the past five years to support the interior buildout of a new barn, replacing the existing structure, which has fallen into disrepair after decades of deferred maintenance. This project represents a strong example of a successful public-private partnership and will ensure the long-term sustainability and usability of this valued community asset.

Therefore, we request an appropriation of \$200,000.00 along with a bond and note authorization to the Municipal Improvement Fund Account 30508810-500155-10141.

See attachments

FISCAL YEAR 2025-26

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPT NAME: Parks and Recreation		Date: 4-29-2026
--	--	------------------------

PROJECT NAME AND DESCRIPTION
Wakeman Town Farm Barn Replacement

IS IT LISTED IN THE 6-YR CAPITAL FORECAST? YES NO

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

APPROXIMATE COST:	COST IN CAPITAL FORECAST: \$60,000 ARPA Funds Roof Only.
CONTINGENCY (15%):	
←TOTAL REQUEST→ \$200,000	

SOURCE OF FUNDS:

CAPITAL BOND <input 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: Bond and Note

PAYBACK PERIOD: N/A

PROJECTED START DATE: _____	EST. COMPLETION DATE: Summer 2026
ESTIMATED USEFUL LIFE: 30 years?	

Is this project part of a larger capital project? Yes.

Has an RFP been issued? YES NO

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

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

Who will benefit from the project?

[Empty rectangular box]

Is it a replacement? YES NO

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

Pictures attached? YES NO
[Empty rectangular box]

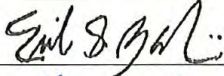


What other approvals/reviews are necessary to begin this project?
RTM and Board of Selectman

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: 4/30/2026
FINANCE DIRECTOR		DATE: 4/30/2026
FIRST SELECTMAN		DATE: 5/1/26

Wakeman Town Farm Barn

Current Conditions

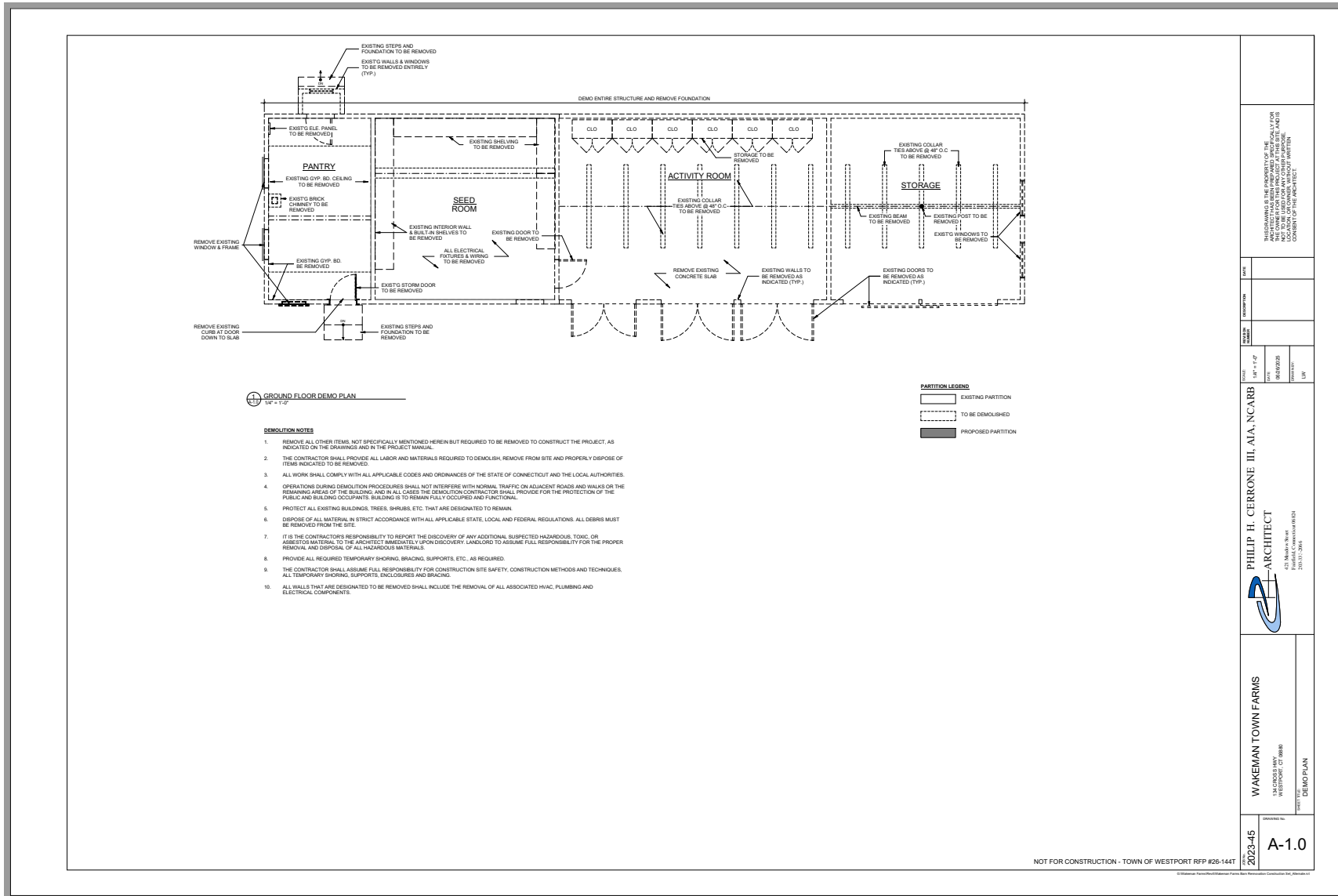
January 23, 2026

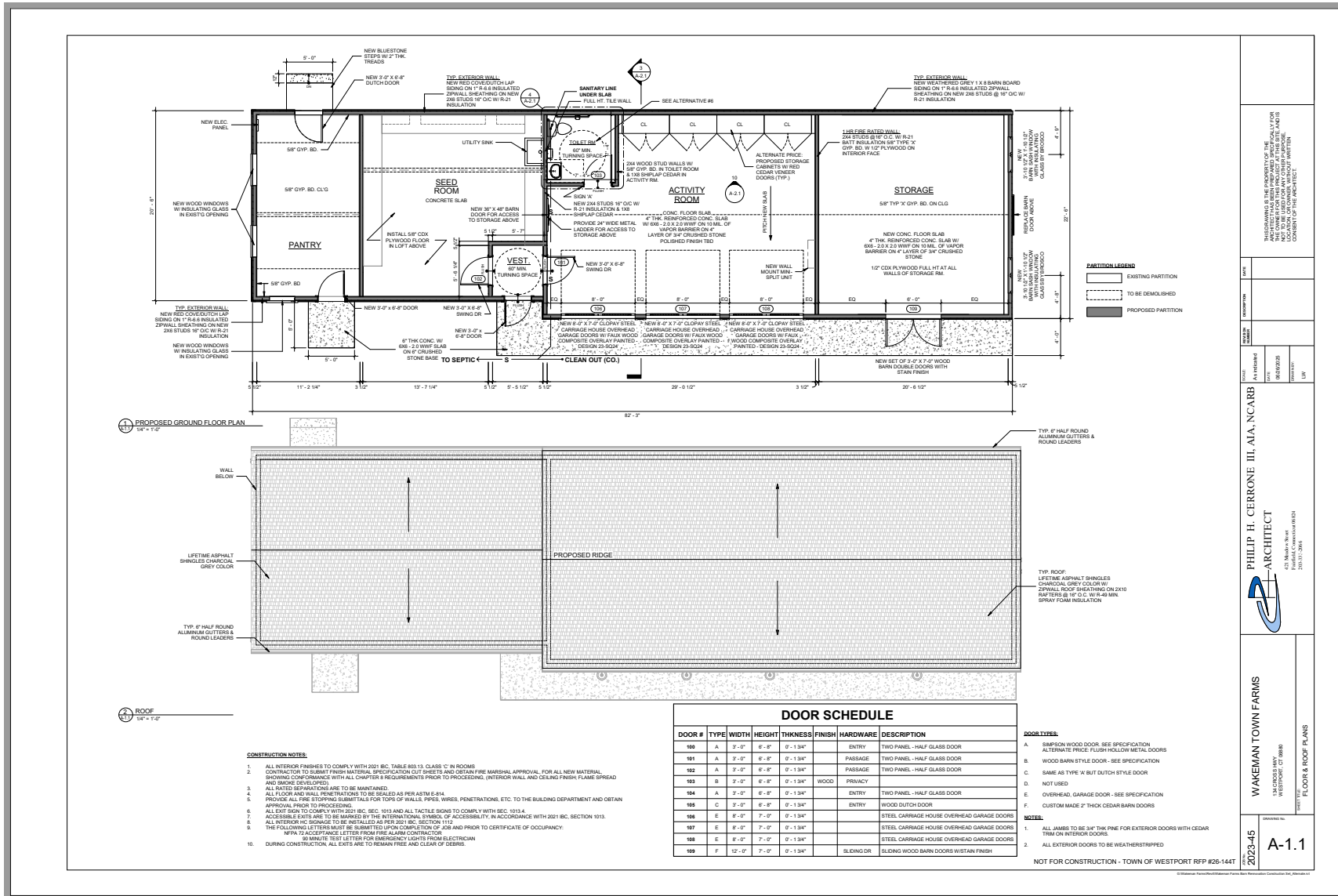


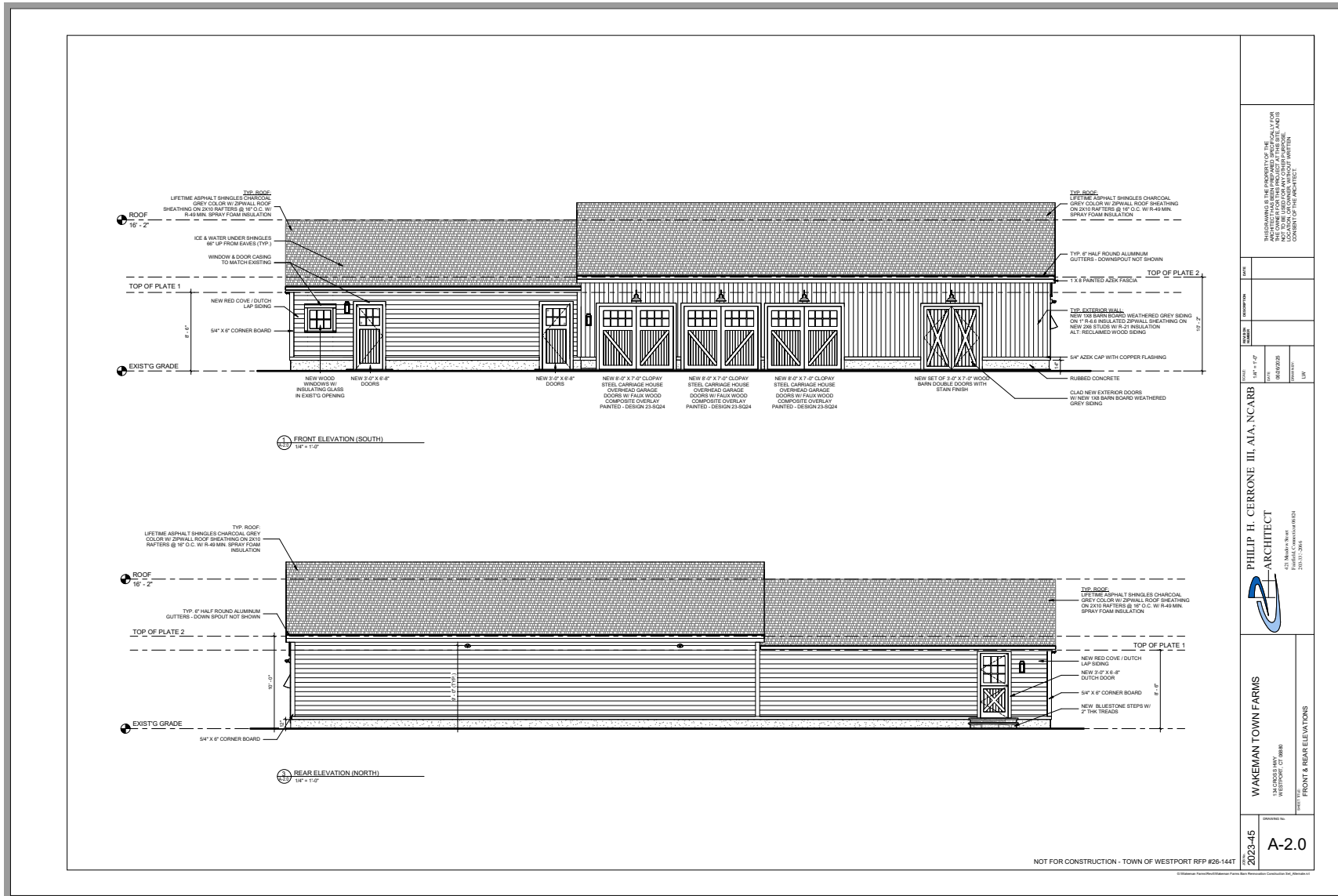












NOT FOR CONSTRUCTION - TOWN OF WESTPORT RFP #26-144T

PHILIP H. CERRONE III, AIA, NCARB
 ARCHITECT
 273 North Main
 WESTPORT, CT 06890

WAKEMAN TOWN FARMS
 134 GARDEN WAY
 WESTPORT, CT 06880

2023-45
 A-2.0

FRONT & REAR ELEVATIONS

LIFE SAFETY PLAN
1/8" = 1'-0"

USE GROUP
AGRICULTURAL BUILDING

APPLICABLE CODES
2022 CONNECTICUT STATE BUILDING CODE INCLUDING THE FOLLOWING:
2021 INTERNATIONAL BUILDING CODE
2021 INTERNATIONAL EXISTING BUILDING CODE LEVEL 3 ALTERATIONS
2021 INTERNATIONAL ENERGY CONSERVATION CODE
2021 INTERNATIONAL MECHANICAL CODE
2021 NFPA 70 NATIONAL ELECTRIC CODE
2021 INTERNATIONAL FIRE CODE
2022 CONNECTICUT STATE FIRE SAFETY CODE PART II
2022 CONNECTICUT FIRE PREVENTION CODE
2017 ICC A117.1 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES BY ICC

CONSTRUCTION TYPE: TYPE VB
THRESHOLD BUILDING: NO
AUTOMATIC FIRE SUPPRESSION SYSTEM: NO

HEIGHT AND AREA
AREA: 1580 SF
STORY: 1 STORY & 4-14 FT MAX

CONCEALED SPACES
- FIRESTOPPING: PROVIDE IN ACCORDANCE WITH BC 718
- FIREBLOCKING: INSTALL PER BC 718.2

EXITS
- SPACES WITH ONE EXIT (TABLE 1008.2.1 COMMON PATH OF TRAVEL)
- USE GROUP B & U: MAX 60' (30 FT) + 30' P
- USE GROUP S: MAX 20' (10 FT) + 50' P
- STORIES WITH ONE EXIT (TABLE 1008.2.1(1) & (2))
- USE GROUP B & U: MAX 60' P & 75' (75 FT) TRAVEL DISTANCE
- USE GROUP S: MAX 20' P & 75' (75 FT) TRAVEL DISTANCE
- DOORS (IBC 1005.2.2 & 1005.1.1)
- MIN. 2' CLEAR WIDTH & 6.5' MIN. PERSON PANEL DEVICE (IBC 1010.1.10) NOT REQUIRED

FIRE EXTINGUISHERS
MUST BE ON SITE DURING CONSTRUCTION

SIGNAGE - NON-ILLUMINATED
703.7: REQUIRED AT ALL FIRE WALLS, FIRE PARTITIONS, FIRE BARRIERS AND SMOKE BARRIERS
1013: REQUIRED AT ALL EXITS
1111.1: REQUIRED AT ACCESSIBLE PARKING SPACES PER CT STATE STATUTE

DEFERRED SUBMITTALS
- FIRE SUPPRESSION: SPRINKLER DRAWINGS AND CALCULATIONS

INSULATION VALUES (MUST BE POSTED IN BUILDING)
EXTERIOR WALLS: R-20 + R-3.8 C.I.
ROOF: MIN 6-6.9 MIN
UNDER SLAB: MIN 6-15 CONTINUOUS TO 24" BELOW GRADE
OPPOSITE SIDES (SWITCHING) U=0.3 MAX

FENESTRATION MAX U-FACTOR AND SHGC
FIXED WINDOWS: U = 0.30 SHGC = .38
OPERABLE WINDOWS: U = 0.45
ENTRY DOORS: U = 0.43

PLUMBING FIXTURES (IPC Chapter 4)
Plumbing Fixtures Required:
Toilet Occupant: 1
W/C: 1
Lav: 1
Dish: 1
Sink: 1
Total Plumbing Fixtures:
W/C: 1
Lav: 1
Sink: 1

FIRE SEPARATION DISTANCE (Table 705.5)
Construction Type: B, S, R-3, R-2
Fire Separation Distance: 10 FT

MAX. PERCENT OF EXTERIOR WALL OPENINGS (Table 705.3) - SPRINKLERED BLDG.

Fire Separation Distance	Type B		Type S		Type R-3		Type R-2	
	Allowed	Provided	Allowed	Provided	Allowed	Provided	Allowed	Provided
< 10	NA	NA	NA	NA	NA	NA	NA	NA
10-15	1	NA	1	NA	1	NA	1	NA
15-20	1	NA	1	NA	1	NA	1	NA
20-25	1	NA	1	NA	1	NA	1	NA
25-30	1	NA	1	NA	1	NA	1	NA
30-35	1	NA	1	NA	1	NA	1	NA
35-40	1	NA	1	NA	1	NA	1	NA
40-45	1	NA	1	NA	1	NA	1	NA
45-50	1	NA	1	NA	1	NA	1	NA
50-55	1	NA	1	NA	1	NA	1	NA
55-60	1	NA	1	NA	1	NA	1	NA
60-65	1	NA	1	NA	1	NA	1	NA
65-70	1	NA	1	NA	1	NA	1	NA
70-75	1	NA	1	NA	1	NA	1	NA
75-80	1	NA	1	NA	1	NA	1	NA
80-85	1	NA	1	NA	1	NA	1	NA
85-90	1	NA	1	NA	1	NA	1	NA
90-95	1	NA	1	NA	1	NA	1	NA
95-100	1	NA	1	NA	1	NA	1	NA

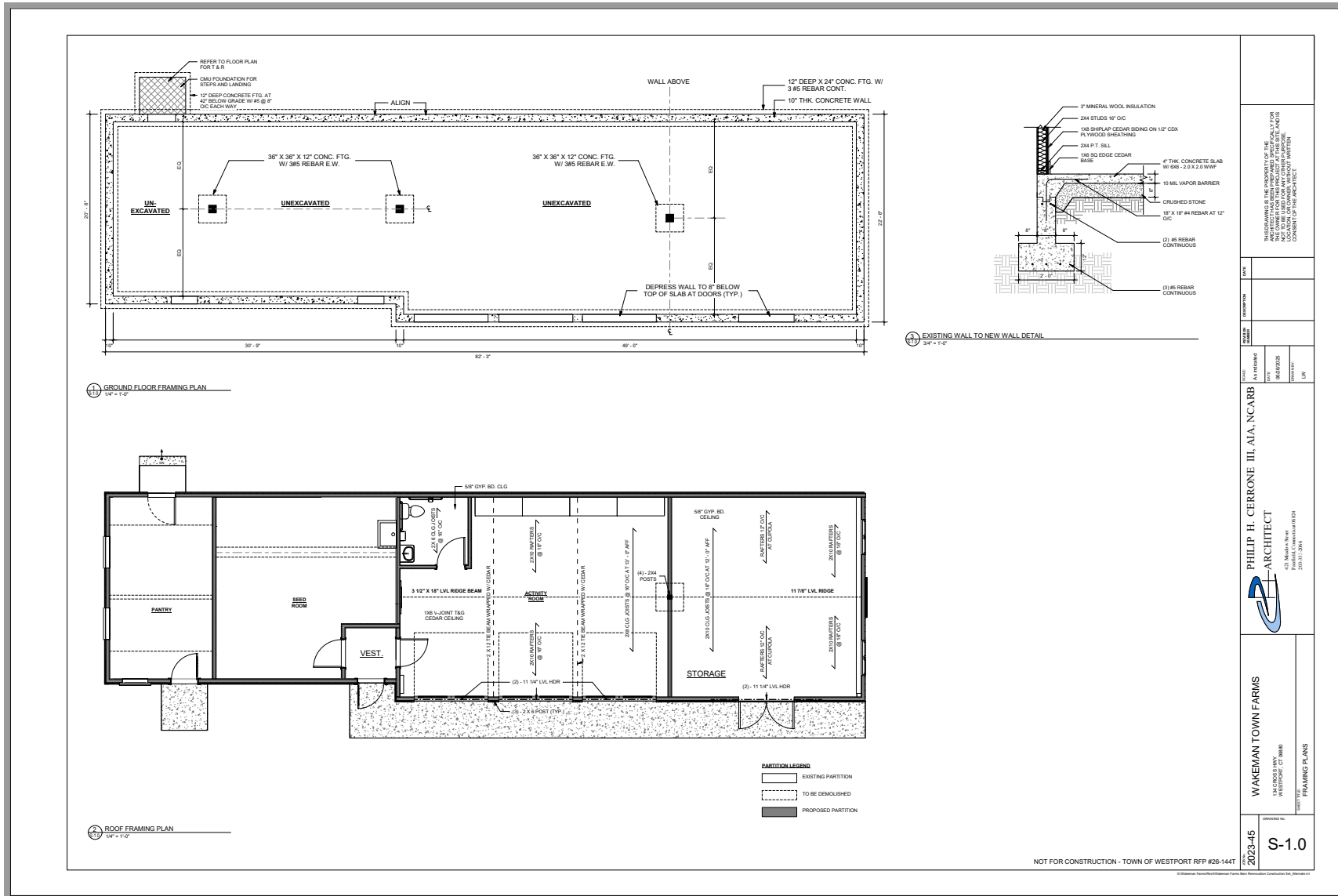
NA = Not Permitted
NS = Not Listed
Note: Buildings whose exterior bearing wall, exterior enclosing wall and exterior structural frame are not required to be fire-resistance rated shall be permitted to have a maximum approved opening.

PHILIP H. CERRONE III, AIA, NCARB
ARCHITECT
472 Markon Road
30015 S. GARDNER BRIDGE
WESTPORT, CT 06890

WAKEMAN TOWN FARMS
134 GARDNER HWY
WESTPORT, CT 06890

2023-45
A-3.0

NOT FOR CONSTRUCTION - TOWN OF WESTPORT RFP #26-144T



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DATE: 11/15/2023
 DRAWN BY: PHILIP H. CERRONE III, AIA, NCARB
 CHECKED BY: PHILIP H. CERRONE III, AIA, NCARB
 PROJECT: WAKEMAN TOWN FARMS BARN
 SCALE: AS SHOWN



WAKEMAN TOWN FARMS
 134 GARDEN WAY
 WESTPORT, CT 06880
 PHILIP H. CERRONE III, AIA, NCARB
 ARCHITECT

2023-45
 S-1.0



WAKEMAN TOWN FARM

Sustainability Center | 134 Cross Highway, Westport, CT

WAKEMAN TOWN FARM

Sustainability Center | 134 Cross Highway, Westport, CT

"Our visits to Wakeman Town Farm have been consistently enriching educational experiences. The students particularly enjoyed finding seeds in plants, feeding the animals and seeing composting in action. What stood out most was how the farm experience helped students connect concepts from our curriculum to a local experience."

— Phaedra Taft, Science Teacher, Westport Public Schools

Wakeman Town Farm is wholly owned by the Town of Westport. It has operated as a self-sustaining community asset for over a decade—funding its own staff, generating its own revenue, and serving over 5,000 residents annually.

Today, the Farm's volunteer committee comes before the Board of Finance with a straightforward request: partner with us to replace a deteriorating barn on Town-owned property, so this beloved community resource can continue to serve Westport residents for decades to come.

What Is Wakeman Town Farm?

The mission of Wakeman Town Farm is to serve the community as an educational demonstration center for sustainable living. The Farm officially became part of the Town of Westport more than ten years ago and sits on 2.5 acres of Town-owned land.

The Farm is home to goats, sheep, alpacas, ducks, chickens, rabbits, and beehives, along with a pollinator pathway, flower and vegetable gardens, and a weekly farm stand. Its facilities include a farmhouse, a commercial teaching kitchen, animal enclosures, sheds, and the barn that is the subject of this proposal.



Who Is Served?

The Farm serves over 5,000 visitors a year, including young children, adults, neurodivergent learners, gardeners, and horticultural enthusiasts. Year-round programming includes:

- Parent & Me classes and seasonal farm programs for children
- Cooking classes and summer camp for children ages 4–14
- Specially designed programs for neurodiverse learners
- Internships for the SHS Senior Intern Program
- Dinners, cooking classes, and sustainability lectures for adults
- Outreach programs serving 450+ participants from nonprofits across Fairfield County — many visiting a farm for the very first time, at no charge



"What an incredible year on the Farm! Our inclusive neurodiverse sessions were nothing short of the best... Watching our farmers grow in confidence, kindness, curiosity, and friendship has been the best part of the season. At Wakeman Town Farm, everyone is welcome."

— Leann Duggan, Paraprofessional Teacher

Annual Events That Bring Westport Together

- Maple Syrup Boil — 150+ families
- Baby Goat & Lamb Community Feedings — 1,400 visitors across 200 events
- EGGstravaganza — 250+ children and parents
- Family Fun Day — 530 attendees
- Harvest Fest (annual fundraiser) — 280 guests
- October Fest — several thousand guests
- Holiday Tree Lighting — 100+ adults and children
- Westport Elementary School Grade Tours — curriculum co-developed with the WPS Science Department





2025 Farm Highlights

- 5,357 lbs of animal feed, 188 bales of hay, and 6,500 lbs of bedding managed
- 4,500 seedlings started; tens of thousands of seeds planted
- 2 new beehives added — now 150,000 bees producing 400 lbs of honey and 5 lbs of beeswax
- Farm Stand sold 241 bouquets, 1,508 lbs of produce, and 188 jars of honey
- 535 lbs of produce donated to Food Rescue US and Grow-A-Row
- 1,728 children participated in classes and after-school programs
- Tim's Kitchen hosted 30+ chefs and guest speakers
- 753 visitors welcomed at Goat Playdates across 119 events

The Farm's Relationship with the Town of Westport



Drone photo of flower garden

The Farm's Relationship With the Town of Westport

- Understanding the Farms relationship with the Town is essential context for this proposal. The farm provides approximately 85% percent of the budget, and the Town provides approximately 15 % of the budget.
- The farm is run through the Westport Parks and Recreation dept. The Farm maintains, the grounds, the gardens and our menagerie of animals. WTF creates and runs all the programs which run seven days a week. The farm pays for all salaries for full time and seasonal employees.
- The Town provides the benefits for 3 full time employees, and the Parks Dept. manages payroll and and a variety of administrative duties for the farm. The Town has a reserve fund that is made up of all of revenues from the farm. The property is owned by the Town of Westport..

A Track Record of the \$shared Investment

This is not the first time the Farm and Town have partnered on capital improvements:

- More than ten years ago, the Town provided an appropriation to renovate the Farmhouse.
- The Wakeman Town Farm Committee subsequently raised private funds—with additional Town support—to build Tim's Kitchen, now a vibrant multi-purpose commercial teaching kitchen used daily.

When the Kitchen was built a decade ago, we could not have imagined how quickly it would become a community hub. We are confident the new barn will follow the same path.



Why the Farm Needs a New Barn

The Case for Replacement

A functional barn is fundamental to any working farm. It provides essential storage for equipment, feed, supplies, and growing materials—and covered space for educational programs and community activities. Most of the Farm’s programs and camps take place outdoors and require shelter during extreme heat, cold, or inclement weather.

The existing barn has fallen into severe disrepair after decades of neglect. Local architects, builders, and Town officials reviewed the structure and confirmed that its failing foundation, deteriorating walls, lack of insulation, and compromised roof make restoration impractical. Replacement is the only cost-effective and safe solution.



What the New Barn Will Provide



What the New Barn Will Provide

- Additional classroom and program space
- Shelter from inclement weather for camps, classes, and volunteers
- ADA-accessible restroom and handwashing facilities
- Storage and staging area for the weekly Farm Stand
- Seed-starting room with grow lights for winter propagation
- Multipurpose workshop space for gardening classes, art programs, and community events
- Secure storage for farm tools and equipment

Planning and Approvals

This proposal reflects more than five years of planning and due diligence. The Wakeman Town Farm Committee worked closely with all Town permitting departments—including Historic, Planning & Zoning, and Public Works—to ensure the design complies with Town codes and preserves the architectural character and footprint of the existing structure.

After evaluating bids ranging from \$800,000 to \$1 million, the Farm identified a phased approach to construction with the Barn Kit as the most viable option: a safe, insulated, and durable structure at significantly lower cost.

A Shared Investment in a Town Asset



A Shared Investment in a Town Asset

The structures at Wakeman Town Farm are part of the Town of Westport's infrastructure. It is incumbent upon the Town to maintain and enhance its assets so they remain intact for decades to come. The total cost to build the replacement barn is \$600,000. Here is where things stand:

Barn Replacement: Project Funding Summary

Total Project Cost: \$600,000

Raised by Wakeman Town Farm (community donors & foundations): \$400,000

Remaining gap: \$200,000

Town of Westport contribution requested: \$200,000

The Westport community has already contributed \$400,000 toward the construction of a building after a five year fund-raising effort. The Farm is asking the Town to contribute \$200,000 to the total project cost—to complete a capital improvement to Town-owned property. The Farm has made a commitment to its donors and to the public to rebuild this barn. We are at a critical juncture where the project must move forward.

We respectfully request that the Town of Westport contribute \$200,000 toward the completion of this project—restoring and enhancing a Town-owned property that serves residents of all ages.

The request proposes a \$100,000 loan from the Town, to be repaid by Wakeman Town Farm, along with a \$100,000 grant from the Town. This project represents a strong example of a successful public-private partnership.

A New Chapter for Westport

When Tim's Kitchen was built with Town support a decade ago, we could not have imagined how quickly it would become a vibrant hub for community learning. The new barn will be the next chapter in that story—serving Westport residents and enriching community life for generations to come.



2025



"What an incredible year on the farm! Our inclusive neurodiverse sessions were nothing short of the best... Watching our farmers grow in confidence, kindness, curiosity, and friendship has been the best part of the season. At Wakeman Town Farm, everyone is welcome. This is a place to learn, grow, laugh, try new things, and feel right at home."
 — Leann Duggan, Paraprofessional Teacher

ADMINISTRATION

Wakeman Town Farm Committee

Bill Constantino, Co-Chair + Liz Milwe, Co-Chair • Anne Burmeister, Vice-Chair + Jaime Smith, Vice-Chair
 Nancy Plotkin, Secretary • Doug Robinson, Treasurer
 Danna Rogers • Paul Rossi • Judy Sloan • Ross Weingarten

Advisory Board

Julie Cook • Alice Ely • Lisa Finn • Ellen Goldman • Dana Rutson Robinson • David Rosenwaks • Haley Schulman
and a small army of tireless volunteers

Farm Staff

Christy Colasurdo, Chair Emeritus and Events Director • Stephanie Foote, Volunteer Coordinator
 Nicole Gerber, Development Coordinator • Frank Feroletto + Nick Tarzia, Farmers • Kyra Person, Farm Intern
 John Montoni, Farm Manager • Judy Panzer, Animal Care Coordinator
 Chryste Terrill, Education Director + Noelle Slomich, Education Coordinator

WAKEMAN TOWN FARM CORPORATE SPONSORS



Become a Wakeman Town Farm Supporter

Did you know that a small volunteer team raises all the Farm's operating funds through programs, space rentals, events and fundraisers? Please help us continue our mission to keep the Town's last remaining farm and educational center alive for the next generation by becoming a sustaining donor. Visit our website at wakemantownfarm.org/donate or email us at sponsors@wakemantownfarm.org for more information.



WAKEMAN TOWN FARM

Sustainability Center

ANNUAL IMPACT STATEMENT
 building community since 2009



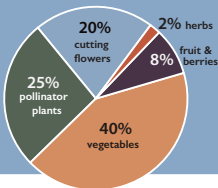
WAKEMAN TOWN FARM

Fun Facts

- Animals consumed **5,357 pounds of feed**, **188 bales of hay**, and **6,500 pounds of bedding**
- Volunteers spent **40+ hours** preparing alpaca and sheep fleece
- Farmers planted **tens of thousands of seeds** and started **4,500 seedlings**
- Beekeepers added **2 new beehives**—now home to **150,000 bees**
- We sold **1,508 lbs of produce**, **241 bouquets** and **188 jars of honey** at the farmstand
- We donated **535 pounds of produce** to Food Rescue US and Grow-A-Row
- Our bees produced **400 pounds of honey** and **5 pounds of beeswax**
- **1,728 children** participated in classes and after-school programs
- Tim's Kitchen hosted **30+ chefs and guest speakers**



LAND UTILIZATION



Educational Impact



Wakeman Town Farm's educational programs engaged learners of all ages through hands-on experiences that connect food, nature, and sustainability.

2025 Highlights:

- **487 youth** participated in seasonal farm programs
- **300+ campers** attended summer farm camps
- **55 participants** joined the Neurodiverse Farmers Program
- **885 students** attended school field trips
- **400+ adults** participated in lectures and workshops

Students learned about pollination, sustainable farming, composting, and food systems while harvesting produce and preparing meals directly from the Farm's gardens.

"Our visits to Wakeman Town Farm have been consistently enriching educational experiences. The students particularly enjoyed finding seeds in plants, feeding the animals, and seeing composting in action. What stood out most was how the farm experience helped students connect concepts from our curriculum to a local experience."
— Phaedra Taft, Science Teacher Westport Public Schools

"One of my favorite parts of the classes and camps at Wakeman is the beekeeping class. I have learned so much and I am trying to convince my parents to get our own beehives. When I am older I want to be a master beekeeper like Jaime."
— M. Cuffaro, 7 years old



2025 Signature Events

While Mother Nature had other plans for a couple of our annual events, the signature events we were able to host were a wonderful success, drawing hundreds of families and supporters to the Farm.

Harvest Fest: Our largest annual fundraiser brought together **280 supporters**.

Eggstravaganza: A spring tradition featuring our iconic egg hunt hosted **250+ children and their parents**.

Family Fun Day: A celebration of summer with classic outdoor activities drew **530 parents, children, and guests**.



Holiday Tree Lighting: A beloved winter tradition featuring hot cocoa, a bonfire, and student musicians celebrated by **100+ adults and kids**.

The Farm also hosted numerous food drives, diaper drives, and community gatherings to support local nonprofits and families in need.

"We had a Board meeting yesterday and WTF's impactful generosity was noted. WTF's contributions led to two separate food distributions and reached some of the neediest in our area. Many thanks."

— Tom Reilly, Board Member Hall Neighborhood House

All About Our Animals

Our animals remain a favorite among visitors and an integral part of the Wakeman Town Farm experience.

In 2025, the Farm hosted its fourth annual **Goat Playdate Program**, welcoming **753 visitors across 119 events**. Two hand-raised Nigerian Dwarf goats were later donated to **Greene's Goats & Gardens**, a nonprofit dedicated to providing meaningful experiences for individuals with developmental disabilities.



We also said goodbye to our beloved alpaca **AJ (Autumn Joy)**, who passed peacefully at the remarkable age of 22. AJ was a gentle and cherished presence at the Farm and will be deeply missed.

The care of our animals is made possible by the dedication of our volunteers, who contributed **more than 4,000 hours** supporting daily animal care.

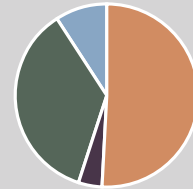
"Because they came from such a nurturing, people-centered environment, they transitioned seamlessly into our therapeutic programs..." — Meredith Greene, Founder, Greene's Goats & Gardens

Garden + Farmstand Expansion



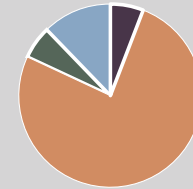
The success of our gardens and farmstand was made possible by **72 dedicated volunteers (42 adults + 32 students)** who collectively logged **740 hours of service**, including groups like the National Charity League, UCONN Master Gardeners, and The Transition Academy in Bridgeport. They helped to spread **42 yards of woodchips** in our gardens - that's **7 truck loads!**

Open from **May through October**, the farmstand has become a cornerstone of our operations, offering fresh produce, supporting local artisans with handmade products, and preserving Westport's agricultural heritage for future generations.



INCOME

- Programs 51%
- Farm Stand 4%
- Donations 36%
- Rentals 9%



EXPENSES

- Farm Operations 76%
- Fundraising 6%
- Education 6%
- Community Events 12%



Wakeman Town Farm Barn						
Phases	Project	Action	Bid Cost	Inkind/Donations	Net after inkind/Donations	Date
Phase 1	Demolition of barn	Quotes	\$ 35,500	\$ 13,250	\$ 22,250	Q2/Q3 - 2026
Phase 2	Excavaction	Quotes	\$ 29,800	\$ 8,050	\$ 21,750	Q2/Q3 - 2026
Phase 3a	footings, water proofing & stucko	Quotes	\$ 12,250		\$ 12,250	Q2/Q3 - 2026
Phase 3b	slabs	Quotes	\$ 20,000		\$ 20,000	Q2/Q3 - 2026
Phase 3c	foundation	Quotes	\$ 22,000		\$ 22,000	Q2/Q3 - 2026
Phase 4	Barn Shell	RFP 1	\$ 250,000	N/A	\$ 250,000	Q3 - 2026
Phase 5	Electrical	RFP 2	\$ 50,000	N/A	\$ 50,000	Q4 - 2026
Phase 6a	Septic	RFP 3	\$ 40,000	N/A	\$ 40,000	Q4 - 2026
Phase 6b	Paving	RFP 4	\$ 50,000	N/A	\$ 50,000	Q1 - 2027
Phase 7a	Plumbing and Bathroom	Quotes	\$ 18,000		\$ 18,000	Q4 - 2026
Phase 7b	A/C Heating	Quotes	\$ 20,750		\$ 20,750	Q1 - 2027
Phase 7c	Exterior painting (BBB)	Quotes	\$ 20,000		\$ 20,000	Q1 - 2027
Phase 7d	interior build out	Estimate	\$ 23,000		\$ 23,000	Q1 - 2027
Phase 7e	contingency	contingency	\$ 30,000		\$ 30,000	Q1 - 2027
			\$ 621,300	\$ 21,300	\$ 600,000	

Fundraised	400,000
Town Donation	200,000
Total Cost	600,000

Internal WTF Barn Projection Revenue

Program/Event	Year 1	Year 2	Year 3	3 Year Total
Garden & Sustainable Education Lectures				
Barn Lectures	6	8	10	
Barn Gardening Classes	6	6	6	
Attendees per session	20	20	20	
Cost Per Attendee for Lecture	\$15	\$15	\$15	
Cost Per Garden Class	\$25	\$25	\$25	
Expenses Staffing to run or be at event	\$780	\$1,140	\$1,320	
Gross Income	\$4,800	\$5,400	\$6,000	
Net Income	\$4,020	\$4,260	\$4,680	\$12,960

Mind and Body Class				
Total Classes over 8 months	32	64	96	
Attendees per session	10	10	10	
Attendee Cost Per Session	\$30	\$30	\$30	
Gross Income	\$9,600	\$19,200	\$28,800	
Expenses for instructor	\$3,200	\$6,400	\$9,600	
Net Income	\$6,400	\$12,800	\$19,200	\$38,400

Community Game Nights				
Total Classes	10	10	10	
Attendees per session	20	20	20	
Cost Per Person per person	\$20	\$20	\$20	
Gross Income	\$4,000	\$4,000	\$4,000	
Expense Staffing For Event	\$1,000	\$1,000	\$1,000	
Net Income	\$3,000	\$3,000	\$3,000	\$9,000

Local Artisan Pop Ups				
Total # of Vendors per year	5	5	5	
Cost Per Vendor	\$150	\$150	\$150	
Gross	\$750	\$750	\$750	
Net Income	\$750	\$750	\$750	\$2,250

New Program/Event Totals	Year 1	Year 2	Year 3	3 Year Total
Gross	\$19,150	\$29,350	\$39,550	\$88,050
Expenses	\$4,980	\$8,540	\$10,600	\$24,120
Administrative Fee	\$1,915	\$2,935	\$3,955	\$8,805
Net Income	\$12,255	\$17,875	\$24,995	\$55,125

Wakeman Town Farm		<i>MUNIS</i>		<i>MUNIS</i>		<i>Munis</i>		<i>Prelim Budget</i>
	<i>2022 - 2023 Budget</i>	<i>7/1/22-6/30/23 Actual</i>	<i>2023-24 Budget</i>	<i>7/1/23-6/30/24 Actual</i>	<i>2024-25 Budget</i>	<i>7/1/24-6/30/25</i>	<i>2025-26 Budget</i>	<i>7/1/26-6/30/27</i>
Revenue								
LogoWear	\$ 7,500.00	\$ 5,657.40	\$ 7,500.00	\$ 3,092.26	\$ 7,500.00	\$ 2,844.45	\$ 5,000.00	\$ 3,000.00
Program Fees (less ActiveNet)	\$ 200,000.00	\$ 330,037.62	\$ 250,000.00	\$ 259,336.37	\$ 291,000.00	\$ 228,228.56	\$ 311,000.00	\$ 325,000.00
Farmstand	\$ 30,000.00	\$ 24,182.35	\$ 30,000.00	\$ 25,264.53	\$ 25,000.00	\$ 26,007.11	\$ 25,000.00	\$ 36,000.00
Donations	\$ 200,000.00	\$ 51,022.78	\$ 150,000.00	\$ 115,511.65	\$ 150,000.00	\$ 152,826.69	\$ 225,000.00	\$ 210,000.00
Rentals & Events	\$ 50,000.00	\$ 59,237.19	\$ 50,000.00	\$ 47,702.30	\$ 60,000.00	\$ 52,116.10	\$ 55,000.00	\$ 45,000.00
TOTAL REVENUE	\$ 480,375.00	\$ 470,137.34	\$ 480,375.00	\$ 450,907.11	\$ 533,500.00	\$ 462,022.91	\$ 621,000.00	\$ 619,000.00
Expenditures								
Farm Steward	\$ 21,840.00	\$ 21,000.00	\$ 24,000.00	\$ 25,219.96	\$ 28,000.00	\$ 25,002.96	\$ 32,000.00	\$ 26,000.00
Admin Staff	\$ 101,000.00	\$ 66,175.00	\$ 85,000.00	\$ 85,000.08	\$ 88,000.00	\$ 88,000.00	\$ 91,000.00	\$ 142,450.00
Program Staff (inc. Social Security)	\$ 120,000.00	\$ 174,640.13	\$ 166,835.00	\$ 205,350.90	\$ 193,915.00	\$ 212,483.32	\$ 271,100.00	\$ 203,550.00
Fundraising Costs	\$ 45,000.00	\$ 37,593.95	\$ 30,000.00	\$ 31,439.11	\$ 30,000.00	\$ 30,139.79	\$ 40,000.00	\$ 30,000.00
Buildings	\$ 25,500.00	\$ 11,900.00	\$ 25,500.00	\$ 11,077.35	\$ 15,000.00	\$ 17,565.93	\$ 28,500.00	\$ 30,000.00
Animals & Grounds	\$ 46,000.00	\$ 28,177.81	\$ 30,000.00	\$ 29,213.42	\$ 30,000.00	\$ 31,578.69	\$ 26,000.00	\$ 37,200.00

Communications	\$ 8,500.00	\$ 10,693.42	\$ 8,500.00	\$ 12,823.79	\$ 8,500.00	\$ 10,447.48	\$ 26,500.00	\$ 30,000.00
Utilities	\$ 20,500.00	\$ 18,092.61	\$ 24,000.00	\$ 15,943.65	\$ 23,000.00	\$ 18,992.36	\$ 20,000.00	\$ 19,800.00
Program Supplies	\$ 25,000.00	\$ 18,735.00	\$ 25,000.00	\$ 12,564.10	\$ 35,000.00	\$ 34,309.95	\$ 39,000.00	\$ 35,000.00
Farm Events	\$ 35,000.00	\$ 32,134.00	\$ 35,000.00	\$ 35,970.50	\$ 35,000.00	\$ 39,723.15	\$ 32,750.00	\$ 55,000.00
TOTAL EXPENDITURES	\$ 454,185.00	\$ 419,141.92	\$ 453,835.00	\$ 464,602.86	\$ 486,415.00	\$ 508,243.63	\$ 606,850.00	\$ 609,000.00
421006 TD Bank Interest Income				13,241.44		11,046.88	8,500.00	11,000.00
NET OPERATING INCOME	\$ 26,190.00	\$ 50,955.42	\$ 26,540.00	\$ 454.31	\$ 47,085.00	\$ 35,173.84	\$ 22,650.00	\$ 21,000.00
583100 Principal (payments)	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 38,486.25	\$ 21,000.00	\$ 38,486.25	\$ 21,000.00
572100 Building Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET INCOME AFTER DEBT SERVICE	\$ 5,190.00	\$ 29,955.42	\$ 5,190.00	\$ 21,454.31	\$ 8,598.75	\$ 56,173.84	\$ 15,836.25	\$ 0.00

Statement of Activity
Wakeman Town Farm
July 1, 2025-April 30, 2026

<u>Revenue</u>	
450802 LogoWear & Promotional Sales	2,438.25
460801 Program Fees	
4608011 Farm & Summer Camp Revenue	141,706.64
4608012 Kitchen Program Revenue	67,275.55
4608013 Farm Tours	10,870.00
4608014 Lectures	8,133.45
4608015 Dinner & Meals Programs	27,964.93
Total for 460801 Program Fees	255,950.57
460802 Farmstand Sales	28,999.69
479000-9221 Farm on the Go	12,000.00
479801 Donations	
479801-01 Unrestricted Donation Revenue	19,789.15
479801-011 Harvest Fest (Tickets & Donations)	123,625.00
479801-012 Sponsorships	
479801-013 Annual Appeal	4,786.02
Total for 479801-01 Unrestricted Donation Revenue	148,200.17
479801-02 Temporarily Restricted Revenue	
479801-021 Grants	
479801-029 Animals & Animal Care	15,960.00
479801-030 Barn Renovations	
Total for 479801-02 Temporarily Restricted Revenue	15,960.00
Total for 479801 Donations	164,160.17
479802 Rentals & Public Events	
4798021 Rentals - Private Events	26,503.50
4798024 Public Events	15,719.25
Total for 479802 Rentals & Public Events	42,222.75
479803 Online Payment Fees	
4798033 Square Fees	-3,458.40
4798034 QuickBooks Payments Fees	-748.14
Total for 479803 Online Payment Fees	-4,206.54
Total for Revenue	501,564.89
Gross Profit	501,564.89
<u>Expenditures</u>	
511000 Steward Salaries	21,563.00
511020 Farm & Administrator Salaries	
5110202 Special Events Manager	74,184.04
Total for 511020 Farm & Administrator Salaries	74,184.04

513000 Program Staff/Extra Help/OT	
5130002 Summer Camp Counselors	26,913.38
5130004 Kitchen Staff	19,402.50
5130005 Farmers & Animal Care	45,592.50
5130006 Educational Staff	75,886.21
Total for 513000 Program Staff/Extra Help/OT	167,794.59
521000 Social Security	7,215.00
531802 Fundraising & Promotional Expenses	41.66
5318021 Fundraising Event Expenses	14,884.35
5318022 Promotional Materials	485.00
5318023 CRM Donor Management System	305.52
Total for 531802 Fundraising & Promotional Expenses	15,716.53
545000 Building Maintenance	
5450001 Appliance repair & maintenance	1,947.74
5450002 Kitchen Supplies (under \$500)	1,129.28
5450003 Kitchen/Interior Cleaning	9,465.22
5450005 Building Repairs & Maintenance	4,988.33
Total for 545000 Building Maintenance	17,530.57
545010 Farm Grounds Maint & Animals	
5450101 Veterinary Care	3,712.45
5450102 Animal feed and general care	7,480.58
5450103 Gardening Supplies	2,698.05
5450104 Farm Grounds Maintenance Supplies	7,211.53
5450105 Garbage & Snowplow services	354.00
Total for 545010 Farm Grounds Maint & Animals	21,456.61
551000 Communications, Advertising & Administration	
5510001 Business Account Fees	6,161.60
5510002 Advertising	1,625.00
5510003 Telephone & Internet	3,572.75
5510004 Office supplies	723.40
5510005 Bookkeeping	13,780.00
Total for 551000 Communications, Advertising & Administration	25,862.75
566101 Propane Gas	1,192.50
566200 Electricity	9,659.14
566400 Water	3,412.38
588000 Education & Program Supplies	
5880001 Classroom Supplies (non-food)	889.61
5880002 1099 Kitchen Instructors	16,220.00
5880003 Food/Kitchen Purchases	6,524.79
Total for 588000 Education & Program Supplies	23,634.40
588094 Community & Farm Events	207.20
5880941 Public Event Expenses	12,857.63
5880942 Farmstand Sales Wholesale Purchases	7,773.72

5880944 Guest Instructor Fees - Programs	35,011.11
5880945 Seasonal Decorations	151.45
Total for 588094 Community & Farm Events	56,001.11
Total for Expenditures	445,222.62
Net Operating Revenue	56,342.27
Net Other Revenue	
Net Revenue	56,342.27

Accrual Basis Wednesday, May 06, 2026 02:46 PM GMT-04:00

**Policy and Procedures on Reporting and Accountability
Between Wakeman Town Farm and the Town of Westport**

**WAKEMAN TOWN FARM AND SUSTAINABILITY CENTER
134 Cross Highway, Westport, CT 06880**

1. The Town of Westport (“Town”) owns 100% of the real property together with the buildings and improvements located thereon at 134 Cross Highway, Westport, Connecticut on which the Wakeman Farm and Sustainability Center (the “Farm”) is situated. The Town desires to preserve the Farm as a town farm for the benefit of its residents, and the Town desires to conduct and manage programs at the Farm for the purpose of educating the community with respect to local food production, responsible land stewardship and sustainable practices.
2. The First Selectman shall appoint the members of the Wakeman Town Farm (“WTF”) Committee (the “Committee”), which shall function as its Board of Directors to establish Farm policy and to oversee the programs and management of the Farm in accordance with policies and procedures of the Town. The Committee may make recommendations to the First Selectman for new members and re-appointments. The First Selectman may appoint from those recommended by the WTF as well as from other sources. The First Selectman appoints members to serve a three or four year term. The terms will be staggered so as to maintain continuity.
3. Meetings and agendas of the Committee shall be duly noticed in a timely manner on the Town’s website. Meetings shall be open to the public except as otherwise permitted by law. Minutes of all public meetings of the Committee shall be posted on the Town website.
4. The Executive Director and Resident Caretaker of WTF is engaged and employed by the Town of Westport and reports to the First Selectman, or assigned designee. The Executive Director is subject to an Employment Agreement approved by the Board of Selectmen. The Executive Director, shall, among other things, establish and conduct programs for responsible land stewardship; work with the Committee, and its volunteers, to oversee the safety and security of the Farm; and maintain and preserve the Farm, including the grounds, gardens, crops, livestock and other animals, as a farm for the benefit of the Town.
5. The Town shall be responsible for structural repairs of a capital nature including, but not limited to, the roof, chimney, windows and exterior maintenance, as well as the repair or replacement of major systems on the property such as the HVAC, plumbing, electrical and septic. The Executive Director shall promptly report any issues or serious concerns with the physical structures of the WTF or the operations of the Farm to the Town via the First Selectman’s assigned designee.
6. The WTF shall be responsible for ongoing normal repairs and maintenance of the Farm including, but not limited to, cleaning, interior painting, floor maintenance, chimney and annual furnace/AC cleaning and maintenance, septic system cleaning, grounds maintenance, snow plowing and sidewalk clearing, as well as maintenance and replacement of all kitchen/house appliances, bathroom fixtures and any unique equipment installed by the WTF as part of its programming. The WTF shall maintain the Farm and the grounds in a safe and state of good repair at all times.

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Policy and Procedures on Reporting and Accountability
Between Wakeman Town Farm and the Town of Westport
Page 2 of 3

7. The Executive Director reports to the Chair of the Committee for the day-to-day operation of the Farm. The Committee shall provide general guidance to the Executive Director on the goals, directions and plans for WTF. All financial decisions in excess of \$1,000 shall be proposed, approved and are the responsibility of the Committee. The Executive Director shall carry out the directives of the Committee. In the event of disagreement, the matter shall be discussed with the First Selectman or assigned designee.
8. Formal Evaluation of the Wakeman Town Farm Executive Director shall take place on an annual basis during the month of April by the Committee in consultation with the First Selectman or assigned designee. The First Selectman, in consultation with the Committee, shall make decisions on the renewal of the employment agreement with the Executive Director. Changes to the employment agreement, compensation and duties may be recommended by the Chair of the Committee, but must be approved by the Committee and the First Selectman to be effective.
9. The Committee shall provide the Town with a bi-annual report on its operations and financial status during the months of June and December. The Farm's fiscal year shall be the same as the Town of Westport, which is currently from July 1 to June 30. The Farm shall create yearly budgets and account for all revenues and expenditures throughout the year. The Farm's accounts are currently included within the Department of Parks and Recreation. All revenues and expenses will be segmented into separate funds (i.e. Wakeman Farm Fund and Wakeman Farm Capital Fund) established by the Town. Surplus funds will be accumulated and utilized exclusively for farm operations and capital projects.
10. On an annual basis the Committee, the Executive Director, the First Selectman and assigned designee shall meet to review and discuss the operations of the Farm including, but not limited to its programs, participants, achievements, finances, fundraising, plans for the new year, issues, proposed changes and any other items of interest or importance. The Town may request a briefing from the Committee at any time on the general status of the operation of Wakeman Town Farm.
11. The Town of Westport Parks and Recreation Department shall provide administrative support and ensure compliance with Town of Westport policies and procedures relating to purchasing, procurement, hiring, and personnel management. Additionally, the Parks and Recreation Department will provide an online platform for program registration and assist in the promotion of the Farm and its activities including coordination of a presence on the Town of Westport Website.
12. The Town of Westport reserves the right to reclaim the property in the event it is necessary for other municipal use.
13. The Committee will coordinate with the Westport Public Works Department on all aspects of renovations and new construction with regard to the WTF. All construction work will be publically bid as appropriate and in accordance with Town procedures and in coordination with the Public Works Department. All necessary approvals and permits will be obtained from the requisite Town land use and building agencies in advance of any work being commenced.
14. All cash payments received by the WTF for any classes, events etc. will be recorded as revenue with the Town and deposited as soon as reasonably possible and in no circumstances later

Policy and Procedures on Reporting and Accountability
Between Wakeman Town Farm and the Town of Westport
Page 3 of 3

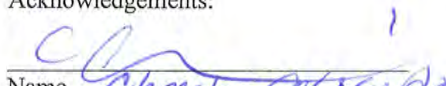
than one week from date of collection. Under no circumstances shall payments be made to vendors or any others from the cash receipts of an event. Payments shall be made via check from an appropriate account processed through the requisition module in MUNIS so the transactions can be properly recorded as expenses.

15. Cash transactions for events/classes etc. shall be accompanied by a note signed by two program personnel which correspond to the amount of cash received and which provides an audit trail. These notes/receipts shall be retained by the Parks and Recreation Department for a period of one year.

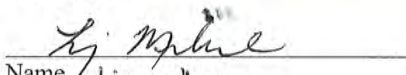
16. The WTF shall utilize the Town's MUNIS financial system to record all financial transactions. The MUNIS system will serve as the basis for any reconciliation of WTF accounts to the Town's accounting system as the Town wishes to undertake.

17. The WTF shall work with the Town Finance Department to reduce the amount of accounts currently existing and being utilized by creating sub-accounts under major accounts.

Acknowledgements:


Name Christy
Wakeman Town Farm
Co-Chair

1/7/2016
Date


Name Liz
Wakeman Town Farm
Co-Chair

1/7/2016
Date


James S. Marpe, First Selectman

1/5/16
Date


Jennifer A. Fava, Parks & Recreation Director

1/10/16
Date

RTM Finance Committee Meeting
Tuesday, May 26, 2026
9:00 pm - Zoom

Attendees:

Finance Committee: Nancy Kail, Jill Grayson, Seth Braunstein, Joe Carson and Pam Kopack

Purpose: Upon the request of the Director of Parks & Recreation, to approve an appropriation in the amount of \$200,000 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500155-10141 in support of the Wakeman Town Farm Barn project.

Presentation:

Eric Barbieri, Director of Parks and Recreation began by highlighting the benefits of the Wakeman Town farm to Westport – environment, community, economy- and that it is an incredible town asset as well as the relationship between WTF and the Town of Westport (See attachment with excerpts from the WTF BOF presentation.)

Liz Wilwe, WTF representative, explained that they have been raising barn reconstruction funds for 5 years. Currently they have raised \$400k, but as construction costs continue to increase, the board determined they would ask the town for the remaining \$200k to get the project started before costs climb even higher.

Current activities serve more than 5000 visitors a year in programs such as: Parent & Me, cooking classes, summer camp, programs for neurodiverse learners, internships for Staples seniors, dinners, cooking classes, sustainability lectures and outreach programs for participants from nonprofits across Fairfield County.

A functioning barn is fundamental for any working farm such as WTF. The new barn will provide additional classroom and program space, shelter from inclement weather for camps, classes and volunteers, ADA-accessible restroom, storage/staging for Farm Stand, seed-starting room with grow lights for winter propagation, multipurpose workshop space for classes and events and secure storage for farm tools and equipment.

Discussion/Questions

The discussion did not include any suggestions for repair vs. replacement given the current condition of the barn. When asked why a loan and not a full grant, Ms. Milwe responded that the board was hoping for a full grant but were told they would be more successful in obtaining approval if half of the money was a loan.

Many RTM members at the meeting (both Finance Committee members and others) participated in a lengthy conversation in support of WTF - town jewel, tremendous asset, serves the community, sweat equity and in-kind donations benefit the town, programming is amazing and on and on. The clear consensus was that a full grant, not a grant/loan arrangement should be provided to WTF.

However, the request before the RTM committee is for a \$100k grant and \$100k loan so that was what could be voted on. The RTM cannot increase what's approved by the BOF.

Because the majority of attendees felt strongly that the RTM should do more, the moderator agreed to consult with the town attorney before the full RTM meeting on 6/2/26 to determine what steps the RTM can take. There was overwhelming support that the full RTM urge the BOS and BOF reconsider this request as a full grant, not a grant/loan.

Vote:

Pam Kopack moved and Nancy Kail seconded the motion that upon the request of the Director of Parks & Recreation approve an appropriation in the amount of \$200,000 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500155-10141 in support of the Wakeman Town Farm Barn project. The Finance Committee approved the motion 5-0.

**Respectfully submitted,
Pam Kopack
RTM D3**

Attachment: Excerpts from WTF presentation to BOF

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2025 Farm Highlights

- 5,357 lbs of animal feed, 188 bales of hay, and 6,500 lbs of bedding managed
- 4,500 seedlings started; tens of thousands of seeds planted
- 2 new beehives added — now 150,000 bees producing 400 lbs of honey and 5 lbs of beeswax
- Farm Stand sold 241 bouquets, 1,508 lbs of produce, and 188 jars of honey
- 535 lbs of produce donated to Food Rescue US and Grow-A-Row
- 1,728 children participated in classes and after-school programs
- Tim's Kitchen hosted 30+ chefs and guest speakers
- 753 visitors welcomed at Goat Playdates across 119 events

4/

The Farm's Relationship With the Town of Westport

- Understanding the Farms relationship with the Town is essential context for this proposal. The farm provides approximately 85% percent of the budget, and the Town provides approximately 15 % of the budget.
- The farm is run through the Westport Parks and Recreation dept. The Farm maintains, the grounds, the gardens and our menagerie of animals. WTF creates and runs all the programs which run seven days a week. The farm pays for all salaries for full time and seasonal employees.
- The Town provides the benefits for 3 full time employees, and the Parks Dept. manages payroll and a variety of administrative duties for the farm. The Town has a reserve fund that is made up of all of revenues from the farm. The property is owned by the Town of Westport..

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A Track Record of the Shared Investment

This is not the first time the Farm and Town have partnered on capital improvements:

- More than ten years ago, the Town provided an appropriation to renovate the Farmhouse.
- The Wakeman Town Farm Committee subsequently raised private funds—with additional Town support—to build Tim's Kitchen, now a vibrant multi-purpose commercial teaching kitchen used daily.

When the Kitchen was built a decade ago, we could not have imagined how quickly it would become a community hub. We are confident the new barn will follow the same path.



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Why the Farm Needs a New Barn

The Case for Replacement

A functional barn is fundamental to any working farm. It provides essential storage for equipment, feed, supplies, and growing materials—and covered space for educational programs and community activities. Most of the Farm's programs and camps take place outdoors and require shelter during extreme heat, cold, or inclement weather.

The existing barn has fallen into severe disrepair after decades of neglect. Local architects, builders, and Town officials reviewed the structure and confirmed that its failing foundation, deteriorating walls, lack of insulation, and compromised roof make restoration impractical. Replacement is the only cost-effective and safe solution.



7/

What the New Barn Will Provide

- Additional classroom and program space
- Shelter from inclement weather for camps, classes, and volunteers
- ADA-accessible restroom and handwashing facilities
- Storage and staging area for the weekly Farm Stand
- Seed-starting room with grow lights for winter propagation
- Multipurpose workshop space for gardening classes, art programs, and community events
- Secure storage for farm tools and equipment

Planning and Approvals

This proposal reflects more than five years of planning and due diligence. The Wakeman Town Farm Committee worked closely with all Town permitting departments—including Historic, Planning & Zoning, and Public Works—to ensure the design complies with Town codes and preserves the architectural character and footprint of the existing structure.

After evaluating bids ranging from \$800,000 to \$1 million, the Farm identified a phased approach to construction with the Barn Kit as the most viable option: a safe, insulated, and durable structure at significantly lower cost.

8/

A Shared Investment in a Town Asset

The structures at Wakeman Town Farm are part of the Town of Westport's infrastructure. It is incumbent upon the Town to maintain and enhance its assets so they remain intact for decades to come. The total cost to build the replacement barn is \$600,000. Here is where things stand:

Barn Replacement: Project Funding Summary

Total Project Cost: \$600,000

Raised by Wakeman Town Farm (community donors & foundations): \$400,000

Remaining gap: \$200,000

Town of Westport contribution requested: \$200,000

The Westport community has already contributed \$400,000 toward the construction of a building after a five year fund-raising effort. The Farm is asking the Town to contribute \$200,000 to the total project cost—to complete a capital improvement to Town-owned property. The Farm has made a commitment to its donors and to the public to rebuild this barn. We are at a critical juncture where the project must move forward.

We respectfully request that the Town of Westport contribute \$200,000 toward the completion of this project—restoring and enhancing a Town-owned property that serves residents of all ages.

The request proposes a \$100,000 loan from the Town, to be repaid by Wakeman Town Farm, along with a \$100,000 grant from the Town. This project represents a strong example of a successful public-private partnership.