



WESTPORT

TOWN OF WESTPORT
BOARD OF FINANCE
BOARD OF FINANCE - CANCELLED PACKET
JULY 1, 2026
07:30 PM



TOWN OF WESTPORT

BOARD OF FINANCE - CANCELLED AGENDA

**JULY 1, 2026
07:30 PM**

The Board of Finance will hold a Public Meeting on Wednesday, July 1, 2026 at 7:30 p.m. in the Auditorium of the Westport Town Hall for the following purposes: **SPECIAL NOTICE ABOUT PROCEDURES FOR THIS PUBLIC MEETING:** This meeting will be held **IN-PERSON IN THE AUDITORIUM OF THE WESTPORT TOWN HALL**. This meeting will be broadcast on Channel 79 **AND/OR** live streamed on the Town Website westportct.gov. (On the website, select "How Do I" heading, and select "Watch Town Meetings".) Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page. Agenda to include but not be limited to the following items and is subject to revision(s).

1. To approve the Board of Finance Minutes of the June 3, 2026 Regular Meeting and June 17, 2026 Special Meeting.

Attachment: [BOF Meeting Minutes 6-3-26 unapproved.pdf](#)

Attachment: [BOF Special Meeting Minutes 6-17-26 unapproved - Revised .pdf](#)

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

3. Upon the request of the Director of Public Works, to approve a supplemental appropriation in the amount of \$437,690 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500195 for additional expenses associated with the Compo Marina Pier Project, due to a change in Eversource's Flood Protection requirements.

Attachment: [DPW - Supplemental Approp Compo Marina Pier Project - Item _3.pdf](#)



Board of Finance

Town Hall, 110 Myrtle Avenue
Westport, CT 06880
BOF@westportct.gov

WESTPORT™

DRAFT MINUTES OF BOARD OF FINANCE MEETING

The Board of Finance held a Public Meeting on **Wednesday, June 3, 2026 at 7:30 p.m. in the Auditorium of the Westport Town Hall** for the following purposes:

AGENDA

Members Present: Danielle Dobin, Brian Gaines, Jeff Hammer, Liz Heyer (arrived 7:45pm), Rich Hightower (arrived 8:30pm), Allyson Stollenwerck, Elaine Whitney.

Meeting Commencement: 7:30pm

1. To approve the Board of Finance Minutes of the May 11, 2026 and May 20, 2026 Regular Meeting.

Motion Made By: Whitney
Seconded By: Stollenwerck
Vote (Aye/Nay/Abstain): 5-0-0

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

3. Upon the request of the First Selectman, to approve a transfer of \$241,000 to the appropriate department salary accounts from Account 10109917-519000 (Reserve Salary Adjustments) for non-bargaining employees' salary increases for FY2026-2027.

Motion Made By: Hammer
Seconded By: Stollenwerck
Vote (Aye/Nay/Abstain): 5-0-0

4. Upon the request of the Board of Education, to approve the use of funds in the amount not to exceed \$170,000 from the Board of Education Carry Over Account for the purchase of two (2) Ford Transit 350 Passenger Vans.

Motion Made By: Dobin
Seconded By: Hammer
Vote (Aye/Nay/Abstain): 6-0-0

5. ~~Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$1,110,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500493 for Consultant Services in support of Safe Streets and Roads for All, Supplemental Planning and Demonstration Grant.~~ **WITHDRAWN**

6. Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$3,329,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500494 for the purchase of eleven (11), 33,000-pound GVW medium duty Highway Service Dump Trucks.

No Action.

Motion to Adjourn: Hammer
Seconded By: Heyer
Vote (Aye/Nay/Abstain): 7-0-0

Adjournment of the Meeting: 8:51pm

Danielle Dobin, Chair
6/26/2026

June 3, 2026 BOF Agenda

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DRAFT MINUTES BOARD OF FINANCE SPECIAL MEETING

The Board of Finance held a Public Meeting on **Wednesday, June 17, 2026 at 7:30 p.m. via ZOOM** for the following purpose:

AGENDA

Members Present: Danielle Dobin, Brian Gaines, Jeff Hammer, Liz Heyer, Rich Hightower, Allyson Stollenwerck, Elaine Whitney.

Meeting Commencement: 7:32pm

1. Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$3,329,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500494 for the purchase of eleven (11), 33,000-pound GVW medium duty Highway Service Dump Trucks.

Motion: To deny the request of the Director of Public Works, in the amount of \$3,329,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500494 for the purchase of eleven (11), 33,000-pound GVW medium duty Highway Service Dump Trucks.

Motion Made By: Dobin

Seconded By: Gaines

Vote (Aye/Nay/Abstain): 6-1-0 (Member Voting Against: Hightower)

Motion: To add an agenda item to share an overview of Board of Finance office hours from May 21.

Motion Made By: Dobin

Seconded By: Gaines

Vote (Aye/Nay/Abstain): 7-0-0

2. (Added Item) Overview of the Board of Finance office hours (Discussion Only).

Motion to Adjourn: Hammer

Seconded By: Hightower

Vote (Aye/Nay/Abstain): 7-0-0

Adjournment of the Meeting: 9:51pm



WESTPORT

DEPARTMENT OF PUBLIC WORKS

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

June 15, 2026

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

Re: Request for a supplemental appropriation of \$437,690 along with bond and note authorization to the Municipal Improvement Fund, for additional expenses associated with the Compo Marina Pier Project, due to a change in Eversource's Flood Protection requirements

Dear Mr. Christie,

This office respectfully requests to be placed on the Board of Finance Agenda for a supplemental appropriation of \$437,690 along with bond and note authorization. The supplemental funds are needed to execute additional work required by Eversource.

The original design contract was to design a replacement for the existing 1600-amp electrical switch gear that powers the marina, pump station 18, (adjacent to the marina), the marina offices and bathrooms, and the South Beach bathrooms. The electrical Engineer was to evaluate the 1600-amp service in the process, to determine if the service size was excessive. They did evaluate the service and concluded that a 1200-amp service was more than adequate to power everything. There was no reason to believe that a larger transformer than the one that had been there for 30 years would be needed, when the size of the service was being reduced. They ran the preliminary design by Eversource and received no indication that a larger transformer would be needed. The final design addressed only the replacement and elevation of the main switch gear and the meter pan servicing it.

Fast forward about a year and a half once the project was finally under construction, the Contractor awarded the work, Terry Contracting and Materials, Inc., held a field meeting with Eversource to coordinate shutdown of the power to begin the electrical work. The Contractor pointed out that the existing transformer and switchgear would have to be moved in order to provide room for the new switchgear on an elevated platform, and that the new switch gear would be reduced in capacity from 1600 amps to 1200 amps. It was then that the Eversource Field Engineer pointed out that the existing transformer was no longer adequate and would have to be upsized from 300KVA to 500KVA according to new Eversource design requirements. Eversource changed their procedure from sizing the transformer for the calculated load, to sizing for the maximum possible load on the panel. This is a different

procedure than when the Marina was first built, and when we added the pump station, then the South beach bathrooms to the panel.

The Eversource Field Engineer also indicated that since the transformer was to be moved and now upgraded, that all of the switchgear attaching to it would also be required to be elevated. That meant that now the adjacent pump station switchgear would also have to be relocated and elevated, something that was never in the contract. This requirement added a much more substantial and much larger elevated platform since now minimum clearances between the transformer and the switchgears are needed.

The cost of constructing an elevated pier and relocating both the new equipment and the pump station equipment to a higher elevation was provided by the Contractor that was awarded the project, Terry Contracting and Materials, Inc. via a change order request. The change order estimate was \$397,900. Adding the 10% contingency brings the total to \$437,690

Respectfully,



Peter A. Ratkiewich, P.E.

Director of Public Works

cc: Gary Conrad, Finance Director

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FISCAL YEAR 2027

TOWN OF WESTPORT, CT**JUSTIFICATION FOR A CAPITAL PROJECT****DEPARTMENT INFORMATION****DEPT****NAME:** Department of Public Works**Date:** 6/15/26**PROJECT NAME AND DESCRIPTION**

Compo Marina Pier and Electric Project Change Order due to New Eversource requirement to elevate all the switch gear and Electrical above the 100 Year Flood Elevation

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

If no, why not? Unforeseen Eversource req't

If yes, answer the following two questions:

Which FY was the project first proposed? 2024

Which FY was the project first planned? 2021

APPROXIMATE COST:

\$397,900

COST IN CAPITAL FORECAST: N/A**CONTINGENCY (10%):**

\$ 39,790

\$437,690

←TOTAL

REQUEST→ \$437,690

SOURCE OF FUNDS:

CAPITAL BOND ☒	GEN'L FUND ☐
CNR ☐	GRANT ☐
STATE ☐	OTHER ☐

OTHER, DESCRIBE:**PAYBACK PERIOD:** N/A**PROJECTED START DATE:** October-November 2026**EST. COMPLETION****DATE:** January 2027**ESTIMATED USEFUL LIFE:** 25 years**Is this project part of a larger capital project?****Has an RFP been issued?**YES
☐NO
☒**Have bids been received?**YES
☒NO
☐**Number of bids received:** This is a change order of a project that is underway**Was the lowest bid the winner?**YES
☐NO
☒**If not, why?** The selected contractor provided the change order price**Who will benefit from the project?** Westport Boating Community

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Is it a replacement? YES NO
 ☒ ☐

This Change Order is due to Eversource making a new requirement after the project was awarded, to elevate the

If yes, describe condition of what is to be replaced: electrical switchgear above the Flood Elevation

Pictures attached? YES NO ☒ ☐	Package includes plans of what Eversource is requiring

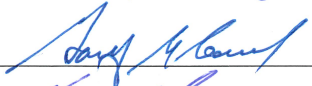
What other approvals/reviews are necessary to begin this project? RTM

FINANCE

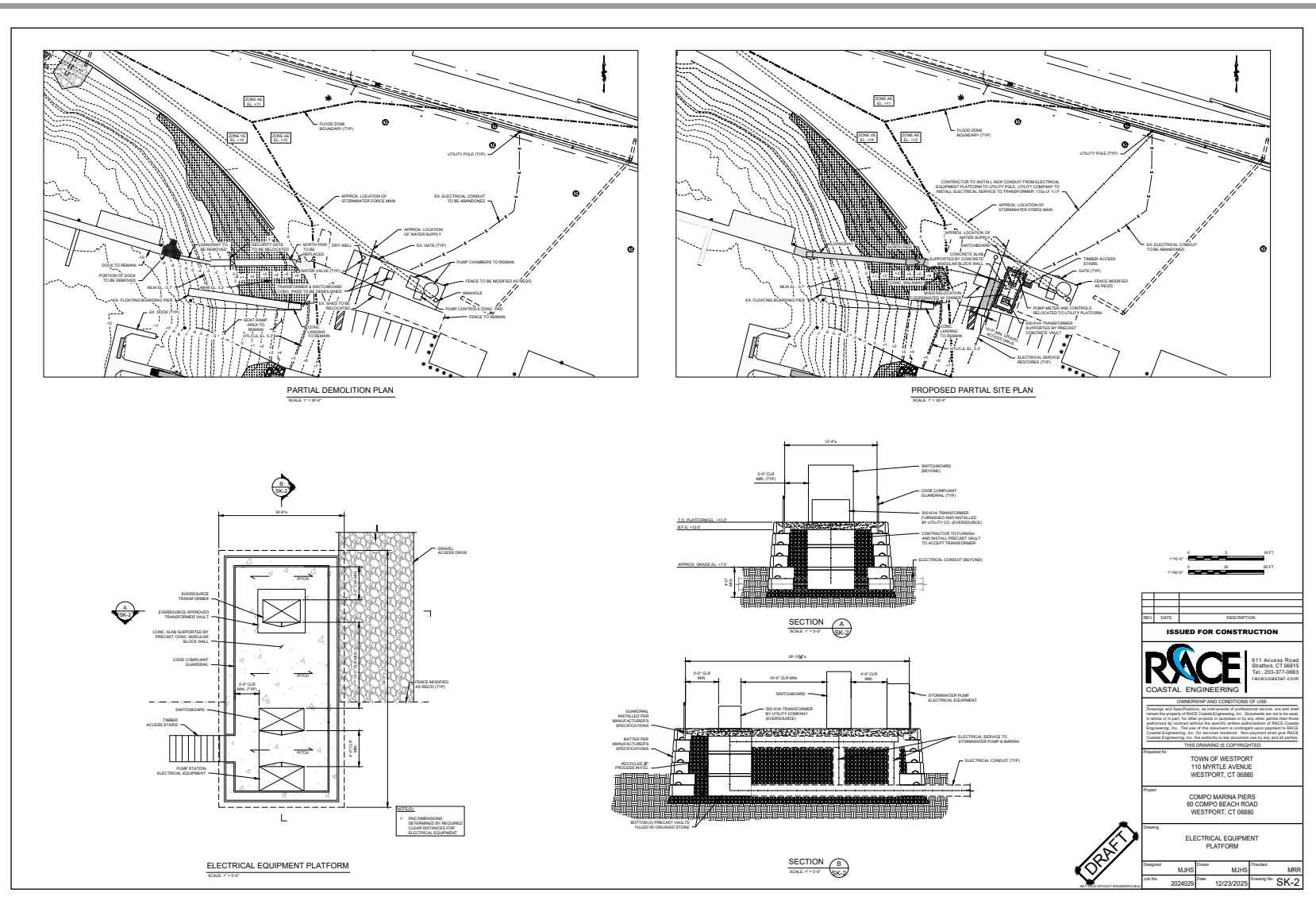
This section to be completed by the Finance Director.

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

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: <u>6.15.26</u>
FINANCE DIRECTOR		DATE: <u>6-15/2026</u>
FIRST SELECTMAN		DATE: <u>6/18/26</u>

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CHECKED BY:		DATE:		CON-9 Contractor Proposal		DATE OF WORK: TBD		REPORT NO.	
CONTRACTOR PERFORMING WORK:		Terry Contracting & Materials, Inc.				FEDERAL AID NO:		PROJECT NO. 2023-17	
DESCRIPTION OF WORK: Electrical Paddock Area						CONSTRUCTION ORDER			
						ITEM NO.			

LABOR					MATERIAL				EQUIPMENT					
Class	No.	Total Hours	Rate	Amount	Description	Quantity	Unit Price	Amount	Size and Class	Idle (I) or Active (A)	No.	Total Hours	Rate	Amount
Op-Excavator	1	16.00	51.92	830.72	Stairs	1	2000.00	2000.00	G Pic			1.00	93610.00	93610.00
Carpenter	3	120.00	42.03	5043.60	Railing	1	7500.00	7500.00	All Electric			1.00	180712.33	180712.33
Laborer	2	80.00	35.70	2856.00	Restoration	1	1500.00	1500.00	Rental Crane			2.00	10022.70	20045.40
Office Engineer	2	16.00	48.00	768.00				0.00	All Seasons			1.00	4000.00	4000.00
Op-Excavator	1	24.00	51.92	1246.08				0.00	Excavator			24.00	300.00	7200.00
Laborer	3	72.00	35.70	2570.40				0.00						0.00
				0.00				0.00						0.00
1 Total Labor				13314.80				0.00						0.00
2 Health	1	16.00	29.80	476.80				0.00						0.00
Welfare	3	120.00	34.74	4168.80				0.00						0.00
and Pension	2	80.00	28.85	2308.00				0.00						0.00
	2	16.00	10.00	160.00				0.00						0.00
	1	24.00	29.80	715.20				0.00						0.00
	3	72.00	28.85	2077.20				0.00						0.00
				0.00	Total			11000.00	Total					305567.73
				0.00	Less Discounts			0.00	Less Discounts					0.00
				0.00										
3 Ins. and Taxes on Item 1			0.4665	6211.35	Total			11000.00	Total					305567.73
4 15% of (Items 1 + 2 + 3)				4414.82	Additional % =	15 %		1650.00	Additional % =	15 %				45835.16
5 Total (Items 1 thru 4)				33846.97	Total			12650.00	Total					351402.89

Inspector:		Date:		Contractor's Representative:		Date:		Daily Total	
				Michael Oscher		3/5/2026		Progress Total: \$397,899.86	
								Total to Date	

ORIGINAL TO PROJECT RECORDS. COPIES TO CONTRACTOR AND DISTRICT FILE.