



WESTPORT

TOWN OF WESTPORT
REPRESENTATIVE TOWN MEETING
REPRESENTATIVE TOWN MEETING PACKET
MAY 5, 2025
07:30 PM



REPRESENTATIVE TOWN MEETING AGENDA

MAY 5, 2025
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 Monday, May 5, Tuesday May 6, and, if necessary, Wednesday May 7, 2025 at 7:30 p.m. for the purposes listed below. If necessary, the meeting shall reconvene on Tuesday, May 20, 2025 to deal with any agenda items not disposed of at the adjournment of such meeting.

Anticipated to be addressed on Monday, May 5:

Attachment: [Resolutions.pdf](#)

1. Board of Education Budget

To take such action as the meeting may determine, upon the estimate and recommendation of the Board of Finance, to adopt a budget for the Board of Education for the fiscal year ending June 30, 2026, and to make such specific appropriations as appear advisable.

Attachment: [BOE Recommended Budget FY 25-26](#)

Attachment: [1 BOE presentation to RTM on 05-05-25.pdf](#)

Attachment: [1 Program Expense Private Schools budgets.pdf](#)

Attachment: [1 RTM Finance Committee Report BOE Budget April 29 2025.pdf](#)

Attachment: [1 RTM Education Committee Report.pdf](#)

2. Board of Education FY25 building projects

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, to approve an appropriation in the amount of \$122,446 along with bond and note authorization to the educational facilities improvement fund account for the Board of Education FY25 building projects SHS-008; BMS-012; KHS-006; SES-003 included on Schedule BOE-1C and an appropriation in the amount of \$80,216 from the Capital and Non-Recurring Account Fund Account for projects DW-008, SHS-003, SES-006, and GFS-005 also identified on Schedule BOE-1C.

Attachment: [2 BOE FY25 CIP BOF approved 02-05-25 .pdf](#)

Attachment: [2 Westport-2015 CIP updates.pdf](#)

Attachment: [2 RTM Finance Committee On BOE Capital Project Costs.pdf](#)

Attachment: [2 RTM Education Committee Report.pdf](#)

3. Conservation Department Fee Schedule Ordinance Amendment

To take such action as the meeting may determine, upon the recommendation of the First Selectwoman and a request by the Conservation Director, to amend Section 2-55 of the Code of Ordinances of the Town of Westport, Connecticut, by increasing the land use fees to the extent they relate to the Conservation Department. (First reading. Full text of the proposed fee schedule is available in the Town Clerk's office).

Attachment: [3 RTM Submission -Consevation Fee Schedule Changes.pdf](#)

4. Parks & Recreation Administration building roof replacement

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 \$101,000 to the Capital and Non-Recurring Fund Account for the replacement of roof at the Parks and Recreation Administration building located at 260 Compo Road South.

Attachment: [4 DPW - Approp Parks Rec Roof Replacement.pdf](#)

5. Parks Maintenance Facility Opinion of Probable Cost

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Director of Parks & Recreation, to approve an appropriation in the amount of \$238,000 along with bond and note authorization to the Municipal Improvement Fund Account, for Site Analysis, Architectural study, schematic design, Land-Use permitting, and preparation of an Opinion of Probable Cost for a Parks Maintenance Facility.

Attachment: [5 DPW - Approp Parks Rec Maintenance Facility.pdf](#)

Attachment: [5 RTM Finance Committee Report On Maintenance Shed Appropriation.pdf](#)

Attachment: [5 RTM Finance PW Committee Report.pdf](#)

Attachment: [5 RTM Parks Recreation Committee Meeting Minutes.pdf](#)

**RTM Meeting
May 5, 6 & 7, 2025**

RESOLUTIONS

MONDAY

(1)

RESOLVED: That the Board of Education’s budget items as recommended by the Board of Finance and approved or amended by the Representative Town Meeting be adopted and the sum of \$_____ for the Board of Education Budget is hereby appropriated to meet expenditures.

(2)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum of \$122,446 along with bond and note authorization to the educational facilities improvement fund account for the Board of Education FY25 building projects SHS-008; BMS-012; KHS-006; SES-003 included on Schedule BOE-1C and the sum of \$80,216 from the Capital and Non-Recurring Account Fund Account for projects DW-008, SHS-003, SES-006, and GFS-005 also identified on Schedule BOE-1C are hereby appropriated.

TOWN OF WESTPORT, CONNECTICUT

A RESOLUTION APPROPRIATING \$122,446 FOR COSTS ASSOCIATED WITH VARIOUS SCHOOL IMPROVEMENT PROJECTS 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 Hundred Twenty-two Thousand Four Hundred Forty-six and 00/100 Dollars (\$122,446) for costs associated with various school improvement projects hereinafter listed including, but not limited to, administrative, contingency, financing, legal and other soft costs (collectively, the “Project”).

Staples High School:	\$10,917.00
<i>Design costs related to the replacement of boiler room pumps and BMS controls and other related costs.</i>	
Bedford Middle School:	\$20,271.00
<i>Design costs related to structural slab repairs, masonry and interior tile and other related costs.</i>	

Kings Highway Elementary School:

Design costs related to boiler and pump replacement and other related costs. \$37,758.00

Saugatuck Elementary School:

Design costs related to the replacement of cooling towers and other related costs. \$53,500.00

Total	\$122,446.00
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Section 1. As recommended by the Board of Finance and for the purpose of financing One Hundred Twenty-two Thousand Four Hundred Forty-six and 00/100 Dollars (\$122,446) of the foregoing appropriation, the Town is hereby authorized to borrow a sum not to exceed One Hundred Twenty-two Thousand Four Hundred Forty-six and 00/100 Dollars (\$122,446) 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 Selectwoman, 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 Selectwoman 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 Selectwoman 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 Selectwoman, 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. Any of the estimated amounts set forth for the school improvement projects above not required to meet the actual cost of any such project may be transferred to a different school improvement project set forth above by the First Selectwoman and the Finance Director, consistent with the applicable tax and other laws, as deemed necessary or advisable and in the best interests of the Town.

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.

(3)

RESOLVED: That upon the recommendation of the First Selectwoman and a request by the Conservation Director, Section 2-55 of the Code of Ordinances of the Town of Westport, Connecticut is hereby amended, by increasing the land use fees to the extent they relate to the Conservation Department. (First reading. Full text of the proposed fee schedule is available in the Town Clerk's office).

(4)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$101,000 to the Capital and Non-Recurring Fund Account for the replacement of roof at the Parks and Recreation Administration building located at 260 Compo Road South is hereby appropriated.

(5)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of Parks & Recreation, the sum of \$238,000 along with bond and note authorization to the Municipal Improvement Fund Account, for Site Analysis, Architectural study, schematic design, Land-Use permitting, and preparation of an Opinion of Probable Cost for a Parks Maintenance Facility is hereby appropriated.

TUESDAY

(1)

RESOLVED: That the First Selectwoman's Budget items recommended by the Board of Finance and approved or amended by the Representative Town Meeting be adopted, and the sum of \$_____ for the First Selectwoman's Budget is hereby appropriated to meet expenditures and such sum shall be added to the amount appropriated for the Other Agencies and Organizations Budget and the Board of Education Budget.

(1)

RESOLVED: That the Other Agencies and Organizations Budget items recommended by the Board of Finance and approved or amended by the Representative Town Meeting be adopted, and the sum of \$_____ for the Other Agencies and Organizations Budget is hereby appropriated to meet expenditures and such sum shall be added to the amount appropriated for the First Selectwoman's Budget and the Board of Education Budgets.

(2)

RESOLVED: That the Town Railroad Parking Fund Budget for the fiscal year ending June 30, 2026, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of \$_____ is hereby appropriated to meet expenditures.

(3)

RESOLVED: That the Town Sewer Fund Budget for the fiscal year ending June 30, 2026, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of \$_____ is hereby appropriated to meet expenditures.

(4)

RESOLVED: That the Wakeman Town Farm Fund Budget for the fiscal year ending June 30, 2026, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of \$_____ is hereby appropriated to meet expenditures.

(5)

RESOLVED: That property taxes for the fiscal year ending June 30, 2026 shall be due and payable in four quarterly installments and the dates upon which such quarterly installments are to be due and payable shall be the first days of July, October, January and April, subject to any applicable tax relief deferral programs; and be it

FURTHER RESOLVED: That all taxes in an amount of \$100.00 or less shall be due and payable in a single installment on the first day of July, subject to any applicable tax relief deferral programs.

(6)

RESOLVED: That the motor vehicle tax shall be due and payable in a single installment, subject to any applicable tax relief deferral programs.

(1)

FURTHER RESOLVED: That the Town of Westport General Fund Budget for the fiscal year ending June 30, 2026, as recommended by the Board of Finance and approved or amended by the Representative Town Meeting, be adopted and the sum of the Board of Education Budget, the First Selectwoman's Budget, and the Other Agencies and Organizations Budget in the amount of \$_____ is hereby appropriated to meet expenditures and that for the purpose of raising a tax on the Grand List of 2025, the sum of \$_____ is hereby appropriated.

(7)

RESOLVED: That upon the recommendation of the Board of Finance and a request by the Director of the Westport Transit District, the sum of \$55,000 to the Westport Transit District Account for the services for the elderly and people with a disability is hereby appropriated.

Remote Attachment:

[BOE Recommended Budget FY 25-26 \(https://www.westportps.org/board-of-education/budget\)](https://www.westportps.org/board-of-education/budget)



Westport Public Schools

2025-2026 BOARD OF EDUCATION RECOMMENDED BUDGET

MAY 5, 2025 – PRESENTATION TO THE REPRESENTATIVE TOWN MEETING



Honoring Our Partnership with the Town

Town Requests to Gain Efficiencies & Maintain High Performance

- ✓ special education programming and funding (i.e. ESS, IR programs)
- ✓ employee health insurance
- ✓ student transportation (i.e. competitive bid for vendor, parking agreement)
- ✓ redistricting plan
- ✓ efficiency/ridership transportation study (i.e. reduction of two buses)

Annual and 2025-2026 Budget Priorities

Annual Priorities	2025-2026 Budget Priorities
<ul style="list-style-type: none">➤ Continue Reputation as Premier School District➤ Prudently Maintain Current Services➤ Ensure Safety & Security of Students and Staff➤ Respond to Master Plan Facility Study➤ Comply with all Federal & State Mandates	<p><u>Protect and Preserve:</u></p> <ul style="list-style-type: none">➤ Current Level of Staffing and Programming➤ Advancing and Supporting the Work of Maintaining Our Facilities➤ Implementing the Action Steps of the District Plans



The Basics: BOE Recommended FY26 in Brief

Budget Request	Amount	\$ increase	% increase
PHASE 1: Administrators & Central Office Requests	\$151,173,484	\$7,551,869	5.26%
<i>Superintendent's adjustments</i>	<u>(816,073)</u>	<u>(816,073)</u>	<u>(0.57)</u>
PHASE 2: Superintendent's Proposed Budget	\$150,357,411	\$6,735,796	4.69%
<i>Board of Education's adjustments</i>	<u>14,491</u>	<u>14,491</u>	<u>0.01%</u>
PHASE 3: Board of Education's Recommended Budget	\$150,371,920	\$6,750,305	4.70%
<i>Less: Act. 210 Health Insurance increase</i>	<u>(1,450,100)</u>	<u>(1,450,100)</u>	<u>(1.01)</u>
BOE Recommended Budget, net of health insurance	\$148,921,920	\$5,300,205	3.69%



Budget Request	Amount	\$ increase	% increase
PHASE 2: Superintendent’s Proposed Budget	\$150,357,411	\$6,735,796	4.69%
PHASE 1: Administrators & Central Office Requests	<u>\$151,173,484</u>	\$7,551,869	<u>5.26%</u>
TOTAL ADJUSTMENT	(\$816,073)		(0.57%)
PERSONNEL:	Requested FTE	Adjustment	In Budget
100 Administrators (2.0 restoration of APs; CES/GFS/KHS/SES)	2.0	-	2.0
102 Teachers Regular Ed. (1.0 Financial Literacy - SHS)	1.0	(1.0)	-
103 Teachers Special Areas (0.5 Elementary Health - TLC)	0.5	-	0.5
109 Teachers Special Education (0.5 KHS)	0.5	(0.5)	-
120 Non Certified Supervisors (Facilities – Project Coordinator)	1.0	-	1.0
122 Paraprofessionals Regular Ed. (1.0 SHS, support to Coordinators)	1.0	(1.0)	-
128 Technology Assistants (1.0 Districtwide)	1.0	-	1.0
150 Permanent Bldg. Substitutes (1.0 BMS & 1.0 CMS)	<u>2.0</u>	<u>-</u>	<u>2.0</u>
TOTAL REQUESTED FTE	9.0	(2.5)	6.5
Less: 116 Extra Curricular Stipends (Unified Sports - Elementary)		(\$5,131)	
Less: 250 Unemployment (revised estimate)		(\$15,000)	
PERSONNEL INCREMENTAL COST (Wages & Benefits)	\$999,186	(\$274,611)	\$724,575



Budget Request	Requested	Adjustment	In Budget
PERSONNEL INCREMENTAL COST (Wages & Benefits)	\$999,186	(\$274,611)	\$724,575
NON PERSONNEL ADJUSTMENTS	\$6,533,748	(\$541,462)	\$5,992,286
TOTAL ADJUSTMENT TO ADMIN & CO BUDGET REQUEST		(\$816,073)	
NON PERSONNEL:	<u>Requested</u>	<u>Adjustment</u>	<u>In Budget</u>
323 Instructional Program Improvement (CO)	\$28,293	\$3,100	\$31,393
330 Other Professional Services (TLC)	\$130,440	\$40,000	\$170,440
810 Dues & Fees (TLC)	\$32,354	\$1,000	\$33,354
437 Restorative/Preventative Maintenance	\$402,000	(\$40,000)	\$362,000
490 Fire & Security	\$340,000	(\$90,000)	\$250,000
510 Regular Student Transportation	\$4,973,269	(\$180,000)	\$4,793,269
641 Textbooks (TLC)	\$597,599	(\$250,000)	\$347,599
731 Equipment – New Instructional (BMS Fitness Center)	\$18,500	(\$18,500)	-
735 Furniture (CMS)	\$11,293	(\$7,062)	\$4,231
TOTAL NON PERSONNEL	\$6,533,748	(\$541,462)	\$5,992,286



Budget Request	Amount	\$ increase	% increase
PHASE 3: Board of Education Recommended Budget	\$150,371,920	\$6,750,305	4.70%
PHASE 2: Superintendent's Proposed Budget	<u>\$150,357,411</u>	\$6,735,796	<u>4.69%</u>
TOTAL ADJUSTMENT	14,509		0.01%
<i>Board of Education's adjustments:</i>			
<i>Revised State Partnership Plan medical rates (11% vs. 8.3%)</i>	547,592	547,592	0.38
<i>Special Education Out-of-District Tuition (revised CT reim.)</i>	207,023	207,023	0.14
<i>Increased est. for auditorium sound systems (GFS & CMS)</i>	30,000	30,000	0.02
<i>Removed: Proposal to restore 2.0 Elem. Asst. Principals</i>	(405,888)	(405,888)	(0.28)
<i>Removed: Proposal to add a 1.0 Facilities Project Coord.</i>	(132,867)	(132,867)	(0.09)
<i>Reduction of 2 buses – Reg. Ed. Transportation</i>	<u>(231,351)</u>	<u>(231,351)</u>	<u>(0.16)</u>
	\$14,509		0.01%



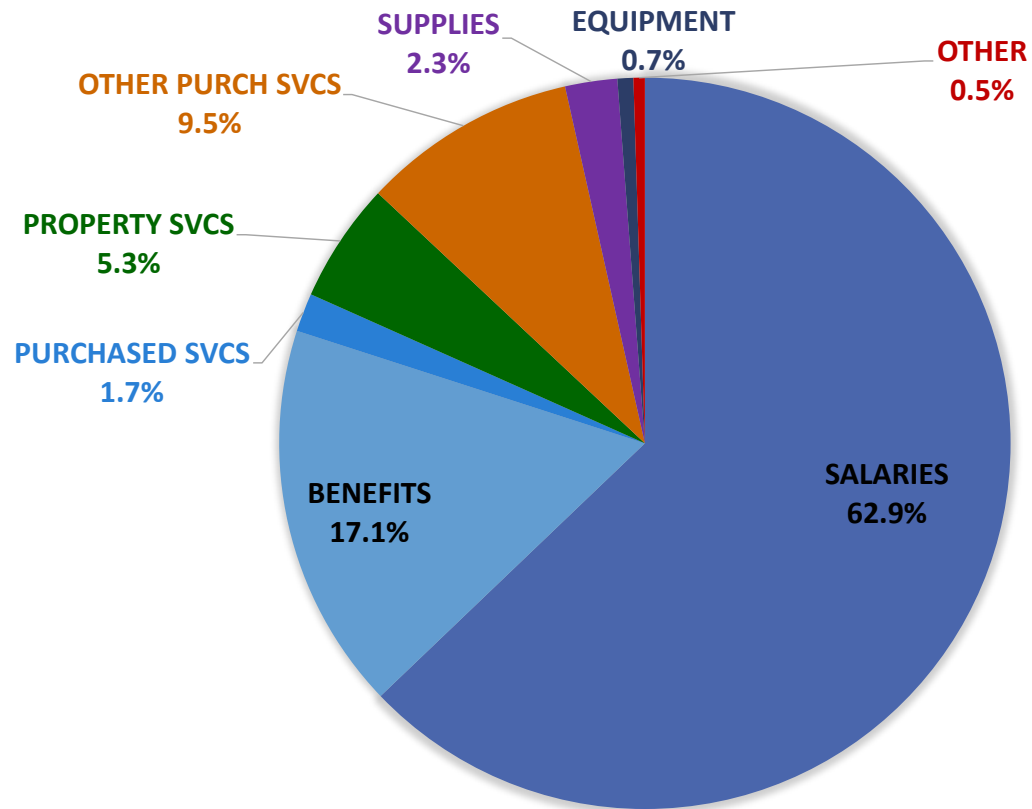
Health Insurance vs. Total Budget Growth

5 YEAR FY 26 vs FY 21	FY 21 Adopted Budget	FY 26 Recommended Budget	Compound Annual Growth Rate
Total BOE Operating Budget	\$121,936,488	\$150,371,920	4.28%
<u>Less: Act. 210 – Health Insurance</u>	<u>(\$16,406,438)</u>	<u>(\$22,583,580)</u>	6.60%
BOE Adopted Budget, net Insurance	\$105,530,050	\$127,788,340	3.90%

10 YEAR FY 26 vs FY 16	FY 16 Adopted Budget	FY 26 Recommended Budget	Compound Annual Growth Rate
Total BOE Operating Budget	\$111,171,756	\$150,371,920	3.07%
<u>Less: Act. 210 – Health Insurance</u>	<u>(\$14,247,493)</u>	<u>(\$22,583,580)</u>	4.71%
BOE Adopted Budget, net Insurance	\$96,924,263	\$127,788,340	2.80%



Cost Composition FY 2025-2026

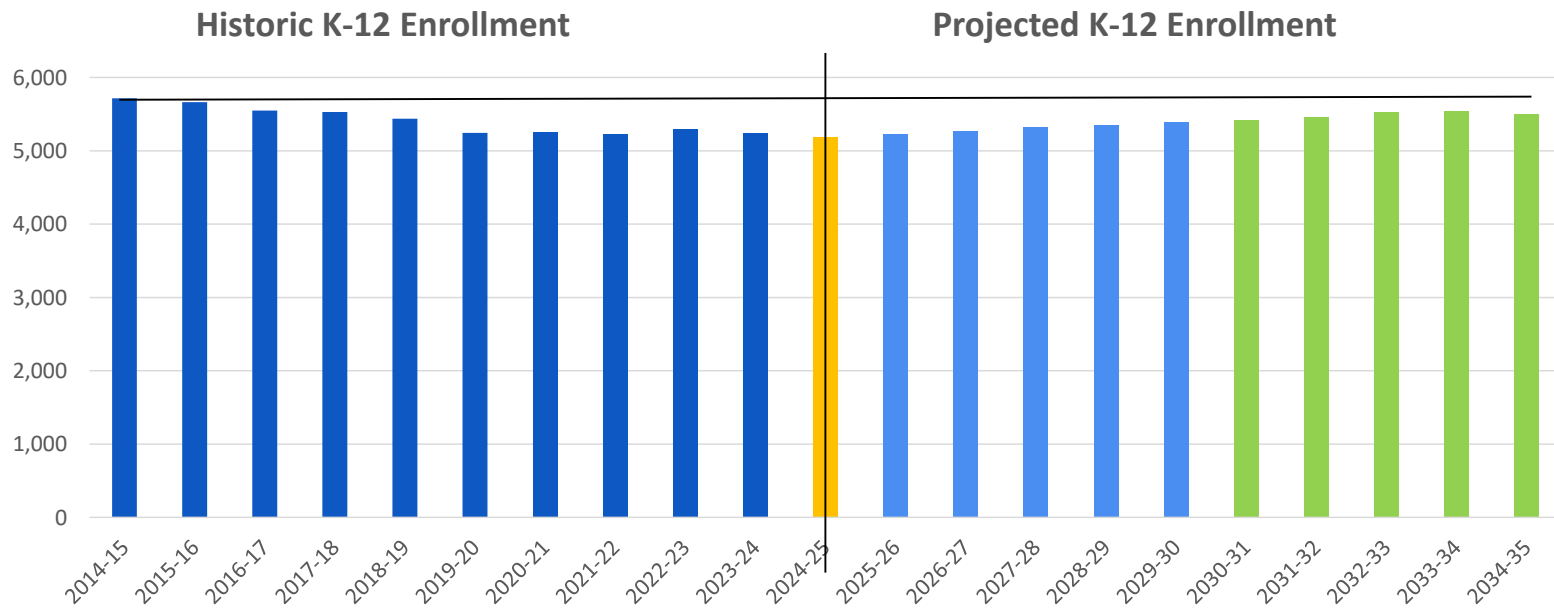


Enrollment Projections

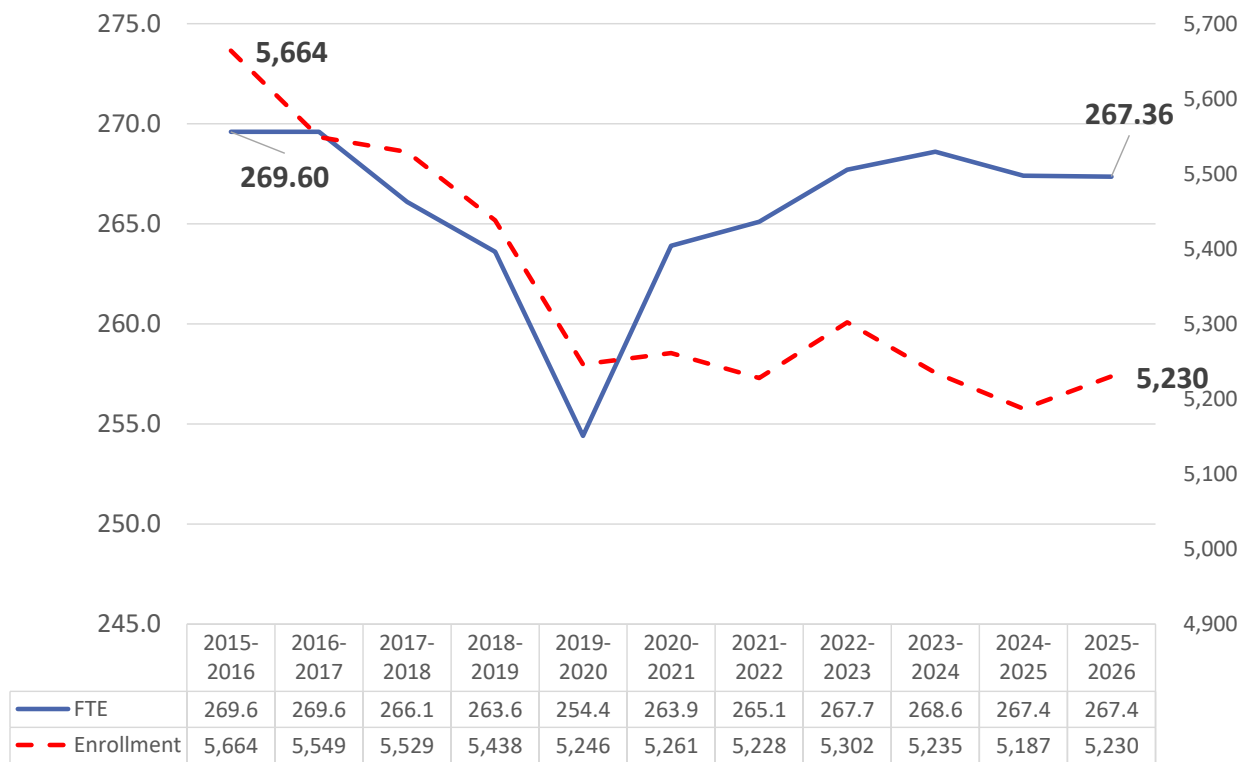
	2024-2025	2025-2026 (Projected)	
K-5	2,362	2,428	+66
6-8	1,194	1,190	-4
9-12	1,631	1,612	-19
Preschool	61	61	-
Placed Out (K-12)	36	36	-
TOTAL	5,284	5,327	+43



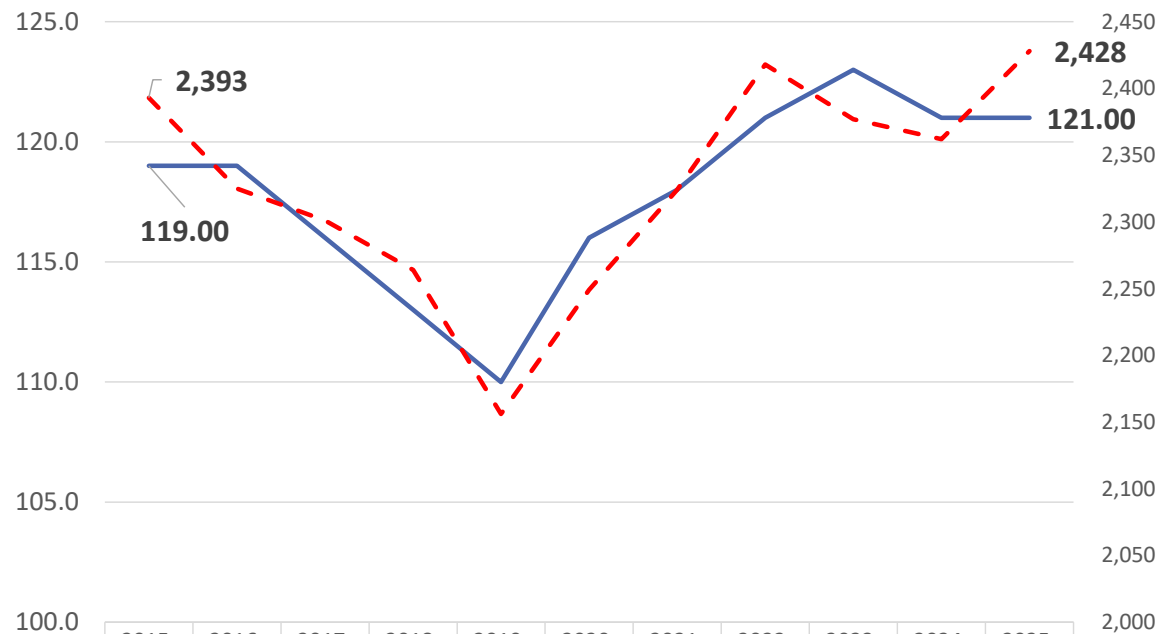
Districtwide Enrollment



Teachers (FTE) – Regular Education



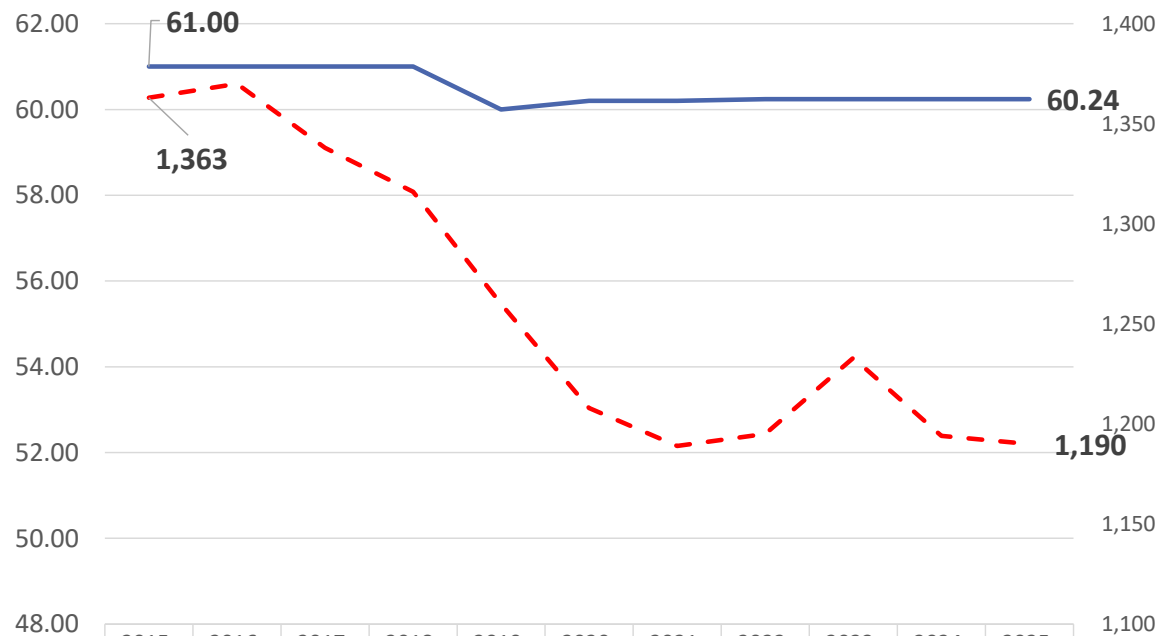
Teachers (FTE) – Regular Education - Elementary



	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
— FTE	119.0	119.0	116.0	113.0	110.0	116.0	118.0	121.0	123.0	121.0	121.0
- - Enrollment	2,393	2,325	2,301	2,264	2,156	2,249	2,324	2,418	2,377	2,362	2,428



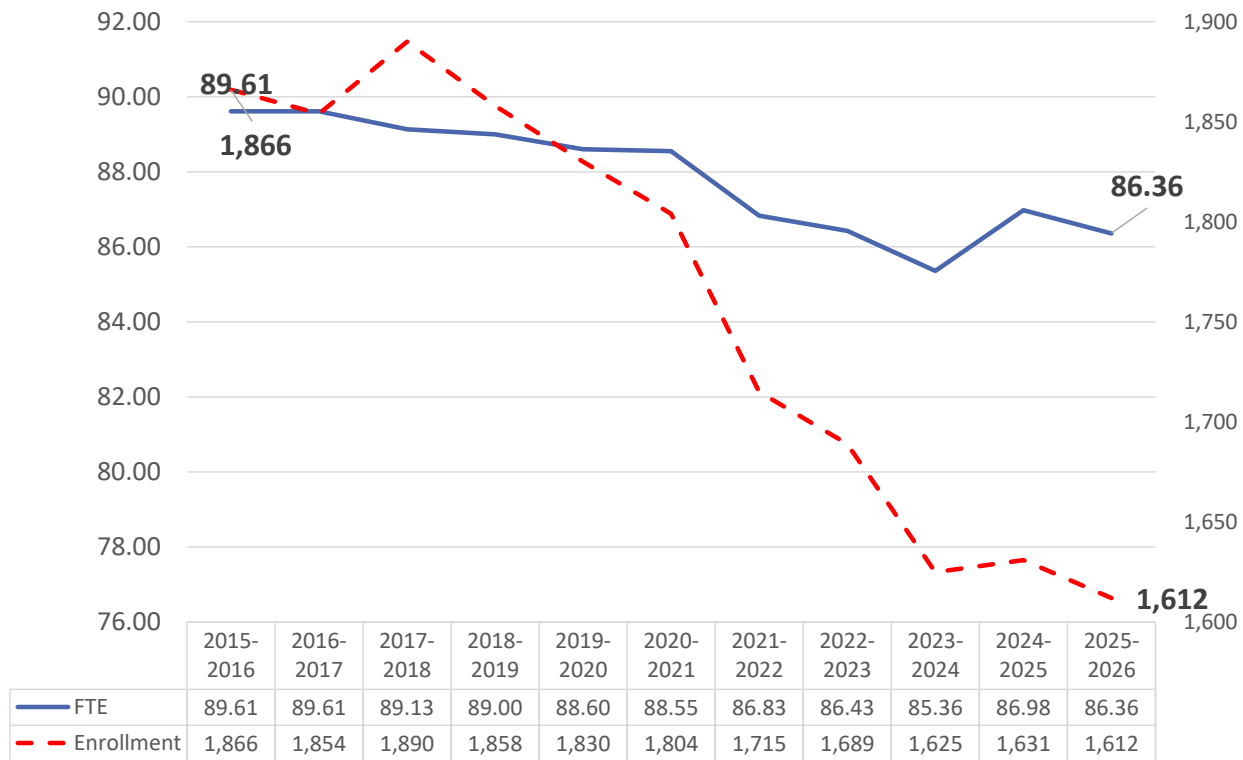
Teachers (FTE) – Regular Education – Middle School



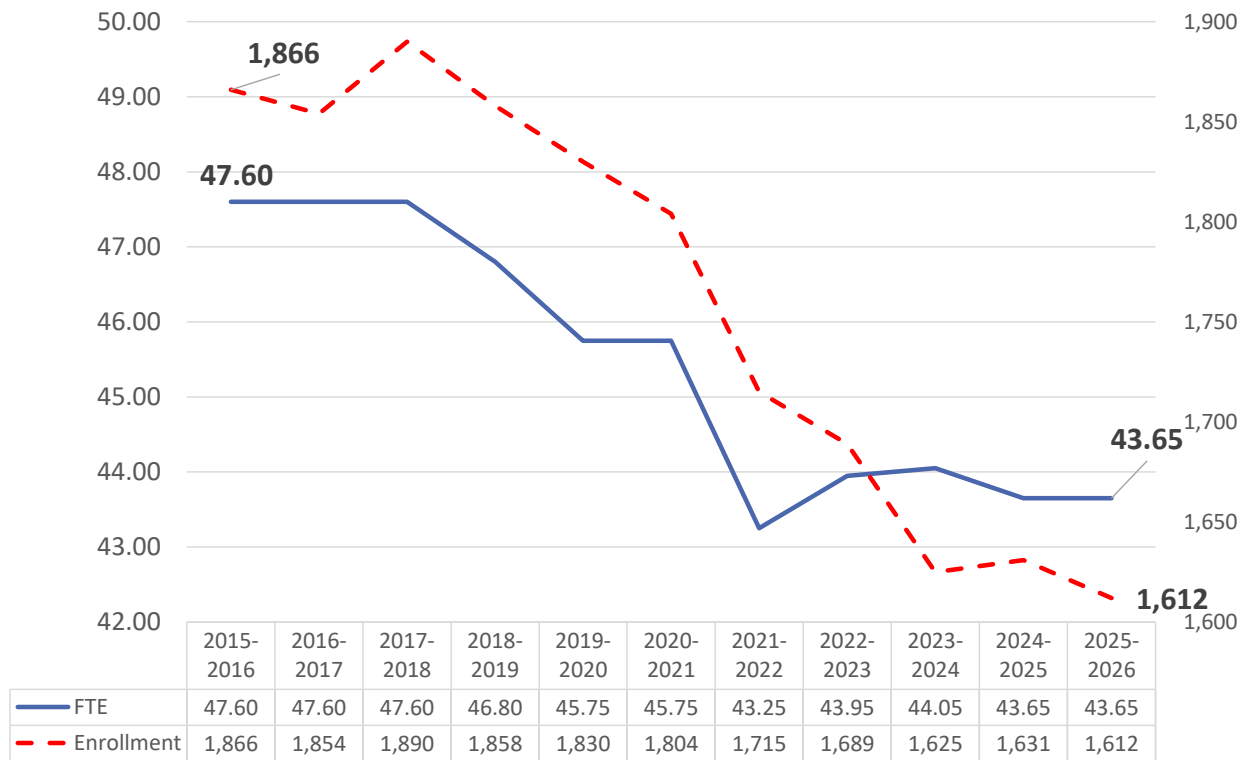
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
FTE	61.00	61.00	61.00	61.00	60.00	60.20	60.20	60.24	60.24	60.24	60.24
Enrollment	1,363	1,370	1,338	1,316	1,260	1,208	1,189	1,195	1,233	1,194	1,190



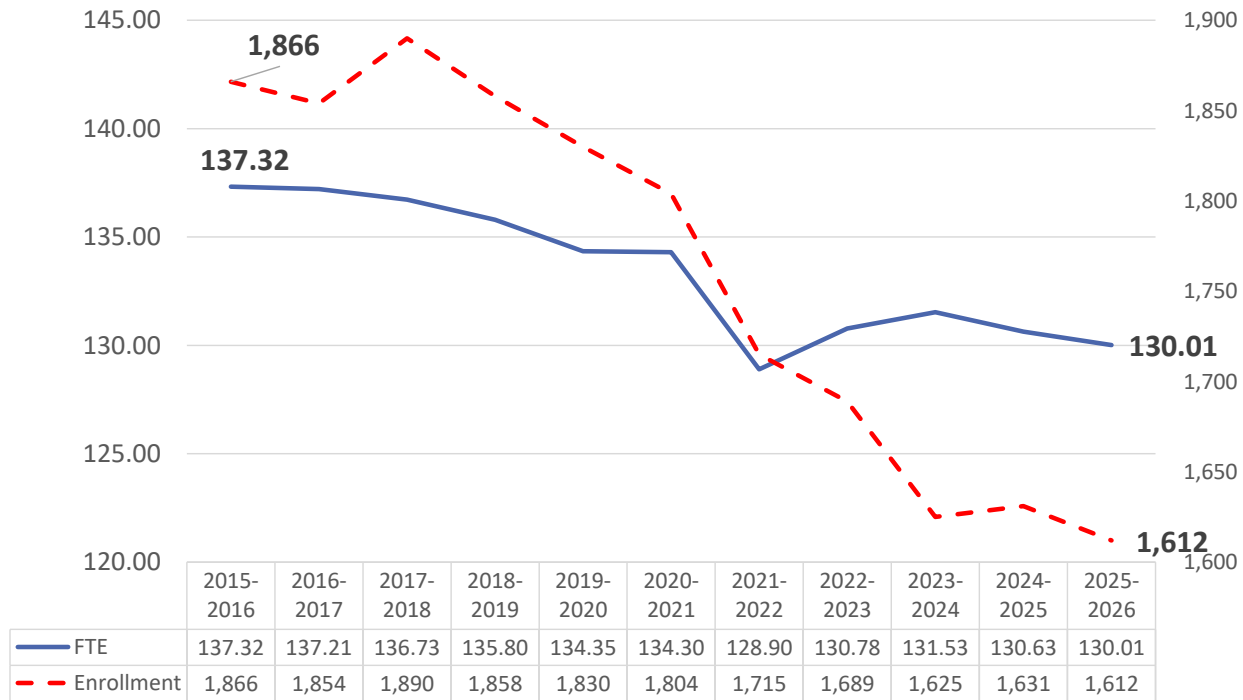
Teachers (FTE) – Regular Education – High School



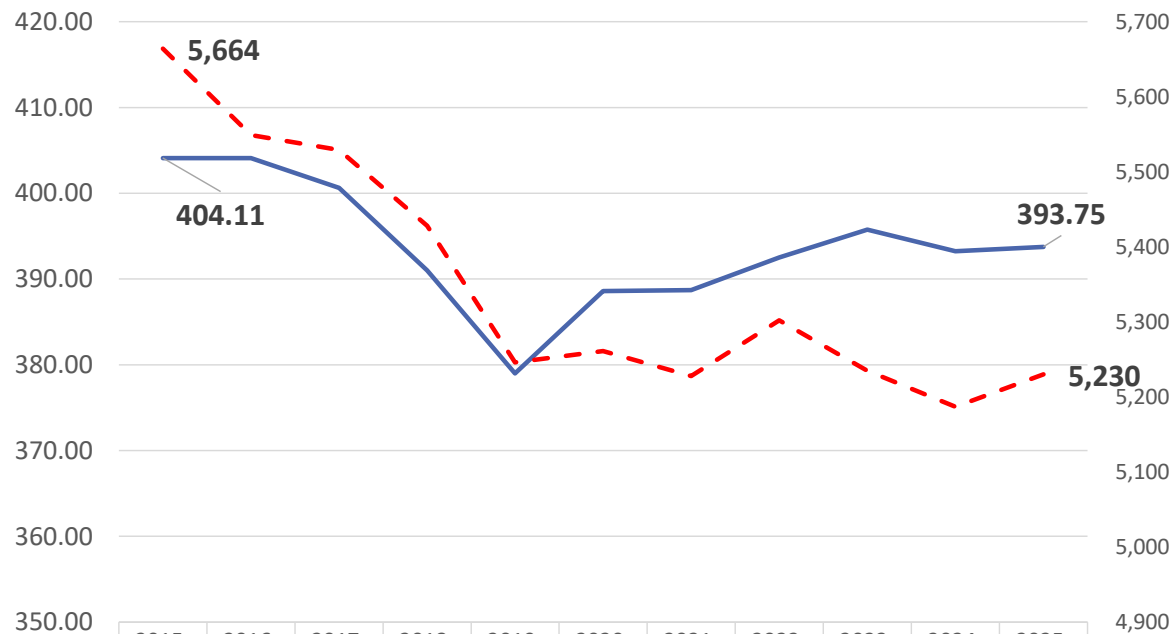
Teachers (FTE) – High School (Special Areas)



Teachers (FTE) – High School (Reg. Ed & Special Areas)



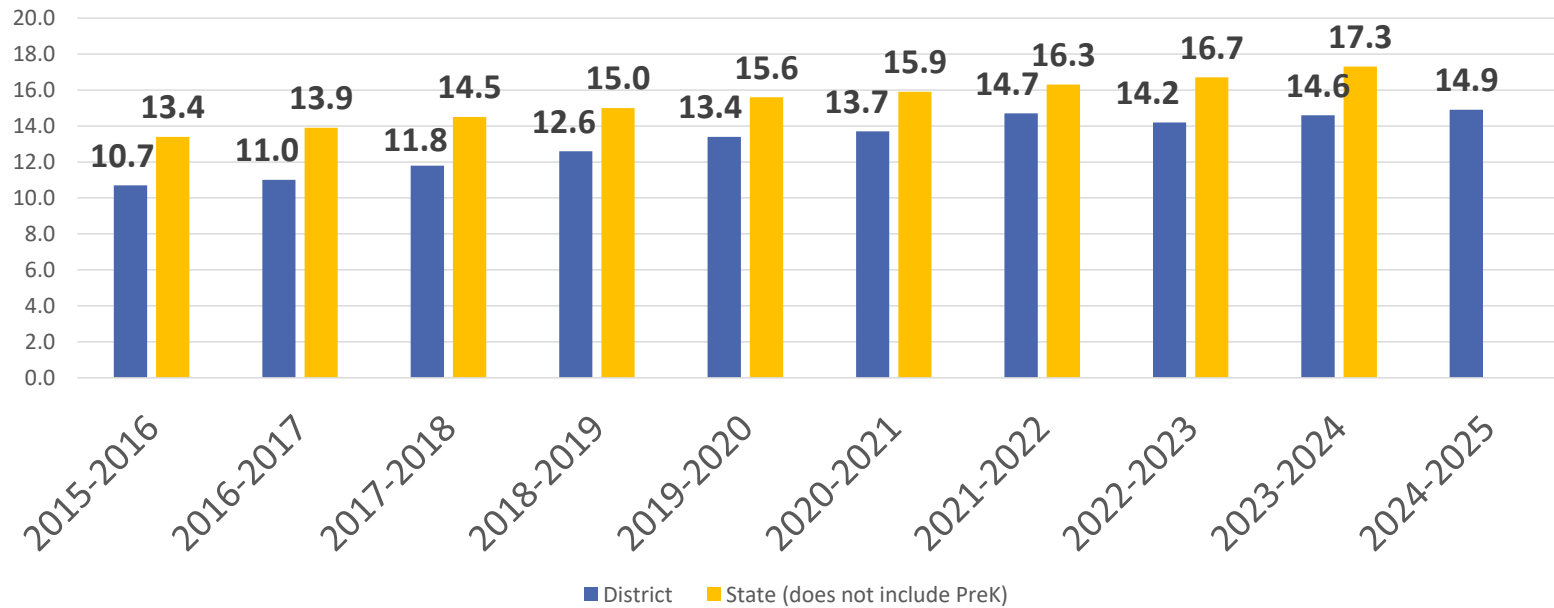
Teachers (FTE) – Regular Education & Special Areas



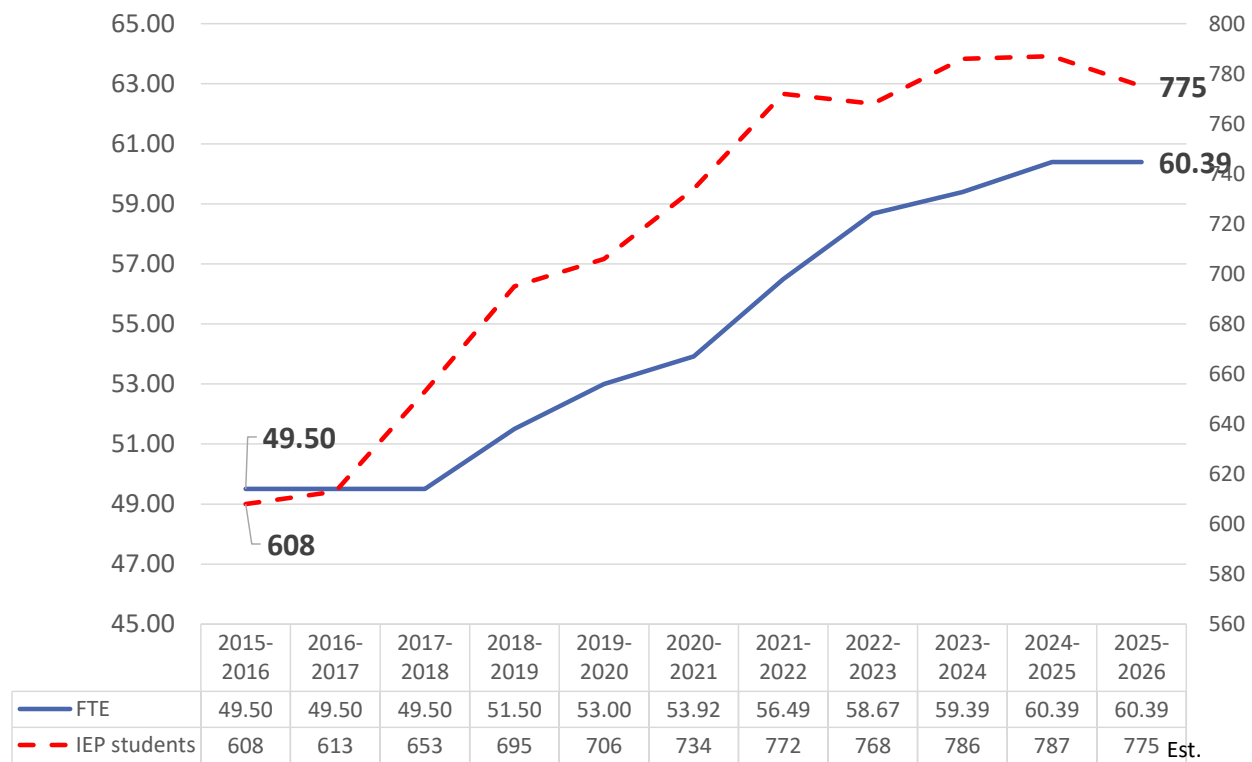
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
FTE	404.11	404.11	400.63	391.00	379.00	388.60	388.72	392.52	395.77	393.25	393.75
Enrollment	5,664	5,549	5,529	5,428	5,246	5,261	5,228	5,302	5,235	5,187	5,230



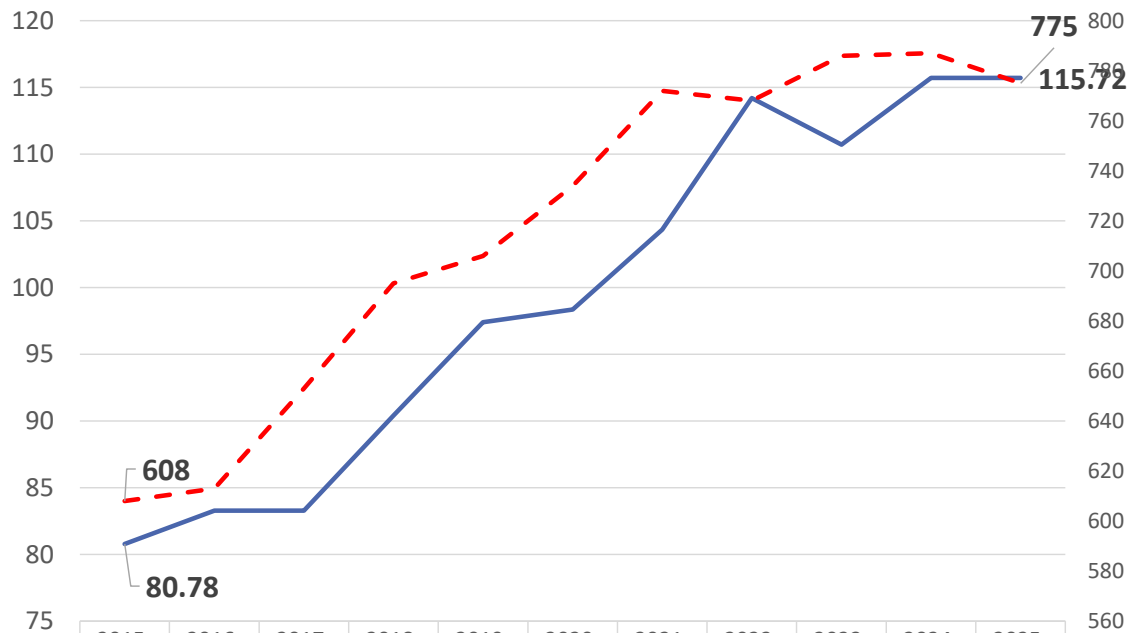
Percentage of Students with Disabilities



Teachers (FTE) – Special Education



Paraprofessionals (FTE) – Special Education



	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
— FTE	80.78	83.28	83.28	90.41	97.41	98.35	104.35	114.21	110.72	115.72	115.72
- - IEP students	608	613	653	695	706	734	772	768	786	787	775 Est.



Outplacement Tuition Expenditures

Fiscal Year	# of Students	Tuition Expense	Average Tuition	Tuition Exp. Index	Avg. Tuition Index
2020	42	\$2,159,295	\$51,412	100.0	100.0
2021	42	2,690,481	64,059	124.6	124.6
2022*	37	3,083,002	83,324	142.8	162.1
2023*	32	2,469,831	77,182	114.4	150.1
2024**	37	3,716,539	100,447	172.1	195.4
2025 (est.)	36	3,858,402	107,178	178.7	208.5
2026 (est.)	36	3,870,214	107,506	179.2	209.1

* Effective School Solutions (ESS) introduced 9-12

** Effective School Solutions (ESS) introduced 6-8

Fiscal Year	\$ Increase	% Increase
2026 (Budget) vs 2025 (Budget)	\$53,214	1.4%
2026 (Budget) vs 2025 (Projected)	\$11,812	0.3%



Budget Comparisons – Compound Annual Growth Rate

District (DRG A)	FY 13/14	FY 24/25	11 Yr Growth	FY25 11 Yr CAGR	FY26 12 Yr CAGR
Westport Public Schools	\$104,177,609	\$143,621,615	38%	2.96%	3.11%
Darien Public Schools	87,714,338	119,864,475	37%	2.88%	3.05%
New Canaan Public Schools	77,671,886	109,395,488	41%	3.16%	3.27%
Ridgefield Public Schools	82,029,557	115,041,000	40%	3.12%	3.21%
Weston Public Schools	45,575,418	59,339,701	30%	2.43%	2.48%
Wilton Public Schools	76,457,070	93,540,759	22%	<u>1.85%</u>	<u>2.00%</u>
			Median:	2.92%	3.08%
Westport BOE Budget	FY 24/25 Projected		FY25/26 Proposed		Growth
Total Certified Salaries	\$68,824,887		\$71,867,205		4.42%
% of total budget	47.9%		47.8%		



FYE Balances – Funds returned to Town

Fiscal Year	Funds returned to Town	% of Budget
2017	\$390,000	0.34%
2018	151,205	0.13%
2019	43,044	0.04%
2020*	616,805	0.52%
2021 (release of BOE COA funds)	675,000	0.55%
2021	887,568	0.73%
2022	268,481	0.21%
2023	972,673	0.75%
2024	<u>636,862</u>	0.47%
TOTAL	\$4,641,638	



Tuition Receipts – Transferred to Town

Fiscal Year	Tuition Receipts	% of Budget
2017	\$136,666	0.12%
2018	157,337	0.14%
2019	168,247	0.14%
2020	216,755	0.18%
2021	255,534	0.21%
2022	246,422	0.20%
2023	305,768	0.24%
2024	<u>286,079</u>	0.21%
TOTAL	\$1,772,808	



Education Cost Sharing Grant – Direct Payment to Town

Fiscal Year	ECS Amount	% of Budget
2017	\$454,422	0.40%
2018	380,517	0.33%
2019	493,831	0.42%
2020	526,903	0.45%
2021	588,050	0.48%
2022	560,319	0.45%
2023	474,063	0.37%
2024	<u>697,600</u>	0.51%
TOTAL	\$4,175,705	



Percent of Annual Budget Credited Back to Town

Fiscal Year	Funds Returned	Tuition Receipts	Education Cost Sharing Grant	TOTAL PERCENT CREDITED BACK
2017	0.34%	0.12%	0.40%	0.86%
2018	0.13%	0.14%	0.33%	0.60%
2019	0.04%	0.14%	0.42%	0.60%
2020	0.52%	0.18%	0.45%	1.15%
2021	1.28%	0.21%	0.48%	1.97%
2022	0.21%	0.20%	0.45%	0.86%
2023	0.75%	0.24%	0.37%	1.36%
2024	0.47%	0.21%	0.51%	1.19%
			Mean	1.07%
			Median	1.01%





Q&A

2025-2026 BOARD OF EDUCATION RECOMMENDED BUDGET

MAY 5, 2025 – PRESENTATION TO THE REPRESENTATIVE TOWN MEETING

**WESTPORT PUBLIC SCHOOLS
PRIVATE SCHOOL BUDGET**

Object Code	Description	2021-2022 Year-End Expenditures	2022-2023 Year-End Expenditures	2023-2024 Year-End Expenditures	2024-2025 ADOPTED BUDGET	2025-2026 RECOMMENDED BUDGET
109	Special Ed Teacher	56,661	57,130	62,837	62,181	63,891
126	Nurses	53,944	54,127	55,030	56,131	58,375
155	Non-Certified Subs					
210	Health Insurance	12,175	12,175	12,175	17,654	17,654
220	FICA/Med	4,718	4,464	4,522	5,196	5,392
510	Pupil Transportation	339,707	305,317	369,907	367,621	382,854
517	Pupil Transp - Fuel, Buses	29,723	31,850	24,404	36,000	36,000
	TOTAL	\$ 496,928	\$ 465,063	\$ 528,875	\$ 544,783	\$ 564,166

**WESTPORT PUBLIC SCHOOLS
2025-2026 REVENUE OFFSET BUDGET**

		# Students	Pre-School	Total Revenue Offset Budget
PROJECTED REVENUE			\$ 243,970	\$ 243,970
Tuition Type	Est. Tuition			
PRE-SCHOOL				
5 days per week (1/2 Day)	\$ 8,794	10	\$ 87,940	87,940
Full Day	\$ 13,568	11	\$ 149,246	149,246
Employee 1/2 Day	\$ 2,198	-	\$ -	-
Employee Full Day	\$ 3,392	2	\$ 6,784	6,784
APPROPRIATION REQUESTED		23	\$ 243,970	\$ 243,970
BUDGETED EXPENDITURES				
STAFF				
Teacher		1.20	98,880	98,880
Paraprofessionals		1.00	\$ 41,534	41,534
Nurse		0.20	\$ 15,645	15,645
BENEFITS				
Health			\$ 42,224	42,224
Social Security/Medicare			\$ 5,808	5,808
CONTRACTED SERVICES				
(OT/PT, Consultations, Evals Other)			\$ 39,879	39,879
PROJECTED EXPENDITURES		2.40	\$ 243,970	\$ 243,970
Revenue generated but no appropriation requested for:				
Non Resident Tuition estimate			-	
Employee Tuition estimate	\$ 280,000			

**RTM Finance Committee Meeting
The Board of Education's 2025 – 26 Operating and Ancillary Budgets
April 29th, 2025
Meeting via Zoom**

On Tuesday, April 29th, the RTM Finance Committee met to consider the Westport Board of Education's 2025-26 Operating Budget of **\$150,371,920**. In addition to the Operating Budget, three other ancillary budgets were presented. They are:

- a. BOE Program Expenses of **\$243,970** (Stepping Stones Preschool Budget)
- b. Aid to Private Schools of **\$564,166** (Greens Farms Academy, Pierrepont School)
- c. BOE Debt Service of **\$7,679,643** (Town assigned)

In total, with the proposed Operating Budget and the three ancillary items above, the RTM will consider a total 2025 – 2026 BOE Budget proposal of **\$158,859,699**.

In Attendance for the RTM Finance Committee:

- Seth Braunstein – Chairman
- Ari Benmosche
- Nancy Kail
- Pam Kopack
- Don O'Day

For the Board of Education & School District:

- Lee Goldstein – BOE Chairwoman
- Dorie Hordon – BOE Vice Chairwoman
- Kevin Christie BOE Member
- Abby Tolan BOE Member
- Thomas Scarice – Superintendent of Schools
- Elio Longo – Chief Financial Officer
- John Bayers – Assistant Superintendent of Human Resources and General Administration
- Anthony Buono – Assistant Superintendent of Teaching and Learning

Other RTM Members in Attendance:

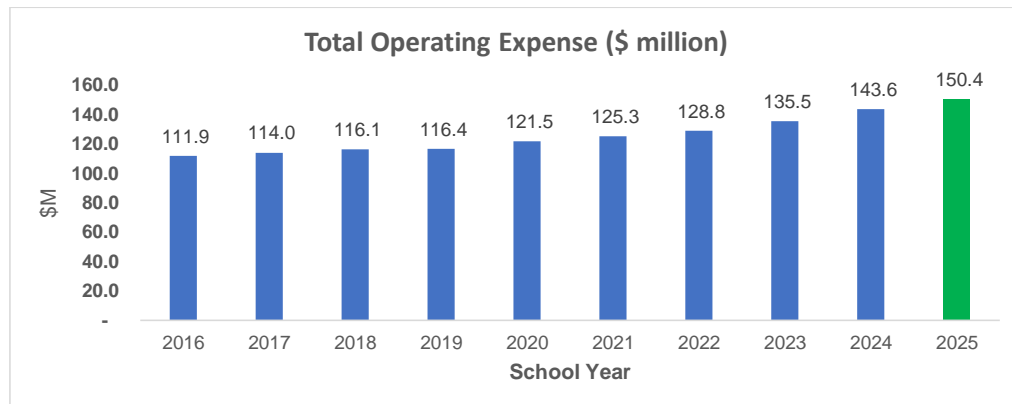
- Andrew Colabella
- Jimmy Izzo
- Lauren Karpf
- Kristin Mott Purcell
- Chris Tate
- Julia Whamond

2025 – 2026 Operating Expense

Operating Expense Overview

The Board of Education’s proposed Operating Expense budget for the 2025-26 School year is **\$150,371,920** which is **\$6,750,305** or **4.70%** higher than the budget for the current school year. Taking a longer-term view, on a ten-year compounded annual growth basis, inclusive of this proposed budget, total Operating Expenses for our schools reflects a 3.34% increase. As discussed throughout this report, the Total Benefits line (i.e., health care) is the key driver related to rising costs followed by Other Purchased Services (buses).

\$ million	Budget Proposal 2025-26	2025 - 2026 Proposed Budget				Historical View	
		vs Latest Forecast		vs 2024-25 Budget		2016 to 2026	ten yr
		H/(L) \$	%	H/(L) \$	%	CAGR	growth
Total Expense	150.4	7.0	4.89%	6.8	4.70%	3.34%	34%
- Total Salaries	94.0	4.2	4.67%	4.2	4.69%	2.68%	27%
- Total Benefits	26.2	1.7	6.73%	1.6	6.39%	5.61%	63%
- Total Purchased Services	2.6	0.3	10.85%	0.2	8.81%	5.01%	55%
- Total Property Services	7.9	0.2	3.24%	0.3	4.57%	2.56%	26%
- Other Purchased Services	14.3	0.4	2.89%	0.1	0.96%	5.37%	60%
- Supplies	3.4	0.4	12.29%	0.4	12.99%	2.27%	22%
- Equipment	1.1	(0.1)	-10.27%	(0.1)	-10.27%	-3.54%	-28%
- Other	0.8	0.0	0.49%	0.0	0.48%	4.80%	53%



Operating Expense Detail

Central to the RTM Finance Committee’s discussions with the Administration and the Board of Education was their ongoing effort to “bend the curve” of rising costs without impacting the quality of Westport’s schools. The BOE described their process of receiving the Superintendents’ budget and eliminating a total of three proposed additional hires. Two of the hires that were

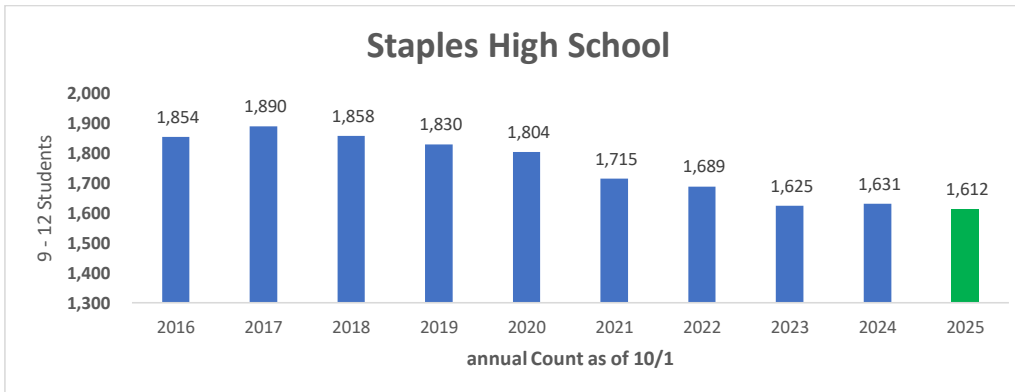
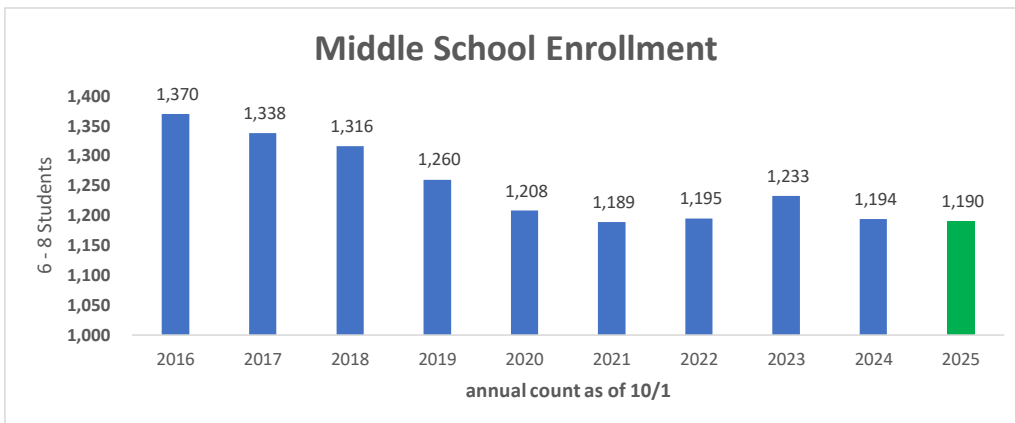
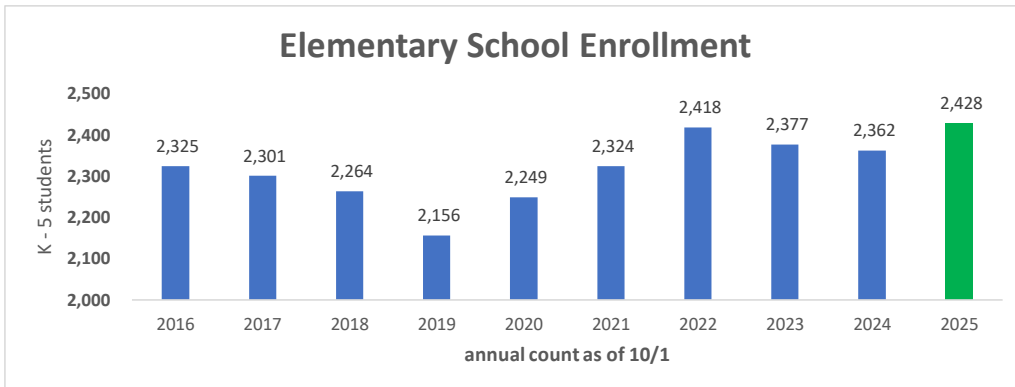
recommended by the Superintendent and, ultimately, not included in the BOE’s budget are “half FTE” Assistant Principals at four of the five Elementary Schools. After a lengthy discussion, the BOE chose to remove the Assistant Principal positions. The net savings was \$406k. The third full time FTE position that was recommended but not carried in the BOE’s budget was a Facilities Project Coordinator. Keeping the responsibilities for the role within existing staff generated a savings of \$139k. Working with the Administration the Board also eliminated two regular buses by working with First Student to improve route management. The bus savings was \$231K. Offsetting the Board of Education’s savings over the Superintendent’s budget were two key additional costs: 1) \$547K in additional health care costs that was recommended by the State’s Plan coordinator. These additional health care costs represent an increase of 11% year-over-year. Also added to the BOE’s budget was \$207k in additional outplacement tuition for special education.

A significant part of the Finance Committee’s review with the BOE focused on how they have managed health care expenses. As seen in the chart on page 2, Total Benefits (primarily health care) is the line item with the largest cost increase by every comparison: a ten-year compounded annual growth rate (CAGR), a straight ten-year comparison back to 2016, and a simple year-over-year basis. As high as the increases are, the number could have been worse. The BOE and the Administration described seizing opportunities to lower costs by actively moving employee health care plans from a self-insured plan, then to a state partnership, then back to self-insured and now back to a state plan. The savings from this active management was estimated to be several million dollars. It must be highlighted that these actions by the BOE and the Administration are more than just shifting from Plan A, to Plan B, back to A and then back to B; each move had to be carefully discussed and negotiated with the employee unions serving our school before any move could be made. Ultimately, the unions agreed and the health care savings were realized. Going forward, the BOE will look at further reducing transportation expense by exploring an opt-in / opt-out process for bus routes. The high costs associated with bus transportation are seen in Other Purchased Services which is just behind Benefits when looking at cost increases.

Student Enrollment Overview

The proposed budget calls for an enrollment of **5,327** students next year which is **43** more than this school year. The chart below shows that enrollment is largely in line with where it was ten years ago. These numbers require a close look as Elementary enrollment has moved higher those students will move on to Middle School and Staples. See the ten-year trend charts on page 4.

	Budget Proposal 2025-26	2025 - 2026 Proposed Budget				Historical View	
		vs Latest Forecast		vs 2024-25 Budget		2016 to 2026	ten yr growth
		H/(L) #	%	H/(L) #	%	CAGR	
Enrollment (10/1 count)	5,327	43	0.8%	(59)	-1.1%	-0.50%	-5%
- Stepping Stones	61	-	0.0%	(4)	-6.2%	1.87%	11%
- Elementary	2,428	66	2.8%	-	0.0%	0.48%	4%
- Middle School	1,190	(4)	-0.3%	(28)	-2.3%	-1.30%	-13%
- Staples	1,612	(19)	-1.2%	(25)	-1.5%	-1.37%	-13%
- Placed Out of District	36	-	0.0%	(2)	-5.3%	2.66%	20%



Student Enrollment Detail

The Administration and the BOE completed a redistricting effort at the **Elementary** level which will begin in September of 2025. Their primary redistricting objective is to address the ongoing increase in enrollment at the Elementary School level by reducing isolated overcrowding and thereby keeping sections flat, year-over-year. Redistricting also helps eliminate the need for modular classrooms

As the charts on page 4 show, with the onset of Covid in 2020, Westport schools have seen a significant spike of enrollment at the K-5 level. This has slowed in the last two years although Elementary enrollment is projected to increase again in 2025-26

If the gradual decline from the peak Elementary enrollment levels from the 2022 – 2023 school year continues, staffing will have to be addressed as sections within the system could possibly be lowered as the requisite cost savings.

Staffing Overview

Total Staff throughout the school system is budgeted at **966** next year, an increase of **4.5** positions over this year driven by 2 permanent subs, 1.5 new teachers and new technology assistant.

	Budget Proposal 2025-26	2025 - 2026 Proposed Budget				Historical View	
		vs Latest Forecast		vs 2024-25 Budget		2016 to 2026	ten yr growth
		H/(L) #	%	H/(L) #	%	CAGR	
Total Staff	966	4.5	0.5%	2.8	0.3%	0.41%	4%
- Certified	605	1.5	0.2%	(0.2)	0.0%	0.12%	1%
- Non-Certified	361	3.0	0.8%	3.0	0.8%	0.93%	10%

Questions asked of the Administration and the BOE focused on more detailed “cost bending” discussions around ongoing management of Health Care costs and the savings associated with the effective school solutions program that helps keep students with special needs in the district. Additionally, there were discussions around the return of budgeted funds from the BOE to the Town. For the year ending on June 30, 2024, the BOE returned \$637k of unspent funds.

Voting

The total of the Operating Budget, the costs associated with Stepping Stones (before revenue offset), the required contributions to Greens Farms Academy and Pierpont School, and the BOE’s share of the Town’s Debt service is **\$158,859,699**. RTM Finance Committee Chair Seth Brunstein made the motion to approve and it was seconded by Pam Kopack The vote to approve was 5-0.

Submitted by Don O’Day
 RTM Finance Committee
 May 2, 2025

RTM Education Committee Meeting
April 29, 2025

On April 29, 2025, members of the RTM Education Committee met via Zoom to discuss and vote on the Board of Education's FY 2025-2026 Operating Budget, totaling \$150,371,920, an increase of 4.70% over the prior year.

Members Present:

Education Committee - Lauren Karpf, Kristin Schneeman, Brandi Briggs, Lou Mall, Candace Banks, Jack Klinge, David Rosenwaks, Kristin Purcell.

Others Present:

Lee Goldstein, Elio Longo, John Bayers, Anthony Buono, Jay Keenan, Don O'Day, Jimmy Izzo, Ari Benmosche, Pam Kopack, Liz Heyer, Kevin Christie, Abby Tolan, Susan Chipouras, Joseph Renzulli, Srikanth Puttagunta.

Background:

By way of background, the Administration presented its budget to the Superintendent at \$151,173,484 or a 5.26% increase. Superintendent Scarice reduced that amount by \$816,073 and presented his proposed budget to the BOE at approximately \$150,357,411 or a 4.69% increase. After difficult choices and a focus on cost savings, the BOE adjusted the budget to \$148,921,920 or a 3.69% increase. However, additional costs in health insurance and special education outplacement increased the budget to a total of \$150,371,920.

Discussion:

Lee Goldstein and the Administration presented the Operating Budget.

This year, the BOE voted not to restore two full-time Assistant Principal positions (to be shared among four elementary schools) that had been cut from the budget several years ago, as well as a Facilities Project Coordinator position. That decision resulted in a downward adjustment of \$538,755. In addition, with knowledge gained from its transportation study, the BOE reduced its transportation costs by eliminating two buses from its fleet. That resulted in an adjustment of \$231,351. In total, those decisions made by the BOE resulted in a \$770,106 reduction from the Superintendent's proposed budget.

Aside from increased health insurance costs (an increase of 11% year over year), the budget increase this year is due to continuing high enrollment, special education costs, including a high number of students with complex needs, and outplacement of students whose needs cannot be met in the district.

As in prior years, salary and benefits comprises 80% of the operating budget. Enrollment in the 2025-2026 school year is expected to increase by 43 students, with an increase of 66 students at

the elementary level. That said, the number of full-time teachers at the elementary level (and throughout the district) will remain flat next year, in part due to the redistricting plan that rebalances two of the elementary schools.

Committee members thanked the BOE and Administration for their tireless work over the past year, and for a clear and in-depth presentation. We discussed enrollment numbers at the middle schools, including the fact that a redistricting of the middle schools is not necessary at this time; the shortage of substitutes across the state; and the potential impact of a cut to the almost \$700,000 Education Cost Sharing grant (this is a state grant, not federal, and we are waiting on guidance from the state). A committee member asked if next year the BOE could attempt to forecast key assumptions in the following year's budget. A question was also asked about concerns in this year's budget. These include health insurance and special education costs.

A motion was made by Jack Klinge and seconded by Kristin Schneeman to approve the \$150,371,920 Operating Budget. The motion passed 8-0.

We then reviewed the expenses generated by Stepping Stones Preschool of \$243,970; the nursing and transportation costs for two Westport private schools totaling \$564,166; and the debt service calculation of \$7,679,643. The total 2025-2026 Education Budget, including the Operating Budget plus the three items listed above, amounts to \$158,859,699.

Vote:

Jack Klinge made a motion to approve the FY 2025–2026 Operating Budget of \$150,371,920. Kristin Schneeman seconded the motion. The motion passed 8-0.

Candace Banks made a motion to approve the FY 2025-2026 total Education Budget of \$158,859,699. Kristin Schneeman seconded the motion. The motion passed 8-0.

Submitted by:
Lauren Karpf
Chair, RTM Education Committee
April 29, 2025

BOE CAPITAL FORECAST - FY25 FUNDING REQUEST

Schedule BOE-1C

	FY25	FY26	Total Cost	
	<u>Request</u>	<u>Associated Cost</u>	<u>Estimate</u>	<u>Funding</u>
?				
DW-012	Install ductless splits in various buildings	375,312	0	375,312 Bond & Note
SHS-002	Evaluation of auditorium stage rigging and lighting	1,188,136	0	1,188,136 Bond & Note
SHS-004	Replace sports flooring (Approved BOF)		0	0 Bond & Note
SHS-005	Upgrade of pool mechanicals	273,996	0	273,996 Bond & Note
SHS-007	Replace AHUs and install BMS	20,004	259,671	279,675 Bond & Note
SHS-008	Replace pumps in boiler room	10,917	141,710	152,627 Bond & Note
SHS-010	Replace Area B indoor AHUs, BMS controls	333,702	4,331,745	4,665,447 Bond & Note
SHS-011	Area D AHU at gym	75,556	980,783	1,056,339 Bond & Note
SHS-012	Area D AHU at gym with AC and BMS controls	80,788	1,048,701	1,129,489 Bond & Note
SHS-013	Area E AHU in Penthouse and BMS controls	56,651	735,384	792,035 Bond & Note
SHS-014	Install packaged chiller for Area E and J	22,727	294,270	316,997 Bond & Note
SHS-015	Replace gas fired makeup air units & BMS controls	63,938	829,973	893,911 Bond & Note
BMS-011	Upgrade science labs	32,000	414,340	446,340 Bond & Note
BMS-012	Structural slab repairs/masonry/interior tile	20,271	263,136	283,407 Bond & Note
CES-004	Media Center and Main Office HVAC upgrades	110,133	0	110,133 Bond & Note
CES-006	New split system A/C for IT closet	83,619	0	83,619 Bond & Note
GF-002	Replace VAV boxes	40,833	530,324	571,157 Bond & Note
GF-003	Replace hot water boiler, pumps and valves	84,801	1,101,376	1,186,177 Bond & Note
GF-004	Replace indoor AHU with dehumidifier, 8200 CFM	17,132	222,506	239,638 Bond & Note
KHS-006	Boiler replacement, pump replacement	37,758	490,137	527,895 Bond & Note
SES-003	Replace cooling towers	53,500	628,337	681,837 Bond & Note
	2,981,774	12,272,393	15,254,167	
DW-008	Painting exterior façade components	13,650	172,970	186,620 Capital & Non-recurring
SHS-003	Evaluation of mechanicals	50,000	0	50,000 Capital & Non-recurring
GF-005	Major maintenance of 265 ton water cooled chiller	10,606	137,746	148,352 Capital & Non-recurring
GF-007	Chilled water pumps and controls	10,000	74,953	84,953 Capital & Non-recurring
SES-006	Concrete repair at NE addition	6,566	85,226	91,792 Capital & Non-recurring
	90,822	470,895	561,717	
Total Appropriation request	\$3,072,596	\$ 12,743,288	\$ 15,815,884	

Bond and Note	122,446
Capital and Non-Recurring	80,822
February 5, 2025 Approval	203,268



April 9, 2025

Westport-2025 CIP

Project status update on BOF Approvals provided on 2/5/2025

The following summaries are for the projects that were approved by the Board of Finance at their February 5, 2025 Meeting:

DW-008 Painting of exterior facade components

This funding will address the RFP scope for the exterior painting scope of work required at various schools based on the prior building envelope study findings performed by Silver Petrucelli Architects.

SHS-003 Evaluation of mechanicals

This funding has been allocated for the detailed assessment of the various mechanical projects listed on the 2025 CIP and has been completed by Colliers Project Leaders in advance of the RFPs issued on March 24, 2025, to obtain further engineering design evaluations of specific mechanical systems at several of the schools.

SHS-008 Replace pumps in boiler room

This funding is allocated for the initial assessment of the boiler room pumps by Colliers Project Leaders as part of the investigative work associated with this RFP that was issued on March 24, 2025, for further engineering evaluation.

BMS-012 Structural slab repairs/masonry/interior tile

This funding will address the costs for the initial design RFP and the subsequent design documentation package from the selected architect to address the necessary repairs at BMS as referenced within the Antonozzi report.

GFS-005 Major maintenance of 265-ton water cooled chiller

This funding is allocated for the initial assessment of the water cooled chiller to confirm the required next steps for maintenance and if a more specific RFP will be required or if the manufacturer can adequately address the necessary scope of work.

KHS-006 Boiler and pump replacement

This funding is allocated for the initial engineering assessment of the boiler and pump replacement study by a design firm as part of the more inclusive mechanical evaluation of the school as requested within the associated RFP issued on March 24, 2025.



SES-003 Replace cooling towers

This funding is allocated for the initial engineering assessment and design for the replacement of the two existing cooling towers as requested within the associated RFP issued on March 24, 2025.

SES-006 Concrete repair at NE addition

This funding will address the RFP for the concrete repair scope of work required at the NE addition as well as the anticipated design documentation package from the selected architect.

04/29/2025

RTM Finance and Public Works Committee Meeting

Meeting via Zoom

To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, to approve an appropriation in the amount of \$122,446 along with bond and note authorization to the educational facilities improvement fund account for the Board of Education FY25 building projects SHS-008; BMS-012; KHS-006; SES-003 included on Schedule BOE-1C and an appropriation in the amount of \$80,216 from the Capital and Non-Recurring Account Fund Account for projects DW-008, SHS-003, SES-006, and GFS-005 also identified on Schedule BOE-1C. In Attendance

For RTM Finance:

- Seth Braunstein – Chair, RTM Finance Committee
- Nancy Kail – RTM Finance Committee
- Don O’Day – RTM Finance Committee
- Pam Kopack - RTM Finance Committee
- Ari Benmosche - RTM Finance Committee

For the BOE/Schools:

- Thomas Scarice - Superintendent of Schools
- Elio Longo – Westport Schools’ CFO
- John Bayers - Assistant Superintendent of Human Resources & General Administration, Title IX Coordinator
- Anthony Buono - Assistant Superintendent of Teaching & Learning
- Lee Goldstein – Chair, BOE
- Abby Tolan - BOE

On Tuesday evening, April 29th the RTM Finance committee met with schools’ leadership to discuss an appropriation request in the amount of \$202,662 to cover “soft costs” associated with a series of schools related capital improvement projects that were approved by the BOF at their February 5th, 2025 meeting.

DW-008 Painting of exterior facade components

- This funding will address the RFP scope for the exterior painting scope of work required at various schools based on the prior building envelope study findings performed by Silver Petrucelli Architects.

SHS-003 Evaluation of mechanicals

- This funding has been allocated for the detailed assessment of the various mechanical projects listed on the 2025 CIP and has been completed by Colliers Project Leaders in advance of the RFPs issued on March 24, 2025, to obtain further engineering design evaluations of specific mechanical systems at several of the schools.

SHS-008 Replace pumps in boiler room

- This funding is allocated for the initial assessment of the boiler room pumps by Colliers Project Leaders as part of the investigative work associated with this RFP that was issued on March 24, 2025, for further engineering evaluation. BMS-012 Structural slab repairs/masonry/interior tile. This funding will address the costs for the initial design RFP and the subsequent design documentation package from the selected architect to address the necessary repairs at BMS as referenced within the Antonozzi report.

GFS-005 Major maintenance of 265-ton water cooled chiller

- This funding is allocated for the initial assessment of the water cooled chiller to confirm the required next steps for maintenance and if a more specific RFP will be required or if the manufacturer can adequately address the necessary scope of work.

KHS-006 Boiler and pump replacement

- This funding is allocated for the initial engineering assessment of the boiler and pump replacement study by a design firm as part of the more inclusive mechanical evaluation of the school as requested within the associated RFP issued on March 24, 2025.

For Finance: Don O'Day motioned and was seconded by Nancy Kail and the appropriation request was recommended for approval by a vote of 4 in favor, zero opposed and one abstention.

Respectfully submitted by,

Seth Braunstein

Chair of the RTM Finance Committee

**RTM Education Committee Meeting
April 29, 2025**

1. On April 29, 2025, members of the RTM Education Committee met via Zoom to discuss and vote on the following appropriation:

“To take such action as the meeting may determine, upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, to approve an appropriation in the amount of \$122,446 along with bond and note authorization to the educational facilities improvement fund account for the Board of Education FY25 building projects SHS-008; BMS-012; KHS-006; SES-003 included on Schedule BOE-1C and an appropriation in the amount of \$80,216 from the Capital and Non-Recurring Account Fund Account for projects DW-008, SHS-003, SES-006, and GFS-005 also identified on Schedule BOE-1C.”

Members Present:

Education Committee - Lauren Karpf, Kristin Schneeman, Lou Mall, Candace Banks, Jack Klinge, David Rosenwaks, Kristin Purcell.

Others Present:

Lee Goldstein, Elio Longo, John Bayers, Anthony Buono, Jay Keenan, Don O’Day, Jimmy Izzo, Ari Benmosche, Pam Kopack, Liz Heyer, Kevin Christie, Abby Tolan, Susan Chipouras, Joseph Renzulli, Srikanth Puttagunta.

Discussion:

Elio Longo presented an appropriation request in the amount of \$202,662 for soft costs associated with a list of capital projects pertaining mostly to painting and mechanical work. The Committee asked several questions about upcoming capital funding requests, largely focused on maintenance and HVAC. We also discussed other investments in school facilities.

Vote:

Kristin Schneeman made a motion to approve this appropriation; Jack Klinge seconded the motion. The motion passed 7-0.

2. The Education Committee also met with the Long Lots School Building Committee for a brief update on the progress and timing of the new school. The LLSBC last met with the Education Committee on January 6, and we hope to include another update prior to the vote on funding this summer. In total, the LLSBC has met 55 times since its inception. They are currently in the design/development phase, and expect to have plans in the next week or so. In terms of timing, they hope to begin the funding process before the BOF and RTM in May or

June, with at least two meetings with the BOF followed by an anticipated special meeting for the RTM vote. The new school will take approximately 20 months to complete, and another 8-10 months to demolish the current building and finish the site work. Finally, we discussed the impact of tariffs and potential delays because of supply chain concerns due to increased construction in CA. It is too soon to know any specifics, but the LLSBC has asked the Construction Manager to keep them updated on any industry supply chain issues or cost increases to hopefully minimize the impacts. The LLSBC showed the committee floor plans and pictures, both of which were met with positive comments. The Education Committee thanked the LLSBC for all of their hard work over the past 2.5 years.

Submitted by:
Lauren Karpf, Chair, RTM Education Committee
April 29, 2025



CONSERVATION DEPARTMENT
TOWN HALL – 110 MYRTLE AVENUE
WESTPORT, CT 06880
P 203.341.1170 F 203.341.1088

TO: Jeff Wieser, RTM Moderator
CC: Jeff Dunkerton, Town Clerk
FROM: Colin Kelly, Conservation Director
DATE: April, 21, 2025

**RE: Request to Amend Appendix C – Fees
Section 1 Schedule of Fees
Chapter 2 Administration
2-55 Land Use Fees
Conservation Department and Conservation Commission**

I am writing to respectfully request that the Representative Town Meeting consider adopting changes to the Town Code governing the fees of the Conservation Department and Commission. Attached is a narrative explaining the changes and the reasons for them as well as changes to Section 2-55 of the Code itself. These have been reviewed and approved by the Conservation Commission.

I am hoping that a First Reading by the RTM may occur during its May meeting, with a Second Reading and adoption in time for the start of the 2025/2026 fiscal year on July 1, 2025.

I am aware that I will need to appear before various RTM Committees to further discuss and evaluate the changes.

Thank you in advance for your favorable consideration of this request.

Fees/2025/RTM submission/J.Wieser Request



CONSERVATION DEPARTMENT
 TOWN HALL – 110 MYRTLE AVENUE
 WESTPORT, CT 06880
 P 203.341.1170 F 203.341.1088

TO: Representative Town Meeting
 CC: Jeff Dunkerton, Town Clerk
 FROM: Colin Kelly, Conservation Director
 DATE: April, 21, 2025

RE: Proposed Fee Schedule Changes

The Connecticut General Statutes state that municipalities may establish “reasonable fees” for the processing of applications. (**Sec. 8-1c. Fees for municipal land use applications.**) The Conservation Department fees are found within Appendix C for the Westport Code of Ordinances, found under Section I. Conservation Department: Inland Wetlands and Watercourse (IWW) Regulations and the Waterway Protection Line Ordinance (WPLO). Wherein it states: “*The above fees shall be reviewed by the Conservation Director at least every three years and recommendations submitted to the Conservation Commission and the RTM.*”

The Conservation Department and Conservation Commission fees have not been amended in almost ten (10) years. The last update of 07/07/2015 adjusted the fees for a few items that consisted of permit modifications fees and smaller declaratory permit fees.

We, as staff, found that the previous versions of the fee schedule have proven difficult for the public to interpret. Additionally, Westport land-use departments are changing to online permit software for management of permit applications. Therefore, we feel there is a need to simplify the fee structure currently in use by our department. We feel that the revised permit fees should be based on project type instead of the current tiered structure based on the cost of construction. This would allow the public to review the fee schedule and select from a menu of flat fees for each requested activity. Additionally, we feel that these fees represent a reasonable cost for service provided during permit review and oversight.

We acknowledge that the Conservation Department fees should not become too costly for the average homeowner. We are also mindful that fees should not become prohibitive in that they deter people from applying (and therefore may be more apt to build illegally). However, we reviewed our proposed fee amounts to strike a balance to meet the expectations of the regulations and be able to provide services to the Town of Westport. We also note that Auditor report from September 2023, “*Internal Control Assessment IA-23-02*”, prepared by CLA, noted that the Conservation Department has a “Recovered Expenditure Percentage” that falls in the 31%-40% of our departmental budget.

Our staff’s primary focus and duties are to serve as the regulatory agency for Inland Wetlands and Watercourses in town. We are acting as one of the departments required in a series of the collective Land-use Offices. I estimate that 80-85% of our staff’s time is serving this primary duty. Knowing this, a review of our budgetary expenditure has shown an increase of ~21% over the

last ten years. In this same time period, we have only seen a ~6% revenue increase. While our proposal for updated fees generally appears to double with this proposal, it is more evident now since we did not keep in track with the three year review. This represents a disparity wherein our department has not kept in pace with the reasonable costs and we are attempting to correct this issue.

Conservation Staff has had conversations with Town of Fairfield, Conservation Director Tim Bishop, regarding their fee schedule. Mr. Bishop expressed they have had success presenting the new fees and found no issues with the public adopting the structure. The Conservation Departments in Westport and Fairfield have similar duties and we hope Westport will benefit from a streamlined approach to enhance user experience and ease of calculation.

As a result, the new proposal generally incorporates an increase in fees for applications submitted for review. We have prepared a comparison document noting revenue fees and accompanying chart to visual indicate that increase in budget expenditure. Also included is a reference document that looks back at the fees for the permits issued by our department from July 2024 through December 2024 and gives a direct comparison of the fee had these changes been put in place. This document included all permits from the Commission and those managed at the staff level.

Key Differences and Proposed Improvements:

Fee Structure Clarity:

New fees are detailed, activity-specific fees categorized by residential, multi-family, and commercial types. This would simplify identification of the correct fees for applicants.

Standardized Base Fees:

Base fees are generally higher but structured to reduce confusion about base vs. additional charges. For example, imposing \$500 fee for a general public hearing fee in addition to inland wetland permits, clearly stating supplemental charges based on specific projects, making calculations straightforward.

Permit Modification/Extensions:

We provide clear extension/modification fees (e.g., 25% of the original base fee), which makes extending permits predictable.

Corrective Action Fees:

We encourage compliance while providing an easy-to-calculate corrective cost. By updating Westport's fee schedule with these structured categories and clearer supplemental fees, applicants could calculate expected costs more easily. This alignment could also improve the town's efficiency in processing permits and applications.

PART II - CODE OF ORDINANCES, TOWN OF WESTPORT
APPENDIX C FEES

APPENDIX C FEES

Sec. 1. Schedule of fees.

\$	Description	Fee Amount
<i>Chapter 2. Administration</i>		
2-55	Land-use fees.	
†	Conservation Department and Commission: Inland Wetlands and Watercourse (IWW) Regulations and the Waterway Protection Line Ordinance (WPLO).	
1.	Administrative Approvals (AA) for those activities located outside all regulated areas: A separate fee will be assessed for each permit issued. ACTIVITY FEES	
	SINGLE FAMILY RESIDENCE	Declaratory ruling (AA) and Waterway Protection Line Ordinance Exemptions (WPLO/E):
	Projects costing less than or equal to \$10,000.00	\$25.00
	▲ New Single Family Residence (Addition > 1,000 sq. ft. Projects costing between \$10,000.01 and \$25,000.00 is considered a new residence)	\$75.00
		\$1,750
	Projects costing between \$25,000.01 and \$100,000.00	\$225.00
	▲ Projects costing between \$100,000.01 and \$500,000.00 Residential Addition (>500 & < 1,000 sq. ft.)	\$300.00-1,200
	▲ Projects costing >\$500,000.00 Residential Addition (<500 sq. ft.)	\$525.00-750
	Declaratory ruling (AA and WPLO/E)	\$15.00 for legal advertisement
	▲ Site visit fee for wetland boundary determination (Ord. of 6-22-2012(1))	\$125.00-1,200

Conservation Proposed Fees
Clean Version
April 2025

				within the WPLO	
			▲	New Non-Residential Demolition of Structures	\$200
			▲	<u>MULTI FAMILY RESIDENTIAL</u>	
			▲	New buildings, including commercial buildings, and related amenities, utility companies and other non-residential structures, non-profits clubs, condominiums. New Subdivision	\$950.00-750 / lot
			▲	New Multi-Family Construction	\$750 / unit (\$10,000 cap)
			▲	Alterations or modifications of existing structure, including commercial buildings and related amenities, utility companies and other nonresidential structures, non-profits, clubs, condominiums. (Ord. of 6-22-2012(1)) Demolition of structures	\$625.00-\$500 / structure
			▲	<u>INDUSTRIAL/COMMERCIAL</u>	
			▲	Residential Structures- New Commercial, Institutional, Educational, or Non-Residential Structure not covered above	\$3,500 / building
			▲	Single Family Dwelling	\$600.00
			▲	Additions, Renovations, Site Work	Two-family dwelling, multifamily dwelling accessory building, addition, deck, greenhouse, or other modifications greater than 100 sq. ft. \$2,000 / building or activity.
			▲	A/C, Generator, Equipment Pad	\$500 / activity
					\$475.00 per unit

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Conservation Proposed Fees
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			<u>Demolition of Structures</u>	<u>\$750 / building</u>
			WATERBODY/WATERCOURSE	
			<u>Docks</u>	<u>\$1,000</u>
			<u>Marinas</u>	<u>\$3,000</u>
			<u>In Water Disturbance, Dredging, Seawall (each activity)</u>	<u>\$2,500</u>
			OTHER ACTIVITIES	
		▲	<u>Accessory building, addition, deck, greenhouse, air conditioning unit, pool equipment, generator, or other modifications equal to or less than 100 sq. ft. Garage, Barn, or Accessory Structure (i.e. pool house or cabana)</u>	<u>\$600</u> \$125.00
		▲	<u>Tennis court.</u>	<u>\$475.00</u>
		▲	<u>Swimming Pool.</u>	<u>\$475.00-1,250</u>
		▲	<u>Subdivision. For those subdivision lots and/or condominium units that encroach on wetlands, watercourses, and/or setbacks from wetlands and watercourses. Sport or Tennis Court</u>	<u>\$475.00 per lot</u> \$1,000
		▲	<u>Hot Tubs, patios, etc.</u>	<u>\$400</u>
			<u>Driveway/Driveway Addition over 200 sq. ft.</u>	<u>\$500</u>
			<u>Road Installation</u>	<u>\$1,500</u>
		▲	<u>Land alteration, including stockpiling, filling, dumping, transferring of materials, clearing, pond construction or dredging, stream channel/embankment work, septic systems, retaining walls, drainage improvements, trails and bridges. Other Land Disturbance (i.e. grading, retaining walls, etc.)</u>	<u>\$400.00</u>
		▲	<u>All activities within a waterway including but not limited to: Installation of docks, piers, floats,</u>	

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Conservation Proposed Fees
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			bridge abutments and piping of watercourses-Other Project: including but not limited to decks, porches, pergolas, fences, sheds, a/c units, generators, test pits, remediation, soil borings, stormwater detention/drainage, underground storage tanks	\$250 \$400.00
II.iii. CORRECTIVE ACTION PERMITS:				
		▲	This work covers work performed without a permit or work exceeding the original permit:	Double the fees required for the Regulated Activity Permit.
III. PERMIT MODIFICATIONS/EXTENSIONS/TRANSFERS				
		▲	Double the fees required for a Regulated Activity Permit- Modification / Extension / Withdraw & Resubmit * (except those applicable applications under Section 9.1.6(3) of the Regulations)	25% of original base permit fee
			Transfer of Ownership	\$500
IV. Modification of or amendment to an existing permit.				
			WWW and/or WPLD permit modifications costing between:	
			\$0.00 — \$10,000.00	\$25.00 for each permit
			\$10,000.01 — \$25,000.00	\$50.00 for each permit
			\$25,000.01 — \$50,000.00	\$100.00 for each permit
			\$50,000.01 — \$75,000.00	\$150.00 for each permit
			>\$75,000.00	\$225.00 for each permit
v. FEES FOR OUTSIDE CONSULTANTS:				See Section 2-56.
vi. CEASE AND DESIST AND CONFORMANCE ORDERS:				

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			1.	For violations pursuant to the Inland Wetlands and Watercourses Regulations of the Town of Westport, Connecticut.	See Section 30-123.
			2.	For violations pursuant to the Waterway Protection Line Ordinance.	See Ch. 30, Art. IV.
VI.	REQUEST FOR AMENDMENTS TO CONSERVATION COMMISSION Regulations and Wetland Boundary Maps-REGULATIONS AND WETLAND BOUNDARY MAPS				
			1.	Map amendment requested by owner (based on parcel size) (Ord. of 6-22-2012(1))- <u>Commission Review</u>	
				Number of acres	<i>Fee</i>
				0 to 1	\$650.00
				1.01 Up to 3 acres	\$750.00-1,000
				3.01 or greater	\$1,000 + \$350.00 per / acre > 3 acre
			2.	Map amendment presented by staff. (Ord. of 6-22-2012(1))	\$200.00
			3.	Request for amendment to conservation commission regulations	\$750.00 + \$45.00 for legal ad
VII.	Sediment and erosion control plan review- LANDSCAPE PLAN REVIEW				
				For commercial, nonresidential activity.	\$200.00, plus \$75.00 for each one-half

Conservation Proposed Fees
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PART II - CODE OF ORDINANCES, TOWN OF WESTPORT
APPENDIX C FEES

APPENDIX C FEES

Sec. 1. Schedule of fees.

		Conservation Department and Commission: Inland Wetlands and Watercourse (IWW) Regulations and the Waterway Protection Line Ordinance (WPLO).	
	I.	ACTIVITY FEES	
		SINGLE FAMILY RESIDENCE	
		New Single Family Residence (Addition > 1,000 sq. ft. is considered a new residence)	\$1,750
		Residential Addition (>500 & < 1,000 sq. ft.)	\$1,200
		Residential Addition (<500 sq. ft.)	\$750
		Accessory Dwelling Unit (1,000 sq. ft. or less)	\$1,200
		Septic System Replacement/Repair (included in new construction)	\$500
		Sewer Line Installation	\$300
		Demolition of Structures	\$200
		MULTI FAMILY RESIDENTIAL	
		New Subdivision	\$750 / lot
		New Multi-Family Construction	\$750 / unit (\$10,000 cap)
		Demolition of structures	\$500 / structure
		INDUSTRIAL/COMMERCIAL	
		New Commercial, Institutional, Educational, or Non-Residential Structure not covered above	\$3,500 / building
		Additions, Renovations, Site Work	\$2,000 / building or activity
		A/C, Generator, Equipment Pad	\$500 / activity
		Demolition of Structures	\$750 / building
		WATERBODY/WATERCOURSE	
		Docks	\$1,000
		Marinas	\$3,000

Conservation Proposed Fees
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April 2025

			In Water Disturbance, Dredging, Seawall (each activity)	\$2,500
			OTHER ACTIVITIES	
			Garage, Barn, or Accessory Structure (i.e. pool house or cabana)	\$600
			Swimming Pool	\$1,250
			Sport or Tennis Court	\$1,000
			Hot Tubs, patios, etc.	\$400
			Driveway/Driveway Addition over 200 sq. ft.	\$500
			Road Installation	\$1,500
			Other Land Disturbance (i.e. grading, retaining walls, etc.)	\$400
			Other Project: including but not limited to decks, porches, pergolas, fences, sheds, a/c units, generators, test pits, remediation, soil borings, stormwater detention/drainage, underground storage tanks	\$250
	II.	CORRECTIVE ACTION PERMITS		
			This work covers work performed without a permit or work exceeding the original permit	Double the fees required for the Regulated Activity Permit.
	III.	PERMIT MODIFICATIONS/EXTENSIONS/TRANSFERS		
			Modification / Extension / Withdraw & Resubmit * (except those applicable applications under Section 9.1.6(3) of the Regulations)	25% of original base permit fee
			Transfer of Ownership	\$500
	IV.	FEES FOR OUTSIDE CONSULTANTS:		See Section 2-56.
	V.	CEASE AND DESIST AND CONFORMANCE ORDERS:		
		1.	For violations pursuant to the Inland Wetlands and Watercourses Regulations of the Town of Westport, Connecticut.	See Section 30-123.

		2.	For violations pursuant to the Waterway Protection Line Ordinance.	See Ch. 30, Art. IV.
VI. REQUEST FOR AMENDMENTS TO CONSERVATION COMMISSION REGULATIONS AND WETLAND BOUNDARY MAPS				
		1.	Map amendment : Commission Review	
			Number of acres	<i>Fee</i>
			Up to 3 acres	\$1,000
			3.01 or greater	\$1,000 + \$350 / acre > 3 acre
		2.	Request for amendment to conservation commission regulations	\$750.00 + \$45.00 for legal ad
VII. LANDSCAPE PLAN REVIEW				
			Landscape Plan Review	\$100
VIII. ADMINISTRATIVE FEES				
			State Fee (IWW applications only)	\$60
			Process Fee – Includes Pre-application meetings, Legal Notices, Inspections – for application greater than \$1,000	\$800
			Commission Review Fee	\$500
IX. BOND MANAGEMENT FEE				
		a.	Staff level required bonds.	\$100.00
		b.	Conservation Commission required bonds.	\$300.00
The above fees shall be reviewed by the Conservation Director at least every three years and recommendations submitted to the Conservation Commission and the RTM.				
(Ord. of)				

PART II - CODE OF ORDINANCES, TOWN OF WESTPORT
APPENDIX C FEES

APPENDIX C FEES

Sec. 1. Schedule of fees.

§	Description	Fee Amount
<i>Chapter 2. Administration</i>		
2-55	Land use fees.	
I.	Conservation Department: Inland Wetlands and Watercourse (IWW) Regulations and the Waterway Protection Line Ordinance (WPLO).	
	Administrative Approvals (AA) for those activities located outside all regulated areas: A separate fee will be assessed for each permit issued.	
	Declaratory ruling (AA) and Waterway Protection Line Ordinance Exemptions (WPLO/E):	
	Projects costing less than or equal to \$10,000.00	\$25.00
	Projects costing between \$10,000.01 and \$25,000.00	\$75.00
	Projects costing between \$25,000.01 and \$100,000.00	\$225.00
	Projects costing between \$100,000.01 and \$500,000.00	\$300.00
	Projects costing >\$500,000.00	\$525.00
	Declaratory ruling (AA and WPLO/E)	\$15.00 for legal advertisement
	Site visit fee for wetland boundary determination (Ord. of 6-22-2012(1))	\$125.00
II.	Conservation Commission Applications.	
A.	Requests for issuance of administrative approvals for activity in upland review area or within WPLO area (work session request).	\$200.00 plus the applicable conservation department fees above
B.	A separate flat fee will be assessed for each type of permit, IWW and/or WPLO, requested at a public hearing.	

				Summary ruling (IWW)	Flat fee, plus \$45.00 for legal advertisement, plus \$50.00 per half acre or portion thereof
				Plenary ruling (IWW)	Flat fee, plus \$45.00 for legal advertisement, plus \$75.00 per half acre or portion thereof
				Site visit fee for wetland boundary determination (Ord. of 6-22-2012(1))	\$125.00
				Waterway Protection Line Ordinance (WPLO)	Flat fee, plus \$45.00 for legal advertisement, plus \$50.00 per half acre or portion thereof
				Activity Class	Flat fee. The flat fee for applications proposing more than one activity class shall be equal to the sum of the flat fees for each applicable activity class. Flat fees include activities with encroachments within the WPLO
				New Non-Residential Structures:	
				New buildings, including commercial buildings, and related amenities, utility companies and other non-residential structures, non-profits clubs, condominiums.	\$950.00
				Alterations or modifications of existing structure, including commercial buildings and related amenities, utility companies and other nonresidential structures, non-profits, clubs, condominiums. (Ord. of 6-22-2012(1))	\$625.00
				Residential Structures:	
				Single-Family Dwelling	\$600.00
				Two-family dwelling, multifamily dwelling accessory building, addition, deck, greenhouse, or other modifications greater than 100 sq. ft.	\$475.00 per unit
				Accessory building, addition, deck, greenhouse, air conditioning unit, pool	\$125.00

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(Supp. No. 13)

			equipment, generator, or other modifications equal to or less than 100 sq. ft.	
			Tennis court.	\$475.00
			Swimming pool.	\$475.00
			Subdivision. For those subdivision lots and/or condominium units that encroach on wetlands, watercourses, and/or setbacks from wetlands and watercourses.	\$475.00 per lot
			Land alteration, including stockpiling, filling, dumping, transferring of materials, clearing, pond construction or dredging, stream channel/embankment work, septic systems, retaining walls, drainage improvements, trails and bridges.	\$400.00
			All activities within a waterway including but not limited to: Installation of docks, piers, floats, bridge abutments and piping of watercourses.	\$400.00
	III.	Corrective Action Permits.		
			This work covers work performed without a permit or work exceeding the original permit:	
			Double the fees required for a Regulated Activity Permit.	
	IV.	Modification of or amendment to an existing permit.		
			IWW and/or WPLO permit modifications costing between:	
			\$0.00—\$10,000.00	\$25.00 for each permit
			\$10,000.01—\$25,000.00	\$50.00 for each permit
			\$25,000.01—\$50,000.00	\$100.00 for each permit
			\$50,000.01—\$75,000.00	\$150.00 for each permit
			>\$75,000.00	\$225.00 for each permit
	V.	Fees for outside consultants:		See Section 2-56.

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VI.		Cease and desist and conformance orders:	
	1.	For violations pursuant to the Inland Wetlands and Watercourses Regulations of the Town of Westport, Connecticut.	See Section 30-123.
	2.	For violations pursuant to the Waterway Protection Line Ordinance.	See Ch. 30, Art. IV.
VII.		Request for amendments to Conservation Commission Regulations and Wetland Boundary Maps:	
	1.	Map amendment requested by owner (based on parcel size) (Ord. of 6-22-2012(1)):	
		<i>Number of acres</i>	<i>Fee</i>
		0 to 1	\$650.00
		1.01 to 3	\$750.00
		3.01 or greater	\$350.00 per acre
	2.	Map amendment presented by staff. (Ord. of 6-22-2012(1))	\$200.00
	3.	Request for amendment to conservation commission regulations	\$750.00 + \$45.00 for legal ad
VIII.		Sediment and erosion control plan review:	
		For commercial, nonresidential activity.	\$200.00, plus \$75.00 for each one-half acre or portion thereof
		For subdivision.	\$175.00, plus \$75.00 per lot
		For multifamily and two-family residential dwellings.	\$125.00, plus \$75.00 per unit
		New single-family residence.	\$100.00
		For additions to single-family residence and modifications of residential property.	\$50.00
IX.		Sediment and Erosion Control Inspections:	
	a.	Any building, structure, or other improvement which will create a new footprint or expand an existing footprint by 2,500 sq. ft. or more (the "Project").	\$300.00
	b.	An additional \$200.00 will be charged if the Project is, in whole or in part, within the 100' upland review area and the	

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			upland review area has steep slopes of 25% or greater.	
		c.	Land disturbance and/or clearing of one-half acre or more whether or not associated with a development activity.	\$200.00
			In no event will sediment and erosion control inspection fees exceed \$500.00.	
	X.	Certificate of Compliance:		
			Projects costing less than \$10,000.00	\$25.00
			Projects costing between \$10,000.01 and \$25,000.00	\$50.00
			Projects costing between \$25,000.01 and \$100,000.00	\$75.00
			Projects costing between \$100,000.01 and \$500,000.00	\$100.00
			Projects costing >\$500,000.00	\$150.00
			Commercial, multifamily (per unit).	\$150.00
	XI.	Bond Management Fee:		
		a.	Staff level required bonds.	\$100.00
		b.	Conservation Commission required bonds.	\$300.00
		The above fees shall be reviewed by the Conservation Director at least every three years and recommendations submitted to the Conservation Commission and the RTM.		
		(Ord. of 7-7-2015)		

(Res. of 4-22-2011, eff. 7-1-2011; 6-6-2023(1))

(Supp. No. 13)

Created: 2023-12-15 09:52:58 [EST]



CONSERVATION DEPARTMENT
TOWN HALL – 110 MYRTLE AVENUE
WESTPORT, CT 06880
P 203.341.1170 F 203.341.1088

CHECKLIST FOR PROPOSED ORDINANCES

TO: The RTM Ordinance Committee
FROM: Colin Kelly, Conservation Director
DATE: April 11, 2025
RE: Fee Increases

CONTACT PERSON: Colin Kelly, Conservation Director 203-341-1170

1. Why do we need this ordinance? (What problem does it solve?)

Answer: The Town Code requires that our fees be reviewed every three years. Our fees were last revised in 2015. Based on the data we have collected and what the staff has seen recently, we are right-sizing the fees. The fee schedule, as it currently exists, is a challenge for the general public to populate a fee. After reviewing other comparable Towns fee schedules, we preferred the format taken by Fairfield. Their previous fee schedule, pre-2023, was very complex. They have successfully adjusted to a simpler fee schedule which is menu based and summarized by project type. We believe this approach would be a benefit for the Town of Westport. This overhaul should give members of the public a promising idea of what to expect from their fees when submitting applications for a project.

2. Is the proposed ordinance a new one or an amendment to an existing Westport ordinance? If an amendment, what are the proposed changes and why are they important? (copy of the existing ordinance to be attached)

Answer: This is an amendment to the existing ordinance, Appendix C, Section 2-55 governing land use fees relating to those permits/activities issued and conducted by the Conservation Department.

3. Is this the only practical solution to the perceived problem or are there other options (either legislative or non-legislative)?

Answer: There is no non-legislative option. Land Use fee increases are required to be reviewed and approved by the RTM.

4. Have we exhausted all non-legislative alternatives?

Answer: N/A. There are non-legislative alternatives.

5. Does the problem warrant the solution? That is, is the problem serious enough, or widespread enough, to justify any restrictions that will result if this ordinance is passed?

Answer: The problem to be solved is to right-size our fees and to make them easy for the public to understand.

Based on the September 2023 Internal Control Assessment by CliftonLarson Allen LLP, it showed that our percentage of expenditures recovered by revenue ranged between 31 to 40 percent over a 4 year period of FY 18/19 to FY 21/22. Our review of the last ten years indicates a ~21% increase in budget expenditure while only receiving a ~6% increase in revenues in that same period. Our department is looking to adjust the fees to a reasonable cost for the services our department provides.

6. Is the proposed ordinance fair to Westport's citizens?

Answer: Yes, the increased fees will only be paid by those citizens wishing to conduct work on their property containing inland wetlands and/or the Waterway Protection Line. Our department consists of 5 full-time staff and 1 part-time employee. I have estimated that 80-85% of our daily tasks are consumed by the duties required for land-use project reviews. From application intake, review, reports & Analysis, inspections, enforcement and compliance are all effectively managed and processed with a small staff. The Citizens requiring our assistance and review have received a timely and thorough review as they move through required land-use permits. We feel these fees are fair cost for the services received. We have included the comparison chart for reviewing our current fee structure to the proposed structure.

7. Have the rights of all Westporters been considered?

Answer: Yes, for the reasons listed above.

8. If the proposed ordinance involves a fine or penalty, is the penalty reasonable in the amount and fair in application? How was the amount determined? Is a maximum penalty specified? Are there any exemptions for extenuating circumstances? Is an appeals process specified? Is the appeals process fair? Is it practical?

Answer: There are no proposed changes to fines or penalties by this request. (Fines and penalties are found within Sect. 30-149 of the Town Code and Sect.16.0 of the Regulations for the Protection and Preservation of Wetlands and Watercourses.) The fees were determined both by looking at staff's time, the complexity of the projects that are coming in, while noting what other communities are doing with their fee schedules. In our assessment, we adjusted the fees to reflect a reasonable cost for the reviews as required by the regulations. The lack of fee changes in the last ten years has not kept track with the increased cost for review. This request is attempting to right-size the fees in a way that would benefit both the Town and reflect the Department's efforts in permitting and enforcement.

If a property owner disagrees with the fee, they have the right to appeal to the Conservation Commission, as noted in Sect.13.0 of the Regulations for the Protection and Preservation of Wetlands and Watercourses.

9. Is the proposed ordinance consistent with the Town Plan of Conservation and Development?

Answer: N/A

Questions regarding financial implications:

10. If the proposed ordinance involves the collection of any fees (including a monetary fine or penalty), will the revenue be retained by the Town? If so, how much revenue is estimated? Will it be included in the general fund? If not, where will the funds be distributed?

Answer: Fees collected by the Conservation Department are deposited into the General Fund. It is anticipated that the Department's revenue will double under the proposed Fee Schedule based on a testing of the fees we conducted from July 1 to December 31, 2024, which is included in your packet.

11. Will the passage of the proposed ordinance result in a decrease in amounts currently expended by the town (for example, decreased maintenance costs)? If so, how much savings is estimated?

Answer: N/A

12. Will passage of the proposed ordinance result in any increased expenses for the town (for example, increased enforcement costs)? If so, how much additional cost is estimated?

Answer: No

13. Will the passage of the proposed ordinance result in any decreased revenues for the town? (An ordinance covering abatement of property taxes would be an example)

Answer: No

14. If so, how much revenue loss is estimated?

Answer: N/A

Questions to be answered with assistance from the Town Attorney or Assistant Town Attorney:

15. Does the proposed ordinance conflict with any existing laws (Municipal, State or Federal)? If so, what modifications can be recommended? (Or, should the proposed ordinance be rejected in favor of a non-legislate alternative?)

Answer: The proposed fee increases do not conflict with any existing laws. CGS §8-1c authorizes a municipality to establish a schedule of reasonable fees for the processing of applications by an

Page 3 of 5

Inland Wetland Commission. CGS §22a-42a(e) also states than an Inland Wetland Agency may require a filing fee, the amount of which “shall be sufficient to cover the reasonable cost of reviewing and acting on applications and petitions, including but not limited to, the costs of certified mailings, publications of notices, and decisions and monitoring compliance with permit conditions or agency orders.”

16. Is the language (and the intent) of the proposed ordinance consistent with Westport’s powers as a municipality? (Copy of the State and/or Federal enabling legislation to be attached.)

Answer: Yes. See the answer to Question 15 above. Copies of the enabling statutes, CGS §8-1c and CGS §22a-42a(e), are attached.

17. Are there any existing State or Federal statutes covering the same subject? If so, why is the proposed ordinance necessary or advisable? (copy of the relevant State or Federal law to be attached)

Answer: There is no conflicting State or Federal statute on this subject.

18. Do our neighboring towns have similar ordinances? (copies to be attached) Does the policy in the neighboring towns have an impact on Westport?

Answer: Yes, Neighboring towns do have similar ordinances that establish land use fees. However, these fee ordinances do not have any impact on Westport.

19. Is the language of the proposed ordinance consistent with its intent? Is the language of the proposed ordinance as clear as it can be? Will it be as easily understood? Would it be clearer if definitions were added or revisions were made?

Answer: Yes, the language is clear and consistent with its intent.

GENERAL STATUTES OF CONNECTICUT -Revised to January 1, 2025

Title 8: Zoning, Planning, Housing and Economic and Community Development

CHAPTER 124: ZONING

Sec. 8-1c. Fees for municipal land use applications.

- (a) Any municipality may, by ordinance, establish a schedule of reasonable fees for the processing of applications by a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or inland wetlands commission. Such schedule shall supersede any specific fees set forth in the general statutes, or any special act or established by a planning commission under section 8-26.
- (b) A municipality may, by regulation, require any person applying to a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or inland wetlands commission for approval of an application to pay the cost of reasonable fees associated with any necessary review by consultants with expertise in land use of any particular technical aspect of such application, such as regarding traffic or stormwater, for the benefit of such commission or board. Any such fees shall be accounted for separately from other funds of such commission or board and shall be used only for expenses associated with the technical review by consultants who are not salaried employees of the municipality or such commission or board. Any amount of the fee remaining after payment of all expenses for such technical review, including any interest accrued, shall be returned to the applicant not later than forty-five days after the completion of the technical review.
- (c) No municipality may adopt a schedule of fees under subsection (a) of this section that results in higher fees for (1) development projects built using the provisions of section 8-30g, or (2) residential buildings containing four or more dwelling units, than for other residential dwellings, including, but not limited to, higher fees per dwelling unit, per square footage or per unit of construction cost.

GENERAL STATUTES OF CONNECTICUT -Revised to January 1, 2025

Title 22a: Environmental Protection

CHAPTER 440*: WETLANDS AND WATERCOURSES

Sec. 22a-42a. Establishment of boundaries by regulation. Adoption of regulations. Permits. Filing fee.

The inland wetlands agency may require a filing fee to be deposited with the agency. The amount of such fee shall be sufficient to cover the reasonable cost of reviewing and acting on applications and petitions, including, but not limited to, the costs of certified mailings, publications of notices and decisions and monitoring compliance with permit conditions or agency orders.

GREENWICH INLAND WETLANDS AND WATERCOURSES AGENCY
SCHEDULE OF FEES
 Effective as of December 18, 2023

Minimum filing fee and as appropriate, the additional fees are due at the time an application is filed.

TYPE OF ACTIVITY	MINIMUM FEE	ADDITIONAL FEE
Subdivisions of land with no proposed development	\$2,000	
Subdivision of land with proposed development on new lots	\$4,000	\$4,000 / lot
Condominium or attached unit development	\$4,500	\$4,500 *
All other commercial, educational, institutional or non-residential activities	\$4,000	\$4,000 *
Single family residence – new dwelling and ancillary improvements	\$4,000	\$4,000 *
Residential additions or accessory structures greater than 1,000 s.f. footprint, including tennis courts, or increased impervious surfaces (driveway, patio, pool terrace etc.)	\$2,500	\$2,500 *
Residential additions or accessory structures with a 250 - 1,000 s.f. footprint, including pools and spas	\$1,500	\$750 *
Residential additions or accessory structures less than 250 s.f. in size, including septic system expansion or repair	\$1,000	\$250 *
Demolition of residence or garage without replacement of structure	\$1,000	\$250 *
Pond dredging, pond or river docks	\$1,500	
Management of invasive species or landscaping with no other activity requiring grading or tree removal	\$750	
Tree removal within wetlands or upland review area	\$1,500	\$500 / tree over 4" DBH
Decks and minor activities, including stormwater management measures, less than 50 feet from a wetland or watercourse	\$500	\$100 *
Minor activities more than 50 feet from a wetland or watercourse, including designation of septic reserve areas	\$250	\$100*
Review of permitted activities and non-regulated uses listed under Section 4.4	\$500	

Other Fees for All Types of Activities Above:	
Violation, including unauthorized tree removal	3X minimum fee for the activity
Public Hearing Fee	Applicant is responsible for incidental expenses (certified mail, publication of notices, transcripts)
Agency's Consultants for Application Review	Determined at time of engagement
Permit Extension Fee	Fee is equal to ½ of original application fee, including any additional fees.
Compliance Inspections (per visit)	\$300

State Filing Fee

An additional State Filing Fee of \$60.00 to be paid on all new applications (pursuant to CGS22a-27j) amended by PA09-03. This State Fee of \$60.00 applies to NEW applications only.

The fee schedule may be established annually by the Agency in December or when the regulations are amended.

* In residential zones RA-1 or smaller, a fee for extensive disturbance will be assessed for disturbing more than 50% of the minimum lot area for the zone. In residential zones RA-2 and RA-4 and all other zones, an extensive disturbance fee for disturbance over ½ acre shall be assessed.

REV. 12/18/2023



Town of Fairfield
Inland Wetland Agency
 725 Old Post Road · Fairfield, CT 06524 · (203) 256-3071
Fee Schedule – Per Proposed Activity

SINGLE-FAMILY RESIDENTIAL

New Single-Family Residence.....	\$3,500
Single Family Residence Addition (<500 SF).....	\$1,000
Single Family Residence Addition (>500 SF).....	\$2,500
Demolition of Structure.....	\$1,500
Septic System Replacement/Repair (incl. with new construction).....	\$1,000
B100A.....	\$200
Accessory Dwelling Unit.....	\$2,500

MULTI-FAMILY RESIDENTIAL

New Subdivision (per additional lot).....	\$2,500/lot
New Multi-Family Single Structure.....	\$5,000
New Multi-Family Multiple Structures.....	\$1,500/unit
Demolition of Structure.....	\$1,500/structure

INDUSTRIAL/COMMERCIAL

New Commercial, Institutional, Educational or Non-Residential Structures Not Covered Above.....	\$7,500
Demolition of Structure (<1,000 SF).....	\$2,000/structure
Demolition of Structure (every additional 1,000 SF).....	\$1,000

WATER BODY/WATERCOURSE

In-Water Disturbance or Dredging	\$3,500
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OTHER ACTIVITIES

Other Accessory Structure (i.e. pool house, cabana).....	\$500
Swimming Pool, Sport/Tennis Court.....	\$900
Deck/Porch/Fence/Pergola.....	\$400
Patio.....	\$400
Shed.....	\$500
Garage/Barn.....	\$1,000
Equipment Pad (<200 SF).....	\$150
Landscaping Only.....	\$200
Driveway/Road Installation.....	\$950
Other Land Disturbance.....	\$500
Test Pits/Remediation/Soil Borings.....	\$250
Stormwater Detention/Drainage.....	\$500
Underground Storage Tank Installation.....	\$250
Wetlands Map Amendment.....	\$960/parcel
As-of-Right/Declaratory Ruling.....	No Fee
Inland Wetland Permit Fee (applicable to all).....	\$5,000

PERMIT MODIFICATIONS/EXTENSIONS

CWC Modification/Extension.....	\$300.00
IWPA Modification/Extension.....	25% of original base fee

PUBLIC HEARING

Public Hearing.....	\$500
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VIOLATION/CORRECTIVE ACTION

CWC or IWPA Violation/Corrective Action.....	2X Permit Fee
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Pricing does not include \$60.00 State of Connecticut fee per CGS22a-27j [Amended PA09-03].

Wilton

**ADOPTED BY THE RTM,
EFFECTIVE June 11, 2023**

LAND USE BOARD APPLICATION FEES

PLANNING & ZONING COMMISSION	Includes State Fee
Amendment to Town Plan of Conservation & Development	\$760
Amendment to Zoning Regulations	\$760
Amendment to Zoning Map	\$760
Special Permit New construction involving principal use or structure	\$600
Special Permit Other special permits or amendments	\$290
Site Plan / Business Site Plan	\$530
Final Subdivision and/or Re-Subdivision (<i>per new lot</i>)	\$800 + \$60
Coastal Site Plan Review	\$400
Flood Damage Prevention Application	\$400
Land Filling, Excavation, Earth Removal and/or Regrading	\$400
Administrative Permits Including requests under CGS Section 8-26g	\$400

NOTE: Where a proposal involves multiple applications (three or more), an applicant shall pay only the two highest fees of the three or more.

ENVIRONMENTAL PROTECTION COMMISSION	Includes State Fee
Wetlands Map Amendment (no extra public hearing charge)	\$400
Wetland Regulation Amendment (no extra public hearing charge)	\$1100
Applications Limited to Basic Maintenance, Including: <ul style="list-style-type: none"> • Minimal tree cutting only • Pond dredging • Path clearing • Installation of a fence or stonewall • Site disturbance/new construction of 200 square feet or less • Other minimal activities 	\$370
Construction of a New or Replacement Residence; Significant Activities within a Regulated Wetland; or Significant Filling & Grading within an Upland Review Area:	\$1600
All Other Activity for Work Within Wetlands and/or the Regulated Area	\$1000
Public Hearing Fee (in addition to the above)	\$300

ZONING BOARD OF APPEALS	Including State Fee
Application	\$700

ARCHITECTURAL REVIEW BOARD	Including State Fee (minimum)
\$75 Application Fee per sign, awning and/or façade (max. \$300)	\$135

ZONING PERMITS	Including State Fee
Applications with a total work value of \$79,999 or less	\$150
Applications with a total work value ranging from \$80,000 to \$250,000	\$375
Applications with a total work value of greater than \$250,000	\$660

MISC/Handouts/Land Use Application Fees effective 04.02.2023

TOWN OF NEW CANAAN
INLAND WETLANDS COMMISSION
FEE SCHEDULE

Please note that the Inland Wetlands Commission fees listed below do not include Town Clerk Filing Fees. See "Other Fees" listed below. Two separate checks (one for the application fee and one for the Town Clerk recording fee) will be collected at the time of your application submittal. Make checks payable to the Town of New Canaan.
REGULATED ACTIVITY APPLICATIONS

SINGLE-FAMILY RESIDENCE:

- FILING FEE** ----- **\$ 800.00**
- Includes: preliminary review of plans with Wetlands Agent, site evaluation inspection and final compliance inspection. (Includes \$60.00 DEEP State Permit Fees).
- Additional site inspections that require corrective measures by the applicant. ----- **Per visit \$ 500.00**
- Modification, Transfer, Extension, Renewal of Permit. ----- **\$ 500.00**
- Public Hearing Fee as may apply.

SUBDIVISIONS: CONDOMINIUMS, MULTI-FAMILY UNITS:

- BASE FILING FEE** ----- **\$1000.00**
- Plus \$500.00 per lot or unit that encroaches on wetlands, watercourses, and/or setbacks from wetlands and watercourses. (Includes \$60.00 DEEP State Permit Fees).
- Additional site inspections that require corrective measures by the applicant. ---- **Per visit/Per lot \$ 500.00**
- Modification, Transfer, Extension, Renewal of Permit. ----- **\$ 500.00**
- Public Hearing Fee as may apply.

POND CLEANING AND/OR DREDGING: (Includes \$60.00 DEEP State Permit Fees).

- Dredging < half acre. ----- **\$ 600.00**
- Dredging between half acre and one acre. ----- **\$ 800.00**
- Dredging >one acre. ----- **\$1000.00**
- Stream channel/embankment work. ----- **\$ 600.00**
- Public Hearing Fee as may apply.

OTHER ACTIVITIES: (Includes \$60.00 DEEP State Permit Fees)

- Tennis courts and swimming pools.
- Accessory buildings, decks, building additions and land alteration.
 - < half acre of disturbance. ----- **\$ 600.00**
 - Between half acre and one acre of disturbance. ----- **\$ 800.00**
 - > one acre of disturbance. ----- **\$1000.00**
- Public Hearing Fee as may apply.

PUBLIC HEARING FEE: **50% OF INITIAL APPLICATION FEE - TBD PER APPLICATION**

Section 5.1 Review

- Office review and site visit. ----- **\$ 200.00**

\\NCDATA\LandUse\Wetlands\Wetland Forms\Wetland Application Packet\4 FEE SCHEDULE effective 12.01.17.doc

OTHER:

Reproduction costs (copies \$.50/page; maps \$4.00/page).	
Regulations. -----	\$ 25.00
Statement of Compliance - FINAL SITE INSPECTION. -----	\$ 100.00
SITE PLAN PREVIEW FOR SEPTIC PROPOSALS (from Health Department). -----	\$ 100.00
(Site visit included).FLOODPLAIN PERMIT APPLICATION. -----	\$1000.00

CORRECTIVE ACTION PERMITS:

This covers work performed without a permit or work exceeding the original permit that in either case would require a permit:

- Triple the fees required for a Regulated Activity permit.
- No Certificate of Compliance will be issued until all fees are paid.
- Federal, State and local Government Agencies are exempt from permit fees.

Note: These fees were approved by the Board of Selectman at the September 18, 2012 meeting and are effective January 1, 2013. The fees may be amended from time to time. In the event that the State fees (including the Town Clerk Fees) are increased, these fees shall be increased by the same amount.

COMPLEX APPLICATION FEE:

The Commission may charge an additional fee sufficient to cover the cost of reviewing and acting on complex applications. Such fee may include, but not be limited to, the cost of retaining experts to analyze, review and report on issues requiring such experts. The Commission or its Agent shall estimate the complex application fee which shall be paid pursuant to Section 3.3 of these regulations within 10 days of the applicant's receipt or notice of such estimate. Any portion of the complex application fee in excess of the actual cost shall be refunded to the applicant no later than 30 days after the publication of the Commission's decision.

OTHER FEES:

TOWN CLERK FILING FEES: \$60.00 for first page and \$5.00 for each additional page. (Wetland Permits are generally two pages. All other requests are generally one page.)

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**SUMMARY OF FEE SCHEDULE
CONSERVATION DEPARTMENT AND COMMISSION**

(AS TAKEN FROM APPENDIX C OF THE WESTPORT TOWN CODE)
Revised 6/20/02, revised 8/11/03, revised 11/7/03, revised 7/29/04, amended 12/9/08, revised 10/1/09
Revised, 4/5/11, revised 6/5/12, revised 7/7/15, 3/18/16
EFFECTIVE AUGUST 1, 2015

PROJECT LOCATION: _____

AUTHORIZED DEPT. SIGNATURE _____ DATE _____

TOTAL FEE: _____

ADMINISTRATIVE REVIEWS: (For those activities located outside the regulated areas)	FEE	CHARGE
A separate fee will be assessed for each permit issued.		
INLAND WETLANDS AND WATERCOURSES DECLARATORY RULING (AA)		
<u>Projects cost</u>		
Less than \$10,000.00	\$25.00	
Between \$10,000.01 and \$25,000.00	\$75.00	
Between \$25,000.01 and \$100,000.00	\$225.00	
Between \$100,000.01 and \$500,000.00	\$300.00	
> \$500,000.00	\$525.00	
State Fee	\$60.00	
Legal Advertisement Fee	\$15.00	
WATERWAY PROTECTION LINE ORDINANCE EXEMPTION (WPL/E)		
<u>Projects cost</u>		
Less than \$10,000.00	\$25.00	
Between \$10,000.01 and \$25,000.00	\$75.00	
Between \$25,000.01 and \$100,000.00	\$225.00	
Between \$100,000.01 and \$500,000.00	\$300.00	
> \$500,000.00	\$525.00	
Legal Advertisement Fee	\$15.00	
	SUBTOTAL	

COMMISSION REVIEWS: (Activities located within regulated areas)		
A separate fee will be assessed for each permit		
WPLO		
Legal Advertisement Fee	\$45.00	
Flat Fee plus \$50 per half acre or portion thereof (excluding docks)		
IWW		
State Fee	\$60.00	
Summary Ruling (In Upland Review Area)		
Legal Advertisement Fee	\$45.00	
Flat Fee plus \$50.00 per half acre or portion thereof		
Plenary Ruling (Public Hearing)		
Legal Advertisement Fee	\$45.00	
Flat Fee plus \$75.00 per half acre or portion thereof		
Page 1 Sub-Total		

The **FLAT FEE** for applications proposing more than one (1) activity class shall be equal to the sum of the flat fees for each applicable activity class. Flat fees include activities with encroachments within the WPLO jurisdictional boundary and the IWW upland review area setbacks.

FLAT FEES	FEE	IWW	WPLO
Subdivision – for lots that encroach on wetlands and/or watercourses and/or upland review areas	\$475.00 per lot		
Non-Residential Structures			
New buildings, including commercial buildings, and related amenities, utility companies and other related non-residential structures , non-profits, clubs, condominiums	\$950.00		
Alterations or modifications of existing structure, including commercial buildings and related amenities, utility companies, and other non-residential structures, non-profits, clubs, condominiums	\$625.00		
Residential Structures			
Single Family Residence	\$600.00		
Two-family dwelling, multi-family dwelling, accessory building, addition, deck, greenhouse, or other modifications greater than 100 square feet.	\$475.00 per unit		
Accessory building, addition, deck, greenhouse, air conditioning unit, pool equipment, generator, or other modifications equal to or less than 100 square feet.	\$125.00		
Tennis court	\$475.00		
Swimming pool	\$475.00		
Land Alteration – including stockpiling, filling, dumping, transferring of materials, clearing, pond construction or dredging, stream channel/embankment work, septic systems, retaining walls, drainage improvements, trails and bridges.	\$400.00		
All activities with a waterway including but not limited to: Installation of docks, piers, floats, bridge abutments, and piping of watercourses.	\$400.00		

Request for Issuance of Administrative Approvals For activities in upland review area or within WPLO areas. (Work Session Requests	\$200.00 Plus the applicable Administrative Review fees above.		
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Site Visit for Wetland Boundary Determination	\$125.00		
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Page 2 Sub-Total			
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Sediment and Erosion Control Plan Review and Inspections		
Sediment and erosion control plan review:	FEE	CHARGE
For Commercial, non-residential activity	\$200.00 plus \$75.00 for each ¼ acre or portion thereof	
For subdivision	\$175.00 plus \$75.00 per lot	
For multi-family and two-family residential dwellings	\$125.00 plus \$75.00 per unit	
New single family residence	\$100.00	
For additions to single-family residence and modifications of residential property	\$50.00	
Sediment and Erosion Control Inspections		
a. Any building, structure, or other improvement which will create a new footprint or expand an existing footprint by 2,500 sq. ft. or more (the "Project")	\$300.00	
b. An additional \$200 will be charged if the Project is, in whole or in part, within the 100 ft. upland review and the upland review area has steep slopes of 25% or greater	\$200.00	
c. Land disturbance and/or clearing of on-half acre or more whether or not associated with a development activity	\$200.00	
In no event will sediment and erosion control inspection fees exceed \$500.		

Modification of or amendment to an existing IWW and/or WPLO between:		
IWW and/or WPLO permit modifications costing between:		
\$0.00 - \$10,000.00	\$25.00 for each permit	
\$10,000.01 - \$25,000.00	\$50.00 for each permit	
\$25,000.01 - \$50,000.00	\$100.00 for each permit	
\$50,000.01 - \$75,000.00	\$150.00 for each permit	
➤ 75,000.01	\$225.00 for each permit	

Corrective Action Permits		
Note: These fees will be assessed at twice the amount required for a regular permit and cover:		
a. Activities without a permit		
b. Activities performed exceeding the scope of the original permit		
	Regular Fee	
	X 2	

CERTIFICATE OF COMPLIANCE: (paid at time application is filed)		
Commercial or other non-residential	\$300.00	
New residential building or multi-family per unit	\$150.00	
Residential Projects under \$25,000.00	\$25.00	
Residential Projects over \$25,000.00	\$100.00	
No Certificate of Compliance will be issued until all fees are paid.		

Page 3 Sub-Total		
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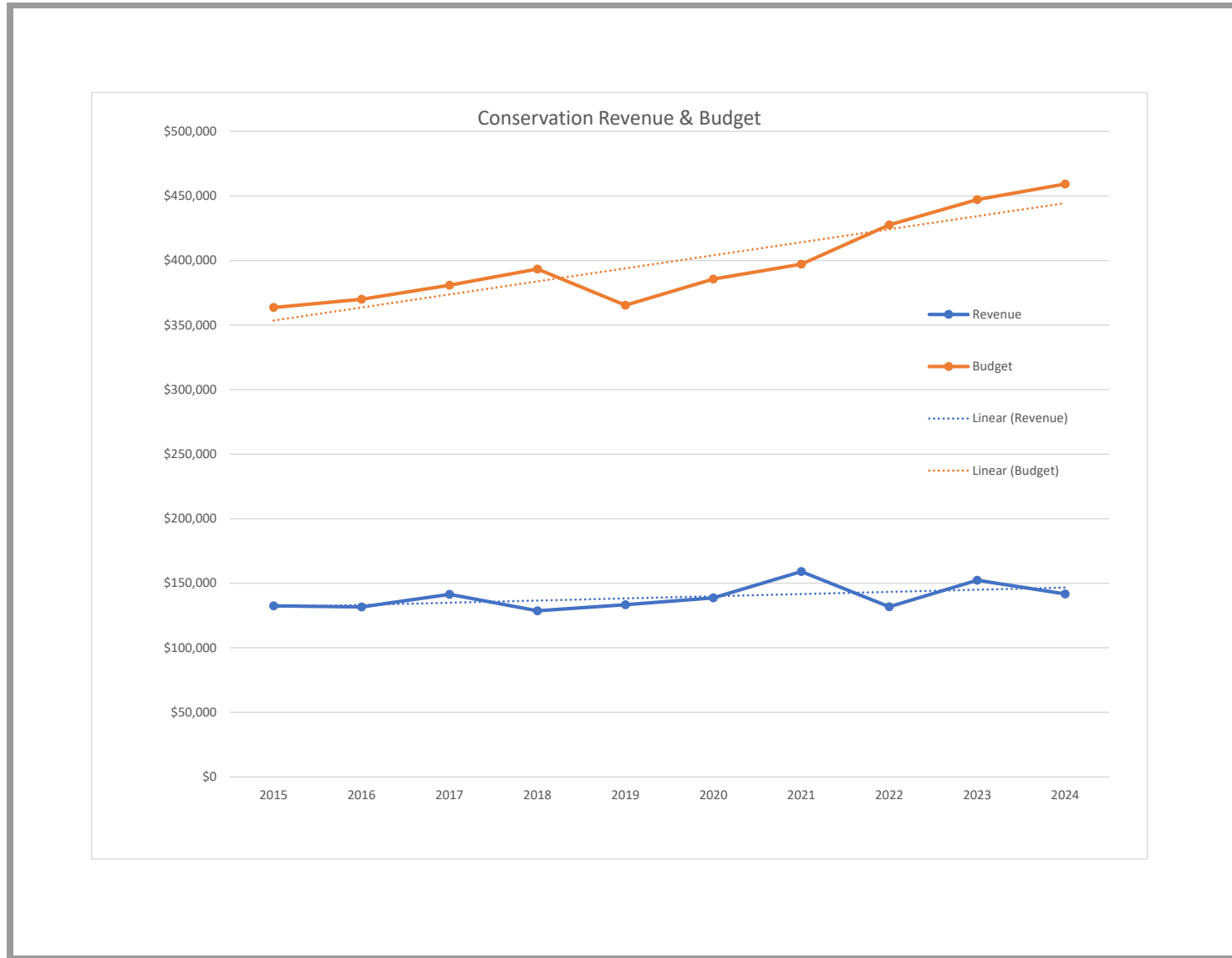
WETLAND BOUNDARY MAP AMENDMENTS	FEE	CHARGE
A. Commission Reviews		
0 – 1 acres	\$650.00	
1.01 – 3 acres	\$750.00	
3.01 acres or greater	\$350 per acre or portion thereof	
B. Map amendment requested by staff		

REQUEST FOR AMENDMENTS TO CONSERVATION COMMISSION REGULATIONS		
	\$750.00	
Legal ad	\$45.00	

BOND MANAGEMENT FEE		
a. Staff level required bonds	\$100.00	
b. Conservation Commission required bonds	\$300.00	

AQUIFER PROTECTION AREA (SEE REGULATIONS)

Page 4 Sub-Total	
Page 1 Sub-Total	
Page 2 Sub-Total	
Page 3 Sub-Total	
Total	



Conservation Department: Comparison of Revenue vs Expenditure												
Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	10 year % change	change every year from trend
Revenue	\$132,501	\$131,591	\$141,424	\$128,686	\$133,343	\$138,677	\$159,082	\$131,858	\$152,417	\$141,682	6%	\$1,679
yearly percentage change		-1%	7%	-9%	4%	4%	15%	-17%	16%	-7%		
Expenditure: (Actual Budget)	\$363,606	\$369,923	\$380,832	\$393,377	\$365,311	\$385,679	\$397,100	\$427,566	\$447,174	\$459,265	21%	\$10,102
yearly percentage change		2%	3%	3%	-8%	5%	3%	7%	4%	3%		



Town of Westport

Internal Control Assessment IA 23-02 (Nontax Revenue)

September 2023 – REPORT DRAFT VERSION 1

Prepared by:

Jeffrey Ziplow, Principal
Lindsey Intrieri, Director
Matt Folger, Senior

CliftonLarsonAllen LLP
29 South Main Street 4th Floor
West Hartford, CT 06107

[CLAconnect.com](https://www.claconnect.com)

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A. Revenue Comparison by Department

2018-2019					
	Westport	Greenwich	Darien	Fairfield	New Canaan
Department	Revenue				
Conservation	\$ 133,343.00	\$ 700,763.00	N/A	\$ 258,658.00	N/A
Town Clerk	\$ 2,092,048.00	\$ 5,518,015.00	\$ 1,451,274.00	\$ 2,278,012.00	\$ 1,232,355.00
Parks and Rec	\$ 5,116,955.00	\$ 6,637,650.00	\$ 639,919.00	\$ 4,473,351.00	\$ 1,498,903.00
Building	\$ 1,506,783.00	\$ 5,032,380.00	\$ 1,222,135.00	\$ 3,645,637.00	N/A
Fire Department - Commercial Plan Review	\$ 236,255.00	N/A	\$ 148,317.00	\$ 318,425.00	N/A
Railroad Parking	\$ 1,929,961.86	\$ 831,576.00	\$ 1,094,964.00	N/A	\$ 200,946.00
Department of Public Works	\$ 484,914.00	N/A	\$ 855,603.00	\$ 3,074,908.00	\$ 618,040.00
EMS	\$ 964,226.00	N/A	N/A	N/A	N/A
Planning and Zoning	\$ 763,119.00	\$ 1,061,232.00	\$ 121,986.00	\$ 77,944.00	\$ 1,157,924.00

2019-2020					
	Westport	Greenwich	Darien	Fairfield	New Canaan
Department	Revenue				
Conservation	\$ 138,677.00	\$ 510,654.00	N/A	\$ 236,415.00	N/A
Town Clerk	\$ 2,114,012.00	\$ 5,578,934.00	\$ 1,658,328.00	\$ 2,407,164.00	\$ 1,307,757.00
Parks and Rec	\$ 4,304,407.00	\$ 5,535,185.00	\$ 875,083.00	\$ 4,182,175.00	\$ 1,244,792.00
Building	\$ 1,126,593.00	\$ 4,312,535.00	\$ 1,063,433.00	\$ 3,233,109.00	N/A
Fire Department - Commercial Plan Review	\$ 157,080.00	N/A	\$ 228,461.00	\$ 615,016.00	N/A
Railroad Parking	\$ 1,243,692.19	\$ 860,816.00	\$ 861,918.00	N/A	\$ 150,543.00
Department of Public Works	\$ 392,592.00	N/A	\$ 596,550.00	\$ 3,066,067.00	\$ 557,843.00
EMS	\$ 908,662.00	N/A	N/A	N/A	N/A
Planning and Zoning	\$ 625,955.00	\$ 879,673.00	\$ 129,133.00	\$ 82,903.00	\$ 842,368.00

2020-2021					
	Westport	Greenwich	Darien	Fairfield	New Canaan
Department	Revenue				
Conservation	\$ 159,082.00	\$ 582,453.00	N/A	\$ 380,496.00	N/A
Town Clerk	\$ 4,064,439.00	\$ 11,265,586.00	\$ 3,114,024.00	\$ 4,435,217.00	\$ 3,125,321.00
Parks and Rec	\$ 5,166,718.00	\$ 7,217,774.00	\$ 1,683,765.00	\$ 5,448,302.00	\$ 1,089,305.00
Building	\$ 1,948,267.00	\$ 5,545,849.00	\$ 1,289,616.00	\$ 3,318,752.00	N/A
Fire Department - Commercial Plan Review	\$ 212,929.00	N/A	\$ 146,656.00	\$ 371,161.00	N/A
Railroad Parking	\$ 2,044,812.34	\$ 593,161.00	\$ 383,630.00	N/A	\$ 5,948.00
Department of Public Works	\$ 258,080.00	\$ 1,879,715.00	\$ 874,833.00	\$ 3,086,587.00	\$ 703,016.00
EMS	\$ 827,741.00	N/A	N/A	N/A	N/A
Planning and Zoning	\$ 979,844.00	\$ 1,042,219.00	\$ 198,790.00	\$ 110,511.00	\$ 1,118,568.00

2021-2022					
	Westport	Greenwich	Darien	Fairfield	New Canaan
Department	Revenue				
Conservation	\$ 131,857.50	\$ 489,235.00	N/A	\$ 286,734.00	N/A
Town Clerk	\$ 4,090,930.08	\$ 10,613,082.00	\$ 2,640,893.00	\$ 3,893,282.00	\$ 2,537,643.00
Parks and Rec	\$ 6,455,557.43	\$ 7,468,123.00	\$ 1,861,882.00	\$ 5,226,714.00	\$ 1,696,975.00
Building	\$ 2,179,194.35	\$ 6,662,498.00	\$ 1,831,255.00	\$ 2,605,842.00	N/A
Fire Department - Commercial Plan Review	\$ 248,454.00	N/A	\$ 143,894.00	\$ 364,941.00	N/A
Railroad Parking	\$ 1,619,196.28	\$ 685,017.00	\$ 782,453.00	N/A	\$ 27,261.00
Department of Public Works	\$ 513,745.81	\$ 3,217,203.00	\$ 1,041,250.00	\$ 3,117,338.00	\$ 791,358.00
EMS	\$ 854,945.94	N/A	N/A	N/A	N/A
Planning and Zoning	\$ 1,061,785.81	\$ 1,203,904.00	\$ 168,565.00	\$ 92,879.00	\$ 1,174,202.00

Observations

- a. The Town of Westport is the only one of the five municipalities that records EMS revenues.
- b. Railroad parking revenues are significantly higher in Westport compared to the other municipalities.
- c. Conservation has less than half the revenues compared to the other municipalities that have a Conservation department. This is related to construction/size of the other municipalities but may also be attributed to a lack of re-evaluation of conservation fees.

B. Expenditure Comparison by Department

2018-2019					
	Westport	Greenwich	Darien	Fairfield	New Canaan
Department	Expenditures				
Conservation	\$ 365,311.00	\$ 454,252.00	N/A	\$ 874,845.00	N/A
Town Clerk	\$ 465,497.00	\$ 706,003.00	\$ 313,998.00	\$ 540,650.00	\$ 404,419.00
Parks and Rec	\$ 5,867,469.00	\$ 12,375,885.00	\$ 1,310,325.00	\$ 2,728,124.00	\$ 3,801,501.00
Building	\$ 482,437.00	\$ 1,677,702.00	\$ 449,485.00	\$ 682,943.00	N/A
Fire Department	\$ 9,006,029.00	N/A	\$ 412,353.00	\$ 13,314,243.00	\$ 3,732,755.00
Railroad Parking	\$ 1,921,957.27	\$ 312,221.00	\$ 981,891.00	N/A	\$ 121,615.00
Department of Public Works	\$ 2,023,960.00	\$ 5,909,605.00	\$ 1,175,255.00	\$ 4,112,759.00	\$ 1,527,722.00
EMS	\$ 1,228,033.00	N/A	N/A	N/A	\$ 551,650.00
Planning and Zoning	\$ 670,119.00	\$ 1,503,191.00	\$ 751,700.00	\$ 623,499.00	\$ 1,250,871.00

		2019-2020				
Department	Westport	Greenwich	Darien	Fairfield	New Canaan	
Conservation	\$ 385,679.00	\$ 483,250.00	N/A	\$ 919,165.00	N/A	
Town Clerk	\$ 409,451.00	\$ 722,685.00	\$ 308,677.00	\$ 545,132.00	\$ 391,289.00	
Parks and Rec	\$ 5,573,229.00	\$ 12,567,093.00	\$ 1,692,989.00	\$ 2,754,278.00	\$ 2,790,083.00	
Building	\$ 482,947.00	\$ 1,707,272.00	\$ 460,118.00	\$ 631,247.00	N/A	
Fire Department	\$ 9,377,198.00	N/A	\$ 380,203.00	\$ 13,564,306.00	\$ 3,912,973.00	
Railroad Parking	\$ 1,831,649.98	\$ 296,084.00	\$ 1,458,688.00	N/A	\$ 177,050.00	
Department of Public Works	\$ 2,301,863.00	\$ 6,127,462.00	\$ 1,187,640.00	\$ 4,463,178.00	\$ 1,600,093.00	
EMS	\$ 1,232,228.00	N/A	N/A	N/A	\$ 543,533.00	
Planning and Zoning	\$ 632,793.00	\$ 1,463,484.00	\$ 757,959.00	\$ 649,414.00	\$ 1,307,905.00	

		2020-2021				
Department	Westport	Greenwich	Darien	Fairfield	New Canaan	
Conservation	\$ 397,100.00	\$ 426,487.00	N/A	\$ 956,202.00	N/A	
Town Clerk	\$ 420,657.00	\$ 875,741.00	\$ 276,966.00	\$ 586,114.00	\$ 438,788.00	
Parks and Rec	\$ 5,359,685.00	\$ 12,850,730.00	\$ 2,276,560.00	\$ 2,732,644.00	\$ 3,715,078.00	
Building	\$ 491,252.00	\$ 1,652,333.00	\$ 503,914.00	\$ 736,492.00	N/A	
Fire Department	\$ 9,900,764.00	N/A	\$ 380,100.00	\$ 14,139,184.00	\$ 4,067,955.00	
Railroad Parking	\$ 1,426,724.14	\$ 296,937.00	\$ 941,868.00	N/A	\$ 109,940.00	
Department of Public Works	\$ 2,455,306.00	\$ 5,998,551.00	\$ 1,310,147.00	\$ 4,340,707.00	\$ 1,714,532.00	
EMS	\$ 1,275,084.00	N/A	N/A	N/A	\$ 538,852.00	
Planning and Zoning	\$ 645,768.00	\$ 1,419,230.00	\$ 781,985.00	\$ 654,614.00	\$ 1,011,197.00	

2021-2022					
	Westport	Greenwich	Darien	Fairfield	New Canaan
Department	Expenditures				
Conservation	\$ 427,566.00	\$ 398,488.00	N/A	\$ 809,743.00	N/A
Town Clerk	\$ 428,425.00	\$ 815,036.00	\$ 316,088.00	\$ 596,346.00	\$ 422,963.00
Parks and Rec	\$ 6,423,713.00	\$ 13,887,614.00	\$ 2,547,834.00	\$ 5,004,355.00	\$ 4,442,492.00
Building	\$ 504,958.02	\$ 1,657,125.00	\$ 490,281.00	\$ 807,884.00	N/A
Fire Department	\$ 10,285,541.00	N/A	\$ 385,193.00	\$ 14,790,707.00	\$ 3,932,215.00
Railroad Parking	\$ 1,654,963.00	\$ 317,546.00	\$ 743,161.00	N/A	\$ 33,190.00
Department of Public Works	\$ 2,530,615.00	\$ 6,238,651.00	\$ 1,455,224.00	\$ 3,920,633.00	\$ 1,696,486.00
EMS	\$ 1,298,983.00	N/A	N/A	N/A	\$ 561,011.00
Planning and Zoning	\$ 655,020.00	\$ 1,530,093.00	\$ 734,534.00	\$ 628,837.00	\$ 992,886.00

Observations

- a. Aside from Greenwich, the Town of Westport’s Parks and Recreation department has higher expenditures than all other municipalities.
- b. Planning and Zoning expenditures in Westport are typically lower than other municipalities.

C. Recovered Expenditure Percentage by Department

2018-2019					
	Westport	Greenwich	Darien	Fairfield	New Canaan
Department	% of Expenditures Recovered by Revenue				
Conservation	37%	154%	N/A	30%	N/A
Town Clerk	449%	782%	462%	421%	305%
Parks and Rec	87%	54%	49%	164%	39%
Building	312%	300%	272%	534%	N/A
Fire Department - Commercial Plan Review	3%	N/A	36%	2%	N/A
Railroad Parking	100%	266%	112%	N/A	165%
Department of Public Works	24%	N/A	73%	75%	40%
EMS	79%	N/A	N/A	N/A	N/A
Planning and Zoning	114%	71%	16%	13%	93%

2019-2020					
Department	Westport	Greenwich	Darien	Fairfield	New Canaan
	% of Expenditures Recovered by Revenue				
Conservation	36%	106%	N/A	26%	N/A
Town Clerk	516%	772%	537%	442%	334%
Parks and Rec	77%	44%	52%	152%	45%
Building	233%	253%	231%	512%	N/A
Fire Department - Commercial Plan Review	2%	N/A	60%	5%	N/A
Railroad Parking	68%	291%	59%	N/A	85%
Department of Public Works	17%	N/A	50%	69%	35%
EMS	74%	N/A	N/A	N/A	N/A
Planning and Zoning	99%	60%	17%	13%	64%

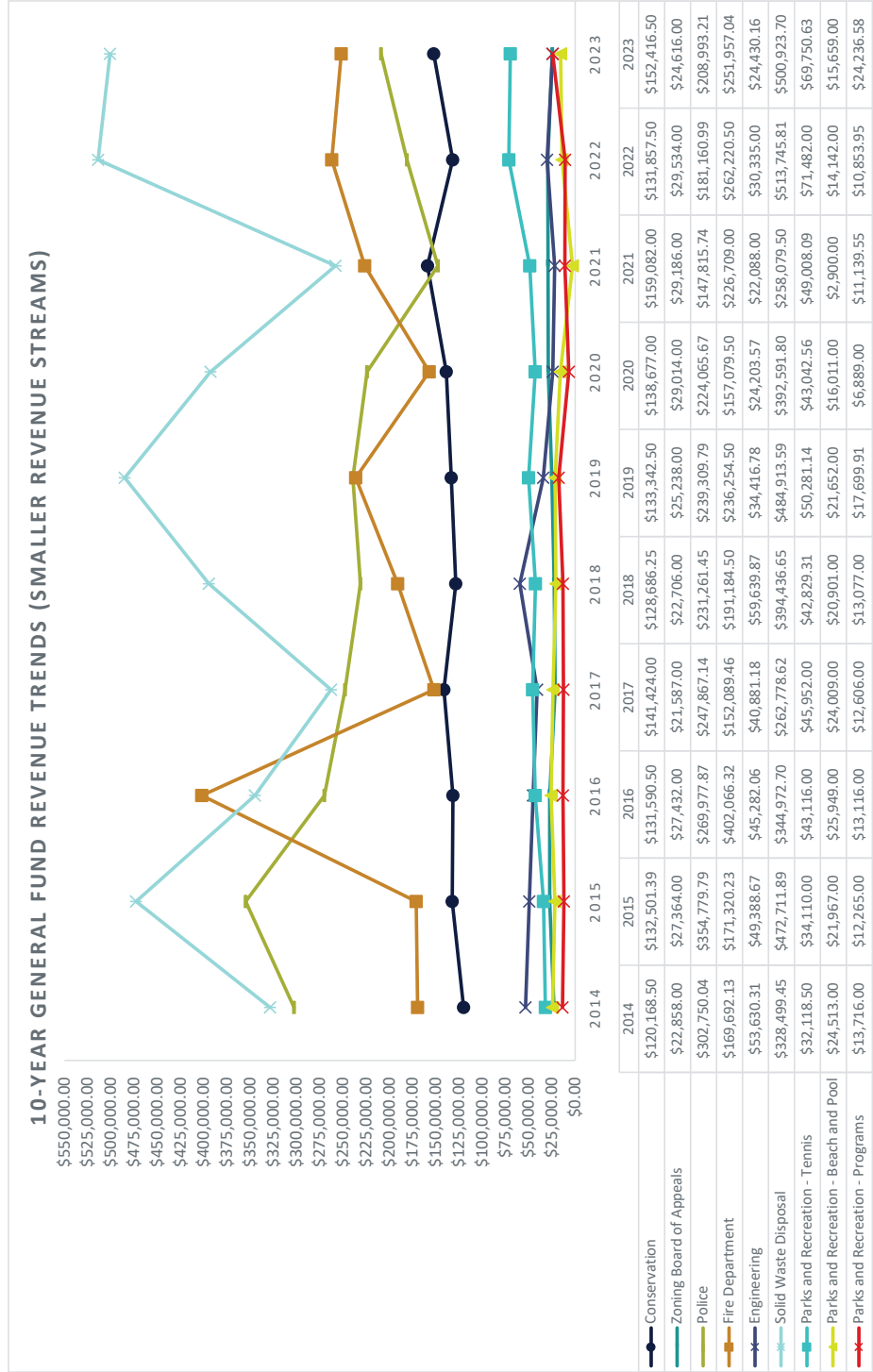
2020-2021					
Department	Westport	Greenwich	Darien	Fairfield	New Canaan
	% of Expenditures Recovered by Revenue				
Conservation	40%	137%	N/A	40%	N/A
Town Clerk	966%	1286%	1124%	757%	712%
Parks and Rec	96%	56%	74%	199%	29%
Building	397%	336%	256%	451%	N/A
Fire Department - Commercial Plan Review	2%	N/A	39%	3%	N/A
Railroad Parking	143%	200%	41%	N/A	5%
Department of Public Works	11%	31%	67%	71%	41%
EMS	65%	N/A	N/A	N/A	N/A
Planning and Zoning	152%	73%	25%	17%	111%

Department	2021-2022				
	Westport	Greenwich	Darien	Fairfield	New Canaan
	% of Expenditures Recovered by Revenue				
Conservation	31%	123%	N/A	35%	N/A
Town Clerk	955%	1302%	835%	653%	600%
Parks and Rec	100%	54%	73%	104%	38%
Building	432%	402%	374%	323%	N/A
Fire Department - Commercial Plan Review	2%	N/A	37%	2%	N/A
Railroad Parking	98%	216%	105%	N/A	82%
Department of Public Works	20%	52%	72%	80%	47%
EMS	66%	N/A	N/A	N/A	N/A
Planning and Zoning	162%	79%	23%	15%	118%

Observations

- a. Planning and Zoning in Westport covered expenditures at a higher percentage than all other municipalities.
- b. Town Clerk is always the department with the highest revenue/expenditure ratio, with a large increase due to conveyance taxes.
- c. Parks and Recreation comes close to or does cover expenditures in most years (apart from 2020 due to Covid), and typically has a higher revenue/expenditure ratio compared to other municipalities.

V. 10 Year Westport Non-Tax Revenue Trends



Fee Schedule Comparison - Current Fees vs. Proposed Fees - Half Year Study from 7/1/24 to 12/31/24

YR	TYPE	ADDRESS	DESCRIPTION	CURRENT FEE	TOTAL	PROPOSED FEE	TOTAL	ADJ. 1	ADJ. 2	ADJ. 3	ADJ. 4	ADJ. 5	ADJ. 6	ADJ. 7	ADJ. 8	ADJ. 9	ADJ. 10	ADJ. 11	ADJ. 12	ADJ. 13	ADJ. 14	ADJ. 15	ADJ. 16	ADJ. 17	ADJ. 18	ADJ. 19	ADJ. 20	ADJ. 21	ADJ. 22	ADJ. 23	ADJ. 24	ADJ. 25	ADJ. 26	ADJ. 27	ADJ. 28	ADJ. 29	ADJ. 30	ADJ. 31	
09/26/24	AA, WFL, E	12808	15 Hooker Road outdoor kitchen, pergola, patio, driveway expansion, retaining walls	\$775.00		\$1,600.00																																	
09/26/24	AA, WFL, E	12809	158 Compo Road North NSRF, driveway, garage, patio, septic, drainage & associated site improvements	\$1,475.00		\$3,510.00		\$1,750																															
				\$16,805.00		\$39,540.00																																	
10/27/24	AA, WFL, E	12809	158 Compo Road North NSRF, driveway, garage, patio, septic, drainage & associated site improvements	\$1,475.00		\$3,510.00		\$1,750																															
10/27/24	AA, WFL, E	12810	158 Compo Road North NSRF, driveway, garage, patio, septic, drainage & associated site improvements	\$1,475.00		\$3,510.00		\$1,750																															
10/27/24	AA, WFL, E	12811	158 Compo Road North NSRF, driveway, garage, patio, septic, drainage & associated site improvements	\$1,475.00		\$3,510.00		\$1,750																															
10/27/24	AA, WFL, E	12812	158 Compo Road North NSRF, driveway, garage, patio, septic, drainage & associated site improvements	\$1,475.00		\$3,510.00		\$1,750																															
10/27/24	AA, WFL, E	12813	22 Jersey Lane pool, patio, mechanicals, drainage, & associated site improvements	\$625.00		\$1,510.00																																	
10/27/24	AA, WFL, E	12814	80 Maple Ave South pool, patio, retaining wall, etc.	\$625.00		\$1,510.00																																	
10/27/24	AA, WFL, E	12815	44 Compo Road N pool, patio, retaining wall, etc.	\$625.00		\$1,510.00																																	
10/27/24	AA, WFL, E	12816	41 Valley Road pool, patio, retaining wall, etc.	\$625.00		\$1,510.00																																	
10/28/24	AA, WFL, E	12819	8 Ham Club Lane NSRF, driveway expansion, drainage, patio, septic, and associated site improvements	\$1,725.00		\$3,510.00		\$1,750																															
10/28/24	AA, WFL, E	12820	3 Pax Lane NSRF, patio, septic, drainage, driveway, & associated site improvements	\$1,725.00		\$3,510.00		\$1,750																															
10/17/24	AA, WFL, E	12821	1 Tank Lane NSRF, driveway expansion, drainage, patio, septic, and associated site improvements	\$1,925.00		\$3,510.00																																	
10/17/24	WFL, E	12822	3 Yankee Hill Road addition to residence, pool, patio, etc.	\$725.00		\$3,000.00		\$1,750																															
10/28/24	AA, WFL, E	12823	3 Pleasant Lane pool, patio, retaining wall, etc.	\$625.00		\$1,510.00																																	
10/28/24	AA, WFL, E	12824	3 Pleasant Lane pool, patio, retaining wall, etc.	\$625.00		\$1,510.00																																	
10/28/24	AA, WFL, E	12825	31 Clover Lane NSRF, driveway, garage, patio, septic, drainage, & associated site improvements	\$1,875.00		\$3,510.00		\$1,750																															
10/28/24	AA, WFL, E	12826	1 Broad Road pool, mechanicals, etc.	\$875.00		\$2,510.00																																	
10/28/24	AA, WFL, E	12827	2 Dorset Court deck, patio, etc.	\$250.00		\$1,010.00		\$750																															
10/28/24	AA, WFL, E	12828	19 Van Clief Drive pool, patio, mechanicals, etc.	\$775.00		\$2,510.00																																	
10/28/24	AA, WFL, E	12829	4 Valley Road pool, patio, etc.	\$350.00		\$1,010.00																																	
10/21/24	AA, WFL, E	12830	8 Chemical Hill Common add front porch & decorative concrete	\$250.00		\$310.00																																	
				\$13,790.00		\$33,850.00																																	
11/06/24	AA, WFL, E	12831	15 Whiting Lane 2nd story addition and 1st floor addition	\$875.00		\$2,000.00		\$1,200																															
11/06/24	AA, WFL, E	12836	31 W Woody Lane interior renovation and outdoor kitchen	\$350.00		\$310.00																																	
11/06/24	WFL, E	12831	20 County Road step down/retention	\$750.00		\$1,000.00																																	
11/06/24	WFL, E	12832	274 Long Lane Road new outdoor pool facility, upgrade outdoor existing, retaining walls, drainage	\$6,705.00		\$7,200.00																																	
11/06/24	AA, WFL, E	12833	21 Hart Hill Common propane tank and concrete pad	\$250.00		\$310.00																																	



DEPARTMENT OF PUBLIC WORKS

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

March 13, 2025

Ms. Jennifer S. Tooker
First Selectwoman
Town Hall
Westport, CT 06880

Re: Request for Appropriation to Capital & Non-Recurring Fund
Replacement of Roof System at Parks and Recreation Headquarters
260 Compo Road South

Dear Ms. Tooker,

This office herein requests an appropriation from the Capital & Non-recurring Fund in the amount of \$101,000,000 for the replacement of the roof at the Parks and Recreation Administration building located at 260 Compo Road South.

The roof is approximately 30 years old and needs to be replaced. During re-examination of the roof system, it was determined that the roof flashing must also be replaced. The flashing extends into the stucco exterior, and the repair is much more extensive than originally anticipated. It will require removal and replacement of a significant portion of the stucco exterior to properly remove and re-install the flashing system. This has increased the cost of the project from its original estimate of \$43,000 to \$91,890. Utilizing our standard 10% contingency the total appropriation request is rounded to \$101,000.

Respectfully,

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

cc: Gary Conrad, Finance Director
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J. ANTONELLI ROOFING

25 Crescent Street
Stamford CT 06906-1827
www.AntonelliRoofing.com



phone 203/353-6955 fax 203/967-2012

CT H.I.C. #0536088
CT M.C.O. #0903281
Westchester H.I.C. #WC-28757-H16

August 1, 2024

Town of Westport
Myrtle Ave.
Westport CT

Attention: Michael Frawley (e-mail: MFRAWLEY@westportct.gov)
Subject: Roof Replacement @ Various Buildings (Longshore Golf Club)
260 Compo Road South

After careful examination of the roof, we pleased to present our Proposal/Contract for the following scope/s of work:

Parks & Recreation Administration Building:

1. Remove the existing shingle roofing down to the wood decking.
2. Furnish and install new Storm Guard ice & water shield along all eave edges, and at valley areas.
3. Furnish and install new Felt Buster synthetic underlayment over the remainder of the roof surface.
4. Furnish and install new baked enamel finished (white or brown) aluminum flashing at all eave and rake edges.
5. Furnish and install new GAF Timberline HDZ architectural shingles and Timbertex hip & ridge shingles.
6. Re-flash around the base of the 2 chimneys (existing counterflashing to remain).
7. Furnish and install new boot flashings at vent pipe/s.
8. Remove and dispose of all roofing debris from the job site.
9. All work to be performed in strict accordance with manufacturer's specifications & guidelines.

The Above Work Shall Be Completed For The Sum Of \$ 36,450.00 (init.)

Step & Apron Flashing Replacement (STRONGLY RECOMMENDED):

1. Cut and remove existing stucco finishes along sidewalls and step & apron flashings.
2. Fabricate and install new copper step & apron flashings.
3. Remove and dispose of all flashing & stucco debris from the job site.

The Above Work Shall Be Completed For The Sum Of \$ 13,440.00 (init.)

Stucco Repair (STRONGLY RECOMMENDED):

1. Replace the previously removed stucco finishes w/new to match as closely as possible above the replaced step & apron flashings.
2. Remove and dispose of all stucco repair debris from the job site.

The Above Work Shall Be Completed For The Sum Of \$ 42,000.00 (init.)

Pavilion Building:

1. Remove the existing shingle roofing down to the wood decking.
2. Cut and remove existing wood siding and/or trim boards as required for replacement of step & apron flashings.
3. Furnish and install new Storm Guard ice & water shield along all eave edges, and at valley areas.
4. Furnish and install new Felt Buster synthetic underlayment over the remainder of the roof surface.
5. Furnish and install new baked enamel finished (white or brown) aluminum flashing at all eave and rake edges.
6. Furnish and install new GAF Timberline HDZ architectural shingles and Timbertex hip & ridge shingles.
7. Fabricate and install new copper step & apron flashings.
8. Replace previously removed wood siding and trim boards w/new to match. *(SEE NOTES)
9. Furnish and install new boot flashings at vent pipe/ and B-vent pipes.
10. Flash around the existing exhaust fan
11. Remove and dispose of all roofing debris from the job site.
12. All work to be performed in strict accordance with manufacturer's specifications & guidelines.

The Above Work Shall Be Completed For The Sum Of \$ 36,890.00 (init.)

SUBTOTAL 791,980

THIS WORK ALREADY COMPLETED

(Continued on Page 2)

Proposal/Contract (continued)

Longshore Sailing School:

1. Remove the existing shingle roofing down to the wood decking.
2. Cut and remove existing wood siding and/or trim boards as required for replacement of step & apron flashings.
3. Furnish and install new Storm Guard ice & water shield along all eave edges, and at valley areas.
4. Furnish and install new Felt Buster synthetic underlayment over the remainder of the roof surface.
5. Furnish and install new baked enamel finished (white or brown) aluminum flashing at all eave and rake edges.
6. Furnish and install new GAF Timberline HDZ architectural shingles and Timbertex hip & ridge shingles.
7. Fabricate and install new copper step & apron flashings.
8. Replace previously removed wood siding and trim boards w/new to match. *(SEE NOTES)
9. Furnish and install new boot flashings at vent pipe/ and B-vent pipes.
10. Flash around the existing exhaust fan
11. Remove and dispose of all roofing debris from the job site.
12. All work to be performed in strict accordance with manufacturer's specifications & guidelines.

THIS WORK ALREADY COMPLETED.

The Above Work Shall Be Completed For The Sum Of \$ 24,140.00 ____ (init.)

NOTES:

1. If any deteriorated wood decking is uncovered upon removal of the existing roof, cost to replace shall be assessed on a time and material basis of \$ 105.00 per hour per man, plus materials at the current market value. If additional carpentry is required, costs will be assessed on a time and material basis of \$ 105.00 per hour per man, plus materials at the current market value. If extensive structural issues are uncovered, cost shall be discussed and agreed upon before proceeding with the work.
2. Building Permit fees are EXCLUDED.
3. Sales Tax is EXCLUDED.

WARRANTY: The above shingle replacement options shall be covered by manufacturer's Golden Pledge warranty, which covers all shingle related materials for a period of 40 years (20 years non-prorated, 20 years prorated) and 20-year workmanship warranty.

NOTE: Step & Apron Flashing Area Wil Be EXCLUDED From Warranty Coverage If Not Replaced On The Administration Building.

TERMS: 1/3 deposit of option/s chosen upon signing of Contract, balance due upon completion. If you, The Buyer, fail to pay The Property Group of CT, you will be liable for the unpaid balance at eighteen percent (18%) plus any additional fees or costs.

Respectfully Submitted,

John E. Antonelli
President

CONTRACT SIGNED: _____ DATE: _____

Please sign and return one copy of this Proposal/Contract, keep one copy for your records. You, The Buyer, may cancel this transaction without penalty or obligation, if cancellation is made within three (3) days of the above date

FISCAL YEAR 2025

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works Date: 3-13-2025

PROJECT NAME AND DESCRIPTION
 Rehabilitation of asphalt shingle roof at 260 Compo Road South, Parks and Recreation Admin Building

IS IT LISTED IN THE 10-YR CAPITAL FORECAST? YES NO
 If no, why not? It was in the Operating Budget
 If yes, answer the following two questions:
 Which FY was the project first proposed? 2025
 Which FY was the project first planned? 2020

		COST IN OPERATING BUDGET: \$43,000
APPROXIMATE COST:	\$91,890	
CONTINGENCY (10%):	\$ 9,189	
	\$101,079	←TOTAL REQUEST→ \$101,000

SOURCE OF FUNDS:

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

OTHER, DESCRIBE:
 PAYBACK PERIOD: 30 years

EST. COMPLETION DATE: July/Aug 2025
 PROJECTED START DATE: June/July 2025
 ESTIMATED USEFUL LIFE: 30 years

Is this project part of a larger capital project? No

Has an RFP been issued? YES NO
 Have bids been received? YES NO Number of bids received: Three
 Was the lowest bid the winner? YES NO If not, why?

Who will benefit from the project? All users of the Parks and Recreation Services

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Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: 30 year old Asphalt Shingle Roof

Pictures attached? YES NO

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

FINANCE

This section to be completed by the Finance Director.

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

REVIEW/SIGN-OFF

DEPARTMENT HEAD [Signature] DATE: 3.13.2025

FINANCE DIRECTOR _____ DATE: _____

FIRST SELECTMAN [Signature] DATE: 3.18.25



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

March 26, 2025

Jennifer S. Tooker
First Selectwoman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Re: Request for an appropriation of \$238,000.00 along with bond and note authorization to Municipal Improvement Fund, for Site Analysis, Architectural study, schematic design, Land-Use permitting, and preparation of an Opinion of Probable Cost, for a Parks Maintenance Facility.

Dear Ms. Tooker:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$238,000.00 along with bond and note authorization for a Needs Analysis, Architectural study, preparation of a schematic design, preparation, and presentation of all Land-Use permits required for the facility, and preparation of an Opinion of Probable Cost, (OPC), for a Parks Maintenance Facility. While the Facility location is undetermined at this time, the proposal will include an analysis of possible sites for suitability, with the result of the site analysis to be a recommendation for up to three potential sites for the facility.

This effort will lay the groundwork for the final design and construction documents, at a later date.

Respectfully,

Erik S. Barbieri
Director of Parks and Recreation

APPROVED:
Jennifer S. Tooker
First Selectwoman
Date: 3/26/25

attachments

cc: Gary Conrad, Finance Director

FISCAL YEAR 2025

TOWN OF WESTPORT, CT

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation Department Date: 3/26/25

PROJECT NAME AND DESCRIPTION
 Site Suitability Analysis, Architectural study, Schematic Design, Land-use permitting, and an Opinion of Probable Cost for a new Parks Maintenance Facility

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

If no, why not?
 If yes, answer the following two questions:
 Which FY was the project first proposed?
 2019
 Which FY was the project first planned?
 2017

APPROXIMATE COST:	\$218,500.00	COST IN CAPITAL FORECAST:	
CONTINGENCY (9%):	\$19,665.00	←TOTAL	REQUEST→ \$238,000.00

SOURCE OF FUNDS:

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

OTHER, DESCRIBE:

PAYBACK PERIOD: N/A

PROJECTED START DATE: June 2025 EST. COMPLETION DATE: January 2026
 ESTIMATED USEFUL LIFE: 50 years

Is this project part of a larger capital project? This is the first step in the Longshore Capital Improvement Plan

Has an RFP been issued? YES NO
 Have bids been received? YES NO Number of bids received: Six
 Was the lowest bid the winner? YES NO If not, why? Selection was based on qualifications

\\tow-data01\groups\PR_off\Erik Barbieri\BOF\Parks Maintenance Facility\CAPITAL PROJECT REQUEST FORM_Parks Longshore Maintenance Facility.docx

Who will benefit from the project? All residents of Westport and users of Parks facilities

Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: 60+ year old maintenance building

Pictures attached? YES NO

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

FINANCE

This section to be completed by the Finance Director.

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

REVIEW/SIGN-OFF

DEPARTMENT HEAD [Signature] DATE: 3/26/25
FINANCE DIRECTOR _____ DATE: _____
FIRST SELECTMAN [Signature] DATE: 3-26-25

Summary of Probable Expenses - Parks Maintenance Facility

ITEM	DESCRIPTION	COST
1	Stantec Proposal	\$ 175,500.00
2	Stantec Geotechnical proposal	\$ 16,500.00
3	Boring Contractor Allowance	\$ 10,000.00
4	Site Suitability Analysis	\$ 16,500.00
	Subtotal	\$ 218,500.00
	9% Contingency	\$ 19,665.00
	Grand total	\$ 238,165.00
	REQUEST	\$ 238,000.00

Prepared by:

Peter Ratkiewich, P.E.
 Director of Public Works



Architectural and Engineering Services for the Design and Permitting of a New Parks Maintenance Facility in Westport, CT

RFP #25-130T | Project 2021-06 A

PREPARED FOR
Town of Westport, CT

Stantec Consulting Services Inc. March 18, 2025

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1 Cover Letter

Stantec Consulting Services Inc.
55 Church Street, Suite 601
New Haven, CT 06510

March 18, 2025

Attention
Town of Westport
Finance Department
Town Hall, Room 313
110 Myrtle Avenue
Westport, CT 06880

Reference
RFP #25-130T
Architectural and
Engineering Services
for the Design and
Permitting of a new Parks
Maintenance Facility in
Longshore Club Park

Dear Ms. Watson and Mr. Giunta,

The Longshore Club Park Capital Improvement Plan established a strategy to enhance one of the most popular public facilities within the Town of Westport. Relocating the town-wide maintenance facility is a first step in unlocking new opportunities for park amenity improvements, aesthetics, and functionality. The town seeks to engage a consultant to assess potential site locations and create a site plan and gain approvals for the new facility. Stantec Consulting Services Inc. (Stantec) is pleased to provide our qualifications and fee proposal to perform these requisite services.

The new facility will encompass staff parking, material storage and equipment storage, machine repair, staff facilities, workshop and working space for the town's everyday operations. We are familiar with the site conditions and look forward to working with town representatives and leading a community and commission outreach strategy to create a refined building and grounds program that will inform the site plan development and building schematic plans and facilitate regulatory reviews and approvals.

Relocating the maintenance facility will have measured benefits including ease of access and reduction of park patron conflicts. It will also free up valuable space in the core of the park. This scope of work will assess town sites and their readiness, select a preferred site, and prepare the town for the next phase of facility development.

Through vision and diligence, the Town of Westport is investing in Longshore's and the town-wide park systems future. Stantec will provide planning, landscape architecture, engineering, environmental, and architectural disciplines for the performance of community engagement, presentations, site assessment and design, plan documentation, opinion of cost, and reports. We will retain Control Point Associates to perform site survey for the proposed site and surrounds. Our team's previous and relevant experience includes the new maintenance and operation facility at Silver Sands State Park and the separate concession and staff facilities located near the beachfront.

We are pleased to have this opportunity to work with the Town of Westport. We confirm that no conflict of interest issues would exist if contracted to perform these services, while under contract with the Town. Stantec maintains insurance policies meeting or exceeding the requirements indicated in Exhibit A and will furnish evidence of insurance to the Town upon request.

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you.

Regards,

Stantec Consulting Services Inc.



Gary Sorge, FASLA, AICP, ENV SP
Vice President, Principal-in-Charge
(203) 495-1645
gary.sorge@stantec.com

2 Approach and Scope

Needs Analysis

Stantec architectural and site design professionals will conduct onsite field observations of existing maintenance facilities. After familiarization with current operations, Stantec will lead a series of meetings with the identified stakeholders – the leadership and staff of the Parks and Recreation Maintenance Department – to review current procedures and practices, validate the provided vehicle and heavy equipment inventory, and assess space needs for both personnel and materials. We will discuss what works well and where the department's needs could be better served. This information exchange will be documented as a record of stakeholder outreach and a building program document will be developed, quantifying spatial requirements and noting critical features and adjacencies. The program will be shared with the stakeholders for review and comment. With an approved program summarizing the needed building volumes including conditioned spaces, cold storage and exterior material bins, footprints of proposed structures will be defined so that site plan layouts can be developed and evaluated. Building and site plans will be designed keeping both efficiency and operational flexibility in mind. Once again, proposed designs will be reviewed with Parks and Recreation personnel for input and approval.

Review Available Town Properties

Stantec will review and analyze Town-owned sites for the Parks Maintenance facility and its requisite program determined in the needs analysis phase, above. In addition to the site originally proposed in the Longshore Capital Improvement Plan, the Stantec Team will conduct a suitability analysis of properties owned by the Town of Westport that could potentially be a fit for the proposed Parks Maintenance Facility. The Town will provide a list of Town-owned properties inclusive of properties with at least 30,000 square-feet of area.

Stantec will conduct a zoning and land-use analysis of a shortlist of properties to identify if the facility is allowable; 30,000 square-feet will be the minimum lot size considered. If the use is not allowed on a particular property Stantec will determine what variances, waivers and approvals would be needed. The goal of the analysis is to provide a recommendation for up to three (3) properties, considering the operational and spatial needs of the Parks Division, and identify any challenges posed by land-use requirements.

The three (3) potential sites recommended will be submitted to the Town to determine which if any of the sites will be advanced.

Site and Building Design

Once a preferred property is selected by the Town, the Stantec team will prepare a site survey (see below) and then develop a site-specific design based on the program identified in the needs analysis to the level of detail necessary for submission to the prescribed public committees and boards for review and to secure project approvals. Architecturally, building form, elevations and proposed materials will be further examined and developed. Major pieces of equipment such as lift(s), welders, or hoists will be located on the building plans. A preliminary building code review will be performed to define code compliance fundamentals (construction type, occupancy classification, allowable area, height, lot coverage, rated separations, and required plumbing fixture counts). A written outline of proposed building systems will be provided, with input from mechanical, electrical and plumbing and fire protection engineers. This information will be used to inform an opinion of probable construction cost as well as to establish the size and capacity of utility connections. Two presentation renderings will be developed for consideration by town boards and commissions as well as for public information.

Survey

Our subconsultant will provide a survey of the area surrounding the future building site. The survey will include topographic information including spot grades, site elements, surface and underground utilities (based on information available) and drainage structures, vegetation including large diameter trees and regulatory lines such as high tide line and FEMA delineations, if any. An A-2 boundary survey is not included. If it is deemed necessary, we can provide this as an additional service.

Phase I - Environmental Review

Stantec will conduct a Phase I Environmental review of the selected site to identify potential contamination issues that may be encountered during construction. This will include a site visit, review of existing documentation and a desktop review of previous activity at the site.

Conceptual Design

Stantec will review existing documentation and will provide three conceptual layout plans for the future building and parking area. This will also include access and egress drives. Conceptual designs will include basic site layout elements and dimensioning along with utility locations, limits of work, sidewalks and access to the building. Stantec will share the options with the Town and once a concept is agreed upon, the project will move into the Preliminary Design Phase.

Preliminary Design Phase

The preferred alternative will be advanced to preliminary design level plans. This will include the following drawings and support documents:

- Cover Sheet
- Existing Conditions Plan
- Site Layout and Materials Plan
- Site Grading and Utilities Plan
- Sediment and Erosion Control Plan
- General Site Details
- Architectural Plans and Elevations
- Technical Memos
- Preliminary opinion of probable construction cost

The design will include stormwater management features including water quality measures (as required) including bioretention areas and/or underground retention areas. The plans will also include parking area design including accessible parking and sidewalks throughout the site to access the building. Proposed plantings and lighting will also be included. Access and egress roads will be detailed to accommodate truck traffic. Truck circulation and storage facilities will be included in the layout design. A preliminary opinion of probable cost will be included.

Design Development

To obtain permits, the plans/design will need to be advanced to Design Development level (60% CDs). Stantec will further detail the design (especially the drainage design) to a level that is suitable for obtaining permits from the Town. A design development opinion of probable cost will be included.

Permits

Permits Stantec will prepare plans and documents to pursue permits noted in the RFP (such as Flood and Erosion Control Board, Conservation Commission, Planning and Zoning and Architectural Review Board) and will attend the required meetings. No State permits or hydraulic analysis is included within this scope.

Geotechnical Investigation

The following includes a placeholder fee to provide geotechnical boring inspection and report services for the selected site. The actual borings will be performed by the town's selected contractor.

- Preparation and full-time field inspection (2 days anticipated): \$3,000
- Expense allowance: \$500
- Full geotechnical report: up to \$12,000 for a full geotechnical report, foundation recommendations, and design parameters
- Lab testing of soil samples: \$1,000 allowance

These fees are included in our fee schedule.

Project Schedule

Task	Week																											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Review list of town sites	■																											
Site evaluation matrix		■	■	■	■	■	■																					
Select three (3) sites for evaluation and application of facility program			■	■	■	■	■	■																				
Present site study							■	■																				
Select preferred site								■	■																			
Site survey for preferred site									■	■	■	■	■	■														
Detailed existing conditions plan for preferred site										■	■	■	■	■														
Detailed existing conditions narrative for preferred site											■	■	■	■														
Phase I Environmental review) to determine what is feasible and what steps need to be taken for the various improvements											■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Refine Facilities Program / Gather input from stakeholders (department heads to all staff levels)	■	■																										
Analyze and provide design options with owner																												
Provide preliminary design																												
Provide preliminary cost estimate																												
Provide potential phasing of project																												
Develop the design to meet the requirements for submission to various local/State boards or commissions complete with details, sections																												
Provide on-plan specifications																												
Provide design development level opinion of probable cost																												
Attend meetings as required to obtain needed permitting/eight (8) public committee/board meeting/presentations and four (4) working meetings with staff/Town representatives.																												
Stakeholder Involvement Report																												
Technical memos with executive summaries covering items above: existing conditions, alternative scenarios, costs and related issues and a recommended phasing plan if needed.																												
Proposed site plans and building design drawings indicating improvements																												
Website material and content provided to town																												
Support graphics																												

LEGEND

- Project kick-off meeting
- Primary effort
- Meetings scheduled over duration of multiple tasks
- Intermittent deliverables (graphics, plans, opinion of cost, technical memorandums)
- Final report and documents

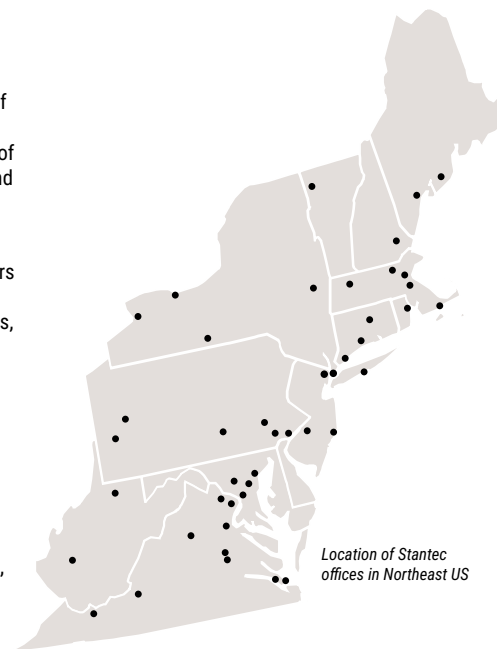
3 Our Firm, Your Team

Who We Are

Parks are a precious public resource that we all share. They are comprised of natural and constructed landscapes that require both management and maintenance. For nearly 70 years, Stantec has led the planning and design of parks and the spaces where people most interact and enjoy for recreation and the back of shop facilities that are essential to their upkeep.

Our team of award-winning landscape architects, engineers, architects, and environmental scientists have earned a reputation as multidisciplinary leaders in park planning, design, and implementation. We lead projects that range from neighborhood vest pocket parks and community based athletic facilities, to premiere waterfront, cultural, educational, and historic park sites. We provide creative and technical expertise to our clients from our New Haven office, with the resources of our interdisciplinary regional practice. We are fluent in the many aspects of park maintenance and operations and are trusted advisors to our clients.

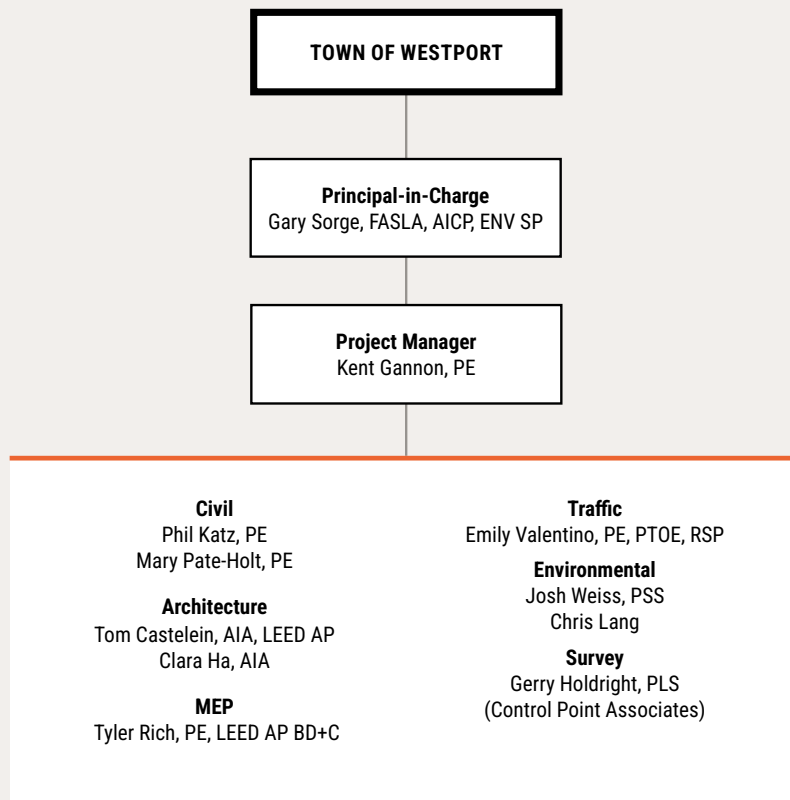
In the State of Connecticut, we provide site planning and design services to navigate local, state, and federal regulatory processes to obtain project approvals, commonly for our public sector clients and new and renovated K-12 educational projects. Land use, building massing, traffic and circulation, flood and stormwater management, utilities, and landscape are routine elements.



Key Personnel and Team Organization

Each staff person identified in our Organization Chart meets and exceeds the qualifications stated in the Request for Proposals. Our combined interdisciplinary skills, complimentary design and technical backgrounds, large public park and public works experience, and ability to engage with stakeholders, identify and synthesize physical needs, define improvement strategies, prepare effective and highly communicative graphics, and accurately reflect cost will be a valuable resource to the Town of Westport.

Organizational Chart





Gary Sorge FASLA, AICP, ENV SP

Principal-in-Charge

Experience

38 years of experience

Education

Bachelor of Science, Landscape Architecture, Rutgers University, 1986

Registrations

Certified Planner #018913

Registered Landscape Architect #836, CT

Also a Registered Landscape Architect in NY, NJ, VA, PA, RI, DE, OH

Memberships

Member, Urban Land Institute

Fellow, American Society of Landscape Architects

Member, American Institute of Certified Planners

Member, Council of Landscape Architectural Registration Boards

Member, American Planning Association

ENV SP, Institute for Sustainable

With 37 years of experience, Gary is Vice President for Landscape Architecture in our Transportation and Community Development practice. His leadership, planning, design, and technical capabilities span a broad range of project types including complete streets, parks, and plazas; public realm planning and design in urban, historic, and transportation corridors; greenway and multi-modal corridors; recreation and cultural facilities; and transit-oriented development. Gary has led many interdisciplinary projects encompassing infrastructure and site engineering; architecture; interpretive design; public participation; regulatory approvals; landscape resiliency; adaptive reuse and placemaking.

Silver Sands State Park | Milford, CT

Principal-in-Charge for the renovation design of this Connecticut State Park. Work was performed for the CT Department of Environmental Protection in accordance with CT Department of Administrative Services procedures. The project includes a new elevated deck overlooking existing dunes and Long Island Sound. Boardwalks and the deck provide access to a new concession building, restrooms and staff offices. New boardwalks connect existing boardwalks to the beach and traverse salt water marshland. Additional parking areas were designed using low impact design measures to minimize stormwater runoff. A new maintenance building is included to allow maintenance personnel and equipment to be located on site. A new ticket complex along the reconfigured entry road was also included. Permitting was required from the CTDEEP and the US Army Corps of Engineers.

Cummings Park & West Beach Park Master Plan | Stamford, CT

Gary was Principal-in-Charge and lead designer for the master plan of these combined 100-acre waterfront parks in Stamford, Connecticut. Aged facilities and amenities, coastal storm impacts, undesirable activities, and lack of programming have compromised the visitors experience to these highly desirable park settings. The master plan focuses on common themes that emerged through an extensive public outreach process. These themes range from beachfront to woodland enhancements, ballfield renovations, concession and pavilion destinations, a new marina, and wetland and trail enhancements to operations, maintenance and operational efficiencies. The plan was adopted by the city in 2015 and Stantec has been retained for the phased implementation of the park's rehabilitation.

Longshore Club Park Capital Improvement Plan | Westport, CT

Principal-in-Charge, Project Manager, and Lead Planner for the Longshore Club Park Capital Improvement Plan. Longshore is a 168-acre diverse recreation facility that features Parks and Recreation Department offices, Parks maintenance staff and equipment, a golf course, The Inn at Longshore, tennis courts (and winter ice rink), Longshore Sailing School, platform tennis courts, a pool complex, a playground, a multi-purpose pavilion, and a marina. The Town engaged Stantec to determine how to accommodate identified needs and determine what may or may not be feasible. We developed recommendations for replacement, relocation, and enhancement of new and existing facilities. A robust public engagement program was instituted to engage stakeholders and park patrons to aid in developing a program plan for park improvements and to provide feedback on improvement recommendations. Recommendations and considerations in the capital plan include improvements to traffic flow, parking, and pedestrian circulation; the needs of recreation enthusiasts and stakeholders; and trends and sustainable best practices in park offerings.



Kent Gannon PE

Project Manager

Experience

19 years of experience

Education

Bachelor of Science, Civil Engineering,
Rensselaer Polytechnic Institute, 2005

Registrations

Professional Engineer #0027452, CT

Kent has been involved in a variety of projects covering numerous phases of site development. His knowledge includes roadway design, site grading and layout, drainage, sanitary and storm sewer design as well as hydrological site analysis. He is familiar with Autodesk-Civil3D, Microstation, InRoads, Hydraflow Hydrographs, Hydraflow Storm Sewers, HydroCAD and StormCAD software.

Warren Harding High School Replacement | Bridgeport, CT

The new 155,000 sf Warren Harding High School includes state-of-the-art sports facilities, such as a running track, synthetic turf football and baseball fields, and a 900-seat grandstand, for the use and enjoyment of the neighborhood and the larger surrounding community. The design includes an outdoor amphitheater with a stage outside for community activities. In addition, as the site is slated for a huge redevelopment, we had to design the site with flexibility to accommodate as yet unknown future roadway expansion. Further complicating our efforts was the location of the site within a FEMA floodplain. Coordination with FEMA was required, and a Conditional Letter of Map Revision (CLOMR) was needed. The new high school is aiming for LEED GOLD certification. Toward that end, we designed an extensive natural storm water management system, including rain gardens, bioretention and underground infiltration practices. Work included site layout design, grading and drainage, and permitting.

Roosevelt Elementary School | Bridgeport, CT

Our civil engineers and landscape architects are helping to replace the existing Roosevelt Elementary School with a new state-of-the-art 85,000 sf facility along with the installation of a U-10 synthetic turf soccer field. We are providing site design services, including parking lot design, access and circulation design, and storm water management systems design. To assist with reducing heat island effects and provide a naturalized setting and buffer for the school facility, we are designing low maintenance landscape architectural features. The school is on target to achieve LEED Gold certification. Toward that end, we have designed innovative storm water systems for the parking facility, including water quality swales, rain gardens and bioretention areas, incorporating storm water infiltration techniques. Work involved site layout, drainage and utility design and permitting.

Roberto Clemente School Expansion | New Haven, CT

Project Engineer for the site planning, civil engineering and landscape architectural design services for expansion and renovation of this K-8 elementary school as part of the City of New Haven schools rehabilitation program. Stantec was responsible for site circulation (bus and parent drop off), parking lot layout and design, grading, stormwater and utility design (including stormwater detention design) as well as landscape architecture design for this facility.

Broad Street Roadway and Streetscape Improvements | Manchester, CT

Civil Engineer for design improvements to 3,000 lf of Broad Street, a busy town arterial roadway with significant commercial and service type of retail establishments. Tasks included roadway reconstruction, new and upgraded storm drainage facilities, and utility relocations along with preparation of construction plans and documents. Access was also studied and improved with the ultimate goal of promoting business activity.



Phil Katz PE

Civil

Mr. Philip Katz has extensive experience in the design, permitting and construction administration on a variety of civil engineering projects. His experience includes transportation, infrastructure, residential and commercial development, and parks and recreation projects.

Experience

41 years of experience

Education

Master of Business Administration,
University of New Haven, 1990

Bachelor of Science, Civil Engineering, 1983

Registrations

Professional Engineer #15307, CT

Yale University, Yale Science Building | New Haven, CT

Prepared the site engineering for a new 237,000 square foot research facility and the demolition of the existing structure. The site work required extensive coordination for utility relocation and services for the new building. Campus steam, condensate, chilled water, electric and telecommunications lines had to be rerouted for a new and expanded building footprint. Utility and pedestrian tunnel connections from the new building to existing buildings were also considered. A new stormwater detention system was also designed.

East Haven Community Center* | East Haven, CT

Prepared site analysis and conceptual plan for converting the former high school into a community center. The program included senior housing, senior activity center, recreation, youth facilities and continuing education.

Cheshire Warehouse and Industrial Buildings* | Cheshire, CT

Managed the design of the civil portion of this 250,000-square-foot building project at the Cheshire Correctional Facility. The project required extensive utility relocation, including new temporary and permanent services. The maintenance of existing operations and security during construction was a critical part of the project.

Site Plan for United Parcel Service | Norwalk, CT

Project Manager for the preparation of site plans to allow the expansion of the existing UPS facility. Increased demand for delivery of packages during the holiday season required expansion of the distribution facilities on site requiring the need for off-site parking for employees. A temporary and permanent solution were developed requiring approval from various departments in the City. The permanent solution includes a 190 space parking lot and a new sidewalk along the road frontage to connect the two parcels.

Foran High School Athletic Facility Improvements* | Milford, CT

Managed the design of several improvements to athletic facilities at Foran High School. One improvement was an irrigation system for a new softball field being constructed by the Board of Education. Coordinated with the water utility to determine potential services and prepared plans for an automatic irrigation system. The other improvement was the construction of a new tennis court. A fourth court was needed adjacent to existing courts for tournament play. The new court required regrading, underdrains, fencing and relocation of sidewalks.

* denotes projects completed with other firms



Mary Pate PE

Civil

Ms. Pate-Holt has been involved in numerous civil engineering projects since joining Stantec. Her experience includes all aspects of site development, including grading and drainage, hydraulic and hydrological analysis, and environmental permitting. She is familiar with, HEC-RAS, StormCAD, HydroCAD and HydraFlow modeling software.

Experience

10 years of experience

Education

Master's of Science, Environmental Engineering, North Dakota State University, 2015

Bachelor's of Science, Civil Engineering, North Dakota State University, 2012

Registrations

Professional Engineer #0033518, CT

Cranbury Elementary School | Norwalk, CT

Engineer responsible for drainage design of Cranbury Elementary redevelopment. Responsibilities include grading, storm drainage facilities, and coordination of site engineering with architectural improvements. The project includes green infrastructure stormwater improvements.

New London High School | New London, CT

Junior Engineer responsible for the site planning, site engineering, and design services for the reconstruction and renovation of New London High School. Stantec's responsibilities include parking lot design, site design, landscape architecture, storm drainage facilities, and coordination of site engineering with architectural improvements. The project includes green infrastructure stormwater improvements and extensive local permitting and coordination.

University of Connecticut, Main Campus Parking Replacement | Mansfield, CT

Junior Engineer for the replacement of approximately 700 spaces of parking in order to construct the Science One building. Responsibilities include parking lot design, site design, and storm drainage facilities. Work included close coordination with UConn and a Flood Management Certification permit from CTDEEP. The project involved significant stormwater improvements and green infrastructure including hydrodynamic separators, underground retention systems, and bioretention basins. Stantec also provided a Stormwater Pollution Prevention Plan for use during construction along with construction oversight which included inspections and stormwater monitoring.

Boccuzzi Park - Phase I | Stamford, CT

Engineer for drainage design for the redevelopment of Boccuzzi Park - Phase I. Responsibilities included conducting infiltration test pits, watershed delineation, and drainage design. Hydrologic and hydraulic models were prepared to show the site met the City of Stamford's Stormwater Management Regulations. Stormwater features were designed for tidal conditions and met requirements for their location in the FEMA VE Zone. Permits were obtained from the Stamford Environmental Protection Board, CAM, and CT DEEP.

Cummings Park | Stamford, CT

Engineer for drainage design for the redevelopment of Cummings Park. Responsibilities included conducting infiltration test pits, watershed delineation, and drainage design. Hydrologic and hydraulic models were prepared for runoff and pipe design. Infiltration basins were designed to reduce runoff rates and volumes, along with meeting stormwater requirements for the City of Stamford.



Tom Castelein AIA, LEED AP

Architecture

Experience

39 years of experience

Education

Bachelor of Architecture, Syracuse University, 1985

Registrations

Registered Architect #020250, NY

Also a Registered Architect in NJ, ME, and OH

Tom is a Senior Architect with over 34 years of experience. He has performed as Project Architect and/or Project Manager on an array of commercial, municipal, and institutional projects ranging in construction cost from \$500K to \$38 million. He has a particular interest and experience with urban adaptive reuse projects and interior architecture. Tom's project experience demonstrates a specialized interest in preservation and working with historic architecture including properties listed on State and National Registers. He has successfully interfaced with preservation regulatory agencies at the state and local levels, to the benefit of his projects. Tom has served as Board Member and technical advisor for the Landmark Society of Western New York for over 10 years.

Town of Perinton - DPW Operations Center* | Perinton, NY

Project Architect for a \$14 million redevelopment of the Department of Public Works Operations Center which completely replaced the town's existing facilities, functionally joining two parcels previously separated by a creek, while keeping the facility in operation during construction. The project doubled the amount of vehicle fleet storage space available, provided a state-of-the-art fleet maintenance facility, and included new administrative office and crew support space.

City of Rye Department of Public Works - Administration Building | City of Rye, NY

Project Architect for a new 18,000 sq. ft. multi-use facility that replaces an obsolete 95 year old structure in the midst of an established DPW complex. Providing 20 pull-through truck parking spaces on the ground floor, the building features administrative offices, a multi-use assembly space, and support space for DPW field workers on the upper floor. The building will function as a Designated Emergency Preparedness Operations and Communications center for the City of Rye emergency responses.

Village of Fairport - Municipal Commission Operations Center* | Fairport, NY

Project Manager and Architect for the development of a new operations center for this municipal electrical utility. The project included 10,000 sq. ft. of administrative office space including a multi-use public meeting room, and 31,000 sq. ft. of equipment warehouse and truck garage space. The tight constraints of the site and its context in the historic village center required architecturally sensitive and compatible design solutions.

RG&E Vehicle Storage and Service Facility* | Parma, NY

Project Architect for design of a new 4,500 sq. ft. vehicle storage service and storage facility at RG&E's western regional Line Operations Service Center. Performed conceptual design, preliminary and final design, cost estimates, and provided construction services. The new facility has a steel frame with a metal roof and metal siding and consists of six truck storage bays and a raised equipment loading area. Coordinated mechanical, electrical, and structural design and developed construction schedule that would allow uninterrupted service operations throughout construction.

** denotes projects completed with other firms*



Clara Ha AIA

Architecture

Clara is a registered architect in New York with a passion for sustainable design. She has designed a highly diverse range of projects encompassing educational, institutional, commercial, residential, and mixed-use building types with experience working on adaptive reuse projects in NYC Landmark Districts. Clara incorporates Passive House principles in her designs and has even served as an instructor for a workshop for the non-profit organization, "Passive House for Everyone". She is also a dedicated educator, having taught undergraduate architecture design studios for over 13 years. Currently, she holds a Visiting Assistant Professor position at Pratt Institute in Brooklyn, NY.

Experience

17 years of experience

Education

M.A.A., The Royal Danish Academy of Fine Arts, School of Architecture, 2011

Bachelor of Architecture, The Cooper Union, The Irwin S. Chanin School of Architecture, 2005

Registrations

Registered Architect #40585, NY

Thomas Jefferson High School Athletic Complex (K436) | New York, NY

Clara served as the Senior Architect for the Thomas Jefferson High School Field House & Athletic Field which was a new 1-story, 12,000 SF field house and 350,000 SF athletic field rehabilitation for Jefferson HS in Brooklyn for the NYC School Construction Authority (SCA). The project includes comprehensive Storm Water Pollution Plan (SWPPP) and the remediation of poor soil conditions. The building was designed to meet the stringent standard of the Green Schools Guide (GSG).

278 Court Street* | New York, NY

Clara served as the lead architect for the renovation of existing 3-story mixed use building w/ new rear and rooftop addition. The building was designed to Passive House (EnerPhit) standards, to receive Passive House Certification.

44 India Street* | New York, NY

Clara served as the lead architect and provided architectural design for this new 4-story residential building designed to Passive House standards and receive Passive House Certification.

29 E 11th Street* | New York, NY

Clara provided architectural design for this renovation of existing 4-story townhouse in a Landmark District with a new rear and rooftop additions.

991 Saint Johns Place* | New York, NY

Clara served as the lead architect for this residential conversion and expansion of existing Catholic school building in the Crown Heights North Historic District. This complete reconstruction of building envelope was to restore to historic condition and included extensive review and approval by the Landmarks Preservation Committee. Conversion and expansion were included.

** denotes projects completed with other firms*



Tyler Rich PE, LEED AP BD+C MEP

Experience

9 years of experience

Education

Master of Business Administration,
University of Connecticut School of
Business, 2022

Bachelor of Science, Electrical Engineering,
University of Connecticut, 2015

Registrations

Professional Engineer #0033604, CT

Also a Professional Engineer in NY, NJ, and
MA

LEED AP Building Design + Construction

Mr. Rich is a Senior Associate, electrical engineer, and project manager at Stantec. As a senior electrical engineer, he has full responsibilities for the design of electric power distribution, emergency and standby power systems, lighting and lighting control systems, fire alarm systems, lightning protection, telecom and security infrastructure, and utility services design and coordination. His fundamental working knowledge across all MEP trades combined with excellent communication and organizational skills has helped him to successfully design and manage projects across all sectors including Educational, Commercial, Residential, and Healthcare.

At Stantec, he is responsible for leading and coordinating the efforts of interdisciplinary teams of mechanical engineers, electrical engineers, plumbing/fire protection engineers, architects, and sub-consultants. He coordinates with owners, architects, and other engineering trades to establish project goals and requirements, including technical approaches.

Warren Harding High School Replacement | Bridgeport, CT

Electrical Engineer for a \$86 million 207,000 SF, 4-story new construction project including an auditorium, cafeteria, two gymnasiums, and exterior athletic facilities. Designed two 480Y/277V services, emergency/standby power systems, fire alarm system, and 13.8kV interconnection to on-site solar farm. LEED Certified design.

Eastchester Union Free School District – District-Wide Capital Project | Eastchester, NY

\$75.6 million district-wide capital project including 365,000 SF of total floor area of infrastructure renovations in the High School, Middle School, and 3 elementary schools. Electrical design includes electric service upgrades; electrical distribution; lighting controls; fire alarms.

North Shore Central School District - District-Wide Capital Project | Sea Cliff, NY

Electrical Engineer for a \$43.5 million district-wide capital project including new additions and major renovations at the High School and Middle School, and major renovations to 3 elementary schools. Electrical design includes electrical distribution, lighting controls, and fire alarms.

UConn MEP Services Term Contract | Mansfield, CT

Stantec has provided on-call mechanical, electrical, plumbing, fire protection, and fire alarm engineering services to the University of Connecticut (UConn) from 2019 through 2024. Under this contract, Stantec has worked with UConn to design MEP infrastructure and controls upgrades to improve functionality and reduce energy consumption. Project assignment locations have included UConn's main campus in Storrs, Connecticut, as well as UConn's Health Center in Farmington, Connecticut. Our recent design work included controls upgrades in two student dining facilities at the Storrs, Connecticut campus. Other recent design work included steam heating and domestic water infrastructure upgrades in two dormitories at the Storrs campus, and a study and subsequent design project for a laboratory ventilation system at the Farmington UConn Health Center.



Emily Valentino PE, PTOE, RSP

Traffic

Experience

14 years of experience

Education

Bachelor of Science, Civil Engineering -
Transportation Concentration, University of
Delaware, 2010

Registrations

Professional Engineer #096799-1, NY

Certified Professional Traffic Operations
Engineer #4390

Road Safety Professional

Ms. Valentino is a Transportation Engineer with technical experience in traffic and crash statistics management, roadway capacity and operational analyses, traffic and revenue studies, pedestrian operation studies, traffic detection implementation and data usage. She has conducted analyses using Synchro/Sim Traffic, Highway Capacity Software (HCS+) and Safety Analyst in order to develop recommendations that maximize operational benefits and the user's safety. Ms. Valentino was previously employed at the New Jersey Turnpike Authority, where she oversaw traffic data management, crash analyses and traffic detection implementations and operations.

Lower Concourse Infrastructure | Bronx, NY

The purpose of this project is to support development and job growth within the Lower Concourse section of the Bronx through the implementation of critical infrastructure. The Lower Concourse Infrastructure project seeks to improve existing infrastructure for future development and to enhance pedestrian and vehicle safety. The purpose of the traffic study is to help identify design improvements to Exterior Street between East 150th Street and East 138th Street without compromising traffic operations. Exterior Street is a heavily trafficked street moving vehicles towards major roadways such as the Major Deegan Expressway, East 138th Street, and East 149th Street. Ms. Valentino was the lead traffic engineer on the project. She developed the traffic data collection program, completed LOS analysis and Synchro model development. Extensive model calibration to existing conditions was necessary as the Major Deegan Expressway ramps contribute to excessive congestion and queuing along East 138th Street. She also completed a crash analysis for the study area. A final report was produced outlining congestion areas and safety deficiencies, which included recommendations for improved flow and operations.

Sunset Park Masterplan | Brooklyn, NY

The objective of this high-level transportation study was to evaluate current circulation patterns at the project sites, and determine the potential impact that proposed development may have on circulation within and surrounding the terminals. Ms. Valentino conducted the traffic impact analyses and determined mitigation based on flow diagrams. She also completed a traffic study report summarizing all analysis and findings.

I-95 Planning & Environment Linkages (PEL) Study | Stamford, CT

Project manager for the PEL study which examined the reconstruction of Interstate 95 from Exit 7 to Exit 9. The study examined existing and future transportation needs in the corridor including both the interstate and the local road network adjacent to the highway. The goal of the study was to identify ways to improve traffic operations, travel time and safety.

Welcome Centers | Various Locations, NY

As part of the development of the proposed, state-of-the-art Welcome Center, Ms. Valentino performed an analysis of peak period parking demand. The analysis, which conformed with AASHTO standards, was then used to further justify various components of the building program. She was responsible for the coordination efforts between many parties to ensure the efficient and timely project completion.



Josh Weiss PSS

Environmental

Experience

18 years of experience

Education

Bachelor of Arts, Geography, University of Connecticut, 2008

Regional Soil Science Certificate Program, University of Massachusetts

Registrations

Certified Professional Soil Scientist, CT

Memberships

President, Connecticut Association of Wetland Scientists

Professional Member, Society of Soil Scientists of Southern New England

Mr. Josh Weiss is a professional certified soil scientist and project manager providing a wide range of environmental services within Connecticut and the greater New England Region, including wetland delineations/documentation and rare, threatened, and endangered (RTE) habitat surveys. He is able to provide a diverse and complete range of professional skills and services including Community Planning and Outreach, Transportation Planning, Corridor Studies, and Environmental Planning. Josh has experience with environmental documentation, including local, state, and federal permitting and agency coordination. He is an expert with ESRI Products (Arcmap, ArcPro, ArcGIS Online, Collector App, Spatial Analyst). Josh is also certified in Connecticut as a Qualified Compliance Inspector of Stormwater (QCIS) and a Qualified Preparer of Storm Water Pollution Prevention Plans (QSPPPP). Throughout his career, Josh has collaborated with project engineers collecting and analyzing environmental impacts from construction and developed mitigation measures for many environmental impact statements and environmental assessments pursuant to the National Environmental Policy Act (NEPA) and Connecticut Environmental Policy Act (CEPA). His work conforms to the regulations and guidelines of agencies including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Railroad Administration (FRA), Federal Aviation Administration (FAA), and the Connecticut Airport Authority (CAA). In addition, Josh provides state and federal listed bat services and mitigation utilizing acoustic bat survey and data processing.

Danbury Water Pollution Control Facility* | Danbury, CT

Josh has been involved with the environmental permitting required for required facility improvements to be completed at the City of Danbury Water Pollution Control Plant. Josh delineated wetland and watercourse resources in accordance with state and federal guidelines. In Addition, Josh prepared the Stormwater Pollution Prevention Plan and is working to achieve the Construction Stormwater permit from the Connecticut Department of Energy and Environmental Protection (CT DEEP). Josh has worked closely with the design engineers to ensure integration of stormwater best management practices for use during construction. Josh prepared an inland wetland and watercourse permit application on behalf of the City of Danbury and represented the water prevention control authorities at public hearings.

Enfield Water Pollution Control Facility* | Enfield, CT

Josh assisted the client during the process of designing and permitting improvements to the Water Pollution Control Facility (WPCF) for the Town of Enfield CT. Josh identified, delineating, and documented the wetland and watercourse resources on the project site. Josh wrote the Flood Management Certification (FMC) and provided support in submitting both a local inland wetland permit and a planning and zoning permit on behalf of the client. Throughout the entire permitting and design process, Josh provided significant consulting services streamlining the permit process with the Connecticut Department of Energy and Environmental Protection (CTDEEP) and the Town of Enfield.

** denotes projects completed with other firms*



Chris Lang

Environmental

Experience

10 years of experience

Education

Master of Arts, Marine Conservation and Policy, Stony Brook University, 2012

Bachelor of Science, Biology, Providence College, 2011

Chris previously worked with New York State's Department of Environmental Conservation (DEC), conducting environmental impact analysis and environmental permitting. Chris' regulatory experience involves a wide variety of projects and jurisdictions, however he has had special focus on projects impacting wetlands and waterbodies (tidal and freshwater), as well as coastal resiliency projects. Throughout his tenure at DEC, Chris reviewed applications and/or impact analysis documentation for over 400 projects of varying complexity, some of which are highlighted below. His role in Environmental Services involves assessment and permitting tasks in multiple states to further grow Stantec's portfolio and meet the needs of clients.

SUBASENLON - Pier 8 Reconstruction, New CAD Cell | Groton, CT

Assistance with preparation of permit applications (USACE 404/10/103; CTDEEP 401; agency consultations) associated with submarine berthing pier reconstruction and development of a new confined aquatic disposal (CAD) cell in the Thames River for dredged material placement.

P1045 Submarine Storage and Maintenance Facility | Groton, CT

Permitting and environmental consultation lead for construction of a new storage building located on the grounds of the Naval Submarine Base New London.

Spring Creek South Ecosystem Restoration* | Queens, NY

Provided project management support for New York State DEC on the implementation of a coastal storm and risk management restoration project along Jamaica Bay, New York City. Support involved coordination and support for the project's NEPA Environmental Assessment and permit applications. Support was also provided for site investigations, intergovernmental coordination, and project reporting.

UI Avangrid Milvon to West River Transmission Line 115-kV Rebuild Project | CT

Providing task management support for environmental permitting, regulatory compliance, and stormwater inspections associated with an approximately 9-mile rebuild/relocation of electrical infrastructure along Metro North's New Haven line.

North Street Reconstruction Project | Douglas, MA

Supported development of a Notice of Intent under Massachusetts' Wetlands Protection Act, associated with the replacement of water/sewer mains, and road reconstruction, along an approximately 1-mile long stretch of North Street.

Sunset Cove Park Resiliency and Restoration Project * | Queens, NY

Supported project concept development, stakeholder engagement, and reviewed permit applications for New York City Parks and Recreation's effort to restore Sunset Cove Park, which included salt marsh restoration and a waterfront boardwalk.

** denotes projects completed with other firms*

Gerry Holdright, PLS

Funding



Gerry has been an active member of the land surveying industry for over twenty (20) years. He has a degree in Geomatics from the College of Geographic Sciences in Nova Scotia. Gerry has a wide range of knowledge in the creation and discontinuance of street layouts, construction layouts, geodetic control, GPS procedures, subdivisions, three-dimensional high-definition laser scanning, boundary surveys, photogrammetric mapping, deformation monitoring, and zoning changes.

Years of Experience

25

Education

Applied Sciences, Geomatic Engineering, College of Geographic Sciences

Registrations

Professional Land Surveyor, Massachusetts

Millwood Farms Golf Course, Construction layout and condominium site plans, Framingham, Massachusetts

- 70-acres
- Boundary topographic survey
- Right of Way survey
- Wetland flag locations
- Establishing horizontal/vertical control
- Laying out approximately 65 foundations
- Condominium site plans
- Foundation and unit as-builts

1330 Highland Avenue, Field surveying services of roadways and underground utilities, Needham, Massachusetts

- 1.06 Acres
- Boundary, topographic and utility survey

50 West Street 03-220308-00, Field surveying services for municipal construction plans, Mansfield, Massachusetts

- 3.5 Acres
- Boundary, topographic and utility survey
- Wetland locations

345 Walnut Street, Field surveying services for the planned construction of a senior living center, Newton, Massachusetts

- 0.6 Acres
- Boundary, topographic, and utility survey

121 Riverside Avenue Background documentation for site plan and preparation, Medford, Massachusetts

- 4.25 Acres
- Boundary, topographic, and utility survey
- Title Report review/ALTA upgrade

4 Relevant Projects and References



Silver Sands State Park Milford, CT

Stantec designed the improvements to this state park for the Connecticut Department of Energy and Environmental Protection under a Department of Administrative Services contract and oversight. The \$8 million project included the renovation of circulation and new parking facilities, landscape improvements, utility upgrades and the design of a new beach buildings and a maintenance facility. The beach buildings were built on an elevated deck since it was located in the VE zone at the beach. It includes three separate buildings with a life guard and first aid office, a restroom and a concession building. A new boardwalk was built across the wetlands using top down construction to minimize impacts and to connect to the main boardwalk which connects the beach to the parking lots.

Green infrastructure was included in the project with infiltration trenches and rain gardens used to infiltrate runoff back into the ground. No new drainage outfalls were installed for the new development. New parking areas were constructed with reinforced turf to eliminate additional impervious pavement. A solar array was included on the roof of the maintenance building and charging stations were

provided for electric vehicles with the infrastructure required for future expansion of charging stations.

The design factors storm resiliency and flood impacts. Located on Long Island Sound, Silver Sands State Park is constructed on fill and nestled among vast areas of upland and tidal wetlands. Visitation to the State park has increased in recent years, and renovations are needed to accommodate demand, enhance the visitor's experience, and provide the requisite staff and emergency response facilities much needed at the popular waterfront destination.

Project Details

Dates: 2016-2020

Staff: Kent Gannon, Gary Sorge, Phil Katz

Reference: Connecticut Department of Energy and Environmental Protection | Tom Tyler | (860) 424-3099 | tom.tyler@ct.gov



Harper Street Asphalt Plant

Queens, NY

When looking to rebuild the Harper Street Asphalt Plant, the plant was already showing signs of deterioration after more than 20 years of use. In partnership with NYC DDC, Stantec was commissioned to conduct a comprehensive site assessment and provide a full range of design services. NYCDOT's Harper Street Asphalt Plant is an integral component in their ability to maintain the paved streets of New York City. Although the current plant is functioning, the buildings and plant equipment are in sub-par condition, are susceptible to future flood events, and require an upgrade to meet the ongoing needs of the city. The project scope included the design of the site to accommodate the plant operations consisting of vehicle, utilities, and foundation design for the asphalt equipment, as well as the design of multiple support buildings. The Yard will accommodate the circulation of plant vehicles, areas allocated to store piles of rip-rap, and a maintenance area. The asphalt path will be visible from the adjacent administration building.

Stantec's site assessment and investigation concluded that there is evidence of poor soils, inadequate drainage, and several environmental issues. Additionally, the site is in a flood zone and is prone to heavy flooding. Stantec addressed these concerns by proposing a drainage plan for the 3.92-acre site, in addition to buildings that met the NYC flood resiliency requirements. Mechanical design included air-conditioning, heating, and ventilation utilizing a zoned overhead duct distribution system having thermostat-controlled variable air volume (VAV) terminal units. Split refrigeration air systems were utilized for air conditioning and dehumidification in all telecommunication rooms, elevator machine rooms, and server rooms. A BAS (Building Automation System) was

included to perform Energy Management and Monitoring and reporting. Systems were designed in compliance with the NYC Mechanical Code, NYC Energy Conservation Code, ASHRAE, and NFPA Standards as applicable, and requirements of the Authority Having Jurisdiction. The plumbing system for the Harper Street Project will include low-flow fixtures and equipment to reduce overall water usage at the facility. The building roof drainage will be a primary and secondary system, that will work in conjunction with the green roof to reduce stormwater flow. The fire protection system on the project is a low-expansion foam system designed to protect exterior asphalt material storage tanks. The system was intended to use modern foam solutions but was sized for the capacity to use environmental foam solutions that will be available in the near future. The electrical systems will include power to the new building services, LED lighting to meet Energy Conservation Code requirements, and a new emergency generator connection. The new building will also be equipped with an addressable fire alarm and detection system.

Project Details

Dates: 2019-2027

Staff: Clara Ha

Reference: New York City Department of Design & Construction | Jerry Aliberti, CCM, Program Director | 718-391-1073 | aliberti@ddc.nyc.gov



DPW Yard Expansion Study

Madison, CT

The Town of Madison retained Stantec Consulting Services Inc. to prepare a feasibility study for the expansion of the Department of Public Works (DPW) Garage and consolidation of other departments to the DPW Yard at 6 Fort Path Road, near the intersection with Cope Road. Stantec retained Huestis Tucker Architects to prepare the architectural portion of the project. The Town is seeking to expand the existing garage and consolidate Public Works, Emergency Service Storage, and the Beach and Recreation Department on one site. Through a series of meetings with shareholders and site visits, a plan and opinion of probable cost was developed to accommodate the various departments and expand the existing DPW site.

A program was developed based on meetings with the staff, measuring their existing buildings and assessing their current uses and needs. Buildings were sized to accommodate vehicle and equipment storage, maintenance and office space, restrooms and kitchen space for staff. The project would require the relocation of an existing salt storage facility and regrading the site.

Project Details

Dates: 2023-2024

Staff: Kent Gannon, Phil Katz

Reference: Town of Madison | Austin Hall, Director of Beach, Recreation and Senior Services | (203) 245-5685 | halla@madisonct.org



Francis Walsh Intermediate School

Branford, CT

A portion of the building will be renovated while a new addition is also being planned. The Commons Building, consisting of approximately 53,000 square feet of renovated and repurposed existing space, contains the school's Administration Offices, School Nurse's Office, the School Based Health Suite, its shared athletic facilities, Natatorium, and Auditorium. The Academic Building, comprised of the three-story 116,000 square feet new addition, consists of shared classrooms Art Classrooms, Family Consumer Science classroom; and specialized instructional spaces for Special Education. The addition's first floor also contains the cafeteria, kitchen and building services and space for the technology workshop and storage.

The school parcel contains approximately 4 acres of wetlands situated to the south and west of the school building. A portion of the parcel is within the FEMA 500 Year Floodplain. The project will involve two general construction phases. Prior to the start of building demolition, two temporary bituminous parking areas will be constructed which will be removed after Phase II is substantially complete.

Phase I involves the demolition of a portion of the existing building (northeast) and construction of the new academic wing along with the installation of utilities. Phase II involves the demolition of the southern portion of the existing building and renovation of the existing building to remain (northwest portion) along with the majority of the site related work such as driveways, parking and utilities. New parking areas are being constructed to the north and south of the building yielding a total of 310 spaces. Site amenities such as new lighting, plantings and site furnishings will also be provided. An extensive stormwater management system is proposed which will include underground retention systems, hydrodynamic separators and bioretention areas which will significantly improve the water quality discharging to the on-site wetlands. Stantec is responsible for all site engineering and landscape architecture for the project.

Project Details

Dates: 2016-Present

Staff: Kent Gannon

Reference: Town of Branford | John Hoefflerle, Town Engineer | (203) 315-0606 | engineering@branford-ct.gov



West Haven High School Renovation and Campus Improvements

West Haven, CT

The existing 1963 school building received a facility audit through the local Capitol Region Education Council, which resulted in recommended improvements. The unanimously approved design option would renovate only the gymnasium and auditorium areas, while remaining portions of the facility faced demolition to allow for a new central core of classrooms and support spaces. As a subconsultant to the prime architect, Stantec led site/civil and landscape architectural services.

Our scope of work involved civil engineering and traffic support for the renovated 275,000SF building including site layout, new access and circulation, utility design, grading and drainage improvements and other site amenities. The project included an extensive storm water management system designed to significantly improve water quality at the site. A significant outreach and coordination effort with school representatives and adjacent neighbors was included due to the sensitive nature of the improvements in the residential neighborhood. Detailed site phasing plans were also created as the school will remain in session throughout the construction period. Permits were prepared for wetlands, planning and zoning, and Flood Management Certification.

The project included layout and design of school bus and parent drop off circulation as well as reconfiguration and redesign of extensive 441-space surface parking facilities. Ancillary parking facility design features included

landscaping and lighting as well as associated green infrastructure improvements that feature underground infiltration and an infiltration basin. The re-imagined site circulation and parking layout significantly reduced the existing school paved area by reducing driveway widths, reconfiguring existing parking areas and designing new spaces for parking. In addition, speed humps were added and parking was eliminated from main circulation lanes to improve site safety and traffic operations. New sidewalks with pedestrian level lighting and strategic pedestrian crossings were added for students, staff, and visitors alike to safely access the school building and grounds. Lastly, bicycle racks were located throughout the site to service students and faculty who access the school through this alternative means of transportation. Overall, space is provided to dock 100 bicycles outside the school.

Project Details

Dates: 2013-2020

Staff: Kent Gannon

Reference: City of West Haven | Ken Carney, Chairman ARPA Committee and West Haven High School Building Committee, President of Baybrook Remodelers, Inc. | (203) 937-6400 | kenc@baybrookremodelers.com



Fire Headquarters Fueling Facility Replacement

Branford, CT

The Town of Branford retained Stantec Consulting Services Inc. to prepare construction documents and provide construction administration services for the installation of a new fueling facility located on the Branford Fire Headquarters site. The facility will serve the Town fleet and replace the existing fueling facility located offsite. Stantec was responsible for all phases of the project including fueling facility design, electrical, and site civil.

Project Details

Dates: 2022-Present

Reference: Town of Branford | John Hoefflerle, Town Engineer | (203) 315-0606 | engineering@branford-ct.gov



Cranbury Elementary School

Norwalk, CT

The Cranbury School site consists of 33 acres north of Knowalot Lane with almost half identified as wetlands and spread throughout the site. The existing building occupies 50,000 square feet. The proposed building will occupy 62,000 square feet so the challenge was to locate the new building on the site without causing a substantial impact to the wetland environment and to allow the new building to be constructed while the existing remain operational. To support the building, parking for 122 cars were provided and a lengthy drop off roadway for parents was provided. A separate bus loading and unloading zone was also designed for the school. As part of the project, a replacement baseball field and soccer field are also included in the design. The new building and roadways were located to avoid impacting a mature tree which anchored the entrance to the building. Stantec provided documentation and support for local Zoning Board of Appeals, Wetlands and Planning and Zoning approvals.

Project Details

Dates: 2018-2023

Staff: Kent Gannon and Phil Katz

5 Budget

Task	Cost
Needs Analysis and Site Evaluation	\$ 16,500
Phase I Environmental Review; Conceptual Design; Preliminary Design (selected site)	\$ 72,500
Design development (selected site)	\$ 57,500
Survey allowance (selected site)	\$ 25,000
Submission and attendance at meetings	\$ 18,500
Geotechnical Borings Inspection and Report	\$ 16,500
Reimbursables	\$ 2,000
Total	\$ 208,500

Title	Hourly Rate
Principal	\$ 275
Senior Architect	\$ 205
Architectural Designer	\$ 155
Senior Engineer	\$ 195
Engineer	\$ 175
Engineering Designer	\$ 150
Senior Landscape Architect	\$ 190
Landscape Architect	\$ 175
Landscape Architect Designer	\$ 140
Environmental Scientia (LEP)	\$ 170
Technician	\$ 105



Stantec is a global leader in sustainable architecture, engineering, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

04/29/2025

RTM Finance and Public Works Committee Meeting

Meeting via Zoom

Upon the request of the Director of Parks & Recreation, to approve an appropriation in the amount of \$238,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500468-10145, for Site Analysis, Architectural study, schematic design, Land-Use permitting, and preparation of an Opinion of Probable Cost for a Parks Maintenance Facility.

For RTM Finance:

- Seth Braunstein – Chair, RTM Finance Committee
- Nancy Kail – RTM Finance Committee
- Don O’Day – RTM Finance Committee
- Pam Kopack - RTM Finance Committee
- Ari Benmosche - RTM Finance Committee

For the Town:

- Peter Ratkiewich – Director of Public Works
- Eric Barbieri – Director of Parks & Recreation
- Rick Giunta – Deputy Director of Parks & Recreation

On Tuesday evening, April 29th the RTM Finance committee met with P&R Director Eric Barbieri to discuss a request for \$238k to cover Site Analysis, Architectural study, schematic design, Land-Use permitting, and preparation of an Opinion of Probable Cost for a Parks Maintenance Facility. Our discussion during this meeting also included helpful input from Public Works Director Peter Ratkiewich and P&R Deputy Director Rick Giunta. There was unanimous agreement that a new maintenance facility for staff is desperately needed.

We spent a few minutes discussing the previous history of this request and stressed that these funds are not site specific. This study will allow the town to understand exactly what is needed in terms of the specifications for the building. It will provide an objective overview of the requirements for the new structure and will incorporate basic considerations like the number of staff people, number of vehicles and pieces of equipment utilized by the Maintenance Department as well as more dry storage to allow for the safe and environmentally conscious storage of certain materials that need to be treated with

care. Keep in mind that currently the Department's equipment is all outdoors being exposed to elements which is significantly reducing the effective lifespan of the equipment. Not only will a new facility allow employees a safer environment up to the standard that our valued employees deserve, it will also allow for a better maintenance set up with lifts that are critical to the repair and maintenance of the equipment. A new facility should also include basic locker rooms, a meeting room, limited office space and a wash basin. Every effort will be made to ensure that the new building adheres to minimum requirements and does not in any way end up being a "Ferrari." The intent is to provide basic items that are up to standard. Included in the cost is analysis of three sites for feasibility - the town will submit a list of the ~120 town owned properties which will be winnowed down to the top three. We also learned that the contingency amount in the budget would allow Stantec to potentially analyze any non-town owned sites that would become available. Stantec was chosen through a quality bid selection.

Members of the public commented/questioned:

- Will all town properties be considered = yes, every site will be included in the analysis.
- Will the consultant consider splitting the function into two sites instead of one larger site?
 - This would be a less-than-optimal outcome that would require greater expenditure, and greater supervisory oversight, and would be far less efficient and potentially require even more open space to be consumed.
- A member of the public insisted that Sustainable Westport must have a seat at the table as to how the maintenance building is developed.
- All meetings with the consultants need to be public meetings.
- A member of the public felt that it should not just be Town employees that should be considered - residents should be considered too.
- Encourage the process to have a broad view and not just consider town owned sites..."creative thinking" is required. Why not state-owned sites too?
 - Timing and cost are critical and negotiations and approval by the state will delay the process and consideration of non-town owned sites would invariably require increased costs as the property acquisition costs would likely be quite significant and would also require additional lengthening of the approvals process.
- Want more public discussion earlier when it comes to the specific site considered.
 - The public has had opportunities throughout the process to attend meetings and voice their opinions.

- Are there shared services between golf course maintenance and parks maintenance?
 - There is minor overlap but the vast majority of work is done independent of each other.
- Are parks employees subcontractors or town employees?
 - No, they are town employees.
- Could a non-town owned property be purchased or leased to move the shed to?
 - It could but timing and costs would need to be considered.
- How many employees are in parks maintenance?
 - It is about 20 at peak levels.
- Who will make the decision?
 - It will be at the discretion of the First Selectperson and then subject to all of the required town approvals. The consultant will work with staff to make recommendations to the First Selectperson.
- An urging that the public be given input into where the shed should be sited, not have it be driven solely by the expert consultants hired by the town.

For Finance: Nancy Kail motioned and was seconded by Pam Kopack and the appropriation request was recommended unanimously by a vote of 5 - 0.

Respectfully submitted by,

Seth Braunstein

Chair of the RTM Finance Committee

RTM Joint Meeting Finance and Public Works Committee Report

Date: April 29, 2025

Time: 7:45 p.m. via Zoom

Purpose: Upon the request of the Director of Public Works, to approve an appropriation in the amount of \$101,000 to the Capital and Non-Recurring Fund Account 31503310-500199 for the replacement of roof at the Parks and Recreation Administration building located at 260 Compo Road South.

Presentation: Pete Ratkiewich, Public Works Director explained that the request was to replace the roof at the Parks and Recreation Administration building. The building, which used to be a barn before being converted to offices, has a 30-year-old roof. The project was put out to bid. Three bids were received, and the low bidder was selected. A 10% contingency was added to the bid for this request. In addition to being the low bidder, the vendor selected has previously done other projects for the town and Pete is happy with their work product. During the bidding process, the vendor who was selected determined that roof flashing also needed to be replaced due to the stucco finish on the building and how the flashing was originally installed. The other bidders did not include this recommendation, although Pete believes that once the project began, they too would need to perform additional work and then the town would be subject to change order pricing so identifying the additional work up front was cost effective.

Discussion: Committee members inquired about whether Pete had supply chain availability or price increase concerns. Pete indicated that the accepted bid was received in August 2024 and the vendor agreed to hold pricing for the near term; however, Pete believes that the price cannot be guaranteed for too much longer. He does not anticipate any supply chain issues currently for this project. Pete indicated that once approvals were obtained, the project would begin in late spring/early summer and should not be disruptive to Longshore given the location of the building, activities held there and availability of dumpster space. A member of the public asked if solar panels had been considered. Pete indicated that given the location with many trees, it was not a viable option; however, solar is always discussed in projects of this nature.

Recommendation: For the Finance committee a motion was made by Nancy Kail and seconded Don O'Day. Nancy Kail, Don O'Day, Seth Braunstein and Pam Kopack voted to approve the appropriation; Ari Benmosche voted no. For the Public Works committee, a motion was made by Chris Tait and seconded by Andrew Colabella. All members present (Jay Keenan, Don O'Day, Peter Gold, Ari Benmosche, Chris Tate and Andrew Colabella) unanimously approved the motion.

Addendum: A member of the public began the April 29th meeting by expressing concerns that the joint meeting had not been sufficiently noticed to indicate the joint nature of the

meeting so the public would not be aware that this was also a Public Works/Parks & Recreation meeting. As a result, an additional separate meeting of the Public Works and Parks & Recreation committees was noticed and the appropriation re-presented on Thursday, May 1, 2025. The following members of the Public Works committee were present on May 1st: Jay Keenan, Don O'Day, Chris Tait, Andrew Colabella and Jennifer Johnson. No members of the public were present. Pete ran through his presentation again. There were no questions from the committee. The motion was made by Don O'Day and seconded by Andrew Colabella to approve. The motion passed unanimously 5-0.

Respectfully submitted,

Pam Kopack
RTM District 3

05/01/2025

RTM Parks & Recreation Committee Meeting (Zoom)

Agenda To discuss and vote on the following:

1. 2025-2026 Parks & Recreation Budget.

2. To approve an appropriation in the amount of \$238,000 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500468-10145, for Site Analysis, Architectural study, schematic design, Land-Use permitting, and preparation of an Opinion of Probable Cost for a Parks Maintenance Facility.

****Due to the meeting of 4/29 being improperly noticed as determined by our town attorney, the notes from the RTM Finance Meeting are included for transparency purposes. The original vote was invalid. ****

Attendance

- Andrew Colabella
- Andrew Bloom
- Chris Tait
- Don O'Day
- Jimmy Izzo
- Seth Braunstein
- Julie Whamond

Members of the Public

- Jennifer Johnson
- David Floyd
- Jeff Wieser

Administrative

- Erik Barbieri
- Rick Giunta
- Peter Ratkiewich

Ms. Johnson, acting as a member of the public, called the maintenance facility a controversial issue, even when she was a parks recreation commissioner. Her concern was about the location of Longshore but asked the minutes to reflect that the facility is not located on Longshore.

Mr. Barbieri stated that this is not site specific, therefore, the appropriation is for Stantec to look at all properties throughout Westport owned by the town.

Mr. Tait reminded Ms. Johnson that the appropriation is again, not site specific, that the now expanded appropriation is architectural and schematic design with a needs analysis that is for three properties chosen by the consultants, Stantec.

Mr. Keenan brought up how to go into a design process and telling experts where you can and cannot is the incorrect process. It is restrictive and limits their effectiveness and expertise.

Ms. Johnson argues that the preservation of open space as one of the multiple goals and asked that it not be on Longshore, and minutes reflect such thoughts and personal opinion.

Mr. Tait and Mr. Izzo reminded Ms. Johnson that this is an appropriation for design, and BOF approved of this, with no conditions, and that the main goal is the approval of money for design, which needs analysis and schematics. All town properties are an option for experts to look at.

Mr. Colabella stated that this fiscal appropriation is higher than the original because of the current facts and the information presented in the 8-24 reversal was not good enough but it is exactly what we're going for now. He also stated that a negative 8-24 does not preclude the land from future use and therefore is still on the table as a viable choice.

Planning & Zoning is strictly a planning mechanism by law.

Mr. Colabella also stated that the current facility is pre-existing and accessory to the park of Longshore.

Mr. Colabella also stated that at the BOF finance vote, Neil Cohn, a Planning & Zoning member spoke out and stated that if even if the commission had the architectural schematics and designs, **"WE"** still would have voted it down. Although he is a single vote, it is worrisome that the decision could be "baked."

It was asked by Mr. Colabella & Don O'Day that Neil Cohn recuse himself from the future 8-24 vote for a maintenance facility, because it is a prejudgment and now a conflict of interest.

Mr. Colabella stated that the health, safety and wellness but sustainability growth in town cannot happen until this building is brought to standards of today.

Mr. David Floyd, Chair of the Parks and Recreation Commission, eluded that the recent couple of months for this project was met with unnecessary obstruction and that eliminating any sites is restrictive and is not conducive to an efficient answer. Saying no to other options or saying no to one with no other options is not helpful.

Mr. Don O'Day asked for Peter and Erik to comment on the comment of "splitting up the maintenance facility efforts."

Mr. Ratkewich has been running six different operations for eight years as director and stated that he could not think of a more inefficient way than splitting up the assets and needs of the employees. Peter alluded to the current fact the current maintenance staff already must walk from their building to their vehicles in LOT F, working out of a 2000 square foot building on a 15,000 square foot allotted piece of land. Splitting up the crew, materials, vehicles, equipment, your building inefficiency into the operation. Peter stated we know what we need to run an operation, and splitting is not only not an option, but those have never run an operation. It is efficient to have everything in proximity. Mr. Ratkewich stated to listen to the experts and what they have been doing for decades.

Erik Barbieri agreed with everything Mr. Ratkewich did but also stated that with a need for open space, paving or taking over multiple places or spaces to have multiple lock rooms, washing bays, parking for be more costly and detrimental to the need for open space. Confining everything to one place is efficient.

Don O'Day stated that for the splitting up, should not be an option and be reflected in the minutes. He also stated that when Jimmy and Andrew brought the petition, he stated that if we don't overturn the PZ decision, he believed that the facility would never be built on Longshore, and two RTM members said it was not true. Ms. Johnson was one of them. Further, Don stated that this preventative measure would have to be made on the floor before the full RTM and hopes that is not the case.

Mr. Izzo stated the spot in Longshore is a licensed satellite brush dump site and that it will always be one and that it is not open space, correcting a statement put out by Sustainable Westport, misinforming the public. We are all for sustainable equipment, but that it comes with a sustainable building.

Ms. Johnson agrees with the need to be efficient but states you cannot quantify open space, but its up for negotiation and there should be a compromise.

Mr. Tait stated that is exactly what we are doing, quantifying all the options, opening the space that maintenance currently occupies that is now split between two properties taking away recreational area and parking. We cannot make decisions if we do not have the facts. The current maintenance facility location will become open space. Wherever it is relocated, it will be occupying land that was once open space or turning land into another use.

PR Vote:

Motion: Andrew Colabella, Seconded by Jimmy Izzo

Unanimous Vote

2.) 2025-2026 Parks & Recreation Budget.

Mr. Barbieri thanked Rick Giunta and the staff for his service and putting together the budget, roughly 4.6%. Mr. Barbieri highlighted the minimum wage hike, reflecting higher costs, inflation in supplies and promotions.

Rick Giunta is retiring from Parks and Recreation and was thanked by all for his years of service to the town.

Motion: Jimmy Izzo, seconded by Andrew Colabella

Unanimous Vote

Minutes from the 4/29 Meeting attached on the next page

04/29/2025

RTM Finance and Public Works Committee Meeting

Meeting via Zoom

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For RTM Finance: • Seth Braunstein – Chair, RTM Finance Committee • Nancy Kail – RTM Finance Committee • Don O’Day – RTM Finance Committee • Pam Kopack - RTM Finance Committee • Ari Benmosche - RTM Finance Committee

For the Town: • Peter Ratkiewich – Director of Public Works • Eric Barbieri – Director of Parks & Recreation • Rick Giunta – Deputy Director of Parks & Recreation

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- An urging that the public be given input into where the shed should be sited, not have it be driven solely by the expert consultants hired by the town.

For Finance: Nancy Kail motioned and was seconded by Pam Kopack and the appropriation request was recommended unanimously by a vote of 5 - 0. Respectfully submitted by, Seth Braunstein Chair of the RTM Finance Committee

Respectfully Submitted by:

Andrew Colabella, RTM, District 4