

**Board of Selectmen
Regular Meeting Agenda
December 17, 2020 at 7.30pm
Meeting to be held remotely due to COVID 19**

Join Zoom Meeting:

<https://us02web.zoom.us/j/89190725854?pwd=UUxUOW5FS2NXT3JlIamNCU1BpL29oQT09>

Meeting ID: 891 9072 5854

Passcode: 085690

Dial by your phone: 646 558 8656

1. Call to order
2. Pledge of Allegiance
3. Discussion/ Decision to appoint Brooks Cappella to the Bicycle and Pedestrian Committee for a two year term to begin on December 31, 2020 and expire on December 31, 2022
4. Proclamation recognizing Helen de Keijzer for her service on the Commission on Aging
5. Discussion/decision about a request for proposals drafted by the Facilities Optimization Committee
6. Discussion / decision to authorize the First Selectman to sign an agreement with Weston Fire/EMS that would provide health insurance benefits for eligible members of the department
7. Discussion / Decision to reappoint committee members with expiring terms:

Board/Commission/Committee	Name	Party	Term (yrs)	New Term Start	New Term End
Aging, Comm on	Lorentzen, Bruce	R	2	31-Dec-20	31-Dec-22
Aging, Comm on	Castellano, Terry	D	2	31-Dec-20	31-Dec-22
Ethics, Board of	Khosla, Aarti	D	2	31-Dec-20	31-Dec-22
Sustainability Committee	Socha, Tom	R	2	31-Dec-20	31-Dec-22
Sustainability Committee	Shrago, Eric	D	2	31-Dec-20	31-Dec-22
Sustainability Committee	Kalafa, Amy	D	2	31-Dec-20	31-Dec-22
Sustainability Committee	Brendsel, Kirby	R	2	31-Dec-20	31-Dec-22
Sustainability Committee	Hutchison, Sarah	U	2	31-Dec-20	31-Dec-22
Sustainability Committee	Stoltz, Alissa	U	2	31-Dec-20	31-Dec-22
Veterans Affairs	Peyreigne, Betsy	R	2	31-Dec-20	31-Dec-22
Veterans Affairs	Hutchins, Ed	R	2	31-Dec-20	31-Dec-22
Children & Youth	Harvey, Denise	D	3	31-Dec-20	31-Dec-23
Children & Youth	Hoeffner, Jane	U	3	31-Dec-20	31-Dec-23
Children & Youth	Donavan, Gillan	D	3	31-Dec-20	31-Dec-23
Historic District Commission	Poirier, Roland	D	5	31-Dec-20	31-Dec-25
Building Board of Appeals	Roig, Linda	R	5	31-Dec-20	31-Dec-25

8. Approval of Tax Refunds
9. Discussion/ Decision to approve the minutes from the December 3, 2020 Board of Selectmen Regular Meeting
10. Adjournment

Item 1 - Call to order: **No Motion**

Item 2 - Pledge of Allegiance: **No Motion**

Item 3 - Discussion/ Decision to appoint Brooks Cappella to the Bicycle and Pedestrian Committee for a two year term to begin on December 31, 2020 and expire on December 31, 2022: **I move to appoint Brooks Cappella to the Bicycle and Pedestrian Committee for a two year term to begin on December 31, 2020 and expire on December 31, 2022**

Brooks Cappella
917-428-9677
bcappella@gmail.com

Summary

Hands-on technology executive with experience in architecting, developing, management, planning, and implementation of enterprise-wide application software systems and designing infrastructures enabling technologies to improve the scalability, reliability, and increased effectiveness of an organization.

Business Areas	
IT Security Design & Implementation	Business Planning & Vendor Management
Emerging Technologies & Enterprise Architecture	Strategic & Operational Technology Planning
Big Data Technology & Integration	Global Operations & Outsourcing Management

Technology

Databases:	MS SQL Server, PostgreSQL, MongoDB, Hadoop
Languages:	C#, Go, C/C++, Objective-C, Python, MS Excel VBA
Internet Technologies:	MVVM, WPF, MS IIS, Apache Tomcat, ASP/ASP.NET, HTML, XML, FPML, JavaScript, WCF
Operating Systems:	Windows Server, UNIX (Solaris 11/10/8), Linux (REH/CentOS)
Other:	SQL Server Integration Services (SSIS), Jira, Confluence, Git, Subversion, MS Project, VMWare ESX, Exchange Server, NetApp SAN, Compliance Retention/Archiving, Splunk, Tripwire, BlueCoat
Financial Software:	Eze Castle OMS/Compliance, BlackRock Aladdin, Bloomberg OMS, Advent Geneva (RSL), Advent Axys, Advent Moxy, SunGard VPM, SS&C Camra, PolyPaths, Intex, ABS Net, Bloomberg (DDE, Data License), Loan Performance, ProTrak(IRM), BackStop(IRM)
Financial Products	Fixed Income (RMBS, ABS), Equity, Credit and Derivatives (CDS, IRS, TRS), Repo, Bank Debt

Owl Creek Asset Management, New York
Chief Technology Officer

November, 2009 – Present

Leading a global IT organization, responsible for all aspects of technology, ranging from enterprise architecture, security, software development, infrastructure, and application support.

- Rebuilt Information Technology department, formerly managed by IT Vendors, centralizing and controlling budget, critical infrastructure, design and development of internal applications, including opening and supporting Hong Kong and London offices.
- Architected and deployed a Data Mart consisting of Eze Castle OMS, Advent Geneva, and Bloomberg data providing all departments with overnight risk reporting and analytics utilizing MS SQL, SSIS, SSRS and other automated toolsets
- Designed/Implemented a Data Mart to Ware house, utilizing Advent Geneva data (RSL/SSIS) and Trade date from Eze Castle. Using multiple ETL layers to provide a robust reporting solution to Front/Back Office.
- Developed a Profit and Loss Engine that pulled data from the Warehouse and Eze Castle OMS with real-time pricing from Bloomberg providing the desk with the capability of reviewing PNL by email or iOS.

- Worked with department heads to architect C#/MS SQL based trading applications utilizing offshore development resources with Agile Methodology to quickly and efficiently deploy applications (Form PF, Compliance, Operation Reporting, Front Office Analytics, Trade Capture)
- Providing complete ownership and oversight to the daily and long term needs of the firm's Cyber Security, using intrusion detection, policy monitoring, external and internal auditing tools to ensure firm's intellectual property was secured.
- Designed, Implemented, and Managed the Firm's infrastructure components including Firewalls (Juniper/Palo Alto Networks), WAN Optimization (Riverbed/BlueCoat), Exchange (2007/2013), Archive (Smash), PBX/Turrets (Avaya/Etrali) and virtualized environment (ESX VMWARE Cluster) in both production and disaster recovery environments.
- Planned and implemented transition from on premise infrastructure including Exchange, SQL, VmWare to Microsoft Azure.
- Managed development and infrastructure teams internally, remote (Russia/India), and vendors providing timely status reports to project stake holders and provided hands on technology expertise when required.

Gravitas Technology, New York

August, 2007 – November, 2009

Director, Software Development/Enterprise Architecture

Financial Services consulting firm providing development services, project management, and design and architect process for major financial firms through a wide range of sectors.

- Lead Architect for development of trade management, trade capture system sourced from BlackRock Aladdin, fund administrators, and prime broker feeds, Java and SQL.
- Designed and architected a complete Gravitas client-server framework utilizing Windows Communications Foundation, BizTalk, Infragistics, and SQL Server.
- Implemented Advent Geneva, Advent Moxy, and Advent Axys systems including trade and price extracts to various fund administrators and prime brokers. Developed BizTalk 2004/2006 orchestrations to provide automation via Bloomberg Data license and other market data feeds.
- Designed and developed Advent Geneva RSL reports, utilizing both SSIS and BASH Scripts to create a complete Operation/Accounting Data Warehouse.
- Developed Advent RSL reports from user specifications incorporating Exposure/Performance/Trade History.
- Architected and developed logical and physical data models for Security and Pricing Master data repositories, ultimately building multidimensional cubes for time series aggregated data for risk and surveillance reporting.
- Hands on project management and implementation of Risk Desk applications (conversions from excel to C# Windows forms), developed and architected enterprise interfaces for data integration services including data feeds from disparate sources covering wide range product types.

Highland Financial Holdings Group, New York

March 2004 to August, 2007

Vice President – Head of Technology

Lead the technology team for Fixed Income Hedge Fund responsible for every aspect of day-to-day operations including systems, technical architecture and implementation, project management, business and IT management relationships and customized application development.

- Developed technical architecture for major project implementations, including Financing Desk applications, Trade Entry System (MBS, ABS, and Derivatives), Application Integration, Data Workflow, and Loan Performance System Data Warehouse, and a Derivative Middle Office management solution written in C# and SQL 2000 & SQL 2005.
- Designed the data architecture of the firm's analytic, static, and market data providing real-time PNL reporting to the firm's management.
- Daily involvement with design and code reviews of developing in-house applications while maintaining an active role in coding.

- Lead, from a technology perspective, the firm's opening of 3 new funds in sectors ranging from Derivatives, RMBS, CMBS, and other product types. Fully integrating these funds' front, middle, and back office requirements into existing and new systems.
- Recruited, trained and retained development team. Built and managed budget, SDLC/Project management methodology, and software release/change management processes.
- Managed and directed outsourced vendors providing full 24/7 support for the firm, creating transparent metrics to demonstrate effectiveness of the department.
- Migrated on-premises infrastructure to Microsoft Azure Cloud – implementing geographic site recovery, 24/7 monitoring, and scheduled updates and patching for all cloud based servers, databases, and applications.

Fiserv/BankLINK, New York

September, 2003 – March, 2004

Consultant - Project

- Developed enterprise architected C# solution for a finance industry service provider using object-oriented programming to build console, Win Forms, and ASP.NET applications extensively using SQL Server 2000 stored procedures, triggers, and transactions for a large conversion process.
- Designed and developed applications to facilitate the data conversion of legacy FORTRAN system to Microsoft .Net platform including creation of SWIFT messages to facilitate banking transactions.
- Redesigned core components of existing architecture to capitalize system level performance, fully involved in complete life cycle development and successfully deployed application to production environment.

Frontier Airlines, Denver

May, 2002 – September, 2003

Enterprise Architect/Senior Developer

- Redesigned and implemented a migration from legacy corporate ASP Intranet to modular ASP.Net framework using C# and Visual Studio.Net.
- Architected and developed Enterprise Data Warehouse built on flight data (Sabre, EDS) incorporating various data feeds providing Revenue Management team historical and projected reports off SQL 2000 Cube.
- Proposed enterprise level architecture and procedures to improve process and policies regarding the software development life cycle, as well as maintain and perform necessary SQL 2000 DBA responsibilities.
- Developed internal applications using Visual Basic 6 and Visual C++ implementing COM and DCOM to facilitate internal business requirements, later redesigned applications and transferred functionality to Microsoft.net C# applications.

Evertch Consulting, Denver

October, 2000 – February, 2002

Senior Consultant

- Designed and developed a Construction ecommerce project management extranet site using ASP, Site Server, and SQL Server 2000 in a rapid application development environment.
- Developed enterprise applications using Java (J2EE), ASP, ASP.NET, C#, Cold Fusion, Visual C++, JavaScript, and Windows 2000 insuring maximum scalability and efficiency.
- Converted MS Access 98 database to Enterprise SQL Server 2000 database and developed front-end web interface using IIS5, Active Server Pages, Seagate Crystal Reports and ChartFX.

Lead Systems Engineer, Qwest Communications

December, 1999 – October, 2000

- Managed the internal infrastructure for 3 business groups including Intranet Portal, Hosting, and Business Communications – directly managed and supported over 300 servers

- Maintained and documented run books for the business units.
- Managed a staff of 20 Infrastructure Engineers in three co-location sites.

Senior Software Engineer, Webb Interactive

May, 1998 – November, 1999

- Designed and developed an intranet site using ASP, Site Server, and SQL Server 2000 in a rapid application development environment.
- Developed Java (J2EE), ASP, ASP.NET, C++ applications for various internal startup projects.
- Worked on the XMPP protocol with the founder of the XMPP protocol.

Software Engineer, Lucent Technologies

August, 1996 – May, 1998

- Worked on the Lucent Definity system, developing voice-mail integration applications, written in C subroutines and C++ frontends.
- Assisted in supporting the support engineers with escalated issues regarding the backend voicemail and telephony equipment.

Education

June, 2009	Norwich University Masters of Diplomacy (Conflict Resolution)
December, 1997	University of Colorado, Denver, CO Bachelor of Arts, Political Science (Minor: Russian Studies)
1995 - 1996	University of St. Petersburg, St. Petersburg, Russia Russian Language / Russian Law

Interests

Krav Maga
Game Design
Charity Fundraising

Item 4 - Proclamation recognizing Helen de Keijzer
for her service on the Commission on Aging: **No
Motion**

Proclamation

Whereas, members of the Weston, Connecticut Board of Selectmen would like to recognize Helen de Keijzer for her dedication and volunteerism to the Town of Weston, and;

Whereas, Helen served as a member of the Board of the Commission on Aging for over twenty years, eight of which as Chairwoman bringing to it energy, vitality and inspiration, and;

Whereas, Helen was a strong advocate for expanded budgets and supporting the improvement and expansion of the Senior Center, and;

Whereas, as the Head of the Commission on Aging supported an increase in staffing, hours and services, and;

Whereas, Helen increased the visibility of the Senior Center in the community by coordinating the website development and Senior Resource Guide, and;

Whereas, Helen encouraged and helped develop new programs ideas and collaboration with other town organizations, and was instrumental in the formation of the Friends of the Senior Center and;

And Whereas, we, as residents and town officials of Weston, Connecticut have benefited greatly from Helen's consistency and cohesiveness to the ever growing Senior Center and also from her countless hours volunteering her time, and;

Therefore, I, Chris Spaulding, First Selectman of the Town of Weston, Connecticut, do hereby proclaim December 17, 2020 as

"HELEN DE KEIJZER DAY"

in Weston, Connecticut, urging all citizens to join me in honoring Helen de Keijzer and in extending best wishes for her continued success in her future endeavors and to remain a treasured member of our community.

Chris Spaulding, First Selectman

Item 5 - Discussion/decision about a request for proposals drafted by the Facilities Optimization Committee: **No Motion**

Town of Weston, Connecticut

Request for Proposal

Facilities Optimization Committee
Project

1. PURPOSE

The Town of Weston, Connecticut (the “Town”), through its Facilities Optimization Committee (the “FOC”), is accepting proposals from qualified professional consulting firms (the “Consultant”) to provide professional services to the FOC related to the possible consolidation, expansion, closing, and/or renovation of Town educational facilities and certain Town administrative facilities, and the relocation of municipal and school staff offices located in those facilities. Interested Consultants shall possess extensive knowledge and experience in the fields of municipal facility planning, facility assessment, engineering and design, educational facility specifications and programming, cost estimation, and project financing and reimbursement. It is anticipated that the project will commence shortly after Consultant selection and contract execution. The estimated completion date will be late 3Q or 4Q, 2021.

2. OVERVIEW

The lead entity for this work will be the FOC. The FOC includes the Chairs of the Town’s Board of Finance, Board of Education and Planning & Zoning Commission, other representatives of these bodies, and members of the public at large. The selected Consultant will work with and under the general direction of the FOC and its Chairman, Rick Bertasi.

The FOC was formed to determine if it is possible to modify the footprint of the school and Town facilities to optimize lifetime costs (capital, facilities, operating expenses, other Board of Education staffing and expenses), improve the learning environment, create appropriate synergies for Town and school staff, and ensure consistency with the Town’s Plan of Conservation and Development. The FOC will provide its recommendations to the Town’s Board of Education, Board of Selectmen, and Board of Finance for use in decisions regarding the long-term use of school and Town facilities.

Educational Facilities Goals:

Roughly three quarters of the Town’s annual budget is allocated to the Board of Education’s needs. Accordingly, a critical focus of this project is to determine whether Town costs attributable to the Board of Education can be reduced or mitigated by decreasing the current four school buildings to three buildings and reallocating the grades and staff currently assigned to those four buildings accordingly.

The Town currently maintains the following four school buildings on one integrated campus:

- Weston High School (Grades 9-12)
- Weston Middle School (Grades 6-8)
- Weston Intermediate School (Grades 3-5)

- Hurlbutt Elementary School (Grades pre-K-2). (Hurlbutt also contains the Town's senior center.)

To date, the FOC has concluded that Weston High School and Weston Intermediate School should remain in place. It is considering whether the Town could reallocate students from the current configurations, use either Weston Middle School or Hurlbutt Elementary School as the surviving third school and achieve cost savings versus the current four-school configuration, without material negative impact to the current educational standards.

The two principal scenarios being considered currently are:

1. Close (and repurpose) Hurlbutt and house students in the remaining three schools in the following manner:
 - High School – Grades 9-12
 - Middle School – Grades 5-8
 - Intermediate School – Grades pre-K-4
2. Close (and, if possible, repurpose) the Middle School and house students in the remaining three schools in the following manner:
 - High School – Grades 9-12
 - Intermediate School – Grades 5-8
 - Hurlbutt – Grades pre-K-4

Based on current enrollment figures and projections, the FOC currently believes that it will not be possible to consolidate the four existing facilities into three facilities going forward without significant capital investment in one or more of the surviving facilities.

The FOC is prepared to consider alternative approaches to the above scenarios that might be identified by the Consultant.

Administrative Facilities Goals:

Additionally, this project will consider whether the Town's following administrative buildings can be reorganized with similar efficiencies in mind:

- Board of Education Central Office
- Annex (Containing Land Use, Social Services and certain School District Departments [PD]).
- Bus Depot (for school buses)
- Historic property known as "Jarvis". (Jarvis houses the Parks and Recreation Department, and is located in an Historic District)
- Town Hall (Also located in an Historic District)

The FOC has preliminarily determined that the Annex is approaching the end of its useful life. The Bus Depot should, if economically feasible, be repurposed and the buses moved to another location.

Relevant background studies and materials:

Background facility assessment documentation, which was completed in 2013 and 2017/18 by Silver Petrucelli Architects, and the most recent school enrollment projections, which were completed by Milone & MacBroom, are available on the Town website at the following links:

<https://westonps.org/district/facilities-3/feasibility-studies/>
[need 2013 SP and Milone links]

Any potential solutions within those documents have been considered to date by the FOC in the course of arriving at this RFP. Within the documents is substantial baseline information on the physical condition, maintenance and improvement opportunities, which the FOC will rely upon as it further considers the alternatives for the Town. The documents foresee a need to replace any end-of-life features of the schools, repair any deferred maintenance capital items and potentially modify the school configuration if supported by future changes in enrollment.

The 2020 Plan of Conservation and Development (the "POCD"), approved by the Town's Planning & Zoning Commission, is available for review on the Town website at the following link:

<http://www.westonct.gov/media/file/TownPlanFinal%2808-20-10%29ssnewpage numbersize.pdf>

It should be noted that although the Town is exempt from regulation by its Planning & Zoning Commission, the POCD contemplates creation of an expanded commercial zone adjacent to Hurlbutt Elementary School on the school campus and recommends the repurposing of certain Town properties, and as such provides guidance for the FOC's consideration.

3. SCOPE OF SERVICES

A. Questions Presented and Analyses Required

- (i) Of critical importance to the study is the answer to the following question: Given school population trends and expectations, based on a high-level analysis, can the Town move from the four-school model currently utilized to a three-school model at a reasonable cost and timeline?
- (ii) If the answer to the preceding question is "yes," the Consultant shall assist the FOC in producing a School Facilities Restructuring Plan containing an analysis of alternatives, and preliminary designs and cost estimates, for facilities consolidation, expansion, closing, and/or renovation, in order to

move to a three-school model, as well as the Consultant's recommendations regarding the foregoing. This analysis shall include comparing the cost of moving to three schools with continuing the current four-school configuration in a 10 to 20-year timeframe.

- (iii) Regardless of the answer to Question (i) above, the Consultant shall develop a plan to optimize the Town's non-school facilities described above under "Administrative Facilities Goals," including placement of Town personnel within such facilities. If the answer to Question 1 is "yes," then that plan could include placing non-school Town employees in Hurbutt Elementary School or the Middle School.
- (iv) Beyond modifications required to consolidate into three schools, are there facility enhancements, such as physical security, sustainability (e.g., carbon footprint, water and waste reductions), health and safety, daylight enhancements, MEP improvements or others that would be beneficial to conduct simultaneously with the required modifications to the schools or other Town facilities? And if so, at what cost/benefit?
- (v) Are there recommended renovations or alterations that would enhance students' 21st-Century learning environment?
- (vi) [AFTER 12/4 BoE Facility Committee meeting, INSERT answer to Q: What are the programmatic changes and other upgrades desired by the Board of Education, and what would be the capital requirements attributable thereto?]

In (ii), (iii) and (iv) above, the Consultant shall account for probable hazardous materials abatement costs in proposed building renovations, based on facility age and any reports/data available from the Town.

In addition, the assessment of options needs to incorporate the potential timing for incurring additional capital investments, and the impact upon, and to be sensitive to, the financial situation of the Town. The Town's current debt service charges from previous school construction drop significantly beginning in the 2023-24 fiscal year and are extinguished by the 2025-26 fiscal year, which will influence the Town's ability and willingness to incur additional capital expenditures prior to those dates.

B. Components of Consultant's Services

The final scope of the Consultant's services, including deliverables, is anticipated to be clarified once proposals are received and reviewed and a Consultant is selected. At this point, the FOC contemplates that the services may include at least the following components:

- (i) Review existing documentation and studies, and research existing conditions, to create a broad assessment of existing facilities, noting building condition and/or code deficiencies. Using this information, develop a baseline scenario outlining a 10 – 20 year continuation of the status quo in which all facilities are brought to and maintained in good repair. Note that development of detailed building condition assessments is not considered part of the scope of this project, but some buildings may need limited engineering review as an update to prior assessments. Any updates of prior assessments which the Consultant deems required should be specified in the response and priced as an alternate.
- (ii) Taking into account the prior studies, as reviewed pursuant to (i) above, assess the function, space needs, and programmatic needs of each school (excepting Weston High School), and department or function, including projected enrollment requirements, to determine building net and gross area requirements to meet those programmatic needs.
- (iii) Study alternative school layouts, building plans, or building modifications (including those cited in 2.A(iv) above), to determine if existing or alternative layouts of the current schools have the capacity to accommodate the proposed school changes. Analyze parking and access issues for the selected layout(s) taking into account property lines, setbacks, wetlands and any other relevant limitations.
- (iv) Based upon the foregoing, study alternative Town administrative space layouts, building plans, or building modifications, to determine if existing or alternative layouts of the current Town facilities, including any vacated from the foregoing, have the capacity to accommodate the proposed changes. Analyze parking and access issues for the selected layout(s).
- (v) Identify short-term swing space options to accommodate ongoing operations with no impact to educational delivery if possible, and minimal disruption while buildings are in construction and/or renovation
- (vi) Prepare a preliminary assessment of options that lists, for each option, the following: pros and cons of each alternative and physical feasibility of each alternative. For the scenario(s) selected by the FOC for further analysis, prepare a projected cost (including design, construction and operating costs) of each alternative; effectiveness and benefits; relative importance/urgency of each of the identified needs; and comparison to the baseline scenario of the applicable current school and Town buildings, grade configurations and staff locations remaining in place.
- (vii) Recommend a preliminary project timeline or schedule from appropriation of funds through design, construction and phasing steps.

- (viii) Investigate and document potential funding sources available to the Town. These sources include but are not limited to eligibility for State reimbursements under various programs.
- (ix) Facilitate work/review meetings as necessary with the FOC and relevant Town Boards, the school administration and the Town Administrator, and provide project updates and/or recommendations throughout the project. Please specify minimum meeting expectations.
- (x) In coordination with the FOC, create and manage an efficient and effective public participation process, with a goal of achieving consensus among citizens of the Town relative to a long-term vision for the efficient and effective use of school and other municipal facilities, including but not limited to public meetings, digital and social media, mailings and assistance with the development of focused surveys.
- (xi) Review comparable information and data from DRG A schools, and other municipal or school systems of similar size or facing similar options, benchmark recommended options relative to such other districts in terms of efficient safe space utilization, and review said information with the FOC.
- (xii) Working with the FOC, integrate the above materials into a master Plan that will provide a framework for capital building projects with estimated project costs for the Town's Capital Plan. Prepare a Final Draft of the Plan and Executive Summary for presentation to the Board of Selectmen, the Board of Education and the Board of Finance in print and digital form, including a matrix of recommendations over the short, medium, and long term.

All recommendations must comply with the Town Charter, Board of Education policies and all relevant State and Federal requirements.

4. GENERAL

In order to be awarded this assignment, the selected Consultant must meet all State and Federal affirmative action and equal employment opportunity practices.

The Consultant shall obtain and maintain, at its sole expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The Consultant shall also obtain and maintain, at the Consultant's sole expense, such insurance as will protect the Consultant from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Town from all claims of bodily injury, death or property damage which may arise from the performance by the Consultant or its employees in their functions and services to the Town. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be

in accordance with Connecticut Statutes. The Consultant shall, within five (5) days after the Notice of Award date, provide proof of this insurance. The Town shall be listed as an additional insured.

After review of the responses to this Request for Proposal (RFP), the FOC will conduct interviews of those Consultants it identifies as potential candidates. The following factors will be evaluated and weighted appropriately in the selection process:

- Technical competence of the Consultant
- Consultant's experience on similar projects
- Consultant's qualifications and experience of its key personnel
- Reputation of the Consultant based on references
- Consultant's ability to schedule the project within the time constraints
- Evaluation of the fee proposal

This RFP is not a contract offer. The Town reserves the right to (1) reject any and all proposals, and to reject any part of any proposal; (2) waive any informalities in any and all proposals deemed not in the best interest of the Town; and (3) negotiate with any Consultant any amendments to the contract. The Town may choose to award separate contracts for work defined herein to individual Consultants, if deemed in its best interest.

It shall be understood that the award made by the Town shall be final and conclusive and without recourse or appeal by the remaining Consultants. The award of the contract, if made, will be made within [ninety (90) days] after opening of the proposals (the "Notice of Award"). The Town will not award the contract to any Consultant that is in arrears or in default to the Town with regard to any tax, debt, contract or any other obligation. [Does the Town ask for any litigation a firm is involved in?]

The selected Consultant will be expected to execute a standard contract for professional services, as proposed by the Town, within fifteen (15) days following the Notice of Award. The Notice of Award does not provide any rights to the Consultant and does not impose on the Town any obligations. The Town may withdraw the award at any time, and for any reason, prior to the signing of the contract by the Town.

5. SUBMITTAL REQUIREMENTS

a) Cover Letter: Interested Consultants shall submit a cover letter addressed to Jonathan Luiz, Town Administrator, Weston Town Hall, 56 Norfield Road, Weston CT 06883, signed by an authorized principal or partner of the Consultant, which provides an overview of the Consultant's proposal (the "Proposal"), as well as the name, title, phone and fax numbers, and email address, of the person to whom questions concerning the Proposal may be directed. **[To the extent that the**

information requested below is duplicative of information previously provided by you as part of your response to the FOC's RFQ dated _____, 2020, such information need not be repeated in response to this RFP.]

b) History and Resumes: The Consultant must include a brief history of the Consultant, including:

- Size and organization;
- Full legal name of the Consultant, including registered legal name if different;
- Ownership, including whether the company is a qualified minority owned enterprise;
- Presence in Connecticut and the surrounding States;
- Length of time the Consultant has been in business;
- Products and services offered by the Consultant;
- Resumes for all professionals to be assigned to the project, including resumes of any subcontractors and all professional licenses held by relevant principals and employees of Consultant; and
- Identification of the lead project manager[, who shall be a Certified Planner by The American Institute of Certified Planners].

c) Scope of Work: The Consultant shall provide a detailed Scope of Work that outlines various services it will provide for the project. All services not specifically mentioned in this document, which are necessary to ensure that the purpose and scope are met, shall be included in the Proposal. The Proposal, project schedule and scope of work shall reflect the number of anticipated meetings with the FOC, public meetings, and a list of all deliverables.

d) Experience and Ability to Perform: The Consultant shall provide examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type, including providing a list of similar projects for comparable Connecticut communities that have been completed in the last five (5) years. Examples shall include adequate details that demonstrate the Consultant's ability to meet the requirements and purpose of the project. The Consultant also shall identify projects of a similar nature that required dispute resolution, such as litigation, arbitration or mediation, involving the Consultant, and describe briefly the matter giving rise to the need for resolution.

¶

e) Project Approach: The Consultant shall outline a proposed approach to the project, including information on community outreach and methodologies, consensus building and innovative approaches to facility closing, expansion, consolidation and/or renovation, and consolidation of municipal and school offices. The Consultant shall also specify whether it would propose to work with any specialist firms on the project, and provide relevant examples under References below of how those firms would benefit the project.

f) References: The Consultant shall provide a list of [at least three (3) previous contracts] which are similar to the Town's purpose and scope of services, including:

- Dates of contract and duration;
- Services performed and fees for services;
- Names and contact information of the lead professional and other professionals who performed services for the contract, including the names and contact information of subcontractors;
- Name, address, telephone numbers of clients who may be contacted for verification of information submitted;
- Statement as to whether projects were completed on time and within budget;
- Rough cost parameters of the Consultant's services; and
- Provide two industry references

g) Fees: The Consultant is requested to submit an estimated total cost for completion of the project. The fee proposal must include a breakdown of the fees, the allocated man hours and the anticipated completion dates of each major component as itemized in Section 3B. above, and a breakdown of any remaining tasks to be completed. Note that the specific reviews of Town administrative facilities and the bus depot are considered "add alternatives" which require price break outs such that these items may be included or excluded without impact to the balance of the scope and pricing.

6. SUBMISSION

All respondents shall provide written confirmation of their intent to respond no later than 4:00 PM on January 25, 2021 to [insert group email for Rick, Gayle and maybe Jonathan? This way we know who is intending to respond, and they only have to send one email at that time.]

All proposals and the information required for this project must be submitted in sealed envelopes, clearly identified as "RFP for Facilities Optimization Committee Project", labeled with the name and address of the proposing Consultant, must be in a clear, concise and legible manner so as to permit proper evaluation, and must be submitted with five (5) paper copies and one (1) CD or USB copy to Jonathan Luiz, Town Administrator, Weston Town Hall, 56 Norfield Road, Weston CT 06883, no later than 4:00 pm on [February 5, 2021], at which time the proposals will be publicly opened. Proposals received prior to the time established herein for the receipt and opening of the same will be securely kept unopened. The Town officer whose duty it is to receive and open all proposals will decide when the specified time has arrived for the opening of same. No responsibility will be attached to any Town officer for premature opening of a proposal not properly addressed and identified.

Proposals submitted after 4:00 pm on [February 5, 2021], or not in accordance with these instructions will not be considered. Telegraphic or faxed proposals will not be

considered. Any proposal may be withdrawn by a written, electronic or fax request received at least one hour prior to the hour fixed for opening the proposals. All costs incurred in the preparation and presentation of the Proposal shall be wholly absorbed by the Consultant. Any material submitted shall become the property of the Town and therefore shall be subject to disclosure and be available for review under the Freedom of Information Act.

[The Town may, before or after the public opening of bids and in its sole discretion, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. Any modifications or addendums to, termination of, or questions and responses regarding this RFP shall be posted on the Town's website at [INSERT]. Each respondent is responsible for periodically checking the Town's website.

7. POINT OF CONTACT

Any questions regarding this RFP shall be emailed prior to [DATE] to Rick Bertasi at RBertasi@westonct.gov. [add Gayle and Jonathan] Questions will not be accepted via phone.

[other Town requirements for RFPs?]

Item 6 - Discussion / decision to authorize the First Selectman to sign an agreement with Weston Fire/EMS that would provide health insurance benefits for eligible members of the department: **I move to authorize the First Selectman to sign an agreement with Weston Fire/EMS that would provide health insurance benefits for eligible members of the department, as presented, following review by the Town Attorney.**

Item 7 - Discussion / Decision to reappoint committee members with expiring terms: I move to make the following appointments for the term of December 31, 2020 thru December 31, 2022:

Name	Board/Commission/Committee
Lorentzen, Bruce	Aging, Comm on
Castellano, Terry	Aging, Comm on
Khosla, Aarti	Ethics, Board of
Socha, Tom	Sustainability Committee
Shrago, Eric	Sustainability Committee
Kalafa, Amy	Sustainability Committee
Brendsel, Kirby	Sustainability Committee
Hutchison, Sarah	Sustainability Committee
Stoltz, Alissa	Sustainability Committee
Peyreigne, Betsy	Veterans Affairs
Hutchins, Ed	Veterans Affairs
Harvey, Denise	Children & Youth
Hoeffner, Jane	Children & Youth
Donavan, Gillan	Children & Youth
Poirier, Roland	Historic District Commission
Roig, Linda	Building Board of Appeals

Item 8 - Approval of Tax Refunds: I move to approve tax refunds totaling \$\$13,694.06, as presented.

2019-3-50056	ACAR LEASING LTD	\$	173.57	12/10/2020	AL09743
2019-3-52244	BMW FINANCIAL SERVICES	\$	389.90	11/25/2020	6ALGV3
2019-3-52373	BMW FINANCIAL SERVICES	\$	499.37	11/25/2020	AR92601
2019-3-52296	BMW FINANCIAL SERVICES	\$	697.57	11/25/2020	AG77218
2019-3-52262	BMW FINANCIAL SERVICES	\$	682.68	11/25/2020	960UYY
2019-3-52304	BMW FINANCIAL SERVICES	\$	691.16	11/25/2020	AH63083
2019-3-52251	BMW FINANCIAL SERVICES	\$	216.23	11/25/2020	7AGBA1
2019-3-52298	BMW FINANCIAL SERVICES	\$	399.86	11/25/2020	AG81871
2019-3-52311	BMW FINANCIAL SERVICES	\$	199.62	11/25/2020	AJ35844
2019-3-52315	BMW FINANCIAL SERVICES	\$	219.79	11/25/2020	AJ68591
2019-3-52245	BMW FINANCIAL SERVICES	\$	508.86	11/25/2020	735YUR
2018-3-52407	BMW FINANCIAL SERVICES	\$	626.68	11/25/2020	735YUR
2019-3-50928	CAB EAST LLC	\$	256.92	11/25/2020	247WLN
2019-3-50947	CAB EAST LLC	\$	57.45	11/25/2020	AM50176
2019-3-51615	DAIMLER TRUST	\$	670.39	12/10/2020	AH95381
2017-4-80294	DAIMLER TRUST	\$	546.21	12/10/2020	AK83147
2019-3-53496	HYUNDAI LEASE TITLING TRUST	\$	99.54	12/10/2020	AJ10134
2019-3-55971	PORSCH LEASING LTD	\$	317.68	11/25/2020	AH08614
2018-1-03254	SMITH MELANIE	\$	5,871.60	12/10/2020	REAL ESTATE
2018-4-81610	TOYOTA LEASE TRUST	\$	501.84	11/25/2020	3322Z
2019-3-57328	TOYOTA LEASE TRUST	\$	67.14	11/25/2020	1AVHM8
	TOTAL	\$	13,694.06	SUBMITTED FOR 12/17/2020 BOS MEETING	

Item 9 - Discussion/ Decision to approve the minutes from the December 3, 2020 Board of Selectmen Regular Meeting: **I move to approve the unapproved minutes from the December 3, 2020 Board of Selectmen Regular Meeting, as presented.**

Item 10 - Adjournment: **I move to adjourn.**

**Board of Selectmen
Regular Meeting Agenda
December 3, 2020 at 7.30pm
Meeting held remotely due to COVID 19**

1. **Call to Order:** First Selectman Chris Spaulding called the meeting to order at 7.30pm, also in attendance were Selectman Stephan Grozinger, Selectwoman Samantha Nestor, Town Administrator Jonathan Luiz, Director of Planning and Zoning Tracy Kulikowski, Keisha Fink, Brooks Capella, Chair of Building Committee Richard Wolf, Ted Craft and Town Residents participating.
2. **Pledge of Allegiance:** The pledge was recited.
3. **Discussion/decision to authorize a \$5,000 supplemental appropriation request from the Building Committee to be used to hire an architect that would determine the cause of window sill cracking and shifting at the Weston Intermediate School:** First Selectman Spaulding welcomed Chairman of the Building Committee, Richard Wolf to the meeting to explain the problem at the Weston Middle School. Mr. Wolf went into detail on this and answered questions from the Board of Selectmen. He highlighted the fact that this issue needs to be fixed in 2021 to avoid further, more costly repairs. Mr. Wolf has spoken to Howard Zimmerman, the contractor working on the High School façade, Mr. Zimmerman has put together a proposal of \$4,500 for the research and engineering work. Selectman Grozinger questioned the repeated supplemental appropriation requests and asked that this request go before Board of Finance for approval. First Selectman Spaulding explained that he was not convinced why the Board of Selectmen should delegate its authority to the Board of Finance on this matter. Selectwoman Nestor moved to create a new capital account #5021694-55001 entitled "WIS Window Sill Repairs" and to fund said account with a \$5,000 supplemental appropriation so that the Building Committee can hire an architect to determine the cause of window sill cracking and shifting at the Weston Intermediate School. Selectman Grozinger declined to second. First Selectman Spaulding seconded. The motion carried two to one, with Selectman Grozinger voting in opposition.
4. **Discussion/decision to hire Keisha Fink as Conservation Planner:** The Board of Selectmen interviewed Keisha Fink. Selectman Grozinger moved to hire Keisha Fink at Conservation Planner effective Monday, December 7, 2020. Selectwoman Nestor seconds this. Motion carried unanimously.
5. **Interview Brooks Capella for the Bicycle and Pedestrian Committee:** The Board of Selectmen interviewed Brooks Capella. His appointment will be put to a vote in an upcoming meeting.
6. **Discussion/decision to appoint Jessie Schwartz to the Sustainability Committee:** Selectwoman Nestor moved to appoint Jessie Schwartz to the Sustainability Committee for a term to begin January 1, 2021 and expire on December 31, 2022. Selectman Grozinger seconded this. Motion carried unanimously.
7. **Discussion/decision to adopt an Affirmative Action/Equal Employment Opportunity Policy Statement:** The Board of Selectmen discussed adopting an Affirmative Action/ Equal Opportunity Policy by the Town. Once cleared by the Town Attorney, this policy will be noted on any job postings or projects out to bids and would supersede any policy that was previously implemented. Selectman Grozinger moved

to adopt an Affirmative Action/Equal Employment Opportunity Policy Statement as presented, pending review by the Town Attorney. Selectwoman Nestor seconded this. The motion carried unanimously.

- 8. Discussion about advertising the Town's transition from the CodeRed communication software to the Everbridge communication software:** First Selectman Spaulding explained the reasons behind the transition from CodeRed to Everbridge. Selectwoman Nestor went over in detail the communication efforts that are being implemented for broader Town wide adoption for example, social media posts, signage, newsletters and utilizing neighborhood captains. First Selectman Spaulding referenced the success of this strategy with the last Town survey that was conducted.

- 9. Approval of 11/19/20 Regular and Special meeting minutes:** Selectwoman Nestor moved to approve 11/19/20 Regular and Special meeting minutes, as presented. Selectman Grozinger seconded this. Motion carried unanimously

- 10. Discussion about Bridge Projects: Calvary Road; Michael's Way; River Road/ Davis Hill Road:** First Selectman Spaulding and Mr. Luiz explained the current state of the bridge projects, highlighting State funding and budget splits with the Town of Westport. The Board of Finance will be reviewing all of this in detail with BL Architects in their next meeting.

- 11. Executive Session for the purpose of contract negotiation strategy:** The Board of Selectmen invited Town Administrator Jonathan Luiz to join the Executive Session. The meeting was closed to all other attendees. Selectman Grozinger moved to enter into Executive Session for the purpose of contract negotiation strategy. Selectwoman Nestor seconded this. Motion carried unanimously. 8.39pm. The Board of Selectmen came out of Executive Session at 8:45 pm.

- 12. Adjournment:** Selectman Grozinger moved to adjourn. Selectwoman Nestor seconded. All were in favor and the meeting adjourned at 8:46 pm.

Minutes submitted by:

Sara Beer, Executive Administrative Assistant