

Board of Finance Special Meeting

Agenda

April 6, 2021 at 6pm

Meeting held remotely due to COVID 19

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83956133139?pwd=SzZLbkNVdIRoS3Yxa25ZWVW8zaWlLdz09>

Passcode: 365665

Webinar ID: 839 5613 3139

Dial by phone: 646 558 8656

1. Discussion/Decision regarding the Board of Education's proposed mitigation plan for the FY 21-22 budget, including re-purposing the use of funds in the non-lapsing account and requested additions to said account
2. Discussion/Decision regarding the proposed Board of Education's operating budget for FY 2021-22
3. Discussion/Decision regarding the proposed Town operating budget for FY 2021-22
4. Discussion/Decision regarding the proposed Town and BOE capital budget for FY 2021-22
5. Discussion/Decision of the Town Debt Service budget for FY 2021-2022
6. Discussion/Decision regarding the use of general fund and special fund reserves, and general fund unassigned fund balance to offset the proposed capital budget for fiscal year 2021-22.
7. Discussion/decision regarding approval of minutes from the meetings on February 11, 2021, March 8, 2021, March 10, 2021 and March 30, 2021



April 5, 2021

TO: Board of Finance

FROM: Phil Cross

RE: FY20 End of Year (EoY) Update

The following memo and analysis pertaining to FY20 end-of-year status was discussed at the March 26th Finance Committee meeting, and it accompanies the FY22 budget mitigation plan information.

Thank you.

Phil



March 26, 2021

TO: WPS BOE Finance Committee

FROM: Phil Cross

RE: FY20 End of Year (EoY) Update

In October we reported a revised end of year balance of \$824,918 with a continuing appropriation of \$178,921. Since then, there has been new developments.

- 1) To help mitigate the impact of the corona virus, the coronavirus relief fund (CRF) grant/CARES Act was enacted. This grant allows for reimbursement of expenditures incurred between March 1 and December 30, 2020. In FY20 the district incurred necessary expenditures due to the public health emergency. Because expenditures were incurred during the covered period, we have requested a reimbursement in the amount of \$41,885.
- 2) \$75,000 of our requested continuing appropriation has not been used. As a result, we are releasing this appropriation.

Based on the above, we are revising/increasing our available FY20 year balance by \$116,885 to \$941,803.

You may recall that the available balance as of October was \$824,918. From this amount \$600,000 was returned to the Town and \$177,568 was used to fund a non-lapsing account – in accordance with C.G.S. 10-248a. The BOE approved an additional request of \$47,350 to be added to the non-lapsing account. This request has not been voted on by the BOF.

Non-Lapsing Account

The intent of the non-lapsing account was to fund Covid related expenditures. Based on our year end projection, we will not need to draw funds from the account. To mitigate the FY 22 requested budget I am recommending the following:

- 1) Request a new MOU for the non-lapsing account that will assist with future unanticipated expenditures.
- 2) Request that the CRF reimbursement of \$41,885 be added to the non-lapsing account.
- 3) Request the FY 22 non-recurring contingent liability of \$203,688 be paid from this account. This will reduce the FY 22 budget by 0.38%
- 4) Return the \$75,000 unused continuing appropriation to the Town.

FY 20 - Revised EoY Balance

3/26/2021

Item Description	FY 20 As of 10-9-20	FY 20 W. Adjustments
FY 21 Budget	53,073,710	53,073,710
Expended	(52,069,872)	(52,069,872)
Continuing Appropriation	(178,921)	(178,921)
Available Balance	824,918	824,918
<u>Adjustment:</u>		
CRF Grant Reimbursement		41,885
Released Encumbrance		75,000
Total Adjustment	-	116,885
Ending Balance after adjustment	824,918	941,803
<u>Allocation of Ending Balance</u>		
Return to Town	600,000	600,000
BoF Approved Non-Lapsing Account	177,568	177,568
Additional Non-lapsing Pending BoF Approval	47,350	47,350
Additional to Return to Town or Non-Lapsing Account	-	116,985
Total	824,918	941,903
Additional Non-lapsing Pending BoF Approval	824,918	824,918
Additional to Return to Town or Non-Lapsing account	-	116,885
	824,918	941,803
<u>Proposed Non-Lapsing Account</u>		
BoF Approved Non-Lapsing Account	177,568	
Additional Non-lapsing (previous request)	47,350	
Addition to Non-Lapsing Account (new request)	41,885	
Total Available	266,803	
FY22 Contingent Liability	(203,688)	
Available balance	63,115	



March 31, 2021

TO: Town of Weston Board of Finance
FROM: Phillip Cross, Director of Finance and Operations
SUBJECT: FY 22 Budget Mitigation Plan

FY 22 Budget Mitigation Plan

With a projected favorable balance for FY 21, we are recommending the following to mitigate both the requested FY 22 operating and capital budgets:

Operating

- 1) Change the current understanding of the non-lapsing account that will allow us to pay FY22 contingent liability from the account.
- 2) We are lowering the request for health insurance based on preliminary rate guidance from the State.
- 3) Superintendent turnover savings.
- 4) Pre-purchase books from favorable FY21 balance.
- 5) Pre-pay FY 22 contractual early retirement incentive (ERIP).

Capital

Fund the following from a grant:

- 1) Partial fund old gym air handler replacement from grant (Item 2).

Fund the following capital items from the favorable FY21 balance:

- 2) WHS - Installation of concrete pad over oil tank (Item 1).
- 3) WMS - sound dampening of music rooms (Item 8).
- 4) Bus Garage - purchase & installation of back-up generators (Item 9).

FY 22 Budget Mitigation Plan as of 3-26-21

Operating Budget:

FY 21 Adopted Budget	54,161,443	
FY 22 BOE requested Budget	55,613,056	2.68%

Non-Lapsing Account

Contingent Liability (ERIP)	(203,688)	-0.38%
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Budget Adjustment

Health Insurance	(64,751)	
Superintendent Turnover Savings	(38,547)	
	(103,298)	-0.19%

Pre-Purchase/Pay from FY 21 Unexpended Funds:

Curriculum & Instruction Books

Renew Grade 8 Spanish digital licenses	(15,834)	
French 5Honors and AP Digital License	(1,510)	
Math in Focus Grade 7 online renewal	(20,507)	
Grade 3 Math in Focus	(24,307)	
Grade 4 Math in Focus	(28,315)	
	(90,473)	

Prepay FY 22 contractual ERIP	(145,507)	
	(235,980)	-0.44%

Total Proposed Adjustment	(542,966)	-1.00%
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FY 22 Revised Budget Request	\$ 55,070,090	1.68%
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YOY increase	\$ 908,647	1.68%
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Capital

Partial Fund old gym air handler replacement from grant (Item 2) 200,000

Purchase/Pay from FY 21 Unexpended Funds:

WHS - Installation of Concrete Pad Over Oil Tank (Item 1) 26,700

WMS - Sound Dampening of Music Rooms (Item 8) 19,840

Bus Garage -Purchase & Installation of Back-up Generators (Item 9) 10,000

256,540

Budget Impact-Operating Budget:

Requested Capital 807,400

Adjustments (256,540)

Revised Capital Request \$ 550,860

Total Operating & Capital Reductions \$ (799,506)

WESTON PUBLIC SCHOOLS CAPITAL BUDGET - DRAFT
Weston Public Schools, Weston, CT

3.1.21

Description of Project		Year 1 FY 2022	Year 2 FY 2023	Year 3 FY 2024
1	WHS: Installation of Concrete Pad Over Oil Tank	\$26,700	-	-
2	WHS: Replacement of Old Gym Air Handler Units	\$380,000	-	-
3	WIS: Window Sill Repairs	\$125,000	-	-
4	Contingency for WMS HVAC Repairs	\$100,000	-	-
5	HES: Replace or Rebuild North House Gym Air Handler Unit*	\$48,000	-	-
6	WHS: Cut In an Operable Window to the Nurse's Office	\$20,000	-	-
7	Facilities: Replace Grounds Pick Up with Plow Truck	\$42,860	-	-
8	WMS: Sound Dampening of Music Rooms	\$19,840	-	-
9	Bus Garage: Purchase and Installation of Back-Up Generators	\$10,000	-	-
10	HES: Replace VCT Floor in South House Cafeteria*	\$35,000	-	-
11	WHS: Replacement of Old Gym Windows	-	\$100,000	-
12	WHS: Replacement of Track	-	\$225,000	-
13	HES: Repoint Brick	-	\$72,000	-
14	HES: Reline Chimney Interiors	-	\$30,000	-
15	WIS: Add Double Doors to Exterior of Gym	-	\$25,000	-
16	HES: Solicit Bids for Renovation of Bathrooms	-	\$40,000	-
17	HES: Solicit Bids for North House HVAC System	-	\$50,000	-
18	WHS: Renovation of Courtyards, Including Drainage and Brickwork	-	-	\$160,700
19	HES: North House Split System A/C**	-	-	\$300,000
20	HES: Replace North House Finned Tube Radiator and Unit Ventilators***	-	-	\$400,000
21	HES: Upgrade Bathroom	-	-	\$259,000
Total Capital Request		\$ 807,400	\$ 542,000	\$ 1,119,700

*Estimates reflect Silver Petrucci analysis from 10 Year Plan (11/2017)

**Deferred from 2022 and 2023 pending town-wide strategic development decisions

***Deferred from 2022 and 2023 pending town-wide strategic development decisions. Estimates reflect Silver Petrucci analysis from 10 Year Plan (11/2017)

FY 2021-22 Budget Adjustment Proposals

Board of Finance April 6, 2021

	BOS Proposed & Reductions	Budget Percent Increase	Mill Rate	Mill Rate Percent Increase
Board of Selectmen Operating Budget	14,098,026	2.82%	33.18	2.50%
Less: Variance in salary for new Dispatch Director	(10,537)			
Reduction to pension based on MERS update	(10,000)			
Revised BOS Operating Budget Request	14,077,489	2.67%	33.17	2.47% Mill Rate Impact = (.01)
Board of Education Operating Budget	55,613,056	2.68%	33.18	2.50%
Less: Proposals from the Board of Education				
Budget Mitigation Plan	(542,966)			
Revised BOE Operating Budget Request	55,070,090	1.68%	32.93	1.73% Mill Rate Impact = (.25)
Cumulative Revised Town and BOE Operating Budget Requests	69,147,579	1.88%	32.92	1.70%
Capital Budget Proposed Adjustments				
<u>BOE Capital:</u>	807,400			
Fund three Capital Projects from FY 21 Op. Bud.	(56,540)			
Revised BOE Capital	750,860			
<u>Town Capital:</u>	2,125,810			
Reduce Transp. Alternative Sidewalks to Design only	(214,000)			
Remove Police Body and Vehicle Cameras	(262,000)			
Remove New Payloader	(200,000)			
Reduce Library Roof Project based on recent bid results	(81,004)			
Add \$40k for Backhoe and Payloader Repairs	40,000			
Revised Town Capital	1,408,806			

Note: no mill rate adjustment reflected under the assumption that general fund offset will be reduced to the amount of the project reductions.

**TOWN BUDGET AND MILL RATE FORECAST
5-YEAR BUDGETARY PLAN FY 2021-2025
10-YEAR PROJECTION**

**Base Case Scenario
21/22 BOE/Town Budget Request @ 4-1-21**

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2030-31
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	APPROVED	REQUEST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
												Year 5	Year 10
Town Budget	12,101,393	12,408,752	12,812,036	12,766,865	13,128,919	13,452,745	13,710,997	14,098,026	14,379,987	14,667,586	14,960,938	15,260,157	16,848,446
Board of Education	47,364,856	48,503,782	50,080,155	49,907,522	51,594,716	53,073,710	54,161,443	55,070,090	57,394,557	59,402,232	61,512,897	62,743,155	69,273,513
Capital Budget	1,261,745	1,304,558	1,395,195	606,687	865,286	1,286,429	1,020,961	1,911,449	2,583,298	2,723,200	4,364,865	3,428,128	4,071,541
Town Capital	794,745	765,500	788,465	513,500	918,277	470,300	511,000	2,125,810	2,041,298	1,603,500	3,492,865	2,556,128	3,035,878
B.o.E. Capital	477,000	589,058	606,730	473,187	1,135,785	1,356,129	692,324	550,860	542,000	1,119,700	872,000	872,000	1,035,662
Total Debt Service	6,487,869	6,390,963	6,308,838	6,237,213	6,076,906	5,785,554	5,613,095	5,524,340	5,546,075	2,987,788	884,744	0	0
Debt Service Schools	5,795,739	5,708,789	5,544,718	5,481,203	5,338,819	5,085,571	4,988,985	4,864,340	4,885,375	2,686,088	874,544	0	0
Debt Service Town	692,130	682,174	764,120	756,010	738,087	700,983	674,110	660,000	660,700	301,700	10,200	0	0
Future Debt Service	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service as % of Exp.	9.7%	9.3%	8.9%	9.0%	8.5%	7.9%	7.5%	7.2%	6.9%	3.7%	1.1%	0.0%	0.0%
Gross Budget	67,215,863	68,608,055	70,596,224	69,518,287	71,665,827	73,599,438	74,506,496	76,603,905	79,903,917	79,780,806	81,723,444	81,431,440	90,193,500
Gross Budget % Increase	2.07%	2.90%	2.90%	-1.53%	3.09%	2.70%	1.23%	2.82%	4.31%	-0.15%	2.43%	-0.36%	2.07%
Less: Other Revenues	2,928,112	2,948,112	3,014,445	2,379,081	2,925,089	2,728,901	3,635,959	3,065,779	3,111,766	3,158,442	3,205,819	3,253,906	3,505,381
Net Budget	64,287,751	65,659,943	67,581,779	67,139,206	68,740,738	70,870,537	70,870,537	73,538,126	76,792,151	76,622,364	78,517,625	78,177,534	86,688,119
Grand List	2,328,055,052	2,341,794,069	2,359,357,525	2,372,542,054	2,386,710,996	2,234,268,538	2,234,268,538	2,251,300,001	2,264,807,801	2,278,396,647	2,323,964,580	2,337,908,368	2,442,415,684
Mill Rate	28.24	28.87	28.56	28.91	29.39	32.37	32.37	33.33	34.60	34.32	34.48	34.12	36.22
Mill Rate % Increase	18.21%	2.13%	-0.38%	1.23%	1.66%	10.14%	0.00%	2.97%	3.81%	-0.81%	0.47%	-1.04%	1.49%
Taxes-\$100,000 assessment increments	2,824.00	2,867.00	2,856.00	2,891.00	2,939.00	3,237.00	3,237.00	3,333.00	3,460.00	3,432.00	3,448.00	3,412.00	3,622.00
Tax \$ Increase per \$100,000 assessed	435.00	43.00	-11.00	35.00	48.00	298.00	0.00	96.00	127.00	-28.00	16.00	-36.00	53.00
% Growth in Debt Service	-1.02%	-1.49%	-1.29%	-1.14%	-2.57%	-4.78%	-3.00%	-1.58%	0.39%	-46.13%	-70.39%	-100.00%	#DIV/0!
% Growth in Total Net Budget	3.54%	2.13%	2.93%	-0.65%	2.39%	3.10%	0.00%	3.76%	4.42%	-0.22%	2.47%	-0.43%	2.09%
\$ Impact to change mill rate by .01	22,765	22,902	23,663	23,224	23,389	21,894	21,894	22,064	22,194	22,326	22,772	22,913	23,934
\$ Impact to increase mill rate by 1%	642,979	656,622	659,008	670,812	686,022	707,322	707,322	733,850	766,384	764,743	783,674	780,145	865,181
Historical/Assumptions:													
% Growth in Town Budget	3.31%	2.54%	3.25%	-0.35%	2.84%	2.47%	1.92%	2.82%	2.00%	2.00%	2.00%	2.00%	2.00%
% Growth in BoE Budget	3.93%	2.40%	3.25%	-0.34%	3.38%	2.87%	2.05%	1.68%	4.22%	3.50%	3.55%	2.00%	2.00%
% Growth in Town Capital	8.32%	-3.68%	3.00%	-34.87%	42.62%	48.67%	-20.64%	316.01%	-3.98%	-21.45%	117.83%	-26.82%	3.50%
% Growth in BoE Capital	20.76%	23.49%	3.00%	-22.01%	78.83%	3.10%	-48.95%	-20.43%	106.59%	-22.12%	0.00%	0.00%	3.50%
% Growth in Grand List	-12.40%	0.59%	0.75%	0.56%	0.60%	-6.39%	0.00%	0.76%	0.60%	2.00%	2.00%	0.60%	0.60%

Notes:
 Base Case Scenario with 21-22 Requests + projected BOE operating & BOE/Town capital budgets for next 3 years (shown in Bold)
 BOE operating budget request reduced by \$908,647 per mitigation plan of 3-26-21
 BOE capital budget request reduced by \$256,540 per mitigation plan of 3-26-21
 21-22 capital budget includes \$765,221 offsets (excludes anticipated town property sale proceeds of \$1,143,750)

Weston Property Transfers FY2020/21

Location	Trans Date	Sale Price	Assessment (2019 Grand List)	Mkt Value	Difference (Sale - Mkt Value)
31 Singing Oaks Drive	July 2020	\$1,729,000	1,466,840	2,095,486	(\$366,486)
21 Twin Walls Lane	July 2020	\$1,670,000	1,399,220	1,998,886	(\$328,886)
42 Michaels Way	July 2020	\$1,585,000	1,486,320	2,123,314	(\$538,314)
34 Tall Pines Drive	July 2020	\$1,340,000	915,090	1,307,271	\$32,729
95 Steep Hill Road	July 2020	\$1,135,000	744,020	1,062,886	\$72,114
15 Tobacco Road	July 2020	\$1,125,000	679,450	970,643	\$154,357
22 Rogues Ridge	July 2020	\$1,100,000	594,250	848,929	\$251,071
88 Godfrey Road	July 2020	\$1,055,036	867,830	1,239,757	(\$184,721)
29 Soundview Farm Road	July 2020	\$1,030,000	781,410	1,116,300	(\$86,300)
6 Charles Path	July 2020	\$1,025,000	796,640	1,138,057	(\$113,057)
13 Riverfield Drive	July 2020	\$967,700	591,450	844,929	\$122,771
30 Singing Oaks Drive	July 2020	\$960,000	1,044,760	1,492,514	(\$532,514)
9 Partridge Lane	July 2020	\$950,000	883,100	1,261,571	(\$311,571)
21 Brierbrook Lane	July 2020	\$882,500	477,890	682,700	\$199,800
146 Steep Hill Road	July 2020	\$879,000	593,600	848,000	\$31,000
16 Fanton Hill Road	July 2020	\$827,000	689,740	985,343	(\$158,343)
5 River Road	July 2020	\$800,000	547,900	782,714	\$17,286
11 Trails End Road	July 2020	\$800,000	432,800	618,286	\$181,714
62 Ridge Road	July 2020	\$790,000	516,990	738,557	\$51,443
66 Wells Hill Road	July 2020	\$789,000	710,000	1,014,286	(\$225,286)
1 Twin Oak Lane	July 2020	\$780,000	943,680	1,348,114	(\$568,114)
9 Cartbridge Road	July 2020	\$750,000	356,610	509,443	\$240,557
1 Aspetuck Hill Lane	July 2020	\$745,000	719,060	1,027,229	(\$282,229)
33 Merry Lane	July 2020	\$735,000	412,080	588,686	\$146,314
22 Lakeside Drive	July 2020	\$730,000	455,910	651,300	\$78,700
94 Catbrier Road	July 2020	\$710,000	555,960	794,229	(\$84,229)
28 Davis Hill Road	July 2020	\$682,000	429,540	613,629	\$68,371
21 Little Fox Lane	July 2020	\$675,000	392,430	560,614	\$114,386
47 Blueberry Hill Road	July 2020	\$665,000	502,540	717,914	(\$52,914)
35 Cardinal Road	July 2020	\$660,000	365,880	522,686	\$137,314
7 Tannery Lane South	July 2020	\$650,000	463,740	662,486	(\$12,486)
195 Steep Hill Road	July 2020	\$640,000	460,420	657,743	(\$17,743)
15 Trails End Road	July 2020	\$630,000	458,910	655,586	(\$25,586)
15 Wood Hill Road	July 2020	\$610,000	343,460	490,657	\$119,343
43 Old Easton Tpk.	July 2020	\$585,000	498,970	712,814	(\$127,814)
18 Cartbridge Road	July 2020	\$567,000	350,030	500,043	\$66,957
5 Maple Street	July 2020	\$545,000	341,250	487,500	\$57,500
5 Godfrey Road West	July 2020	\$530,000	502,080	717,257	(\$187,257)
17 Steep Hill Road	July 2020	\$520,000	431,260	616,086	(\$96,086)
81 Blue Spruce Circle	July 2020	\$515,000	352,510	503,586	\$11,414
8 Graystone Lane	July 2020	\$509,000	333,130	475,900	\$33,100
126 Godfrey Road	July 2020	\$495,000	334,440	477,771	\$17,229
34A Georgetown Road	July 2020	\$375,000	165,490	236,414	\$138,586
4 Pink Cloud Lane	July 2020	\$280,560	854,470	1,220,671	(\$940,111)
Total		\$36,022,796	27,243,150	38,918,786	(\$2,895,989)
Summary:					
Properties sold above Mkt Value		21			
Properties sold below Mkt Value		23			
Properties sold below Assessed Value		3			
Ave Sales Price (this month)		\$818,700			
Ave Sales Price (YTD)		\$818,700			
Median Sales Price (this month)		\$747,500		July	FYTD
Net Change in Grand List			(\$2,027,193)	-7.4%	(\$2,027,193)

Weston Property Transfers FY2020/21

Location	Trans Date	Sale Price	Assessment (2019 Grand List)	Mkt Value	Difference (Sale - Mkt Value)		
222 Lyons Plain Road & Riverbank Road		\$4,775,000	3,421,160	4,887,371	(\$112,371)		
9 Sasqua Trail	Oct 2020	\$1,725,000	689,340	984,771	\$740,229		
31 Lords Hwy	Oct 2020	\$1,575,000	792,200	1,131,714	\$443,286		
139 Lords Hwy	Oct 2020	\$1,569,000	791,790	1,131,129	\$437,871		
296 Lyons Plain Road	Oct 2020	\$1,505,000	726,020	1,037,171	\$467,829		
11 Nimrod Farm Road	Oct 2020	\$1,435,000	847,620	1,210,886	\$224,114		
42 Davis Hill Road	Oct 2020	\$1,375,000	1,005,670	1,436,671	(\$61,671)		
28 North Calvin Road	Oct 2020	\$1,365,000	800,370	1,143,386	\$221,614		
326 Georgetown Road	Oct 2020	\$1,350,000	959,440	1,370,629	(\$20,629)		
7 Grey Fox Lane	Oct 2020	\$1,325,000	755,760	1,079,657	\$245,343		
13 White Birch Ridge	Oct 2020	\$1,264,500	673,650	962,357	\$302,143		
72 Catbrier Road	Oct 2020	\$1,075,000	678,540	969,343	\$105,657		
91 Old Hyde Road	Oct 2020	\$1,075,000	718,530	1,026,471	\$48,529		
20 Walden Woods Lane	Oct 2020	\$1,000,000	814,980	1,164,257	(\$164,257)		
16 Valley Forge Road	Oct 2020	\$975,000	669,970	957,100	\$17,900		
37 Grays Farm Road	Oct 2020	\$969,000	531,600	759,429	\$209,571		
183 Steep Hill Road	Oct 2020	\$935,000	610,680	872,400	\$62,600		
23 Riverbank Road	Oct 2020	\$927,000	624,800	892,571	\$34,429		
88 Godfrey Road	Oct 2020	\$888,000	867,830	1,239,757	(\$351,757)	F	
16 Crystal Lake Drive	Oct 2020	\$870,000	604,900	864,143	\$5,857		
19 Old Stagecoach Road	Oct 2020	\$861,000	448,190	640,271	\$220,729		
121 Davis Hill Road	Oct 2020	\$850,000	628,520	897,886	(\$47,886)		
4 Kettle Creek Road	Oct 2020	\$750,000	465,800	665,429	\$84,571		
44 Fanton Hill Road	Oct 2020	\$749,000	432,240	617,486	\$131,514		
65 Ledgewood Drive	Oct 2020	\$730,000	387,370	553,386	\$176,614		
23 Forest Road	Oct 2020	\$720,000	396,000	565,714	\$154,286		
26 Spring Valley Road	Oct 2020	\$720,000	503,800	719,714	\$286		
24 Deepwood Road	Oct 2020	\$720,000	313,900	448,429	\$271,571		
32 Osborn Farm Road	Oct 2020	\$682,000	446,330	637,614	\$44,386		
11 Wildwood Lane	Oct 2020	\$650,000	344,390	491,986	\$158,014		
14 Hillside Road	Oct 2020	\$630,000	291,250	416,071	\$213,929		
15 Forest Road	Oct 2020	\$618,000	348,390	497,700	\$120,300		
26 Glory Road	Oct 2020	\$600,000	413,540	590,771	\$9,229		
203 Godfrey Road E	Oct 2020	\$560,000	380,160	543,086	\$16,914		
15 Skylark Lane	Oct 2020	\$497,000	389,080	555,829	(\$58,829)		
380 Georgetown Road	Oct 2020	\$475,000	259,970	371,386	\$103,614		
324 Good Hill Road	Oct 2020	\$427,876	449,780	642,543	(\$214,667)	X F	
00 Arrowhead Way (Land)	Oct 2020	\$425,000	279,300	399,000	\$26,000		
15 Bridge Road	Oct 2020	\$400,000	470,440	672,057	(\$272,057)	X	
Old Farm Road Lot 9 (Land)	Oct 2020	\$205,000	189,280	270,400	(\$65,400)		
354 Good Hill Road (Land)	Oct 2020	\$145,000	209,580	299,400	(\$154,400)	X	
	Total	\$40,392,376	\$25,632,160	\$36,617,371	\$3,775,005		
Summary:							
Properties sold above Mkt Value			30				
Properties sold below Mkt Value			11				
Properties sold below Assessed Value			3				
Ave Sales Price (this month)		\$1,042,563					
Ave Sales Price (YTD)		\$920,916					
Median Sales Price (this month)		\$879,000		Oct	FYTD		
Net Change in Grand List			\$2,642,503	10.3%	\$3,841,946		

Weston Property Transfers FY2020/21

Location	Trans Date	Sale Price	Assessment (2019 Grand List)	Mkt Value	Difference (Sale - Mkt Value)	Months on Mkt
12 White Birch Ridge	Mar 2021	\$2,505,000	1,375,290	1,964,700	\$540,300	4
37 Fanton Hill Road	Mar 2021	\$1,913,000	1,376,510	1,966,443	(\$53,443)	4.5
6 Timothy Road	Mar 2021	\$1,599,000	946,190	1,351,700	\$247,300	5.5
1 Old Hyde Road	Mar 2021	\$1,595,000	734,300	1,049,000	\$546,000	6
12 Richmond Hill Road	Mar 2021	\$1,405,000	649,300	927,571	\$477,429	5
12 Little Brook Lane	Mar 2021	\$1,395,000	698,150	997,357	\$397,643	2
72 Godfrey Road W	Mar 2021	\$1,260,000	931,780	1,331,114	(\$71,114)	2
7 Hedgerow Common	Mar 2021	\$1,175,000	660,180	943,114	\$231,886	2
166 Wells Hill Road*	Mar 2021			-	\$0	
16 Deer Path Road	Mar 2021	\$941,250	481,980	688,543	\$252,707	3.5
9 Joanne Lane	Mar 2021	\$920,000	508,940	727,057	\$192,943	?
15 High Meadow Road	Mar 2021	\$825,000	436,160	623,086	\$201,914	1
29 Cartbridge Road	Mar 2021	\$750,000	334,830	478,329	\$271,671	2
46 Tannery Lane South	Mar 2021	\$750,000	439,980	628,543	\$121,457	?
49 Catbrier Road	Mar 2021	\$715,000	415,610	593,729	\$121,271	?
1 Pink Cloud Lane	Mar 2021	\$650,000	375,990	537,129	\$112,871	2.5
31 Hackberry Hill Road	Mar 2021	\$620,000	330,340	471,914	\$148,086	1
19 Mountainview Drive	Mar 2021	\$605,000	329,700	471,000	\$134,000	1.5
15 Powder Horn Hill	Mar 2021	\$540,000	321,460	459,229	\$80,771	?
15 Wilson Road	Mar 2021	\$465,000	256,320	366,171	\$98,829	3
45 Ridge Road (Land)	Mar 2021	\$190,000	142,660	203,800	(\$13,800)	12
Total		\$20,818,250	\$11,745,670	\$16,779,529	\$4,038,721	
Summary:						
Properties sold above Mkt Value			17			
Properties sold below Mkt Value			3			
Properties sold below Assessed Value			0			
Ave Sales Price (this month)		\$1,085,697				
Ave Sales Price (YTD)		\$960,194				
Median Sales Price (this month)		\$920,000				
Net Change in Grand List			\$2,827,105	24.1%	\$17,126,826	
* Property with building in Easton, only 0.21 ac in Weston						

Board of Finance Special Meeting Minutes
February 11, 2021 at 6:00 pm
(via remote conference)

1. **Call to order:** Chairman of the Board Steve Ezzes called the meeting to order at 6.14pm. Also in attendance were Jeff Farr, Amy Gare, Greg Murphy, Finance Director Rick Baldwin, Town Administrator Jonathan Luiz, Chief of Police Ed Henion, Karen Paulson from DiMeo Schneider & Associates, L.L.C., WPS Director of Finance Phillip Cross, Ted Craft and Town residents.
2. **Discussion/decision regarding the annual presentation and investment performance of the OPEB trust fund. Karen Paulson, DiMeo Schneider & Associates, L.L.C.:** Chairman of the Board Steve Ezzes introduced Karen Paulson from DiMeo Schneider & Associates who went over a PowerPoint presentation about the various fund performances over the past year, she mentioned that it was a good year for the OPEB report. Ms. Paulson answered questions and commented on future investment recommendations. Mr. Ezzes and Mr. Murphy asked questions with regard to a recommendation on transitioning the REIT fund to a fully managed fund. The Board of Finance decided not to make any decisions on reallocations as three board members were unable to attend the meeting.
3. **Discussion regarding an update on Police overtime expenditures, Chief Ed Henion:** Chief Henion spoke about the recent police overtime expenditures saying the Police Department anticipates going over their allotted budget. Chief Henion highlighted the impact of Hurricane Isaias as well as the COVID pandemic as the main reasons for this. He went on to explain that he is required to have officers out on patrol full time and with the staff shortages, overtime has been difficult to avoid. Chief Henion explained that he actively pursues CIRMA reimbursements for any injury/illness related absences. Finance Director, Rick Darling mentioned that there would be reimbursements from FEMA for Isaias as well as for COVID that can be applied to Police overtime.
4. **Discussion/decision regarding the Board of Education's financial update and a request for an additional \$47,350 to their non-lapsing account. Phil Cross, BOE Finance Director; Dr. Bill McKersie, Superintendent. :** The Board of Finance will vote on this in an upcoming meeting as three board members were unable to attend. The Board of Finance went on to ask BOE Finance Director Phil Cross questions on COVID expenditures, out of district students, FMLA and potential expenditures which Mr. Cross answered.
5. **Discussion regarding an update on a Federal Transportation Alternatives grant. Jonathan Luiz, Town Administrator:** Mr. Luiz went over Grants that the Town has already received for the current Sidewalk project. The Community Connectivity project has passed through the various boards and needs to go to the Historic District Committee next, after which it will go to the State for approval. The work is expected to be completed over the summer. The Community Connectivity Grant of \$400k from State of CT has already been bonded and the Board of Finance has already approved \$40k for the design.
6. **Discussion regarding an update on a State Local Transportation Capital Improvement Plan (LOTICIP) grant. Jonathan Luiz, Town Administrator:** Mr. Luiz explained that the Town has been approved for a Local Transportation Capital Improvement Grant and that the Town will also have to fund the design portion. The project has been approved at \$1.849m. Mr. Luiz went over the LOTICIP sidewalks as well as the improvements to the access to School Road from Weston Road. Mr. Luiz mentioned that another Transportation Alternative Grant has also been funded for just over \$2m. Mr. Luiz explained this extension to the Board of Finance saying that he has been in contact with a representative from VHB, the assigned engineering company. He pointed out that there is some town matching needed and these Grants have been factored into the Capital budget. Mr. Murphy asked when the work will all be done; Mr. Luiz said the work will be done by the fall/winter 2023.
7. **Discussion regarding the Town selling the Fromsen Strassler property to the Aspetuck Land Trust in the amount of \$1,143,750:** This was not discussed.

- 8. Discussion regarding an update on current year tax collections. Rick Darling, Finance Director:** Mr. Darling explained that as of February 5, the Town has collected \$69m against the original levy, which is \$1.9m (97.3%) shy of the 98% budget target. This time last year we were \$1.6m (97.7%) shy of 98% and ended up collecting 98.15%. The difference in comparison year over year is that the Town received another 50 applications for the 3 month Deferment Program totaling \$524k. Mr. Darling said that he will keep track of the progress with these accounts.
- 9. Discussion regarding the Town financial report and fund balance forecast. Rick Darling, Finance Director. Tax revenue:** Mr. Darling mentioned that the Town would be holding a tax sale in the spring and is planning on having \$1m on that list. The tax sale is forecasted to collect 80%/ \$800k of the current sale list totaling just over \$1 million. Overall the tax revenue is \$693k higher. The town clerk receipts are at \$675k, and Mr. Darling is conservatively forecasting them to reach \$900k. Investment income due to a decline in short term yields that are forecasted to fall \$100k short. Reimbursements from COVID related FEMA and State of CT are at \$96K. Expenditure areas covered included Health Insurance, LAP and Workers Comp renewals, Police overtime, and DPW/Solid Waste operations. The Public safety complex has \$250k that is expected from the EMS funding commitment. Mr. Darling added this \$250k as an obligation to be conservative. He said overall the forecasting fund balance is at \$14.7m or 19.3% of the preliminary budget presented for FY 21-22. This is a \$300k increase over our current fund balance and is pointing to the pending tax sales and tremendous conveyance tax sales projections. Mr. Farr asked if the tax sales include properties on Pilot Hill Road. Mr. Luiz said that no, they would be sold through a regular sale and asked that the Board discuss this further in an Executive Session.

Mr. Ezzes went on to comment on the current real estate sales in Weston, as well as proposals that are coming out of Hartford that may see an increase in income and capital gains taxes. He mentioned a proposal to put a levy on any home over \$430k which he said would put a damper on the increase in Weston home values. He also mentioned a proposed increase in taxes on businesses and insurance companies, none of which, from a fiscal point of view, would be good for Weston. Mr. Murphy echoed Mr. Ezzes' sentiments.

- 10. Discussion/decision regarding approval of the January 14, 2021 minutes:** Mr. Farr moved to approve the January 14, 2021 minutes as presented. Mr. Murphy seconded this. The motion carried unanimously.

- 11. Adjournment:** The meeting adjourned at 7.32pm.

Minutes submitted by:

Sara Beer, Executive Administrative Assistant

Board of Finance Special Meeting Minutes
March 8, 2021 at 6pm
Meeting held remotely due to COVID 19

1. **Call to order:** Board of Finance Chair Steve Ezzes called the meeting to order at 6pm. Also in attendance were Board of Finance members Allan Gauberd, Amy Gare, Rone Baldwin and Jeff Farr, Board of Education members Tony Pesco, Gina Albert, Taffy Miller, Ruby Hedge, Hillary Koyner, Melissa Walker and Victor Escandon, Superintendent Dr. Bill McKersie, WPS Finance Director Phillip Cross, Town Administrator Jonathan Luiz, and Town residents participating.
2. **Announcements:**
 - a. Mr. Greg Murphy has resigned from Board of Finance effective Monday, March 8, 2021
 - b. Mr. Dick Bochinski was unable to attend
 - c. Mr. Ezzes noted that there will be an Annual Town Budget Meeting (ATBM) this year and that First Selectman Spaulding is working on the final details. It will be held on a Saturday at the Football Field at Weston High School. Voting will take place at Town Hall.
3. **Discussion/ Decision concerning the Board of Education's proposed budget for FY 2021- 2022:** Schools Finance Director Phil Cross provided updates on the status of the current fiscal year saying that they are projected to have a surplus of \$299,702 and that to date they have not drawn from the non-lapsing account. Questions were asked regarding the allocations from the cares act, operating costs for the current fiscal year as they compare to the projected costs for next.

Board of Education Chair Tony Pesco made opening remarks saying that the Board of Education has proposed a budget increase of 2.6%. He said they were sensitive to financial constraints but the budget includes everything the district needs given the uncertainties in enrollment and social emotional support, all of which this difficult to predict.

Mr. Baldwin asked about the technology budget and the details around leasing versus purchasing new laptops for teachers. Mr. Daniel DiVito commented highlighting the age of the laptops, current climate with remote learning, as well as a leasing plan that is reflected in the budget. Mr. Farr asked to see the six year plan.

Mr. Grauberd asked about a large increase in the academic assistance line. Mr. Pesco attributed this to an increase in special needs assistance.

Health Insurance costs were discussed with questions heard on alternate options to the state plan. Mr. Pesco commented that all districts were facing similar issues. Mr. Cross said they did receive guidance from the state partnership plan and that the increase was not significant.

Mr. Grauberd questioned an increase in transportation costs; Mr. Cross explained this was due to reporting now including salaries and benefits for all transportation employees.

Questions were heard from the Board of Finance members on an increase in special education (SPED) numbers, out of district tuition, and transportation costs. Comments were heard from Ms. Tracey Edwards on an increase in Special Ed needs district wide, taking into account current trends and an increase in social emotional needs for students; saying that Special Ed is becoming more complex.

A discussion was had about an increase in legal expenses, the lack of an HR Director, an increase in FMLA and medical leave, and the Connecticut Municipal Employee Retirement System (CMERS) pension plan.

Mr. Grauberd asked about where a significant reduction in the budget could be made. A discussion ensued on an increase in classroom size, Ms. Laura Kaddis, strongly advised against this saying it would have a detrimental effect at the early elementary level and that class size was the number one question she received from people looking to move to Weston.

Mr. Baldwin questioned a 4% increase in bus transportation; Mr. Cross commented that this was a contractual increase with First Student.

Mr. Baldwin asked about the addition of an administrative position for the SPED program. Ms. Edwards explained the need for additional support saying specific technical knowledge was needed for this role.

Mr. Farr asked about out of district tuition costs; Mr. Cross commented that there were a small number of students paying nonresident tuition. Mr. Ezzes asked if there was excess capacity, Mr. Pesco said this depended on the grade with Ms. Wolak saying that these were mostly high school students. Mr. Farr also asked about the Open Choice Program and costs associated. Mr. Cross commented that any cost in addition to Weston's per pupil cost is charged back to the pupil's home district.

A discussion ensued on capital projects like HVAC repairs, Window Sill repairs at WIS and the Air Handler units at the High School Old Gym all of which were deemed necessary.

Mr. Farr asked about electrical costs. Mr. Michael Del Mastro commented on this saying that there was an uptick in energy used due to COVID CDC requirements with fresh air circulation. Mr. Farr asked if this would be the case for the upcoming year, Mr. Del Mastro said that it was too early to make that call.

Mr. Baldwin mentioned his confusion over the outer district tuition increase and asked for more clarification on this. Mr. Grauberd asked for a detailed follow up on the rising teaching assistant costs over the past 5 years. Ms. Gare asked for a salary and benefit comparison with the numbers from 2019 in order to better understand an increase from last year.

Mr. Ezzes thanked everyone for an informative meeting, saying that the follow up meeting on March 9th would not be necessary.

4. Adjournment: Mr. Ezzes adjourned the meeting at 9.20pm.

Minutes submitted by: Sara Beer, Executive Administrative Assistant

Board of Finance Special Meeting Minutes
March 10, 2021 at 6pm
Meeting held virtually due to COVID 19

1. **Call to order:** Board of Finance Chair called the meeting to order at 6pm, attendance were Amy Gare, Dick Bochinski, Allan Grauberd, Rone Baldwin, Jeff Farr, First Selectman Chris Spaulding, Selectwoman Samantha Nestor, Selectman Stephan Grozinger, Town Administrator Jonathan Luiz, Finance Director Rick Darling, Town Department Heads and Town Residents.
2. **Discussion/ Decision concerning the Board of Selectmen's proposed budget for FY 2021- 2022:** First Selectman Spaulding presented the budget via PowerPoint and pointed to a 2.82% or \$387,029 increase in the Board of Selectmen operating budget.

First Selectman Spaulding went over the Capital budget numbers explaining the overall proposed ask is for \$2,933,210 with \$2,125,819 from the Board of Selectmen and \$807,400 from the Board of Education. With offsets by capital closeouts of \$165,950, health care reserves of \$329,500 and the capital bond fund of \$269,771, as well as the sale of the Fromson Strassler property. There was a brief discussion around the sale, the appraisal process, sale price and intended use as an open space for Weston residents.

First selectmen Spaulding and Mr. Jonathan Luiz reviewed and answered questions on the capital items of note; the Library roof replacement cost of \$225K, \$262K for camera related expenses related to the Police Accountability legislation, \$262.5K for the replacement of Michael's Way Bridge, \$360k for Road Paving, \$200k for a new Front End Pay loader for the Department of Public Works, and \$266.5K for a 20% municipal share toward the Transportation Alternatives Sidewalk grant project.

First Selectman Spaulding discussed the mill rate increase of potentially 2.5% which includes the increases in the Town operating budget of 2.82% and Board of Education operating budget of 2.68% less the offsets.

Chairman Ezzes began a review of the proposed Board of Selectmen operating budget with questions asked on the following items.

- **Administration and Finance:** Mr. Jeff Farr asked where the revenue number came from, Mr. Luiz explained that there were salary and wage decreases from last year with a new hire starting at a lower salary. Mr. Darling mentioned that part of the revenue amount is from FOIA requests.
- **General Administration:** Mr. Farr asked about the increase in property insurance. Mr. Luiz explained that this was an increase with CIRMA. Mr. Baldwin asked about the community grants and budget for Homes with Hope ; First Selectman Spaulding said these are a part of the Social Services package.
- **Elections and Registrars:** Mr. Ezzes asked about the Annual Town Budget Meeting (ATBM). First Selectman Spaulding said this would be at the High School Field, details are being finalized and a mailer will be going out. Mr. Luiz said the ATBM would be held at 2pm on Saturday, April 24th, 2021 with the referendum vote the following Saturday on May 1, 2021. Rain dates being the May 1st and 8th accordingly.
- **Legal Counsel:** Mr. Luiz noted that the Town will go out to bid for services in 2021; to ensure current prices are at market rate. First Selectman Spaulding highlighted expenses like FOIA requests and special projects.
- **Town Clerk:** Ms. Amy Gare asked about the increase in contractual services. Mr. Luiz and Town Clerk Ms. Donna Anastasia explained this was due to an increase in the volume of documents being processed as a result of a surge in home sales, mortgage refinancing, mortgage modifications, second mortgages etc.
- **Police Department:** Mr. Farr asked about year to year grants and subsidies for the Emergency Management Director, Chief Ed Henion responded saying they are a part of Sergeant Miceli's salary. The Board of Finance

asked for information on the Police Accountability bill and specifics surrounding vendor and equipment purchases. Chief Henion and Captain Matt Brodacki went detail on these items. Police Commission Chair, Ms. Beth Gralnick commented that the Board of Police Commissioners supported these decisions.

- Volunteer Fire Department: Mr. Ezzes asked if there was a new truck that needed to be considered. Fire Chief, John Pokorny said that Engine number 7 is due to be replaced within the next two years. Mr. Luiz noted that in the 2020-2021 Town budget a \$150K installment for a new SCBA was approved. The second installment is not included in this year's budget due to an outstanding grant submission. If this is not successful the Fire Department will approach the Board of Finance to request a supplemental appropriation.
- Communication Center: Mr. Baldwin asked about the revenue offset and how it was calculated, a discussion ensued over telecommunication tower rentals and how the funds are distributed. Mr. Baldwin asked about Georgetown Fire Department being included in the budget. First Selectman Spaulding and Mr. Luiz explained that Weston's portion was a statutory formula driven by assessments and usage in Georgetown.
- Public Works: Mr. Baldwin asked about a 1.5% increase in the salary line. Finance Director, Rick Darling explained this is due to a correction to Longevity payouts, and an individual step increase. Mr. Grauberd asked about snow storm and ice control estimates for the current year and next year's amounts. Mr. Luiz explained the cost was based on a multi-year trend analysis.
- Tree Warden: Mr. Farr asked whether general maintenance costs were for contractors to do tree cutting. Mr. Luiz affirmed this explaining that the Department of Public Works does the ground work; another company does chipping and disposal. First Selectman Spaulding said they were working to regionalize this.
- Solid Waste Disposal: Mr. Luiz explained a change in vendor at the transfer station and discussed an increase in sticker price. Mr. Grauberd asked about the overall effect of the price increase. Mr. Luiz said they are seeing a decrease in contractual services and that it costs the Town to dispose of recycling.
- WWHD: Mr. Baldwin asked about expenses potentially going down if Easton joins. First Selectman Spaulding commented that this was anticipated; they have not joined yet and will not be budgeted for until such time.
- Senior Services: Mr. Baldwin asked about an increase in salaries and the grant line. Mr. Luiz commented that they are proposing bringing the Senior Center Director's hours up to full time. First Selectman Spaulding said through COVID emotional and interpersonal needs have increased and an increase in hours needed. Mr. Darling mentioned a \$16k grant that we consistently receive for the Dial a Ride service.
- Park and Fields: Mr. Farr asked about Bisceglie Pond. Mr. Luiz said that it would be open this year, he went on to explain that the pond loses \$20K to \$30K per year and Fireworks cost the Town \$5K per year.
- Capital: The Board of Finance asked for more details on capital budget items like the Library Roof replacement, road repaving, the Onion barn improvement project, Michael's Way Bridge replacement, the Sidewalk Project, a front end loader for the Department of Public Works and an SUV for the Police Department. First Selectman Spaulding and Mr. Luiz answered questions and provided information.

Mr. Ezzes said thanked everyone and said that no additional meeting would be needed.

Adjournment: Mr. Ezzes adjourned the meeting at 9.26pm

Minutes Submitted by: Sara Beer, Executive Administrative Assistant

Board of Finance Special Meeting Minutes
March 30, 2021 at 7:00 pm
Meeting held remotely due to COVID 19

1. **Present:** Board of Finance Chairman Steve Ezzes, members Allen Grauberd, Dick Bochinski, Amy Gare, Rone Baldwin and Jeff Farr. First Selectman Chris Spaulding, Selectwoman Samantha Nestor, Selectman Stephan Grozinger, Finance Director Rick Darling, Town Administrator Jonathan Luiz, Board of Education Chair Tony Pesco, Superintendent of Schools Dr. William McKersie, School District Finance Director Phil Cross, various Town Department Heads, Boards and Commission members and residents participating.
2. **Public Hearing:** The Board of Finance will accept public comments on the proposed fiscal year budgets of the Board of Selectmen, Board of Education, Capital Improvements and Debt Service as submitted to the Board of Finance.

Mr. Ezzes started the meeting with a recap of this year and the challenges everyone has faced. He mentioned the restrictions faced with last year's Annual Town Budget Meeting (ATM) due to COVID and the Governor's Executive orders. Mr. Ezzes went on to explain that this year's ATBM would be held outside at the Weston High School Football Field, at 2pm followed by voting at Town Hall. The Referendum will take place the following Saturday at Town Hall from 12pm to 8pm. A rain date is set for the following Saturday May 1st with voting directly after and the referendum on May 8th. He thanked the members of the Board of Finance, the Board of Education and Town Staff for all of their efforts.

Mr. Ezzes announced a couple of changes to the proposed budgets: 1. the Police Commission has asked to withdraw the appropriation for the Police Body Cameras, they will be issuing an RFP within the next couple of weeks and hope to complete this project before the end of the fiscal year. The Board of Finance will hear a request for a special appropriation in the current fiscal year once it has been voted on by the Police Commission. 2. The Board of Selectmen has asked that the proceeds from the sale of the Fromson Strassler property not be used as a determination of the use of the unassigned fund balance. Mr. Ezzes also mentioned that the Board of Education has made changes in capital and use of the surplus from the current fiscal year. The Town is also making changes to other aspects of the budget; we anticipate a reduction in the proposed capital budget as well as in spending. The mill rate will likely be lower than the current proposed mill rate increase of 2.5%.

Mr. Ezzes highlighted some increases in the Capital budget in overall road paving budget and an increase in sidewalk spending. Mr. Bochinski mentioned the deliberation meeting next week on April 6th. The Town and Board of Education will be prepared to speak to the changes mentioned in detail.

Mr. Ezzes then opened the meeting up to public noting that each speaker would have three minutes to comment or ask questions.

The following residents spoke: (for more details, please refer to the video recording found here: <https://vimeo.com/531306331>)

Gregg Haythorn	6 Winthrop Hill
Debbie and Larry Rehr	Ravenwood Drive
Ruth Israely	11 Norhome Drive
Kristana Esslinger	59 Ledgewood Dr. East

Lynn Ries	43 Buttonball Lane
Amy Sanborn	Old Hyde Road
Debbie Rehr	Ravenwood Drive
Sarah Grigerick	47 Fantonhill Lane
Carolyn Hill-Bjerke	155 Weston Road
Ilene Richardson	15 Heritage Lane
Andrea Chase	18 High Acre Road
Andrew Palladino	126 Good Hill Road
Martin Mohabeer	10 Hyde Ridge

Mr. Farr asked that the process of the ATMB be explained. Mr. Luiz went through the details on this and once again reiterated the dates and timing of the upcoming ATBM.

Mr. Ezzes noted that the additional meeting tomorrow night would not be necessary.

Mr. Grauberd reminded everyone that the Board of Finance is voting to approve the budget on April 6, at 6pm.

3. **Adjournment:** Mr. Baldwin moved to adjourn at 8.36pm. Mr. Bochinski seconded this, the motion carried unanimously.

Minutes submitted by: Sara Beer, Executive Administrative Assistant.

Follow up information from Budget Reviews and Public Hearing



Department: Public Works - Highway

Account Number: 300

Department Description

Provides a wide variety of activities such as resurfacing, snow and ice removal, tree and brush removal. Also provides in-house maintenance and repair on most town-owned vehicles.

Object	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Dept Request 2020-2021	1st Select Request 2020-2021	BoSelect Request 2020-2021	BoFin Approved 2020-2021	Town Meeting Approved 2020-2021	Percent Change
50101 Salaries & Wages	941,626	907,301	877,819	927,705	927,705	927,705	927,705	927,705	5.7%
50102 Overtime	37,782	7,668	11,000	11,275	11,275	11,275	11,275	11,275	2.5%
50103 Part Time Salaries	12,198	12,335	12,000	14,500	14,500	14,500	14,500	14,500	20.8%
50104 Snow Removal Overtime	104,576	85,412	93,000	95,325	95,325	95,325	95,325	95,325	2.5%
51301 Contractual Services	329	2,671	600	600	106,216	106,216	106,216	106,216	#####
52740 Equipment	0	1,230	2,000	2,000	2,000	2,000	2,000	2,000	0.0%
55208 Training & Prof. Develop.	1,680	2,048	2,000	2,000	2,000	2,000	2,000	2,000	0.0%
59318 Repairs to Vehicles & Equip	57,024	56,537	56,000	56,000	56,000	56,000	56,000	56,000	0.0%
59320 Uniform Allowance	5,568	5,984	5,850	5,850	5,850	5,850	5,850	5,850	0.0%
59421 Storms, Snow & Ice Control	157,690	120,743	125,000	140,000	112,016	112,016	112,016	112,016	-10.4%
59422 Resurfacing Roads - Town	522,513	500,872	550,000	900,000	550,000	550,000	550,000	550,000	0.0%
59423 Road Striping	37,000	29,094	37,000	37,000	40,000	40,000	40,000	40,000	8.1%
59426 General Drainage	44,347	24,615	45,000	35,000	30,000	30,000	30,000	30,000	-33.3%
59433 Repairs to Bldgs. & Equip.	3,309	13,858	6,000	6,000	4,000	4,000	4,000	4,000	-33.3%
59434 General Maintenance	88,101	100,820	98,650	98,650	70,000	70,000	70,000	70,000	-29.0%
59435 Miscellaneous Equip. Oper.	74,512	90,259	70,000	70,000	0	0	0	0	-100.0%
59602 Electricity	11,862	9,126	11,000	11,000	11,000	11,000	11,000	11,000	0.0%
59603 Heating Oil and Gas	6,302	7,941	7,000	7,000	7,000	7,000	7,000	7,000	0.0%
59605 Motor Fuels	37,754	33,304	35,000	35,000	35,000	35,000	30,000	30,000	-14.3%
59807 Cable Television/Modems			603	603	603	603	603	603	0.0%
	2,144,173	2,011,819	2,045,522	2,455,508	2,080,490	2,080,490	2,075,490	2,075,490	1.5%
Personnel	11.00	11.00	11.00	10.80	10.80	10.80	10.80	10.80	
Revenue	0	0							

Town Meeting's Budget Notes

- 51301: Contractual Services previously were previously listed under General Maintenance and Repairs to Vehicles & Equip. Also includes cleaning contract amount of \$7,356.
- 59421: Reduction reflects trend
- 59423: Additional \$3,000 because Road Striping budget has not increased over the past few fiscal years despite paving expenditures having increased
- 59426: reflects lower MS4 compliance costs next Fiscal Year
- 59433: reflects multi-year trend

2, 3

The following several pages relate to certain questions that came up during the Town budget review meeting:

Fund Balance and Reserves: We've attached several pages from the FY 2020 audit report highlighting the various funds from which offsets to the budget are proposed. Offsets against the operating budget include Self Funded Recreation Programs under the Proprietary Funds section of the audit, as well as the Youth Services fund, Communications Tower fund, and Police Special Duty fund under the Nonmajor Governmental Funds section (i.e. Special Revenue funds). Offsets against the Capital Budget include the \$269,771 balance under the Capital Improvements fund, recent BOF approved close outs within the Reservable fund for Capital and Non-Recurring Expenditures, \$329,500 from Insurance Reserves and \$1,143,750 from the general fund (with the expected offset from the Fromson Strassler sale). On page 40 of the audit report, you will see that there is one other amount under the "Committed To" category of the general fund balance for \$59,680 attributable to the Board of Education. Most of the items under the Assigned category of fund balance are encumbrances, with the one exception being the \$177,568 non-lapsing amount for the BOE approved by the Board of Finance."

OPEB Trust Contributions: Attached are two sheets from the June 30, 2020 actuarial report showing that our Contributions already built into the Town and BOE operating budgets exceed the Actuarially Determined Contribution (ADEC), and the Trust Assets exceed the 6/30/2020 OPEB Liability. We are comfortable in not including a budgeted OPEB contribution in the FY 22 budget.

2

EXHIBIT C-1

**TOWN OF WESTON, CONNECTICUT
COMBINING STATEMENT OF NET POSITION
NONMAJOR PROPRIETARY FUNDS
JUNE 30, 2020**

	<u>Water Supply System</u>	<u>Self- Funded Recreation Programs</u>	<u>Recycling and Transfer Station</u>	<u>Total</u>
Assets:				
Current assets:				
Cash and cash equivalents	\$ 31,385	\$ 46,705	\$	\$ 78,090
Accounts receivable, net	20,394		15,309	35,703
Due from other funds		329,140		329,140
Total current assets	<u>51,779</u>	<u>375,845</u>	<u>15,309</u>	<u>442,933</u>
Noncurrent assets:				
Capital assets, net of accumulated depreciation	<u>62,734</u>	<u>2,753</u>	<u>91,485</u>	<u>156,972</u>
Total assets	<u>114,513</u>	<u>378,598</u>	<u>106,794</u>	<u>599,905</u>
Liabilities:				
Current liabilities:				
Due to other funds	107,327		51,438	158,765
Unearned revenue				-
Total current liabilities	<u>107,327</u>	<u>-</u>	<u>51,438</u>	<u>158,765</u>
Net Position:				
Net investment in capital assets	62,734	2,753	91,485	156,972
Unrestricted	<u>(55,548)</u>	<u>375,845</u>	<u>(36,129)</u>	<u>284,168</u>
Total Net Position	<u>\$ 7,186</u>	<u>\$ 378,598</u>	<u>\$ 55,356</u>	<u>\$ 441,140</u>

**TOWN OF WESTON, CONNECTICUT
COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2020**

EXHIBIT B-1

	Special Revenue Funds								
	School Lunch	Board of Education Grants	Youth Service Bureau	Library Board Fund	Senior Citizens Center	Communications Tower	Weston High School Fund	Horace B. Hurbutt Memorial Trust	Morehouse Elderly Assistance
ASSETS									
Cash and cash equivalents	\$ 245,745	\$	\$	\$ 1,129,121	\$ 42,663	\$	\$ 2,797	\$ 18,363	\$ 118,361
Due from State	80	1,969							
Due from other funds		90,042	121,451			299,603			
Inventory	24,138								
Total Assets	\$ 269,963	\$ 92,011	\$ 121,451	\$ 1,129,121	\$ 42,663	\$ 299,603	\$ 2,797	\$ 18,363	\$ 118,361
LIABILITIES AND FUND BALANCES									
Liabilities:									
Accounts payable and accrued items	\$ 54,633	\$ 6,054	\$	\$	\$	\$	\$	\$	\$
Due to other funds					29,006				14,679
Unearned revenue		85,957	6,149						
Total liabilities	\$ 54,633	\$ 92,011	\$ 6,149	\$ -	\$ 29,006	\$ -	\$ -	\$ -	\$ 14,679
Fund Balances:									
Nonspendable	24,138								
Restricted				1,129,121	13,657				
Committed	191,192		115,302			299,603	2,797	18,363	103,682
Unassigned									
Total fund balances	\$ 215,330	\$ -	\$ 115,302	\$ 1,129,121	\$ 13,657	\$ 299,603	\$ 2,797	\$ 18,363	\$ 103,682
Total Liabilities and Fund Balances	\$ 269,963	\$ 92,011	\$ 121,451	\$ 1,129,121	\$ 42,663	\$ 299,603	\$ 2,797	\$ 18,363	\$ 118,361

(Continued on next page)

TOWN OF WESTON, CONNECTICUT
 COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)
 JUNE 30, 2020

	Special Revenue Funds					Capital Project Funds			Permanent Fund	
	Social Services Fund	Lachat Community Farm	Gifts and Grants	Ivy Moore Cottage Fund	FEMA Storm Activity	Capital Improvements	Reservable Fund for Capital and Nonrecurring Expenditures	Police Special Duty Vehicle Fund		Mariana Clark Fund
ASSETS										
Cash and cash equivalents	\$ 142,799	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,212	\$ 1,800,061
Due from State										2,049
Due from other funds			102,909	1,197		371,183	3,132,149	25,221	452	4,144,207
Inventory										24,138
Total Assets	\$ 142,799	\$ -	\$ 102,909	\$ 1,197	\$ -	\$ 371,183	\$ 3,132,149	\$ 25,221	\$ 100,664	\$ 5,970,455
LIABILITIES AND FUND BALANCES										
Liabilities:										
Accounts payable and accrued items	\$ 6,718	\$ 5,666	\$ -	\$ -	\$ 9,123	\$ -	\$ -	\$ -	\$ -	\$ - 50,687
Due to other funds										65,192
Unearned revenue			105,023			101,412				298,541
Total liabilities	6,718	5,666	105,023	-	9,123	101,412	-	-	-	424,420
Fund Balances:										
Nonspendable									100,000	124,138
Restricted										1,142,778
Committed				1,197		269,771	3,132,149	25,221	664	4,296,022
Unassigned	136,081	(5,666)	(2,114)		(9,123)					(16,903)
Total fund balances	136,081	(5,666)	(2,114)	1,197	(9,123)	269,771	3,132,149	25,221	100,664	5,546,035
Total Liabilities and Fund Balances	\$ 142,799	\$ -	\$ 102,909	\$ 1,197	\$ -	\$ 371,183	\$ 3,132,149	\$ 25,221	\$ 100,664	\$ 5,970,455

**TOWN OF WESTON, CONNECTICUT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020**

Overlapping Indebtedness

Other than the Town, the Georgetown Fire District has the power to issue debt or cause taxes to be levied on taxable property in the Town. The Georgetown Fire District is made up of Weston, Wilton and Redding and provides fire protection services. Annually, the funds from the Town budget are paid to the Georgetown Fire District for the Town's share of operating expenses. As of June 30, 2020, the Georgetown Fire District has approximately \$944,930 of outstanding indebtedness and the Town's share is estimated to be \$85,197.

Fund Balance

The components of fund balance for the governmental funds at June 30, 2020 are as follows:

	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
Fund balances:			
Nonspendable:			
Inventory	\$	\$ 24,138	\$ 24,138
Permanent Fund - Education		100,000	100,000
Restricted for:			
Grants		1,142,778	1,142,778
Committed to:			
General government		319,163	319,163
Public safety		25,221	25,221
Education	59,680	194,653	254,333
Elderly services		103,682	103,682
Other community services		136,081	136,081
Youth services		115,302	115,302
Insurance reserves	329,500		329,500
Various capital projects		3,401,920	3,401,920
Assigned to:			
Education	177,568	→ BOE Non-lapsing account	177,568
General government encumbrances	20,932		20,932
Public safety encumbrances	2,500		2,500
Public works encumbrances	99,854		99,854
Health and welfare encumbrances	6,105		6,105
Education encumbrances	274,091		274,091
Unassigned	14,462,717	(16,903)	14,445,814
Total Fund Balances	\$ 15,432,947	\$ 5,546,035	\$ 20,978,982

Encumbrances of \$403,482 at June 30, 2020 are contained in the above table in the assigned category of the General Fund.

**Contributions Compared to ADEC and Payroll
Schedule of Contributions for Last 4 Fiscal Years**

	2020	2019	2018	2017
Actuarially determined employer contribution (ADEC)	\$ 551,000	\$ 545,000	\$ 783,000	\$ 775,000
Contributions in relation to the ADEC	772,583	558,199	375,263	557,609
Contribution deficiency (excess)	\$ (221,583)	\$ (13,199)	\$ 407,737	\$ 217,391
Covered payroll	\$ 34,749,000	\$ 34,620,000	\$ 33,693,000	\$ 32,006,000
Contributions as a % of covered payroll	2.22%	1.61%	1.11%	1.74%

3



Schedule of Net OPEB Liability Last 5 Fiscal Years

	2020	2019	2018	2017	2016
Total OPEB liability	\$ 9,724,858	\$ 10,523,390	\$ 10,479,379	\$ 11,287,560	\$ 11,123,556
Plan fiduciary net position	10,058,090	9,403,622	8,742,445	8,142,646	7,321,503
Net OPEB liability (asset)	\$ (333,232)	\$ 1,119,768	\$ 1,736,934	\$ 3,144,914	\$ 3,802,053
Plan fiduciary net position as a % of total OPEB liability	103.43%	89.36%	83.43%	72.14%	65.82%
Covered payroll	\$ 34,749,000	\$ 34,620,000	\$ 33,693,000	\$ 32,006,000	\$ 31,074,000
Net OPEB liability as a % of covered payroll	-0.96%	3.23%	5.16%	9.83%	12.74%



Rick Darling <rdarling@westonct.gov>

Fwd: Sample Scope of Services

1 message

Jonathan Lutz <jlutz@westonct.gov>
To: Rick Darling <rdarling@westonct.gov>

Thu, Apr 1, 2021 at 11:09 AM

FYI

----- Forwarded message -----

From: **Faulkner, Christopher** <CFaulkner@vhb.com>
Date: Tue, Mar 16, 2021 at 4:51 PM
Subject: Sample Scope of Services
To: Jonathan Lutz <jlutz@westonct.gov>

Hi Jonathan:

Attached is a sample Scope of Services that has some detail. The scope also has a good breakdown of what plan sheets are developed during each design stage and during subsequent stages those plan sheets get further refined and more detailed. Generally the two design stages are broken down as follows:

Preliminary Design Stage:

- Survey
 - Property Line survey of all properties along project corridor
 - Topographic Survey of project corridor
- Geotechnical Engineering
 - If required
- Preparation of Preliminary Design Documents
 - Preliminary Design Plans (35% complete)
 - Preliminary Design Report
 - Preliminary Design Cost Estimate
 - Hydraulic and Drainage Analysis and Design
 - Identification of Permits
 - Utility Coordination
 - Landscape Design

Final Design Stage

- Semi-Final Design (75% Complete)
 - Refinement of preliminary design to approximately 75% complete
 - Semi-Final Design Report
 - Semi-final Design Cost Estimate
 - Development of Special Construction Specifications
 - Obtain permits
 - Utility Coordination
- Pre-Final Design (90% Complete)

- Refinement of semi-final design to approximately 90% complete
- Final Design Report
- Final Design Cost Estimate
- Finalization of Special Construction Specifications
- Utility Coordination
- Final Construction Documents (100% Complete)
 - Final Construction Drawings and Bid Documents

If you have any additional questions, please feel free to contact me.

Chris Faulkner, PE
Senior Project Engineer



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Wethersfield, CT 06109-2377
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Sincerely,
Jonathan Luiz
Weston Town Administrator

Sample Scope of Services.doc
148K

Section 1

Preliminary Design Concept

The Preliminary Design Concept phase of the project includes preparation of roadway concepts to investigate different roadway alignments and intersection configurations. The design efforts included in Preliminary Design Concept Phase will be limited to concept-level layout (up to 10%) and investigations to define the impacts associated with the various roadway reconstruction alternatives to facilitate selection of a preferred concept for design.

Prior to the initiation of the concept design work, Tighe & Bond will secure the services of a State of Connecticut Licensed Land Surveyor to prepare the existing conditions mapping required to support the design phase. The survey will be prepared in accordance with State of Connecticut, Town of Fairfield, and CTDOT requirements.

2.1 Survey

We propose subcontracting with Kratzert & Jones for land surveying services.

Survey and mapping will be prepared at 1" = 20' scale. The survey limits, along Kings Highway from Chambers Street to Villa Avenue, are depicted on Figure 1. The survey limits include a portion of Jennings Road as shown in the event CTDOT and/or the Town of Fairfield have an interest in re-aligning this intersection. Survey Limits were established in consultation with the Town of Fairfield during the project assignment meeting on July 15, 2014.

2.1.1 Survey for Engineering Design

1. Accuracy shall be to Class T-2 (topography), Class V-2 (vertical control), and A-2 (boundary) in accordance with the Code of Recommended Practice for Land Surveyors in Connecticut, Section 20-300b-1 through 20-300b-20.
 2. Deliverables to the Town will include paper copies and digital file formats in AutoCAD 2010.
 3. Survey will locate existing features and improvements. Existing utility facilities will be shown based on field survey and record search of existing utility facility mapping. Frame elevations and pipe inverts of existing drainage structures and sanitary sewer lines will be provided on the plan.
 4. The roadway profile will show roadway baseline elevation and existing storm drains, catch basins and sanitary sewers as needed to support the design.
 5. Horizontal control will be tied into the State of Connecticut coordinate system, NAD27, and vertical control will be tied to NAVD 88. Baselines and benchmarks at intervals no greater than 200 feet will be provided, with coordinates, and ties for construction clearly described.
 6. A digital terrain model of the project area representing the existing ground conditions will be prepared.
-

Section 1 Preliminary Engineering

7. All plans, profiles, and cross sections will be prepared in accordance with the general guidelines for drawing preparation as published by CTDOT. Construction Plans will be prepared at a scale of 1"=20'. Profiles will be presented at a horizontal scale of 1" = 20' and a vertical scale of 1" = 2'. Cross sections will be at a scale of 1" = 5'.

2.1.2 Property Line Survey

1. The survey will show street lines and property lines for all properties within the project limits shown on Figure 1.
2. Surveys shall conform to Section 20-300b-5, Right-of-Way Survey, of the Standards for Surveys and Maps in the State of Connecticut, with adjoining property boundaries from record maps and deeds. Coordinate values shall be placed at angle points and lot corners, with bearings and distances clearly shown.
3. Control points shall be established in the field and will be shown on the plan with the appropriate coordinate values and recover ties marked clearly.

2.1.3 Topographic Survey

1. The topographic survey will show topography within the project area as depicted on Figure 1. Topographic contours will be one foot with critical spot elevations. Structure frame, grate, and invert information collected to the nearest hundredth of a foot.
2. The survey will include as-built locations, by coordinates, of the edge of pavement, and the location and elevations of permanent features within the corridor. The location and size of overhead and underground utilities; location of utility poles with number and ownership; location, grate and invert elevation of catch basins and manholes; location of hydrants, significant trees, walls, fences, mailboxes, signs, pavement markings and other street furniture will be furnished.

2.2 Geotechnical Engineering

The design of pavement structures and, if required, subsurface drainage systems, will require the collection of geotechnical data. In support of this activity, Tighe & Bond will conduct a subsurface pavement coring program to collect geotechnical data.

2.2.1 Subsurface Explorations

Tighe & Bond will coordinate a subsurface exploration program with a drilling subcontractor to be determined that will include the following:

1. Submit a sketch plan of proposed exploration locations to the Town of Fairfield outlining the proposed scope of the explorations. The program will seek to collect pavement cores to support the pavement design and identify the existing pavement structure. Several pavement cores will be located at the existing median to confirm its construction. We anticipate obtaining approval of the program from the Town prior to conducting the explorations.
2. Stake the proposed pavement core locations prior to performing the required utility clearance notification. Locations will be established by taping from nearby structures. Tighe & Bond will then coordinate the exploration efforts including "Call Before You Dig" notification upon completion of the field staking.

Section 1 Preliminary Engineering

3. Subcontract with a drilling subcontractor to conduct one day of pavement cores along alternating sides of the roadway and at the existing median. Pavement cores will be performed with a truck mounted drill rig. Maximum core depths will be five (5) feet below the existing ground surface. We anticipate that a maximum of 10-15 pavement cores can be completed in one day of explorations depending on locations.

Pavement cores will be backfilled with cuttings as necessary. Pavement cores will be patched with "cold patch" asphalt. Any cuttings unable to be returned to the hole will be left near the core site, off the roadway.

Tighe & Bond will be onsite to observe and document the pavement cores. Groundwater monitoring wells will not be installed, but any groundwater encountered during drilling activities will be noted.

4. Coordinate scheduling of field work with Town of Fairfield personnel. An allowance for a police detail and street opening permit has been included to complete explorations in the roadway. Coordinate with the drilling subcontractor to complete the application for a CTDOT Encroachment Permit. Provide a location plan to the subcontractor for use in securing the Encroachment Permit. A traffic management plan is not required and is not included per CTDOT District 3.
5. Sieve analyses and/or proctor testing are not anticipated to be necessary and are not included.

2.2.2 Geotechnical Engineering Report

Tighe & Bond will prepare a geotechnical report detailing the following:

1. Provide a detailed summary of the observed subsurface and groundwater (if encountered) conditions. The report will also include pavement coring logs and a subsurface exploration location plan.
2. Provide recommendations for pavement subbase course design, including thickness and gradation requirements, and for subgrade preparation.
3. Provide commentary concerning geotechnical construction aspects of the proposed work.

2.3 Data Collection

Tighe & Bond will collect data to support the traffic engineering analysis of the Kings Highway complete street design:

1. Collect 7 days of automatic traffic recorder data at two locations in the project area. A maximum of four machines are anticipated to be deployed in order to capture the traffic flows. Data will include hourly directional traffic volumes, speed data, and vehicle classification. Summarize and tabulate the data for easy interpretation. Coordinate with District 3 for placement of automatic traffic recorders.
2. Conduct manual turning movement traffic counts at the three signalized intersections during the weekday morning, afternoon and Saturday midday peak hours.
3. Conduct a field review of the project area to record information related to surface utility features, critical design controls, drainage systems, roadside features, potential private

Section 1 Preliminary Engineering

property impacts, and inventory of existing pavement markings and signs in the project area.

4. Field measure the intersection sight distances at the critical intersections.
5. Discuss the project with the police department, CTDOT District Traffic Engineer and other stakeholders to understand other potential issues related to traffic operations in the corridor.

2.4 Concept Design

Following completion of the surveying efforts, we will conduct a Concept Design effort to facilitate the analysis of alternative roadway alignments and configurations along Kings Highway. The Concept Design phase will provide the Town with different roadway configurations to facilitate the selection of a preferred alternative to advance into the design phase. We will engage Fitzgerald & Halliday throughout this phase to assist in designing alternatives that will be most beneficial for pedestrian and bicycle access. The following tasks will be conducted during Concept Design.

1. Prepare two roadway layouts for Kings Highway, considering two typical cross sections. The first typical section will include a median and the second typical section will eliminate the median in favor of wider sidewalks and a reduced roadway width.
2. Prepare drawings that convey the alignment alternatives described in Item 1 above. The drawings will indicate roadway cross section elements (centerline, curblines, travel lanes, shoulders, and sidewalks). Alternatives will indicate potential impacts to private property and existing above ground utility facilities. Additionally, if any existing structures are impacted by the proposed layout, those will be noted on the drawing.
3. The existing utility infrastructure along Kings Highway includes significant overhead facilities located on utility poles. Based on visual observations, the utility poles currently carry primary power, secondary power, and several communication facilities. Proposed roadway realignment and sidewalk widening may impact the existing facilities, requiring relocation of utility poles. During Concept Design, Tighe & Bond will initiate the process to begin coordination with all utility providers that may be affected by the project.
 - a. At the onset of Concept Design, we will send a request for facility mapping to supplement existing survey data and field data to all utility companies in the project area. Record facility information will be used to supplement existing mapping.
 - b. Conduct a check of the existing conditions mapping relative to the mapping provided by the utility companies to confirm locations of existing facilities in the project area.
4. Identify potential Rights-of-Way actions, by depicting a proposed taking/easement line on the drawing, to accommodate the proposed roadway alternatives.
5. Intersection sight lines will be evaluated and indicated on the drawings.
6. Provide Concept Design drawings and a brief technical memorandum summarizing the alternatives to the Town for review and selection of the preferred alternative.

Section 1 Preliminary Engineering

7. Upon Town approval of the preferred alternative, submit the Concept Design drawings and memorandum to CTDOT for review and approval.
8. Prepare one opinion of probable cost for the two alternative alignments. The estimating will follow CTDOT's Preliminary Cost Estimating Guidelines (January 2014) and utilize recent available bid cost data made available by CTDOT.

Section 2 Preliminary Design

The Preliminary Design phase will begin following the Town's selection of the preferred improvement alternative for Kings Highway, developed in the Preliminary Design Concept phase. The selected plan will be advanced through the Preliminary Design phase (35% complete); with recognition that CTDOT will be involved in the design review and approval process along with the Town of Fairfield. The work tasks included in this phase are provided in acknowledgement of the requirements outlined in the Connecticut Department of Transportation "Consultant Administration and Project Development Manual", recognizing that some of the tasks and requirements of the manual do not apply to this assignment. The following scope items describe the tasks that will be provided during Preliminary Design.

3.1 Deliverables

The following deliverables will be provided to the Town of Fairfield, constituting the Preliminary Design submission.

3.1.1 Preliminary Design Drawings

The following drawings are anticipated to constitute the Preliminary Design Drawings. We will prepare these plans in accordance with the guidance provided by the CTDOT Consultant Administration Manual. We will provide one electronic copy of the drawings in Adobe PDF as well as two hard copies to the Town and up to 18 hard copies to the CLE for CTDOT review.

1. Title Sheet
2. Existing Condition Sheets (7 Drawings)
3. Typical Sections (1 Drawing)
4. Construction Plan Sheets (7 Drawings)
5. Existing Profile Sheets (7 Drawings)
6. Critical Cross Section Sheets (4 Drawings)

3.1.2 Preliminary Design Report

In support of the Preliminary Design submission, prepare a Preliminary Design Report outlining the details of the Preliminary Design. The report will describe the following project elements:

- Project Area
- Intersection Traffic Control
- Existing Drainage
- Utility Impacts
- Geometric Design and Design Exceptions
- Rights of Way & Property Acquisition
- Permitting Requirements
- Construction Costs

3.1.3 Hydraulics Report and Drainage Checklist

We will prepare the drainage report documenting the analysis and listing those sections of the existing network that need to be upgraded to meet Town and CTDOT standards. We will also prepare the drainage checklist for submission to the Hydraulics & Drainage section.

Section 2 Preliminary Design

3.1.4 Preliminary Design Opinion of Probable Costs Estimate

We will prepare an Opinion of Probable Cost based on the guidelines presented in CTDOT's Preliminary Cost Estimating Guidelines. We will compute quantity takeoffs for major costs items and minor items and incidental work will be estimated based on guidance in the estimating guidelines. The estimate will not include estimates of property acquisition costs or utility relocations costs.

3.2 Preliminary Design

The Preliminary Design will be prepared to convey the design intent selected by the Town of Fairfield following the Concept Design activities conducted during the Preliminary Engineering phase. The following sections of this scope of services describe the various design elements and activities that will be included in the development of the Preliminary Design submission.

3.2.1 Typical Sections

1. Prepare typical sections for Kings Highway. Typical sections will include a proposed pavement section, curbing types, sidewalk widths and materials, grass strip widths (if applicable) and define the slopes and grading treatments for matching into existing edge conditions. Typical sections will also define roadway cross slopes, sidewalk slopes, and utility strip slopes.

3.2.2 Roadway Geometry

1. Prepare a coordinated roadway centerline for Kings Highway. The horizontal geometry will be computed to nearest 1/100th of a foot. The roadway centerline will serve as the construction baseline and be included in the Construction Drawings.
2. We have assumed that the vertical profile of Kings Highway will remain unchanged. As such, preparation of proposed vertical roadway geometry is not included. A profile of the existing roadway will be prepared for reference at a scale of 1' = 40'.
3. Prepare the Preliminary Construction Plans at a scale of 1' = 20' to provide the required and detailed design information required by the Town and CTDOT to review and approve the Preliminary Design.

3.2.3 Drainage Analysis

Drainage design computations will be performed in accordance with the CTDOT 2000 Drainage Manual, as amended, and Town requirements. The design will be prepared pursuant to the following guidance:

1. Closed drainage system design will be based on Chapter 11 of the 2000 CTDOT Drainage Manual and the 2009 Urban Drainage Design Manual (HEC-22) and will consider the 10 year storm event.
2. Prepare the existing drainage analysis for the project area. This would begin by delineating the watershed contributing to each catch basin under existing conditions in the project area, including the contributing drainage systems located in adjacent and intersecting side streets to the north of the project. The existing storm flows would be determined and utilized to establish the baseline storm flows. Hydraflow Storm Sewers or a similar hydraulic analysis model will be used. Highlight areas subject to flooding under existing conditions.

Section 2 Preliminary Design

3. Prepare a drainage report. The report would include existing conditions watershed maps, catch basin sub-watershed computations, and the output of the storm sewer analysis. The report would contain a narrative of the methodology, and recommendations for improvements as appropriate.
4. Copies of the Hydraulics Report and Prints of the conceptual plans will be submitted to the Town and to CTDOT for review and comment.

3.2.4 Traffic Engineering

A Traffic Engineering analysis will be prepared based on the data collected under Task 2.3.

1. Prepare traffic engineering analysis of the signalized intersection operations for the proposed roadway improvements during the weekday morning, afternoon and Saturday midday peak hours. The analysis will include a capacity analysis using Highway Capacity Manual methodologies involving Synchro Professional software.
2. Obtain traffic data related to crash history experience along Kings Highway from the Town of Fairfield.
3. Prepare a crash history analysis of intersection operations for the proposed roadway improvement.
4. Results of the traffic engineering analysis and crash history analysis will be summarized in a technical memorandum.

3.2.5 Critical Cross Sections

In recognition of the potential impacts of the proposed improvements, we will prepare critical cross sections along Kings Highway to identify critical controls and facilitate the identification of design controls. Critical sections may be prepared at locations of significant side sloping, existing walls, tight property constraints, etc.

Based on the design of the cross sectional elements, we will provide a recommended plan for the treatment and blending to meet existing edge conditions. This proposal assumes that matching existing conditions can be accomplished through earth slopes only. Design of retaining walls is not included.

3.2.6 Permits

During the Preliminary Design phase, review permitting requirements as they relate to disturbance areas, drainage and stormwater, stormwater management during construction, etc.

Complete the Flood Management General Certification request form and provide required documents for submission to CTDOT. Completion of a full Flood Management Certification process is not required based on the Permit Need Determination Form (PNDF) and is not included in this scope.

Complete the Office of Environmental Planning Coastal Consistency Review Form and provide required documents for submission to CTDOT.

Provide services related to compliance with the Connecticut Department of Energy and Environmental Protection's General Permit for the Discharge of Stormwater and Dewatering

Section 2 Preliminary Design

Wastewaters Associated with Construction Activities. Complete application and prepare the stormwater pollution control plan.

3.2.7 Maintenance and Protection of Traffic

During Preliminary Design, we will review the proposed construction, consider means and ways to manage traffic through the work area, and provide a narrative description of the construction phasing approach. Formal Maintenance and Protection of Traffic (M&PT) drawings will not be developed during this phase of the work.

3.2.8 Utility Coordination

Following the completion of the Preliminary Design phase, we will provide the Preliminary Design construction plans, profiles and critical sections to the utility companies.

We will attend two (2) meetings with the Utility Companies, Town of Fairfield, and CTDOT to review identified impacts to existing facilities and initiate the process of obtaining design plans from the utility companies to include in the Final Design package as information only plans.

3.2.9 Landscaping

In consultation with FHI, investigate potential locations for landscaping amenities and plantings throughout the project corridor as well as potential areas for "green" or sustainable technologies. Landscaping amenities and plantings will be depicted on the Roadway Plan Sheets.

Section 1 Semi-Final Design

The Semi-Final Design submission will be prepared and submitted to the Town of Fairfield once the design reaches 60% Design complete. The intent of the Semi-Final Design is to incorporate the Preliminary Design review comments provided by the Town of Fairfield and CTDOT and to advance the level of design detail to a level adequate to establish the final roadway layout, drainage system, vertical geometry, and signing and pavement marking plan.

We anticipate initiating the Semi-Final Design phase of the project following receipt of the Preliminary Design review comments and acceptance of the Preliminary Design by the Town of Fairfield and CTDOT.

Initially, we will review the Preliminary Design comments and prepare a written response. The response will indicate the comments that are incorporated into the design and, if necessary, indicate comments that are not incorporated including the reasons why it was not incorporated. Tighe & Bond will review the responses with the Town of Fairfield to confirm that we have appropriately addressed comments in conformance with Town direction.

4.1 Deliverables

The following documents and drawings will be provided, constituting the Final Design submission.

4.1.1 Response to Preliminary Design Submission Comments

We will prepare a formal written response to Town and CTDOT comments provided following review of the Preliminary Design Submission. The responses to the comments will form the basis of the design modifications and adjustments to the plans and construction estimate. The responses to comments will be provided to the Town and CTDOT during the early stage of the Semi-Final Design phase.

Section 3 Semi-Final Design

4.1.2 Semi-Final Design Drawings

The following drawings are anticipated to constitute the Semi-Final Design drawings. We will prepare these plans in accordance with the guidance provided by the CTDOT Consultant Administration Manual and City requirements. We have assumed that intersection grading plans will not be required as full repaving of the roadway is not anticipated. We will provide one electronic copy of the drawings in Adobe PDF as well as two hard copies to the Town and up to 18 hard copies to the CLE for CTDOT review.

1. Title Sheet
2. Existing Condition Sheets (7 Drawings)
3. General Notes, Legend, Abbreviations, (1 Drawing)
4. Typical Section Sheet (1 Drawing)
5. Miscellaneous Detail Sheets (4 Plans)
6. Roadway Layout and Curve Data Sheets (7 Drawings)
7. Construction Plan Sheets (7 Drawings)
8. Existing Profile Sheets (4 Drawings)
9. Sedimentation and Erosion Control Plan Sheets (4 Drawings)
10. Signing and Pavement Marking Plan Sheets (4 Drawings)
11. Maintenance and Protection of Traffic Plan Sheets (2 Drawings)
12. Roadway Cross Section Sheets (18 Drawings)
13. Illumination Plan (4 Drawings)

4.1.3 Quantity and Opinion of Probable Construction Cost

We will prepare an opinion of probable construction cost during Semi-Final Design. Costs will be based on detailed quantity takeoffs from the design plans. We will develop a quantity estimate notebook where all detailed quantity estimate computations will be recorded. The quantity estimate notebook will constitute one of the final deliverables to the Town to be used during construction.

4.1.4 Semi-Final Design Report

Prepare a Semi-Final Design Report to be provided with the Semi-Final submission. The Semi-Final Design report will contain a similar level of detail to the Preliminary Design Report, updated to reflect design changes incorporated in the Semi-Final Design as a result of Preliminary Design comments.

4.1.5 Hydraulics and Drainage Report

We will prepare the hydraulics and drainage report based on the proposed roadway. The report will be based on the requirements presented in the CTDOT Drainage Design Manual. The Drainage Design Checklist contained in the Drainage Design Manual will be submitted with the report.

Section 3 Semi-Final Design

4.1.6 Special Provisions

Based on the design requirements, we will prepare a listing of Special Provisions that will be included with the Semi-Final Design submission. The Semi-Final Submission will not include written Special Provisions. We will provide written special provisions for Maintenance and Protection of Traffic and Prosecution and Progress – Limitations of Operations with the Semi-Final Design Submission.

4.2 Design

4.2.1 General Information Drawings

1. Prepare seven Existing Conditions Sheets for inclusion in the construction drawings. The existing conditions drawings will be to the same scale and layout as the roadway drawings, and provide the survey base mapping on project drawings. Plans will include survey notes, tie-downs, and survey control information.
2. Develop one General Notes, Legend, and Abbreviation sheet. The plan will provide the general notes and information for the project, a graphic legend for the symbols used to convey the existing and proposed design elements, and project abbreviations.

4.2.2 Typical Sections

Develop the typical sections prepared during the Preliminary Design phase. The Typical Sections drawing will address comments from the Preliminary Design phase.

4.2.3 Miscellaneous Detail Drawings

During the preparation of the design, we anticipate that elements of the design will require the development of supplemental drawings to convey the design intent and configuration of proposed elements.

1. Prepare up to four miscellaneous detail sheets for the project. Details may include Town, State, and project specific details.
2. Intersection grading plans are not included. We have assumed that intersection grading plans will not be required as full repaving of the roadway is not anticipated.
3. Prepare seven Roadway Layout and Curve Data sheets, at the same scale as the roadway plans, which provide the detailed geometric layout of the proposed road design. Drawing to include centerline layout information, curb layout, and other dimensional callouts to facilitate the layout of the design in the field.

Section 3 Semi-Final Design

4.2.4 Roadway Construction Drawings

1. Update the Roadway Construction Drawings prepared during the Preliminary Design phase to develop Semi-Final Design sheets. The Roadway Construction drawings will incorporate the comments received on the Preliminary Design. The Roadway Construction Drawings will also depict the proposed drainage system for the roadway, if any new drainage is proposed. Drawings will provide locations and descriptions of storm drainage system components including catch basins, manholes, and pipe descriptions, if any new drainage is proposed. The drawings will rely on the analysis conducted in the hydraulics and drainage tasks described in Section 8 – Alternates to provide the design of the storm drainage system.
2. Update the Existing Roadway Profile drawings prepared during the Preliminary Design phase. Drawings will address comments from the Preliminary Design phase.

4.2.5 Sedimentation and Erosion Control Drawings

1. Sedimentation and erosion controls will be shown on Sedimentation and Erosion Control Plans and Detail Sheets, and will be in accordance with the 2002 CT Guidelines for Soil Erosion and Sediment Control.
2. Erosion Sediment Control plans will be developed at 1"=40' scale. These sheets will depict the placement of erosion control features such as temporary hay bales, check dams, silt fence, erosion control matting, etc.

4.2.6 Pavement Markings and Signing

Develop a pavement marking and signing plan. The signing design will adhere to the latest sign standards and practices of the Connecticut Department of Transportation and in keeping with the guidelines as found in the 2009 Manual of Uniform Traffic Control Devices (MUTCD). Markings will include edge lines, centerlines, and any bike lane related markings that are provided.

1. Prepare a roadway signing and pavement marking drawing at a scale of 1' = 40' describing the proposed layout along Kings Highway and intersecting side roads.

4.2.7 Maintenance and Protection of Traffic

In anticipation of the proposed project construction elements, Tighe & Bond will review constructability and maintenance & protection of traffic options. The likely concept will be to maintain traffic by providing at least a single lane of traffic in each direction along Kings Highway at all times. Lane shifts and other temporary traffic measures may be required to accommodate construction while maintaining traffic.

1. Prepare Maintenance and Protection of Traffic (M&PT) plans to manage traffic through the work area during construction. The plan will be prepared at a scale of 1" = 80' or greater to convey the general traffic control for the major construction efforts. Detailed M&PT plans will be developed during Final Design.
2. Prepare a short narrative section of the Preliminary Design report that describes the approach to the M&PT.

4.2.8 Cross Sections

Prepare roadway cross section drawings along the baseline of Kings Highway. Cross Sections will be prepared at a scale of 1"=5' horizontal and vertical. Cross sections will show

Section 3 Semi-Final Design

limits of cut and fill slopes, drainage structures, existing utilities at drainage crossings and typical cross sectional elements.

4.2.9 Illumination

The existing roadway illumination along Kings Highway consists of conventional cobra head fixtures attached to utility poles. It is our understanding that the Town of Fairfield wishes to add decorative lighting as part of this project that will function in addition to the existing cobra head lighting.

1. Prepare an Illumination Plan at a scale of 1' = 40'. The plan will show the proposed light pole locations, describe the fixtures and wattages. We assume that the Town of Fairfield will provide specific guidance on the type of fixtures that will be required for the project. The lighting design will include wiring diagrams for the service and circuitry for the control cabinet, lighting controls and pertinent details.

Section 3

Final Design

Following the Semi-Final Design reviews by the Town and CTDOT, Tighe & Bond will complete the design and prepare the Final Design (FD) submission, constituting a 100% complete bid ready package of plans, specifications, and estimate. This proposal also includes the incorporation of minor comments on the FD submission to finalize the Bid Documents.

The FD phase of the project will include an On-Board Design Review process followed by the FD Submission. The On-Board Design Review will occur at the 90% complete stage and is intended to indicate incorporation of comments on the Semi-Final Design. The Final Design will provide the Town and CTDOT with the complete package of bid documents for review. The activities and deliverables associated with the On-Board Design Review submission are described in Section 5.1. The Final Design submission is described in Section 5.2.

5.1 On-Board Design Review (90% Complete)

During the preparation of the Final Design, we will conduct one On-Board design review process to provide the Town of Fairfield and CTDOT with an opportunity to provide input on the Final Design. We anticipate that the review will take place once the submission deliverables have reached a 90% completion. In support of the On-Board review we will provide the following deliverables for the review.

5.1.1 Response to Semi-Final Design Submission Comments

We will prepare a formal written response to Town and CTDOT comments provided following review of the Semi-Final Design. The responses to the comments will form the basis of the design modifications and adjustments to the plan, specifications, and construction estimate.

5.1.2 On-Board Progress Drawings

The set of drawings prepared for the On-Board submission will be a similar set of drawings as those described in the Semi-Final Design deliverable section of this scope of work. We will provide one electronic copy of the drawings in Adobe PDF as well as two hard copies to the Town and up to 18 hard copies to the CLE for CTDOT review.

5.1.3 Special Provisions

The On-Board Design Review submission will contain the complete Bid Manual including front-end contracting documents, provided to Tighe & Bond by the Town of Fairfield, and technical and special provisions for the project. The Technical and Special Provisions will be prepared in accordance with CTDOT Form 816 items and format.

5.1.4 On-Board Design Review Meeting

Attend the On-Board Design Review meeting with the Town of Fairfield and CTDOT. We will summarize the meeting discussions and provide the summary to the Town and State. We anticipate that the Town and State will provide written and verbal comments during the meeting.

5.2 Final Design (100% Complete)

5.2.1 Response to On-Board Design Review Meeting Comments

We will prepare a formal written response to Town and CTDOT comments provided following the On-Board Design Review Meeting. The responses to the comments will form the basis of the design modifications and adjustments to the plans and specifications.

5.2.2 Final Design Drawings

The Final Design plans will represent a 100% complete set of drawings. The plans will reflect the incorporation of the On-Board Design Review comments as indicated in the response to comments. We will provide one electronic copy of the drawings in Adobe PDF as well as two hard copies and will provide the Town of Fairfield with electronic AutoCAD files of the design. We will also provide up to 18 hard copies to the CLE for CTDOT review.

5.2.3 Quantity and Opinion of Probable Cost

We will update the quantities and opinion of probable cost based on revisions to the design. The quantity estimate notebook will be updated to reflect quantity take-off revisions.

5.2.4 Final Design Report

The Final Design report will be revised and submitted. The Final Design report will reflect an update to the Semi-Final Design report to incorporate changes to the design, as needed. We will provide sufficient copies of the Final Design Report in accordance with the requirements outlined in the scope of work contained in the Request for Qualifications.

5.2.5 Special Provisions and Bid Manual

Prepare the Bid Manual, including front-end documents, provided by the Town of Fairfield and CTDOT, Special Provisions and Specifications, and Bid Form.

5.2.6 Calendar Day Chart

Prepare the calendar day chart, both completed with the anticipated construction schedule and blank template for the Bid Manual.

5



March 31, 2021

TO: Town of Weston Board of Finance

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: FY 22 Budget Mitigation Plan

FY 22 Budget Mitigation Plan

With a projected favorable balance for FY 21, we are recommending the following to mitigate both the requested FY 22 operating and capital budgets:

Operating

- 1) Change the current understanding of the non-lapsing account that will allow us to pay FY22 contingent liability from the account.
- 2) We are lowering the request for health insurance based on preliminary rate guidance from the State.
- 3) Superintendent turnover savings.
- 4) Pre-purchase books from favorable FY21 balance.
- 5) Pre-pay FY 22 contractual early retirement incentive (ERIP).

Capital

Fund the following from a grant:

- 1) Partial fund old gym air handler replacement from grant (Item 2).

Fund the following capital items from the favorable FY21 balance:

- 2) WHS - Installation of concrete pad over oil tank (Item 1).
- 3) WMS - sound dampening of music rooms (Item 8).
- 4) Bus Garage - purchase & installation of back-up generators (Item 9).

FY 22 Budget Mitigation Plan as of 3-26-21

Operating Budget:

FY 21 Adopted Budget	54,161,443	
FY 22 BOE requested Budget	55,613,056	2.68%

Non-Lapsing Account

Contingent Liability (ERIP)	(203,688)	-0.38%
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Budget Adjustment

Health Insurance	(64,751)	
Superintendent Turnover Savings	<u>(38,547)</u>	
	(103,298)	-0.19%

Pre-Purchase/Pay from FY 21 Unexpended Funds:

Curriculum & Instruction Books

Renew Grade 8 Spanish digital licenses	(15,834)	
French 5Honors and AP Digital License	(1,510)	
Math in Focus Grade 7 online renewal	(20,507)	
Grade 3 Math in Focus	(24,307)	
Grade 4 Math in Focus	<u>(28,315)</u>	
	(90,473)	

Prepay FY 22 contractual ERIP	<u>(145,507)</u>	
	(235,980)	-0.44%

Total Proposed Adjustment	<u>(542,966)</u>	-1.00%
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FY 22 Revised Budget Request	\$ 55,070,090	1.68%
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YOY increase	\$ 908,647	1.68%
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Capital

Partial Fund old gym air handler replacement from grant (Item 2) 200,000

Purchase/Pay from FY 21 Unexpended Funds:

WHS - Installation of Concrete Pad Over Oil Tank (Item 1) 26,700

WMS - Sound Dampening of Music Rooms (Item 8) 19,840

Bus Garage -Purchase & Installation of Back-up Generators (Item 9) 10,000

256,540

Budget Impact-Operating Budget:

Requested Capital 807,400

Adjustments (256,540)

Revised Capital Request \$ 550,860

Total Operating & Capital Reductions \$ (799,506)

WESTON PUBLIC SCHOOLS CAPITAL BUDGET - DRAFT
 Weston Public Schools, Weston, CT
 3.1.21

Description of Project		Year 1 FY 2022	Year 2 FY 2023	Year 3 FY 2024
1	WHS: Installation of Concrete Pad Over Oil Tank	\$26,700	-	-
2	WHS: Replacement of Old Gym Air Handler Units	\$380,000	-	-
3	WIS: Window Sill Repairs	\$125,000	-	-
4	Contingency for WMS HVAC Repairs	\$100,000	-	-
5	HES: Replace or Rebuild North House Gym Air Handler Unit*	\$48,000	-	-
6	WHS: Cut In an Operable Window to the Nurse's Office	\$20,000	-	-
7	Facilities: Replace Grounds Pick Up with Plow Truck	\$42,860	-	-
8	WMS: Sound Dampening of Music Rooms	\$19,840	-	-
9	Bus Garage: Purchase and Installation of Back-Up Generators	\$10,000	-	-
10	HES: Replace VCT Floor in South House Cafeteria*	\$35,000	-	-
11	WHS: Replacement of Old Gym Windows	-	\$100,000	-
12	WHS: Replacement of Track	-	\$225,000	-
13	HES: Repoint Brick	-	\$72,000	-
14	HES: Reime Chimney Interiors	-	\$30,000	-
15	WIS: Add Double Doors to Exterior of Gym	-	\$25,000	-
16	HES: Solicit Bids for Renovation of Bathrooms	-	\$40,000	-
17	HES: Solicit Bids for North House HVAC System	-	\$50,000	-
18	WHS: Renovation of Courtyards, Including Drainage and Brnckwork	-	-	\$160,700
19	HES: North House Split System A/C**	-	-	\$300,000
20	HES: Replace North House Finned Tube Radiator and Unit Ventilators***	-	-	\$400,000
21	HES: Upgrade Bathroom	-	-	\$259,000
Total Capital Request		\$ 807,400	\$ 542,000	\$ 1,119,700

*Estimates reflect Silver Petrucci analysis from 10 Year Plan (11/2017)

**Deferred from 2022 and 2023 pending town-wide strategic development decisions

***Deferred from 2022 and 2023 pending town-wide strategic development decisions. Estimates reflect Silver Petrucci analysis from 10 Year Plan (11/2017)

FY 2021-22 Budget Adjustment Proposals

Board of Finance April 6, 2021

	Budget	Mill Rate
	BOS Proposed & Reductions	Percent Increase
Board of Selectmen Operating Budget		
Less: Variance in salary for new Dispatch Director	14,098,026	2.82%
Reduction to pension based on MERS update	(10,537)	2.50%
	(10,000)	
Revised BOS Operating Budget Request	14,077,489	2.67%
		33.17 2.47% Mill Rate Impact = (.01)
Board of Education Operating Budget		
Less: Proposals from the Board of Education	55,613,056	2.68%
Budget Mitigation Plan	(542,966)	
Revised BOE Operating Budget Request	55,070,090	1.68%
		33.18 1.73% Mill Rate Impact = (.25)
Cumulative Revised Town and BOE Operating Budget Requests	69,147,579	1.88%
		32.92 1.70%
Capital Budget Proposed Adjustments		
BOE Capital:	807,400	
Fund three Capital Projects from FY 21 Op. Bud.	(56,540)	
Revised BOE Capital	750,860	
Town Capital:	2,125,810	
Reduce Transp. Alternative Sidewalks to Design only	(214,000)	
Remove Police Body and Vehicle Cameras	(262,000)	
Remove New Payloader	(200,000)	
Reduce Library Roof Project based on recent bid results	(81,004)	
Add \$40k for Backhoe and Payloader Repairs	40,000	
Revised Town Capital	1,408,806	

Note: no mill rate adjustment reflected under the assumption that general fund offset will be reduced to the amount of the project reductions.

