

Board of Selectmen
March 14, 2018
APPROVED MINUTES

The Westport Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public meeting on Wednesday, March 14, 2018 at 9:00 a.m. in Room 307/309 of the Westport Town Hall. In attendance were Jim Marpe, Jennifer Tooker, Melissa Kane, Peter Ratkiewich, Eileen Flug, Elaine Daignault, Gary Conrad, Ralph Chetcuti, Sara Harris, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

APPROVE MINUTES

1. Jennifer Tooker presented Item #1. There were no revisions. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the minutes of the Board of Selectman's Public meeting of February 28, 2018 are hereby APPROVED.

APPROVE CONTRACT BETWEEN THE TOWN OF WESTPORT AND ANDREWS TECHNOLOGY FOR NOVATIME TIME & ATTENDANCE SOFTWARE

2. Personnel Director Ralph Chetcuti presented Item #2. Mr. Chetcuti explained that the need for the system was strongly recommended; it is a 5-year agreement; it is possible to re-negotiate the terms if the Board of Education determine it would benefit from inclusion. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the contract between the Town of Westport and Andrews Technology as it relates to the products and services associated with NovaTime time and attendance software is hereby APPROVED.

WITHDRAWN 03-12-2018

~~3. [To take such action as the meeting may determine to approve an up to 20-foot wide permanent undefined access easement and a 3,554 sq ft temporary construction easement, between the State of CT Department of Transportation and the Town of Westport as they relate to a portion of town owned property located at Saxon Lane and 4 Elaine Road.]~~

APPROVE THE MASTER MUNICIPAL AGREEMENT FOR DESIGN PROJECTS BETWEEN THE CT DOT AND THE TOWN OF WESTPORT

4. Director of Public Works Peter Ratkiewich presented Item #4. Mr. Ratkiewich explained that the 10-year agreement will provide for expedited processes for bridge and road repair projects as well as the requirement that the agreement be executed to insure federal and state funding for such projects. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the "Master Municipal Agreement for Design Projects" (the "Agreement") between the Connecticut Department of Transportation and the Town of Westport is hereby APPROVED; and

FURTHER RESOLVED, that the First Selectman is hereby designated as the "Designated Official" duly authorized by the Town of Westport to receive Project Authorization Letters ("PALs") issued by the Connecticut Department of Transportation ("ConnDOT") under said Agreement, and is

authorized to execute and deliver to ConnDOT “Written Acknowledgements of the PAL,” as defined in section 2.3 of the Agreement, binding the Town to the terms and conditions of the PALs issued by ConnDOT under said Agreement, and to have all other powers required of Designated Officials under the Agreement.

ITEM #5 WAS WITHDRAWN

~~5. To take such action as the meeting may determine to approve the Westport Citizen Participation Plan for the FY2017-19 CT Dept. of Housing (DOH) Community Development Block Grant (CDBG)/Small Cities Grant addressing Public Service and Homelessness Diversion Activities.~~

Items 6-8 Human Services Director Elaine Daignault and Homes With Hope President and CEO Jeff Wieser provided an overview of the CDBG/Small Cities Grant and the related administrative resolutions necessary for compliance with the grant application’s submission.

CERTIFY ENVIRONMENTAL REVIEW DOCUMENT RELATED TO IMPACT OF FY 2017-2019 DOH CDBG/SMALL CITIES GRANT

6. Human Services Director Elaine Daignault presented Item #6. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that Westport’s Environmental Review document outlining the possible impact of the FY2017-19 CT Dept. of Housing (DOH) Community Development Block Grant (CDBG)/Small Cities Grant as it pertains to the Public Service and Diversionary program being proposed is hereby CERTIFIED.

RESOLUTION FOR APPLICATION TO THE FY 2017 DOH CDBG GRANT FOR PUBLIC SERVICE AND HOMELESS DIVERSION ACTIVITIES

7. Human Services Director Elaine Daignault presented Item #7. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Westport make application to the State for amount not to exceed \$430,000 in order to undertake a **Small Cities Community Development Program PY 17** and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Selectmen:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Westport in an **amount not to exceed \$430,000** is hereby approved, and that the First Selectman of Westport is hereby authorized and directed to file

such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Westport.

RESOLUTION FOR APPLICATION TO THE FY 2018 DOH CDBG GRANT FOR PUBLIC SERVICE AND HOMELESS DIVERSION ACTIVITIES

8. Human Services Director Elaine Daignault presented Item #7. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Westport make application to the State for \$480,000 in order to undertake a **Small Cities Community Development Program FY 18** and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Selectmen:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and
2. That the filing of an application by the Town of Westport in an amount **not to exceed \$480,000** is hereby approved, and that the First Selectman of Westport is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Westport.

ADOPT FAIR HOUSING RESOLUTION, FAIR HOUSING POLICY STATEMENT, FAIR HOUSING ACTION PLAN, EQUAL OPPORTUNITY POLICY STATEMENT, AFFIRMATIVE ACTION POLICY STATEMENT, ADA POLICY STATEMENT, GRIEVANCE PROCEDURE, ADA NOTICE

9. Assistant Town Attorney Eileen Flug and Human Services Director Elaine Daignault presented Item #9. The Fair Housing Action Plan document was revised as the Board was not comfortable with the language. Both Ms. Flug and Ms. Daignault indicated that it was not a requirement and that they, too, were comfortable with revising the presented Plan. Further, Ms. Flug and the Board indicated that it would be appropriate to re-assess the plans and statements in one year. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Town of Westport Fair Housing Resolution, Fair Housing Policy Statement, and Fair Housing Action Plan; the Town of Westport Equal Opportunity Policy Statement; the Town

of Westport Affirmative Action Policy Statement; and Town of Westport Americans with Disabilities Act Policy Statement, Americans with Disabilities Act Grievance Procedure, and Americans with Disabilities Act Notice are hereby ADOPTED.

APPROVE REQUEST FOR VARIANCE TO THE TOWN DRIVEWAY ORDINANCE AS IT RELATES TO THE PROPOSED DRIVEWAY TO SERVE 3 PROPERTIES AT 7 TRANQUILITY LANE

10. Richard Bennett and Lawrence Kuranko, representing the owner of the property presented Item #10. Mr. Bennet and Mr. Kuranko provided plans, maps and photographs of the proposal, as well as support letters from neighbors. Director of Public Works Peter Ratkiewich and Town Engineer Keith Wilberg stated their opinion that there were other options available that would not require a variance. The Board stated that it was inclined to approve the variance because the proposed option would not require significant tree removal. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the request for a variance under Sec. 50-337 of the Town Driveway Ordinance as it relates to the proposed construction of a driveway serving 3 or more lots for the property known as 7 Tranquility Lane is hereby APPROVED.

BOS ITEMS 11, 12, & 13 ARE INCLUDED IN 03-14-2018 WPCA MINUTES

APPROVE FINAL BENEFIT ASSESSMENTS TO BE LEVIED TO EXTENSION AND INSTALLATION OF PUBLIC WATER MAIN – CONTRACT W6

14. WPCA Coordinator Bryan Thompson presented Item #14. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the final benefit assessments to be levied for the extension and installation of a public water main at properties located in all or part of Quarter Mile Road (Contract W6) are hereby APPROVED.

APPROVE EXTENSION TO TEMPORARY ENCROACHMENT EASEMENT BETWEEN TOWN OF WESTPORT AND HANLEY CONSTRUCTION AT 61 MAIN STREET

15. Michael Leogrande, representing Hanley Construction, presented Item #15. Mr. Leogrande stated that the extension was necessary due to delays in obtaining certain materials. He requested that an additional 60 days be added to the term, and he felt confident that it would be sufficient time to complete that portion of the project. Public Works Director Peter Ratkiewich stated that the contractor needed to insure that the temporary ADA ramps were compliant, pursuant to the Public Works inspections and the Fire Marshal's inspection of March 9. Mr. Leogrande agreed to monitor and make sure the ramps were in compliance at all times. The Board requested that Mr. Leogrande insure compliance and safety at the site. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that an extension of 60 days to the term of the Temporary Encroachment Easement between the Town of Westport and Hanley Construction, LLC, dated January 31, 2018, related to construction activity on Town property adjacent to 61 Main Street and Parker Harding parking lot is hereby APPROVED.

ADJOURNMENT

Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, the meeting was adjourned at 11:10 AM.

Eileen Francis
Recording Secretary

Water Pollution Control Authority
March 14, 2018
APPROVED MINUTES

The Westport Board of Selectmen, acting in its capacity as the Water Pollution Control Authority held a public meeting on Wednesday, March 14, 2018 at 9:00 a.m. in Room 307/309 of the Westport Town Hall. In attendance were Jim Marpe, Jennifer Tooker, Melissa Kane, Peter Ratkiewich, Eileen Flug, Elaine Daignault, Gary Conrad, Ralph Chetcuti, Sara Harris, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

MINUTES

1. Jennifer Tooker presented Item #1. There were no revisions. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the minutes of Water Pollution Control Authority's public meeting of February 28, 2018 are hereby APPROVED.

APPROVE SUPPLEMENTAL SANITARY SEWER CONNECTION AT 7 TRANQUILITY LANE

2. WPCA Coordinator Bryan Thompson presented WPCA Item #2 (BOS Item #11). Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the request for a supplemental sanitary sewer connection at property known as 7 Tranquility Lane, contingent upon compliance with the WPCA Coordinator's letter of March 5, 2018 is hereby APPROVED.

APPROVE FINAL BENEFIT ASSESSMENTS FOR SUPPLEMENTAL SANITARY SEWER CONNECTIONS APPROVED DURING 2017

3. WPCA Coordinator Bryan Thompson presented WPCA Item #3 (BOS Item #13). Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the final assessments to be levied for the construction or acquisition of sewerage system(s) affecting supplemental sanitary sewer connections approved during 2017 are hereby APPROVED.

SET FINAL BENEFIT ASSESSMENT DATE FOR CONTRACT 66

4. WPCA Item #4 (BOS Item #13) Acting in its capacity as the Water Pollution Control Authority, a public hearing date to consider proposed assessments and to determine final assessments to be levied for the construction or acquisition of sewerage system(s) affecting properties located in all or part of the following area: Joann Circle, Acorn Lane and Clover Road (Contract 66) was set for April 25, 2018.

ADJOURNMENT

Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, the meeting was adjourned at 11:10 AM.

Eileen Francis
Recording Secretary