Draft Minutes

Downtown Plan Implementation Committee

April 5, 2018

Town Hall Room 210 -9:00 AM

Note: These are "action minutes" of the meeting as previously agreed to by the DPIC. The entire meeting was recorded and can be viewed on the Town's website.

DPIC Attendance: Dewey Loselle (Chairperson), Melissa Kane, Jessica Newshel, Peter Ratkiewich, Foti Koskinas, David Lapping, Steve Smith, Jennifer Fava, Lois Schine, Gary Conrad, Alicia Mozian, Mary Young, Randy Herbetson, Pippa Bell Ader

DPIC Unavailable: Matthew Mandell, Ken Bernhard, Tony Riggio, Steve Desloge, Craig Schiavone.

December and February meeting minutes were approved.

Discussion Update – First Selectman Jim Marpe said that a meeting was held on February 28th to discuss the status of Downtown with DMA and Chamber of Commerce members, as well as property owners in attendance. The discussion was focused on seeing how everyone can work together more effectively in face of changing retail landscape and to make Downtown as desirable as possible for businesses.

Summary of Investments made in Downtown to date.

1. Project Updates/Status

   a. P10 - Parker Harding Short Term Improvements (Compactor etc.). Minor changes to layout of dumpsters and compactors as per meeting with City Carting and DMA. Survey underway to thoroughly evaluate locations for draining etc. After survey is complete, another meeting will happen between Public Works, DMA, and City Carting before any concrete is poured. DPW is speaking with Tesla to locate level 2 chargers (paid for by Tesla) near the dumpsters.
   b. P5 - Restore and Revitalize Elm Street. Board of Finance approved last night 950K to complete Elm Street revitalization. Includes burying existing power lines. Need to be ready to coordinate utilities with David Waldman's Elm Street projects. Utilities should be going in this year.
   c. P1 – Implement Main Street Streetscape Improvements. Lighting, benches, trash bins, trees, permanent bike racks, etc. Need to settle on parking lot lighting

design. Facilitate HDC and ARB collaborating with a larger working group to decide on lighting design standards.

    d. M5 – Improve Wayfinding System 2.0. Proposing to go back to the firm that we were going to contract with to have a more focused and defined scope of work that just includes Downtown. Funding is still available. Perhaps eventually get buy in from merchants for eventual implementation costs. There would need to be a zoning text amendment in order to install any signage.

    e. G2- Longer Term Alternative Maintenance Delivery system for Downtown Area – Exploratory discussion on creation of potential Westport Downtown Special Services District (WDSSD). An additional service tax to the property owners which would include snow removal, portering, street cleaning, etc. The District would contract with private provider to maintain Main Street. Town would maintain its current level of maintenance, but WDSSD would handle the collective maintenance needs of the property owners.   Create a working group to move this idea along.

    f. Smart parking lots: Foti Koskinas met with two companies that provide this service. Biggest issue is that Westport wants to provide parking for free. Therefore, we can't use parking fees to fund smart parking lots ($45 per parking space). $12-$16 per space per month for monitoring. Doesn't make sense at train station, but would be more useful in downtown. Shoppers could use an app to find parking. Pete suggested doing this as a pilot program with premium parking spots.

    g. PK2 – Avery Baldwin lot co-management. Property owner has backed off of the deal - trying to renegotiate.

2. Project Prioritization/Scheduling (Preliminary View). Circulated and will discuss at next meeting in June.

3. Other Public Comment/Discussion. Lois/Pippa proposed to abandon idea of bus shelter on Post Road. Lois will ask if we can give 15K back to rotary to recommit money for benches.

The next meeting will be held on June 7, 2016 at 9 am.

Meeting adjourned 10:25 am.

Recorded by Jessica Newshel
Downtown Planning Implementation Committee