

Draft Minutes

Downtown Plan Implementation Committee

June 7, 2018

Town Hall Room 201 -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, David Lapping, Steve Smith, Jennifer Fava, Lois Schine, Alicia Mozian, Mary Young, Randy Herbetson, Tony Riggio, Craig Schiavone, Ken Bernhard

DPIC Unavailable: Matthew Mandell, Steve Desloge, Steve Smith, Foti Koskinas, Gary Conrad, Pippa Bell Ader

First Selectman Jim Marpe attended.

April meeting minutes were approved.

Review of 5 year Capital Plan for “Downtown” projects

Jim Marpe presented a spreadsheet of projects related to the Downtown Master Plan that will be presented to the Board of Finance and RTM. DPW prioritizing work on parking lots on the north side of Post Road before the south side of Post Road.

1. Project Updates/Status

- a. W3 - Replace Existing Culverts and Pipes. Briefing on findings/recommendations of two hydrologic/flood studies of Dead Man’s Brook and Downtown drainage. Consultants gave presentations recently. All drainage systems in Downtown were examined and now the Town has a map. Recommendations included installing tide gates among many others. Over 80 properties were surveyed and owners were given recommendations on flood prevention. As for Dead Man’s Book, consultant found that culvert and pipe improvements would be very expensive - makes more sense to make structures flood proof.
- b. P10 - Parker Harding Short Term Improvements (Compactor etc.). Started in March and we have laid out compactors and approved location with carting company. Power source issue which should hopefully resolved in the next few weeks. Engaged a surveyor to do a complete survey of Parker Harding - should be

complete in 6 weeks. Start working on redesign of Starbucks corner first. Survey can be used for eventual complete design of Parking Harding.

- c. P5 - Restore and Revitalize Elm Street. Parking lot should be completed by August 15th. Tesla chargers are out for this lot. DPW said need to take design survey and send it out to bid for construction. Late 2019 construction should be complete on the land swap. Dewey suggested that new lot be called the “Edwards Lot” in honor of Steve Edwards.
- d. M5 – Improve Wayfinding System 2.0. Redefined boundaries of wayfinding with consultant to just Downtown and relevant gateways. Design fee with digital strategy is \$47,000, but hoping to negotiate the estimate down a bit. Existing appropriation of about \$50,000. Suggestion to add the construction cost to the 5 year capital plan.
- e. PK2 – Avery Baldwin lot co-management. Sent a contract to the trustee’s attorney with seemingly favorable terms and conditions. Hoping to get an initialed contract very soon so that the Town can move forward with internal approval process.
- f. M1/M2 - Improve Pedestrian Safety @ Post Road crossings and vehicular safety through Signal Modifications. Funding in place. Kickoff meeting very soon. Consultant will collect data. Ultimate goal is to move cars more effectively from east to west along Post Road near Riverside, as well as improve pedestrian safety so that people could safely go from the library to lots on Wilton Road.
- g. G2- Creation of a working group focused on creation of a Westport Downtown Special Services District. Eileen Flug discussed what’s involved in the creation of a Municipal Special Services District (SSDs). Working group has to decide the boundary of district, manner of referendum, establish a board of commissioners which would come up with a budget each year, and determine powers of the SSD.
- h. Toquet Hall - kitchen work is being done today. Renovations will then be almost complete.
- i. P1 – Implement Main Street Streetscape Improvements. Working group will be meeting to discuss lighting, benches, bike racks, etc.

The next meeting will be held on September 6, 2018 at 9 am.

Meeting adjourned 10:25 am.

Recorded by Jessica Newshel
Downtown Planning Implementation Committee

