

Board of Selectmen  
September 12, 2018  
APPROVED MINUTES

The Westport Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public meeting on Wednesday, September 12, 2018 at 9:00 a.m. in Room 307/309 of the Westport Town Hall. In attendance were Jim Marpe, Jen Tooker, Melissa Kane, Eileen Flug, Peter Ratkiewich, Elaine Daignault, Sue Pfister, Holly Betts, Gary Conrad, Sara Harris, Eileen Zhang, Doug LoMonte, Michael Kronick, Foti Koskinas, Sam Arciola, and Eileen Francis, recording secretary.

MINUTES

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

RESOLVED, that the minutes of the Board of Selectmen's public meeting of August 22, 2018 are hereby APPROVED.

APPROVE AFFILIATION AGREEMENT BETWEEN THE TOWN OF WESTPORT AND THE UNIVERSITY OF NEW HAVEN FOR DIETETIC INTERNSHIP AT WCSA

2. Item #2 was presented by Holly Betts, R.D., WCSA Program Manager. Ms. Betts described the program and the benefits to the enrolled interns. The agreement is a renewal from the previous year. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-09, it was:

RESOLVED, that the Affiliation Agreement between the Town of Westport and the University of New Haven as it relates to the Dietetic Internship Program at the Westport Center for Senior Activities is hereby APPROVED.

APPROVE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND CATHOLIC CHARITIES OF FAIRFIELD COUNTY, INC. FOR DISHWASHER AT WCSA

3. Item #3 was presented by Sue Pfister, Director of the Senior Center. Ms. Pfister explained that this agreement is a two-year renewal; and that staff and residents were very happy with the arrangement. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Agreement between the Town of Westport and Catholic Charities of Fairfield County, Inc. (CCFC) as it relates to providing a dishwasher for the Westport Center for Senior Activities Meal Program as part of the CCFC Senior Nutrition Program to support Congregate Meals under the Older Americans Act Nutrition Program is hereby APPROVED.

APPROVED AGREEMENT BETWEEN THE TOWN OF WESTPORT AND EVERBRIDGE, INC/NIXLE FOR COMMUNICATION SERVICES FOR TOWN-WIDE EMERGENCY NOTIFICATIONS

4. Item #4 was presented by Deputy Fire Chief Mike Kronick. DC Kronick provided background to the system and how it could be utilized in the future to provide town-wide notifications. Police Chief Foti

Koskinas provided background with the PD's experience with the company as well as its intention to expand the usage between the Police and Fire Departments. The Board expressed interest in how it may be utilized in the future for options outside of emergency notifications (e.g. town-wide events, school use, etc.) and was assured that those types of notices could be sent. DC Kronick explained that the system for mass communication was less expensive and more modern than the current CodeRed. Assistant Town Attorney requested that the original agenda item be revised to reflect that the contract was subject to the Town Attorney's final review. That revision is noted in the resolution. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Master Services Agreement between the Town of Westport and Everbridge, Inc.- Nixle as it relates to the interactive communication services for emergency notifications is hereby APPROVED, subject to the Town Attorney's final review.

APPROVE AWARD OF CONTRACT FOR BID #19-938T TO LOWEST BIDDER (FGB CONSTRUCTION)

5. Item #5 was presented by Director of Public Works Peter Ratkiewich. Mr. Ratkiewich stated that this contract was for approximately 5 miles of paving town roadways during the upcoming fall season. The bids were received on September 7, 2018, with FGB Construction submitting the lowest bid. The resolution was revised to reflect the award to the low bidder. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Award of Contract, (Bid #19-938T), Pavement Preservation and Repairs – Fall 2018, to FGB Construction Co., Inc., of Norwalk CT in the amount of \$87,085.55 is hereby APPROVED.

APPROVE AGREEMENT BETWEEN ACCELA, INC. AND THE TOWN FOR LAND USE SOFTWARE SUBSCRIPTION SERVICES

6. Item #6 was presented by Operations Director Sara Harris. Ms. Harris noted that the agreement provides a software solution to the land-use permitting process. Accela offers a workflow improvement to the current process which will benefit the land use departments; provide efficiencies and coordination among multiple departments, and; afford customers/residents the ability to track applications throughout the land-use permitting process. Doug LoMonte of Berchem Moses stated that the contract passed legal review. Upon motion by Jennifer Tooker, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Master Service Agreement between Accela, Incorporated and the Town of Westport as it relates to the purchase of land use software subscription services is hereby APPROVED.

APPROVE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND INTEGRATION PARTNERS

7. Item #7 was presented by IT Director Eileen Zhang. Ms. Zhang explained that the ongoing infrastructure upgrade will provide increased security, speed and reliability to the Town's IT services. This Agreement is necessary to provide back up to current staff when the crossover/migration occurs. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Agreement between the Town of Westport and Integration Partners as it relates to professional services associated with Cisco to Aruba core migration.

APPROVE FIRST AMENDMENT TO THE SERVICE AGREEMENTS BETWEEN THE TOWN OF WESTPORT AND GRANICUS, LLC.

8. Item #8 was presented by IT Director Eileen Zhang. Ms. Zhang explained that since the original contract with Granicus was signed in 2016, the company consolidated products, services, content and other products with Vision Internet Providers, Inc. – the Town’s current website software provider. As a result, it was necessary to amend certain conditions and definitions in the original Granicus contract to reflect new provisions. Assistant Town Attorney Eileen Flug confirmed that the amendment passed legal review. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the First Amendment to the Service Agreement dated September 20, 2016 between the Town of Westport and Granicus, LLC is hereby APPROVED.

ADJOURNMENT

Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, the meeting was adjourned at 10:20 AM.

Eileen Francis, Recording Secretary