

Board of Selectmen Meeting  
September 11, 2019  
APPROVED MINUTES

The Westport Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public meeting on Wednesday, September 11, 2019 at 9:00 a.m. in Westport Town Hall Room 201/201A. In attendance were Jim Marpe, Jennifer Tooker, Melissa Kane, Eileen Flug, Mario Coppola, Keith Wilberg, Holly Betts, Patty Strauss, Eileen Zhang, Elaine Daignault, Holly Betts, Rick Giunta, Gary Conrad, Rich Kotchko, Sam Arciola, Al D'Amura, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

MINUTES

1. Jennifer Tooker presented Item #1. She revised the original item to include approval of the WPCA Minutes of August 28, 2019. 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 Selectmen's and the WPCA meeting of August 28, 2019 are hereby APPROVED.

APPROVE CLOSURE OF ELM STREET PARKING LOT AND CLOSURE OF A PORTION OF ELM STREET FOR WESTOBERFEST EVENT SCHEDULED FOR OCTOBER 19, 2019

2. Jacqui Bidgood, Events Director for the Westport Downtown Merchants Association presented Item #2. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the closure of the Elm Street Parking Lot and the closure of a portion of Elm Street on Saturday October 19, 2019 for the Westport Downtown Merchant's "Westoberfest" Event, contingent upon compliance with recommendations from relevant Town departments and in accordance with the Policy for Use of Town-owned Properties, Facilities and/or Roadways is hereby APPROVED.

APPROVE TEMPORARY CONSTRUCTION EASEMENT AGREEMENT BETWEEN TOWN AND 165 MAIN STREET ASSOCIATES, LLC FOR SIDEWALK CLOSURE AT PARKER HARDING PLAZA

3. Michael Greenberg, representing 165 Main Street Associates, LLC presented Item #3. He stated that the anticipated length of time that the sidewalk would be affected is no more than three months. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, the Temporary Construction Easement Agreement between the Town of Westport and 165 Main Street Associates, LLC as it relates to the closure and use of safety barricades on portions of the Town owned sidewalk on Parker Harding Plaza adjacent to the property known as 165 Main Street, for a period of time to be determined (*approximately 3 months*) and contingent upon compliance with recommendations from relevant Town departments and final approval from the Town Attorney's Office is hereby APPROVED.

APPROVE EASEMENT AGREEMENTS BY AND BETWEEN THE TOWN OF WESTPORT AND CT DOT FOR 4 ELAINE ROAD, 6 ELAINE ROAD AND 0 SAXON LANE

4. Attorney Marion Coppola of Berchem Moses, LLP presented Item #4. Attorney Coppola provided a history of the transaction, including negotiations between the Town and the CT DOT resulting in an increased price paid to the Town for the easement. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Easement(s) by and between the Town of Westport and the Connecticut Department of Transportation (CT DOT) as it relates to Town-owned property at 4 Elaine Road, 6 Elaine Road and 0 Saxon Lane is hereby APPROVED.

APPROVE MUNICIPAL PRESCRIPTION DISCOUNT CARD PROGRAM BETWEEN TOWN OF WESTPORT AND PRO ACT

*Item tabled from July 24, 2019 public meeting*

5. Town Attorney Eileen Flug and Human Services Director Elaine Daignault presented Item #5. Ms. Flug and Ms. Daignault addressed concerns previously presented by the Board of Selectmen. The resulting conversation and answers to the questions confirmed that the Agreement was beneficial to the Town, and that the Board was satisfied with the terms of the agreement. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Municipal Prescription Discount Card Program contract between the Town of Westport and ProAct, Inc. as it relates to dispensing prescription drugs at a discounted price, and for ProAct to perform services related to administering the program is hereby APPROVED.

APPROVE ACCEPTANCE OF AWARD FROM SWCAA FOR THE WCSA TO HOST A CAREGIVER SUPPORT COUNSELING GROUP

6. WCSA Program Manager Holly Betts presented Item #6. She stated that the previous grant covered until September 30, 2019, and that this grant would be applied to the counseling sessions commencing October 1, 2019. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the acceptance of an award from the Southwestern Connecticut Agency on Aging (SWCAA) for the Older Americans Act Title III, FY2020 for the WCSA to host a caregiver support counseling group is hereby APPROVED.

*WITHDRAWN after Westport News publication deadline*

~~7. To take such action as the meeting may determine, upon the recommendation of the Director of Parks & Recreation, to approve the acceptance of a donation in excess of \$5,001 in accordance with the Policy for Gifts to the Town.~~

APPROVE LEASE AGREEMENT FOR CABIN 1 AT LONGSHORE CLUB PARK

8. Parks & Recreation Deputy Director Rick Giunta presented Item #8. He stated that the term of the Lease was 1 year, and after 1 year would be on a month to month basis. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that upon the recommendation of the Director of Parks & Recreation, the Lease Agreement for Cabin 1 at Longshore Club Park is hereby APPROVED.

*WITHDRAWN after Westport News publication deadline*

~~9. To take such action as the meeting may determine to approve the Lease renewal between the Town of Westport and Homes With Hope, Inc. for the town-owned property known as Linxweiler House, 655 Post Road East.~~

*WITHDRAWN after Westport News publication deadline*

~~10. To take such action as the meeting may determine to approve the Lease renewal between the Town of Westport and Homes With Hope, Inc. for the town-owned property known as Gillespie Center, 45 Jesup Road.~~

APPROVE AGREEMENTS BETWEEN THE TOWN OF WESTPORT AND COTT SYSTEMS, INC FOR HOSTED SERVICES FOR THE TOWN CLERK'S OFFICE

11. Town Clerk Patty Strauss and IT Director Eileen Zhang presented Item #11. Ms. Strauss and Ms. Zhang provided background and explanation how service will provide long-term storage solutions for the Town Clerk's records. Assistant Town Attorney Eileen Flug indicated that the Agreements must have final approval from her office. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Agreements between the Town of Westport and Cott Systems, Inc. for the i) renewal of the Resolution3 Services Contract; and ii) Resolution3 Hosted Services, as they relate to services for the indexing and imaging software for the Town Clerk's Office, and contingent upon final approval from the Town Attorney's Office, are hereby APPROVED.

APPROVE REVISIONS TO THE TOWN PURCHASING POLICY

12. Finance Director Gary Conrad presented Item #12. Purchasing Officer Rich Kotchko provided relevant perspective. The inclusion of a provision that every 5 years, there would be an RFP for specialty services was suggested, and Assistant Town Attorney Eileen Flug and Mr. Conrad agreed that the final policy would include such a condition. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that upon the recommendation of the Finance Director, revisions to the 2015 Town Purchasing Procedure and Policy are hereby APPROVED, contingent upon final review of the Town Attorney's Office.

AS LOCAL TRAFFIC AUTHORITY TO APPROVE CHANGES TO VARIOUS PARKING REGULATIONS IN THE SAUGATUCK AREA AND RELATED TO RAILROAD PARKING

13. Deputy Police Chief Sam Arciola and Staff Corporal Al D'Amura presented Item #13. Chief Arciola and Corporal D'Amura stated that the businesses supported the increased time and would make the parking zones consistent throughout the Saugatuck area. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that acting in its capacity as the Local Traffic Authority, the change to the current parking regulations on Railroad Place, Franklin Street and Lot 2 public parking off Franklin Street at Railroad Place FROM "1-hour parking 7 am to 6 pm" TO "2 hour parking 7 am to 6

pm”; and that the current “No Parking: Bus Stop 6 am to 9 am and 5 pm to 8 pm” zone on Franklin Street be changed FROM “1-hour parking 9 am to 5 pm” TO “2-hour parking 9 am to 5 pm.” is hereby APPROVED.

ADJOURNMENT

Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, the meeting adjourned at 10:35 AM

Eileen Francis  
Recording Secretary