

Board of Selectmen Meeting
May 13, 2020
APPROVED MINUTES

The Westport Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public meeting on Wednesday, May 13, 2020 at 9:00 a.m. Pursuant to the Governor's Executive Order No. 7B, there was no physical location for this meeting. It was held electronically, live streamed on www.westportct.gov, and broadcast on Westport's Optimum Government Access Channel 79 and Frontier Channel 6020. In attendance were Jim Marpe, Jennifer Tooker, Melissa Kane, Eileen Flug, Eileen Zhang, Elaine Daignault, John Broadbin, presenters as noted in minutes, and Eileen Francis, recording secretary.

<https://view.earthchannel.com/PlayerController.aspx?&PGD=westportct&eID=1006>

MINUTES

1. Jen Tooker presented Item #1. Melissa Kane requested a revision (delete sentence in Item #2). It was so noted and reflected in final approved minutes for the meeting. 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 Public Meeting and the Water Pollution Control Authority's Public Meeting of April 22, 2020, as revised, are hereby APPROVED.

APPROVE LEASE BETWEEN THE TOWN OF WESTPORT AND THE PARENT CHILD CENTER, INC. FOR 90 HILLSPPOINT ROAD

2. Chair of the Selectman's Real Property Committee Helen Garten and Assistant Town Attorney Eileen Flug presented Item #2. Ms. Garten described the terms of the lease and noted that it had been approved by the Board of Finance and the Planning and Zoning Commission. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Lease between the Town of Westport and The Parent Child Center, Inc. for town property known as 90 Hillspoint Road is hereby APPROVED.

APPROVED DOCUMENTS AND RESOLUTION ASSOCIATED WITH THE FY 2020-2021 CT DEPARTMENT OF HOUSING CDBG GRANT APPLICATION

3. Human Services Director Elaine Daignault and Human Services Finance Representative Susan Stefenson presented Item #3. Ms. Daignault described the grant, the amount requested, and the services that the grant funding will provide. She made note of the previous years' grants that the Town has administered, and continues to administer for the diversionary housing program for Fairfield County. Ms. Daignault read the full resolution into the record for purposes of certification. Mr. Marpe left the meeting for a brief time and the vote continued with two board members present. Upon motion by Melissa Kane, seconded by Jennifer Tooker and passing by a vote of 2-0, the following Resolution was APPROVED.

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, CT make application to the State for \$500,000.00 and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE WESTPORT BOARD OF SELECTMAN

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 \$500,000.00 is hereby approved, and that the DEPARTMENT OF HUMAN SERVICES 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, CT.

Further, upon motion by Melissa Kane, seconded by Jennifer Tooker and passing by a vote of 2-0, the following documents that were presented at the meeting:

1. Cooperation Agreement
2. Certification of Compliance with Rq of 24-CFR
3. Application Certification
4. Local Assurances
5. Applicant Recipient Disclosure Form HUD 2880
6. Fair Housing Action Plan
7. Citizen Participation Plan
8. Section 3 Plan
9. Armstrong-Walker Excessive Force Certification
10. Form AA-5 - Affirmative Fair Housing Marketing Plan
11. Housing Rehabilitation Program Waiting List
12. CDBG Financing Plan and Budget
13. Public Services Program Development Budget
14. Projected Timeline
15. Categorical Exclusion Not Subject to Section 58.5 Determination for Activities listed at 24 CFR 58.35(b)

were hereby APPROVED.

Mr. Marpe re-joined the meeting after the previous vote.

APPROVE AWARD OF CONTRACT RFP#20-994T TO INSALCO CORPORATION

4. Public Works Deputy Director John Broadbin and CMS Building Committee Consultant Sue Chipouras presented Item #4. Mr. Broadbin provided a description of the types of furniture and equipment that were included in the RFP as well as the RFP process that resulted in the award of the bid to Insalco. Mr. Broadbin also provided an update to the construction progress at Coleytown, particularly as it related to the effects of the COVID-19 pandemic. 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 RFP #20-994T (Coleytown Middle School: Furniture, Fixtures and Equipment) to Insalco Corporation in the amount of \$257,492.82 is hereby APPROVED.

The Board approved a motion to amend the agenda and hear Item #7 immediately following Item #4.

APPROVE AWARD OF CONTRACT RFP #20-997T TO NORTHEAST COMMUNICATIONS & ELECTRICAL, LLC.

REVISION – Item #7 added 05-08-2020

7. Public Works Deputy Director John Broadbin and CMS Building Committee Consultant Sue Chipouras presented Item #4. Mr. Broadbin described the electrical work that was required for the project. Ms. Kane requested clarification on the work guarantee. Ms. Chipouras responded that all construction and sub-contractor work has a one-year guarantee. 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 RFP #20-997T (Coleytown Middle School: Information Technology Work) to Northeast Communications & Electrical, LLC in the amount of \$78,447.01 is hereby APPROVED.

APPROVE MICROSOFT ENTERPRISE VOLUME LICENSING AGREEMENT BETWEEN THE TOWN OF WESTPORT AND MICROSOFT CORPORATION

5. IT Director Eileen Zhang presented Item #5. Ms. Zhang described the annual contract. This was the third year of a three-year term; the costs are favorable because it is part of the State's consortium with Microsoft products. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Microsoft Enterprise Volume Licensing Agreement between the Town of Westport and Microsoft Corporation is hereby APPROVED, subject to final approval from the Town Attorney's Office.

APPROVE GOLD MAINTENANCE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND WEISSCO POWER, LLC

6. IT Director Eileen Zhang presented Item #5. Ms. Zhang noted that the agreement was for an additional year and there was no price increase. This UPS equipment is associated with the Police and Fire Departments. Town Attorney Eileen Flug Stated that it 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 Gold Maintenance Agreement between the Town of Westport and Weissco Power LLC for the maintenance of uninterrupted power supply equipment 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 10:15 AM

Eileen Francis, Recording Secretary