

Board of Selectmen Special Meeting
July 15, 2020
APPROVED MINUTES

The Westport Board of Selectmen held a Special Meeting on Wednesday, July 15, 2020 at 1:30 PM. 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.

<https://view.earthchannel.com/PlayerController.aspx?&PGD=westportct&eID=1101>

In attendance were Jim Marpe, Jennifer Tooker, Melissa Kane, Jennifer Fava, Douglas LoMonte, Eileen Flug, and Eileen Francis, recording secretary

AGENDA

1. *To take such action as the meeting may determine, to approve the Food Concession and Lease Agreement between the Town of Westport and Upsilon Entertainment Group, LLC as it relates to providing food and beverage concession services at Compo Beach Pavilion located at 60 Compo Beach Road and at Longshore Pavilion and the Halfway House at Longshore Club Park located at 260 Compo Road South, Westport CT.*

APPROVE FOOD CONCESSION LEASE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND UPSILON ENTERTAINMENT GROUP, LLC & ASSOCIATED FIRST SEASON RIDER TO AGREEMENT

Director of Parks & Recreation Jennifer Fava and Attorney Douglas LoMonte presented. Ms. Fava explained the formal bid process stating that 5 proposals were received. She indicated that the acceptance of the bid from Upsilon Entertainment Group, LLC was based on various points and that it proposed the highest fee for a professional business, as well as being the sole applicant to propose revenue sharing. She described the terms of the contract (5 years with an option for 2 five-year extensions), the rent guarantee, provision to supply income statements, as well as proposed menu and pricing options, which will be reviewed and approved by the Parks & Recreation Commission each year. Assistant Town Attorney Eileen Flug stated that the insurance requirements were standard and she was comfortable with the terms. The Board of Finance approved the Lease and the Planning and Zoning Commission issued a positive 8-24 report. Due to the COVID-19 pandemic, consideration was made to extend the end date of the contract by one year with the initial term commencing in November, 2020.

Ms. Fava and Attorney LoMonte provided an overview of the Rider to the contract that was negotiated and agreed upon due to conditions imposed by COVID-19 restrictions and regulations. A modification and flexibility to the main contract to accommodate the unique situation was necessary and applicable to the 2020 season. Ms. Fava and Attorney LoMonte explained the revised payment terms, agreement to waive the insurance umbrella and allow for a self-contained kitchen to be set up at Compo Beach. Further, only the Compo Beach and the golf course halfway house would be operational this year as the Longshore Pavilion is closed until further notice.

The Board had questions about the physical set up of the proposed mobile kitchen, the timeline for the start of business, and the proposed menu and costs associated with the menu offerings, as well as the plans to manage COVID protocols at the locations. The plan for commencement of concession activity

Board of Selectmen Special Meeting

July 15, 2020

APPROVED MINUTES

Page 2 of 2

was within two weeks of approval. For this season, the menu will be modified and scaled back from future options. Upsilon Entertainment Group management will follow current restaurant regulations and, with some assistance from Parks & Rec Staff will insure patrons abide by COVID social distancing guidelines. The kitchen will be inspected by the WWHD. Ms. Fava indicated that the company and central management agreed to utilize local businesses and hire locally.

Upon Motion by Melissa Kane, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that the Food Concession and Lease Agreement between the Town of Westport and Upsilon Entertainment Group, LLC as it relates to providing food and beverage concession services at Compo Beach Pavilion located at 60 Compo Beach Road and at Longshore Pavilion and the Halfway House at Longshore Club Park located at 260 Compo Road South, Westport CT is hereby APPROVED.

ADJOURNMENT

Upon motion by Jennifer Tooker, seconded by Melissa Kane and passing by a vote of 3-0, the meeting adjourned at 2:20 pm.

Eileen Francis
Recording Secretary