

Board of Selectmen Meeting  
December 9, 2020  
Notice & Agenda

**REVISED 12-07-2020**

Notice is hereby given that the Westport Board of Selectmen, Traffic Authority and Water Pollution Control Authority will hold a public meeting on Wednesday, December 9, 2020 at 9:00 AM. Pursuant to the Governor's Executive Order No. 7B, there is no physical location for this meeting. It will be held electronically, live streamed on [www.westportct.gov](http://www.westportct.gov), and broadcast on Westport's Optimum Government Access Channel 79 and Frontier Channel 6020. Emails to the Board of Selectmen *prior to the meeting* may be sent to [selectman@westportct.gov](mailto:selectman@westportct.gov). Comments to be read *during the public comment* portion of the meeting may be emailed to [BOScomments@westportct.gov](mailto:BOScomments@westportct.gov). Best efforts will be made to read public comments if they are received during the public comment period, include your name and are brief; no longer than 3 minutes. Agenda to include but not be limited to the following items and is subject to revision:

1. To take such action as the meeting may determine to approve the Minutes of the Board of Selectmen's meeting of November 25, 2020.
2. To take such action as the meeting may determine to approve a Temporary Construction Easement between AV Tuchy Builders and the Town of Westport for safety fencing and construction staging encroaching on town property adjacent to 44 Main Street and its facade fronting on Elm Street.
3. To take such action as the meeting may determine to approve Temporary Construction Easement between Elder Jones, Inc, and the Town of Westport for safety fencing and construction staging encroaching on town property adjacent to 97 Main Street and the portion of the property fronting on Parker Harding Plaza.
4. To take such action as the meeting may determine to empower First Selectman James S. Marpe to execute and deliver in the name of and on behalf of the Town of Westport a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any, as it relates to preparing a National Register nomination for the Lees Canal District.

**REVISION 12-07-2020 – Items 5 and 6 ADDED**

5. To take such action as the meeting may determine, upon the recommendation of the Parks & Recreation Director, to approve the third 1-year term renewal of the agreement between the Town of Westport and Janik Golf, LLC for the services of a golf professional at Longshore Golf Course.
6. Acting in its capacity as the Water Pollution Control Authority, to approve the sanitary sewer connection for property located at 27 Gorham Avenue, contingent upon compliance with the WPCA Collection System Supervisor's letter of December 3, 2020.

James S. Marpe, First Selectman

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*

ITEM #1

1. To take such action as the meeting may determine to approve the Minutes of the Board of Selectmen's meeting of November 25, 2020.

Board of Selectmen Meeting  
November 25, 2020  
DRAFT MINUTES

The Westport Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public meeting on Wednesday, November 25, 2020 at 9:00 AM. 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](http://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, Patty Strauss, Kathie Bennewitz, Gary Conrad and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/5>

Mr. Marpe noted that Item #4 was withdrawn.

MINUTES

1. Jennifer Tooker presented Item #1. There were no revisions or corrections, 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 meeting of November 12, 2020 and the Water Pollution Control Authority's public meeting of November 12, 2020 are hereby APPROVED.

APPROVE ACCEPTANCE OF DONATIONS TO THE TOWN ART COLLECTION

2. Westport Arts Advisory Committee member and Town Curator Kathie Bennewitz presented Item #2. Revisions to the spelling of some artists' names and art pieces were noted and are accurate in the resolution (corrected as underlined). Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that in accordance with the Westport Policy for Gifts to the Town and upon the request of the Westport Arts Advisory Committee, acceptance of donations of the following artwork to the Town Art Collection:

- a) *Welcome to Art Town* by Scott Froschauer
- b) *Cannons at Compo* by J.J. Clay
- c) (i) *Owl*, (ii) *Mother and Children*, and (iii) *Memorial Day Parade* by Constance Kiermaier
- d) *Scoutles, Baby Tourist* by Rose O'Neill
- e) *Abe Ribicoff* by Alexander Calder
- f) *Hamamelis (Witch Hazel)* by Dick Rauh
- g) *Portrait of Naiad Einsel* by Walter Einsel
- h) *Compo Showers* by Ann Tolson

is hereby APPROVED.

EMPOWER JAMES MARPE TO EXECUTE AND DELIVER A CONTRACT WITH THE CT STATE LIBRARY THE 2021 HISTORIC DOCUMENT PRESERVATION GRANT

Prior to and during discussion, members of the Board congratulated, thanked and expressed best wishes to Town Clerk Patty Strauss who announced her retirement effective January 1, 2021.

3. Town Clerk Patty Strauss presented Item #3. Ms. Strauss noted that the grant funds would be utilized to increase storage space in the town vault. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that upon the request of the Town Clerk, First Selectman James Marpe is hereby EMPOWERED to execute and deliver in the name and on behalf of the Town of Westport, a contract with the Connecticut State Library for the 2021 Historic Document Preservation Grant.

ITEM #4 WAS WITHDRAWN PRIOR TO THE MEETING

4. ~~To take such action as the meeting may determine to approve the License Agreement for Wireless Installation on a Public Structure by and between the Town of Westport and New Cingular Wireless PCS, LLC for wireless installation on a certain utility pole located at 60 Compo Beach Road.~~

EXECUTIVE SESSION

5. At 9:45 AM, upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, the Board voted to enter Executive Session at 10:00 AM to review and discuss matters concerning security.

At 12:20 PM, the Board ended its Executive Session discussion.

ADJOURNMENT

Upon motion by Melissa Kane, seconded by Jennifer Tooker and passing by a vote of 3-0, the meeting adjourned at 12:20 PM.

Eileen Francis  
Recording Secretary

ITEM #2

2. To take such action as the meeting may determine to approve a Temporary Construction Easement between AV Tuchy Builders and the Town of Westport for safety fencing and construction staging encroaching on town property adjacent to 44 Main Street and its facade fronting on Elm Street.

11-17-2020 TEMPORARY CONSTRUCTION ENCROACHMENT REQUEST  
 44 MAIN STREET  
 AV TUCHY BUILDERS  
 BOARD OF SELECTMEN AGENDA 12-09-2020

<i>DATE</i>		<i>COMMENTS</i>
11-19-2020	PUB WORKS	<ul style="list-style-type: none"> <li>• The temporary walkway must be delineated with either concrete or water-filled jersey barricades, to facilitate snow/ice removal in the street by Town forces. <u>Fencing or metal rail barricades will not be allowed through the winter months.</u> Barricades must be secure enough to allow a plow to scrape alongside the street side of the barricades.</li> <li>• The barricades must extend from the outer extent of the bump out, just south of the site, northward past the site frontage, (see attached plan markup). Barricades may be moved temporarily to facilitate work within the enclosure or access for materials and equipment, however, barricades must be back in place nightly, as well as prior to and during any weather event.</li> <li>• Contractor shall be responsible for snow/ice removal inside the barricade line for the entire frontage of the site, as long as the encroachment is in place. Snow/Ice must be removed in accordance with the Sidewalk Ordinance, within 24 hours of any weather event.</li> <li>• Adequacy of temporary handicap ramps shall be checked daily and immediately remedied if defects are found. Temporary walkway shall maintain a <u>clear</u> 5 foot path for its entire length for the duration of the project. Projections from fence or barricade supports shall not encroach on 5 foot path.</li> <li>• Contractor to provide Police, Fire and DPW a single point of contact on site for communications in the event that defects are found or modifications to encroachment are required.</li> </ul> <p>P Ratkiewich</p>
11-17-2020	FIRE	<p>FMO has no objection to this temporary easement, subject to snow clearing on the ADA pathway within 24 hours of the end of any significant snow event. Note that the premises fire sprinklers will be out of service during this project.</p> <p>Fire Marshal Nate Gibbons</p>

11-19-2020	POLICE	<p>WPD has no issue with the temporary construction easement for the property at 44 Main Street.</p> <p>Thanks,</p> <p>Al</p> <p>Staff Corporal Alan D'Amura</p>
	TOWN ATTY	
		NOTICE TO PROPERTY OWNER CONFIRMING BOS
		BOARD OF SELECTMEN MEETING



McClintock Street  
Norwalk, Connecticut 06851  
Telephone: 203/847-2461  
Fax: 203/847-7116

November 13, 2020

Board of Selectmen  
Town of Westport  
110 Myrtle Avenue  
Westport, CT 06880

**RECEIVED**

**NOV 17 2020**

**TOWN OF WESTPORT  
SELECTMAN'S OFFICE**

Re: Encroachment for Construction  
Staging Plan - 44 Main Street  
Westport, CT

Dear Board of Selectmen:

We have been retained by the Owners of 44 Main Street, Westport, CT, to perform the Phase II Building and Façade Renovations. Building Permits have been obtained for this project.

The project has a preliminary schedule duration from six (6) to eight (8) months. A final schedule will be completed as soon as all materials with lead time issues has been established. Attached is a brief Scope of Work Outline, along with our proposed Staging Plan.

Should you have any questions or would like to meet on site, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "David W. DiScala".

David W. DiScala  
Vice President

DWD:ldb  
Attachments



November 16, 2020

First Selectman  
Town of Westport  
110 Myrtle Avenue, Room 203,  
Westport, CT 06880

Re: 44 Main Street ,Westport ,CT 06880

First Selectman:

Attached is our application seeking a temporary encroachment waiver in order to complete an exterior and interior renovation of an existing 3- story, multi- tenant commercial building located at 44 Main Street within the BCD-VOD. The building; previously occupied by "Banana Republic", has public storefront frontages on both Main Street, and Elm Street. The property exists with nearly 0 ft lot line conditions on all sides, and staging areas to complete the renovations proposed will be required within the town right of way.

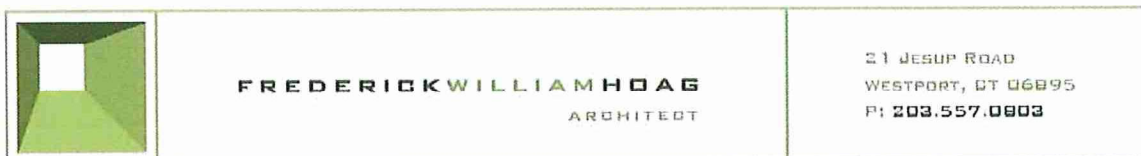
The proposed scope of work to be performed by LL as "shell work", includes: updating the existing façades on Main Street and the Southwestern portion of the facade fronting Elm Street as approved by ARB on 1-24-2017, replacing portions of structural framing to meet code, as well as, utility upgrades to accommodate flexible multi-tenant opportunities and make the building more marketable to prospective tenants. Utility upgrades include relocation of gas service from Main Street to Elm Street to bring into code compliance, increasing the existing electrical service from 1200A to 1600A to better accommodate the demand of multi-tenant configurations, and the replacement of aged or deficient interior & rooftop HVAC equipment.

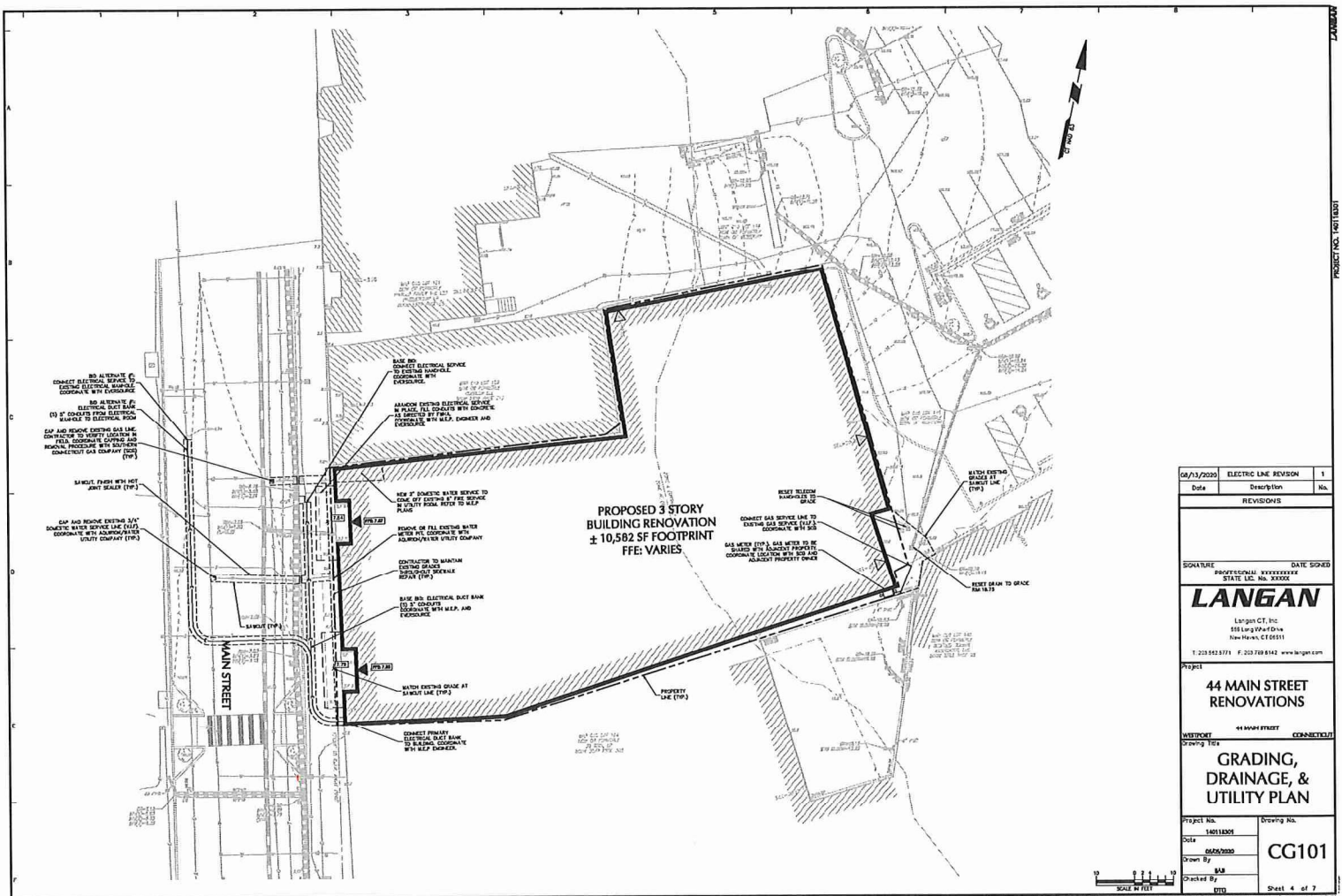
Please refer to "CE-101, & CE-501", prepared by Langan Engineeringm depicting S&E controls, and "C-001," prepared by FWH Architect, depicting the proposed staging and construction area projecting beyond the property line, which thereby necessitates the request and approval of a temporary encroachment from the Town of Westport. As depicted on plans, S&E controls, pedestrian protectives and a dedicated 5 ft wide ADA path will be maintained around the staging area during construction. In addition, for a portion of the work, a crane will be temporarily necessary on site, to lift steel members & HVAC units into place, and as required to accommodate the crane pad, fencing will be moved out, and the pedestrian path redirected accordingly, refer to "C-002". The crane work will be performed in the early morning hours to limit disruption to pedestrian and vehicular movements, and the GC AV Tuchy, intends to engage the Westport PD for assistance as needed.

Thank you for reviewing this project and we look forward to discussing the merits of this proposal with you.

Sincerely,  
Frederick William Hoag Architect

**RICK HOAG**



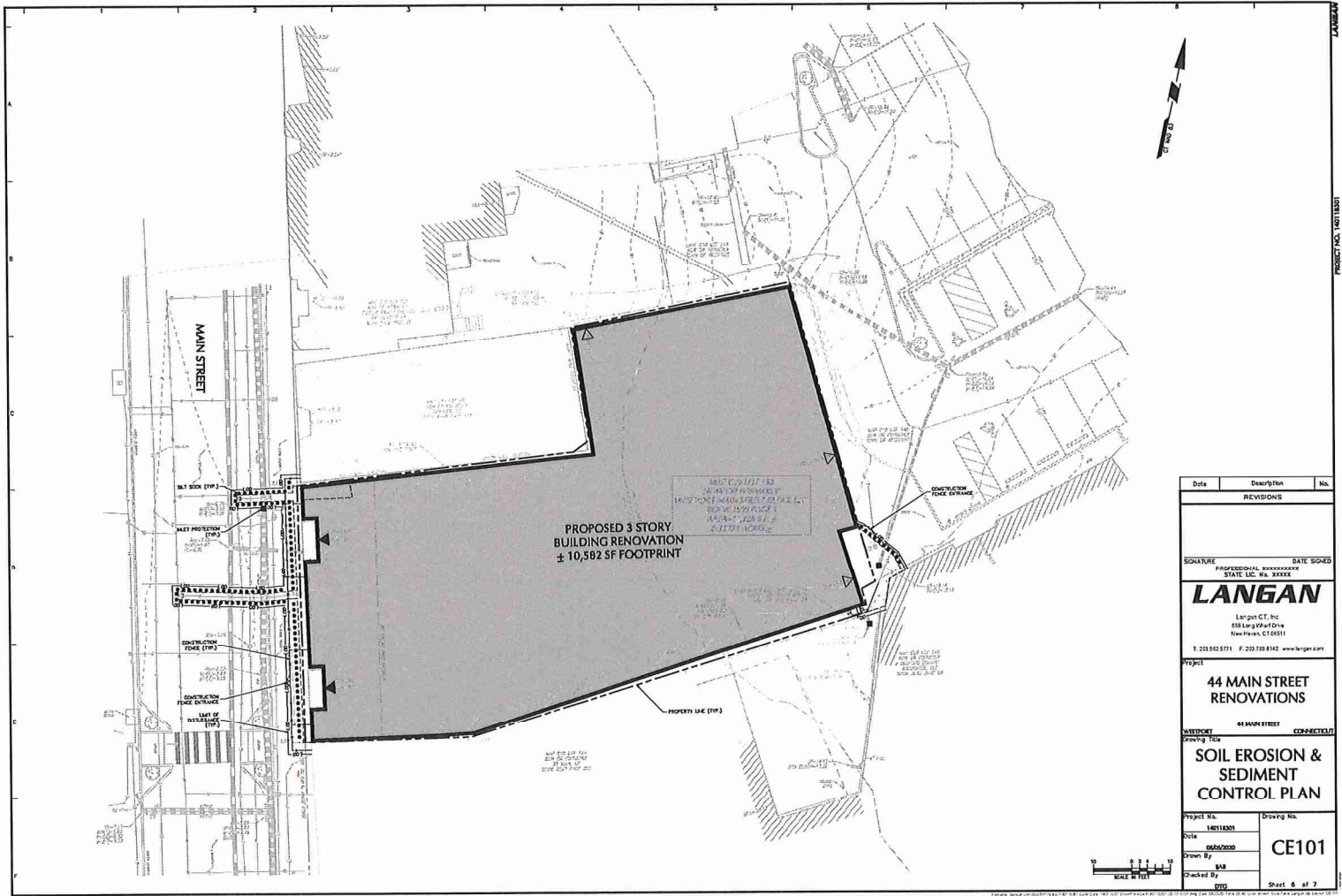


PROPOSED 3 STORY  
 BUILDING RENOVATION  
 ± 10,582 SF FOOTPRINT  
 FFE: VARIES

DATE	ELECTRIC LINE REVISION	NO.
08/13/2020		1
REVISIONS		
SIGNATURE	DATE SIGNED	
PROFESSIONAL XXXXXXXXX	STATE LIC. NO. XXXXX	
<b>LANGAN</b>		
Langan CT, Inc. 550 Long Point Drive New Haven, CT 06511 T: 203.552.9771 F: 203.769.8342 www.langan.com		
Project		
<b>44 MAIN STREET RENOVATIONS</b>		
DISTRICT		
44 MAIN STREET		
Drawing Title		
<b>GRADING, DRAINAGE, &amp; UTILITY PLAN</b>		
Project No.	Drawing No.	
14014301	<b>CG101</b>	
Date	Drawn By	
08/09/2020	BAJ	
Checked By	ITD	
		Sheet 4 of 7



PROJECT NO. 14014301



Date	Description	No.
REVISIONS		
SQUARE STATE BONDED PROFESSIONAL ENGINEER STATE LIC. NO. 33333		
<b>LANGAN</b> Langan CE, Inc. 558 Long Wharf Drive New Haven, CT 06511 T. 203.632.5771 F. 203.739.8142 www.langan.com		
Project <b>44 MAIN STREET RENOVATIONS</b>		
DISTRICT 44 MAIN STREET CONNECTICUT		
Drawing Title <b>SOIL EROSION &amp; SEDIMENT CONTROL PLAN</b>		
Project No. <b>140118301</b>		Drawing No. <b>CE101</b>
Date <b>06/05/2020</b>		
Drawn By <b>BAJ</b>		
Checked By <b>CRJ</b>		
Sheet 6 of 7		

## SOIL EROSION-SEDIMENT CONTROL NOTES

### GENERAL REQUIREMENTS

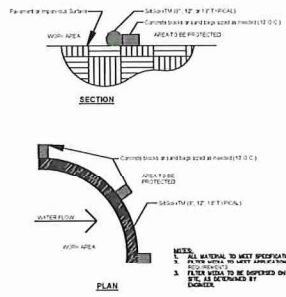
1. CONSTRUCTION SHALL INCLUDE EROSION CONTROL, SILT FENCE, STABILIZATION, LANDSCAPING AND VEGETATION. ALL EROSION CONTROL AND VEGETATION SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH APPLICABLE STATE AND LOCAL LAW REGULATORY AGENCIES.
2. THE EROSION CONTROL AND SEDIMENT CONTROL MEASURES SHALL BE DESIGNED TO PREVENT THE PROPOSED WORK FROM BEING A SOURCE OF POLLUTION TO ANY ADJACENT WATER BODY.
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### GENERAL REQUIREMENTS

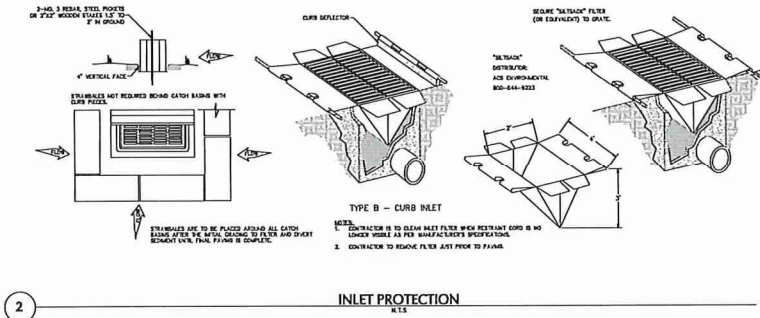
1. THE CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE STATE AND LOCAL LAW REGULATORY AGENCIES.
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### GENERAL REQUIREMENTS

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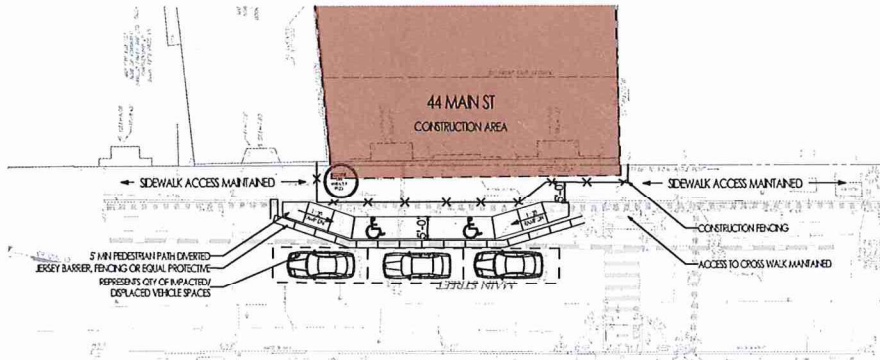


**1 SILT SOCK**  
N.E.S.



**2 INLET PROTECTION**  
N.E.S.

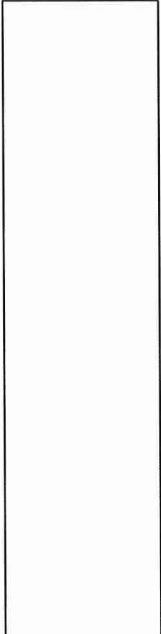
Date	Description	No.
REVISIONS		
SIGNATURE _____ DATE SIGNED _____ PROFESSIONAL ENGINEER STATE LIC. NO. 33333		
<b>LANGAN</b>		
Langan CT, Inc. 550 Long Wharf Drive New Haven, CT 06511 T. 203.882.8371 F. 203.768.8142 www.langan.com		
Project <b>44 MAIN STREET RENOVATIONS</b>		
Location 44 MAIN STREET CONNECTICUT		
Drawing Title <b>SOIL EROSION &amp; SEDIMENT CONTROL DETAILS</b>		
Project No. 140118301	Drawing No. <b>CE501</b>	
Date 08/26/2010	Drawn By SAB	Checked By DTJ
Sheet 7 of 7		



① PEDESTRIAN DETOUR & CONSTRUCTION STAGING PLAN DIAGRAM | MAIN STREET  
SCALE: 1" = 10'



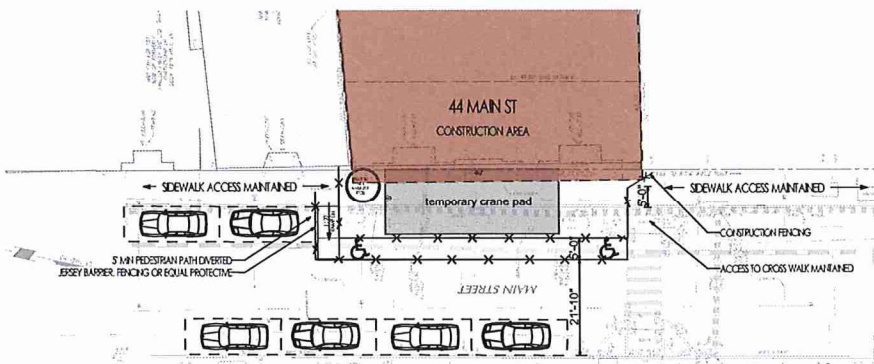
② PEDESTRIAN DETOUR & CONSTRUCTION STAGING PLAN - AERIAL OVERLAY | MAIN STREET  
SCALE: 1" = 10'



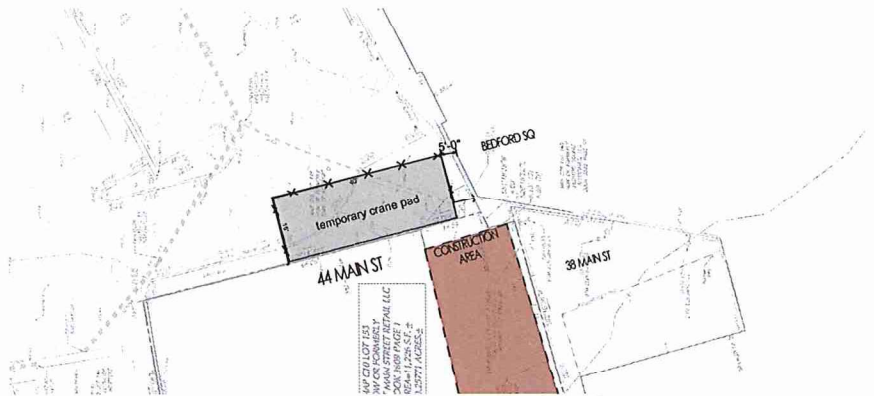
PERMITS	
DEMOL PERMIT	0 12/24/2014
APPROVALS	###
ISSUED FOR MD	4/28/2020
1/2 RELINQUISH	03/18/2020
CELESTION PERMITS	6-9
DATE OF ISSUE	11/18/20

Project # 190411  
Project Name:  
44 MAIN STREET  
Westport, CT 06880

	FREDERICK WILLIAM HOAG ARCHITECT	5748748540 240 RIVER WESTPORT, CT 06880 F.W.HOAG@FWHA.COM
	PEDESTRIAN DETOUR & CONSTRUCTION STAGING PLAN	
	C-001	



① PEDESTRIAN DETOUR & CONSTRUCTION STAGING PLAN DIAGRAM - CRANE PAD | MAIN STREET  
SCALE: 1" = 10'



② PEDESTRIAN DETOUR & CONSTRUCTION STAGING PLAN DIAGRAM - CRANE PAD | ELM STREET LOT  
SCALE: 1" = 10'



NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	11/18/20
2	ISSUED FOR CONSTRUCTION	01/18/2020
3	ISSUED FOR MODIFICATION	01/18/2020
4	ISSUED FOR MODIFICATION	01/18/2020
5	ISSUED FOR MODIFICATION	01/18/2020
6	ISSUED FOR MODIFICATION	01/18/2020
7	ISSUED FOR MODIFICATION	01/18/2020
8	ISSUED FOR MODIFICATION	01/18/2020
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16	ISSUED FOR MODIFICATION	01/18/2020
17	ISSUED FOR MODIFICATION	01/18/2020
18	ISSUED FOR MODIFICATION	01/18/2020
19	ISSUED FOR MODIFICATION	01/18/2020
20	ISSUED FOR MODIFICATION	01/18/2020

Project # 190411  
Project Name:  
**44 MAIN STREET**  
Westport, CT 06880

SHEET TITLE:

**CONSTRUCTION STAGING PLAN - TEMPORARY CRANE PAD**

**C-002**

**FREDERICK WILLIAM HOAG**  
ARCHITECT

07487218240  
203.239.2300  
WESTPORT, CT 06880  
F.W.H.A@F.W.H.A

ITEM #3

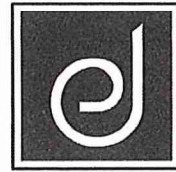
3. To take such action as the meeting may determine to approve Temporary Construction Easement between Elder Jones, Inc, and the Town of Westport for safety fencing and construction staging encroaching on town property adjacent to 97 Main Street and the portion of the property fronting on Parker Harding Plaza.

TEMPORARY CONSTRUCTION ENCROACHMENT REQUEST  
 97 MAIN STREET – SUNDANCE  
 ELDER JONES, INC.  
 TO DEPARTMENTS FOR COMMENT 12-01-2020  
 BOARD OF SELECTMEN AGENDA 12-09-2020

<i>DATE</i>		<i>COMMENTS</i>
12-01-2020	PUB WORKS	<ul style="list-style-type: none"> <li>• The temporary walkway must be delineated with either concrete or water-filled jersey barricades, to facilitate snow/ice removal in the street by Town forces. <u>Fencing or metal rail barricades will not be allowed through the winter months.</u> Barricades must be secure enough to allow a plow to scrape alongside the street side of the barricades.</li> <li>• The barricades must extend from the outer extent of the bump out, just south of the site, northward past the site frontage. Barricades may be moved temporarily to facilitate work within the enclosure or access for materials and equipment, however, barricades must be back in place nightly, as well as prior to and during any weather event.</li> <li>• Contractor shall be responsible for snow/ice removal inside the barricade line for the entire frontage of the site, as long as the encroachment is in place. Snow/Ice must be removed in accordance with the Sidewalk Ordinance, within 24 hours of any weather event.</li> <li>• Adequacy of temporary handicap ramps shall be checked daily and immediately remedied if defects are found. Temporary walkway shall maintain a <u>clear</u> 5 foot path for its entire length for the duration of the project. Projections from fence or barricade supports shall not encroach on 5 foot path.</li> <li>• Contractor to provide Police, Fire and DPW a single point of contact on site for communications in the event that defects are found or modifications to encroachment are required.</li> </ul> <p>Peter Ratkiewich, P.E.</p>



12-03-2020	FIRE	FMO no objection – note that gas meters at the north end of this property on the Parker Harding side must remain accessible during construction.  Nathaniel Gibbons Fire Marshal
12-02-2020	POLICE	WPD has no issues with the encroachment as long as Elder-Jones adheres to the guidelines set forth below (see Pete Ratkiewich’s comments).  Staff Corporal D’Amura
12-02-2020	BUILDING	I support this request. They are making improvements to the building.  Steve Smith
	TOWN ATTY	To prepare Agreement
		NOTICE TO PROPERTY OWNER CONFIRMING BOS
		BOARD OF SELECTMEN MEETING
		AFTER ACTION



**Elder-Jones**

General Contractor

Board of Selectmen  
Town of Westport  
110 Myrtle Avenue  
Westport, CT 06880

Encroachment for construction  
Barricade & easement plan  
97 Mainstreet Sundance retail

Dear Board of Selectmen,

We will be the General contractor for the Sundance project at 97 Mainstreet. We have a building permit for this address, Permit #85452.

We are seeking an encroachment easement for our barricades on Parker Harding and Mainstreet. Our barricades would be up from Mid December 2020 to April 28<sup>th</sup> 2021.

Our barricade would follow easement and ADA guidelines with 5' walkway and an ADA ramps to and from the sidewalk.

Please contact me with any questions at 612-889-9288

Sincerely,  
John Lundebrek

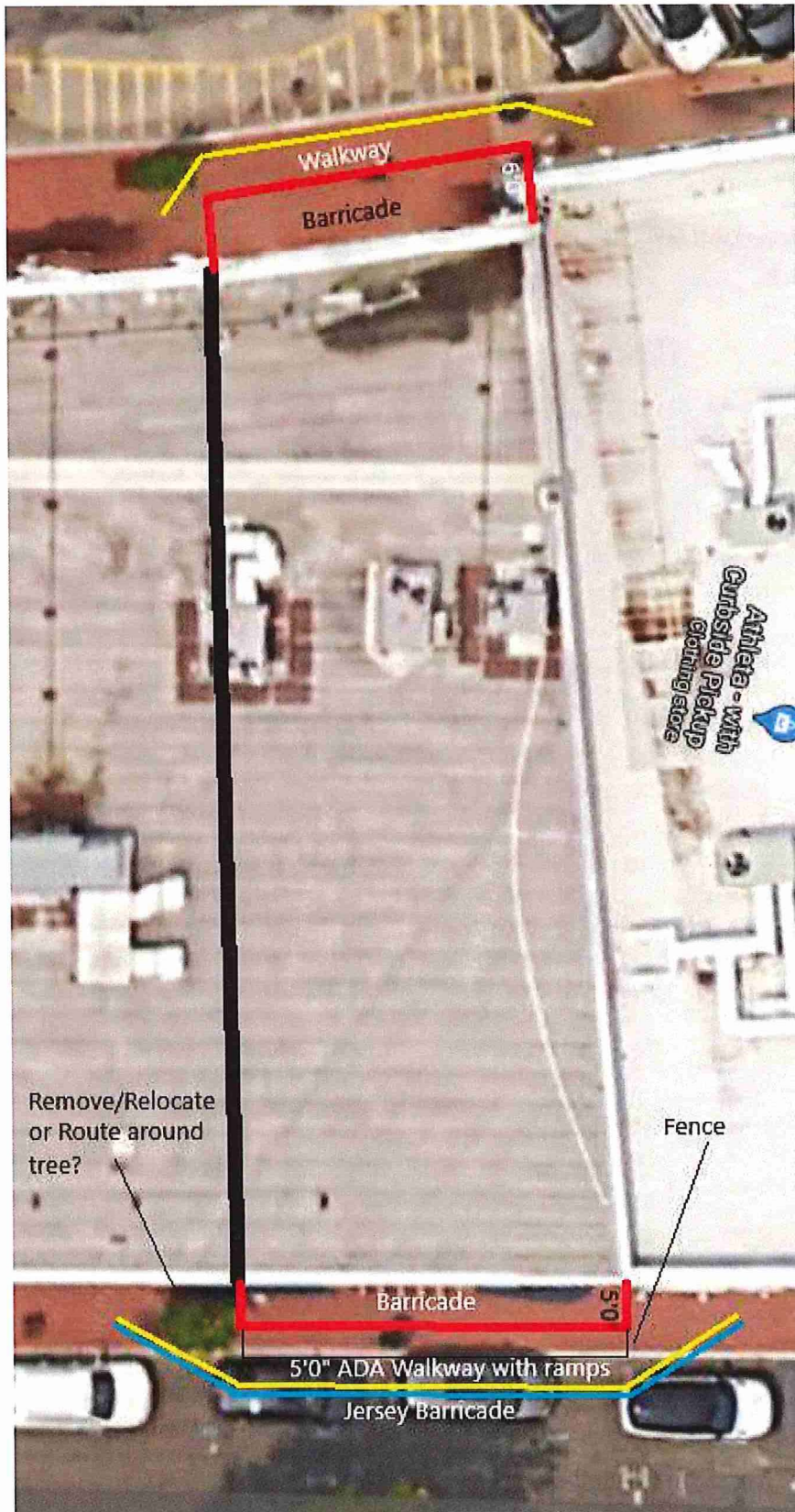
*Providing Uncompromised Service Since 1971*

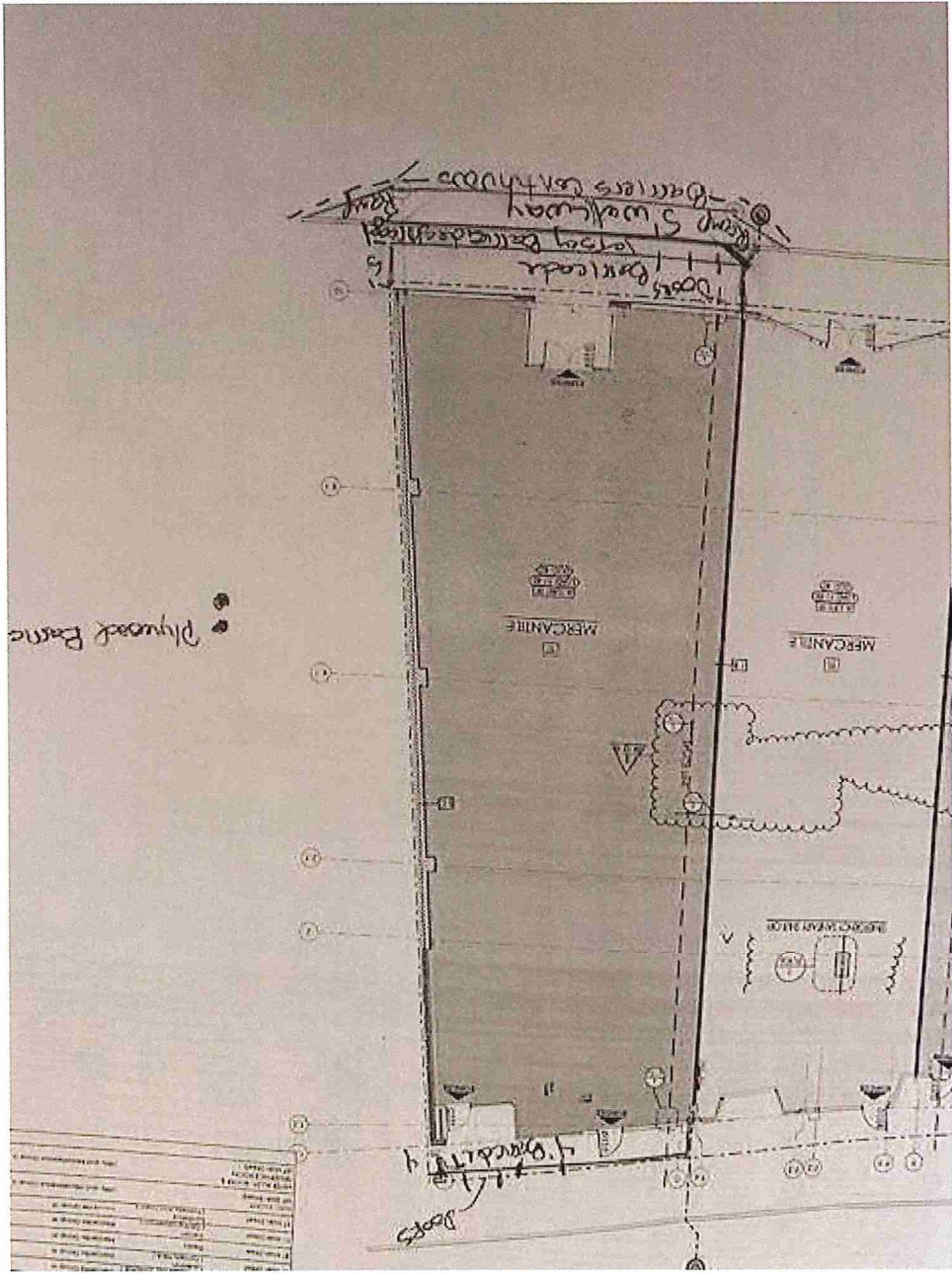
1120 E. 80th St. Suite 211  
Bloomington, MN 55420

Ph: 952.854.2854  
Fax: 952.854.2703

[www.elderjones.com](http://www.elderjones.com)







#### ITEM #4

4. To take such action as the meeting may determine to empower First Selectman James S. Marpe to execute and deliver in the name of and on behalf of the Town of Westport a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any, as it relates to preparing a National Register nomination for the Lees Canal District.

## Certified Local Government Grant Overview

The State Historic Preservation Office (SHPO) offers two grants to Connecticut municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior. Please refer to the corresponding guidelines for the **Supplemental Certified Local Government Grant** and the **CLG Historic Preservation Enhancement Grant** which can be found on our website.

**Supplemental Certified Local Government Grants** are funded by the Community Investment Act. *"The Community Investment Act"* (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

**Historic Preservation Enhancement Grants** are funded by the Historic Preservation Fund of the US Department of the Interior, National Park Service.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

## Application Information

Applications are due by the 10<sup>th</sup> of each month. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or to request points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to recommend the awards of grants. The Historic Preservation Council meets the first Wednesday of each month. The Historic Preservation Council votes to recommend the award to the Advisory Committee on Culture and Tourism who ultimately awards the grant.

## **Selection Process**

The following criteria are the basis for the review of Survey and Planning Grant applications:

- Clear narrative describing the proposed project (limited to 2 pages)
- Ability of the product to have a positive impact on local historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- The benefit of the project to the town, if the property is not owned by the municipality
- Evidence that the product will do one or more of the following:
  - a. Inventory and survey the state's cultural resources
  - b. Encourage new awareness of historic preservation at the local level
  - c. Expand the scope of current public education outreach
  - d. Produce written or website materials for property owners and/or town officials
  - e. Nomination of historic resources to the State or National Registers of Historic Properties
  - f. Produce high-quality pre-development documents

**Certified Local Government Grant Application Cover Sheet**

**GRANT INFORMATION**

Identify the grant program you are applying to:

Supplemental Certified Local Government Grant (State funds up to \$30,000)

Historic Preservation Enhancement Grant (Federal Funds, up to \$20,000)

**APPLICANT INFORMATION**

Applicant Organization: Town of Westport

Chief Elected Official: James Marpe

Federal Employer ID Number: 06-6002128

Street Address: 110 Myrtle Avenue

Municipality: Westport

State: CT

ZIP Code: 06880

Contact Name: Donna Douglass

Daytime Phone: 203-341-1184

Email Address: [ddouglass@westportct.gov](mailto:ddouglass@westportct.gov)

Website: [www.westportct.gov](http://www.westportct.gov)

Mailing address: 110 Myrtle Avenue, Room 108

Municipality: Westport

State: CT

ZIP Code: 06880

**PROJECT INFORMATION**

One sentence explanation of the project:

The grant would provide half the funding needed to hire a consultant to prepare a National Register nomination for the Lees Canal District which would provide a better understanding of Westport's industrial and community development between 1814 and 1934.

Grant Amount Request: \$ 20,000



**Certified Local Government Grant Application Cover Sheet**

Has the applicant received a grant from SHPO in the past:  <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Is this a subsequent phase of a project:  <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Is this a new initiative:  <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
List any previous grants received from SHPO (include grant type, date awarded, and award amount):  HPEG, 2013, \$4500  HPEG, 2015, \$5,000  HPEG, 2016, \$5,000  HPEG, 2018, \$20,000		
<b>LEGISLATIVE INFORMATION</b>		
U.S Representative's Name: Jim Himes		District # 4
State Senator's Name: Will Haskell and Tony Hwang		District # 26 and 28
State Representatives Name: Jonathan Steinberg and Gail Lavielle		District # 136 and 143
<b>AUHTORIZATION</b>		
Name of Authorized Official: James Marpe		
Title: First Selectman		
Signature:	Date:	

**Certified Local Government Grant Application Checklist**  
Please see website for required attachments and forms

Required Items	Included	N/A	Comments
Application Cover Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Certified Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Plan and Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
W-9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Applicant Name: Historic District Commission, Town of Westport

Project Name: Lees Canal National Historic District

Amount Requested: \$ 20,000

Signature: \_\_\_\_\_

Date \_\_\_\_\_

If you have questions regarding the Certified Local Government  
Grant Application please contact

Mary Dunne at [Mary.Dunne@ct.gov](mailto:Mary.Dunne@ct.gov) or 860-256-2756 or

## **PROJECT SCOPE**

The Westport Historic District Commission is requesting a Supplemental Certified Local Government Grant for \$20,000 to hire a consultant to prepare a National Register nomination for the Lees Canal district. The district, encompassing approximately 85 historic resources, highlights the industrial history and community development of Canal Street, part of Main Street, Washington Avenue, Wild Rose Road, Gorham Avenue and St. John Place, during a period between 1814 and 1934.

## **PROJECT NARRATIVE**

The Westport Historic District Commission (HDC) was initially established in 1973 by the Westport Town Charter. Since its inception, the HDC has aimed to promote the cultural, economic, educational and general welfare of the inhabitants and property owners of the Town of Westport. The HDC strives to preserve and protect the distinctive characteristics of buildings and places significant in the history and development of Westport; maintain and improve the landscape and neighborhood settings of these buildings and places; and encourage design compatible with buildings extant in the area to continue to maintain Westport's greater artistic, cultural, commercial and residential character which distinguish the town as a desirable community for permanent residents and visitors.

The Westport Historic District Commission is requesting a Supplemental Certified Local Government non-matching Grant for \$20,000 from the State Historic Preservation Office in order to hire a consultant to prepare a National Register nomination for the Lees Canal district. The district, encompassing approximately 85 historic resources, highlights the industrial history and community development of Canal Street, part of Main Street, Washington Avenue, Wild Rose Road, Gorham Avenue and St. John Place, during a period between 1814 and 1934.

The early development of this area began with the construction of three mills along Canal Street by Philip Keeler, a millwright from Ridgefield. Three of the houses associated with those mills were built c. 1820 on Canal Street and were lived in by members of the Keeler family through the late-19<sup>th</sup> and early-20<sup>th</sup> centuries. Less than 0.3-miles away, the Richmondville Mill was concurrently established and, subsequent development of housing associated with that mill occurred along Main Street after the Lees family assumed control in 1844. With exception of a few early houses on the opposite side of Main Street, the area around Gorham Avenue, Washington Avenue and St. John Place was part of a large estate that was subdivided in the first half of the 20<sup>th</sup> century in two major developments. Primarily mill workers and people who walked to businesses in Westport center (less than 0.2 miles away) inhabited the newly built houses. The resulting community retains good integrity and many of the houses are relatively unchanged.

We estimate releasing the RFP in June 2021 with an aim to have the consultant hired and project started by end of July 2021. The project will be completed no later than January 30, 2022. The project will be managed by the Historic District Commission Study Committee for Lees Canal and the CLG Coordinator, the latter of whom will act as liaison with the HDC and the Town of Westport.

### **Estimated Project Timeline**

**March 31, 2021** – If the grant is awarded, the Town will enter into a 12-month contract with the State Historic Preservation Office. The Board of Selectmen approval to accept the funding will be granted at the March 10, 2021, or March 24, 2021 public hearing.

**April 1, 2021** – Mail request for proposals to consultants with a May 31, 2021 response deadline and publish a Notice to Bidders.

**June 14 and 15, 2021** – Consultant interviews and subsequent selection of a consultant for the project.

**June 30, 2021** – Board of Selectmen contract approval. Contract consultant with approval from Local Government Grants Coordinator.

**September 15, 2021** – First Interim Report with consultants.

**December 1, 2021** – Second Interim Report with consultants.

**January 10, 2022** – Final Draft Review

**January 31, 2022** – Consultants submit final work project to HDC Coordinator

**February 15, 2022** – HDC Coordinator submits final work project to the State

**February 28, 2022** – Final invoices submitted to Local Government Grants Coordinator.

**Budget Narrative**

As matches are currently waived, a matching \$20,000 will not be provided by the Historic District Commission.

ITEM #5

5. To take such action as the meeting may determine, upon the recommendation of the Parks & Recreation Director, to approve the third 1-year term renewal of the agreement between the Town of Westport and Janik Golf, LLC for the services of a golf professional at Longshore Golf Course.



# WESTPORT CONNECTICUT

## PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

December 4, 2020

James S. Marpe  
First Selectman  
Town Hall  
110 Myrtle Avenue  
Westport, CT 06880

Dear Mr. Marpe:

The Westport Parks and Recreation Department respectfully requests to be placed on the Board of Selectmen Agenda for the approval of an agreement renewal with Janik Golf, LLC for the services of a golf professional at Longshore Golf Course.

In 2017, an agreement was executed between Janik Golf, LLC and the Town to provide services of a golf professional at Longshore Golf Course. As part of that agreement, it may be renewed for three (3) additional one (1) year terms. During the past three (4) seasons that Jon Janik has been the golf professional, we have received excellent feedback and we are pleased with the services he provides. Last year we implemented the second renewal one (1) year term, which expires December 31, 2020. Based upon his performance, we would like to implement the third renewal one (1) year term for the 2021 calendar year, which will expire on December 31, 2021. The terms of the agreement remain the same as those set forth in the 2019 and 2020 extension periods.

Sincerely,

Jennifer A. Fava  
Director of Parks and Recreation

cc: Eileen Flug, Assistant Town Attorney



December \_\_\_, 2020

Jon Janik  
Janik Golf, LLC  
1145 Cutspring Road  
Stratford, CT 06614

**Re: Agreement between the Town of Westport and Janik Golf, LLC dated April 10, 2017, as amended by renewal letter agreements dated January 9, 2019 and December 12, 2019 (the "Agreement")**

Dear Jon:

In accordance with Section 2 of the above-referenced Agreement, the Town hereby notifies you of our intent to renew the Agreement. If this renewal is acceptable to you, please sign below, and our Agreement, as amended by the renewal letter agreements dated January 9, 2019, and December 12, 2019, will be deemed renewed for one (1) year commencing on January 1, 2021 and terminating on December 31, 2021 ("Renewal Term").

If you are agreeable to this renewal according to the terms of this letter agreement, please acknowledge the same by executing this letter where indicated and returning it to me.

Very truly yours,

James S. Marpe  
First Selectman

Acknowledged and agreed:

JANIK GOLF, LLC

\_\_\_\_\_  
By: Jonathan Janik, Member

Date: \_\_\_\_\_

ITEM #6

6. Acting in its capacity as the Water Pollution Control Authority, to approve the sanitary sewer connection for property located at 27 Gorham Avenue, contingent upon compliance with the WPCA Collection System Supervisor's letter of December 3, 2020.



## DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

December 3, 2020

Mr. James S. Marpe  
First Selectman  
110 Myrtle Avenue  
Westport, CT 06880

**Re: Residential Sanitary Sewer Connection  
#27 Gorham Avenue  
List #7024, Assessor Map #D11, Tax Lot #73  
Estate of John P. Geroski – Owner**

Dear Mr. Marpe,

This office is in receipt of correspondence dated November 18, 2020 to the Water Pollution Control Authority, requesting approval for the connection of an existing single-family residence to the public sanitary sewer system. Whereas the existing sanitary sewer terminates on Gorham Avenue, approximately 138' from the subject property, the owner proposes to connect to the sewer by means of a gravity connection to the terminus manhole within Gorham Avenue. This sewer connection request requires the approval of the Authority and the assignment of an appropriate benefit assessment before a connection permit can be issued by the Department of Public Works.

It is the recommendation of this office that the Water Pollution Control Authority approve the connection request subject to the following stipulations:

- 1) All construction shall be at the expense of the property owners.
- 2) The owner's drain-layer shall obtain a "Sanitary Sewer Connection Permit" and a "Road Opening Permit" from the Westport Department of Public Works.
- 3) All plans and installation shall be subject to approval by this office and shall be in conformance with the current Town of Westport Water Pollution Control Authority Regulations, except as otherwise waived by the Authority.
- 4) The property shall be subject to a sanitary sewer benefit assessment as if it were included under Sanitary Sewer Contract No. 33, amounting to \$10,659.34 for each unit assessed. For the subject single-family residence, it is recommended that one (1) unit, in the amount of \$10,659.34, be assessed.

December 3, 2020

**Re: Residential Sanitary Sewer Connection  
#27 Gorham Avenue**

- 5) There shall be no credits to the owners.
- 6) A charge of \$250.00 shall be levied against the property should the owner subsequently wish to rescind the sanitary sewer connection approved by the Authority.

Respectfully,

*Bryan H Thompson*

Bryan H. Thompson  
WPCA Collection System Supervisor

CC: Director of Planning and Zoning  
Director of Westport/Weston Health District

DATE 11/18/2020

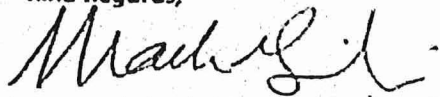
Hon James S. Marpe,  
First Selectman  
110 Myrtle Ave, Room 310  
Westport, CT 06880

Re: Sanitary Sewer Connection Request 27 Gorham Ave.

Dear Mr. Marpe:

As the owner of above referenced property, I am requesting approval from the Board of Selectman in their capacity as the Water Pollution Control Authority to connect my residence to the Town Sanitary Sewer.

Kind Regards,



Mark Gasiorowski, Executor For Estate of John P. Jeraski

cc: Bryon Thompson  
bthompson@westportct.gov