

Board of Selectmen Meeting
January 27, 2021
APPROVED MINUTES

The Westport Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public meeting on Wednesday, January 27, 2021 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, 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, Jen Fava, Foti Koskinas, Gary Conrad, Sara Harris, Eileen Zhang, Peter Ratkiewich, Bryan Thompson, presenters as noted in the minutes, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/24>

MINUTES

1. Jennifer Tooker presented Item #1. 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 January 13, 2021 and the Minutes of the Water Pollution Control Authority's meeting of January 13, 2021 are hereby APPROVED.

ACCEPT \$10,000 DONATION TO POLICE DEPARTMENT K-9 ACCOUNT

2. Police Chief Foti Koskinas presented Item #2. Chief Koskinas noted that the funds are for the Police K-9 unit and the resolution was revised to reflect the correct account. The amount of the donation was \$10,000. The Board thanked the donor for their generosity. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that in accordance with the Town of Westport Policy for Gifts to the Town, the acceptance of a monetary donation in an amount between \$5,001 and \$20,000 for deposit to the Westport Police Department's K-9 Escrow Account is hereby APPROVED.

APPROVE WAIVER OF DRIVEWAY ORDINANCE FOR 41 LITTLE FOX LANE

3. Homeowners Caroline and Chad Kopp presented Item #3. They described the conditions and the circumstances that resulted in the construction of the driveway that did not meet the standards of the Town ordinance. Town Engineer Keith Wilberg provided background and the activities that occurred, including submission of as-built plans and inspections during the construction. Other town departments including Police, Fire, Conservation and Planning and Zoning expressed that, within their purview, there were no safety or regulatory concerns. Selectwoman Melissa Kane requested that the Department of Public Works review the standards as outlined in the ordinance, how they are enforced by the Engineering Department, and how they are communicated to homeowners. Assistant Town Attorney Eileen Flug noted that, if approved, the homeowners would be required to sign a Hold Harmless Agreement to be filed on the Town land records as well as submit evidence of insurance. The homeowners agreed to those conditions. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the request for a waiver of the Westport Town Code, Section 50-340 (2) (Construction Standards) as it relates to the driveway construction (exceeding the 25 foot limit) at property located at 41 Little Fox Lane, subject to the execution of a Hold Harmless Agreement to

be filed on the Town land records and evidence of insurance acceptable to the Town Attorney's Office, is hereby APPROVED.

APPROVE USE OF TOWN ROADS AND REQUEST TO CT TRAFFIC FOR USE OF STATE ROADWAYS FOR MEMORIAL DAY PARADE MAY 31, 2021

4. Parks & Recreation Director Jennifer Fava presented Item #4. Ms. Fava noted that this request was made in anticipation of gaining approvals from the State, but with the recognition that the parade may not be in the same format as previous years due to restrictions from COVID-19. The Parks & Recreation Department, the VFW and other departments are considering safe alternatives to the traditional parade. 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 use of Town roads for the Annual Memorial Day Parade to be held Monday, May 31, 2021 and further, the request for permission from the Connecticut Traffic Authority for the use of certain state roads (CT Route 33 and CT Route 1) for the event is hereby APPROVED.

Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, the Board moved Item #10 to be heard immediately after Item #4.

APPROVE USE OF TOWN ROADS AND REQUEST TO CT TRAFFIC FOR USE OF STATE ROADWAYS FOR ROAD RUNNERS SERIES RACES

10. Parks and Recreation Director Jen Fava and P&R Program Director Cyndy Palaia presented Item #10. Ms. Fava and Ms. Palaia indicated that the Road Runners Series was successful last year using a virtual model, and there are new, innovative ways to run the program in consideration of the concerns surrounding COVID-19. Similar protocols will be in place this year to accommodate health and safety issues. 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 Traffic Authority, the use of Town roads for the weekly Road Runners Series and further, the request for permission from the Connecticut Traffic Authority for the use of certain state roads (CT Route 136 and CT Route 1) for the August 7, August 14 and September 4, 2021 events is hereby APPROVED

APPROVE SECOND AMENDMENT TO LEASE BETWEEN TOWN OF WESTPORT AND LONGSHORE HOSPITALITY FOR INN AT LONGSHORE

5. Assistant Town Attorney Eileen Flug and Finance Director Gary Conrad presented Item #5. Attorney Flug noted that the insurance provisions from the original Master Lease indicated an overlap in insurance coverages. The Amendment to the Lease provides for mutually beneficial financial savings for the Town and for Longshore Hospitality, LLC. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Second Amendment to Lease by and between the Town of Westport and Longshore Hospitality, LLC as it relates to amending certain mutually beneficial changes to insurance provisions of the Lease, as assigned to Longshore Hospitality, LLC, dated October 26, 2020 is hereby APPROVED.

~~6. To take such action as the meeting may determine to approve the Resolution supporting the Town of Westport's participation in the Sustainable CT Municipal Certification Program. WITHDRAWN~~

APPROVE THIRD EXTENSION TO AGREEMENT BETWEEN TOWN OF WESTPORT AND TAXSERV CAPITAL SERVICES

7. Finance Director Gary Conrad presented Item #7. Mr. Conrad noted that TaxServ does not charge the Town for the service, rather that charge is passed to the delinquent taxpayer. The services of TaxServ are utilized after others means of collection have been exhausted. Mr. Marpe noted that this is the third of three such extensions to the original agreement, and that a new agreement will be required in the upcoming year. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Third Extension to Agreement for Professional Services by and between TaxServ Capital Services, LLC and the Town of Westport as it relates to tax collection services is hereby APPROVED.

APPROVE GRANICUS STATEMENT OF WORK FOR CONFIGURATION OF GOVDELIVERY TO WEBSITE EMAIL SERVICE

8. IT Director Eileen Zhang and Operations Director Sara Harris presented Item #8. They explained that the program is a free trial upgrade to the Town's email delivery service, which, currently, due to the large number of email subscribers, has been problematic and inconsistent. It is a free upgrade so that the Town may test the capabilities. Ms. Zhang noted that the service meets all the standards for use by government agencies. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that upon the request of the IT Director, the Statement of Work to include integrations set up and configuration of govDelivery to the town website email service, pursuant to the Master Subscription Agreement between Granicus and the Town of Westport dated June 10, 2020, is hereby APPROVED.

Item #9 is included in the 01-27-2021WPCA Minutes.

REVISION #1 01-22-2021 added Item #10 (see above)

ADJOURNMENT

Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, the meeting adjourned at 10:45 am.

/Eileen Francis/
Eileen Francis, Recording Secretary