

Board of Selectmen Meeting
June 9, 2021
APPROVED MINUTES

The Westport Board of Selectmen, Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, June 9, 2021, at 9:00 AM in the Westport Town Hall Auditorium, 110 Myrtle Avenue, Westport, Connecticut. In attendance were Jim Marpe, Jennifer Tooker, Melissa Kane (via teleconference), Eileen Flug, Eileen Zhang, Sara Harris Lynn Scully, Gary Conrad, Matt Cohen, Robert Yost, Doug LoMonte, Bryan Thompson, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/84>

MINUTES

1. Jen Tooker presented Item #1. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Minutes of the Board of Selectmen's and Water Pollution Control Authority's meeting of May 26, 2021, are hereby APPROVED.

APPROVE ENGAGEMENT LETTER WITH CLIFTONLARSONALLEN FOR JUNE 30, 2021, YEAR END AUDIT

2. Audit Manager Lynn Scully presented Item #2. Ms. Scully noted that the terms complied with the original proposal, and the town is satisfied with the performance of the company. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Audit Engagement Letter between the Town and CliftonLarsonAllen as it relates to the June 30, 2021, year-end audit is hereby APPROVED.

Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, the Board approved moving discussion of Item #8 after Item #2.

*REVISION 06-07-2021

APPROVE AUDIT ENGAGEMENT LETTER BETWEEN THE TOWN OF WESTPORT AND CLIFTON ALLEN LARSON FOR TOWN AND WESTPORT PUBLIC SCHOOLS SYSTEMS UTILIZATION ASSESSMENT

8. Audit Manager Lynn Scully presented Item #8. Ms. Scully described the purpose for the audit to assess the current systems in place within the Town and Westport Public Schools. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Audit Engagement Letter between the Town of Westport and CliftonLarsonAllen as it relates to the Systems Utilization Assessment of Human Resources & Payroll Functions for the Town and the Westport Public Schools is hereby APPROVED.

APPROVE MODIFICATION TO LEASE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND AMERICAN TOWER AS IT RELATES TO THE CELL TOWER AT 120 BAYBERRY LANE

3. Matt Cohen, representing the Fire Department, and Attorney Douglas LoMonte of Berchem Moses, PC, presented Item #3. Both presenters explained the purposed for the request – to upgrade and replace the current town-owned equipment to accommodate the new communications system. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Lease Modification to the Lease Agreement between the Town of Westport and American Tower Corporation, dated September 9, 2003, for the purpose of replacing the existing town-owned communication infrastructure in accordance with the approved public safety communication system upgrade is hereby APPROVED.

APPROVE CONTRACT EXTENSION AGREEMENT BETWEEN THE TOWN AND BENCH STRENGTH PARTNERS, INC.

4. Attorney Doug LoMonte of Berchem Moses, PC, presented Item #4. Mr. LoMonte described the current arrangement between the Town and Bench Strength Partners, and that the relationship and representation on behalf of the Town has been positive and financially beneficial. The extension is for five years, retroactive from January 2021. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Contract Extension Agreement between the Town of Westport and Bench Strength Partners, Inc. as it relates to the Town-owned cell tower at 515 Post Road East, extending the term of the existing Exclusive Representation Agreement for a period of five years is hereby APPROVED.

APPROVE MASTER SERVICES AGREEMENT BETWEEN THE TOWN AND LCT SOFTWARE FOR SUBSCRIPTION TO DIG E PLAN

5. IT Director Eileen Zhang and Operations Direction Sara Harris presented Item #5. Ms. Zhang provided an overview of the product which is to provide the ability for electronic document review. It provides an efficiency for administration of land-use permits and integrates with the Acela program currently in use. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that subject to final review by the Assistant Town Attorney, the Master Services Agreement between the Town of Westport and LCT Software LLC, for a subscription to the DigEplan cloud-based service for electronic plan review to facilitate online land use permitting through the Accela platform is hereby APPROVED.

APPROVE CONSULTING AND PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWN AND VISION33

6. IT Director Eileen Zhang and Operations Direction Sara Harris presented Item #6. This agreement is necessary to implement the DigEPlan subscription with Accela. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that subject to final review by the Assistant Town Attorney, the Consulting and Professional Services Agreement between the Town of Westport and Vision33 Inc. for the integration of DigEplan software into the Town's Accela permitting platform is hereby APPROVED.

Item #7 is included in the Minutes of the WPCA meeting of 06-09-2021

ADJOURNMENT

Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, the meeting was adjourned at 10:12 AM

/Eileen Francis/
Eileen Francis, Recording Secretary