

Board of Selectmen Meeting
July 14, 2021
APPROVED MINUTES

The Westport Board of Selectmen, Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, July 14, 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, Eileen Flug, Ralph Chetcuti, Sara Harris, Peter Ratkiewich, Eileen Zhang, Elaine Daignault, Susan Stefenson, Al D'Amura, presenters as noted in the minutes, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/100>

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 Water Pollution Control Authority's special meeting of June 18, 2021 and the Minutes of the Board of Selectmen's meeting of June 23, 2021 are hereby APPROVED.

AS LOCAL TRAFFIC AUTHORITY, APPROVE CONCURRENCE WITH TRAFFIC ASSESSMENT RE: 1460 POST ROAD EAST REDEVELOPMENT WILL NOT HAVE SIGNIFICANT IMPACT ON ADJACENT LOCAL OR STATE ROADWAYS

2. Craig Yannes of Tighe & Bond presented Item #2. Mr. Yannes described the change to the use of the property to a medical office, as well as the proposed changes to the traffic pattern within the parking lot as well as the entrance and exit to the location. The proposed traffic pattern would cause minor or no impact to the site or abutting roadway. Staff Corporal Al D'Amura noted that the Police Department had no issues with the proposed changes. Upon motion Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that acting in its capacity as the Local Traffic Authority, concurrence that the proposed redevelopment at the property known as 1460 Post Road East (Greens Farms Plaza) will not have a significant traffic impact on adjacent local and State roadways is hereby APPROVED; and further, that James S. Marpe, as Chair of the LTA, is hereby AUTHORIZED to notify the State of Connecticut OSTA of its concurrence with the assessment.

3. Assistant Town Attorney Eileen Flug presented Item #3. Attorney Flug stated that these Policies are not new, but it is good practice to renew and update on a regular basis. Further, they are required for submission for certain grant approvals by the State of Connecticut. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the

- a) endorsement of the Town of Westport Fair Housing Policy Statement;
- b) adoption of the 2021 Town of Westport Fair Housing Resolution;

- c) endorsement of the Town of Westport Equal Opportunity Policy Statement;
- d) endorsement of the Town of Westport Affirmative Action Policy Statement
- e) endorsement of the Town of Westport Americans with Disabilities Act Policy Statement; and
- f) approval of the Town of Westport Grievance Procedure under the American with Disabilities Act.

Are hereby APPROVED.

APPROVE RENEWAL AGREEMENT WITH EMPLOYEE ASSISTANCE GROUP

4. Personnel Director Ralph Chetcuti presented Item #4. Mr. Chetcuti described the program and how it has provided services to a number of employees and their family members over the previous year. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Renewal Agreement between the Town of Westport and EAP (Employee Assistance Group) is hereby APPROVED.

APPROVED CONSULTING AGREEMENT BETWEEN THE TOWN AND DIG TREES.COM, LLC

5. Assistant Town Attorney Eileen Flug and Director of Public Works Peter Ratkiewich presented Item #5. Ms. Flug described some of the changes to the previous agreement, including the change that authorized the Tree Warden to appoint a sub-contractor to help perform duties. Mr. Ratkiewich provided an overview of the Tree Warden's responsibilities, including their authority over certain town rights of ways and town-owned properties. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Consulting Agreement between the Town of Westport and DigTrees.Com, LLC, as it relates to tree warden services is here by APPROVED.

APPROVE AMENDMENT TO SOFTWARE AGREEMENT BETWEEN TOWN OF WESTPORT AND ECCO VIA, INC.

6. Director of Human Services Elaine Daignault presented Item #6. Ms. Daignault explained the capabilities of the new software, how it would enhance the ability to meet clients' needs, as well as make the office more efficient. Eileen Zhang explained the high level of security that would protect sensitive information. Upon motion by Jim Marpe, seconded by Melisa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Amendment to Software as a Service Subscription Agreement between the Town of Westport and EccoVia, Inc. (formerly ClientTrack, Inc.), as it relates to client database software for the Human Services Department, and to approve the EccoVia Master Services Agreement between the same parties for professional services to upgrade the ClientTrack software, subject to final approval by the Town Attorney's Office, is hereby APPROVED.

APPROVE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND LIT COMMUNITIES, LLC

7. Operations Director Sara Harris presented Item #7. Ms. Harris explained how the service will provide assessment and gather data regarding the town's wireless capacity and infrastructure and produce comprehensive documentation for the town to utilize and reference. Lit Communities Chief Client Officer Jessica Fowler and Widely Engineer Charlie Mangum provided an overview of how the program would

be initiated, what would be provided to the Town, how it would identify gaps in the network that could be addressed in the future, and how the data would be collected. Upon motion by Melissa Kane, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Letter Agreement between the Town of Westport and Lit Communities, LLC and its subcontractor Widely Engineering as it relates to a fiber and wireless network assessment designed to assess current connectivity in the Town of Westport is hereby APPROVED.

APPROVE SERVICE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND CLEAR GOV INC

8. Operations Director Sara Harris and Finance Director Gary Conrad presented Item #8. Ms. Harris and Mr. Conrad described how the program will enhance efficiency and make preparation of budget and management reports more productive. Mr. Conrad spoke to the advantages of the application, including the sustainability of producing online reports. Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, it was:

RESOLVED, that the Service Agreement between the Town of Westport and ClearGov, Inc., for a subscription to the ClearGov cloud-based service for Cloud-based financial and performance management software for local governments is hereby APPROVED.

BOS Items 9 and 10 are included in the WPCA Minutes of 07-14-2021

ADJOURNMENT

Upon motion by Jim Marpe, seconded by Melissa Kane and passing by a vote of 3-0, the meeting adjourned at 10:48 AM.

/Eileen Francis/
Eileen Francis, Recording Secretary