

MINUTES (DRAFT)

The Board of Selectmen held a public hearing on Wednesday, July 17, 2013, at 3 p.m. in Room 309 of the Westport Town Hall. Present at the meeting were: Gordon F. Joseloff, Shelly A. Kassen, Charles W.K. Haberstroh (via telephone), Gail Kelly, Gary Conrad, Stephen Edwards, Stuart McCarthy, Barbara Butler, Eileen Zhang, Susanne Lebrija, Cathy Cogan, Bob LaRose, Peggy Travers, Rick Benson, and Patricia Scully recording secretary.

MINUTES

1. The minutes of the Board of Selectmen's special public hearing of June 12, 2013 and public hearing of June 12, 2013 were presented by the recording secretary. Mr. Haberstroh requested that items in the minutes of the June 12, 2013 public hearing indicating he had abstained be revised to indicate that he had recused himself. It was so noted. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the minutes of the Board of Selectmen's special public hearing of June 12, 2013 as presented are hereby APPROVED.

RESOLVED: That the minutes of the Board of Selectmen's public hearing of June 12, 2013 as amended are hereby APPROVED.

APPROVAL OF ACCEPTANCE OF MONETARY GIFTS FROM COMMUNITY RESIDENTS AND ORGANIZATIONS TO THE WESTPORT HUMAN SERVICES CAMPSHIP AND CEREMONIES AND CELEBRATIONS PROGRAMS ESCROW FUNDS

2. Item #2 was presented by Human Services Director Barbara Butler. Mr. Haberstroh stated he would recuse himself from voting as his wife was an employee of the Westport Human Services Department. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 2-0 (Joseloff and Kassen voting in favor and Haberstroh recusing), it was:

RESOLVED: That the request for acceptance of monetary gifts in the amount of \$3,395 from community residents and organizations to the Westport Human Services Campership and Ceremonies & Celebrations programs escrow funds, in accordance with the Policy for Gifts to the Town as amended Oct. 28, 1998, is hereby APPROVED.

APPROVAL OF TOWN-OWNED PROPERTY KNOWN AS THE IMPERIAL AVENUE PARKING LOT FOR OVERFLOW PARKING FOR HIGH HOLY DAYS BY THE CONSERVATIVE SYNAGOGUE FOR FRIDAY EVENING, SEPT. 13, AND SATURDAY, SEPT. 14, 2013

3. Item #3 was presented by the recording secretary. It was noted that the date in the legal notice and agenda was incorrect – should have been Saturday, Sept. 14, 2013 (not Sept. 19, 2013). Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for use of the town-owned property known as the Imperial Avenue parking lot for the overflow parking for the High Holy Days by The Conservative Synagogue for Friday evening, Sept. 13, and Saturday, Sept. 14, 2013, and subject to the comments by various town departments, is hereby APPROVED.

APPROVAL OF USE OF TOWN-OWNED PROPERTY KNOWN AS JESUP GREEN AND LIBRARY LOWER PARKING LOT FOR WESTPORT DOWNTOWN MERCHANTS ASSOCIATION'S ANNUAL BLUES, VIEWS & BARBEQUE FESTIVAL TO BE HELD ON SATURDAY, AUG. 31 AND SUNDAY, SEPT. 1, 2013

4. Item #4 was presented by Bob LaRose, Cathy Cogan and Peggy Travers representing the Westport Downtown Merchants Association. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for use of the town-owned property known as Jesup Green and the Library lower parking lot for the Westport Downtown Merchants Association's Annual Blues, Views & Barbeque Festival to be held on Saturday, Aug. 31 and Sunday, Sept. 1, 2013, contingent upon compliance with comments from town departments including the Westport/Weston Health District and in accordance with the Procedures for Use of Town Property, Facilities and/or Public Roadways, as amended Sept. 15, 2010, is hereby APPROVED.

APPROVAL OF AGREEMENT BETWEEN TOWN OF WESTPORT AND CLIENT TRAK, INC. AS RELATES TO USE OF SOFTWARE FOR CASE MANAGEMENT IN THE DEPARTMENT OF HUMAN SERVICES

5. Item #5 was presented by Human Services Director Barbara Butler and IT Director Eileen Zhang. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for an agreement between the Town of Westport and Client/Trak, Inc. as relates to the use of software for case management in the Department of Human Services is hereby APPROVED.

APPROVAL OF EMPLOYMENT AGREEMENT BETWEEN TOWN OF WESTPORT AND MICHAEL AITKENHEAD FOR SERVICES RELATED TO OPERATION OF THE WAKEMAN TOWN FARM

6. Item #6 was presented by Parks & Recreation Director Stuart McCarthy. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for an employment agreement between the Town of Westport and Michael Aitkenhead for services related to the operation of the Wakeman Town Farm is hereby APPROVED.

APPROVAL OF AGREEMENT BETWEEN TOWN OF WESTPORT AND M&M TENNIS FOR CONSTRUCTION OF SIX TENNIS COURTS AT STAPLES HIGH SCHOOL

APPROVAL OF AGREEMENT BETWEEN TOWN OF WESTPORT AND ORANGE FENCE COMPANY FOR REPLACEMENT OF FENCING AT STAPLES HIGH SCHOOL TENNIS COURTS

7./8. Items #7 and #8 were presented by Parks & Recreation Director Stuart McCarthy. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for an agreement between the Town of Westport and M&M Tennis, the low bidder, for construction of six tennis courts at Staples High School, as recommended by the Parks & Recreation Director, is hereby APPROVED.

RESOLVED: That the request for an agreement between the Town of Westport and Orange Fence Company, the low bidder, for the replacement of fencing at Staples High School tennis courts, as recommended by the Parks & Recreation Director, is hereby APPROVED.

APPROVAL OF AMENDMENT TO LEASE AGREEMENT DATED SEPT. 29, 2003 BETWEEN TOWN OF WESTPORT AND SPRINGWICH CELLULAR TOWER HOLDINGS LLC AS RELATES TO TOWN-OWNED PROPERTY LOCATED AT 184 BAYBERRY LANE

9. Item #9 was presented by Assistant Town Attorney Gail Kelly. (Note date of agreement is Sept. 29, 2003 – not 2013.) Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for an amendment to the lease agreement dated Sept. 29, 2003, between the Town of Westport and Springwiche Cellular Tower Holdings LLC, as relates to town-owned property located at 184 Bayberry Lane, is hereby APPROVED.

APPROVAL OF WAIVER OF WESTPORT POLICY ON ENCROACHMENTS ON TOWN PROPERTY AT PROPERTY KNOWN AS 16 SPRITEVIEW AVENUE, CONTINGENT UPON COMPLIANCE WITH TOWN ENGINEER'S LETTER OF JULY 2, 2013, PLANNING & ZONING DIRECTOR'S EMAIL OF JUNE 28, 2013, AND CONSERVATION DIRECTOR'S LETTER OF JULY 10, 2013

10. Item #10 was presented by the applicant, Richard Benson. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for a waiver of the Westport Policy on Encroachments on Town Property at property known as 16 Spriteview Avenue, contingent upon compliance

with the Town Engineer's letter of July 2, 2013 attached, the Planning & Zoning Director's email of June 28, 2013 attached, and the Conservation Director's

APPROVAL OF AWARD OF DESIGN CONTRACT FOR BULKLEY AVENUE
NORTH/OLD ROAD VICINITY PROJECT TO THE LOW BIDDER OCHMAN
ASSOCIATES OF EASTON CT AS RECOMMENDED BY PUBLIC WORKS DIRECTOR

11. Item #11 was presented by the Public Works Director Stephen Edwards. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for award of a design contract for the Bulkley Avenue North/Old Road vicinity sanitary sewer project to the low bidder of Ochman Associates of Easton, CT, as recommended by the Public Works Director, is hereby APPROVED.

APPROVAL OF WAIVER OF WESTPORT POLICY ON ENCROACHMENTS ON TOWN
PROPERTY AT PROPERTY KNOWN AS 359 GREENS FARMS ROAD

12. Item #12 was withdrawn by the applicant.

APPROVAL OF RENEWAL OF INSURANCE CONSULTING AGREEMENT BETWEEN
TOWN OF WESTPORT AND MARSH AND MCLENNAN AGENCY, LLC AS
RECOMMENDED BY FINANCE DIRECTOR

13. Item #13 was presented by the Finance Director. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for the renewal of the insurance consulting agreement between the Town of Westport and Marsh and McLennan Agency, LLC, as

APPROVAL OF SCHEDULE OF SERVICES AGREEMENT UNDER TOWN OF
WESTPORT DEFINED CONTRIBUTION RETIREMENT PLAN BETWEEN TOWN OF
WESTPORT AND WELLS FARGO INSTITUTIONAL RETIREMENT & TRUST, AS
RECOMMENDED BY THE FINANCE DIRECTOR

14. Item #14 was presented by the Finance Director. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for the Schedule of Services Agreement Under the Town of Westport Defined Contribution Retirement Plan between the Town of Westport and Wells Fargo Institutional Retirement & Trust, as recommended by the Finance Director, is hereby APPROVED.

APPROVAL OF AMENDMENT TO SERVICES AGREEMENT EXHIBITS OF THE WELLS
FARGO SERVICES AGREEMENT UNDER TOWN OF WESTPORT DEFINED
CONTRIBUTION RETIREMENT PLAN BETWEEN TOWN OF WESTPORT AND WELLS

FARGO INSTITUTIONAL RETIREMENT & TRUST, AS RECOMMENDED BY THE FINANCE DIRECTOR

15. Item #15 was presented by the Finance Director. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for an amendment to the Services Agreement Exhibits of the Wells Fargo Services Agreement Under Town of Westport Defined Contribution Retirement Plan between the Town of Westport and Wells Fargo Institutional Retirement & Trust, as recommended by the Finance Director, is hereby APPROVED. |

APPROVAL OF SCHEDULE OF SERVICES AGREEMENT UNDER TOWN OF WESTPORT 401(K) PLAN BETWEEN THE TOWN OF WESTPORT AND WELLS FARGO INSTITUTIONAL RETIREMENT & TRUST, AS RECOMMENDED BY THE FINANCE DIRECTOR

16. Item #16 was presented by the Finance Director. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for a Schedule of Services Agreement Under the Town of Westport 401(k) Plan between the Town of Westport and Wells Fargo Institutional Retirement & Trust, as recommended by the Finance Director, is hereby APPROVED.

APPROVAL OF AMENDMENT TO SERVICES AGREEMENT EXHIBITS OF THE MASTER SERVICES AGREEMENT & SCHEDULE OF SERVICES UNDER TOWN OF WESTPORT 401(K) PLAN BETWEEN TOWN OF WESTPORT AND WELL FARGO INSTITUTIONAL RETIREMENT & TRUST, AS RECOMMENDED BY THE FINANCE DIRECTOR

17. Item #17 was presented by the Finance Director. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for an Amendment to the Services Agreement Exhibits of the Master Services Agreement & Schedule of Services Under the Town of Westport 401(k) Plan between the Town of Westport and Wells Fargo Institutional Retirement & Trust, as recommended by the Finance Director, is hereby APPROVED.

APPROVAL OF CONTRACT BETWEEN TOWN OF WESTPORT AND PAN AMERICAN LIFE INSURANCE COMPANY FOR PERIOD JULY 1, 2013 THROUGH JULY 31, 2014, AS RECOMMENDED BY THE FINANCE DIRECTOR

18. Item #18 was presented by the Finance Director. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for a contract between the Town of Westport and Pan American Life Insurance Company for the period July 1, 2013 through July 31, 2014, as recommended by the Finance Director, is hereby APPROVED.

APPROVAL OF REJECTION OF TERRORISM INSURANCE COVERAGE BETWEEN TOWN OF WESTPORT AND INDEMNITY INSURANCE COMPANY OF NORTH AMERICA, AS RECOMMENDED BY THE FINANCE DIRECTOR

19. Item #19 was presented by the Finance Director. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for rejection of the terrorism insurance coverage between the Town of Westport and Indemnity Insurance Company of North America, as recommended by the Finance Director, is hereby APPROVED.

Upon motion by Gordon F. Joseloff, seconded by Shelly A. Kassen and passed by a vote of 3-0, the public hearing was adjourned at 4:15 p.m.

Patricia Scully
Recording Secretary

MINUTES (DRAFT)

The Water Pollution Control Authority held a public hearing on Wednesday, July 17, 2013, at 3 p.m. in Room 309 of the Westport Town Hall. Present at the meeting were: Gordon F. Joseloff, Shelly A. Kassen, Charles W.K. Haberstroh (via telephone), Gail Kelly, Gary Conrad, Stephen Edwards, Stuart McCarthy, Barbara Butler, Eileen Zhang, Susanne Lebrija, Cathy Cogan, Bob LaRose, Peggy Travers, Rick Benson, and Patricia Scully recording secretary.

MINUTES

1. The minutes of the Water Pollution Control Authority's public hearing of June 12, 2013 were presented by the recording secretary. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the minutes of the Water Pollution Control Authority's public hearing of June 12, 2013 as presented are hereby APPROVED.

APPROVAL OF SUPPLEMENTAL SANITARY SEWER CONNECTION AT PROPERTY KNOWN AS 4 ELWIL DRIVE, CONTINGENT UPON COMPLIANCE WITH WPCA COORDINATOR'S LETTER OF JUNE 10, 2013

2. Item #2 was presented by Public Works Director Stephen Edwards. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for a supplemental sanitary sewer connection at property known as 4 Elwil Drive, contingent upon compliance with the WPCA Coordinator's letter of June 10, 2013 attached, is hereby APPROVED.

APPROVAL OF SUPPLEMENTAL SANITARY SEWER CONNECTION AT PROPERTY KNOWN AS 4 TURKEY HILL LANE, CONTINGENT UPON COMPLIANCE WITH WPCA COORDINATOR'S LETTER OF JUNE 19, 2013

2. Item #2 was presented by Public Works Director Stephen Edwards. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for a supplemental sanitary sewer connection at property known as 4 Turkey Hill Lane, contingent upon compliance with the WPCA Coordinator's letter of June 19, 2013 attached, is hereby APPROVED.

Upon motion by Gordon F. Joseloff, seconded by Shelly A. Kassen and passed by a vote of 3-0, the public hearing was adjourned at 4:15 p.m.

Patricia Scully
Recording Secretary

