



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

January 2022 Draft Minutes

Thursday, January 20 | 8:30 AM

In attendance: Chair: Randy Herbertson; Members: Sam Arciola, Ken Bernhard, Max Crowley, Matthew Mandell, Deirdre O'Farrelly, Peter Ratkiewich, Anthony Riggio, Kitt Shairio, Kim Wilson, Mary Young; Staff: Donna Douglass

The Downtown Plan Implementation Committee held a remote public meeting at 8:30 a.m. on **Thursday, January 20, 2022**, for the following purposes:

- I. Opening Remarks – Chair
 - A. Overall Meeting Goals
 - B. [Website](#) Updates

No Action Taken

- II. Approval of Minutes (12/16/2021 Meeting)

MOTION (made by Herbertson): To approve the minutes of the December 16, 2021, meeting.

SECOND: Wilson

VOTE: Unanimously approved.

- III. Strategic Priority Review: *DPW putting together the RFP for a design master plan to include the parking lots, are green space including Parker Harding, Jesup and Imperial Lots keeping the holistic perspective. Once RFP goes out and bids come back, it can move through the approval process. Hoping to be at BOF in March and RTM in April.*

A. Parking Lots Reinvention:

1. ARPA Funding Request Update: *Funds are appropriated through ARPA Economic Development*
2. Baldwin Lot
 - a) Implementation status: *Still not out to bid, tie up with the electrical. Goal is a mid-March contract awarding keeping in mind the Fine Arts Festival.*
3. Jesup Green/Imperial: *Included in the planning process of the RFP for the design master plan.*

B. Pedestrian Access

1. Streetscape Improvements

- a) Implementation status: *One part on backorder, will come in two deliveries and then installed.*

C. Sustainability: *Possible downtown site for a bus shelter. Working on renderings and locations still to be determined. All needs to meet state requirements. Bus Shelter committee in contact with DOT. Ultimately still will need landowner approval.*

D. Maintenance

1. Special Services District

- a) [Last Ordinance Draft:](#)
- b) Cost development:

No Action Taken

IV. To adjourn the meeting.

Motion (made by Young): To adjourn the meeting.
Second: Mandell
Meeting adjourned 9:01 AM

Randy Herbertson, Chair
Downtown Plan Implementation Committee
January 21, 2022