



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

March 2022 Approved Minutes

Thursday, March 10 | 8:30 AM

In attendance: Chair: Randy Herbertson; Members: Sam Arciola, Max Crowley, Jennifer Fava, Matthew Mandell, Johanna Martell, Peter Ratkiewich, Gately Ross, Kitt Shapiro, Kim Wilson, Mary Young; Staff: Donna Douglass

The Downtown Plan Implementation Committee held a remote public meeting at 8:30 a.m. on **Thursday, March 10, 2022**, for the following purposes:

I. Opening Remarks – Chair

- A. Overall Meeting Goals – *The new Discoverwestport.com website has launched. It is designed for residents and non-residents. To name a few highlights, the website lists every merchant in town, lists features of parks and attractions, and hold the Celebrate Westport Calendar.*

No Action Taken

II. Approval of Minutes (1/20/2022 Meeting)

MOTION (made by Young): To approve the minutes of the January 20, 2022, meeting.
SECOND: Wilson
VOTE: Unanimously approved.

III. Strategic Priority Review

A. Parking Lots Reinvention

1. [Downtown Design Master Plan RFP](#) : *RFP closed last week with interviews with four submission applicants scheduled for next week. RFP included traffic study and design elements for all lots, including shovel-ready plans for Parker Harding. Once the winning firm is chosen, it will go for final funding before BOS, Finance, and other funding bodies*
2. Baldwin Lot
 - a) [Implementation status](#) : *Bid closes Friday, 3/11/22 with construction beginning early April or as winning contractor's schedule permits. This is expected to take 6 months to complete, and there will be coordination with the WDA for the Fine Arts Festival. There may be grant money available for 24 charging stations from Eversource.*

B. Pedestrian Access

1. Streetscape Improvements:

- a) Implementation status: *Bike racks and trash cans have been delivered. The installation will be done by DPW in-house. Trash cans will be placed where they currently are for now to allow for placement tweaking. Benches, when delivered, will be placed but not bolted until final destinations are agreed upon.*

Outdoor dining P&Z is trying to adopt new zoning regulations now with the coming out of temporary regulations that were used during Covid and the need to reign them in. There is a P&Z Commission meeting on Monday to discuss.

C. Sustainability

1. [Solarization](#) : *There are a lot of flat roof buildings downtown, looking at consultants for support in planning the possible implementation for public and private buildings. There is different grant funding out there for solar.*
2. [Avery Pole Burying](#) : *RFP is out, coming in next week for burying the remaining utility poles on Avery Place. One pole will remain, once utility companies take lines off, poles will be removed, and Main Street and Avery Place will be repaved and new sidewalks installed.*

D. Maintenance

1. Special Services District

- a) [Last Ordinance Draft](#):
- b) Cost development – RFQ: *Getting pricing to consider what the costs will be to maintain work done. Process could take about a year.*

No Action Taken

IV. To adjourn the meeting.

Motion (made by Mandell): To adjourn the meeting.

Second: Young

Meeting adjourned 9:11 AM

Randy Herbertson, Chair
Downtown Plan Implementation Committee
April 14, 2022