



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

April 2022 Draft Minutes

Thursday, April 14 | 8:30 AM

In attendance: Chair: Randy Herbertson; Members: Sam Arciola, Pippa Bell Ader, Ken Bernhard, Gary Conrad, Max Crowley, Jennifer Fava, Matthew Mandell, Johanna Martell, Brian McGunagle, Alicia Mozian, Deirdre O'Farrelly, Peter Ratkiewich, Anthony Riggio, 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, April 14, 2022**, for the following purposes:

- I. Opening Remarks – Chair – *Remaining virtual for the near future. Will give update when moving to in-person meeting.*
 - A. Overall Meeting Goals

No Action Taken

- II. Approval of Minutes (3/10/2022 Meeting)

MOTION (Wilson): To approve the minutes of the March 10, 2022, meeting.

SECOND: O'Farrelly

VOTE: Unanimously approved.

- III. Strategic Priority Review

- A. Parking Lots Reinvention

1. [Winning proposal - PH, Jesup and Imperial design](#)

a) Status and next steps – *RFP process is complete. There were four proposals with the winning bid going to Langan. They have a good sense of the project and an established relationship with the properties downtown. Their public outreach program is robust. The RFP passed through BOF earlier this month and will be going to RTM in May for approval. The project fits in the guidelines with the ARPA funding and is in a good timeline to move ahead. There will be public and private investment opportunities as well.*

2. Baldwin Lot - build status – *Received the winning bid on the lot and the project should be underway soon. Approximately 60-day timeline once commenced. Working with the*

Fine Arts Festival and the impact that will occur. Langan also did the engineering on this project as well.

B. Pedestrian Access

1. Streetscape Improvements – *New trashcans are being set in place. Recycling signage will be in place soon. All will be installed over the next two weeks. Bike racks coming soon. Once benches arrive, they will be installed by public works.*

a) Implementation status - [Recycling signage](#)

C. Sustainability

1. [Solarization](#) – *Coming up with plan to broaden solarization downtown. There are several opportunities and there are monetary incentives out there.*
2. [Avery Pole Burying](#) – status – *There were only two bidders and not the usual bidders to town. Project came in 3x's higher than the cost anticipated. Will be revising the bid and put out again. Still looking to get the job done by fall.*

D. Maintenance

1. Special Services District

a) [Last Ordinance Draft](#)

Cost development – RFQ – Need actual dollar numbers for boards to evaluate cost of maintenance.

No Action Taken

- IV. To adjourn the meeting.

Motion (Wilson): To adjourn the meeting.

Second: O'Farrelly

Meeting adjourned 9:01 AM

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