

Board of Selectwomen Meeting
March 30, 2022
APPROVED MINUTES

The Westport Board of Selectwomen, Local Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, March 30, 2022, at 9:00 AM in the Westport Town Hall Auditorium, 110 Myrtle Avenue, Westport, Connecticut. In attendance were Jennifer Tooker, Andrea Moore, Candice Savin, Eileen Flug, Foti Koskinas, Sam Arciola, Al D'Amura, John Broadbin, Elaine Daignault, Christine Alison, Eileen Zhang, Doug LoMonte, Gary Conrad, Bryan Thompson, presenters as noticed in the minute, members of the public, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/195>

MINUTES

1. Andrea Moore presented Item #1.

Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote Of 3-0, it was:

RESOLVED, that the minutes of the Board of Selectwomen's and WPCA's meetings of March 9, 2022 are hereby APPROVED; and

Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote -of 2-0-1 (Andrea Moore and Candice Savin in the affirmative, Jennifer Tooker abstaining) it was:

RESOLVED, that the minutes of the Board of Selectwomen's special meeting of March 14, 2022 are hereby APPROVED.

APPROVE APPLICATION FOR POP UP CAFÉ PERMIT FOR ROMANACCI RESTAURANT AT 46 RAILROAD PLACE

2. Mauricio Ricci and Mark Bartolone representing Romanacci presented Item #2. They expressed the desire for outdoor dining patio based on submitted plans and requested as many spaces as possible (2 or 3) that the Board would permit, adding that the financial viability to make it worthwhile was to allow construction for at least two spaces. Police Chief Foti Koskinas spoke about the accommodations needed for all the tenants and merchants on Railroad Place; that there was a need to coordinate all the functions of the busy roadway, safety being a foremost consideration, in addition to maintaining a loading zone, access to the train station, and the need for other businesses and residents to have access to their storefronts, homes and parking spaces. The Board indicated it was aware of the positive reaction for outdoor dining, but also expressed the need and equitable use of town property for other merchants. Matthew Mandell representing the Westport Weston Chamber of Commerce supported the pop ups. The Board discussed the size and space requirements relative to the size of the parking spaces, the area of the patio for seating and the width/depth needed to have safety barriers included within the entirety of the lined parking spaces. They agreed that the restaurants may utilize only 2 parking spaces in the manner described; they may not encroach on any other spaces, and the patio space must be in parking spaces adjacent to the restaurants. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that the Permit Application for a Pop-Up Cafe to be located within 2 parking spaces on the Town roadway known as Railroad Place adjacent to the property known as 40 Railroad Place, aka 46 Railroad Place (Romanacci Restaurant), contingent upon compliance with recommendations and final safety inspections/requirements from Town departments and in accordance with Procedures for Use of Town-owned Roadways for Pop Up Cafes, waiving the condition that the patio may only extend a maximum of 6 feet into the Town roadway, and constructed in a manner to encompass a total area equivalent to two (2) parking spaces as delineated on Railroad Place ONLY is hereby APPROVED.

APPROVE SUPPLEMENTAL POP UP CAFÉ PERMIT FOR TARANTINO’S RESTAURANT AT 30 RAILROAD PLACE

3. Frank Marchetti representing Tarantino’s Restaurant presented Item #3. Mr., Marchetti requested an additional parking space for a pop up, subsequent to his original approval on March 9 for a single parking space. As with the previous item, all contingencies and concerns were applicable. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the supplemental Permit Application for a Pop-Up Cafe to be located in an additional parking space(s) on the Town roadway known as Railroad Place adjacent to the property known as 30 Railroad Place (Tarantino Restaurant), contingent upon compliance with recommendations and final safety inspections/requirements from Town departments and in accordance with Procedures for Use of Town-owned Roadways for Pop Up Cafes, waiving the condition that the patio may only extend a maximum of 6 feet into the Town roadway, and constructed in a manner to encompass a total area equivalent to two (2) parking spaces as delineated on Railroad Place ONLY is hereby APPROVED.

APPROVE CHURCH LANE CLOSURE FROM APRIL 1 THROUGH NOVEMBER 6, 2022

4. Maxwell Crowley, President of the Westport Downtown Association presented Item #4. Staff Corporal Al D’Amura stated that the PD works closely with the WDA and any concerns raised will be managed promptly. Safety remains a first priority, and the WDA will work to find a safe, effective and perhaps more visually pleasing moveable barrier to indicate the closure. Mr. Crowley noted that at its March 28, 2022 hearing, the Planning & Zoning Commission made a positive 8-24 report relative to the closure, and that such approval was effective for a term of 3 years. Matthew Mandell, representing the Westport Weston Chamber of Commerce stated support for the closure. There was a question as to which department would be responsible for the managing permits for outdoor dining, *prior to adjournment*, Assistant Town Attorney Eileen Flug confirmed that, *in accordance with HB 5271, the Planning & Zoning Department would be handling the outdoor dining permits for dining establishments on Church Lane*. Upon motion by Jennifer Tooker, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the request from the Westport Downtown Association for the closure of the Town-owned roadway known as Church Lane from Friday, April 1, 2022 to Sunday, November 6, 2022, contingent upon compliance with recommendations from Town departments and in accordance with (i)Procedures for Use of Town-owned Property, Facilities and/or Public Roadways, and (ii) the positive 8-24 report from the Planning & Zoning Commission, dated March 28, 2022, is hereby APPROVED.

APPROVE PARTIAL CLOSURE OF MAIN STREET, ELM STREET AND SIGRID SCHULTZ FOR FINE ARTS FESTIVAL MAY 27 THROUGH MAY 29, 2022

5. Maxxwell Crowley, President of the Westport Downtown Association presented Item #5. Mr. Crowley gave an overview of the set up for the 49th Annual Festival, stating the number of artists who will be attending. He noted that adequate notice to residents and business will be provided, including access for those residents at 90 Main Street. The Police Department representatives stated that it will work with the WDA to insure adequate signage to direct traffic. Due to the possibility of continued construction work at Baldwin Parking Lot at that time, Deputy Director of Public Works John Broadbin stated that the contractor has been notified of the need for the area, and that all measures will be taken to complete or provide safe access to the lot for that weekend. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the request from the Westport Downtown Association for the closure of (i) Main Street from Post Road East to Elm Street; (ii) the portion of Elm Street from Main Street to 35 Elm Street; and (iii) the Sigrid Schultz Plaza ~~Parking Lot~~, from 6:00 AM Friday, May 27, 2022 to 10:00 PM Sunday, May 29, 2022 for the Fine Arts Festival, contingent upon compliance with recommendations from Town departments and in accordance with Procedures for Use of Town-owned Property, Facilities and/or Public Roadways is hereby APPROVED.

APPROVE CLOSURE OF MAIN STREET ON JUNE 18 AND AUGUST 20, 2022 FOR SUMMER SHOPPING DAYS

6. Maxxwell Crowley, President of the Westport Downtown Association presented Item #6. Upon motion by Jennifer Tooker, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the request from the Westport Downtown Association for the closure of Main Street from Post Road East to Elm Street, on Saturday, June 18, 2022 and August 20, 2022 for Summer Shopping Days, contingent upon compliance with recommendations from Town departments and in accordance with Procedures for Use of Town-owned Property, Facilities and/or Public Roadways is hereby APPROVED.

APPROVE ACCEPTANCE OF TWO DONATIONS OVER \$5,001 – \$20,000

7. Human Services Director Elaine Daignault and TEAM Westport Committee Chair Harold Bailey presented Item #7. Ms. Daignault presented on behalf of the Greens Farms PTA who submitted a total donation in the amount of \$9,514.02 for the DHS Holiday Program. Mr. Bailey presented on behalf of TEAM Westport Committee stating that the \$10,000 donation from the Rhimes Foundation is intended to invest into programming, including the Diversity Essay Contest and the Martin Luther King, Jr. program. The Board expressed its gratitude to each of the donors and the Human Services Department. Upon motion by Andrea Moore, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that in accordance with the Policy for Gifts to the Town, the two (2) monetary donations to the Human Services Department in amounts between \$5,001 and 20,000, as presented, are hereby APPROVED.

APPROVE ABATEMENT AND REFUND FOR HALES COURT HOUSING LLC 2019 GL REAL ESTATE TAXES

8. Tax Collector Christine Alison presented Item #8. Ms. Alison stated that Hales Court, in good faith, paid the full payment prior to the Abatement Committee meeting. Once the Abatement Committee met and authorized the abatement and refund, it was necessary to refer to the Board for the refund in accordance with the agreement between the Town of Westport and Hales Court Housing, LLC and GCS Sec. 12-129. Upon motion by Jennifer Tooker, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that upon the recommendation of the Tax Collector, the abatement and refund in the amount of \$15,416.65 paid by Hales Court Housing, LLC to the Town of Westport for 2019 Grand List Real Estate taxes is hereby APPROVED.

APPROVE REFUNDS OF OVERPAYMENTS OF CERTAIN REAL ESTATE, PERSONAL PROPERTY AND MOTOR VEHICLE TAXES

9. Tax Collector Christine Alison presented Item #9. Upon motion by Jennifer Tooker, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that upon the recommendation of the Tax Collector and in accordance with C.G.S. Sec. 12-129, to approve the refunds of overpayments of 2018 and 2020 Grand List Real Estate, Personal Property and Motor Vehicle taxes, as presented, are hereby APPROVED.

APPROVE THE SECOND AMENDMENT TO THE POINT AND PAY PAYMENT SERVICES AGREEMENT

10. Tax Collector Christine Alison presented Item #10. Assistant Town Attorney Eileen Flug noted that this was to upgrade the associated software and refers to the initial 2019 agreement. Attorney Flug requested that the approval be subject to final review by the Town Attorney's Office. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the Second Amendment to the Online Tax Payment Service Agreement between the Town of Westport and Point and Pay LLC is hereby APPROVED, subject to final review from the Town Attorney's Office.

APPROVE APPLICATION SERVICE PROVIDER AGREEMENT BETWEEN THE TOWN AND TYLER TECHNOLOGIES, INC.

11. Information Technology Director Eileen Zhang presented Item #11. Ms. Zhang explained the services provided by Tyler Technology, and terms that the agreement locked in a 3% cost increase for 3 years. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the Application Service Provider Agreement renewal between the Town of Westport and Tyler Technologies, Inc. is hereby APPROVED.

APPROVE PURCHASE AGREEMENT FOR SECURITY MONITORING SERVICES BETWEEN THE TOWN AND CENTER FOR INTERNET SECURITY

12. Information Technology Director Eileen Zhang and Attorney Douglas Lomonte presented Item #11. Ms. Zhang explained the need to extend cybersecurity expertise and monitor the internet and network traffic to avoid interference with town business. ARPA funds will be utilized. Attorney Lomonte

described the 1 year subscription service and the purchase agreement passed legal review. Selectwoman Candice Savin noted that she is pleased that the town is taking all the necessary precautions to maintain security. Upon motion by Andrea Moore, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that the Purchase Agreement for Albert Monitoring Services between the Town of Westport and the Center for Internet Security, Inc. is hereby APPROVED.

APPROVE THE AWARD OF CONTRACT BID 22-041T (BALDWIN PARKING LOT REDESIGN AND CONSTRUCTION)

13. Deputy Director of Public Works John Broadbin presented Item #14. Mr. Broadbin noted that there were 4 qualified bidders; G. Pic has performed successful work in the past; and the project has been fully funded by the Board of Finance and the RTM. Mr. Broadbin noted that the town will work with the contractor to insure access to the lot for upcoming Downtown events. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the Award of Contract Bid 22-041T (Baldwin Parking Lot Redesign and Construction Project) in the amount of \$1,369,287.00.to G. Pic & Sons, is hereby APPROVED.

APPROVE THE AWARD OF CONTRACT BID 22-043T (RIVERSIDE AVENUE GRAVITY MAIN UPGRADE – PASACRETA PARK TO PUMP STATION #3)

14. WPCA Collection System Supervisor Bryan Thompson presented Item #15. Mr. Thompson explained that True Blue has completed prior work, and that True Blue has made amends related to prior issues, not related to accomplished projects. Upon motion by Jennifer Tooker, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the Award of Sanitary Sewer Contract #76B Bid #22-043T (Riverside Avenue Gravity Main Upgrade – Pasacreata Park to Pump Station #3) in the amount of \$271,921.00 to True Blue Environmental is hereby APPROVED.

ADJOURNMENT

Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, the meeting was adjourned at 10:50 AM.

/Eileen Francis/

Eileen Francis, Recording Secretary