

Board of Selectwomen Meeting  
May 25, 2022  
APPROVED MINUTES

The Westport Board of Selectwomen, Local Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, May 25, 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, Lynn Scully, Foti Koskinas, Doug LoMonte, Elio Longo, Keith Wilberg, presenters as noted in Minutes, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/236>

MINUTES

1. Andrea Moore presented Item #1. Upon motion by Candice Savin, seconded by Jennifer Tooke and passing by a vote of 3-0, it was:

RESOLVED, that the Minutes of the Board of Selectwomen's meeting of May 11, 2022 are hereby APPROVED.

APPROVE POP UP CAFÉ PERMIT APPLICATION FOR HARVEST WINE BAR AND RESTAURANT – 36 RAILROAD PLACE

2. No representative from Harvest Wine Bar and Restaurant was in attendance. Selectwoman's Office Manager Eileen Francis provided background on the issuance of a retroactive permit due to Harvest's installation of the patio prior to full approval. Harvest management was unaware of the procedure necessary for applying this season, and the Town allowed the construction to remain on Railroad Place provided evidence of adequate insurance was received. Police Chief Foti Koskinas indicated that the Police Department is in contact with this and other establishments on Railroad Place to ensure compliance with the overall conditions imposed upon the pop-up cafes, including but not limited to the available space (total 2 parking spaces only) they may encompass. Upon motion by Candice Savin, seconded by Jennifer Tooke and passing by a vote of 3-0, it was:

RESOLVED, that the Permit Application for a Pop-Up Cafe located on the Town roadway known as Railroad Place adjacent to the property known as 36 Railroad Place (Harvest Wine Bar and Restaurant), contingent upon compliance with recommendations from Town departments and Town Attorney's review of acceptable Certificates of Insurance, and in accordance with Procedures for Use of Town-owned Roadways for Pop Up Cafes is hereby APPROVED.

APPROVE CLOSURE OF UPPER LIBRARY AND TAYLOR PARKING LOTS FOR LIBRARY'S BOOKED FOR THE EVENING EVENT SCHEDULED FOR JUNE 1, 2022

3. Melanie Myers representing the Westport Library presented Item #5. Ms. Myers explained that the Library will work closely with the Police Department to block the parking lots and set up signage prior to the event to provide adequate time and notice to the public and the surrounding businesses. Upon motion by Andrea Moore, seconded by Jennifer Tooker, and passing by a vote of 3-0, it was:

RESOLVED, that the closure of the Upper Library and ~~Taylor adjacent Police Department~~ Parking Lots to public parking from 5 PM to 10 PM on Wednesday, June 1, 2022 for the Westport Library's "Booked for the Evening" Event, 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. *Note: Subsequent to this approval, the event was postponed to June 20, 2022 – appropriate Town departments were informed of the change in date.*

APPROVE MASTER EQUIPMENT LEASE BETWEEN THE TOWN OF WESTPORT AND ARIES BUILDING SYSTEMS, LLC

4. WPS CFO Elio Longo presented Item #8. Attorney Douglas LoMonte provided legal opinion on the Lease Agreement. Mr. Longo indicated that the RFP was for 1 unit at the school, the appropriation and project plans have been approved by town funding and land use bodies. The term shall not exceed 48 months. Mr. Longo indicated a discrepancy on the role and authorization relative to DEEP and the Aspetuck Health District; neither agency objected to the installation, and that specific issue did not affect the Lease Agreement. Attorney LoMonte confirmed. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the Master Equipment Lease between the Town of Westport and Aries Building Systems, LLC, for the installation of relocatable modular classroom(s) at Town owned property known as 65 Easton Road (Coleytown Elementary School) is hereby APPROVED.

APPROVE CONSULTING SERVICES AGREEMENT BETWEEN THE TOWN OF WESTPORT AND THE VISUAL BRAND, LLC

5. Town Audit Manager and Interim Operations Director Lynn Scully presented Item #9. Ms. Scully provided background and importance of maintaining the websites. The agreement may be renewed annually until termination by either party. Attorney Doug LoMonte confirmed that the agreement passes legal review. Upon motion by Jennifer Tooker, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the Consulting Services Agreement between the Town of Westport and The Visual Brand, LLC to maintain the websites ChooseWestport.com and DiscoverWestport.com on behalf of the Town is hereby APPROVED.

REV 2 05-23-2022 - ADD Items 6 + 7

APPROVE ACCEPTANCE OF \$10,000 DONATION TO POLICE DEPARTMENT K-9 UNIT

6. Police Chief Foti Koskinas presented Item #6. He noted that the K-9 unit is a successful privately funded program of the Police Department, consisting of 3 dog handlers. This donation will be utilized for the partial outfitting of a K-9 vehicle. The Board expressed its thanks to the donor. Upon motion by Jennifer Tooker, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that in accordance with the Policy for Gifts to the Town, the acceptance of a donation of \$10,000 to the Police Department – K9 Unit is hereby APPROVED.

APPROVE AWARD OF CONTRACT 2022-03B (PAVEMENT PRESERVATION AND REPAIRS, SPRING 2022 – BOARD OF ED PROPERTIES)

7. Town Engineer Keith Wilberg presented Item #7. Mr. Wilberg noted that the contract covered Board of Education properties at Bedford Middle School and Staples High School, with the intention to commence construction once school was out of session. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the Award Contract for Project # 2022-03B (Pavement Preservation and Repairs, Spring 2022- Board of Education Properties), to Alcaide Inc, dba A&J Construction of Brookfield, CT, in the amount of \$893,849.95 is hereby approved.

ADJOURNMENT

Upon motion by Andrea Moore, seconded by Jenifer Tooker and passing by a vote of 3-0, the meeting adjourned at 9:47 AM.

*/Eileen Francis/*  
Eileen Francis, Recording Secretary