



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

June 2022 Approved Minutes

Thursday, June 9 | 8:30 AM

In attendance: Chair: Randy Herbertson; Members: Sam Arciola, Pippa Bell Ader, Ken Bernhard, Dave Briggs, Gary Conrad, Max Crowley, Jennifer Fava, Matthew Mandell, Nick Marsan, Johanna Martell, Alicia Mozian, Deirdre O'Farrelly, Peter Ratkiewich, Gately Ross, Mary Young; Staff: Donna Douglass

The Downtown Plan Implementation Committee held a remote public meeting at 8:30 a.m. on **Thursday, June 9, 2022**, for the following purposes:

- I. Opening Remarks – Chair –
 - A. Overall Meeting Goals

No Action Taken

- II. Approval of Minutes (5/12/2022 Meeting)

MOTION (Herbertson): To approve the minutes of the May 12, 2022, meeting.

SECOND: Mandell

VOTE: Unanimously approved.

- III. Strategic Priority Review

- A. Parking Lots Reinvention

1. Downtown Lots Design Master Plan – *In final contract review with Lagnan this week before roll out.*
 - a) June kickoff meeting with core steering team
 - b) Planning for public engagement and project timeline
2. Baldwin Lot - *Completion targeted for end of June. Binder down, curbing installed, civil work done by the end of June. Lights and Chargers will be delayed due to supply chain issues but till not interfere with use. Maintenance will be under Parks & Rec until Special Services District is up and running.*

- B. Pedestrian Access

1. Streetscape Improvements

- a) Bench installs – *Benches, bike racks and trash receptacles are installed. Adding a software program to track full cans. Will give greater efficiency to emptying receptacles knowing when they are ready. Will also track usage to better place receptacles.*
- b) Additional cans for high traffic locations ordered – *Six more sets of receptacles have been ordered. There is an 8–10-week lead time.*
2. Main Street Improvements – *Paving project done by late fall. Hopefully will include decorative cross walks installation.*
 - a) Status (bump out and re-pavement) – *Plantings were done by a volunteer.*
3. Police Department Building Revisioning – *Vision stage only. Possibly combine Police and Fire Departments at the same location which could lead to repurposing of the police station. Would enable a more ‘cultural’ area.*

C. Sustainability

1. [Solarization](#)

- a) Follow up with consultant
2. Alternative Transportation
 - a) Bird Proposal revision – bikes vs. scooters - *Plan to watch Fairfield during their first year to see how the program is working.*

(1) [background](#)

D. Maintenance

1. Special Services District – *An, independent body that gets tax funding, has its own board, can fundraise outside of the tax roll but does receive tax benefits from the landowners and tenants in the district. Not usually a significant tax. Has an operational side and a promotional side. Does require some level of paid management staff. Local resident and landowners pay the surtax who is in the district based on frontage.*
 - a) [Last Ordinance Draft](#)
 - b) Cost development – RFQ – *Working on getting actual dollar amounts and projected costs from vendors to proceed before BOS, BOF and RTM for maintenance costs. Will also need a public vote for ratification to go on the tax roll. Hopefully will have intime for next summer.*

Discussion held. No Action Taken

IV. To adjourn the meeting.

Motion (Bernhard): To adjourn the meeting.

Second: Marsan

Meeting adjourned 9:16 AM

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