

Board of Selectwomen Meeting  
July 13, 2022  
APPROVED MINUTES

The Westport Board of Selectwomen, Local Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, July 13, 2022, at 9:00 AM in the Westport Town Hall Auditorium, 110 Myrtle Avenue, Westport, Connecticut. In attendance were Jennifer Tooker, Andrea Moore (via telephone), Candice Savin, Eileen Flug, Keith Wilberg, Al D'Amura, Jillian Cabana, Gary Conrad, Eileen Zhang, Paul Friia, presenters as noted in the minutes, Town staff, members of the public, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/262>

MINUTES

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

RESOLVED, that the Minutes of the Board of Selectwomen's meeting of June 22, 2022 are hereby APPROVED.

APPROVE WAIVER OF ENCROACHMENT POLICY FOR STAIRWAY AND LANDING AT 276 MAIN STREET

2. Peter Romano of LandTech, representing the homeowners, presented Item #2. Mr. Romano provided additional photos and plans for the Board. He described the proposed construction design and the need for the curbing that would be installed to deter trucks and vehicles from damaging the stairway. Town Engineer Keith Wilberg provided input as well, noting that the DPW has worked with the applicant to minimize size of the encroachment and provide for safety features. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that the request for the waiver of the Town Policy on Encroachments on Town Property as it relates to the reconstruction/installation of a stone stairway and landing partially located within the Town right-of way adjacent to 276 Main Street, contingent upon compliance with recommendations from Town departments, is hereby APPROVED.

WAIVER OF ENCROACHMENT POLICY FOR STONE WALL AND LANDING AT 11 LITTLE FOX LANE – POSTPONED

3. Homeowner Rabia Hayden presented Item #3. Ms. Hayden explained the circumstances where the wall was removed by a contractor. She and her husband were informed that since portions of the wall were disturbed, the Town Policy was that it be completely removed or moved within the property line. She described the wall and its historic value and significance. Town Engineer Keith Wilberg provided an account of the conditions at certain locations where rocks were displaced and posed potential safety concerns. He noted that the safety issues were not significant at this time, but could be cause for concern in the future if not repaired or removed. Further, Mr. Wilberg requested a map/plan that described the entirety of the proposed encroachment on Town property be submitted. Assistant Town Attorney Eileen Flug noted that, if approved, the homeowners would be required to execute a Hold Harmless Agreement

and provide adequate insurance coverage. Ms. Hayden was uncomfortable about agreeing to that condition. Members of the public stated their support for the waiver, noting the wall extended throughout the neighborhood and posed little safety risk. The Board agreed to postpone the matter until such time the homeowners were able to discuss the conditions and with the Town Attorney's Office and the Town Engineer. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 3-0, the agenda item was POSTPONED to a future date.

To take such action as the meeting may determine to approve a Waiver of the Town Policy on Encroachments on Town Property as it relates to an existing stone wall located within the Town right-of-way at 11 Little Fox Lane. *POSTPONED*

APPROVE CLOSURE OF RAILROAD PLACE AND AUTHORIZE NO PARKING FOR SLICE OF SAUGATUCK ON SEPTEMBER 10

4. Westport Weston Chamber of Commerce Executive Director Matthew Mandell presented Item #4. Mr. Mandell stated that there was no change to the set-up from previous events, but that the bounce house will be set up in the parking lot adjacent to Railroad Place. He confirmed that the Fire Marshal approved the location. He agreed to the conditions set by the Police related to traffic enforcement and security as well as the Health District's request for compliance with food health and safety protocols. The Police Department verified it was satisfied with the arrangements. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that acting in its capacity as the Local Traffic Authority, the requests for (i) the closure of the town roadway known as Railroad Place; and (ii) No Parking on the town roadway known as Riverside Avenue south of Bridge Street, on Saturday, September 10, 2022 (Rain Date September 17, 2022) for the "Slice of Saugatuck" event sponsored by the Westport-Weston Chamber of Commerce, contingent upon compliance with comments from various town departments and in accordance with Procedures for Use of Town-owned Property, Facilities and/or Public Roadways are hereby APPROVED.

APPROVE CLOSURE OF MAIN STREET FOR FITNESS & HEALTH EVENT ON SEPTEMBER 17

5. Westport Merchants Association President Maxwell Crowley presented Item #5. Mr. Crowley indicated that the WDA would comply with all of the safety requirements and conditions set by the Fire Department and other town departments, as well as allow vehicular access for residents at 90 Main Street. Staff Corporal Alan D'Amura indicated the Police Department will work collaboratively to ensure a safe event. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that acting in its capacity as the Local Traffic Authority, the request for the closure of Main Street from its intersection at Post Road East to #90 Main Street on Saturday, September 17, 2022 (rain date: Sunday, September 18, 2022) from 6:00 am to 7:00 pm for the WDA's Fitness & Health 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.

APPROVE USE OF VARIOUS TOWN ROADWAYS FOR FITNESS AND HEALTH 5K RUN ON SEPTEMBER 17

6. Westport Merchants Association President Maxwell Crowley presented Item #6. Mr. Crowley stated that the organizers will work with the Police Department as well as a number of volunteers to make sure the event is well staffed and as safe as possible. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the request to use of town roadways known as Main Street, Elm Street, Clinton Avenue, Loren Lane, Sniffen Road, Oak Street and Richmondville Avenue for the Fitness and Health 5k Road Run Activity on Saturday, September 17, 2022 (rain date: Sunday, September 18, 2022) from 7:00 am to 11:30 am, 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 2022 CONSULTING ENGAGEMENT LETTER BETWEEN THE TOWN OF WESTPORT AND MARSH & McLENNAN AGENCY, LLC

7. Finance Director Gary Conrad presented Item #7. Mr. Conrad noted that Mr. Marty Burger, the Town's representative is a highly valued resource for the Town relative to insurance matters. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the 2022-2023 Consulting Engagement Letter between the Town of Westport and Marsh & McLennan Agency, LLC for services related to Workers Compensation, Property and Casualty Renewals, and analysis and assistance with the Town and Board of Education Safety and Health Committees is hereby APPROVED.

APPROVE MANAGED HOSTED SERVICE AGREEMENT BETWEEN THE TOWN OF WESTPORT AND QDS, INC.

8. IT Director Eileen Zhang presented Item #8. Ms. Zhang described the software used for online processing of taxes/assessments. QDS has a good relationship with the Town; the company is the only one specializing in the field for government entities and hosted management of secure data. Assessor Paul Friia stated his support for the agreement, noting that the service will provide for coordination and ease of access between the Tax and Assessors department. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that the Managed Hosted Service (MHS) Agreement between the Town of Westport and Quality Data Service, Inc., subject to final review from the Town Attorney's Office, is hereby APPROVED.

APPROVE AMENDMENT TO MAINTENANCE AGREEMENT BETWEEN THE TOWN AND TOTAL COMMUNICATIONS, INC.

9. IT Director Eileen Zhang presented Its, #9. Ms. Zhang explained that the amendment was for a one (1) year renewal to the original contract. The Amendment is necessary due to Cisco and TCI's changes to the software product content, license format and support price. The Board of Education, through CFO Elio Longo expressed its support for the amendment. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that the amendment to the Maintenance Agreement between the Town of Westport and Total Communications, Inc., dated July 13, 2021 is hereby APPROVED.

APPROVE AWARD OF CONTRACT BID #22-055T TO PRIORITY LANDSCAPING, LLC

10. Town Engineer Keith Wilberg presented Item #10. Mr. Wilberg explained that the project is part of a State Grant program for the reconstruction/replacement of 2400 linear feet of the Maple Avenue South Sidewalk. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the award of contract in the amount of \$192,250.00 to Priority Landscaping LLC for replacement of the Maple Avenue South sidewalk from Post Road to Clapboard Hill Road is hereby APPROVED.

ADJOURNMENT

Upon motion by Jennifer Tooker, seconded by Andrea Moore and passing by a vote of 3-0, the meeting adjourned at 10:15 AM.

*/Eileen Francis/*  
Eileen Francis, Recording Secretary