

Board of Selectwomen Meeting  
October 12, 2022  
APPROVED MINUTES

The Westport Board of Selectwomen, Local Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, October 12, 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, Jennifer Fava, Cyndi Palaia, Peter Ratkiewich, Nick Marsan, Charles Sampson, Eric Woods, Al D'Amura, Bryan Thompson, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/278>

MINUTES

1. Andrea Moore 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 September 28, 2022 are hereby APPROVED.

APPROVE ENCROACHMENT WAIVER REQUEST AT 17 WARNOCK DRIVE

2. Prior to the presentation, Selectwoman Candice Savin stated that she would recuse herself from the matter as the applicants are business clients. Director of Public Works Peter Ratkiewich presented on behalf of Town Engineer Keith Wilberg, referencing the review of materials and description of the encroachment; that the location of the pillars would not interfere with plow operations, and indicating he is not opposed to the approval of the waiver. The homeowners, Denise and Richard Hightower, explained that they were unaware of the encroachment when they purchased the home, and are now making sure it is in compliance. Further, they agreed to adhere to the conditions of the encroachment policy. First Selectwoman Tooker noted that she would vote for approval because of the location of the pillars presented no safety concerns and moving them would be an unnecessary financial burden. Upon motion by Andrea Moore, seconded by Jennifer Tooker and passing by a vote of 2-0-1 (Jennifer Tooker and Andrea Moore voting in the affirmative, Candice Savin recusing) it was:

RESOLVED, the request for a Waiver of the Town Policy on Encroachments on Town Property as it relates to stone pillars located within the Town right-of way at 17 Warnock Drive, contingent upon compliance with conditions and requirements from relevant town departments, is hereby APPROVED.

AS LTA, APPROVE CLOSURE OF MAIN ST & OTHERS FOR 2022 HALLOWEEN PARADE

3. Parks & Recreation Department Program Manager Cyndi Palaia presented Item #4. Ms. Palaia noted that they would be working closely with the Westport Merchants Association and the Police Department to ensure adequate notification and safety considerations in closing the roadways. Director of Public Works Peter Ratkiewich noted that the milling and paving scheduled for the area should be completed by the date, but if not, they would make necessary arrangements to reschedule so as not to impact the event. 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 closure of (i) Main Street from Post Road to Avery Place (ii) Avery Place to Myrtle Avenue and (iii) Myrtle Avenue

from Evergreen Avenue to Main Street from 3:30 pm to 5:30 pm on Wednesday, October 26, 2022 (rain date: Thursday, October 27, 2022) for the Parks & Recreation-sponsored Halloween Parade is hereby APPROVED.

APPROVE CONTRACT BETWEEN TOWN AND XTREME GOLF MANAGEMENT

4. Parks and Recreation Director Jennifer Fava presented Item #4. Ms. Fava provided an overview of the project, indicating a similar system was tested on 2-3 greens approximately 2 years ago with positive results. The Parks & Recreation Department is now expanding the system to the remaining greens on the course. It will have minimal impact on the schedule and players. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the contract between the Town of Westport and Xtreme Golf Management for the installation of a subsurface trench drainage system on the greens at Longshore Golf Course, per RFP #22-059T is hereby APPROVED.

APPROVE CONTRACT BETWEEN TOWN AND LOCALITY MEDIA/FIRST DUE

5. Deputy Fire Chief Nick Marsan presented Item #5. Deputy Chief Marsan explained that the current software is outdated, no longer supported and needs replacement. The new software is cloud-based and will provide increased functionality as well the ability to produce many necessary reports, including those that are federally mandated as well as time and attendance and OSHA requirements. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the contract between the Town of Westport and Locality Media/First Due for the installation and ongoing service of a new Fire Department Records Management System is hereby APPROVED, contingent upon final review by the Town Attorney's Office.

APPROVE AWARD OF CONTRACT FOR TREEN MAINTENANCE SERVICES BETWEEN TOWN AND KNAPP TREE, INC

6. Director of Public Works Peter Ratkiewich presented Item #6. Mr. Ratkiewich explained that Knapp has had the contract with the Town for many years, and has a positive relationship with the Town; Knapp was the low bidder. Upon motion by Andrea Moore, seconded by Jennifer Tooker and passing by a vote of 3-0, it was:

RESOLVED, that award of contract for Tree Maintenance Services to Knapp Tree, Inc. in accordance with hourly rates supplied under Bid #23-061T, and subject to Town Attorney review is hereby APPROVED.

APPROVE AMENDMENT TO MASTER PURCHASE AGREEMENT BETWEEN TOWN AND NEXGEN SOLUTIONS

7. Information Services Officer Charles Sampson presented Item #7. Officer Sampson explained that the original agreement for dispatch and management software was to renew every 3 years. The amendment to the contract will provide for a 90 day termination by either party and include a non-appropriation clause. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the Amendment to the Master Purchase Agreement, dated February 28, 2019, between the Town of Westport and Nexgen Solutions, LLC, amending the termination provisions is hereby APPROVED.

*Items 8-11 are included in the WPCA minute of 10-12-2022*

ADJOURNMENT

Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, the meeting adjourned at 9:40 AM.

*/Eileen Francis/*  
Eileen Francis, Recording Secretary