



WESTPORT<sup>sm</sup>

## DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

Thursday, October 13, 2022, Approved Minutes

In attendance: Chair: Randy Herbertson; Members: Ken Bernhard, Gary Conrad, Max Crowley, Jennifer Fava, Colin Kelly, Tom Kiely, Nick Marsan, Brian McGunagle, Jenna Patok, 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, October 13, 2022**, for the following purposes:

- I. Opening Remarks – Chair –
  - A. Overall Meeting Goals
  - B. Moving to Live/Hybrid Meetings in November – *Going to try a hybrid meeting for November with in-person and via zoom in room 201.*
  - C. New member introductions

**No Action Taken**
- II. Approval of Minutes (9/2022 Meeting)

**MOTION (Ratkiewich): To approve the minutes of the September 8, 2022, meeting.**  
**SECOND: Young**  
**VOTE: Unanimously approved.**
- III. Strategic Priority Review
  - A. Parking Lots Reinvention
    1. Downtown Lots Design Master Plan – Reconnecting the Riverfront
      - a) Langan/Connect The Dots team status – *Most of Phase 1 (community outreach) has been completed with 8-9 stakeholder group meetings that have taken place. There was public charrette on 9/29 with over 60 in attendance. At the charrette, the general vision of the project was shared to generate input for ideas and receive feedback as well as input of priorities. The website is up and quite active, sandwich boards are in a few locations with an overview of the project and QR code to obtain further information. There has been over 1500 responses to the online survey which will remain active to the end of the month. The next steps will be to begin drafts of the concepts. Looking at the end of October to have concepts on website and to begin getting pricing for the end of the year. A traffic study has been completed and will do another when Church Street is open, and the construction is complete on Avery.*

2. Baldwin Lot – mostly complete/status – *Almost complete. Waiting on LED lighting and EV power heads due to supply chain issues. Starting fall weeding to be ready for winter.*

B. Pedestrian Access

1. Streetscape Improvements

- a) Additional cans for high-traffic locations ordered – *New receptacles have arrived, waiting on installation. Bicycle repair stations will be installed at the library and Town Hall.*

2. Main Street Improvements –

- a) Status – Avery Poles and re-paving – *Monday, October 17 Main St will be closed in the morning for milling. Weather pending, paving will occur on Wednesday, October 19 for Main St., Avery and intersection at Parker Harding. Poles will remain until utilities are removed but expect to be complete by the holidays.*

C. Sustainability

1. [Solarization](#)

- a) Follow up with consultant – *The consensus is the downtown area is not great for solar implementation due to the different leasing structures, but to speak with building owners about other possible energy efficiency measures.*

2. Alternative Transportation

- a) Bird Proposal – re-review in 2023

(1) [background](#)

D. Maintenance

1. Special Services District – *Operates as an independent, separate entity from the town, and has its own board. Monies do not come out of the town budget. Currently, the area is maintained by a division between Public Works, Parks & Rec, and Downtown Merchants Association.*

- a) [Last Ordinance Draft](#)

2. Cost development – pricing in development – *Started cost development to get pricing parameters for maintenance and staffing. Once actual numbers have been gathered for estimated costs, it can move through the other departments and public vote to get on budget planning for the next fiscal year.*

**Discussion held. No Action Taken**

IV. To adjourn the meeting.

**Motion (Ratkiewich): To adjourn the meeting.**

**Second: Fava**

**Meeting adjourned 9:12 AM**

Randy Herbertson, Chair  
Downtown Plan Implementation Committee  
November 10, 2022