

Board of Selectwomen Meeting
June 28, 2023
APPROVED MINUTES

The Westport Board of Selectwomen, Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, June 28, 2023 at 9:00 AM in the Westport Town Hall Auditorium, 110 Myrtle Avenue, Westport, Connecticut. In attendance were Jennifer Tooker, Candice Savin, Eileen Flug, Ira Bloom, Peter Ratkiewich, Tom Kiely, Eric Woods, Kristin Witt, Bryan Thompson, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/396>

MINUTES

1. Candice Savin presented Item #1. Upon motion by Candice Savin, seconded by Jennifer Tooke and passing by a vote of 2-0, it was:

RESOLVED, that the minutes of the Board of Selectwomen's meeting of June 14, 2023 are hereby APPROVED.

APPROVE CLOSURE OF TOWN ROADWAY KNOWN AS RAILROAD PLACE AND ESTABLISH NO PARKING ON RIVERSIDE AVENUE FOR SLICE OF SAUGATUCK SEPTEMBER 9, 2023

2. Executive Director of the Westport Weston Chamber of Commerce Matthew Mandell presented Item #2. Mr. Mandell indicated that he would work with the PD and the Fire Marshal to ensure safety protocols are enforced. Upon motion by Jennifer Tooker, seconded by Candice Savin and passing by a vote of 2-0, it was:

RESOLVED, that Acting as the Local Traffic Authority, that (i) the closure of Railroad Place and (ii) temporary NO PARKING on the East Side of Riverside Avenue from 555 Riverside Avenue (Saugatuck Firehouse) to 599 Riverside Avenue (Tutti's Restaurant) from Friday, September 8 at 6:00 PM to Saturday, September 9 at 7:00 PM (rain dates: September 29-30) for the 2023 Slice of Saugatuck Event, sponsored by the Westport Weston Chamber of Commerce, contingent upon compliance with recommendations and inspections from relevant Town departments and in accordance with the Policy for the Use of Town Property, Facilities and/or Public Roadways is hereby APPROVED.

APPROVE PERMANENT INSTALLATION OF RAINBOW CROSSWALK AT JESUP ROAD AND TAYLOR PLACE

3. Westport Pride President Brian McGunagle and Public Works Director Peter Ratkiewich presented Item #3. Mr. Ratkiewich provided additional information on the material that would be utilized and installed for the permanent design of the rainbow crosswalk. Upon motion by Jennifer Tooker, seconded by Candice Savin and passing by a vote of 2-0, it was:

RESOLVED, that acting in its capacity as the Local Traffic Authority the installation of multi-colored / rainbow material on the crosswalk markings at the intersection of the Town-owned roadway at Taylor Place and Jesup Road, contingent upon compliance with recommendations from relevant Town departments is hereby APPROVED.

APPROVED TEMPORARY CONSTRUCTION EASEMENT FOR STAGING ON TOWN PROPERTY ADJACENT TO 26 MAIN STREET

4. David DiScala, representing A.V. Tuchy Construction, presented Item #4. Assistant Town Attorney Eileen Flug requested that the item include a time period for the temporary easement as well as clear plans and schematic for the total area where the staging would encompass. It was determined that the plans would be updated to reflect accurate dimensions and the elimination of the unnecessary temporary sidewalk on the submitted plan. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 2-0, it was:

RESOLVED, that a Temporary Construction Easement for a proposed staging and construction area projecting into Town property adjacent to 26 Main Street, contingent upon compliance with safety recommendations and inspections from relevant Town departments, submission of a Hold Harmless Agreement and evidence of insurance satisfactory to the Town Attorney's Office, for a period of 8 months from the date of execution of the agreement, is hereby APPROVED.

APPROVE ACCEPTANCE OF GIFT OF \$6,000 TO THE HUMAN SERVICES DEPARTMENT FOR CAMPERSHIP PROGRAM

5. Kristin Witt, representing the Human Services Department, presented Item #5. Ms. Witt indicated that the gift from the Westport-Weston Foundation will help fund scholarships for the campership program. The Board thanked the donor for its generosity. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 2-0, it was:

RESOLVED, that in accordance with Section 2. B. of the Policy for Gifts to the Town, to approve the acceptance of a monetary gift in an amount over \$5,001 to the Department of Human Services (\$6,000 from the Westport-Weston Foundation) is hereby APPROVED.

APPROVE CONTRACT RENEWAL BETWEEN TOWN OF WESTPORT AND STREETSCAN, INC.

6. Director of Public Works Peter Ratkiewich presented Item #7. Mr. Ratkiewich stated that the department was very satisfied with the services provided, that it was efficient and financially beneficial for the Town. Upon motion by Candice Savin, seconded by Jennifer Tooker and passing by a vote of 2-0, it was:

RESOLVED, that the Contract Renewal between the Town of Westport and Streetscan, Inc for pavement management services, maintenance of street and sidewalk data and scanning of pavement and sidewalk conditions is hereby APPROVED, contingent upon final approval by the Town Attorney's Office.

APPROVE CONSULTING AGREEMENT BETWEEN THE TOWN AND ARB-LOGIC, LLC.

7. Director of Public Works Peter Ratkiewich presented Item #7. Upon the request of the First Selectwoman, Mr. Ratkiewich provide an overview of the role and responsibilities of the Town Tree Warden. Upon motion by Jennifer Tooker, seconded by Candice Savin, and passing by a vote of 2-0, it was:

RESOLVED, that the Consulting Agreement between the Town of Westport and Arb-Logic, LLC, as it relates to tree warden services is hereby APPROVED.

APPROVE SERVICE AGREEMENT BETWEEN THE TOWN AND REQUESTFOIA FOR POLICE DEPARTMENT

8. Police Department Administrative Lieutenant Eric Woods presented Item #8. Attorney Doug LoMonte from Berchem Moses confirmed the agreement passed legal review. Upon motion by Jennifer Tooker, seconded by Candice Savin, and passing by a vote of 2-0, it was:

RESOLVED, that upon the request of the Police Department, the Service Agreement between the Town of Westport and RequestFOIA as it relates to hosting software for processing and responding to Police Department FOIA requests is hereby APPROVED.

APPROVE STATEMENT OF WORK BETWEEN THE TOWN AND CLIFTON LARSEN FOR INTERNAL AUDITING SERVICES

9. Internal Audit Lynn Scully presented Item #9. Ms. Scully stated that this audit will encompass a review of non-tax revenues. The Board acknowledged Ms. Scully's retirement and thanked her for her years of service to the Town. Upon motion by Candice Savin, seconded by Jennifer Tooke and passing by a vote of 2-0, it was:

RESOLVED, that the Statement of Work to the Master Services Agreement by and between the Town of Westport and CliftonLarsonAllen, LLP, as it relates to internal auditing services (non-tax revenues) is hereby APPROVED.

ITEM #10 IS INCLUDED IN THE WPCA MINUTES OF 06-28-2023 – NO ACTION TAKEN

10. Acting in its capacity as the Water Pollution Control Authority (WPCA), to determine the preliminary benefit assessment to be levied for Sewer Contract 77 - Pump Station #8 (Nyala Farms Road) Modifications and Upgrades.

APPROVE AGREEMENT BETWEEN THE TOWN AND 60 NYALA FARMS ROAD, LLC FOR PUMP STATION #8 BENEFIT ASSESSMENT

11. Town Attorney Ira Bloom presented Item #11. Attorney Bloom stated that the Agreement memorializes the transaction and agreement for 60 Nyala Farms Road related to the benefit assessment of the town pump station. Upon motion by Jennifer Tooker, seconded by Candice Savin and passing by a vote of 2-0, it was:

RESOLVED, that the Sewer Benefit Assessment Agreement between the Town of Westport and 60 Nyala Farms Road, LLC regarding the Pump Station #8 is hereby APPROVED.

ADJOURNMENT

Upon motion by Jennifer Tooker, seconded by Candice Savin and passing by a vote of 2-0, the meeting adjourned at 9:54 AM.

/Eileen Francis/

Eileen Francis, Recording Secretary