

Board of Selectmen  
December 16, 2015  
Minutes (APPROVED)

The Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public hearing on Wednesday, December 16, 2015 at 8:30 a.m. in Room 307/309 of the Westport Town Hall. In attendance were Jim Marpe, Avi Kaner, Helen Garten, Gail Kelly, Steve Edwards, Corporal Al D'Amura, Jen Fava, Charlie Haberstroh, Karen Puskas, Bruce Lindsay, Lou Mall, Patty Strauss, petitioners and presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

MINUTES

1. Item #1 was presented by Avi Kaner. There were no revisions, Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the minutes of the Board of Selectmen's public hearing of November 25, 2015 and the Water Pollution Control Authority's public hearing of November 25, 2015 are hereby APPROVED.

APPROVE WAIVER OF ENCROACHMENT POLICY AS IT RELATES TO STONE PILLARS AT 14 BONNIE BROOK ROAD

2. Item #2 was presented by homeowner Virginia Gambale and Director of Public Works Steve Edwards. Ms. Gambale provided background to the property, including documentation noting the presence of the encroachment dating from at minimum 1992. Mr. Edwards provided the rationale behind the Public Works determination that the encroachment should be moved back approximately 2 feet and out of the Town right-of-way, citing liability concerns. Generally, the Public Works Department does not support maintaining such encroachments. Further, Mr. Edwards explained that the Town was not aware that the pillars were on Town property until the "as built" documents were received in the Engineering Department. Ms. Gamabale assured the Board that she would sign the encroachment waiver and provide the necessary insurance. Neither the Police nor the Fire Department expressed specific concerns relative to public safety. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the waiver of the "Westport Policy on Encroachments on Town Property" as it relates to two stone pillars located within the Town right-of-way at property known as 14 Bonnie Brook Road is hereby APPROVED.

APPROVE PETITION REQUEST TO REMOVE "NO PARKING" SIGN ON HYATT LANE

3. Item # 3 was presented by Ms. Jan Burigo, lead petitioner and resident of Hyatt Lane representing residents who signed the petition, and Ms. TP Catalano, resident of Hyatt Lane.

Ms. Burigo explained that there was no purpose for the sign and that many of the neighborhood residents no longer wanted a No Parking sign in the cul-de-sac. A search of Public Works, Traffic Authority and Police Department records reveal no documents that any sign was originally approved or authorized at that location. Ms. Catalano provided her reasons why she wanted the sign to remain. Upon motion by Avi Kaner, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, acting in its capacity as the Traffic Authority and upon the request of a petition submitted by a number of residents of Hyatt Lane, the removal of a “No Parking” sign located on the Town road known as Hyatt Lane is hereby APPROVED.

APPROVE REQUEST TO PERMIT THE PLACEMENT OF “NO PARKING BETWEEN 8 AM AND 5 PM” SIGNS ON RIVERSIDE AVENUE ADJACENT TO PROPERTY AT 220-222 RIVERSIDE AVENUE *Tabled item from October 14, 2015 meeting*

4. Item #4 was presented by Staff Corporal Al D’Amura and Ms. Karin Beggan. Corporal D’Amura responded to the Board’s previous request as to whether or not the State Traffic Authority would consider temporary no parking limits. Corporal D’Amura confirmed that the State would do so and that the revised request would be “No Parking- Weekdays between 8 am and 5 pm.” He explained the public safety rationale behind the request. Residents of 220-222 Riverside Avenue expressed their concerns about safe exit from the parking area due to parked vehicles on Riverside Avenue. Concerns were raised as to the effect the proposed no parking zone may have during daytime activities at the Saugatuck Elementary School and potential parking “creep” onto neighboring streets. Upon motion by Avi Kaner, seconded by Jim Marpe and passing by a vote of 3-0, the proposed “No Parking” area was amended to shorten the proposed zone, and the amendment is reflected in the final resolution. (Corporal D’Amura provided the specific measurements after the meeting.) Upon motion by Jim Marpe, seconded by Helen Garten and passing by a vote of 3-0, it was:

RESOLVED, acting in its capacity as the Traffic Authority and upon the recommendation of the Westport Police Department, that the request for permission from the State of Connecticut Department of Transportation (CT DOT) to establish a “No Parking – Weekdays 8 AM – 5 PM” zone on the west side of Riverside Avenue (CT Rte. 33) from the driveway at #220 Riverside Avenue extending north 122 feet to the rear exit driveway of Saugatuck Elementary School (170 Riverside Avenue) is hereby APPROVED.

APPROVE REQUEST FOR USE OF TOWN ROADS FOR WEEKLY ROAD RUNNERS SERIES AND TO FURTHER REQUEST PERMISSION FROM THE CT TRAFFIC AUTHORITY FOR USE OF CERTAIN STATE ROADS ON AUGUST 6 AND 13, AND SEPTEMBER 3, 2016.

5. Item #5 was presented by Parks and Recreation Director Jen Fava and Parks & Recreation Program Manager Karen Puskas. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, acting in its capacity as the Traffic Authority, that the use of town roads for the weekly Road Runners Series (including the Annual Labor Day Weekend Road Race) contingent upon compliance with comments from various Town departments and in accordance with the Procedures for Use of Town-owned Property, Facilities and/or Public Roadways is hereby APPROVED; and

FURTHER RESOLVED, that the request for permission from the Connecticut Traffic Authority for the use of certain state roads for the August 6, August 13 and September 3, 2016 races is hereby APPROVED.

APPROVE REQUEST FOR PERMISSION TO USE TOWN ROADS FOR THE ANNUAL MEMORIAL DAY PARADE ON MONDAY, MAY 30, 2016 AND FURTHER REQUEST PERMISSION FROM THE CT DOT TO USE CERTAIN STATE ROADS FOR THE EVENT

6. Item #6 was presented by Parks and Recreation Director Jen Fava and Parks & Recreation Program Manager Karen Puskas. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, acting in its capacity as the Traffic Authority, the use of Town roads for the Annual Memorial Day Parade to be held Monday, May 30, 2016, contingent upon compliance with comments from various Town departments and in accordance with the Procedures for Use of Town-owned Property, Facilities and/or Public Roadways is hereby APPROVED; and

FURTHER RESOLVED, that the request for permission from the Connecticut Traffic Authority for the use of certain state roads for the event is hereby APPROVED.

APPROVE REQUEST TO CLOSE MAIN STREET AND MYRTLE AVENUE ON OCTOBER 27, 2016 FOR ANNUAL HALLOWEEN PARADE

7. Item #7 was presented by Parks and Recreation Director Jen Fava and Parks & Recreation Program Manager Karen Puskas. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, acting in its capacity as the Traffic Authority, the closure of Main Street from Post Road to Avery Place and Myrtle Avenue from Evergreen Avenue to Main Street on Thursday, October 27, 2016 from 3:30 p.m. to 5:30 p.m. for the Annual Halloween Parade is hereby APPROVED.

APPROVE 2016 FEES FOR RECing CREW AND CAMP COMPO PROGRAMS

8. Item #8 was presented by Parks and Recreation Director Jen Fava and Parks & Recreation Program Manager Karen Puskas. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, upon the recommendation of the Parks & Recreation Commission, the fees for the RECing Crew and Camp Compo Programs as follows:

	<u>2015 Fee</u>	<u>Proposed 2016</u> <u>Fee</u>
RECing Crew	\$160/week	\$185/week
Camp Compo	\$140/week	\$160/week

are hereby APPROVED.

APPROVE NAMING TOWN OWNED PROPERTY LOCATED AT STONY BROOK ROAD  
THE "LILLIAN WADSWORTH ARBORETUM"

9. Item #9 was presented by Parks and Recreation Director Jen Fava, Tree Warden and Open Space Coordinator Bruce Lindsay, RTM Member Lou Mall and Karen Kleine. The original request was presented to the First Selectman by RTM District 2 Member Lou Mall. The First Selectman requested that the Parks and Recreation Commission research and review the request and prepare a recommendation for approval or disapproval to the Board of Selectmen. Ms. Fava explained the procedure by which the property came to be under the purview of the Parks & Recreation Department. The Parks & Recreation Commission voted unanimously to recommend the naming request to the Board. Mr. Lindsay indicated his involvement relative to the current care and maintenance of the property, as well as his role in applying for and receiving grants related to the property. Mr. Mall provided insight into Ms. Wadsworth and her role in donating the land to the Town, her philanthropic efforts, and her family history. Mr. Marpe detailed the administrative procedures in the Policy for Naming Town Property and that the naming was appropriate for this property. It was noted that the Board's approval must be met with final approval from the RTM. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that naming the Town-owned property located at Stony Brook Road the "Lillian Wadsworth Arboretum" is hereby APPROVED; and

FURTHER RESOLVED, that the submission of such approval to the Representative Town Meeting for final approval, in accordance with the Policy for Naming Town Property is hereby AUTHORIZED.

APPROVE USE OF JESUP GREEN FOR LIBRARY'S SUMMER BOOK SALE FROM  
SATURDAY, JULY 9 THROUGH WEDNESDAY, JULY 20, 2016

10. Item # 10 was presented by Paul Mazzacarro and Mimi Greenlee representing the Westport Library. Selectman Kaner expressed concern over the condition of Jesup Green after the sale. Mr. Mazzacarro spoke with the Parks & Recreation Department and they will work in conjunction to insure that the grass is renewed properly and as swiftly as possible after the sale. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the use of Town owned property known as Jesup Green from Saturday, July 9, 2016 (for set up) through Wednesday, July 20, 2016 for the Westport Library Summer Book Sale, 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 is hereby APPROVED.

APPROVE RENEWAL OF WILLIAM SCHEFFLER'S APPOINTMENT AS THE BOARD OF SELECTMAN'S REPRESENTATIVE TO THE WESTPORT WESTON FOUNDATION

11. Item #11 was presented by Town Clerk Patty Strauss, representing the Chair of the Foundation Distribution Committee, Frederic Ury. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the reappointment of William Scheffler as Westport's representative to the Westport/Weston Foundation effective January, 2016 for a five year term expiring January 2021 is hereby APPROVED.

APPROVE MOU BETWEEN CL&P AND YANKEE GAS AND THE TOWN TO COMPLETE 2015-2016 ENERGY SEASON PROCESSING FOR ENERGY ASSISTANCE PROGRAM

12. Item #12 was presented by Assistant Town Attorney Gail Kelly on behalf of Human Service Director Barbara Butler. The MOU is the same as the 2014-2015 MOU which the Board approved the previous year. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Memorandum of Understanding between Connecticut Light and Power Company ("CL&P") and Yankee Gas and the Town of Westport as it relates to the completion of the 2015-2016 energy season processing for Eversource energy assistance applicants is hereby APPROVED.

APPROVE SOCIAL SERVICE AGENCY CONFIDENTIAL INFORMATION AGREEMENT AS IT RELATES TO INFORMATION ACCESS AND PARTICIPATION ON THE ENERGY ASSISTANCE PROGRAM

13. Item #13 was presented by Assistant Town Attorney Gail Kelly on behalf of Human Service Director Barbara Butler. The MOU is the same as the 2014-2015 MOU which the Board approved the previous year. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Social Service Agency Confidential Information Agreement by and between the United Illuminating Company and the Town of Westport, as it relates to information access and participation in the Town's energy assistance program is hereby APPROVED.

APPROVE MOU BETWEEN THE CT GREEN BANK AND THE TOWN OF WESTPORT RE PARTICIPATION IN CLEAN ENERGY COMMUNITIES PROGRAM

14. Item #14 was presented by Director of Public Works Steve Edwards. Mr. Edwards explained the process by which the programs earn credits for the Town. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Memorandum of Understanding between the Connecticut Green Bank and the Town of Westport as it relates to participation in the Clean Energy Communities Program is hereby APPROVED.

*ITEM # 15 WAS BEEN WITHDRAWN*

~~15. — To take such action as the meeting may determine, upon the recommendation of the Director of Public Works, to approve the contract between Ross Solar Group and the Town of Westport as it relates to the installation of a photovoltaic solar array on the Town-owned property known as the Coleytown Fire House.~~

APPROVE AWARD OF CONTRACT TO TIGHE AND BOND AS IT RELATES TO DESIGN OF FORCE MAIN REPLACEMENT

16. Item #16 was presented by Director of Public Works Steve Edwards. Mr. Edwards explained that Public Works solicited quotes for the \$18,000 project which is in accordance with the Town purchasing policy. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

17. RESOLVED, that the award of contract to Tighe & Bond, Inc., as it relates to the design of the pump station #11 force main replacement is hereby APPROVED.

*ITEM #18 IS INCLUDED IN THE WPCA MINUTES OF 12-16-2015*

Upon motion by Avi Kaner, seconded by Helen Garten and passing by a vote of 3-0, the meeting was adjourned at 10:40 a.m.

Eileen Francis  
Recording Secretary

Water Pollution Control Authority  
December 16, 2015  
Minutes (APPROVED)

The Water Pollution Control Authority held a public hearing on Wednesday, December 16, 2015 at 8:30 a.m. in Room 307/309 of the Westport Town Hall. In attendance were Jim Marpe, Avi Kaner, Helen Garten, Gail Kelly, Steve Edwards, and Eileen Francis, recording secretary.

MINUTES

1. Item #1 was presented by Avi Kaner. There were no revisions, Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the minutes of the Water Pollution Control Authority's public hearing of November 25, 2015 are hereby APPROVED.

APPROVE ACCESSORY APARTMENT SEWER CONNECTION REQUEST AT  
PROPERTY KNOWN AS 4 ROUND POND ROAD

2. WPCA Item #2 (BOS Item #18) was presented by Director of Public Works Steve Edwards. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, the accessory apartment sewer connection request at property known as 4 Round Pond Road, contingent upon compliance with the WPCA Coordinator's letter of November 30, 2015 is hereby APPROVED.

Upon motion by Avi Kaner, seconded by Helen Garten and passing by a vote of 3-0, the meeting was adjourned at 10:40 a.m.

Eileen Francis  
Recording Secretary