

Minutes

Downtown Plan Implementation Committee

February 4, 2016

Town Hall Room 210 -9:00 AM

Note: These are “action minutes” of the meeting as previously agreed to by the DPIC. The entire meeting was recorded and can be viewed on the Town’s website.

DPIC Attendance: Melissa Kane (Co-chairperson), Mary Young, Larry Bradley, Peter Ratkiewich,, Pippa Bell Ader, Dale Call, Ken Bernhard, Tony Riggio, Steve Desloge, Craig Schiavone, Matthew Mandell

DPIC Unavailable: Dewey Loselle (Co-chairperson), Jennifer Fava, Jessica Newshel, Steve Smith, Gary Conrad, Lois Schine, Steve Edwards, Alicia Mozian,

Last month’s minutes were approved.

Melissa started the meeting off discussing leadership roles for working groups. Appointed leaders should be members of DPIC and will help to coordinate meetings as needed. The following groups and leaders were proposed: Stormwater and Flood Protection - Steve Desloge. Downtown Maintenance - Dewey. Downtown Sidewalk Network - Pete. Streetscapes and Public Spaces – TBD. Street Crossing and Improvements - Melissa. Parking Issues – Matt. Transit - Pippa. Toquet Hall – Steve Smith. Art & Cultural Heritage Trail/kiosks - Melissa. Bicycle Parking & Plan -TBD. Grant Research Writing - Melissa/Dewey. Public Outreach - Melissa.

P5 update. Steve Edwards presented to Board of Finance to get \$30,000 to do early design of Elm St improvements, which they approved. The proposal then went to the RTM and was approved. Going ahead with putting together a survey and more detailed plans for Elm Street.

G2. Downtown Maintenance. Maintenance Study group was supposed to provide a report today. Hoping to have results next month with a presentation. Some bricks were damaged during snow plowing. Steve Desloge and Pete will circulate instructions on brick maintenance to property owners/managers.

M8. Transit Amenities. Melissa reported that she finally found out from Norwalk transit how much money is available for bus shelters. \$75K is available for shelters with \$14-15K matching for a total budget of \$90K. Lois is spearheading the effort on behalf of the rotary. Melissa to ask rotary for the matching funds. We received some DOT approved shelter designs. Shelters cost about \$20K including installation fees. Possibility of putting in up to 5 shelters if Westport makes an in-kind contribution of \$10K.

P4. Toquet Hall. Working group met this week to go over some of the issues they're facing. Plan of action was drafted. Main issue is with their acoustics and soundproofing. As a result, programming is hard as he has to keep it quiet during store hours. Carpeting is an easy first step. They also need a kitchen upgrade. We've identified some parents who can help acquire donations. David Waldman thinks we should look into moving the teen center to a space with less problems.

P2. Sidewalk Network. Dewey and Steve are planning on applying for a grant. The design process is underway and will further connect Imperial to the network. There was a larger discussion about priorities for sidewalk improvements - which was tabled until next month. At that time the committee will discuss the funds that are being asked for in 16/17 budget for sidewalk projects.

Ken Bernhard restated that our committee unanimously endorsed the text amendment regarding the improvement of the intersection of Rtes 1/33 and the pedestrian bridge. He believes that P&Z is not listening to DPIC's opinion on the matter. Ken wants to publicly declare our support on this issue. Cathy Walsh entered the room and said that P&Z will discuss the matter with the RTM's long range planning committee.

Public outreach update. Melissa would like to continue the same level of outreach as when the master planning process was underway. Randy Herbertson will be helping DPIC to update the website and to reflect the projects that we are currently working on, as well as facilitate easier access by committee members to the website. Matt Mandell offered his mailing list to add to our database of followers.

Melissa thanked Larry for his service to this committee and the town and wished him luck in his new position.

The next meeting will be held on March 3, 2016 at 7pm.

Meeting adjourned 10:20 am.

Recorded by Jessica Newshel
Downtown Planning Implementation Committee