

Board of Selectwomen Meeting
May 8, 2024
APPROVED MINUTES

The Westport Board of Selectwomen, Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, May 8, 2024 at 9:00 AM in the Westport Town Hall Auditorium, 110 Myrtle Avenue, Westport, Connecticut. In attendance were Jennifer Tooker, Andrea Moore, Candice Savin, Tom Kiely, Eileen Flug, Foti Koskinas, Ryan Paulsson, Tom Scarice, Peter Ratkiewich, Matthew Niski, Wendy Petty, Mark Amatrudo, Nick Marsan, Jay Keenan, Elio Longo, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/514>

The Board delayed this discussion until such time Superintendent Tom Scarice arrived. It was presented after Item #5.

1. **DISCUSSION ONLY AGENDA ITEM:** To hear a report of discussions between the Police Department and the Board of Education as recommended by the Board of Selectwomen at its April 10, 2024 meeting whereby the Board strongly urged the Police Department and the Board of Education to re-examine the approved policy that “recreational facilities located on Board of Education campuses are not accessible to those who are not students, staff or invited guests between the hours of 7:30am and 4:15pm on school days” and how it may apply to Wakeman Town Park while maintaining safe and reasonable school security.

Police Chief Foti Koskinas and Superintendent of Schools Tom Scarice spoke to the previous request from the Board of Selectwoman to review the policy. Chief Foti explained that together with representatives from the Parks & Recreation Department and the Board of Education, the area was surveyed and the day to day activities/use of the property for the student and teacher population was considered. The Police Chief stated that there was no feasible way to delineate an area where the policy could not be applied to maintain security and safety of the school population during school hours.

MINUTES

2. Andrea Moore presented Item #1. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the minutes of the Board of Selectwomen’s meeting of April 24, 2024 are hereby APPROVED.

REFUND OF OVERPAYMENTS OF TAXES

3. Tax Collector Christine Alison presented Item #3. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that upon the recommendation of the Tax Collector and in accordance with C.G.S. Sec. 12-129, the refunds of overpayments of taxes, as presented, are hereby APPROVED.

APPROVE POP UP DINING PERMIT FOR 50-54 RAILROAD PLACE (ALLIUM RESTAURANT)

4. Michelle Greenfield, owner of Allium Restaurant presented Item #4. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the Pop Up Dining Permit Application for a Pop-Up Cafe to be located in no more than 2 (two) parking spaces on the Town roadway known as Railroad Place adjacent to the property known as 50-54 Railroad Place (Allium Restaurant), contingent upon compliance with recommendations and final inspections from Town departments and in accordance with the 2023 Pop-Up Dining Permit Policy is hereby APPROVED.

APPROVE REQUEST FOR WAIVER OF POLICY ON ENCROACHMENTS FOR SEAWALL ON TOWN PROPERTY AT 36 SPRITEVIEW AVENUE

5. Tom Ryder of LandTech and Homeowner Liz Milwe presented Item #5. Director of Public Works Peter Ratkiewich provided additional background and information relative to the seawall and the Town property. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the request for a waiver of the Town Policy on Encroachments on Town Property as it relates to the portion of the town-owned seawall in the canal off the Saugatuck River adjacent to the property known as 36 Spriteview Avenue, contingent upon compliance with recommendations and requirements from relevant Town Departments and Commissions, the CT DEEP, and execution of an Encroachment Easement and Hold Harmless Agreement satisfactory to the Town Attorney's Office is hereby APPROVED.

APPROVE MAINTENANCE AGREEMENT BETWEEN CT DOT & TOWN FOR BUS SHELTER AT 176 POST ROAD WEST

6. Director of Public Works Peter Ratkiewich presented Item #6. He noted that the State of Connecticut mandated this agreement. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the Maintenance Agreement between the State of Connecticut Department of Transportation and the Town of Westport as it relates to construction and ongoing maintenance of the bus shelter to be located within the CT DOT right-of-way at 176 Post Road West is hereby APPROVED.

APPROVE AWARD OF CONTRACT FOR BID 23-081T (1141 PRE SIDEWALK)

7. Deputy Town Engineer Matthew Niski presented Item #7. Upon motion by Andrea Moore, Seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the Award of Contract for Bid #23-081T (Town Project 2021-05, 1141 Post Road East Sidewalk Improvements) to G. Pic & Sons Construction, Inc. in the amount of \$15,550.00 is hereby APPROVED.

APPROVE REVISED A101 STANDARD AGREEMENT BETWEEN THE TOWN AND ZEISS CONSTRUCTION FOR GILLESPIE CENTER PROJECT

8. Director of Public Works Peter Ratkiewich and Attorney Doug LoMonte presented Item #8. There were modifications to an originally approved contract that Attorney LoMonte determined warranted review and approval by the Board. discussed. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that the revised A101 Standard Agreement Construction Contract Between the Town of Westport and Zeiss Construction Group for the Gillespie Center (45 Jesup Road) Renovation, a CDBG Small Cities funded project, and subject to final Town Attorney review and modifications, is hereby APPROVED.

APPROVE CONTRACT BETWEEN TOWN AND ELM LANDSCAPING FOR WCSA OUTDOOR IMPROVEMENT PROJECTS

9. WCSA Director Wendy Petty presented Item #9. Ms. Petty noted that the project is funded by State of Connecticut Senior Center ARPA grant and complied with the purchasing policy. 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 Elm Landscaping as it relates to the Westport Center for Senior Activities Outdoor Improvement Project is hereby APPROVED.

APPROVE PROFESSIONAL SERVICES PROPOSAL BETWEEN THE TOWN OF WESTPORT AND WENDEL ARCHITECTURE FOR PUBLIC SAFETY FACILITY STUDY PROJECT

10. Interim Fire Chief Mark Amatrudo presented Item #10. Assistant Town Attorney Eileen Flug noted that the exception to the RFP process associated with the award proposal was approved by Finance Director Gary Conrad and First Selectwoman Jennifer Tooker due to the experience and history of work provided by the vendor. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the the Professional Services Proposal between the Town of Westport and ~~Mitchell Associates Architects (MAA) and Five Bugles Design (FBD)~~ Wendel Architecture, PC for professional services associated with Westport Public Safety Facility Study project, subject to final review by the Town Attorney's Office, is hereby APPROVED.

APPROVE AWARD OF CONTRACT SURVEYING SERVICES FOR LLES TO LINDQUEST SURVEYING

11. LLSBC Chair Jay Keenan presented Item #11. The purpose is to update the current survey as previously prepared to include other aspects (i.e., topography, utilities) of the property and comply with updated standards. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the award of contract (Surveying Services – Long Lots Elementary School) to Lindquist Surveying of Derby, CT in the amount of \$19,500.00 is hereby APPROVED.

APPROVE AWARD OF CONTRACT DESIGN SERVICES FOR LLES BUILDING ENVELOPE, INTERIM REPAIRS TO WINDOWS TO WISS JANNEY ELSTNER

12. LLSBC Chair Jay Keenan presented Item #12. Mr. Keenan and BOE CFO Elio Longo noted that the Town and the WPS are working collaboratively to assess and examine the current Long Lots Elementary School while the new building is constructed. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the award of contract (Building Envelope Engineering – Long Lots Elementary School) for design of interim repairs to existing windows at Long Lots Elementary School to Wiss Janney Elstner Engineers of Seymour, CT in the amount of \$13,000.00 is hereby APPROVED.

APPROVE AWARD OF CONTRACT 24-104T ARCHITECTURAL ENGINEERING FF&E SERVICES FOR LLES TO SVIGALS + PARTNERS

13. LLSBC Chair Jay Keenan presented Item #13. Director of Public Works Peter Ratkiewich described the differences between RFPs and RFQs, how and when documents may be made available to the public, and that public documents associated with RFQ awards are regulated under FOIA. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the award of contract RFQ #24-104T (Architectural, Engineering and FF&E Services for Phase II Design and Construction – Long Lots Elementary School) to Svigals + Partners of New Haven, CT in the amount of \$4,097,000.00 is hereby APPROVED.

APPROVE AWARD OF CONTRACT RFQ 24-103T CONSTRUCTION MANAGEMENT FOR LLES TO NEWFIELD CONSTRUCTION

14. LLSBC Chair Jay Keenan presented Item #14. Total estimated cost for the duration of the project including pre-construction, construction, performance bond and insurance is estimated to be \$4,692,366.00. Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0, it was:

RESOLVED, that the award of contract RFQ #24-103T (Construction Management Services for Phase II Design and Construction – Long Lots Elementary School) for preconstruction services in the amount of \$145,045.00 and, subject to appropriation funding approval of the requisite funds, to further award the Construction Management Services for the construction phase of the project to Newfield Construction of Hartford, CT, is hereby APPROVED.

ADJOURNMENT

Upon motion by Andrea Moore, seconded by Candice Savin, and passing by a vote of 3-0 the meeting adjourned at 10:15 AM

/Eileen Francis/
Eileen Francis, Recording Secretary