



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

Thursday, July 11, 2024, Minutes

In attendance: Chair: Randy Herbertson; Members: Peter Ratkiewich, Donna Douglass, Jenna Petok (remote), Matthew Mandell, Maxwell Crowley (remote), Tom Kiely, Dave Briggs (remote), Travis Canavan, Nick Marsan, and Deirdre O'Farrelly; Staff: Sara Amaro

The Downtown Plan Implementation Committee held a public meeting at 8:30 a.m. on **Thursday, July 11, 2024**, for the following purposes:

- I. Opening Remarks – Chair
 - A. Overall Meeting Goals
 - B. Approval of Minutes (06/2024 Meeting)
 - Motion to Approve:** Douglass
 - Second:** Ratkiewich
 - Vote:** Unanimous
- II. Strategic Priority Review
 - A. Parking Lots Reinvention
 1. Downtown Lots Design Master Plan – Reconnecting the Riverfront
 - (a) Jesup and Imperial (Police Station) planning and public engagement
 - The Working Task Force (Pete R., K. Wilberg, J. Petok, R. Herbertson, and M. West) met recently to discuss putting out an RFP for the research aspect of the project. One bid was received but more are wanted for an adequate comparison. RFP to be sent out within the next few weeks; priority given to State agencies to support State businesses.
 - (i) The Working Group will write the RFP. It was recommended by M. Mandell that the RFP be put before the committee for review before being sent out for bid.
 - Planning phase for Jesup/Imperial to begin as well as a feasibility study for a parking structure in one of the lots, first looking into Baldwin and the Police Station.
 - (i) Parking structure to go out for RFP; will require multiple bids.
 - (ii) Walkway from Deadman Brook to Imperial will be looked into as the first task to be completed within this phase. The walkway will need to be ADA-compliant. To accomplish this, a suggested plan is to have a wide enough bridge with stairs and a lift for accessibility. Adding a lift will avoid needing to dig into the landfill.
 - The lift is accessed by a key, ensuring safety when not being utilized. Lifts are accessed by a universal key. If someone does not have theirs, one can be obtained from the Town.

1. Downtown Lots Design Master Plan – Reconnecting the Riverfront (cont)

- Public engagement to begin late Summer, early Fall. Engagement will occur amongst key business stakeholders, specific target groups (example: parents, regarding discussion around a playground), and public charrettes (potentially at the library) will be held. Once the design work has been completed, there will be more public engagement. Studies regarding public engagement to be conducted by an outside source.
- Discussion was held regarding concerns with [timed parking](#). Per some constituents, timed parking has made it difficult for employees to park during the day. Suggestions on how to help with this included:
 - (i) Church Lane Closure – Merchants recommended not closing Church Ln next year due to traffic. Public was encouraged to go to Board of Selectwomen meeting when the application is being heard to voice their opinions.
 - (ii) Parking Maps – Remind and encourage the public to utilize our [parking maps](#) to identify all day/timed parking. There are 800 all day parking spots available and 553 timed spots in Town lots (not including privately owned lots).
 - (iii) Drone Evaluations – Drone evaluations of lots to take place reviewing peak times of the day and on different days of the week. If after the study it is thought that there isn't adequate all-day parking available, a request can be made to return to the Local Traffic Authority to add more yellow (all day) parking spots.
 - (iv) Metered Parking – Metered parking was brought up as an alternative to timed parking. Suggestion will be a key component to the charrettes.
 - (v) Shuttle Bus – A recommendation to have a trial period with a shuttle running between the Imperial lot, Senior Center and downtown.
 - (vi) Safe Streets for All (SS4A) – Remind and encourage the public to go to our [Safe Streets for All](#) page and submit their concern(s).

2. Other Projects Status

a) Avery St. Pole Removal

- There was one last wire to be removed and another company added a few more, causing a delay. This has now been reconciled and all major poles have been removed from downtown.

III. To adjourn the meeting.

Motion to adjourn the meeting: Kiely

Second: Crowley

Meeting adjourned: 9:35 AM

Randy Herbertson, Chair
Downtown Plan Implementation Committee
July 11, 2024