

Westport Board of Selectmen  
June 29, 2016  
MINUTES (APPROVED)

The Board of Selectmen, Traffic Authority and Water Pollution Control Authority held a public hearing on Wednesday, June 29, 2016 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, Jen Fava, Gary Conrad, Lynn Scully, Eileen Zhang, Patty Strauss, Police Chief Foti Koskinas, Marla Cowden, Kevin White, Debra Ferrante, Kevin Godburn, Sereniti Dobson, Eric Woods, 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 Jim Marpe, seconded by Helen Garten and passing by a vote of 3-0, it was:

RESOLVED, that the minutes of the Board of Selectmen's public hearing of June 8, 2016 are hereby APPROVED.

APPROVE THE USE OF TOWN ROADS FOR THE CONNECTICUT CHALLENGE BIKE EVENT ON JULY 30, 2016

2. Item #2 was presented by Andrew Newbold, representing the CT Challenge and Lieutenant Eric Woods. Mr. Newbold explained that the original request was incorrect and that the ride is scheduled to take place on July 30 only. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, the original call was amended. Mr. Newbold and Lieutenant Woods explained the process by which the organizers and police made arrangements to insure that the ride was conducted properly and safely. The Police after-action report from the previous year's event indicated that everything went smoothly, but there were some suggestions that will insure increased safety. The route will be the same as 2015 which takes into account the construction on the North Avenue Bridge. The Police requested that the organizers insure that the directional signs used during the event were taken down within 24-48 hours. Mr. Newbold agreed to all requests and suggestions. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED that the use of various Town roads on Saturday, July 30, 2016 from 8:00 am through 6:00 pm for the Connecticut Challenge, Inc. Bike Ride, 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.

TO APPROVE USE AND/OR CLOSURE OF AND TO AUTHORIZE NO PARKING ON VARIOUS TOWN ROADS FOR THE SLICE OF SAUGATUCK EVENT ON SEPTEMBER 10, 2016 (RAIN DATE SEPTEMBER 17)

3. Item #3 was presented by Westport Weston Chamber of Commerce Director Matthew Mandell. Upon motion by Helen Garten seconded by Jim Marpe and passing by a vote of 3-0, the requested hours were amended and are reflected in the final approval. Mr. Mandell stated that the event is in its 5<sup>th</sup> year and over the last 3 years has donated over \$14,000 to local charities. 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 parking areas, the closure of the Town road known as Railroad Place, and the authorization to enforce No Parking on Riverside Avenue south of Bridge Street, on Saturday, September 10, 2016 (rain date Saturday, September 17, 2016) from 11:30 am to 5:30 pm for the Slice of Saugatuck event sponsored by the Westport Weston Chamber of Commerce, 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 ANNUAL MAINTENANCE CONTRACT BETWEEN THE TOWN OF WESTPORT AND LHS ASSOCIATES, INC.

4. Item #4 was presented by Registrars of Voters Marla Cowden and Kevin White. The Registrars explained that the agreement presented before the board was the same as previous years. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Annual Maintenance Contract between the Town of Westport and LHS Associates, Inc. for maintenance, repair and service of tabulator/ballot boxes is hereby APPROVED.

APPROVE REMOTE SERVER MIGRATION SCHEDULE BETWEEN THE TOWN OF WESTPORT AND COTT SYSTEMS, INC.

5. Item #5 was presented by Town Clerk Patty Strauss and IT Director Eileen Zhang. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Remote Server Migration Schedule between the Town of Westport and COTT Systems, Inc. as it relates to webserver migration is hereby APPROVED.

APPROVE CONTRACT BETWEEN TOWN OF WESTPORT AND CONNECTICUT CUSTOM AQUATICS

6. Item #6 was presented by Parks and Recreation Director Jen Fava and Parks & Recreation Facilities Manager Dan DeVito. Ms. Fava explained that the current specialized filter in the lap pool is 22 years old, has reached its useful life, and requires replacement. The appropriation request has been approved by necessary funding bodies. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the contract between the Town of Westport and Connecticut Custom Aquatics as it relates to the replacement of the sand filter at the Longshore Pool is hereby APPROVED.

ACCEPT CT OPM WESTPORT POLICE-YOUTH COLLABORATIVE GRANT AND AUTHORIZE FIRST SELECTMAN TO EXECUTE AGREEMENT

7. Item #7 was presented by Chief of Police Foti Koskinas, Lieutenant Sereniti Dobson and Youth Services Program Director Kevin Godburn. The presenters explained the community service and team building exercises as well as the various Police/Youth Collaborative programs that are components and provisional requirements for grant funding. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Connecticut OPM Westport Police-Youth Collaborative Grant award in the amount of \$9,862.00 is hereby ACCEPTED; and

FURTHER RESOLVED, that First Selectman James Marpe is hereby AUTHORIZED to execute the agreement on behalf of the Town of Westport.

APPROVE EAP RENEWAL AGREEMENT BETWEEN THE TOWN OF WESTPORT AND ESI EMPLOYEE ASSISTANCE GROUP

8. Item #8 was presented by Human Resources Manager Debra Ferrante, representing the Personnel Director. Ms. Ferrante explained the various programs and services provided by ESI to Town employees and their families. The relationship with ESI has been positive. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the EAP Renewal Agreement between the Town of Westport and ESI Employee Assistance Group for Employee Assistance Program Services for the period of July 1, 2016 through June 30, 2017 is hereby APPROVED.

APPROVE AGREEMENT BETWEEN BLUMSHAPIRO AND THE TOWN OF WESTPORT

9. Item #9 was presented by Audit Manager/Senior Accountant Lynn Scully, representing the Finance Director. Ms. Scully explained that the agreement was for outsourcing the internal audit function for the Town. The cost equates to a minimum 3-4 audits within the fiscal year 2017. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Agreement between BlumShapiro and the Town of Westport as it relates to outsourced internal auditor services for fiscal year 2017 is hereby APPROVED.

ADOPT FAIR HOUSING RESOLUTION AND AFFIRM EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENTS

10. Item #10 was presented by Assistant Town Attorney Gail Kelly. Ms. Kelly explained that the adoption of the resolution and reaffirmation of the statements occur every two years. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Town of Westport Fair Housing Resolution, as attached, endorsing the Town of Westport Fair Housing Policy is hereby APPROVED; and

FURTHER RESOLVED, that the Town of Westport's Equal Opportunity Policy Statement and Affirmative Action Policy Statement are hereby AFFIRMED.

ACCEPT OFFER FROM CT DOT FOR AND TRAFFIC EASEMENT ACQUISITION AT POST ROAD EAST BETWEEN BAY STREET AND IMPERIAL AVENUE

11. Item #11 was presented by Town Engineer Peter Ratkiewich. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the offer of \$1,825 from the State of Connecticut Department of Transportation for the acquisition of a traffic easement for highway purposes located on Post Road East between Bay Street and Imperial Avenue is hereby ACCEPTED; and

FURTHER RESOLVED, that such highway easement to the State is hereby GRANTED.

APPROVE AWARD OF CONTRACT BID #16-838T TO DEERING CONSTRUCTION CO. FOR RECONSTRUCTION OF SAUGATUCK RR STATION LOT #1

12. Item #12 was presented by Town Engineer Peter Ratkiewich and Police Chief Foti Koskinas. Mr. Ratkiewich explained the design plans and the current engineering problems that precipitated the need for the lot's reconstruction. Police Chief Koskinas provided additional information relative to procedures that will be in place to mitigate potential confusion, the loss of the parking spaces during construction, the back-up protocols and the methods by which commuters would be notified of the lot's was closure during reconstruction. RTM Member Jennifer Johnson expressed concern that those commuters who utilized the parking lot were not provided sufficient notification or opportunity for input. Ms. Garten stated that she believed that the presented design, which was re-drafted after a public information session, may be premature and require additional revisions. Mr. Ratkiewich and Chief Koskinas indicated that the design was in keeping with best and current engineering practices. RTM Member John Suggs introduced documents that were deemed irrelevant to the agenda item before the Board. Upon motion by Avi Kaner, seconded by Jim Marpe and passing by a vote of 2-0-1 (Jim Marpe and Avi Kaner voting in the affirmative, Helen Garten abstaining), it was:

RESOLVED, that the award of contract Bid #16-838T to Deering Construction Co. for the reconstruction of the Town property known as Saugatuck Railroad Station Lot 1 is hereby APPROVED.

13. *ITEM #13 IS NOTED IN THE WPCA MINUTES OF 06-29-2016*

APPROVE COMMERCIAL ACCESS AGREEMENT BETWEEN TOWN OF WESTPORT AND CABLEVISION OF LITCHFIELD, INC.

14. Item #14 was presented by IT Director Eileen Zhang. Ms. Zhang explained that the agreement was similar to the one recently approved for the Marina and Longshore. This installation will be on Joey's by the Shore at Compo Beach and will improve WiFi service to that area. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Commercial Access Agreement between the Town of Westport and Cablevision of Litchfield, Inc. as it relates to providing broadband communication services and installation of associated equipment at Town property located at 64 Compo Beach Road (Joey's by the Shore Restaurant Pavilion) is hereby APPROVED.

APPROVE AGREEMENT BETWEEN TRANSAMERICA LIFE INSURANCE AND THE TOWN OF WESTPORT.

15. Item #15 was presented by Finance Director Gary Conrad. Mr. Conrad explained that the agreement would result in savings to the Town. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the Agreement between Transamerica Life Insurance Company and the Town of Westport as it relates to the Medical Stop Loss insurance is hereby APPROVED.

Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, the meeting was adjourned at 10:50 am.

Eileen Francis  
Recording Secretary

Water Pollution Control Authority  
June 29, 2016  
APPROVED Minutes

The Board of Selectmen, acting in its capacity as the Water Pollution Control Authority held a public hearing on Wednesday, June 29, 2016 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, Jen Fava, Gary Conrad, Lynn Scully, Eileen Zhang, Patty Strauss, Police Chief Foti Koskinas, Marla Cowden, Kevin White, Debra Ferrante, Kevin Godburn, Sereniti Dobson, Eric Woods, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

MINUTES

1. WPCA Item #1 was presented by Avi Kaner. There were no corrections or 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 June 8, 2016 are hereby APPROVED.

APPROVE SANITARY SEWER CONNECTION AT 6 HILLANDALE LANE

2. WPCA Item #2 (BOS Item #13) was presented by Town Engineer Pete Ratkiewich. Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, it was:

RESOLVED, that the residential sanitary sewer connection request at property known as 6 Hillandale Lane, contingent upon compliance with the WPCA Coordinator's letter of June 17, 2016, is hereby APPROVED.

Upon motion by Helen Garten, seconded by Jim Marpe and passing by a vote of 3-0, the meeting was adjourned at 10:50 am.

Eileen Francis  
Recording Secretary