

Board of Selectwomen Meeting
September 25, 2024
APPROVED MINUTES

The Westport Board of Selectwomen, Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, September 25, 2024, at 9:00 AM in the Westport Town Hall Auditorium, 110 Myrtle Avenue, Westport, Connecticut. In attendance were Jennifer Tooker, Andrea Moore (via telephone), Candice Savin, Eileen Flug, Tom Kiely, Elaine Daignault, Holly Betts, Christine Alison, Eileen Zhang, Pete Ratkiewich, Keith Wilberg, Bryan Thompson, AJ Taccone, members of the public, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/587>

APPROVE MINUTES

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

RESOLVED, that the minutes of the Board of Selectwomen's public meeting of September 11, 2024, are hereby APPROVED.

ADD HUMAN SERVICES REQUEST FOR ADDITION TO REGULAR MEETING AGENDA

At the request of the Human Services Director, upon motion by Jennifer Tooker, seconded by Candice Savin, and passing by a vote of 3-0, the Resolution below was read into the record for inclusion on the September 25, 2024, Board of Selectwoman's Agenda, and was listed as Item #2:

"To take such action as the meeting may determine to approve a contract amendment for SC2015803 - Homes with Hope's Gillespie Center (45 Jesup Road) Renovation, a CDBG Small Cities funded project; and approve the following Resolution:"

APPROVE RESOLUTION FOR CDBG GRANT ADDITIONAL FUNDING – GILLESPIE CENTER (AS REVISED)

2. Human Services Director Elaine Daignault presented Item #2. Upon motion by Candice Savin, seconded by Andrea Moore, and passing by a vote of 3-0, the following is hereby APPROVED:

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Westport make application to the State for an additional grant amount of \$529,452.79 (as revised) (for a total grant of \$1,701,952.79) in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement, therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Westport Board of Selectwomen:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,

2. That the filing of an application by the Town of Westport in an amount not to exceed \$1,730,000.00 is hereby approved, and that Jennifer S. Tooker, First Selectwoman of Westport is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Westport.

APPROVE REFUNDS OF OVERPAYMENTS

3. Tax Collector Christine Alison presented Item #3. Upon motion by Candice Savin, seconded by Andrea Moore, 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 AND ADOPT POLICY STATEMENTS, RESOLUTION, PROCEDURES AND NOTICE

4. Assistant Town Attorney Eileen Flug presented Item #4. Upon motion by Candice Savin, seconded by Andrea Moore, and passing by a vote of 3-0, it was:

RESOLVED, that the following Town of Westport policy statements, resolutions, procedures, and notice:

- a) Fair Housing Policy Statement, Grievance Procedure, and Resolution.
- b) Equal Opportunity Policy Statement.
- c) Affirmative Action Policy Statement; and
- d) Americans with Disabilities Act Policy Statement, Grievance Procedure, and Notice.

Are hereby APPROVED.

APPROVE ACCEPTANCE OF CT STATE AGENCY ON AGING GRANT AWARDS

5. Assistant Director of the Westport Center for Senior Activities Holly Betts presented Item #5. Upon motion by Candice Savin, seconded by Andrea Moore, and passing by a vote of 3-0, it was:

RESOLVED, that upon the request of the Department of Human Services, the acceptance of two grant FY2025 awards from the CT State Agency on Aging for the following Older American's Act Title IIIB Administration for Community Living Grant programs at WCSA:

- a) Recreation for Mind, Muscle and Body Course
- b) Caregiver Support Group

Are hereby APPROVED.

APPROVE ACCELA CIVIC PLATFORM 3 YEAR RENEWAL, SOFTWARE LICENSE AND SUBSCRIPTION SERVICES AGREEMENTS

6. Information Technology Director Eileen Zhang presented Item #6. Member of the public Jennifer Johnson spoke to the item. Upon motion by Candice Savin, seconded by Andrea Moore, and passing by a vote of 3-0, it was:

RESOLVED, that upon the request of the Director of Information Technology, the Accela Civic Platform 3-year Renewal Order, Software License Agreement and Subscription Services Agreement between the Town of Westport and Accela, Inc., are hereby APPROVED, subject to final review by the Town Attorney's Office.

APPROVE AWARD OF CONTRACT FOR BID 25-128T – FALL PAVEMENT PRESERVATION + REPAIRS

7. Deputy Town Engineer Keith Wilberg presented Item #7. He noted that the Fall pavement program would cover approximately 4 miles of Town roadways. Member of the public Jennifer Johnson spoke to the item. Upon motion by Candice Savin, seconded by Andrea Moore, and passing by a vote of 3-0, it was:

RESOLVED, that upon the request of the Public Works Department, the Award of Contract for Town Project No. 2024-20, Bid 25-128T (Pavement Preservation & Repairs Fall 2024) in the amount of \$969,582.00 to Burns Construction Co., Inc., is hereby APPROVED.

APPROVE AWARD OF RFP 25-123T TO BFJ PLANNING TO CONDUCT UPDATED PARKING STUDY AND FEASIBILITY FOR PARKING STRUCTURE DOWNTOWN

8. Public Works Director Peter Ratkiewich presented Item #8 on behalf of the Public Works Department and the DPIC. Members of the public Jennifer Johnson and Harris Falk spoke to the item. Upon motion by Andrea Moore, seconded by Jennifer Tooker, and passing by a vote of 2-1 (Jennifer Tooker and Andrea Moore in FAVOR, Candice Savin OPPOSED), it was:

RESOLVED, that upon the request of the Public Works Director and upon the recommendation of the Downtown Plan Implementation Committee, an agreement with BFJ Planning to conduct a 2015 Parking Study Update and 2024 Feasibility Analysis for Structured Parking in Downtown Westport, per RFP#25-123T, is hereby APPROVED, subject to clarifying the appropriation.

BOS ITEMS #9 AND 10 ARE INCLUDED IN THE WPCA MINUTES OF 09-25-2024

ADJOURNMENT

Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, the meeting adjourned at 10:35AM

/Eileen Francis/

Eileen Francis, Recording Secretary