



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

Thursday, September 19, 2024, Minutes

In attendance: Chair: Randy Herbertson; Members: Donna Douglass, Jenna Petok, Matthew Mandell, Maxxwell Crowley, Tom Kiely, David Farrell, Al D'Amura, Ken Bernhard, and Johanna Martell, Mike West, Gately Ross, Deirdre O'Farrelly, and Jacob Robison (remote, Colliers Engineering and Design); Staff: Sara Amaro

The Downtown Plan Implementation Committee held a public meeting at 8:30 a.m. on **Thursday, September 19, 2024**, for the following purposes:

- Opening Remarks – Chair
 - A. Overall Meeting Goals
 - B. Approval of Minutes (08/15/2024 and 08/22/2024 Meeting)
 - Motion to Approve:** Crowley
 - Second:** Kiely
 - Vote:** Unanimous, with Bernhard abstaining
- 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 status
 - (b) Parking study updates and feasibility analysis status
 - [Colliers Engineering and Design](#) has been awarded bid #25-122T, Public Engagement, Phase 2 Westport Downtown Plan.
 - Jacob Robison, Project Manager at Colliers, stated they are currently creating the focus group and stakeholder interview questions for the upcoming three (3) weeks.
 - Colliers will conduct four (4) focus group sessions amongst families, seniors, landowners, and another yet to be decided, along with four (4) one-on-one interviews with leaders from the Levitt Pavilion, Westport Library, Westport Women's Club and the Farmer's Market.
 - Jacob to join the next DPIC meeting to present findings from the stakeholder meetings. A public workshop will follow, most likely at the Westport Library. Once the workshop has been held, Colliers will create a survey for DPIC to send to constituents and create a final analysis of the public engagement.

- Executive Session
 - A. Review task force recommendation for parking study/feasibility vendor
 - The task force (R. Herbertson, P. Ratkiewich, M. Mandell and M. Niski) conducted interviews for bid #25-123T, 2015 Parking Study Update and 2024 Feasibility Analysis for Structured Parking in Downtown Westport.
 - **Motion to go into executive session to discuss responses to the RFP:** Kiely
Second: Martell
Vote: Unanimous
Entered executive session: 9:10 AM
 - In attendance: Herbertson, Crowley, West, Kiely, Mandell, Ross, D'Amura, Farrell, Bernhard, Douglass, Petok, O'Farrelly, Martell and Amaro
 - Executive session concluded at 9:35 AM
- Vendor Recommendation
 - A. Recommendation vote for parking study/feasibility vendor
 - **Motion to recommend approval of vendor [BFJ Planning](#) for bid #25-123T to the Board of Selectwomen:** Herbertson
Second: Petok
Vote: Unanimous with Crowley, Bernhard and Ratkiewich voting in abstention
 - Following the vote, a brief overview was presented to explain the rationale behind the recommendation to approve this vendor. Key points included:
 - Previous successful collaboration with this company
 - Competitive pricing that offers the best value
 - Extensive local experience, particularly in Fairfield County and the surrounding region
- To adjourn the meeting.
Motion to adjourn the meeting: Petok
Second: Gately
Meeting adjourned: 9:53 AM

Randy Herbertson, Chair
Downtown Plan Implementation Committee
September 19, 2024