

Board of Selectmen Special Meeting  
September 4, 2020  
Notice & Agenda

Notice is hereby given that the Westport Board of Selectmen will hold a special public meeting on Friday, September 4, 2020 at 11:00 AM. Pursuant to the Governor's Executive Order No. 7B, there is no physical location for this meeting. It will be held electronically, live streamed on [www.westportct.gov](http://www.westportct.gov), and broadcast on Westport's Optimum Government Access Channel 79 and Frontier Channel 6020. Emails to the Board of Selectmen prior to the meeting may be sent to [selectman@westportct.gov](mailto:selectman@westportct.gov). Comments to be read during the public comment portion of the meeting may be emailed to [BOSScomments@westportct.gov](mailto:BOSScomments@westportct.gov). Agenda as follows:

To take such action as the meeting may determine to approve the request from Temple Shalom, Inc. for the use of the Town owned property known as the Imperial Avenue Parking Lot on Saturday, September 19 from 8:30 AM to 2:00 PM and on Monday, September 28, 2020 from 8:30 AM to 6:00 PM for "drive-in" Rosh Hashanah and Yom Kippur Services, contingent upon compliance with comments and safety recommendations from relevant Town departments and in accordance with the Town Policy on the Use of Town Property, Facilities, and Public Roadways.

James S. Marpe, First Selectman

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*



EVENT CHECKLIST

Day, Date, Time of Event	Saturday, September 19, 2020 & Monday, September 28, 2020
Event	Rosh Hashana and Yom Kippur Services
Town Property	Imperial Lot
Event organizer	Temple Shalom
Organizer Contact Info	Martin Gitlin, 203-293-5665, <a href="mailto:mwgitlin@gmail.com">mwgitlin@gmail.com</a>
Set Up/Breakdown Times	9/19 8:30AM-2:00PM; 9/28 8:30AM-6:00PM
Req to Depts Sent	8/31/2020
BOS Approval Date	
FINAL APPROVAL DATE	

	Date
Processing Fee	09-02-2020
Bond	09-02-2020
Verified COI	09-01-2020
Verified Hold Harmless	08-31-2020
3 <sup>rd</sup> Party (if Applicable)	Digital Media
Map/Route/Set-Up	With Remarkable
After Action Report	
Bond Returned	

<b>Approvals/Comments (see att)</b>	✓
Chief of Police	✓
Fire Chief	✓
Director of Public Works	✓
Director of Parks and Recreation	✓
Director of Westport/Weston Health District	✓
Westport Library	N/A



DEPARTMENT RESPONSES

Day, Date, Time of Event	Saturday, September 19, 2020 & Monday, September 28, 2020
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Event organizer	Temple Shalom
Organizer Contact Info	Martin Gitlin, 203-293-5665, <a href="mailto:mwgitlin@gmail.com">mwgitlin@gmail.com</a>
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DATE:		
9/1/2020	<b><u>POLICE:</u></b>	No issues with the PD Foti Koskinas
9/1/2020	<b><u>FIRE:</u></b>	FMO no objections. Nathaniel Gibbons
9/1/2020	<b><u>PUBLIC WORKS:</u></b>	No issues DPW Peter Ratkiewich, P.E.
9/1/2020	<b><u>PARKS &amp; REC:</u></b>	No issues for P&R Jennifer A. Fava
9/1/2020	<b><u>WWHD:</u></b>	The Westport Weston Health District has no objection. Mark A.R. Cooper
	<b><u>LIBRARY:</u></b>	N/A

**APPLICATION FOR USE OF TOWN-OWNED PROPERTY, FACILITIES AND/OR PUBLIC ROADWAYS**

*Completed applications must be submitted no later than 90 days in advance of scheduled event. Applications not received 90 days in advance of scheduled event may not be approved.*

<b>NAME OF NON-PROFIT ORGANIZATION</b>	Temple Shalom, Inc.
<b>FUNDRAISING ENTITY</b> (If applicable)	
<b>ADDRESS</b>	259 Richards Avenue, Norwalk, CT 06850
<b>CONTACT NAME</b>	Martin Gitlin, Vice President <span style="float:right">CELL #: 203-293-5665</span>
<b>E-MAIL ADDRESS</b>	mwgitlin@gmail.com
<b>NAME OF EVENT</b>	Rosh Hashana Services (September 19) & Yom Kippur Services (September 28)
<b>INDIVIDUAL IN CHARGE</b> (on-site on day of event)	Martin Gitlin <span style="float:right">CELL #: 203-293-5665</span>
<b># OF PARTICIPANTS</b>	70 cars per service <span style="float:right">Admission Charge (If Any): None</span>
<b>DATE(S) OF EVENT</b>	September 19 (Sat) & September 28 (Monday)
<b>START DATE &amp; TIME</b> (including set up)	9/19 (8:30 am start) 9/28 (8:30am start)
<b>END DATE &amp; TIME</b> (including breakdown)	9/19 (2:00 pm end), 9/28 (6:00 pm end)
<b>TOWN PROPERTY &amp; ROAD(S) TO BE USED</b>	Imperial Lot

**\*\*A LEGIBLE** map of the route and/or event set-up (including placement of tents and equipment on the Town-owned property) must accompany the application

Please check any of the following that will be brought onto, provided, or used at the event:

Food/Beverages \_\_\_\_\_ Alcohol \_\_\_\_\_ Drones \_\_\_\_\_ Automobiles XX - *Personal automobiles of congregants*  
 Tents over 10'x10' \_\_\_\_\_ Bouncy House \_\_\_\_\_ (w/prof. installation and trained staff on site)

*Third parties providing any of the above are required to sign the Town's Indemnity/Hold Harmless and provide Insurance.*

**APPLICANT CHECK LIST:**

- Application  Processing Fee = \$100  Certified Check = \$1,000  Certificate of Insurance
- Event Permittee Indemnity and Hold Harmless Agreement  ~~Third Party Provider Indemnity and Hold Harmless Agreement~~ *MA*
- Map/Route/Set-Up *(only if providing tents, inflatables, valet services, fireworks, etc.)*

**BELOW FOR OFFICE USE ONLY:**

<b>INSURANCE &amp; INDEMNITY AGREEMENT RECEIVED:</b>	<b>DATE</b>
Eileen Lavigne Flug, Assistant Town Attorney	
<b>APPROVALS</b>	
Board of Selectmen/Traffic Authority/BOS Office (BOS Approval Date, if applicable _____)	

	<b>COMPLETED</b>
Processing Fee (\$100)	✓
Certified Check (\$1000)	✓
Certificate of Insurance	
Indemnity/Hold Harmless	✓
Map / Route / Set-Up	

Exhibit to Application for Use Of Town Owned Property  
Temple Shalom  
September 19<sup>th</sup> and 28<sup>th</sup> 2020

Set up of Event

We plan to conduct services in a "drive-in theatre" format, working with the Remarkable Theater. Congregants will park in the lot using the same configuration used by Remarkable, adhering strictly to the requirements of the Westport-Westin Health District on required automobile spacing and social distancing for COVID transmission prevention. We will use the Remarkable's FM transmitter to transmit the services to the congregants in their cars (but won't use their projector or screen since it will be daytime). There will be no set-up. The service will be officiated by the clergy standing in the bed of a pickup truck in the middle of the lot. Remarkable has also made their generator available to us to power the transmitter/PA system.

