

Westport Board of Selectwomen  
January 24, 2024  
APPROVED MINUTES

The Westport Board of Selectwomen, Traffic Authority, and Water Pollution Control Authority held a public meeting on Wednesday, January 24, 2024 at 9:00 AM in the Westport Town Hall Auditorium, 110 Myrtle Avenue, Westport, Connecticut. In attendance were Jennifer Tooker, Adnrea Moore, Candice Savin, Tom Kiely, Christine Alison, Jennifer Fava, Maxwell Robbins, Sereniti Dobson, Al D'Amura, Don O'Day, presenters as noted in the minutes, members of the public, and Eileen Francis, recording secretary.

<https://play.champds.com/westportct/event/470>

MINUTES

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

RESOLVED, that the minutes of the Board of Selectwomen's meeting of January 10, 2024 are hereby APPROVED.

APPROVE TAX REFUNDS

2. Tax Collector Christine Alison presented Item #2. Upon motion by Andrea Moore, seconded by Candice Savin 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.

REVIEW AND APPROVE APPLICATION FOR 2024 BLOOMIN' METRIC BICYCLE TOUR

3. Chaz Foster, Rides and Safety Director for Sound Cyclists, presented Item #3. Staff Corporal Al D'Amura and Lieutenant Sereniti Dobson presented on behalf of the Town. The item came before the Board as a result of issues, concerns and complaints with previous years' events, as well as the review and notes from the Police Department's After Action Report. Included in that report were notes that there was an insufficient number of officers assigned to locations along the route. Representatives from Sound Cyclists assured the Board that they will collaborate with the Police Department and that they will be proactive in instructing and providing additional safety and cyclist instruction during the event. The Police Department requested assigning additional detail officers and working collaboratively to ensure a safe event. Upon motion by Candice Savin, seconded by Andrea Moore, and passing by a vote of 3-0, it was:

RESOLVED, that the application submitted by Sound Cyclists for the 2024 Bloomin' Metric Bike Tour scheduled for May 19, 2024 is hereby APPROVED, subject to compliance with discussed safety provisions and collaboration with the Police Department.

APPROVE ANONYMOUS GIFT TO WESTPORT AFFORDABLE HOUSING TRUST FUND

4. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that in accordance with the Policy for Gifts to the Town, an anonymous monetary donation in the amount of \$10,000 for deposit into the Westport Affordable Housing Trust Fund is hereby APPROVED.

APPROVE MONETARY DONATION FROM FRIENDS OF PARKS & RECREATION FOR WTF BARN RENO

5. Christy Colasurdo and Liz Milwe representing the Wakeman Town Farm Committee presented Item #5. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that in accordance with the Policy for Gifts to the Town, the monetary donation in the amount of \$20,000 from the Friends of Westport Parks and Recreation for the exclusive purpose of funding the architectural services for the renovation of the Wakeman Town Farm Barn is hereby APPROVED.

AS LTA, APPROVE USE OF TOWN ROADS + REQ FROM CT DOT FOR 2024 WEEKLY ROAD RUNNERS SERIES

6. Parks & Rec Program Manager Max Robbins presented Item #6. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that acting in its capacity as the Traffic Authority, upon the request of the Parks & Recreation Director, the use of Town roads for the 2024 weekly Road Runners Series, contingent upon compliance with comments from various Town departments and in accordance with the Procedures for Use of Town-owned Property, Facilities and/or Public Roadways, and further, the request for permission from the Connecticut Traffic Authority for the use of certain state roads for the August 3, August 10 and August 31, 2024 races is hereby APPROVED.

AS LTA, APPROVE USE OF TOWN ROADS + REQ FROM CT DOT FOR 2024 MEMORIAL DAY PARADE

7. Parks & Rec Program Manager Max Robbins presented Item #7. Upon motion by Candice Savin, seconded by Andrea Moore and passing by a vote of 3-0, it was:

RESOLVED, that acting in its capacity as the Traffic Authority, upon the request of the Parks & Recreation Director, to approve the use of Town roads for the Annual Memorial Day Parade to be held on Monday, May 27, 2024, contingent upon compliance with comments from various Town departments and in accordance with the Procedures for Use of Town-owned Property, Facilities and/or Public Roadways, and further, the request for permission from the Connecticut Traffic Authority for the use of certain state roads for the event is hereby APPROVED.

WITHDRAWN

- ~~8. To take such action as the meeting may determine, upon the request of the Police Department, to approve the Software License Agreement and the Software Application Hosting Agreement between the Town of Westport and Cardinal Tracking, Inc., as it relates to the use of the TickeTrak Software for~~

~~parking enforcement ticketing and billing.~~

*BOS Item #9 is included in the 01-24-2024 WPCA Minutes*

REVISION 01-23-2024 Add Items 10 + 11

APPROVE TEMPORARY CONSTRUCTION EASEMENT AT 177 MAIN STREET

9. Architect Patricia Gill presented Item #9. Due to the revised nature of the construction plans, it was necessary to return to the Board to provide clarity as to the safety, timing, use and procedures the management company was utilizing to install windows at the site. The plan included use of the Town sidewalk and abutting roadway to ensure safe passage for pedestrians and vehicles, along with adequate police detail and guidance. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the revision to the previously approved request for a temporary construction easement as it relates to installation of equipment on and over town property, and temporary closure of the roadway to allow for pedestrian safety, adjacent to 177 Main Street, for a period of time to be determined and contingent upon compliance with recommendations from relevant Town departments and final approval from the Town Attorney's Office is hereby approved.

APPROVE CONSULTING SERVICES AGREEMENT BETWEEN TOWN AND COLLIERS  
PROJECT LEADERS USA NE, LLC RE LLSBC

10. Long Lots School Building Member Don O'Day presented Item #10. Mr. O'Day explained the need for the Agreement, that the funding was included (and capped at \$10,000) in the already approved appropriation for this phase of the Project. Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, it was:

RESOLVED, that the Consulting Services Agreement between Colliers Project Leaders USA NE, LLC and the Town of Westport as it relates to construction projects similar to Long Lots Elementary School, including but not limited to presenting and evaluating budget comparisons is hereby APPROVED.

ADJOURNMENT

Upon motion by Andrea Moore, seconded by Candice Savin and passing by a vote of 3-0, the meeting adjourned at 10:00 AM.

*/Eileen Francis/*  
Eileen Francis, Recording Secretary