

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT MEETING

TOWN OF WESTBROOK CONNECTICUT  
QUALIFICATION BASED SELECTION COMMITTEE MEETING  
KIRTLAND LANDING  
Via Zoom  
September 28, 2021

CALL TO ORDER

Chairman Rie called the meeting to order at 2:06 p.m. In attendance included: Chairman Rie, First Selectman Bishop, Eric Knapp, Rob Haramut, Rick Potvin and John Riggio.

PAYMENT OF INVOICES – Race Coastal

Noel Bishop made a motion to approve the Race Coastal invoice 2021-0204 in the amount \$181.25. John Rie seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

John Rie made a motion to approve the minutes of the 1/28/21 meeting. Eric Knapp seconded the motion. The motion passed unanimously.

COORDINATION OF TASKS - Town and USFWL

The News Release outline the project, developed by USFWL, was mailed to neighboring property owners, appropriate web sites and the Harbor News.

Rick Potvin reported that the project is on schedule to begin 10/12/21. The first phase will take place 10/12/21 through 10/22/21. Note that the ramp has not yet shipped and will be installed at a later date. All work will be done in compliance with appropriate permits.

USFWL Responsibilities

- Construction on the site.
- Staff member to be on site as much as practical to address questions posed by the public.
- Signage and fencing as necessary
- Permits and license submittals to regulatory authorizes as necessary (USFWL will develop permits/licenses and the Town will submit to appropriate authority).
- Contract with Race Coastal and Winterbourne Land Services
  - Race Coastal will ensure permits are filed and set and conditions of permit are met
  - Ensure proper placement of erosion control
  - Review materials and selection and project submittals
  - Consultant for concerns or issues during construction
  - As built
    - Winterbourne Land Services will set property and boundary markers, provide construction layout and check final elevations for as-builts

Town of Westbrook Responsibilities

- Use its resources to inform residents of project – as noted above, the Press Release was forwarded to neighboring property owners.
- Enforce closure of the site during construction periods
- Respond to questions posed by the public

Note that several bushes have been identified and will be re-planted per the permit. Mr. Riggio reported that Mr. Howard has concerns relative to the project. John Riggio, Director of Public Works and Rick Potvin, USFWL will meet at the site on Wednesday, 9/29 to discuss the removal of vegetation and neighbor concerns (tree work). Mr. Potvin reported that a surveyor will mark all property lines and all work will be performed on the Town's property.

OTHER BUSINESS – None.

ADJOURNMENT

Noel Bishop made a motion to adjourn the meeting at 2:23 p.m. Eric Knapp seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Executive Assistant