

Regular Meeting Agenda

JOINT ECONOMIC DEVELOPMENT COMMISSION
AND TOWN CENTER REVITALIZATION COMMITTEE

7 PM, Thursday, September 10, 2020
VIA ZOOM ONLY

Join Zoom Meeting Join Zoom Meeting:

<https://us02web.zoom.us/j/86057789598?pwd=RjFjWE0wcHMwVIRBVWxNK25CMXphdz09>

or

Dial by your location: +1 646 558 8656

Meeting ID: **860 5778 9598**

Passcode: **382584**

JOINT MEETING:

1. Call to Order
2. Town Center Parking Project/STEAP – Report on Close Out of Project
3. Community Connectivity Grant - Town Center Sidewalks – Project Update
4. Septic Study Progress Report
5. Proposed 2021 TCRC/EDC Meeting Schedule
6. Initiatives
 - a. Westbrook Place Mural Project
 - b. Town Center Facades and Building Rear Improvement Program / Tax Incentives Program
 - c. Historic District Gateway Signage
7. Minutes: August 13, 2020
8. Bills:

TCRC		EDC	
Recording Secretary	\$ 30.15	Recording Secretary	\$ 30.00
Special Funds		Special Funds	
Torrison Stone & Garden – weed & spread mulch @ Town Center	\$ 2,065.00		

9. Adjournment

ECONOMIC DEVELOPMENT COMMISSION:

1. Call to Order
2. Update on New Development Applications
3. Westbrook Events
4. Adjournment

TOWN CENTER REVITALIZATION COMMITTEE:

1. Call to Order
2. “Quick Hits”/Adopt-A-Spot Report
3. Adjournment

Attested: Marilyn Ozols, Chair TCRC / James Crawford, Chair EDC

Town of Westbrook
Joint
Economic Development Commission
Town Center Revitalization Committee
Mulvey Municipal Center
866 Boston Post Road
North Conference Room

To: Joan Angelini, Town Clerk

Re: TCRC/EDC 2021 Meeting Schedule

Date:

These committees meet on the second Thursday of the month in the North Conference Room, unless otherwise noted, at **7:00 P.M.**

The following is the meeting schedule for 2021:

Thursday, January 14, 2021
Thursday, February 11, 2021
Thursday, March 11, 2021
Thursday, April 8, 2021
Thursday, May 13, 2021
Thursday, June 10, 2021
Thursday, July 8, 2021
Thursday, August 12, 2021
Thursday, September 9, 2021
Thursday, October 14, 2021
Thursday, November 18, 2021*
Thursday, December 9, 2021
Thursday, January 13, 2022

*Due to a holiday, the meeting will take place on the 3rd Thursday.

Special Meeting
JOINT ECONOMIC DEVELOPMENT COMMISSION
AND TOWN CENTER REVITALIZATION COMMITTEE
Thursday, August 13, 2020
VIA ZOOM ONLY

PRESENT

TCRC: Marilyn Ozols, Chair; Darlene Briggs, Jim Crawford, Deborah Rie, Katherine Richards and Libby Waldron

EDC: Jim Crawford, Chair; Darlene Briggs, Phil Cocchiola, Kristen Meyer, Katherine Richards and Libby Waldron

Also in attendance: Eric Knapp, Planning and Zoning Development Coordinator, Lynn Coville

JOINT MEETING:

1. Call to Order

M. Ozols called the joint meeting of the Economic Development Commission and the Town Center Revitalization Committee to order at 7:00 p.m.

2. Town Center Parking Project/STEAP – Report on close out of project

M. Ozols stated that Gomez Landscaping of Westbrook has agreed to maintain the Town Center Garden as an Adopt-a-Spot location. Gomez Landscaping will be charging a significantly reduced rate for their services.

E. Knapp said he’s been working with the Westbrook Finance Director to close out the grant. It’s not finished yet, but it’s getting close.

3. Community Connectivity Grant – Town Center Sidewalks – Project Update

M. Ozols said a contract is in place. The contractor has gotten Call Before You Dig out there. Things are progressing.

4. Septic Study Progress Report

J. Crawford spoke with Lee McNamar, the WPCA Chair, and he said the report is being developed. There is going to be a virtual joint meeting to discuss it.

There is a statewide municipal waste management investigative committee being developed. They’re looking for volunteers to be part of a regional initiative. J. Crawford said this information should be sent around to see who else who may be interested. It’s a quick moving group. They’re going to try to come up with some recommendations before the end of the 2020 calendar year. J. Crawford indicated he would be participating. E. Knapp was asked to circulate the information to all members.

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5. Initiatives

a. Westbrook Place - mural project

M. Ozols said the two mural designs were presented to the Board of Selectmen. There have been articles in the Shoreline Times and the Harbor News, and the two designs were on display for voters during the primary vote on 8/11/20. The designs are also on display in Herb Clark’s building window on the Town Green. M. Ozols recommended an online survey, so people can choose which design they would prefer, but not an information meeting since in person meetings are still not permitted. Committee members concurred with this approach. A simple Survey Monkey survey will be prepared for posting on the website. Staff is working with counsel on drafting the easement for the side of the building so that the owner can agree in principle before this goes forward. The goal is to apply to the Westbrook Foundation by the 10/1/20 deadline.

b. Town Center Facades and Building Rear Improvement Program/Tax Incentives Program

J. Crawford said he and D. Briggs have not had a chance to meet, but they’re planning to meet soon.

c. Historic District Gateway Signage

J. Crawford said there is money in the budget for this.

6. Minutes: Regular Meeting – June 11, 2020

J. Crawford made a motion to approve the 6/11/2020 regular meeting minutes as submitted. P. Cocchiola seconded the motion, and it was passed unanimously.

7. Bills: To be paid out of Fiscal Year 2019-2020 funds

TCRC		EDC	
Recording Secretary	\$105.36	Recording Secretary	\$105.36
Special Funds		Special Funds	
Torrison Stone & Garden	\$360.00		

J. Crawford made a motion to approve the bills as submitted. P. Cocchiola seconded the motion, and it was passed unanimously.

8. Adjournment

J. Crawford made a motion to adjourn the joint meeting of the Town Center Revitalization Committee and the Economic Development Commission meeting at 7:17 p.m. D. Briggs seconded the motion, and it was passed unanimously.

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ECONOMIC DEVELOPMENT COMMISSION:

1. **Call to Order:** J. Crawford called the meeting of the Economic Development Commission to order at 7:18 p.m.
2. **Update on New Development Applications**
E. Knapp reported that he's been talking with the engineer for Datillo Village. They plan to submit their application next month.

The temporary certificates for outdoor seating expire on 9/9/2020. The Zoning Commission will be discussing options for extending usage beyond that date. There is word that the governor may be extending the order.

3. **Westbrook Events – Marcia Simon**

J. Crawford said he will be working with M. Simon on the next Westbrook Events article.

4. **Adjournment**

K. Richards made a motion to adjourn the meeting of the Economic Development Commission at 7:20 p.m. J. Crawford seconded the motion, and it was passed unanimously.

TOWN CENTER REVITALIZATION COMMITTEE:

1. **Call to Order**
M. Ozols called the Meeting of the Town Center Revitalization Committee to order at 7:21 p.m.
2. **“Quick Hits” / Adopt-A-Spot Projects**
The only adopt a spot news was discussed above under the Town Center Municipal Lot and Garden. Some of the area has been mowed and seeded, so the grass will grow in. D. Rie said that Gomez Landscaping will be doing the ongoing maintenance for free as adopters.
3. **Adjournment**
D. Briggs made a motion to adjourn the Town Center Revitalization Committee at 7:25 p.m. J. Crawford seconded the motion, and it was passed unanimously.

Respectfully Submitted,

Kathleen King, Recording Secretary