

Westbrook Planning Commission
Regular Meeting Minutes
February 10, 2020
7:00 p.m.
Mulvey Municipal Center, 866 Boston Post Road
Multi-Media Room

MEMBERS PRESENT: Marilyn Ozols, Chair; Bill Neale (Regular Member), Phil Bassett (Regular Member), Tammy Niedzwicki (Regular Member) and Alternate Members Marie Farrell and Sheryl Becker

MEMBERS ABSENT: Eric Reeve (Regular Member) and Richard Newberg (Alternate Member)
The Planning, Zoning and Development Coordinator, Eric Knapp, was also absent.

M. Ozols called the meeting to order at 7:00 p.m. and seated M. Farrell as a voting member.

SIDEWALK PLAN IMPLEMENTATION: Director of Public Works John Riggio was present.

M. Ozols summarized that the purpose of the meeting was to discuss which sidewalks are most appropriate for work by the town crew utilizing the capital funds for sidewalk implementation. She added that the town is in line for federal funds for sections of Route 1 sidewalks east of the town center and possibly also west of the town center; that it appears that STEAP funds will become available this year and the town may be able to use those funds for Route 1 areas west of the town center although a consultant would be needed to administer the grant; and that, since the bid for the town center sidewalk is about \$100,000 over the grant amount, it may be appropriate to apply this year's implementation funds toward that project.

Members discussed the various sections of sidewalk in the plan noting that the ones that are not on state roads are more easily addressed by the town crew because they do not need an encroachment permit, but most are a lower priority. It was suggested that the town crew could focus on connecting existing segments and perhaps improving some of the segments in poor shape would make sense. It was agreed that Pond Meadow Road at the railroad overpass is a very high priority but the road width is restrictive and that McVeagh Road is also a high priority and, although there are some sections that are relatively straightforward, there are some segments with significant cuts and fills that require engineering. It was also discussed that there are only small segments to complete on Essex Road and Spencer Plains Road to create a continuous sidewalk from the town center to the YMCA. These are state roads but it appears that the construction is not difficult. J. Riggio will contact an engineer to determine the cost for plans sufficient to obtain an encroachment permit.

It was agreed that this year's capital funds should be put towards the town center project so no specific areas were identified for the town crew. It was also agreed that J. Riggio would utilize his operating budget sidewalk funds to re-do the sidewalks on the south side of Route 1 from the intersection with Salt Island Road as far as possible towards Water's Edge. This is a highly used section of sidewalk that is in poor condition. It was noted that an encroachment permit for replacement sidewalks is not as onerous as for new sidewalks and J. Riggio will pursue a permit for this work. He will also look to see what sections of town roads would be most feasible to do.

SUBDIVISIONS: None

TOWN AND GOVERNMENT AGENCY REFERRALS: None

ZONING REFERRALS:

- a. **ZC2019-0016, Special Permit modification, Westbrook Small Business Park, 7 Pequot Park Road, Map 158, Lot 023.** Owner: 7 Pequot Park Road, LLC, Applicant: Milano Development Corp. Enlargement of existing commercial building from 2,000 square feet to 5,750 square feet. Building “B”. No change of use.

M. Ozols stated that this application was before the PC on 1/13/2020. It is for the enlargement of a previously approved but not existing building. Many items were missing from the application. Those missing items have been submitted.

Michael Harkin, P.E., presented for the applicant and reviewed the new submissions. He stated that a letter regarding the drainage was submitted and that there will be zero net increase in a 100-year storm event. He added that architectural plans, a lighting plan with proposed lighting and a detailed landscape plan were all received. David Milano, owner, was also present.

A motion was made by B. Neale to find ZC2019-0016, Special Permit modification, Westbrook Small Business Park, 7 Pequot Park Road, Map 158, Lot 023. Owner: 7 Pequot Park Road, LLC, Applicant: Milano Development Corp. Enlargement of existing commercial building from 2,000 square feet to 5,750 square feet. Building “B”. No change of use. CONSISTENT with the Plan of Conservation and Development recommendations to: Continue to promote business development in targeted areas, as set forth in Action Summary for Development Action Item 7.2. The motion was seconded by T. Niedzwicki and was approved unanimously.

BILLS:

GENERAL ACCOUNTS FY 20			
Recording Secretary Kathy King	108.28		
Climate Adaptation Academy - Retreat	70.00		

A motion was made by P. Bassett to pay the bills in the General Accounts as presented. The motion was seconded by M. Farrell and was approved unanimously.

MINUTES:

1. Regular Meeting – January 13, 2020
A motion was made by M. Farrell to approve the 1/13/2020 Planning Commission Meeting Minutes as presented. The motion was seconded by P. Bassett and was approved unanimously.
2. Special Meeting Joint Planning Commission and Plan of Conservation and Development Steering Committee Meeting – February 6, 2020- These minutes have not been submitted yet.

OTHER BUSINESS:

1. **2021 POCD (Plan of Conservation and Development)**
The Steering Committee will be meeting on the first Thursday of each month except for March. That meeting will be a public meeting at 7:00 p.m. on Thursday, March 12, 2020. Planning Commission members were urged to attend the public meeting and were invited to also attend any of the other meetings.
2. **Community Connectivity Grant – status update**
Six bids were received. All of the required state language was not included in the bid documents, but the lowest bidder, who has done many municipal and state projects, submitted a bid that complied with all state requirements including prevailing wage. Both legal counsel for the town and DOT have agreed that the

project can go forward without re-advertising. The town does still have to comply with a public comment period which will entail posting the plans on the town's website. The bid is more than the \$200,000.00 in the grant, but it is lower than the consulting engineer estimated. Members agreed that because these sections of sidewalk are so important, other implementation funds should be diverted to this project so that it can be completed while the town has this opportunity. .

A motion was made by T. Niedzwicki to request that the Board of Selectmen accept Colonna Concrete and Asphalt Paving, LLC as the lowest responsible bid for Bid#4101, in the amount of \$294,453.50, for both the Essex Road and Boston Post Road sections of the proposed sidewalk and authorize the First Selectman to sign a contract with Colonna Concrete and Asphalt Paving, LLC following review by counsel and town meeting approval of the full construction cost plus the cost of engineering review, to be funded by the CT Connectivity grant previously accepted at town meeting with the remainder from FY19 and FY20 capital improvement funds for sidewalks. The motion was seconded by B. Neale and was approved unanimously.

3. Hazard Mitigation Plan – status update

The State has passed the Hazard Mitigation Plan on to FEMA.

4. Capital Projects

The next two large projects are the Resiliency Plan and the Subdivision Regulations

a. Resiliency Plan –

Work on this will begin after the updates to the POCD have been made.

b. Subdivision Regulations

Work may begin on this in the summer with Consulting Town Land Use Attorney firm Halloran and Sage.

REPORTS:

- 1. Coordinator** – The Capital Improvement Program request meeting will be on Thursday, 2/27/2020 at 7:00 p.m. M. Ozols encouraged Planning Commission Members to attend if possible.
- 2. RiverCOG** – B. Neale said RiverCOG has selected a consultant and is beginning to work on the regional POCD. RiverCOG is planning to meet with each Planning Commission, so that the COG plan will reflect each town's interest.

CORRESPONDENCE:

There was no new correspondence.

ADJOURNMENT:

A motion was made by P. Bassett to adjourn the meeting at 7:58 p.m. The motion was seconded by M. Farrell and was approved unanimously.

Respectfully submitted,

Kathleen King, Recording Secretary