

Regular Meeting  
JOINT ECONOMIC DEVELOPMENT COMMISSION  
AND TOWN CENTER REVITALIZATION COMMITTEE  
Thursday, August 12, 2021, 7:00 p.m.  
**VIA ZOOM ONLY**

**PRESENT:**

**TCRC:** Marilyn Ozols, Chair; Darlene Briggs, Hiram Fuchs, James Crawford, and Libby Waldron

**EDC:** James Crawford, Chair; Darlene Briggs and Libby Waldron

**Also Present:** Kathleen Ross, member of the public, and Eric Knapp, Planning and Zoning Development Coordinator

**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 7:07 p.m.

**2. Community Connectivity Grant – Town Center Sidewalks – Project Update**

M. Ozols said they are still ironing out one technicality with the Department of Transportation. Once that is resolved, everything will be completed.

**3. STEAP 2020 Sidewalk Grant**

In order to get the money from the State, the Town needs to use the Qualification Based Selection Process to hire an engineer. The deadline for RFQ submissions is August 13, 2021. Selection should be finalized in the next couple of weeks, and then the State paperwork can be completed.

**4. Septic Study Progress Report**

M. Ozols did talk with Brian Curtis, P.E. from Jacobson and Associates. He said he will have the information on costs for the TCRC/EDC before the September meeting. He did clarify the area of testing for Wren Park is the easterly wooded sloped area between the athletic fields and the Daisy Ingraham School. They expect to do soil testing in October/November. The seasonal high ground water testing has to be done between February and April. Construction intended for economic development cannot be funded through Clean Water Funds. It is eligible and under consideration for the use of the American Rescue Funds. It will be discussed at the Public Hearing at the September 28, 2021 Town Public Hearing. There will be a meeting with TCRC, EDC, and WPCA chairs and staff prior to that September 28, 2021 meeting to coordinate a request. The TCRC/EDC would like to present a united front with the WPCA at the Public Hearing. Members are urged to attend.

**5. Town Center Parking Lot – Maintenance Update**

M. Ozols reported that she did contact Anne Penniman, a local landscape architect who specializes in native plantings for an additional opinion. Anne took a look at the parking lot. She said deadheading and mowing has to be done. There is a good mix of native species and pollinator flowers. The area needs more maintenance. M. Ozols would like to schedule a weeding day and then divide the area into small manageable sections where Adopt a Spot

Regular Meeting  
 JOINT ECONOMIC DEVELOPMENT COMMISSION  
 AND TOWN CENTER REVITALIZATION COMMITTEE  
 Thursday, August 12, 2021, 7:00 p.m.  
**VIA ZOOM ONLY**

volunteers can maintain it. The original idea was to have a low maintenance area. This maintenance should be led by the TCRC/EDC. P. Cocchiola had previously said he may be able to get Oxford Academy students to help. Westbrook Garden Club members may be able to help. A master gardener would be present on weeding day to differentiate between the weeds and the plants that may not be in bloom at this time. P. Cocchiola, J. Crawford, D. Briggs and L. Waldron offered to head up the maintenance.

**6. Westbrook Place Mural Project**

J. Crawford was in touch with General Dynamics again. They recently launched a new submarine which had previously been the focus of their attention. By the end of August, they will review proposals including ours. J. Crawford is hoping for news shortly after that.

**7. Town Center Facades and Building Rear Improvement Program/ Tax Incentive Program**

J. Crawford said the next step is to go to another fundraising technique. Then, they can go to the Town Attorney to get a proposal drawn up for the language for an incentive to do the facades. Clinton has received a grant for town center facades. E. Knapp said he would follow up with Clinton about that grant. M. Ozols stated that many other towns have done similar projects and we can use their information rather than start from scratch.

**8. Historic District Gateway Signage**

M. Ozols sent out to the TCRC/EDC information with sign samples and draft locations. The wording could read "Welcome, Entering Westbrook Town Center National Register Historic District." D. Briggs will go to Lighthouse Signs to get a prototype sign. They'd like one sign on each end of Boston Post Road Historic District limits, one sign on Essex Road and one on Old Clinton Road. DOT permits will need to be obtained for all but the Old Clinton Road sign.

**9. Minutes - July 8, 2021**

**J. Crawford made a motion to approve the July 8, 2021, TCRC/EDC Minutes as submitted. D. Briggs seconded the motion, and it was passed unanimously.**

**10. Bills**

| <b>TCRC</b>         |          | <b>EDC</b>          |          |
|---------------------|----------|---------------------|----------|
| Recording Secretary | \$ 30.04 | Recording Secretary | \$ 30.04 |

**D. Briggs made a motion to approve the bill. J. Crawford seconded the motion, and it was passed unanimously.**

**11. Adjournment**

Regular Meeting  
JOINT ECONOMIC DEVELOPMENT COMMISSION  
AND TOWN CENTER REVITALIZATION COMMITTEE  
Thursday, August 12, 2021, 7:00 p.m.  
**VIA ZOOM ONLY**

**J. Crawford made a motion to adjourn the joint meeting of the Town Center Revitalization Commission and the Economic Development Commission at 7:31 p.m. D. Briggs seconded the motion, and it was passed unanimously.**

**ECONOMIC DEVELOPMENT COMMISSION:**

1. **Call to Order:** J. Crawford called the meeting of the Economic Development Commission to order at 7:31 p.m.
2. **Update on New Development Applications**  
J. Crawford is getting enthusiastic responses about the opening of Hartford Giant Grinder. E. Knapp said their new sign is up, and they are renovating. The brew pub has been approved. In the space adjacent to the brew pub, the owner of the brew pub is looking to bring in a high-end coffee shop. E. Knapp has received an application for an eye lash business. This application will be received by the Zoning Commission in August.
3. **Adjournment**  
**D. Briggs made a motion to adjourn the meeting of the Economic Development Commission at 7:34 p.m. L. Waldron seconded the motion, and it was passed unanimously.**

**TOWN CENTER REVITALIZATION COMMITTEE:**

1. **Call to Order**  
M. Ozols called the meeting to order at 7:34 p.m.
2. **“Quick Hits”/ Adopt a Spot Report**  
E. Knapp said there have been a couple of sign requests, a spreadsheet has been set showing who has which Adopt a Spot, and the Town’s web page has been updated.  
  
Kathleen Ross was not able to speak due a technical issue.
3. **Adjournment**  
**The meeting of the Town Center Revitalization Committee was adjourned at 7:37 p.m.**

Respectfully Submitted,

Kathleen King, Recording Secretary