

APPROVED

WESTBROOK PLANNING COMMISSION  
Special Meeting  
Monday, July 26, 2010  
Mulvey Municipal Center, 866 Boston Post Road

MINUTES

Call to Order

Chairman Ozols called the meeting to order at 5:00 p.m.

A quorum was established with the following Commission members present: Marilyn Ozols, Chairman, Phillip Bassett, Ashley Jones and Libby Waldron (alt). Also present was Meg Parulis, Town Planner.

NEW BUSINESS:

1. Authorization to proceed with Annual Parcel Update contract – Not to exceed \$3,000

Chairman Ozols explained that this contract is to cover updates to the parcel data & tax maps for the period Oct. 1, 2009 to Sept. 30, 2010 to correspond with the grand list period. Ms. Parulis indicated that the process for updates needs to be developed and coordinated with the Assessor and will likely be done twice a year. The \$3,000 is a best estimate based on the number of updates required over the last several years. The town is charged actual costs based on hourly rates established in the contract.

**A motion was made by Ms. Waldron to authorize the Annual Parcel Update contract not to exceed \$3,000. The motion was seconded by Ms. Jones and unanimously approved.**

2. Request for Appropriation Phase IV (final) POCD Update - \$25,000

Chairman Ozols indicated that this would be the final appropriation for the POCD Update. This amount is included in the capital budget but needs to go to Town Meeting to be transferred to the Special Fund for the project. Ms. Waldron inquired as to when the Plan needs to be completed. Ms. Parulis indicated that in accordance with the grant received by OPM, the Plan must be completed by June 30, 2011. Ms. Ozols questioned whether there was an additional year based on the extension granted to complete the State Conservation and Development Policies Plan. Ms. Parulis will verify the date and report back. Ms. Ozols noted that the Steering Committee is targeting to be complete by June 30, 2011 regardless of the State deadline.

**A motion was made by Ms. Waldron to request an appropriation of \$25,000 for Phase IV (final) of the Plan of Conservation and Development Update. The motion was seconded by Mr. Bassett and unanimously approved.**

BILLS (FY 09-10):

Chairman Ozols read the bills to be paid out of the general accounts for FY 09-10. Mr. Bassett inquired about the Engineering bill for the Cusson Property. Ms. Parulis explained that the Town was exploring options for use of the property and Woodard & Curran was brought in to lend their expertise on Brownfields issues. A site visit was conducted and a memo has been prepared outlining clean-up requirements for certain types of uses and potential funding opportunities. Because the Board of Selectmen does not have an engineering line item and since it could be considered a Land Use issue, Planning funded the work.

Ms. Waldron inquired as to whether the GIS Implementation project is complete. Ms. Parulis responded that she is just waiting for some paper deliverables. From this point forward, the annual maintenance costs for parcel updates & web hosting will be carried in the general operating budget.

**A motion was made by Ms. Jones to approve payment of the following bills from the FY09-10 General Accounts:**

<b>1. PC Rec. Sec. – S. Helchowski</b>	<b>\$100.00</b>
<b>2. POCD Rec. Sec. – N. Rudek</b>	<b>\$135.00</b>
<b>3. Engr. – Woodard &amp; Curran Cusson Prop. D’Aquila</b>	<b>\$2,500.00 \$448.75</b>
<b>4. Supplies – WB Mason Enterprise</b>	<b>\$63.11 \$349.99</b>
<b>5. GIS – Applied Geographics</b>	<b>\$2,300.00</b>

**The motion was seconded by Mr. Bassett and unanimously approved.**

Chairman Ozols read the bills to be paid from the Special Funds.

**A motion was made by Phil Bassett to approve payment of the following bills from the Special Funds:**

<b>1. POCD – Planimetrics</b>	<b>\$6,000.00</b>
<b>2. AH Study - Planimetrics</b>	<b>\$2,000.00</b>
<b>3. Applied Geographics, Inc.</b>	<b>\$4,743.22</b>

**The motion was seconded by Ms. Waldron and unanimously approved.**

BILLS (FY 10-11):

Ms. Parulis requested that an additional item be added for payment of POCD Recording Secretary in the amount of \$121.50 to which Commission members agreed. Chairman Ozols read the bills to be paid from the General Accounts for FY 10-11 including the bill for the POCD Recording Secretary.

**A motion was made by Mr. Bassett to approve payment of the following bills from the FY 10-11 General Accounts:**

<b>8. Supplies – WB Mason Staples</b>	<b>\$103.97 \$62.03</b>
<b>9. GIS – Applied Geographics</b>	<b>\$3,000.00</b>
<b>10. POCD Rec. Sec. – N. Rudek</b>	<b>\$121.50</b>

**The motion was seconded by Ms. Waldron and unanimously approved.**

MINUTES

**A motion was made by Ms. Waldron to approve the regular meeting minutes of June 14, 2010 as presented. The motion was seconded by Ms. Jones and unanimously approved.**

CORRESPONDENCE

Chairman Ozols inquired as to whether there were any items of correspondence to be brought before the Commission. Ms. Parulis reported there were none.

Seeing no further business, **a motion was made by Ms. Waldron, seconded by Ms. Jones, to adjourn the meeting at 5:13 p.m. The motion was unanimously approved.**

Submitted by,

Meg Parulis, Town Planner