

**Westbrook Planning Commission
Regular Meeting Minutes**

November 14, 2016

**Mulvey Municipal Center, 866 Boston Post Road
Multi-Media Room**

MEMBERS PRESENT: Marilyn Ozols, Chair; Bill Neale, Vice Chair; Phil Bassett, Secretary; Eric Reeve, Ann Brookes (alt), Marie Farrell (alt)

ALSO PRESENT: Meg Parulis, Town Planner and Kathleen King, Recording Secretary

Ms. Ozols called the meeting to order at 7:00 p.m.

SUBDIVISIONS:

1. Toby Hill Chase Subdivision - Modification to Landscape Plan (continued from 9/12/2016)

M. Parulis reported that the Public Works Director met with the paver. The paver cannot accept the binder course in its current state. The paving will be delayed until spring because milling and further road work will be required to prepare the road for paving.

The plans call for a fence around the detention area. Street tree locations were discussed with neighbors. Fewer trees are going to be planted than were shown on the plan. Trees will not be located around the detention pond due to access for Public Works.

Property owners Mark Maulucci of 3 Autumn Ridge and Loretta Zanzalari of 2 Autumn Ridge were present to discuss the fence. M. Parulis does not feel it is critical to have a fence around the detention pond. The Public Works Director would prefer no fence be installed. A split rail fence would offer a visual barrier, and it would be more aesthetically pleasing than a chain link fence. It would not be placed around the entire detention area, just around two of the sides for safety.

M. Maulucci said he felt the headwall is a safety issue because it's an 8 foot drop, straight down. It's not sloped as the other sides are. He would not like to see a chain link fence installed, yet he would agree to a split level fence. M. Parulis and Commissioners agreed that safety is their priority, and a split rail fence would be appropriate.

L. Zanzalari said she would prefer landscaping instead of fencing. She feels the fencing will take away from the aesthetic beauty of the neighborhood. She said she would be willing to give up her street trees for the landscaping.

L. Zanzalari asked what type of trees will be planted. She's concerned about tree maintenance, and she wants to make sure the trees will not be sweet gum trees that will drop spiky balls on the sidewalk that could obstruct a clear walking path. Commissioners suggested a maple tree, and L. Zanzalari agreed that would be fine.

M. Ozols suggested Commissioners plan a site visit to the property, and Commissioners agreed. M. Parulis will email Commissioners to set a date and time, and M. Maulucci and L. Zanzalari will be notified. This matter will be continued to the next Planning Commission meeting.

TOWN AND GOVERNMENT AGENCY REFERRALS: None

SELECTMEN REFERRALS: None

ZONING REFERRALS: None

BILLS:

GENERAL ACCOUNTS		SPECIAL FUNDS	
1. Staples- for purchase of an easel	\$114.84		

E. Reeves made a motion to pay the bill as presented. The motion was seconded by P. Bassett and unanimously approved.

MINUTES:

1. Regular Meeting – October 17, 2016

The Minutes are not ready to be submitted. Because there was a problem with the audio recording, and there was not a recording secretary present at the meeting, it is taking M. Parulis time to prepare the minutes. She will have them ready for approval at the next Planning Commission meeting.

OTHER BUSINESS:

1. Sidewalk Plan – Project Update

M. Parulis reported that the Board of Finance would like more feedback from the public before they approve the Sidewalk Plan. Correspondence was received from the Council of Beaches sharing their concerns. There is a process for familiarizing the public with this Plan. M. Parulis would like to work within this process to alleviate any public concern about the Plan. It would be beneficial to get more public input and feedback about sidewalk location. There can be a combination of an online component, maybe through a survey, and a public meeting and question and answer component to reach out to the public.

Commissioners all emphasized the importance of communicating the Sidewalk Plan to the public for their feedback before implementing it.

M. Ozols suggested a public informational meeting be held early in 2017 with the Sidewalk Plan ready for public review by June of 2017. Commissioners discussed requesting money from the Town Capital Fund for sidewalks.

M. Ozols suggested a joint meeting with the Westbrook Traffic Authority to collaborate about sidewalk location. Commissioners also would like to reach out to all Town Boards and Commissions requesting their feedback and input.

REPORTS:

1. **Inland Wetlands and Watercourses Commission** – There was nothing new to report.
2. **RiverCOG** – There was nothing new to report.
3. **Harbor Management Commission** – The Commission is in transition.
4. **Town Center Revitalization Committee** – M. Parulis stated that they should be breaking ground this week. They are hoping to get the culvert in before the winter. The project can then be continued and completed in the spring of 2017. There was discussion about liability.

CORRESPONDENCE: There was no new correspondence.

ADJOURNMENT:

P. Bassett made a motion to adjourn at 8:03 p.m. The motion was seconded by E. Reeve and unanimously approved.

Respectfully submitted,

Kathleen King, Recording Secretary