

APPROVED

JOINT ECONOMIC DEVELOPMENT COMMISSION
AND
TOWN CENTER REVITALIZATION COMMITTEE MEETING

Tuesday, December 18, 2012
Mulvey Municipal Center – 7:30 p.m.
North Conference Room

PRESENT: TCRC – Marilyn Ozols, Darlene Briggs, Jim Crawford, Deb Rie
EDC – Jim Crawford, Darlene Briggs, Sylvia Guinan

ALSO PRESENT: Meg Parulis, Town Planner

JOINT MEETING:

1. Call to Order

Ms. Ozols called the meeting to order at 7:30 p.m.

2. UCONN Study –Progress Report

Ms. Parulis explained that she had a meeting with Peter Miniutti from the UCONN Collaborative and Skip Young and Carter Gowrie from Gowrie Group, who own property adjacent to the Westbrook Place properties. The focus of the discussion was on the planned access way from Westbrook Place to Knothe Road between the Gowrie property and 30 Westbrook Place. Mr. Miniutti presented some concepts for reconfiguring the insurance company parking area to accommodate the new access way. Ms. Parulis reported that Mr. Gowrie and Mr. Young agreed to work with the Town in making this project a realization.

Ms. Parulis further reported that she had met on site with Heidi Wallace and Rich Snarski, Soil Scientist to discuss the feasibility of filling in the small wetland area where the access way would connect to Knothe Road for the purpose of getting a proposal from Mr. Snarski to evaluate the wetlands and develop a mitigation plan in support of a potential application to the Inland Wetlands Commission. Mr. Snarski looked at the site and noted that it is a low value wetland and does not see a problem with filling it. There is a question as to where mitigation could be done. There did not appear to be an opportunity in the vicinity of the filled wetland. Ms. Wallace suggested that there might be a mitigation opportunity in the wetland area behind the high school. After visiting the site, Mr. Snarski agreed that the area would benefit by having a vegetative buffer and there was potential for creating additional wetland. The Athletic Director and school Administration will need to be consulted to find out if there was any objection. The Conservation Commission should also be consulted. This mitigation project could also be an educational opportunity for high school/middle school students. Ms. Rie asked if there were any other town properties that could be considered if the school location doesn't work out. Ms. Parulis responded that they had looked at the Jedediah Chapman House property and the wetland area adjacent to the cemetery on S. Main Street. There did not appear to be a good opportunity for mitigation at these sites.

Ms. Parulis also discussed with Mr. Snarski the feasibility of crossing the wetland between the town-owned property (1224 Boston Post Rd.) and the bank property at 1238 Boston Post Road. Mr. Snarski pointed out that the wetland is already channelized in that area and it appears that a culvert could be installed rather than building a bridge without adverse impact.

The UCONN Collaborative Team will be at the next Commission meeting. The Team is looking at the area south of Route 1 for parking and access and will be looking at the sidewalk network from Flat Rock Place to the Town Center. They will not be looking at septic issues. Ms. Parulis is working with the Town Engineers determine the study area and potential sites for investigation. Ms. Ozols noted that the state is considering changes to their requirements that could allow for a larger system on a smaller site. She further noted that any study of wastewater needs will have to be coordinated with the WPC.

3. Consideration of Joining CT Main Street

Ms. Parulis reported that CT Main Street is now accepting new memberships. The cost would be five hundred dollars for a town the size of Westbrook. The membership to this program provides technical expertise, resources and support to communities for revitalizing their Main Street districts. They offer quarterly educational workshops and eligibility for consideration for state funding. Mr. Crawford offered to cover the cost of membership from the Economic Development Commission budget.

Ms. Guinan made a motion to join the Main Street Center program to be funded by the EDC. The motion was seconded by Ms. Briggs and unanimously approved.

4. Minutes

Mr. Crawford made a motion to approve the September 25, 2012 Joint Meeting Minutes. The motion was seconded by Ms. Briggs and unanimously approved.

Ms. Rie made a motion to approve the October 23, 2012 Town Center Workshop Minutes. The motion was seconded by Ms. Briggs and unanimously approved.

5. Adjournment

Ms. Briggs made a motion to adjourn at 8:09 p.m. The motion was seconded by Mr. Crawford and unanimously approved.

ECONOMIC DEVELOPMENT COMMISSION MEETING:

1. Call to Order

There was no quorum.

2. Update on New Development Applications – Town Planner

Ms. Parulis explained that an affordable housing project application may be coming in soon. It will be coming in under an Incentive Housing Zone. The property is on Old Clinton Road. Ms. Parulis briefly explained the criteria for the new zone. She is currently working with the Zoning Commission to develop regulations and has submitted an application to the State. Ms. Parulis would like to see the 1800’s Empire style house on the property saved and restored. So far, the property owner is cooperating. If the application is approved, the State would pay two thousand dollars per unit to adopt the zone and potentially two thousand dollars per unit when they are built. The money could be used to build sidewalks on Old Clinton Road and/or offset the cost to restore the historic house. There is also a Dawn Redwood tree, listed as a “CT notable tree” on the property that will be preserved.

3. FY 13/14

Mr. Crawford suggested keeping the budget the same as last year and adding in a new budget line for five hundred dollars for the CT Main Street Program membership.

TOWN CENTER REVITALIZATION COMMITTEE

1. Call to Order:

Ms. Ozols called the meeting to order at 8:20 p.m.

2. Minutes

Ms. Briggs made a motion to approve the October 23, 2012 Town Center Workshop Minutes. The motion was seconded by Ms. Rie and unanimously approved.

3. Bills:

General Funds - Recording Secretary..... \$ 90.25

Ms. Briggs made a motion to pay the bills as presented. The motion was seconded by Mr. Crawford and unanimously approved.

4. Town Center Parking Project/STEAP – Project Update

There has been no decision on the STEAP Grant.

5. 2012 Annual Report

There were no comments on the Annual Report. The report will be submitted as presented.

6. FY 13/14 Budget

Ms. Ozols stated that the \$500.00 CT Main Street membership dues will be taken out of the TCRC budget and added to the EDC budget per the previous discussion. There were no further corrections to the budget as presented.

Ms. Briggs made a motion to adopt the budget as presented with the changes as discussed. The motion was seconded by Mr. Crawford and unanimously approved.

Ms. Rie expressed how grateful the Adopt-A- Spot program is to the Westbrook Foundation for awarding them an eighteen hundred dollar grant. Ms. Ozols also expressed how grateful everyone is for the Adopt-A-Spot members who help make the Town look beautiful.

7. Adjournment

Ms. Briggs made a motion to adjourn at 8:27 p.m. The motion was seconded by Mr. Crawford and unanimously approved.

Respectfully Submitted,

Lisa DeMaria, Recording Secretary