

UNAPPROVED

Special Meeting
TOWN CENTER REVITALIZATION COMMITTEE

Wednesday, July 14, 2010
Mulvey Municipal Center

MINUTES

Attending: Libby Waldron, Darlene Briggs, Marilyn Ozols, Jim Crawford

Also Attending: Meg Parulis, Town Planner; Noel Bishop, First Selectman

1. Call to Order: The special meeting was called to order at 5:26 by Chairman Ozols.

2. Current Issues:

Proposed STEAP Grant Application

Ms. Parulis distributed a draft of a proposed STEAP grant application in the amount of \$425,000 to acquire the Morgillo prop. (2 Westbrook Place & 1224 Boston Post Road) and construct a municipal parking lot to support local businesses and civic events in the Town Center. The deadline for submitting the application is Tuesday, July 20th, 2010.

The Board of Selectmen, on recommendation of the TCRC and EDC, funded an appraisal of the property. The estimated market value is \$172,000, presuming that the lot can support an on-site septic system. The property owner has been asked to provide soil test results to confirm septic viability. Ms. Parulis commented that any soil testing for septic must be completed during the “wet” season to be of value. Septic system viability is important so that potential public restroom facilities can be placed at this site. Ms. Parulis commented that if the soil conditions would not allow for a septic system, the value of the property would be reduced.

Ms. Ozols reported that this is a good opportunity for the Town of Westbrook to receive STEAP grant funds. While surrounding towns have recently received STEAP funding, Westbrook has not. Also, future projects are included in the application and once STEAP funding is awarded for a particular project, additional STEAP grants usually follow until completion of that project.

Ms. Ozols continued that while a Town Meeting is required to approve a project, the Town Center Revitalization Committee has the authority to apply for grants without a Town Meeting. She prefers to present a funded project for town approval. Members concurred with approaching it in this order. Ms Ozols stressed that if the Grant is awarded, the matter will go to a Town Meeting for approval.

Ms. Parulis reported that matching funds are not a requirement of the grant; however, in her experience, it is beneficial for the town to contribute. Ms. Parulis proposes that the \$23,000 currently earmarked for Town Center Revitalization be used as part of the grant proposal. These funds can be used for the parking lot design portion of the project. The design portion

of the project is significant and even if the full amount of the grant is not awarded to Westbrook, there is value in having the design to be ready for other grant opportunities.

Mr. Bishop suggested that the BOF and BOS be briefed on both the project and the funding. This topic will be added to the agendas for the upcoming joint BOS and BOF meeting.

Ms. Ozols suggested that the application should indicate additional future phases of the project including the realignment of the Old Clinton Road intersection. Also the definition of "streetscape" should be expanded in the application.

Ms. Parulis reported that the appraisal will need to be upgraded to Yellow Book standards (+\$1800) as required by the State. Any upgrading of the appraisal would be completed if/when the Grant is awarded. The State also requires two appraisals. These additional costs will be incorporated under Acquisition Costs.

Ms. Parulis commented that the State will probably expect a Construction Oversight aspect on the project. She was hopeful that the Salt Island Overlook project will take place at the same time as this project and result in an economy of scale with construction oversight and design.

Mr. Bishop suggested obtaining letters of support from local merchants. Ms. Parulis responded that she has been in discussion with local individuals regarding the issue and they have been supportive.

Ms. Parulis reported that there are generally two rounds of grant awards; fall and spring.

The Project Benefits of the application will include the potential for 18-20 additional parking spots.

Mr. Crawford made a motion to authorize the Planner to prepare and submit a STEAP Grant application in the amount of \$425,000 to acquire the property located at 2 Westbrook Place & 1224 Boston Post Road and build a parking lot. Ms. Waldron seconded the motion. The motion passed unanimously.

3. Bills - \$500 – (5) Adopt a Spot signs Computer Signs of Old Saybrook

Mr. Crawford made a motion to pay the bill as presented. Ms. Briggs seconded the motion. The motion passed unanimously.

4. Adjournment

Ms. Briggs made a motion to adjourn the meeting at 5:58 p.m. Mr. Crawford seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski