

APPROVED

Special Meeting  
TOWN CENTER REVITALIZATION COMMITTEE

Wednesday, Nov. 17, 2010  
Mulvey Municipal Center

MINUTES

Attending: Libby Waldron, Darlene Briggs, Marilyn Ozols, Deb Rie

Also Attending: Meg Parulis, Town Planner

1. Call to Order: The special meeting was called to order at 7:03 p.m. by Chairman Ozols.

2. New Business:

- a. STEAP Grant – Municipal Parking Lot and Downtown Improvements – Request for Appropriation

Chairman Ozols presented a preliminary outline of potential next steps to refine the project and prepare for presentation at a Town Meeting. She reported that the Town is currently performing its due diligence for the property transaction including a second appraisal and environmental assessment. She proposed that the cost of the second appraisal (\$1,800) and review of the Phase I (\$550) conducted by the property owner by the Town's engineer be paid out of operating expenses to which the Committee members agreed.

Ms. Parulis explained that the scope of the project would include looking at a possible re-configuration of Knothe Road in addition to the parking lot. Once the concept plans are developed, they will be presented to the Traffic Authority and Inland Wetlands Commission for feedback. The final plan will need an Inland Wetlands Permit, Zoning Permit, Coastal Site Plan Review and DOT Encroachment Permit which will be sought after Town Meeting approval.

In order to get started on the preliminary engineering and prepare for the Town Meeting presentation, Ms. Ozols proposed requesting an appropriation in the amount of \$19,000 from an existing capital reserve account to cover additional environmental testing, development of a concept plan, and estimate of construction costs. This work is also needed to develop a project financing plan and budget to submit to the state. Ms. Parulis noted that based on estimates from the Town Engineering consultant, this amount would be sufficient.

**Ms. Briggs made a motion seconded by Ms. Waldron to request an appropriation from the Non-Recurring Capital Account #101-9-0-941 in the amount of \$19,000 to conduct environmental testing as needed and develop a concept plan and construction cost estimate for planned improvements at 1224 Boston Post Road & 2 Westbrook Place.** The motion was unanimously approved.

Ms. Parulis was directed to have this item placed on the Board of Selectmen agenda for December 13<sup>th</sup> and the Board of Finance agenda on December 15<sup>th</sup>.

Ms. Ozols re-iterated that the Town Meeting for acceptance of the grant, request for appropriation in the amount of the grant (\$250,000) and approval for acquisition of the property would be scheduled only after the following have been completed:

1. Successful negotiation of contract for sale of property
2. Development of concept plan with construction cost estimates
3. Receipt of grant agreement from DECD

In a general discussion, Ms. Rie questioned how much parking was needed in the Town Center and whether any analysis had been conducted to ascertain this. She also questioned the environmental impacts. Ms. Ozols responded that the existing parking in Town Center needs to be more convenient to the existing businesses and better organized. Concept plans developed several years ago showing how parking could be re-configured were reviewed to show how the grant project fits in with a larger plan. Ms. Ozols explained that the grant project is Phase II of a multi-phase plan. With regard to concerns about the environmental impact of the parking lot, Ms. Parulis noted that a pervious pavement would be used for the new parking area.

Ms. Parulis went on to recommend that a portion of the STEAP grant be reserved for use as a match for a federal Surface Transportation Program (STP)-Urban grant to conduct a Rte. 1 Corridor Study that would be administered by the CT River Estuary Regional Planning Agency (CRERPA). She reported that if it was agreeable to the Committee, the item would be placed on the agenda of the next CT River Estuary Municipal Planning Organization (CREMPO) meeting on Dec. 15, 2010 to be forwarded to DOT for programming. The project currently includes the towns of Clinton, Old Saybrook and Westbrook. The total cost of the study is estimated at \$300,000 or \$100,000 per town. Each town would have to contribute \$10,000 (10%) as a match. Ms Parulis continued that in the event that Clinton and/or Old Saybrook do not choose to participate, the project could still go forward for an individual town. Ms. Ozols suggested that if the other two towns were not part of the project, the study could be expanded in Westbrook to include all or a portion of Rte. 153. Ms. Parulis explained that the study would look at the functionality and design of Rte. 1 from a "Complete Streets" perspective which includes bicycle and pedestrian accessibility. Ms. Ozols commented that the study would be a good vehicle to engage DOT on needed improvements in the Town Center. The Committee agreed that leveraging \$10,000 for a \$100,000 study was a good use of the STEAP grant and would complement the parking lot project. Ms. Parulis noted that completion of the study would put the Town in good stead for future funding opportunities and would be a valuable tool to guide future development and re-development along Rte. 1.

b. FY 11/12 Budget

The Committee reviewed the existing budget and agreed that they could hold to a zero increase as requested by the Board of Finance.

**A motion was made by Ms. Rie seconded by Ms. Briggs to approve the budget as presented in the total amount of \$5600.** The motion was unanimously approved.

c. 2011 Meeting Schedule

Ms. Ozols distributed a proposed meeting schedule.

**A motion was made by Ms. Briggs, seconded by Ms. Waldron to approve the meeting schedule as presented.** The motion was unanimously approved.

2. Bills - \$50 S. Helchowski for Sept. minutes

**Ms. Briggs made a motion seconded by Ms. Rie to pay the bill as presented.** The motion was unanimously approved.

3. Adjournment

**Ms. Briggs made a motion seconded by Ms. Waldron to adjourn the meeting at 7:50 p.m.** The motion was unanimously approved.

Respectfully Submitted,

Meg Parulis, Town Planner