

Westbrook Planning Commission
Regular Meeting Minutes
May 13, 2019
7:00 p.m.
Mulvey Municipal Center, 866 Boston Post Road
Multi-Media Room

MEMBERS PRESENT: Marilyn Ozols, Chair; Phil Bassett, Secretary; Bill Neale (Regular Member), Eric Reeve (Regular Member), Marie Farrell (Alternate Member)

MEMBERS ABSENT: Tammy Niedzwicki (Regular Member); Richard Newberg (Alternate Member); Sheryl Becker (Alternate Member)

M. Ozols called the meeting to order at 7:03 p.m. M. Farrell was seated for T. Niedzwicki.

SUBDIVISIONS: None

TOWN AND GOVERNMENT AGENCY REFERRALS: None

1. **SELECTMEN REFERRALS:** Connecticut General Statutes Section 8-24 referral for cross-easement between Key Bank and Town of Westbrook for passage of vehicles between parking lots at 1238 Boston Post Road (Key Bank) and 1224 Boston Post Road/2 Westbrook Place (Town of Westbrook).

M. Ozols explained that this is the long awaited shared easement between Key Bank and the new municipal parking lot in Town Center. This referral needs an 8-24 Referral to the Planning Commission to be sure it is consistent with the Town Plan of Conservation and Development, and it has to go to Town Meeting. Regarding the maintenance of the easement, the Town of Westbrook and Key Bank will each maintain their own property.

A motion was made by B. Neale to find the Selectmen Referral Connecticut General Statutes Section 8-24 referral for cross-easement between KeyBank and Town of Westbrook for passage of vehicles between parking lots at 1238 Boston Post Road (KeyBank) and 1224 Boston Post Road/2 Westbrook Place (Town of Westbrook) to be consistent with the Town Plan of Conservation and Development. It enhances the Town Center. The motion was seconded by P. Bassett and was approved unanimously.

ZONING REFERRALS: None

BILLS:

GENERAL ACCOUNTS FY18			
Recording Secretary – Kathy King	131.40	AppGeo	71.25
Halloran & Sage	203.50	Credit Card (Voice Recorder)	88.79
CME Associates, Inc.	000.00	Planimetrics	1500.00

A motion was made by P. Bassett to pay the bills in the General Accounts as presented. The motion was seconded by E. Reeve and was approved unanimously.

MINUTES:

1. Special Meeting - March 13, 2019.
2. Regular Meeting – April 8, 2019.

The March 13, 2019 meeting minutes have not been sent out because there was a problem with the audio recording, so the approval of those minutes will be tabled until the next Planning Commission meeting.

A motion was made by B. Neale to approve the April 8, 2019 Regular Meeting Minutes as presented. The motion was seconded by P. Bassett and was approved unanimously.

OTHER BUSINESS:

1 Sidewalk Plan.

M. Ozols said the draft Sidewalk Plan was handed out at the April 8, 2019 Planning Commission meeting.

There were suggestions made by M. Ozols and M. Farrell regarding wordsmithing and sentence changes for the Sidewalk Plan. E. Knapp noted these suggestions, so he could request that the consultant, Glenn Chalder make the appropriate changes.

M. Farrell made many suggestions to clarify some of the information in the Plan, adding more detail about the number of feet of existing sidewalks, what is proposed, what material the existing sidewalks are made out of, the existing condition of many of the sidewalks, the legend used in the Sidewalk Plan, the timeline and notifying the public know that the Sidewalk Plan is part of the Plan of Conservation and Development. The goal is to have the public hearing for the Sidewalk Plan this summer.

2. Capital Improvement Program – Status update

The Westbrook Town Budget did pass. The money is in the capital budget for the public works constructed sidewalks as well as \$50,000.00 each year for engineering costs or grant matches.

3. Plan of Conservation and Development Implementation (POCD) Status/ Strategic Objective Management- Status update – E. Knapp created a timeline for implementation which he distributed to Commission Members.

The Natural Hazard Mitigation Plan and the Sidewalk Plan are underway.

A new RFP (request for proposal) needs to be developed for the POCD, so the plan can be completed by the deadline FY2021.

The Affordable Housing Plan needs to be incorporated in the POCD. It needs to either be worked on separately or it needs to be included in the RFP for the POCD.

The Resiliency Plan will be worked on after the POCD has been updated.

An RFP needs to be developed this summer for the Subdivision Regulations.

Each one of these needs to be worked on with a PC subcommittee and possibly a consultant.

It would be best to not go out for an RFP for everything at once because it's going to take time to do these projects in phases or stages.

There was consensus among Commission members that the Subdivision Regulations are most in need of updating.

E. Knapp suggested that there are RFP examples from other communities that can be modified for Westbrook. He will have a draft for the Commission to review in July.

Woodard and Curran may need to be used as consultants for completion of the Sidewalk Design Standards and Road and Drainage Design Standards. They are almost complete.

4. Community Connectivity Grant – Status update

This has to go out to bid. The original proposal from DTC is for \$406,000.00. M. Ozols and E. Knapp met with the engineer at DTC. They may break the proposal into two pieces to see the area on Route One and the area on Essex Road as separate numbers. They are going to evaluate to see if there are things that can be done to save costs, perhaps completing some items right away and adding more items in later if there are funds available. Along the top part of Essex Road, they would like to evaluate the need for blasting which may be required for future sidewalks.

A large part of the expense is on Essex Road where there is a section of state road that needs to be reconstructed. Digging will be done in that area to put in sidewalks, and driveway aprons will need to be adjusted. The curbing will be so broken up that new curbing will need to be installed. the estimate includes the purchasing of asphalt, concrete, catch basins and police services while construction takes place.

5. Natural Hazard Mitigation Plan –

E. Knapp reported that they met with a consultant and are working with the town Emergency Coordinator. The next step is to get public input. They hope to have a new Natural Hazard Mitigation Plan in place by September 2019 to maintain FEMA funding.

6. Service Transportation Act (TAP) – potential projects- five-year period spanning FFY 2021 – FFY 2025.

E. Knapp had put together a grant proposal on this which is 8 separate segments: 4 running east of Town Center and 4 running west of Town Center. The total for all segments from Woodward and Curran was just under a million dollars. This was submitted to RiverCOG, and E. Knapp was then told he had to use RiverCOG's spreadsheet. When he did, the costs doubled. He then had to choose between the two segments: east of Town Center and west of Town Center. He chose the segments running east of Town Center past Water's Edge towards Old Saybrook. The proposals will be sent to RiverCOG, then coordinated with the New Haven COG before being sent to the State of CT.

REPORTS:

- 1. Inland Wetlands and Watercourses Commission –** E. Knapp said the IWWC approved a plan for the Oxford School. That referral will be coming to the Planning and Zoning Commissions.
- 2. RiverCOG –** There was nothing new to report. B. Neale said they didn't meet.
- 3. Town Center Revitalization Committee –** M. Ozols said the bike racks and final bench should be installed at the Town Center municipal parking lot anytime now. The reimbursements for all expenditures to date from the grant should be deposited in the town account soon. The parking lot will be vacuumed. This along with some minor final expenses will be the last submission for the remainder of the grant money.
- 4. Coordinator -** E. Knapp reported that they are interviewing for the Admin 1 position soon. Because there is no admin now, he spent a day making copies of the zoning map to the 298 property owners affected by the zone map change. All agreed this is not a good use of his time. The public hearing is May 28, 2019. The property owners should receive their maps 2 weeks before the public hearing.

ADJOURNMENT:

A motion was made by B. Neale to adjourn the meeting at 8:34 p.m. The motion was seconded by P. Bassett and was approved unanimously.

Respectfully submitted,

Kathleen King, Recording Secretary