

**Westbrook Planning Commission
Regular Meeting Minutes**

March 11, 2019

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

MEMBERS PRESENT: Marilyn Ozols, Chair; Phil Bassett, Secretary; Bill Neale (Regular Member), Tammy Niedzwicki (Regular Member), Eric Reeve (Regular Member)

MEMBERS ABSENT: Richard Newberg (Alternate Member)

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

The meeting was immediately recessed to give Commission members the opportunity to attend the Town Meeting. The Planning Commission meeting reconvened at 7:50 p.m.

SUBDIVISIONS: None

TOWN AND GOVERNMENT AGENCY REFERRALS: None

SELECTMEN REFERRALS: None

ZONING REFERRALS: None

BILLS:

GENERAL ACCOUNTS		SPECIAL FUNDS	
Recording Secretary	\$ 157.68		
Halloran and Sage	\$ 314.50		
W.B. Mason	\$ 56.19		
App Geo (annual maintenance fee)	500.00		

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

MINUTES:

1. Regular Meeting – February 11, 2019

A motion was made by B. Neale to approve the February 11, 2019 meeting minutes as presented. The motion was seconded by E. Reeve and was approved unanimously.

OTHER BUSINESS:

1 Sidewalk Plan.

There is a meeting scheduled with Glen Chalder of Planimetrics on Wednesday, March 13, 2019 at 7:30 p.m. to discuss the Sidewalk Plan. M. Ozols asked Commissioners to be sure to review their color copy of the plan before the meeting. A public informational meeting will be held, and then the Sidewalk Management Plan will be presented as an amendment to the Plan of Conservation and Development.

2. FY 2019-2020 Budget and Capital Requests

The Planning budget was not fully accepted as proposed by the Board of Selectmen. The two items that were reduced were engineering and additional outside consulting. The budget will now be presented to the Board of Finance on Wednesday, March 13, 2019. More money may be needed in the future for engineering. E. Knapp discussed the process for paying an engineer to present applications to the Planning or Zoning Commission.

Capital Requests. The Plan of Conservation and Development needs to be worked on this coming fiscal year in July so it can be completed by 2021 when it is due.

The next time the town goes for bonding, the Planning Commission requested, based on the results of the town wide survey, that they consider bonding for sidewalks.

The Capital Plan goes to the Board of Selectmen on March 14, 2019.

There is money needed to pay for rewriting of the Subdivision Regulations. Also, money is needed to update to the POCD. The updates will need to include the new state requirements that will need to be added in. Funds are needed to begin implementing the Sidewalk Plan. The request is not enough to begin construction but will help with design to create shovel ready projects or for use as matching funds from the town, which are required for most grants. Soil testing for the Town Center has been requested by the Economic Development Commission/Town Center Revitalization Commission, but it does fall under Land Use. Although funds are budgeted for work on the Natural Hazard Mitigation Plan, that addresses handling natural disasters. Resiliency planning is how you plan ahead to not be as heavily impacted by natural disasters. It would be good planning to start putting money aside for a Resiliency Plan. Good planning is a benefit to the Town, but it does cost money.

A motion was made by B. Neale to submit the FY 2019-2020 capital request as proposed. The motion was seconded by P. Bassett and was approved unanimously.

- 3. Plan of Conservation and Development Implementation Status Strategic Objective Management-**
There was nothing new to report, but this document supports the capital request.
- 4. Community Connectivity Grant – status update**
The grant was accepted at Town Meeting. There is \$200,000.00 budgeted for the work. DTC Engineering is working on the engineering piece. Once the engineering has been done, the bidding process can begin.
- 5. Natural Hazard Mitigation Plan –**
GZA is still gathering information, talking with Public Works, and plotting information into the GIS program. The deadline for completion is September 2019.
- 6. Service Transportation Act – potential grant**
E. Knapp has talked with Director of Public Works John Riggio. Westbrook is competing for funds with the New Haven district, but will submit a preliminary application for sidewalks on Route 1 in order to stay in contention.

REPORTS:

- 1. Inland Wetlands and Watercourses Commission –** E. Knapp reported that H. Wallace did get the proposal in for money to buy the parcel on Toby Hill Road for open space. If the money is received, it would cover the cost of purchasing the property.
- 2. RiverCOG –** B. Neale reported that Westbrook’s Sidewalk Plan is included in the 25-year RiverCOG plan. Nine Town Transit is in a pilot program for an app to request train station pickups. This would be beneficial because the buses can be irregular. This would make the train more accessible. RiverCOG would like county equivalency status for funding needs.
- 3. Town Center Revitalization Committee –** M. Ozols said they have almost completed the easement with Key Bank. This agreement has to go to Town Meeting. The goal is to have everything done, so it can be signed and finalized. There will be an 8-24 referral to the Planning Commission for comment.

4. **Coordinator** - E. Knapp said Attorney Cassella will be coming before the Planning Commission soon with the application for Wetmore Marina. The applicant needs to sort out issues with the CT DEEP before he can present it to the Planning Commission.

The VISTA property will be coming before the Zoning Commission soon.

The posting for the Assistant ZEO position closes on Friday, March 15, 2019.

ADJOURNMENT:

A motion was made by E. Reeve to adjourn the meeting at 8:24 p.m. The motion was seconded by P. Bassett and was approved unanimously.

Respectfully submitted,

Kathleen King, Recording Secretary