



**COMMISSION ON THE USE OF PUBLICLY OWNED PROPERTIES
(CUPOP)**

Meeting Minutes

Monday, January 23, 2023 at 6 pm

Town Hall Meeting Room – 11 Meetinghouse Lane

Present:

CUPOP Members: Nicole Donzello-Chair, Patti McKeon-Secretary, Alison Valsamis,
and Javier Aviles

Ex Officio Members: TPZ Chairman Robert Klee

BOS Liaison: Deputy First Selectman Sheila McCreven

1. The meeting was called to order at 6:02 pm.
2. It was noted that there was a typographical error in the agenda referencing review of November and October Minutes rather than November and December Minutes. The committee agreed to address the November and December minutes.

November Regular Meeting Minutes: Alison Valsamis motioned to approve the minutes; Patti McKeon seconded. Motion passed unanimously.

Vote: Yes - Nicole Donzello, Patti McKeon, Alison Valsamis, Javier Aviles

December Special Meeting Minutes: Alison Valsamis motioned to approve the minutes; Javier Aviles seconded. Motion passed unanimously.

Vote: Yes - Nicole Donzello, Patti McKeon Alison Valsamis, Javier Aviles

3. **Ex Officio Member Reports:** TPZ Chair Robert Klee reported on the items below.
 - Hearings for the 10-14 Merritt Avenue subdivision will continue at the February TPZ meeting.
 - As for new business, the idea of a Storage Facility on Bradley Road was presented to TPZ. TPZ encouraged the person to proceed.
 - TPZ continues to work with consultants on the Zoning Regulation Project. The initial goal is to have a completely function document. The document created a few years back is difficult to edit because of the format used and missing information.
 - There have been no new subdivision proposals presented to TPZ.

4. **Chair Report:** Chair Nicole Donzello reported on the items below.

Proposed Community and Cultural Center - A public information meeting will be held to discuss plans to convert the Old Firehouse into a Community and Cultural Center on Wednesday, January 25 at 7 pm in the Meeting Room at the Library. As the firehouse is publicly owned property, Chair Donzello encouraged all CUPOP members to attend the meeting. It was noted Chair Sandy Stein of the Community and Cultural Center Building Committee plans to attend the February CUPOP meeting to discuss the project.

Affordable Housing - The Housing Committee will focus on informing residents about concepts relating to affordable housing in a more relaxed, smaller scale format than had been done in the past.

5. **10-14 Merritt Ave. Subdivision:** (Robert Klee recused himself and exited the meeting.)

Given that the subdivision developer has offered to grant to the Town of Woodbridge a small parcel of the subdivision located along the West River, CUPOP member engaged in conversation to determine whether accepting the parcel donation as publicly owned property would benefit the Town. Chair Donzello and CUPOP member Javier Aviles visited the site. Site photographs were passed around to CUPOP members at the meeting. It was noted the parcel is marshy wetlands and is in a federally regulated flood area. The strip of property does not attach to existing trails, and it does not appear that it could connect to other existing trails based on its location. Further, the parcel would not be easily accessible to the general public for recreational use, as it would be behind the development. Concerns were expressed that the parcel of land could be a liability to the Town, as well as increase Town maintenance work, and decrease tax revenue to be received from the development.

Motion: Javier Aviles motioned to make a recommendation to TPZ to not accept the granting of the land to the Town of Woodbridge as outlined in the current developer's proposal in connection with 10-14 Merritt Avenue. Alison Valsamis seconded. Motion passed unanimously.

Vote: Yes - Nicole Donzello, Patti McKeon, Alison Valsamis, Javier Aviles

Chair Donzello will move forward to outline CUPOP's position relating to proposed granted parcel in connection with 10-14 Merritt Avenue.

6. **CUPOP Procedure Document: Working Session:** Based on the Special CUPOP meeting held in December that addressed the proper procedure involving CUPOP's role relating to publicly owned property, Chair Donzello prepared a draft flow diagram. The purpose of the flow chart was to make the process easy for Boards, Commissions and Committee members to understand and navigate. Discussion ensued and minor revisions were discussed.

Motion: Patti McKeon motioned to amend draft flow chart procedure with revisions discussed and forward the document to the Town Attorney for review. Alison Valsamis seconded. Motion passed unanimously.

Vote: Yes - Nicole Donzello, Patti McKeon, Alison Valsamis, Javier Aviles

7. **List of Publicly Owned Properties Project Update:**

Alison Valsamis & Javier Aviles reported on the status of this project. The online Excel list has been populated with information received from the Assessor's office. Now that property records are in the file, the next step will be for the group to categorize the properties at a working meeting. There are 179 records to be reviewed.

8. **Other Business:**

Relating to Board of Selectmen business, Deputy First Selectman Sheila McCreven reported that the plan prepared by the Strategic Plan Committee was adopted. The plan identifies priority work areas including those for CUPOP and encourages the use of technology.

9. **Next Meeting:** February 27, 2023 at 6 pm.

10. The meeting was adjourned at 7:27 pm.

Respectfully submitted: *Toni Belenski*