



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

Meeting Minutes

Monday, June 26, 2023 at 6 pm

Town Hall Central Meeting Room – 11 Meetinghouse Lane

Present:

CUPOP Members: Nicole Donzello-Chair, Patti McKeon-Secretary, Alison Valsamis,
Lor Ferrante Fernandes, and Javier Aviles (arrived 6:10 pm)

Ex Officio Member: Chair Tim Austin, Conservation Commission

1. The meeting was called to order at 6:05 pm.
2. **May 22, 2023 Regular Meeting Minutes & June 6 Special Meeting Minutes:**
Motion: Alison Valsamis motioned to approve the minutes.
Lor Ferrante Fernandes seconded. Motion passed unanimously.
Vote: Yes - Nicole Donzello, Patti McKeon, Alison Valsamis, Lor Ferrante Fernandes
3. **Ex Officio Members Report:**
Conservation Commission Chair Tim Austin reported on the following items.
 - The Conservation Commission is assessing its role regarding pollinator pathways.
 - Audubon Connecticut conducted a habitat assessment of the Country Club of Woodbridge property and offered some general recommendation.
 - The Commission is starting its Open Space Plan review.

TPZ Chair Robert Klee provided Chair Donzello a written report noting TPZ gave its positive and unanimous feedback regarding the proposed site upgrades to the Old Firehouse as the Community and Cultural Center.

4. **Chair Report:**

Chair Donzello reviewed the current RFP for Former Country Club of Woodbridge (CCW) Master Plan. Discussions ensued regarding timelines, scope, and intent, as well as process relating to Boards and Commissions and community input. While questions remain open, CUPOP intends to shift focus to the CCW property as it relates to 2014 List of Publicly Owned Properties Project (See Item 5 below).

5. List of Publicly Owned Properties:

Except for a few outstanding property deeds, it was noted that the update to the 2014 Publicly Owned Property List is ready to be published. The excel spreadsheet will be a dynamic document that requires ongoing updates. Discussion took place regarding posting the 2023 List on the CUPOP page of the Town website for public access. A test was suggested to determine the extent that the public can manipulate the contents of the list.

Motion: Javier Aviles motioned to add the current list of publicly owned properties to the website for public consumption. Alison Valsamis seconded. Motion passed unanimously.

Vote: Yes – Javier Aviles, Nicole Donzello, Patti McKeon, Alison Valsamis, and Lor Ferrante Fernandes

For next steps, CUPOP intends to address usage recommendations for all Category 3 vacant properties without restrictions and without an assigned usage designation. Given the RFP discussed in Items 4 (above), CUPOP intends to begin review the Country Club of Woodbridge parcel first.

In terms of process, CUPOP will make recommendations to the Board of Selectmen once it gathers appropriate input. Boards & Commissions will be invited to CUPOP's August 28 Meeting via an email invitation. CUPOP's September 25 will be dedicated to a public meeting for Woodbridge residents. Discussion to promote the public meeting took place including promotion via the Woodbridge Town News and the Town's Enews blast.

6. Next Regular Meeting: Monday, August 28, 2023.

Discussion took place regarding CUPOP's July 24, 2023 meeting.

Motion: Javier Aviles motioned for the Commission not to meet in July; Lor Ferrante Fernandes seconded. Motion passed unanimously.

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

7. Other Business: Chair Tim Austin appealed to CUPOP members to include on the updated CUPOP list those properties with a conservation easement owned by the town. He noted that it would be a good idea to solicit input from Town staff who may have historic knowledge of conservation easements.

8. The meeting adjourned at 7:22pm.

Respectfully submitted: *Toni Belenski*