



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

**Meeting Minutes**

**Tuesday, September 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 (arrived 6:06 pm), and Javier Aviles (arrived 6:07 pm)

**Ex Officio Member:** Chair Tim Austin, Conservation Commission

1. The meeting was called to order at 6:04 pm.

2. **Ex Officio Member Report**

Chair Tim Austin noted that the Conservation Commission is continuing to work on privately owned properties worthy of preservation for a variety of reasons including wetlands, historical, and recreational reasons. The Commission will begin review of the recently updated 2023 Publicly Owned Property List constructed by CUPOP.

Chair Donzello summarized the review process that CUPOP will soon initiate to address all the properties within that 2023 list identified as Category 3 without restrictions.

The idea of including easements in the 2023 publicly owned property list was discussed. Chair Donzello expressed that this project could be added as a possible 2024 CUPOP project.

3. **August 28, 2023 Meeting Minutes**

**Motion:** Alison Valsamis motioned to approve the minutes.

Patti McKeon seconded. Motion passed unanimously.

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

4. **Chair Report & Update**

Chair Nicole Donzello noted CUPOP's focus will be on summarizing the Category 3 properties without restrictions to the Board of Selectman (BOS) as well as conducting meetings to obtain property usage input from interested Boards and Commissions and the public (addressed in Agenda Items 5 & 6).

5. **Preparation for October BOS Presentation**

For the October 11 BOS Meeting, discussion took place regarding the use of a visual map with a corresponding list to summarize the 48 Category 3 properties without restrictions.

6. **Category 3 Publicly Owned Property Classification Without Restrictions**

- Within this group, it was noted that there is a slight increase from 44 to 48 properties of which four properties have deed requirements for building only single-family homes (see below).
- The four properties with single family home deed requirements include: 38 Milan Rd. (1.39 acres) & 1, 5, & 9 Brookwood Dr. (1.41, 1.41, & 1.83 acres respectively).
- Upon researching these properties at the meeting, it was uncovered that 1 & 5 Brookwood Dr. are located in 100 % wetlands which creates an environmental restriction; whereas, the 9 Brookwood Dr. property is situated on about 50 % wetlands.
- The 38 Milan Road property has very specific deed language relating to the building and structure of a single-family home on the site.

Regarding next steps for the above properties:

- Site visits will take place.
- Inland/Wetland discussion will take place as needed.
- Gathering “usage input” from Boards & Commissions and the public will take place at the CUPOP October 23 Meeting. Information will be used by CUPOP to make property usage recommendations to the BOS.
- The agenda along with email communications will “notice” that the properties will be reviewed at the October CUPOP meeting.
- Going forward, CUPOP meetings will review anywhere from 2-5 properties per meeting.

7. **Other Business:** It was noted that Woodbridge Like Me Day will be held on Saturday, September 30 between 11 am - 2pm on the Town Green following the Road Race.

8. No public comment.

9. **Next Regular Meeting:** Monday, October 23, 2023

10. The meeting adjourned at 7:08 pm.

Respectfully submitted: *Toni Belenski*