

A. Roll Call

Present: Brendan Magnan, Daniel Bedecker, Ranjit Bhawe, Brian Black, Jim Connors, Matthew Connors, Steve Munson, Nick Ricci and Julie Valvo.

Also Present: MaryRose Palumbo and Lisa Streit.

Magnan called the meeting to order at 7:30 p.m., welcomed new members Brian Black and Nick Ricci and deemed there was a quorum.

Magnan reviewed: As we continue to host remote meetings, he wanted to take the opportunity to highlight a few guidelines to ensure business runs efficiently and that all statutory and administrative rules are followed:

1. In accordance with the Freedom of Information Act and Governor Lamont's executive orders, this meeting is being recorded and will be made available on the City of Milford website.
2. During this meeting, if members of the Inland Wetlands Commission would like to speak, please utilize the "raise your hand" feature via Zoom. All participants will be muted during the meeting unless recognized by the Chair.
3. After being recognized to speak, please state your name and address prior to making a statement.

B. Pledge

All stood for the Pledge of Allegiance.

C. Public Comments

None.

D. Old Business

1. **IWC-23-0014: 68 Surf Ave and City of Milford Willow Street, Elizabeth M. McDonald** – improvements and material storage on site ad in the Willow Street City ROW in and within 100' of inland wetlands in the South Central Shoreline Watershed without a permit.

MaryRose reported that this is a violation issued 12/28/23 for work in a wetland and 100' upland review area without a permit at 68 Surf Ave. At the 1/3/24 meeting the Agency upheld the violation and required the property owner to work with the Compliance Officer to review what information she has and what is necessary to bring the work into compliance. Such information was to be brought to the Agency for review at the 1/17/24 meeting.

MaryRose received an email from the property owner, Liz McDonald on 1/05/24 to set up a zoom call on 1/12/24. They met virtually over Zoom on 1/12/24. Ms. McDonald stated that she only has an assessor's map with an outline of the property and does not have a survey. She reviewed that they did not know that there were restrictions and had removed some material stored at the rear of the property. She stated that she is meeting with the Zoning Officer on Friday 1/19/24 and asked if MaryRose could walk the property with her at that time to review what may be required and if any of the work could fall under the exemptions in Section 4.

The Agency would need to modify the order this evening to give a new date for compliance / submission of information.

This evening the agency can:

- Ask questions.
- Modify the violation
- Release the violation
- Refer the violation to the City Attorney

The following motion was made by Connors and seconded by M. Connors:

I move that cease-and-desist order IWC-23-0014 68 Surf Ave and City of Milford Willow St ROW, be modified and that the property owner be required to work with the Compliance Officer to review what information she has and what is necessary to bring the work into compliance. Such information must be brought to the Agency for review at the 2/07/24 meeting.

The motion carried unanimously by roll call vote.

F. Minutes

A motion was made by Connors, seconded by Valvo to approve the minutes of 01/06/24 as presented. The motion carried with Black and Ricci abstaining.

G. Staff Report

MaryRose welcomed everyone and thanked them for volunteering their time to the Agency. She reviewed the following annual reminders

1. You cannot talk about an application that is before you with anyone but staff outside of the meeting room. If you are approached by concerned citizens, please refer them to MaryRose or to a public hearing so that whatever their concerns are they can be presented to the entire Agency. This is to ensure that everyone is making decisions on the same set of facts and information with no outside bias.
2. MIWA Clerk Taft Clark has created a reference page for you all to access. The link is [HERE](#) . The page contains:
 - MIWA meeting dates (first and third Wednesday at 7:30 pm)
 - MIWA Regulations
 - MIWA Bylaws
 - Milford Ethics Commission Guide
 - Past memos from the City Attorney's office on Inland Wetland legal questions and cases
 - Training opportunities with CT DEEP and UConn for land use commissioners.
 - MIWA webpage
 - Milford YouTube page (MIWA meeting videos are available here)
 - MIWA meeting Zoom link

MaryRose reviewed each item on this link for new commissioners as well as senior members.

- 3 MaryRose will also send out the Commissioner Synopsis sheets. If they could be marked up and returned by email to her with any changes that would be very helpful.
- 4 Please be sure the office has the correct email and phone numbers for all commissioners.
- 5 Please let MaryRose know what your preferred method of plan review is. If you would like a paper set of plans on all applications or just larger applications so that you can get what you need to review the proposals

MaryRose continues to work on the Annual FEMA Community Rating System and MS4 submissions and keep the Hazard Mitigation Action tracker current for the Hazard Mitigation Plan. The office continues to answer inquiries, minor reviews, and other reports. We continue to accept digital applications through the online permitting request system, City Squared, and processing them in the Municipality permitting software. There are still several issues to work out with the Municipality software for IWA. Joe Griffith and the provider are working on these issues.

Community Rating System (CRS) FEMA Reporting

MaryRose will be working on the City's annual CRS reporting for the 2/01/24 deadline. This is an annual report sent to FEMA to remain in the Community Rating System (CRS). The objective of CRS is to recognize communities that are doing more than meeting the minimum National Flood Insurance Program (NFIP) requirements to help their citizens prevent or reduce flood losses. The CRS also provides an incentive for communities to initiate new flood risk reduction activities. This year Milford is due for a Cycle visit where a FEMA representative will review the work that is being done and evaluate if the City can achieve a higher ranking, remain the same or retrograde.

MS4 (Municipal Separate Storm Sewer System) MaryRose continues to work on the MS4 Committee with Engineering and Public Works. The draft annual report will be published on the City website by 2/15/23.

FOI Training

The City hosted a Freedom of Information Act workshop on 11/08/23. There is a link to the FOI Commission website in the draft meeting notes if you would like to review the Act or have specific questions: [The FOI Act](#)

The office has been working on a number of inquiries, complaints, minor reviews, and other reports.
Site Status:

Project Site	Status	Monitoring Reports	
		Last Received	Final Due By
1553 Boston Post Road	Asbuilt received		
30 Bridgeport Ave	Waiting on asbuilt		
0 Cherry St/Jefferson Park	On hold		
67-69 Cooper Ave	Ongoing		
94 Edgewater Place	Asbuilt received		
201 Kings Highway	Ongoing		
104 Lavery Lane	Ongoing		
114,122,124,128 Merwin Ave	Ongoing	8/29/23	
40 Morehouse Rd	Ongoing, adding 2 nd story – no change to footprint		
690 New Haven Ave	Construction bond released; mitigation bond remains through 6/26 monitoring report.	6/23	6/26
8 Pepe's Farm Road	Ongoing monitoring, final fall monitoring postponed until June 2024 by property owner.	June 2023	June 2024
0 Quarry Road	Ongoing, lot 1 & 2 completed, lot 3 under construction		

0 Terrace Road	Waiting on final review.	Spring 2022	Complete
161 W Rutland Rd	Ongoing-several lots have been sold off and individual owners are coming in with minor modifications to the proposed sites. In all cases no work has been proposed in the conservation wetland areas. Issue with stormwater association to be worked out with developer/lot owners before bond release.	Waiting on reports	
Wheelers Farms Rd	Waiting on final review		
523 Wheelers Farms Rd	Ongoing.		
260 Old Gate Lane	Ongoing		

Please remember to call or email if you are unable to attend a meeting.

H. Chair Report

The next meeting will be a Regular Meeting on February 17, 2024 via Zoom.

Please let the office know if you cannot attend and get any questions you have on the applications to MaryRose so that she can forward them to the applicants.

There being no further business to discuss, a motion was made by Connors and seconded by Ricci to adjourn at 8:15 p.m. The motion carried unanimously by roll call vote.

Respectfully submitted,

Lisa Streit

These minutes have not been accepted or approved.