



Woodstock  
Inland Wetlands & Watercourses Agency  
Meeting Minutes  
Monday – February 5, 2024  
held virtually via Zoom

*The IWWA meetings will be conducted on zoom until further notice. Public sign-in instructions can be found on the town website, woodstockct.gov prior to the meeting time. Documents for the meeting can be found on the website under the IWWA tab.*

I. The call to order by Chair Mark Parker was at 7:02 PM

II. Member Roll Call: Mark Parker, William Rewinski, Marla Butts, Stuart Peaslee.  
Wetlands Agent Dan Malo, First Selectman Jay Swan. Acting Recording Secretary Dotti Durst

III. Appointment of Alternates (if necessary): N/A

\*\* W. Rewinski suggested a moment of silence in memory of Sara (Gifford) Parker

IV. Action on minutes of previous meeting:

**Motion M. Butts seconded by W. Rewinski to approve the Minutes of January 8, 2024 with the modification of the date in the title carried unanimously.**

V. Pending Applications

a. 12-23-01 – 150 Rt 169 – Woodstock Academy/Field conversion to tennis courts w/in URA:  
M. Butts asked the limits of disturbance and locations of silt fencing. Engineer Pete Parent answered questions and provided a wider map of the proposed tennis area and the surrounding land. No trees will be removed. The location/function of the stormwater basin was detailed.

**Motion W. Rewinski seconded by M. Butts to approve application 12-23-01 for 150 Rt 169 – Woodstock Academy/Field conversion to tennis courts within the Upland Review Area carried unanimously.**

VI. New Applications

a. 02-24-02 – 23 Crooked Trail Extension/William Bresleau/Shed w/in URA:

**Motion M. Butts seconded by S. Peaslee to table application 02-24-02 for 23 Crooked Trail Extension/William Bresleau/Shed w/in URA, to give the applicant time to provide details as requested by the IWWA, carried unanimously.**

b. 02-24-03 – 116 Rawson Road/Justin Sherman for Mary Ellen Blake/Timber Harvest:  
Mr. Sherman's Forest Practitioner number was cited. The same trail used by farm trucks will be utilized; entrance will be at Rawson Road.

**Motion M. Butts seconded by W. Rewinski to approve 02-24-03 for 116 Rawson Road/Justin Sherman for Mary Ellen Blake/Timber Harvest as a Use as of Right (Agriculture) carried unanimously.**

c. 02-24-04 – 24 Little Bungy Hill/Dorathy Whitehead/New Single-Family Home w/in URA:  
Rich Audet (RTA Builders) reviewed the history of the parcel and the previous approval. Activity is within the Upland Review Area. The Building Permit is issued and NDDH approval is in hand. Since the silt fence line perimeter is near the well, hay bales will also be used.

**Motion M. Butts seconded by S. Peaslee to approve 02-24-04 for 24 Little Bungy Hill/Dorathy Whitehead/New Single-Family Home in the Upland Review Area as a Wetlands Agent approval upon receipt of the signed/sealed plans of the CT licensed**

**engineer who developed the plans carried unanimously.**

**\*\*** In light of new business which has come to the attention of the IWWA after the agenda was created, Chair M. Parker by consensus added new Administrative Business “a” and “b.” All the other Administrative Business is sequentially re-numbered.

**VII. Administrative Business**

a. 56 Empire Road (at Pond Factory). Builder Doug Porter was present, seeking guidance from the IWWA regarding the property owner’s goal of creating shorefront water access on a property which does not currently provide it. The specifics of the situation were reviewed and the maps examined. There is a rocky shorefront; consideration will be made to utilizing the stone to prevent erosion. M. Butts cited a property with which she is familiar on which a beach area was carved back from the waterline, creating a rectangular embayment, in which case some of the stones could be utilized to create a retaining wall. M. Butts noted that a plan for activity within 125’ of a waterbody will be needed.

b. Maura Robie brought the on-going problem of erosion of unpaved roads for IWWA discussion. Her examples were Taylor Road and Sherman Road, and erosion photos/impacts were provided; the situation also exists with several other unpaved roads. D. Malo suggested step 1 in creating a town policy is to develop an inventory of locations, prioritized. The DPW must be involved. M. Parker added that the priority should include locations adjacent to vernal pools. Some policy documents from other areas/states were provided as possible models. S. Peaslee: there are regional case studies. UCONN Civil Engineering students are a resource. A regional workshop can be considered. The IWWA will consider options for moving forward.

c Budget and Office Staffing: First Selectman Jay Swan (in attendance) had been asked to attend this meeting, in order that the IWWA could cite the critical need for staffing in the Land Use Department in the Town Hall. Several examples of problems were reviewed; the need for consistency was stressed to meet the requirements of the public and minimize legal challenges. Additionally, there is a need for individuals with both interest and appropriate knowledge, including of the community, to serve on the IWWA. M. Parker called for a review of the POCD for possible adjustment/revision for sections that impact the IWWA.

The First Selectman has done some research and noted issues with run-off and road work, including efforts over the last 4 years on bridges and culverts, to address water quality. The DPW director: 2023 saw the heaviest rain since 1903 (when record-keeping began), and that in August 2023 Woodstock experienced the most rain ever. M. Butts noted that the IWWA should consider the culvert sizes being approved, given this change.

Concurring with the IWWA’s statements about the need for full time Land Use staffing in the town hall, Jay Swan announced that Dan Malo will move from his current part-time role and assume a full-time position as ZEO and Wetlands Agents as of March 4. The current consultant will remain available for a period of time, ensuring a smooth transition.

d. Bylaw Review: M. Butts sent a draft revision out to the IWWA members, incorporating the agreed-upon changes. She noted a few other modifications, including statutory, that should be made. Stress on records retention/storage will be included. Discussion: the “Land Use Office”



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shall be the official location of IWWA files and documents. In all references to statutes, “as amended” shall be inserted. Discussion: Is the correct term is IWWA “Commissioners” or “Agents.” M. Butts believes “Members of the Agency” is the correct terminology. The updated document will be sent out with the revision date, as of the next IWWA meeting, assuming that everything will be in order at that time.

e. Election of Officers: M. Parker announced that his term of office ends in December 2024 and that he is considering retirement. Discussion: another Member is needed. Some options for publicizing the opening were reviewed.

**Motion S. Peaslee seconded by M. Butts that the slate of officers of the IWWA shall be William Rewinski (Chair), Mark Parker (Vice Chair), Marla Butts (Secretary/Clerk) carried unanimously.**

f. Agent’s Report/Dan Malo: The IWWA members expressed satisfaction that Dan Malo will become a full-time staff person in Woodstock’s Land Use Department; he stated that he welcomes the transition to work in Woodstock. S. Peaslee: Dan will benefit from the experience and have the opportunity for personal growth. He provided a quote from John Ruskin ““The highest reward for a person’s toil is not what they get for it, but what they become by it.”

Office activity includes \* Updated GIS mapping \* Joy Road Timber Harvest situation \* Jim Bentley pond issue/ an engineer has been contacted. \* Peake Brook Road permit March 2021-March 2026 \* a digitized watershed map will be helpful if an applicant is required to do a public water supply notification \* \* there have been several inquiries from realtor.

VIII. Citizens’ Comments: none

**Chair M. Parker: The next scheduled IWWA meeting will be on March 4, 2024.**

IX. Adjournment:

**Motion M. Butts seconded by S. Peaslee to adjourn carried unanimously.**

The meeting was adjourned at 9:41 PM by Chair M. Parker

<https://youtu.be/lcCLpefPMUY>

Respectfully submitted by Dotti Durst, Acting Recording Secretary *Dorothy Durst*

*DISCLAIMER: These minutes have not yet been approved by the IWWA. Please refer to next month’s meeting for approval/amendments*