

REGULAR MEETING MINUTES
WINDSOR INLAND WETLANDS & WATERCOURSES COMMISSION
TUESDAY SEPTEMBER 2, 2025 7:00PM
HYBRID MEETING – COUNCIL CHAMBERS AND ONLINE
<https://us02web.zoom.us/j/85435818689>

Chairman Fraysier called the meeting to order at 7:01 p.m.

1. ROLL CALL

Chairman Fraysier, Secretary Towers, Commissioners B. Stearns, N. Osowiecki, and C. Elkins. Also present was Wetland Agent, Chloe Thompson.

2. PUBLIC COMMUNICATIONS (3-minute limit on items other than Public Hearings) – None; communications closed at 7:03pm.

3. BUSINESS MEETING

a. MINUTES:

Commissioner Towers made a **motion to approve the minutes for July 1, 2025**. Commissioner Elkins seconded the motion. **Vote 5-0-0**

b. OLD BUSINESS

i. Application 25-234: 445 Poquonock Ave, Alford Associates – 3 Lot Subdivision

W.A. Thompson reported that comments from both the Commission and Wetland Agent had been addressed. The major concern from the previous meeting was that the house was proposed directly adjacent to the top of a slope, on highly erodible soils, therefore it was requested that the house be relocated to more stable area. The revised plans show that the house and driveway have been reconfigured to be further from the area of concern. A memo from the Town Engineer, received just before the meeting, noted minor concerns with stormwater controls shown on the plans and the need for soil testing to support infiltration. W.A. Thompson stated that these infiltration systems are outside the upland review area, no major concerns remain, and any approval should be subject to addressing all engineering components.

Christian Alford, P.E., L.S. of Alford Associates, presented on behalf of the applicant along with Craig McKiernan (executor of the estate), Victor Simmons (former property resident), and George Logan (environmental scientist). The property is 7.8 acres off Poquonock Avenue, sloping from the street up to a hilltop, with an existing house, remnants of a second house and garage, and approximately 0.6 acres of wetlands located on the rear slope.

The proposal is to subdivide the land into three lots—one with the existing home and two for new homes—served by public water and sewer. C. Alford explained that no direct wetland impacts are proposed, with the nearest work occurring about 100 feet from wetlands, and some backyard activity within 150 feet. Construction protections will include silt fencing, filter fabric, and stabilized entrances to prevent runoff or tracking. Roof drainage will be managed through infiltration chambers

in sandy soils, sized to handle one inch of rainfall. C. Alford also noted that conservation easements would be placed at the rear of the lots to restrict future disturbance.

C. Alford emphasized that utilities and grading slope away from the wetlands, minimizing risk of erosion or impact. The homes shown are schematic in size and placement, and any larger encroachments would require future IWWC review. G. Logan's wetlands report confirmed that wetland functions will remain unchanged. Commission members commented that concerns were reduced by adjustments to the house and driveway locations, which shifted disturbance farther from wetlands.

Commissioner Osowiecki asked for clarification on the conservation easement, including whether it applied only to wetlands or the entire designated area. C. Alford explained that a recorded document in the land records would specify 0.723 acres where tree cutting, grading, or similar activity would be prohibited, using standard easement language previously applied in Windsor. Commissioner Osowiecki also asked about clearing limits and erosion concerns. C. Alford confirmed that any additional regulated activity would require future approval and that slopes would not exceed a 4:1 grade, which is stable and 'mow-able' without specialized erosion controls.

Chairman Fraysier noted that in the wetland report, there was mention of a Japanese Knotweed population that would be addressed later in the report, however this was not addressed completely in the document. Chairman Fraysier asked if there were any remediation efforts being proposed to control the population. George Logan identified the patch on site plans and explained that grading and ongoing mowing would help suppress it. Erosion controls, including silt fencing, would be installed to prevent movement of plant material into wetlands. W.A. Thompson asked if there was a break in this patch between the existing forest line and the proposed. G. Logan noted the patch is isolated, semi-shaded, and not expected to expand if properly managed.

Commissioner Osowiecki made a **motion to approve Application 25-234: 445 Poquonock Avenue, Alford Associates – 3-Lot Subdivision**, subject to the standard conditions of approval and compliance with all Engineering Department comments. Commissioner Towers seconded the motion. **Vote 5-0-0**

c. PUBLIC HEARINGS

i. Application 25-235: 4 Walters Way, Alford Associates – Proposed Storm Drainage Improvements

Chairman Fraysier noted that the previously scheduled public hearing was canceled as the applicant formally withdrew their application. W.A. Thompson explained that this was recommended by staff and the third party reviewer as the submission was substantially incomplete. If the application is resubmitted, it must be complete and address all comments from staff and the third party reviewer, LandTech, before it can be scheduled for another hearing. The withdrawal resets the timeline, and the prior hearing will not carry forward.

4. AUTHORIZED AGENT ACTIONS

No Agent actions were conducted since the previous meeting.

5. AGENT REPORTS

ii. Jim's Pizza Parking Lot Improvements

W.A. Thompson reported on unpermitted site work at Jim's Pizza at 124 Poquonock Ave. Although the owner initially described the work as repaving, the entire parking lot was removed, including landscape islands, electrical and irrigation systems, steps, and several trees, with grading and stockpiling conducted across the site. Some pavement and debris had already fallen toward Mill Brook before staff required erosion and sediment controls. A binder course of pavement was allowed for temporary stabilization, but the project will now require a full wetlands permit and site plan modification to meet landscape, ADA, and drainage standards.

6. PETITIONS FROM COMMISSIONERS

The Commission briefly discussed recent reports about the herbicide Diquat, noting DEEP has suspended plans to use it in the Connecticut River following public concern, though it has been used in other state waterbodies.

The commission asked W.A. Thompson if there were any updates on previous wetland violations, and the details were briefly discussed.

7. ADJOURNMENT

**Chairman Fraysier made a motion to adjourn at 7:39 p.m. Commissioner Cote seconded the motion.
Vote 5-0-0**

I certify that these minutes were approved on

Marlene Towers, Secretary
Inland Wetlands and Watercourses Commission