



**Town of Woodbury  
Historic District Commission**

281 Main Street South  
Woodbury, CT 06798  
203.263.3467 [www.woodburyct.org](http://www.woodburyct.org)

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**MINUTES – July 10, 2023  
SPECIAL MEETING**

**11:00 AM –Shove Building, 281 Main Street South, Woodbury, CT 06798**

**MEMBERS PRESENT**

Maureen Donnarumma, Chair  
Lois Y. Fiftal

**MEMBERS ABSENT**

Susan Cheatham, Vice Chairman  
George Messier  
Robert S. Kolesnik, Jr.

**ALTERNATES PRESENT**

Judith Kelz  
Marc Kroll  
William Hickey

**ALTERNATES ABSENT**

**NOTED OTHERS PRESENT**

Town Planner William Agresta; Adam Maynard and owner representative for 23-HD-0014; and Don Fiftal

**OPENING OF MEETING**

- **Call to Order**  
Chair Donnarumma convened the special meeting at 11:03 am.
- **Seating of Members / Alternates**  
Seated for the meeting were Chair Donnarumma, Member Fiftal, and Alternates Kelz, Kroll and Hickey.
- **Conflict of Interest Reminder (CGS §8-11 & Woodbury Town Charter Section 901)**  
Chair Donnarumma reminded the Commission of Conflict of Interest; No member expressed a conflict with any matter on the agenda.

## **PUBLIC HEARINGS**

- **23-HD-0014 – 8 School Street / Map 105, Lot 121 / MSD & HD#1**  
Applecourt, LLC (owner/applicant), Adam Maynard (contractor agent)  
**Section 10: Roof** – Replace sections of existing asphalt roof shingles with new asphalt shingles; and replace 800 sf section of black tin roof with new asphalt shingles.

The legal notice was read by the Chair.

*Adam Maynard (contractor agent) and an owner representative came forward to speak on behalf of the application. Using a picture (which was date stamped as received and added to the record file) of the existing building and its roof sections, Mr. Maynard presented the application noting the tin section of the roof being a small section and towards the back end of the existing building less visible. The proposal is to replace black asphalt shingles with new black asphalt shingles and to also replace the small tin roof section with the same new black asphalt shingles, so the entire roof is uniform.*

*There were no public comments.*

*Having no need for further information, the Commission closed the hearing.*

**MOTION:** To close the public hearing (23-HD-0014 – 8 School Street, Map 105, Lot 121 / MSD & HD#1).

Made by **KELZ**, Seconded by **FIFTAL**

Vote: 5-0-0 **Approved** – Motion **Passed**

Aye       Donnarumma, Fiftal, Kelz, Kroll, Hickey

Nay       None

Abstain   None

## **NEW APPLICATIONS**

- None

## **DELIBERATIONS**

- **23-HD-0014 – 8 School Street / Map 105, Lot 121 / MSD & HD#1**  
Applecourt, LLC (owner/applicant), Adam Maynard (contractor agent)  
**Section 10: Roof** – Replace sections of existing asphalt roof shingles with new asphalt shingles; and replace 800 sf section of black tin roof with new asphalt shingles.

**MOTION:** To approve application (23-HD-0014 – 8 School Street / Map 105, Lot 121 / MSD & HD#1) and issue a Certificate of Appropriateness.

Made by **FIFTAL**, Seconded by **KELZ**

Vote: 5-0-0 **Approved** – Motion **Passed**

Aye       Donnarumma, Fiftal, Kelz, Kroll, Hickey

Nay       None

Abstain   None

- **Meeting Minutes** – June 5, 2023

Corrections:

- Wherever “Tuesday Rupp” or “Ms. Rupp” is referenced revise to read: *Reverend Tuesday Rupp*.
- Change the word “compliment” on Page 4, 5<sup>th</sup> paragraph to *complement*.

**MOTION:** To accept meeting minutes of June 5, 2023, as amended.

Made by **KELZ**, Seconded by **HICKEY**

Vote: 5-0-0 – **Approved** – Motion Passed

Aye       Donnarumma, Fiftal, Kelz, Hickey

Nay       None

Abstain   Kroll (was absent June 5, 2023)

## **OTHER BUSINESS**

### **Commission Housekeeping**

- Alternate Kroll discussed the need for the HDC regulations to have greater specificity, particularly regarding what the Commission is expecting and wanting of applicants. He explained that other towns provide much greater detail in this regard. He suggested the HDC set aside a meeting to discuss this more in depth. To which, the Chair suggested they schedule such time before its October meeting from 6:00 PM to 7:30 PM with the regular meeting thereafter as already scheduled. The other Commissioners were in agreement.

**MOTION:** To schedule a Special Meeting for October 2, 2023, starting at 6:00 pm before the regular meeting.

Made by **KROLL**, Seconded by **FIFTAL**

Vote: 5-0-0 – **Approved** – Motion Passed

Aye       Donnarumma, Fiftal, Kelz, Kroll, Hickey

Nay       None

Abstain   None

- Kroll provide further insights to his research of the other town regulations he reviewed, noting he and Sue Cheatham also had a prior conversation about the potential for obtaining a grant to engage a professional to assist the HDC in redrafting and updating the HDC Regulations.
- Chairman Donnerumma said as a group the HDC members should be collecting information and ideas to be addressed with a redrafting and updating of the HDC Regulations, which could be given to a consultant to help rewrite the Regulations. Kroll also noted that there may be grant writing software that the members could access to help prepare a grant application.
- Collectively the HDC members discussed the need to have clearer guidelines as to what is to be considered “like for like.” The HDC also discussed enforcement orders and remediation aspects which should have greater clarity and strength.

## Enforcement

- The HDC discussed 4 Main Street South, noting that it appears that aspects of the approved repairs relating to posts on the second floor in the front of the building were boxed in and not just repaired as approved. The HDC asked staff to reach out to the owner and request their attendance at its August 7 meeting.
- The HDC noted it believed that despite the repeated denials of the window replacement at 125 Main Street South, the windows appear to have been replaced anyway, and that it was further believed that this was done because the Building Official deemed the existing windows unsafe for the intended rental apartment use of the building. The HDC noted even if that was the case, the owner would still be required to first obtain an “Exemption” approval from the HDC.
- The HDC briefly discussed the need for a Blight Ordinance to help defray or prevent property owners, particularly commercial property owners, from allowing their buildings and properties to fall into a state of disrepair beyond rehabilitation and thus then claiming that only contemporary replacement is possible. The HDC also discussed demolition delay standards and was informed by staff that any demolition also required permits.

## CORRESPONDENCE

- Trash Trivia event flyer was noted.
- The HDC members collectively acknowledged Sue’s absence due to a recent illness and wished her a healthy recovery.

## PUBLIC COMMENT PERIOD

- Don Fital – Praised the HDC for its dedication and great work.

## ADJOURNMENT

Hearing no objections, the meeting was adjourned at 11:52 am.

RECEIVED & FILED  
IN WOODBURY, CT  
This 11<sup>th</sup> day of July 2023  
at 12:40 o'clock PM  
Maria M. Mancini  
Town Clerk