

**BOROUGH OF NEWTOWN  
NEWTOWN, CONNECTICUT**

Minutes of the Annual Meeting of the Borough of Newtown Board of Burgesses on **Tuesday, September 12, 2023**, at Edmond Town Hall, Newtown. Warden Jay Maher called the meeting to order at 7:31 p.m.

**Present:** Senior Burgess Chris Gardner, Burgess Jim Gaston, Burgess Sarah Phillips, Burgess Jarod Modzelewski, Burgess Maureen Crick Owen, Treasurer Paula Brinkman, Tax Collector Jodie Enriquez and Clerk Ann Scaia.

**Absent:** Warden Jay Maher, Zoning Enforcement Officer Chapman and Tree Warden Rob McCulloch.

**Also Present:** 5 members of the public.

Senior Burgess Gardner identified the annual reports submitted by the following departments/commissions: Conservation, Fire Marshall, Historic District, Zoning Commission, and Zoning Board of Appeals. An annual report from the Engineering, Building and Health Department was not received by the time of the annual meeting.

Senior Burgess Gardner asked that the Board look over the reports and asked if there were any questions. He thanked the Board, Commissions, and Sub-Committees for all their hard work. The Fire Marshal's office conducted 8 school inspections, 4 Day Care inspections, 7 inspections at churches & church buildings, 1 Group Home inspections, 27 inspections at Hawley School, 2 inspections at 14 Church Hill Road (Rings End), 2 inspections at 14 Church Hill Road (Menzi Insurance, 5 inspections at St. Rose (Carnival, tents, etc), 6 inspections at 36 Sugar St, 121 inspections at business and professional buildings and inspections at miscellaneous locations. The Zoning Commission noted on the July 13, 2022 meeting, the Commission continued the discussion and review of Articles 5 and 6 of the Borough of Newtown zoning regulations. In June, an inspection of 11 Church Hill revealed that 3 of the lower units were being used for apartments. The property is zoned as professional with apartments allowed in the upper level. A Cease and Desist order was issued on June 7, 2022. At its October 12, 2022 meeting, the Commission voted to not opt out of the Ct State Statute governing accessory apartments. The Commission continued its review and discussion of articles 7 and 8 of the Borough of Newtown zoning regulations. Joe Chapman, the new Zoning Enforcement Officer for the Borough of Newtown, was appointed on October. At its May 10, 2023 meeting, Mrs. Owen announced her retirement as the Clerk for the Borough Zoning Commission and Borough Board of Appeals. Another Cease and Desist order was issued to 11 Church Hill for apartment usage in the lower level of the that property which is zoned as professional. The Commission completed its review of the zoning regulations. The next step is to draft a red-lined version to submit to Planning for review and approval. At is June 14 meeting, Sarah Phillips started as the new Clerk for the Borough Zoning Commission and the Borough Board of Appeals. The Commission discussed allowing apartments in business zoned properties. The approach would be

similar to that establish for professionally zoned properties. The Commission finalized all the zoning changes and a red-lined version is being prepared (see attached). The Zoning Board of Appeals noted there were no applications for variances submitted (see attached). The Conservation Director outlined 18 site plan reviews, 22 site inspections and 3 violation inspections as it relates to Inland Wetlands. He also conducted 5 site plan reviews, 13 FEMA reviews and 4 meetings with DEEP/FEMA on municipal responsibilities. The Historic District held three public hearing during the 12-month period: 1) Sarah Phillips 35 Main St., to renovate a barn; 2) Town of Newtown, 45 Main St., demolition of the former Hook & Ladder firehouse; 3) Newtown Village Cemetery Assoc. for a foot bridge over the creek in the Ram Pasture.

**Burgess Gaston made a motion to waive the reading of the reports and making them part of the record and accept the annual reports,** seconded by Burgess Crick Owen and unanimously approved.

**There being no further business, Burgess Crick Owen made a motion to adjourn the Annual Meeting at 7:35 p.m.,** seconded by Burgess Gaston and unanimously approved.

Respectfully submitted,

Ann Scaia  
Borough Clerk

3 PRIMROSE STREET  
 NEWTOWN, CONNECTICUT 06470  
 TEL. (203) 270-1260  
 FAX (203) 270-5288



RICHARD FRAMPTON  
 FIRE MARSHAL

## TOWN OF NEWTOWN

### ANNUAL REPORT BOROUGH OF NEWTOWN JULY 1, 2022 TO JUNE 30, 2023

During the past fiscal year the following activities were conducted by the Fire Marshal's Office

8	School Inspections & Fire Prevention
4	Day Care Center Inspections & Fire Prevention
7	Churches and Church Building Inspections
1	Group Home Inspection
5	Open Burn Permits
3	Plan Reviews
1	Site plan
9	Fires
180	Fire Calls
121	Business and Professional Building Inspections & misc.
	Projects
	Inspections. Knox box, tent etc...
27	Hawley School
2	14 Church Hill Rd. -Rings End
2	14 Church Hill Rd. - Menzi Insurance
	27 Church Hill Rd. - EK Legacy LLC
5	St. Rose- Carnival, tents etc...
6	36 Sugar St.- Tents, Maze

  
 Richard Frampton, Fire Marshal  
 August 16, 2023

***Borough of Newtown  
Zoning Board of Appeals  
Newtown, Connecticut 06470***

September 3, 2023

*Via Email Only*

Jay Maher, Warden  
Borough of Newtown  
P.O. Box 164  
Newtown, CT 06470

Re: Annual Report for Borough of Newtown Zoning Board of Appeals

Dear Warden Maher:

During the period July 1, 2022 through June 30, 2023, there were no applications submitted to the Zoning Board of Appeals for requests for variances.

If you need anything else, please do not hesitate to contact me.

Very truly yours,

*John*

John Madzula  
Chairman

***Borough of Newtown***  
***Zoning Commission***  
***Newtown, Connecticut 06470***

August 17, 2023

Jay Maher, Warden  
Borough of Newtown  
P.O. Box 164  
Newtown, CT 06470

Re: Annual Report for Borough of Newtown Zoning Commission

Dear Warden Maher:

I submit the following information regarding the period July 1, 2022 through June 30, 2023:

- At its July 13, 2022 meeting, the Commission continued the discussion and review of Articles 5 and 6 of the Borough of Newtown zoning regulations. In June, an inspection of 11 Church Hill revealed that 3 of the lower units were being used for apartments. The property is zoned as professional with apartments allowed in the upper level. A Cease and Desist order was issued on June 7, 2022.
- At its August 10, 2022 meeting, the Commission continued the discussion and review of Article 6 of the Borough of Newtown zoning regulations.
- The September 14, 2022 meeting was canceled.
- At its October 12, 2022 meeting, the Commission voted to not opt out of the Ct State Statute governing accessory apartments. The Commission continued its review and discussion of articles 7 and 8 of the Borough of Newtown zoning regulations. Joe Chapman, the new Zoning Enforcement Officer for the Borough of Newtown, was appointed on October.
- At its November 9, 2022 meeting, the Commission continued its review and discussion of articles 6, 7 and 8 of the Borough of Newtown zoning regulations. Our sidewalk luminaires and poles are no longer available as the supplier has gone out of business. News specifications and a new supplier need to be found.
- The December 14, 2022 meeting was canceled.

- At its January 11, 2023 meeting, the Commission continued its review and discussion of articles 6 and 7 of the Borough of Newtown zoning regulations. Bank of America submitted a new lighting plan for its location on Queen Street. Big Y replaced its sign with its new logo.
- At its Feb 8, 2023 meeting, the Commission continued its review and discussion of articles 8 and 9 of the Borough of Newtown Zoning Regulations.
- At its March 8, 2023 meeting, the Commission continued its review and discussion of articles 10, 11, 12, and 13 of the Borough of Newtown zoning regulations. The Enclave completed its project. Individual Certificates of Occupation were issued for individual homes but not for the entire Enclave development complex.
- At its April 12, 2023 meeting, the Commission discussed changes to update the lighting regulations to include the use of LED fixtures in lighting plans and proposals and to update the buffering requirements to better reflect the various buffers encountered throughout the Borough.
- At its May 10, 2023 meeting, Mrs. Owen announced her retirement as the Clerk for the Borough Zoning Commission and Borough Board of Appeals. Another Cease and Desist order was issued to 11 Church Hill for apartment usage in the lower level of the that property which is zoned as professional. The Commission completed its review of the zoning regulations. The next step is to draft a red-lined version to submit to Planning for review and approval.
- At its June 14 meeting, Sarah Phillips started as the new Clerk for the Borough Zoning Commission and the Borough Board of Appeals. The Commission discussed allowing apartments in business zoned properties. The approach would be similar to that establish for professionally zoned properties. The Commission finalized all the zoning changes and a red-lined version is being prepared.

Very truly yours,

*Doug Nelson*

Douglas Nelson  
Chairman

# **Conservation Director Annual Report for the Borough of Newtown 2022 - 2023**

The Conservation Director for the Borough of Newtown acts as the agent for the Inland Wetlands Agency. The Conservation Director is also responsible for federal reporting and local regulations for flood plain management.

A summary of the actions of the Agent and the commissions in the Borough of Newtown during this past year:

## **I. Inland Wetlands –**

- Agent

- 18 Site Plan Reviews
- 22 Site Inspections
- 3 Violation Inspections
  
- 6 permit approvals
- 0 permit denials
- Amount of wetlands for alteration – 0.3 Acres
- Amount of linear stream for alteration – 0F
- Amount of created wetlands for mitigation – 0.0 Acres

## **II. Flood Plain –**

- Agent

- 5 Site Plan Reviews
- 13 FEMA Reviews
- 4 Meetings with DEEP/FEMA on municipal responsibilities

Respectfully Submitted,

**Robert Sibley**  
Conservation Director, Borough of Newtown

August 23, 2023

*The Borough of Newtown  
Historic District Commission  
Newtown, Connecticut  
Est. 1996*

August 13, 2022

Elizabeth Shapiro  
Director of Arts, Preservation and Museums  
One Constitution Plaza, 2<sup>nd</sup> Floor  
Hartford, CT 06103  
Elizabeth.Shapiro@ct.gov

Re: Borough of Newtown Historic District Annual Report of Activity

Dear Ms Shapiro,

Enclosed please find the Report of Activity for the Borough of Newtown Historic District (BNHDC) for the period July 1, 2022 to June 30, 2023. A full list of Commission members, alternates, and consultants follows.

Please contact me if you have any questions regarding this report or if you require my assistance with matters pertaining to the BNHDC.

Regards,

Mark P. Poirier  
Secretary  
Borough of Newtown Historic District Commission  
53 Main Street  
Newtown, CT 06470  
markppoirier@hotmail.com

cc: Ann Scaia, Borough Clerk

Regular Business:

- The commission held three public hearings for certificates of appropriateness during this 12-month period:
  - July 27, 2022
    - Sarah Phillips, 35 Main Street, to renovate a barn; proposed renovations include:
      - Replace siding with matched wood boards
      - Replace windows as needed with matched wood barn units
      - Eliminate 1 of 2 garage doors and replace with traditional sliding barn door
    - The commission approved the application as submitted and presented
  - Sept 29 2022
    - Town of Newtown, 45 Main Street, demolition of the former Hook and Ladder firehouse
    - The commission approved the application as submitted and presented
  - June 22, 2023
    - Newtown Village Cemetery Association for a foot bridge over the creek in the Ram Pasture
      - The bridge would be constructed near the north side of Hawley Pond
      - Proposed bridge would be 20 ft by 6 ft, constructed of stained pressure-treated wood on cement footings
      - The Cemetery Association would be responsible for maintenance
    - The commission approved the application as submitted and presented.

*The Borough of Newtown Historic  
District Commission*

Regular Commission Members updated 08/13/2023

<b>Chair, Stephanie A. Gaston</b> 18 Main Street Newtown, CT 06470 203-417-4702	Sixth Term 07/15 – 07/26 Secretary 07/96 – 07/98 Chair 07/98 – present
<b>Vice Chair, Betsy S. Kenyon</b> 62 Main Street Newtown, CT 06470	Sixth Term 07/16 – 07/26 Vice Chair 07/96 – present
<b>Secretary, Mark P. Poirier</b> 53 Main Street Newtown, CT 06470	Secretary 07/07 – present Fourth Term 07/18 – 07/23 Fifth Term 8/23 – 8/28
<b>Sarah Phillips</b> 35 Main Street Newtown, CT 06470	First Term 12/21 – 07/22 Second Term 07/22 – 07/27
<b>Ellen Whalen</b> 65 Main Street Newtown, CT 06470	Fourth Term 07/19 – 07/24

Alternate Commission Members

<b>Karen Boyle</b> 53 Main Street Newtown, CT 06470	Third term 7/19 – 7/23 Fourth term 8/23 – 8/28
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Vacancy (2)

Consultants

<b>James O. Gaston</b> 18 Main Street Newtown, CT 06470 203-417-5890	Legal
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