

STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

LAURIE E. BURSTEIN
First Selectman

MARY B. CARDIN
Deputy First Selectman

JAMISON J. BOUCHER
JAMES M. PRICHARD
SU THANVANTHRI
CHARLOTTE WARD

MATTHEW REED
Town Administrator

TOWN OF ELLINGTON Notice of Special Town Meeting Monday, September 14, 2026

Electors and citizens qualified to vote in Town Meetings of the Town of Ellington, Connecticut are hereby warned that a Special Town Meeting will be held at 6:00 pm in the Nicholas J. DiCorleto, Jr. Meeting Hall, Ellington Town Hall, 55 Main Street, Ellington, Connecticut on Monday, September 14, 2026 to discuss and vote upon the following question:

Shall the Town approve the sale of town-owned real property know as 138 Windermere Avenue, Ellington, Connecticut, identified on the Town Assessor's map as parcel number 026-017-0000, to Mark Hoffman for the purchase price of \$75,000, upon the terms and conditions as are substantially consistent with those set forth in the offer to purchase presented to and approved by the Board of Selectmen on August 10, 2026, and further authorize the Town Administrator, with the approval of the Town Attorney, to execute and deliver all deeds, closing documents, and other instruments necessary to complete the conveyance on behalf of the Town?

Backup material is available for review in the Town Clerk's Office, First Selectman's Office, and on the Town Website at ellington-ct.gov.

All interested parties are encouraged to attend in person or via ZOOM. Individuals will have the opportunity to raise their hand to provide their name, address, and comment.

Dated at Ellington, Connecticut, this 12th day of August, 2026.

Journal Inquirer: September 8, 2026

BY ORDER OF THE BOARD OF SELECTMEN

Laurie E. Burstein, First Selectman

Join Town Meeting: <https://us02web.zoom.us/j/89621494783>

Town Meeting ID: 896 2149 4783

Town Meeting Passcode: 681622

TOWN OF ELLINGTON
TOWN ADMINISTRATOR'S OFFICE



MEMO

To: Board of Selectmen

From: Matthew Reed, Town Administrator

Subject: Proposed Sale of 138 Windermere Ave

Date: August 10, 2026

Attached are the documents pertaining to the proposed offer to purchase 138 Windermere Avenue by Mr. Mark Hoffman.

Pursuant to the town's policy, the offer was reviewed by the Planning Department, Assessor, Director of Public Works, and Building Official. Their comments are included. The Town Attorney has been engaged throughout the process, as well.

The matter was referred to the Planning and Zoning Commission pursuant to CGS 8-24. The Commission reviewed the proposal and issued a favorable report at their meeting on July 27, 2026. An excerpt from the minutes of that meeting is included in the packet.

The Assessor has evaluated the property and established a fair market value for the property as required. The Assessor's evaluation is included in the packet.

Owners of abutting property have been properly notified.

If the Board accepts the offer, then the next step is to call a Special Town Meeting pursuant to Section 703(d) of the Town Charter.

138 Windermere Ave

Subject	Town	Proposed Sale Price	2025GL Value	Acreage	\$ Per Acre	Frontage	Level	Wooded	Buildings
138 Windermere Ave	Ellington	\$ 75,000	\$ 78,100	0.44	\$ 170,455	144ft	yes	Wooded	none
Comparables									
Address	Town	Sale Price	Date Sold	Acreage	\$ Per Acre	Frontage	Level	Wooded	Buildings
16 Goodell Rd	Stafford	\$ 55,000	7/28/2026	1.19	\$ 46,218	206ft	yes	Wooded	none
28 Goodell Rd	Stafford	\$ 60,000	10/8/2025	0.92	\$ 65,217	190ft	yes	Wooded	none
95 Simon Rd	Enfield	\$ 60,000	12/23/2025	0.8	\$ 75,000	100ft	Yes	Light	none
160 Prospect hill Rd	East Windsor	\$ 65,000	7/21/2026	0.71	\$ 91,549	177ft	yes	Light	none
41 Villiage St	Ellington	\$ 67,500	9/8/2025	0.54	\$ 125,000	207ft	yes	Light	Small Shed
645 Bloomfield Ave	Bloomfield	\$ 69,000	12/31/2025	0.59	\$ 116,949	149ft	yes	Light	none
3 Riverdale Rd	Enfield	\$ 87,500	3/19/2026	0.39	\$ 224,359	112ft	yes	cleared	none
72 Rockville Rd	East Windsor	\$ 90,000	3/10/2026	0.72	\$ 125,000	252ft	yes	Cleared	none

Range of Comparable Sales: \$55,000 - \$90,000

In evaluating the value of 138 Windermere Avenue, I identified eight comparable sales of vacant land ranging in size from 0.39 acres to 1.19 acres. It is assumed that 138 Windermere Avenue is a buildable residential lot.

Because there were limited comparable vacant land sales in Ellington during the past year, it was necessary to expand the search to neighboring communities. While each comparable property differs from the subject in certain respects, all are vacant, buildable, and relatively level residential lots. Appropriate adjustments should be made to each comparable to account for differences in location, lot size, and frontage.

Based on these comparable sales, the proposed sale price of \$75,000 falls within the observed market range and appears to be a reasonable indication of the subject property's fair market value. Ultimately, the most reliable methods of determining fair market value are obtaining a professional appraisal or exposing the property to the open market to evaluate actual buyer interest and offers.

138 Windermere Ave, Ellington



16 Goodell Rd, Stafford



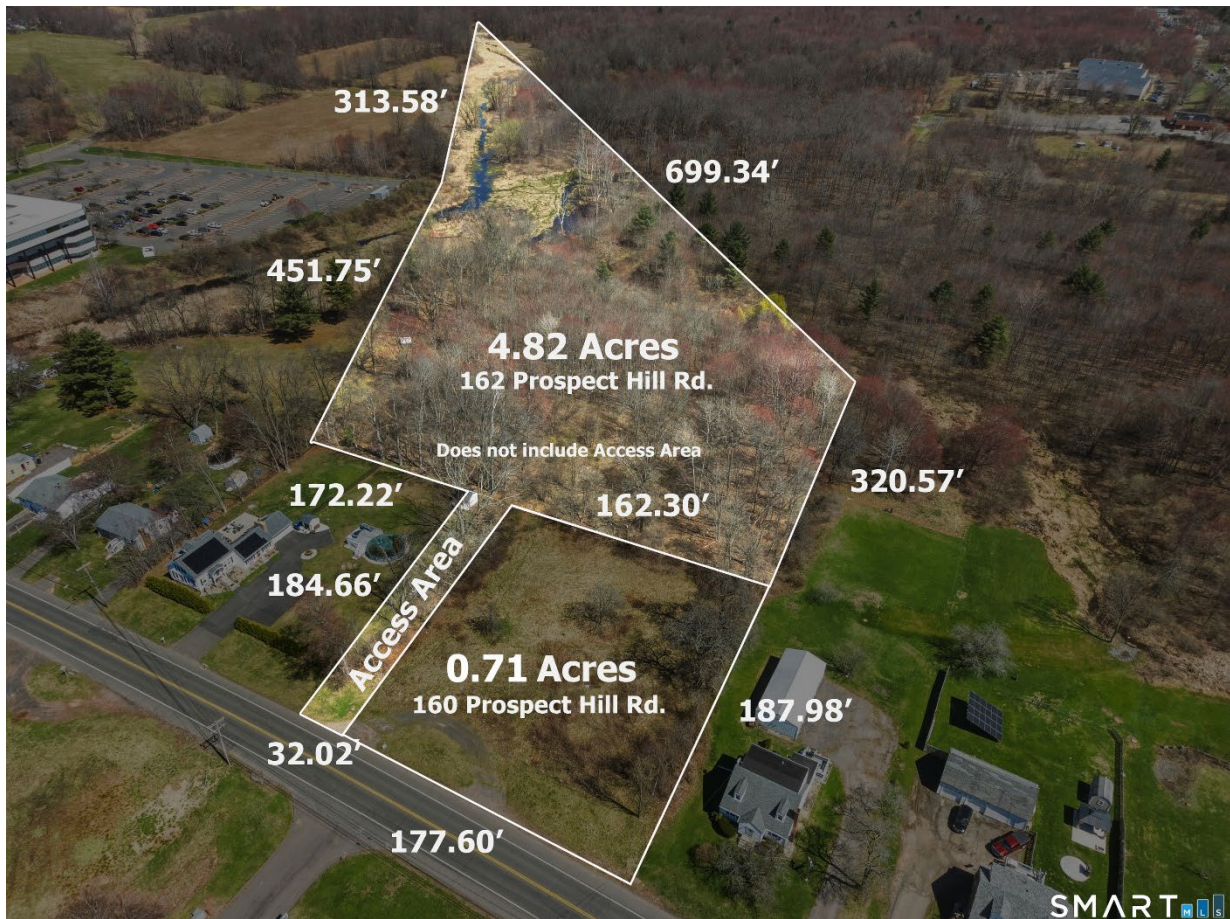
28 Goodell Rd, Stafford



95 Simon Rd, Enfield



160 Prospect Hill Rd



41 Village St, Ellington



645 Bloomfield Ave, Bloomfield



3 Riverdale Rd, Enfield



72 Rockville Rd, East Windsor





Laurie Burstein
First Selectman

TOWN OF ELLINGTON

PO Box 187
55 Main Street
Ellington, Connecticut 06029
(860) 870-3100
Ellington-ct.gov

BOARD OF SELECTMEN

Mary Cardin
Deputy First Selectman
Jamison Boucher
James Prichard
David Stavens
Su Thanvanthri
Charlotte Ward

Matthew D. Reed
Town Administrator

July 20, 2026

Ellington Planning and Zoning Commission
c/o Ms. Lisa Houlihan
Director of Planning
Town of Ellington
57 Main Street
Ellington, CT 06029

Dear Chairman Kelly and Members of the Commission:

In accordance with Section 8-24 of the Connecticut General Statutes, the Board of Selectmen hereby refers the following proposal to the Planning Commission for a report and recommendation pertaining to the proposed sale of municipally owned real estate located at 138 Windermere Avenue, Ellington, CT. Such parcel is also known as parcel number 026-017-0000.

Pursuant to the statute, no municipal agency or legislative body shall take action to locate, abandon, sell, or lease municipally owned property or public improvements until the proposal has been referred to the Planning Commission for its report.

We respectfully request that the Planning Commission review this matter and issue its advisory report as to whether the proposal is consistent with Ellington's Plan of Conservation and Development.

Thank you for your time and prompt attention to this matter. Please let me know if you require any additional maps, deeds, or documentation to facilitate your review.

Very truly yours,


Matthew D. Reed
Town Administrator

Attachments

"A great place to grow."

TOWN OF ELLINGTON FIRST SELECTMAN'S OFFICE



MEMO

Date: July 16, 2026
To: Matthew Reed, Town Administrator
From: Julia Merriam, Executive Assistant
Subject: 138 Windermere Ave – Referral to PZC, CGS 8-24

*Town of Ellington
RECEIVED*

JUL 16 2026

Matthew D. Reed
Town Administrator

This memo serves as confirmation that the Board of Selectmen made the following motion at their regular meeting held on Monday, July 13, 2026:

MOVED (THANVANTHRI), SECONDED (WARD) AND PASSED
UNANIMOUSLY TO REFER THE SALE OF 138 WINDERMERE AVENUE
TO THE PLANNING AND ZONING COMMISSION FOR A REPORT
PURSUANT TO CONN. GEN. STAT. SEC. 8-24.

cc: Lisa Houlihan, Town Planner
Planning and Zoning Commission

OFFER TO PURCHASE TOWN-OWNED PROPERTY

Town of Ellington

RECEIVED

JUL 21 2026

Matthew D. Reed

Town Administrator

This offer is made this 21 day of JULY, 2026, to the Town of Ellington, a municipality with its territorial limits within the Town of Ellington, County of Tolland and State of Connecticut (hereinafter called the "SELLER") by **Mark Hoffman**, of the Town of Ellington and State of Connecticut (hereinafter called the "BUYER").

WITNESSETH:

Buyer hereby offers to buy that certain piece or parcel of land known as **138 Windermere Ave**, Assessor's **APN 026-017-0000** situated in the Town of Ellington, County of Tolland, State of Connecticut, a description of said premises being more particularly set forth on a map and/or sketch attached hereto as Exhibit "A" hereinafter referred to as "the PROPERTY", under the following terms and conditions:

1. PURCHASE PRICE:

\$ 75,000

DEPOSIT:

To be paid herewith directly to the Seller (10%) of purchase price

\$ 7,500

BALANCE:

To be paid in cash or by certified or bank check on the date of the transfer of title.

\$ 67,500

2. CONTINGENCIES TO BUYER'S OFFER:

(List here any contingencies or conditions to Buyer's offer – see Exhibit B)

3. CONVEYANCE AND ENCUMBRANCES: The transfer of title to the property to the Buyer shall be by Connecticut form Quitclaim Deed, conveying marketable title, free and clear of all encumbrances except as otherwise provided in this Agreement.

4. This agreement shall be binding upon and inure to the benefit of the legal representatives, successors and assigns of Buyer.

5. TESTS: Buyer shall pay for any and all tests, inspections and surveys of the property desired by them or required by their financing institution. In the event any tests reveal a condition not previously disclosed to the Buyer which is adverse to the use or value of the property, buyer shall have the option to accept the premises and purchase "AS IS", or to rescind this contract and obtain a refund of their deposit. **The Town makes no representations as to the buildability of this parcel or whether the parcel satisfies the necessary requirements for the issuance of building and zoning permits.**

6. **ACCEPTANCE BY TOWN:** Following approval of all necessary Boards, Commissions of the Town, and a Town Meeting, if required, the First Selectman, or his designee, shall give written notice of acceptance to Buyer, provided such notice is not more than one year from the date hereof. If, at any time, the Town decides not to accept this offer, then a notice to that effect will be given to Buyer within a reasonable time following such decision, and Buyer's deposit will be returned with said notice.
 - (a) Following notice of acceptance, Buyer shall be permitted time to cause a title examination and such other tests or surveys provided for in Buyer's offer, all of which shall be accomplished in sufficient time for Buyer to close as provided in Paragraph 3.
 - (b) The Town shall cause a deed to be prepared and any other documents and information necessary to close.
7. **CLOSING, POSSESSION AND OCCUPANCY:** The transfer of title and possession shall take place within sixty (60) days of receipt of all Town approvals required in paragraph 6, above. Such transfer and possession shall take place at the office of the Town Attorney or at such other place as the Town Attorney may agree.
8. **ADJUSTMENTS:** All adjustments for taxes, sewer and all other adjustments as are normally and customarily made for similar properties shall be computed and paid as of the date of the transfer of title as hereinbefore set forth in accordance with the custom of the Tolland County Bar Association. Buyer shall be liable for taxes on the property from and after the date of closing and the Tax Collector shall send the buyer a bill as if the property had been taxable.
9. **DEFAULT:** If Buyer is in default under this Agreement, and Seller is not in default of any term of this Agreement, then Seller shall be entitled to retain the deposit as liquidated damages as the actual damages are and will be difficult to ascertain and the parties desire to quantify and liquidate those damages in advance and the deposit is the reasonable value of any such damage.
10. **REAL ESTATE AGENTS:** Unless the Town has a listing agreement with a broker who shall be identified herein, the buyer hereby represents that either there is no real estate agent who is a procuring cause of this transaction or that any real estate agent represent the Buyer and fee will be paid by the Buyer. Buyer hereby agrees to hold harmless and indemnify Seller therefrom.
11. All of the terms and conditions of this agreement between the parties hereto are stated herein and no representations or inducements have been made to the Buyer by the Seller other than those set forth herein.

IN WITNESS WHEREOF, we have hereunto set our hands and seals and to a duplicate Instrument of the same tenor and date, at ELLINGTON, Connecticut on the date first above mentioned.

Signed, sealed and delivered in the presence of:

WITNESS:

Rebecca Einsiedel
REBECCA EINSIEDEL

Julia Merriam
Julia Merriam

BUYER(s):

Matthew D. Reed

Acknowledgement of Receipt of the offer:

WITNESS:

Rebecca Einsiedel
REBECCA EINSIEDEL

Julia Merriam
Julia Merriam

SELLER:

TOWN OF ELLINGTON

By: Matthew D. Reed
Matthew D. Reed
Town Administrator



Laurie Burstein
First Selectman

TOWN OF ELLINGTON

PO Box 187
55 Main Street
Ellington, Connecticut 06029
(860) 870-3100
Ellington-ct.gov

BOARD OF SELECTMEN

Mary Cardin
Deputy First Selectman
Jamison Boucher
James Prichard
David Stavens
Su Thanvanthri
Charlotte Ward

Matthew D. Reed
Town Administrator

RECEIPT

July 21, 2026

Received from **Mark Hoffman** the sum of Seven Thousand Five Hundred Dollars (\$7,500.00) as an earnest deposit for the proposed purchase of Town-owned real property located at 138 Windermere Avenue, Ellington, Connecticut.

Receipt of this deposit does not constitute final approval of the sale, which remains subject to all required approvals pursuant Town policy, and applicable law.

Matthew D. Reed
Matthew D. Reed
Town Administrator

LUELLA S HOFFMAN MARK O HOFFMAN RACHEL L DEARBORN 1 ABBOTT RD. UNIT 92 ELLINGTON, CT 060293877		10-4 220 8167	1019
DATE <i>July 21, 2026</i>		SECURED BY EZSHIELD	
PAY TO THE ORDER OF <i>Town of Ellington</i>	\$ <i>7,500.00</i>		
<i>Seventhousand five hundred and 00/100</i>		DOLLARS	
M&T Bank		Security Features included. Details on Back.	
MEMO <i>prop. Windermere</i>	[REDACTED]		
[REDACTED]		[REDACTED]	

"A great place to grow."

AMENDMENT TO
OFFER TO PURCHASE TOWN-OWNED PROPERTY

By and Between:
Mark Hoffman ("Buyer") and the Town of Ellington ("Seller")
Re: 138 Windermere Avenue, Ellington

FOR AND IN CONSIDERATION of the mutual benefits accruing and expected to accrue hereunder, the undersigned, being all of the parties to the above mentioned Agreement (the "Agreement"), do hereby amend and modify the Agreement as follows:

1. Buyer hereby acknowledges that he was offered opportunity to make a full and complete inspection of the Property, that he has waived the right to do so, that he agrees to accept the Property in an "AS IS" condition as of the date of this Agreement, and that he shall close on the purchase within sixty (60) days of receipt of all Town approvals.

The undersigned further agree that, except as provided in this Amendment, the Agreement has not been modified, amended, cancelled, terminated, released or superseded and is and shall remain in full force.

IN WITNESS WHEREOF, the undersigned have set their hands and seals on the day and year first above written.

SELLER:
Town of Ellington

BUYER:


Matthew D. Reed
Town Administrator


Date


Mark Hoffman


Date


WITNESS REBECCA EINSIEDEL
7/28/26

Offer to Buy Town Property - 138 Windermere

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Town of Ellington, CT makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 11/10/2025
Data updated daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

Location:		138 WINDERMERE AVE		Map Id:		026 017 0000		Zone:		I		Date Printed:		7/2/2026							
				Neighborhood:		R78						Last Update:		7/1/2026							
Owner Of Record						Volume/Page		Date		Sales Type			Valid		Sale Price						
ELLINGTON TOWN OF						0410/1121		2/9/2010		Warranty Deed			No		0						
55 MAIN ST, ELLINGTON, CT 06029										Exempt											
Prior Owner History																					
LETENDRE ALBERT						0172/0786		11/2/1989					No		0						
LETENDRE ALBERT L + ALBERT A + BLANCHE G + LOUANNA J						0066/0191		8/8/1962					No		0						
Permit Number		Date		Permit Description																	
35359		6/2/2010		DEMOLISH HOUSE.																	
Supplemental Data																Appraised Value					
Census/Tract 5351				VisionPID 1685				Total Land Value 78,100													
Dev Map ID				Assessor Map 026																	
GIS ID				Sub Div				Total Building Value 0													
Route C2-D3				Survey Map																	
District				Zone 2				Total Outbldg Value 0													
Utilities Electric, Sewer, Public Water																					
Acres						State Item Codes															
Land Type		Acres		490		Total Value		Code		Quantity		Value									
Res Vacant House Lot		0.44		0.00				11-Residential Land		0.44		54.670									
Total 78,100																					
Assessment History (Prior Years as of Oct 1)										490 Appraised Totals											
2026		2025		2024		2023		2022		Type		Acres		Value		Type		Acres		Value	
Land		54,670		54,670		49,690		49,690		49,690											
Building		0		0		0		0		0											
Outbuilding		0		0		0		0		0											
Total		54,670		54,670		49,690		49,690		49,690						Totals		0.00		0	
Comments																Application Date:		Expiration Date:			
6/5/2020 2010 HOUSE/BLDGS DEMO'D 7/7/10;																					

Location:		138 WINDERMERE AVE							
Map Id:		026 017 0000							
General Description		Description		Area/Qty					
Building Use									
Units									
Overall Condition									
Class									
Stories									
Design (Style)									
Construction									
Year Built									
Percent Complete									
Finished Area									
Foundation									
Basement Area									
Finished Basement									
Garage Bays									
Outside Entry									
Sump Pump									
Attached Components									
HVAC						Type	Year	Area	
Heating Type									
Fuel									
Cooling Type									
Interior									
Floors									
Attic Access									
Walls									
Bath Cond									
Kitchen Cond									
Exterior									
Exterior									
Roof Cover									
Roof Type									
Special Features									
Type	Count/Area								
		Total Building Value:							
		Detached Component Computations							
		Type	Year	Condition	Area/Qty	Type	Year	Condition	Area/Qty
		Room Summary							
		Total	Bedroom	Kitchens	Full Baths	Half Baths			

PROCEDURE FOR SELLING TOWN-OWNED LAND INITIATED BY BUYER

1. Upon receipt of an offer to purchase Town-owned land, which shall include at least the information contained on "Exhibit A" (attached), the First Selectman shall initiate consideration of the offer using the procedures set forth herein.
2. The First Selectman shall forward the offer to the following town departments for comments and recommendations:
 - a. Assessor – See #3 below for the specific information to be provided
 - b. Building Department
 - c. Department of Public Works/WPCA Administrator
 - d. Town Attorney
 - e. Town Planner
 - f. Planning and Zoning Commission pursuant to CGS, Sec. 8-24 , pending receipt of recommendation from staff a through e noted above.

The First Selectman shall verify that the property is free of hazardous material, i.e., contaminated soil, abandoned oil tanks, asbestos, etc. Cost of such verification shall be paid for by the buyer. In addition, the First Selectman may refer the offer to the Health Department or anyone else deemed appropriate.

3. The Assessor shall be requested to evaluate the property and establish the fair market value of the property for sale purposes. Either the Assessor or First Selectman may decide if an appraisal is necessary and require the Buyer to obtain the appraisal from a mutually agreed upon appraiser. Cost of the appraisal shall be paid for by the Buyer.
4. When the First Selectman has received comments from all of the departments s/he deems necessary including the report of the Planning Commission, then s/he shall place the matter on the agenda for a Board of Selectmen's meeting. Abutters of the town-owned land under discussion shall be notified of the specific meeting of the Board of Selectmen when the subject of the proposed sale of Town-owned land shall be addressed. A copy of the agenda and offer shall be sent to abutters at the address on file with the Assessor. Abutters shall also be notified of any Town Meetings to be held concerning the subject offer by being provided with a copy of the legal notice.
5. The First Selectman shall make a recommendation to the Board of Selectmen regarding the request for purchase of town-owned land including the terms of sale and shall provide the members with copies of comments and recommendations of the departments listed in #2 above. If the Board of Selectmen accepts the offer, it shall determine if a Town Meeting is required pursuant to Charter Sec. 603 and if so, shall schedule a Town Meeting to consider the proposed sale of town-owned land. If a Town Meeting is not required, it shall direct the First Selectman to proceed to close the sale with the Town Attorney and buyer.

6. In the event there are competing offers to purchase the same property, the Board of Selectmen shall determine to whom the land is to be sold or which offer is to be accepted. In the case of two abutters, or an abutter and a non-abutter seeking the same lot, the abutter having the greater need shall be given due consideration. The BOS shall determine what restrictions, if any, shall be placed upon the deed such as requiring it be combined with contiguous land of the buyer and may require that the buyer provide a survey adequate for conveyancing and filing in the town records.
7. Upon completion of the sale, the following staff shall be notified:
 - (a) Assessor
 - (b) Building Official
 - (c) Director of Public Works/WPCA Administrator
 - (d) Tax and Revenue Collector
 - (e) Town Planner
 - (f) Finance Officer
 - (g) Such other staff as the First Selectman may deem appropriate.

BOS Adopted: 07/10/1995

BOS Revised: 05/19/2014

EXHIBIT "A"
OFFER TO PURCHASE TOWN-OWNED PROPERTY

This offer is made this _____ day of _____, 20____, to the Town of Ellington, a municipality with its territorial limits within the Town of Ellington, County of Tolland and State of Connecticut (hereinafter called the "SELLER") by _____, of the Town of _____ and State of _____ (hereinafter called the "BUYER").

WITNESSETH:

Buyer hereby offers to buy that certain piece or parcel of land known as _____, Assessor's APN _____ situated in the Town of Ellington, County of Tolland, State of Connecticut, a description of said premises being more particularly set forth on a map and/or sketch attached hereto as Exhibit _____ hereinafter referred to as "the PROPERTY", under the following terms and conditions:

1. PURCHASE PRICE: \$ _____

 DEPOSIT: \$ _____
 To be paid herewith directly to the Seller (10%) of purchase price

 BALANCE: \$ _____
 To be paid in cash or by certified or bank check on the date of the transfer of title.
2. CONTINGENCIES TO BUYER'S OFFER:
 (List here any contingencies or conditions to Buyer's offer – see Exhibit B)
3. CONVEYANCE AND ENCUMBRANCES: The transfer of title to the property to the Buyer shall be by Connecticut form Quitclaim Deed, conveying marketable title, free and clear of all encumbrances except as otherwise provided in this Agreement.
4. This agreement shall be binding upon and inure to the benefit of the legal representatives, successors and assigns of Buyer.
5. TESTS: Buyer shall pay for any and all tests, inspections and surveys of the property desired by them or required by their financing institution. In the event any tests reveal a condition not previously disclosed to the Buyer which is adverse to the use or value of the property, buyer shall have the option to accept the premises and purchase "AS IS", or to rescind this contract and obtain a refund of their deposit.

6. ACCEPTANCE BY TOWN: Following approval of all necessary Boards, Commissions of the Town, and a Town Meeting, if required, the First Selectman, or his designee, shall give written notice of acceptance to Buyer, provided such notice is not more than one year from the date hereof. If, at any time, the Town decides not to accept this offer, then a notice to that effect will be given to Buyer within a reasonable time following such decision, and Buyer's deposit will be returned with said notice.
 - (a) Following notice of acceptance, Buyer shall be permitted time to cause a title examination and such other tests or surveys provided for in Buyer's offer, all of which shall be accomplished in sufficient time for Buyer to close as provided in Paragraph 3.
 - (b) The Town shall cause a deed to be prepared and any other documents and information necessary to close.
7. CLOSING, POSSESSION AND OCCUPANCY: The transfer of title and possession shall take place on or before _____, _____, 201__ at the office of the Town Attorney or at such other place as the Town Attorney may agree.
8. ADJUSTMENTS: All adjustments for taxes, sewer and all other adjustments as are normally and customarily made for similar properties shall be computed and paid as of the date of the transfer of title as hereinbefore set forth in accordance with the custom of the Tolland County Bar Association. Buyer shall be liable for taxes on the property from and after the date of closing and the Tax Collector shall send the buyer a bill as if the property had been taxable.
9. DEFAULT: If Buyer is in default under this Agreement, and Seller is not in default of any term of this Agreement, then Seller shall be entitled to retain the deposit as liquidated damages as the actual damages are and will be difficult to ascertain and the parties desire to quantify and liquidate those damages in advance and the deposit is the reasonable value of any such damage.
10. REAL ESTATE AGENTS: Unless the Town has a listing agreement with a broker who shall be identified herein, the buyer hereby represents that either there is no real estate agent who is a procuring cause of this transaction or that any real estate agent represent the Buyer and fee will be paid by the Buyer. Buyer hereby agrees to hold harmless and indemnify Seller therefrom.
11. All of the terms and conditions of this agreement between the parties hereto are stated herein and no representations or inducements have been made to the Buyer by the Seller other than those set forth herein.

IN WITNESS WHEREOF, we have hereunto set our hands and seals and to a duplicate Instrument of the same tenor and date, at _____, Connecticut on the date first above mentioned.

Signed, sealed and delivered in the presence of:

WITNESS:

BUYER(s):

Acknowledgement of Receipt of the offer:

WITNESS:

SELLER:

TOWN OF ELLINGTON

By: _____

EXHIBIT "B"

If the Town accepts Buyer's offer, the prospective buyer *may* be required to provide, at his expense, a survey of the sketched property of Class D or better at the Town's election, which will include a permanent Mylar copy for filing in the Town Clerk's office coincidentally with the deed and two additional paper copies for the Town.

The deed of conveyance will be by quitclaim deed to the buyer and may contain the following restriction/s:

"Subject to the restriction and covenant between the parties hereto, their heirs, successors and assigns, that the land described herein is to be combined with adjacent premises owned by Buyer in accordance with a map or plan filed coincidentally herewith which total land area shall hereafter be held under common ownership as a single lot and shall never be severed into parts, never conveyed except as a whole or in undivided interest, and shall never be construed as anything except a single lot for zoning and building regulations, which covenant shall run with the land unless and until approved for re-subdivision by the Ellington Planning and Zoning Commission.

Subject property shall be shown on a map or plan prepared by a surveyor licensed in Connecticut that shall bear the notation "parcel consists of lots ____, ____, ____, ____ for title or conveyance purposes but shall hereafter be regarded as a single lot and shall never be otherwise conveyed or construed in accordance with restrictions imposed in the deed of the Town of Ellington".

From: [Lisa Houlihan](#)
To: [Felicia LaPlante](#); [Laurie Burstein](#); [Tyler Devine](#); [Tom Modzelewski](#); [Matthew Reed](#)
Cc: [John Colonese](#)
Subject: RE: Offer to Purchase 138 Windermere
Date: Tuesday, July 7, 2026 5:12:50 PM
Attachments: [image002.png](#)
[image003.png](#)

Dear Matt,

There is no site plan/survey on file in the Planning Department for 138 Windermere Ave. I reviewed current GIS and the property card information and report the following:

1. Parcel zoned I – Industrial Zone. A single-family home once existed on the parcel but was demolished in 2010. According to current zoning regulations, residential uses are not permitted in the I Zone. There are only vested rights to the size and location of the former home; a use variance is required for expansion.
2. The parcel is shown as 19,166 +/- square feet. The applicable front yard setback is 50' and side and rear yards are 10'. Unless a home is located in the former footprint and/or can fit within the building area permitted by current regulations, setback variances will also be required.
3. The parcel is in the 100 year flood plain district (see yellow shaded area in screenshot below) and any earthwork/construction within the flood plain is subject to Section 5 - Flood Plain District of the Ellington Zoning Regulations. NOTE: New flood plain mapping is expected to be published by FEMA later this year. Application to develop the parcel will be subject to mapping in effect at the time of application to construct.
4. The parcel is in proximity to field delineated wetlands (see blue flagged line in screenshot below). A soil scientist will be required to test the property for wetland regulated areas and any earthwork activity within a wetland regulated area or 100' to a regulated area requires a wetland permit.



Because of the lack of a formal survey, wetlands field report, compliance to flood plain regulations, and permits to construct, I recommend a statement be included in the sale of the property stating the Town does not represent the parcel as a building lot nor guarantee future issuance of permits to construct by offering it for sale. This statement may need some polishing to include more legalese.

Thank you for providing a copy of the procedure to sell town-owned land. Section 2, item f states "Planning and Zoning Commission pursuant to CGS, Sec. 8-24, pending receipt of recommendations from staff a. through e. noted above." Will you seek an official request from the BOS to the PZC for an 8-24 referral or do you want your "offer to purchase" email to

be considered an official request for 8-24 report from the PZC?

I've included John on this email to keep him in the loop. He received an inquiry from Rachel Deaborn, daughter of Mark Hoffman, about the property today. Please let me know if you have any questions or would like to discuss the content of this email further.

Kindest regards,

Lisa

Lisa M. Houlihan, AICP, CZEO | Town Planner

Town of Ellington

PO Box 187 | 55 Main Street | Ellington, CT 06029

Website: www.ellington-ct.gov | Email: lhoulahan@ellington-ct.gov

Phone: 860-870-3120 ext. 3 | Fax: 860-870-3122

Office Hours: Monday 8AM - 6:30PM, Tuesday – Thursday 8AM – 4:30PM, Friday Closed

From: Felicia LaPlante <flaplante@ELLINGTON-CT.GOV>

Sent: Monday, July 6, 2026 10:24 AM

To: Laurie Burstein <lburstein@ellington-ct.gov>; Tyler Devine <tdevine@ellington-ct.gov>; Tom Modzelewski <thmodzelewski@ELLINGTON-CT.GOV>; Matthew Reed <mreed@ellington-ct.gov>; Lisa Houlihan <LHoulahan@ELLINGTON-CT.GOV>

Subject: RE: Offer to Purchase 138 Windermere

Good Morning,

We are only required to go out to bid for expenditures over \$35,000, since this is revenue, we are not required to go out to bid.

With Gratitude,

Felicia

Felicia LaPlante | Assistant Finance Officer

Town of Ellington

55 Main Street | Ellington, CT 06029

flaplante@ellington-ct.gov | Direct: (860) 870-3115

Town Hall Hours: Mon 8-6:30, Tue-Thu 8-4:30, Friday Closed

From: Laurie Burstein <lburstein@ellington-ct.gov>

Sent: Monday, July 6, 2026 10:02 AM

To: Tyler Devine <tdevine@ellington-ct.gov>; Tom Modzelewski <thmodzelewski@ELLINGTON-CT.GOV>; Matthew Reed <mreed@ellington-ct.gov>; Lisa Houlihan <LHoulahan@ELLINGTON-CT.GOV>

Cc: Felicia LaPlante <flaplante@ELLINGTON-CT.GOV>

Subject: Re: Offer to Purchase 138 Windermere

Doesn't this have to go out to bid?

Get [Outlook for iOS](#)

From: Tyler Devine <tdevine@ellington-ct.gov>

Sent: Monday, 06 July 2026 09:33:13

To: Tom Modzelewski <thmodzelewski@ELLINGTON-CT.GOV>; Matthew Reed <mreed@ellington-ct.gov>; Lisa Houlihan <LHoulihan@ELLINGTON-CT.GOV>

Cc: Laurie Burstein <lburstein@ellington-ct.gov>; Felicia LaPlante <flaplante@ELLINGTON-CT.GOV>

Subject: Re: Offer to Purchase 138 Windermere

Good morning all,

This does seem like a reasonable purchase price for this property. During last years revaluation land values were established, primarily, through the sales comparison approach. If there was an absence of vacant land sales in a particular neighborhood or zone, land values were derived using a land valuation technique called abstraction in which the depreciated cost of the improvements on the improved property is estimated and deducted from the total sale price to arrive at an estimated land value. We currently have the fair market value for this property at \$78,100, which would make the \$75,000 offer a reasonable purchase price. Please let me know if you have any questions.

Best,

Tyler Devine | Assessor, CCMA II

Town of Ellington

55 Main Street | Ellington, CT 06029

tdevine@ellington-ct.gov | Direct: (860) 870-3197

Town Hall Hours: Mon 8-6:30, Tue-Thu 8-4:30, Friday Closed

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From: Tom Modzelewski <thmodzelewski@ELLINGTON-CT.GOV>

Sent: Monday, July 6, 2026 8:59 AM

To: Matthew Reed <mreed@ellington-ct.gov>; Lisa Houlihan <LHoulihan@ELLINGTON-CT.GOV>; Tyler Devine <tdevine@ellington-ct.gov>

Cc: Laurie Burstein <lburstein@ellington-ct.gov>; Felicia LaPlante <flaplante@ELLINGTON-CT.GOV>

Subject: Re: Offer to Purchase 138 Windermere

Matt & team,

I don't see this parcel having any value to the Town now or in the future. It would be more beneficial in my eyes to have this parcel producing revenue in the form of taxes. It appears that the offered price is in line with the appraised value shown on the property card.

Be well,

Tom Modzelewski | Director of Public Works | WPCA Administrator

Town of Ellington

21 Main Street | Ellington, CT 06029

thmodzelewski@ellington-ct.gov | Office: (860) 870-3140 | Cell: (860) 500-8208

Public Works/WPCA Hours: M-TH 6:30am-3:30pm, Friday 6:30am-12:30pm



[Book time to meet with me](#)

From: Matthew Reed <mreed@ellington-ct.gov>

Sent: Monday, July 6, 2026 8:42 AM

To: Lisa Houlihan <LHoulihan@ELLINGTON-CT.GOV>; Tyler Devine <tdevine@ellington-ct.gov>; Tom Modzelewski <thmodzelewski@ELLINGTON-CT.GOV>

Cc: Laurie Burstein <lburstein@ellington-ct.gov>; Felicia LaPlante <flaplante@ELLINGTON-CT.GOV>

Subject: Offer to Purchase 138 Windermere

7/6/2026 8:24 AM

Mark Hoffman has submitted an offer to purchase the vacant lot at 138 Windermere Ave. The property is currently owned by the Town. The policy (attached) requires us to “*verify that the property is free of hazardous material, i.e., contaminated soil, abandoned oil tanks, asbestos, etc.*” and that the cost shall be paid by the buyer. There was house on the property previously.

Although I accepted the offer from Mr. Hoffman, I did not yet accept his \$7,500 deposit as I wanted to be sure the Town is interested in proceeding. This is not a process we engage in very frequently.

I have attached the offer along with a GIS map showing the location and a copy of the property card.

Is this a reasonable price? Are there any other comments relative to the parcel and the prospect of selling?

Matt

Matthew D. Reed | Town Administrator

Town of Ellington

55 Main Street | Ellington, CT 06029

TownAdministrator@Ellington-ct.gov | Direct: (860) 375-5390

Town Hall Hours: Mon 8-6:30, Tue-Thu 8-4:30, Friday Closed

From: [Raymond Martin](#)
To: [Matthew Reed](#)
Subject: RE: Offer to Purchase 138 Windermere
Date: Wednesday, July 29, 2026 3:04:41 PM

Hi Matt,

I have no concerns regarding this property. There are no existing structures, etc.

Ray Martin III | Building Official

Building Department, Town of Ellington

57 Main Street | Ellington, CT 06029

rmartin@ellington-ct.gov | Direct: (860) 870-3124

Town Hall Hours: Mon 8-6:30, Tue-Thu 8-4:30, Friday Closed

From: Matthew Reed <mreed@ellington-ct.gov>
Sent: Wednesday, July 29, 2026 2:56 PM
To: Raymond Martin <Rmartin@ELLINGTON-CT.GOV>
Subject: FW: Offer to Purchase 138 Windermere
Importance: High

7/29/2026 2:52 PM

Ray,

While you were away, we received an offer to purchase 138 Windermere Ave from Mark Hoffman. The policy requires comment from the building official as well as planning, DPW and Assessor. I already heard from them and their comments are included on the final pages of the attachment. Do you have any comments relative to this proposed transaction? P&Z voted favorably at their meeting on Monday night. The matter is on the Selectmen's agenda for their 8/10 meeting.

Matt

From: Matthew Reed
Sent: Monday, July 6, 2026 8:43 AM
To: Lisa Houlihan <LHoulihan@ELLINGTON-CT.GOV>; Tyler Devine <tdevine@ellington-ct.gov>; Tom Modzelewski <thmodzelewski@ELLINGTON-CT.GOV>
Cc: Laurie Burstein <lburstein@ellington-ct.gov>; Felicia LaPlante <flaplante@ELLINGTON-CT.GOV>
Subject: Offer to Purchase 138 Windermere
Importance: High

7/6/2026 8:24 AM

5. Z202603 – Planning & Zoning Commission, applicant, pursuant to Public Act 25-1 – An Act Concerning Housing Growth proposed amendments to the Ellington Zoning Regulations to add new Section 3.7 - Middle Housing Development; Article 4.1 – Permitted Uses in Commercial Zones; Section 6.2.3 Off Street Parking Requirements; Section 6.6 Access Management, Section 8.2 – Site Development Plan Standards and Procedures, and Section 10.2 Definitions.

Time: 7:58 pm

Seated: Sandberg, Francis, Moser, Swanson, Roy, Williams and Orszulak

Lisa Houlihan, Town Planner, reviewed the report from the Capitol Region Council of Governments finding no apparent conflict with regional plans and policies or the concerns of neighboring towns and recommending review of the proposal for compliance with PA 25-1 regarding parking requirements.

The Commissioners reviewed the proposed Middle Housing Development regulation, including new sections on permitted uses, setbacks, and building coverage. The group discussed parking requirements and the possibility of adding an affordable unit requirement. Lisa noted developers have explained to the commission the economical challenges with including affordable units in low-density developments. The Commissioners agreed to forgo adding an affordability component, to refer the proposal to the Town Attorney for review, and to continue reviewing the proposal at next month's meeting.

BY CONSENSUS, CONTINUED THE PUBLIC HEARING TO MONDAY, AUGUST 24, 2026, 7PM, TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT FOR Z202603 – Planning & Zoning Commission, applicant, pursuant to Public Act 25-1 – An Act Concerning Housing Growth proposed amendments to the Ellington Zoning Regulations to add new Section 3.7 - Middle Housing Development; Article 4.1 – Permitted Uses in Commercial Zones; Section 6.2.3 Off Street Parking Requirements; Section 6.6 Access Management, Section 8.2 – Site Development Plan Standards and Procedures, and Section 10.2 Definitions.

IV. NEW BUSINESS:

1. Z202610 - Pursuant to referral from the Board of Selectmen on July 13, 2026, request for Connecticut General Statute §8-24 review for an offer to purchase 138 Windermere Avenue, APN 026-017-0000, a 0.44-acre town-owned parcel in the Industrial (I) Zone.

The Commission discussed a proposal to sell a 0.44-acre town-owned parcel in the industrial zone at 138 Windermere Avenue. Lisa Houlihan, Town Planner, recommended including a statement in the sale agreement noting the Town makes no representations about the parcel's buildability and referred the Commission to item 5 of the Offer To Purchase Town-Owned Property. The commission voted to issue a positive referral with comment and noted the sale does not conflict with the Plan of Conservation Development.

MOVED (FRANCIS), SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO ISSUE A POSITIVE REFERRAL WITH COMMENT to the Board of Selectmen for Connecticut General Statute §8-24 review for the proposed offer to purchase 138 Windermere Avenue, APN 026-017-0000, a 0.44-acre town-owned parcel in the Industrial (I) Zone.

COMMENT:

THE PLANNING AND ZONING COMMISSION ENDORSES ITEM 5 ON PAGE 1 OF THE OFFER TO PURCHASE TOWN-OWNED PROPERTY THAT STATES “THE TOWN MAKES NO REPRESENTATIONS AS TO THE BUILDABILITY OF THIS PARCEL OR WHETHER THE PARCEL SATISFIES THE NECESSARY REQUIREMENTS FOR THE ISSUANCE OF BUILDING AND ZONING PERMITS.”

BY CONSENSUS, THE COMMISSION WENT BACK TO AGENDA ORDER TO REVIEW ITEM