

DRAFT MINUTES

APPROVED ON: _____, 2024

**TOWN OF FAIRFIELD
PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT
MEETING MINUTES
February 5th, 2024, 7:00 PM**

Members Present: Aaron Forbes, Demetrius Bolduc, Dan Pipes, Peter Burns, Melissa Manson (Chair)

Members Not Present: None

Minute Taker: Steven True

Town Staff Present: Steven True, Zoning Administrator

Applicants Present: None

Public Present: Julia Callan, Sarah Toof, Chuck Verderber, Lynda Ulrich, Don Wells, Lynda Nell, Albert Menard, Dawn Mendard, Rusty Branon, Cathy Branon

1. **At 7:00 PM:** The meeting was opened, and a quorum was established.
2. **Adjustments to and adoption of the agenda:**
 - a. **MOTION** made to add the appointment of Dan Pipes as the second item of the agenda and add discussion of the 525 Swamp Road application to the deliberative session made by Demetrius Bolduc, seconded by Peter Burns, Unanimously approved.
3. Dan Pipes appointed as a member of the Zoning Board of Adjustment.
4. **Review and Approve Meeting Minutes:**
 - a. **MOTION** by Demetrius Bolduc to approve the December 4th and January 17th regular meeting minutes as submitted, seconded by Aaron Forbes. Motion unanimously approved.
5. **Public Comment:**
 - a. Lynda Ulrich spoke to a letter from Krystal Sewell, Vermont State District Wetland Ecologist, regarding 525 Swamp Road. Melissa Manson noted receipt of the letter and read the letter into the record. ZA will notify applicant.
6. **Deliberative Session:**
 - a. **7:10 P.M. MOTION** made by Melissa Manson to enter into a deliberative session, seconded by Peter Burns. Motion Unanimously approved.
 - b. **8:40 P.M. MOTION** made by Demetrius Bolduc to leave the deliberative session, seconded by Peter Burns. Motion unanimously approved.

- c. **MOTION** to approve the sketch plan application for 525 Swamp Road with conditions was made by Aaron Forbes, seconded by Peter Burns. Motion unanimously approved.
 - d. **MOTION** to approve the sketch plan application for 837 Church Road with conditions made by Peter Burns, seconded by Aaron Forbes.
 - e. The Zoning Administrator was instructed to draft the letters of decision, with time being of the essence.
7. Confirmation of next meeting and events of interest.
- a. The next regular monthly meeting is on **March 4th** at **7:00 P.M.**
8. **MOTION:** to adjourn is made by Melissa Manson and seconded by Aaron Forbes at **8:42 P.M.**