

DRAFT 1/5/26 MINUTES

On _____, _____ moved to approve the 1/5/26 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 1/5/26 minutes as drafted and submitted them to the clerk for publication.

TOWN OF FAIRFIELD

PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT

REGULAR MEETING MINUTES

Monday, January 5, 2026, 7:00 PM

Members Present: Julia Callan, Aaron Forbes, Vanessa Kittell, Dan Pipes, Don Wells, Melissa Manson, and Demetrius Bolduc

Clerk: Vanessa Kittell

Public Present: Nick Rowe, Lynda Verderber, Chuck Verderber, David Howrigan, Paige Howrigan, Anthony Howrigan, Gina Norris, Mike Norris, Stephen Tetreault

1. **Called Meeting to Order at 7:02 p.m.** Board determined quorum established.
2. **Announcements:** Town Select Board reappointed all Board members. Reorganization of Board for 2026 will occur, “after Town Meeting but prior to May 1,” at a regularly warned Board meeting. (See Municipal Panel Rules of Procedure and Ethics Rules, Sec. IV.)
3. **Adjustments to Agenda:** None. Dan Pipes moved to adopt agenda, seconded by Julia Callan and the Board unanimously approved.
4. **Approval of the minutes 12/1/25:** Don Wells moved to accept minutes as drafted, Julia Callan seconded and Board unanimously approved.
5. **Public Comment Unrelated to Agenda:** Vivian and David Brown live in Fairfield and seek to establish a non-profit spay and neuter clinic and sought to inform the Board of their interest and obtain direction to ensure compliance with Town LUR. Board directed potential applicants to review LUR posted on Town website, meet with Zoning Administer, and inform and discuss project with neighboring property owners to address and minimize potential disputes. Board commented that applicants may consider obtaining engineering advice to ensure compliance with State wetland and septic standards and consider obtaining legal advice regarding organization of lot ownership and project for submission of petition to Board.
6. **Public Hearing: Minor Subdivision located at 1000 Menard Road,** HHP Development, LLC:
 - a. Town Zoning Administrator affirmed that hearing was properly warned and all abutting property owners were noticed of public hearing.

- b. Melissa Manson requested that Petitioner come forward to present petition. Gina Norris, Mike Norris and Stephen Tetreault came forward to present proposal and Melissa Manson swore in each person.
- c. Board Member, Julia Callan stated that HHP Development, LLC's ownership consisted of herself, Jason Callan and Gina and Mike Norris. Julia Callan recused herself from presentation.
- d. Stephen Tetreault presented in accord with submitted plat, Exhibit 1, by Button Professional and testified as follows: Petitioner sought to subdivide current 4.93-acre lot into Lot 1 consisting of 2.57 acres, and Lot 2, consisting of 2.36 acres, both adjacent to Menard Road and located in the agricultural district. Petitioner sought to create two single-family lots and homes that would share driveway on the westerly portion property, across proposed Lot 1, and a shared proposed septic system located on both proposed Lot 1 and Lot 2. Stephen Tetreault testified that proposal met the pre-hearing meeting requirement, satisfied frontage requirements, wetland buffer requirements and setback standards. Stephen Tetreault testified that Petitioner considered conservation resources by minimizing impact through grouping of proposed structures on westerly portion of lot away from wetlands on easterly portion, creation of shared driveway and avoiding building in center of prime ag soils. Stephen Tetreault testified that State had approved proposed location of two drilled wells, one on each proposed lot as well as the proposed septic design and location.
- e. Abutting landowner, interested person, Nick Rowe stated that the proposed well on Lot 2 located isolation zone onto his property. Nick Rowe stated that he had concerns that the location of the proposed driveway would result in headlights shining into his home due to lack of screening as the hedgerow between properties had been cut. Rowe stated that upon approval of the proposed subdivision petition, density on Menard Road would substantially increase, akin to density in Village Center.
- f. David Howrigan, abutting landowner, interested party, stated that the area was continuing to be heavily farmed with all commensurate activities and livestock and encouraged any persons that occupied the proposed Lots to keep this in mind and communicate and work with the farming neighbors to minimize conflict.

7. **Public Hearing: Minor Subdivision located at 370 Menard Road**, David and Peggy Howrigan, Sketch Plan Review:

- a. Town Zoning Administrator affirmed that hearing was properly warned and that due to fact that petition proposed a subdivision creating a lot surrounded by land owned by Petitioners, no notice to any additional property owners was required.

- b. David, Paige and Anthony Howrigan identified themselves and Melissa Manson swore them in to present petition.
- c. David Howrigan testified in accord with two plats submitted in support of petition, and requested consideration to subdivide Petitioners' lot of 152 acres, Lot 1, to create a single lot of 2.2 acres, Lot 2, for use of home for family members, Anthony and Paige Howrigan and family. David Howrigan testified that Lot 2 would be accessed by an easement to Lot 2 by proposed access road of approximately 30 feet in width. David Howrigan testified that proposed septic and water for Lot 2 would be provided by deeded access to nearby ground spring and proposed septic system, each located on Lot 1. David Howrigan testified that he anticipated that Lot 2 would be absorbed back into larger subdivision – Lot 1, a parcel that was continuing to be used in farming.
- d. No other persons came forward to be heard on this petition.

- 8. **Town Zoning Administrator Report**: Molly Mashtare, Town Zoning Administrator provided Board with update of activities noting inquiry of a petition for duplex on Swamp Road seeking conditional approval.
- 9. **Confirmation of Next Meeting: Mon. Feb 2, 2026, at 7:00 p.m.**, regular monthly DRB/PC meeting.
- 10. **Deliberative Session**: Julia Callan recused herself from deliberation upon pending petitions. Melissa Manson moved for Board to enter deliberative session to discuss pending petitions and Vanessa Kittell seconded. Board exited deliberative session at 8:41. Upon exit of deliberative session, Board announced:
 - a. **1000 Menard Road, HHP Development, LLC**: Board conditionally approved petition upon satisfaction of production of plat for recording in land records conforming with recording requirements and strongly encouraged Petitioner to work with adjoining landowner to establish screening to mitigate light conditions.
 - b. **370 Menard Road**: Board conditionally approved petition upon submission of more detailed sketch to show that proposed access road in petition satisfied 200' frontage requirement and location of conservation resources.
- 11. **Adjourn**: Aaron Forbes moved to approve, Dan Pipes seconded and the Board unanimously approved.