

DRAFT 6/1/26 MINUTES

APPROVED ON _____

On _____, _____ moved to approve the 6/1/26 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 6/1/26 minutes as drafted and submitted them to the clerk for publication.

**TOWN OF FAIRFIELD
PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT
SPECIAL MEETING MINUTES**

Monday, June 1, 2026, 7:00 PM*

Members Present: Dan Pipes, Melissa Manson (Chair), Vanessa Kittell, Demetrius Bolduc, Aaron Forbes

Not Present: Don Wells, Julia Callan;

Public Present: Julie Matranga, Matt Messinger, Frances Rooney, Delia Rooney, Frankie Rooney; Via Zoom: Molly Mashtare;

Clerk/Minute Taker: Vanessa Kittell

- 1. Meeting, Called to Order, 7:02 PM, and the Board determined a quorum was established.**
- 2. Adjustments to Agenda: None. Demetrius Bolduc moved to adopt agenda as noticed and Dan Pipes seconded. The Board unanimously approved.**
- 3. Minutes: Approval of Minutes of 5/4/26: Demetrius Bolduc moved that the following revisions be made: error in paragraph 2, recognizing that Don Wells was not present at 5/4/26 meeting; and in paragraph 5(c), change “Miles,” Johnston to “Mike” Johnston. Melissa Manson moved to approve as amended and Dan Pipes seconded and the Board unanimously approved.**
- 4. Public Comment not Related to Agenda: None.**
- 5. Public Hearing: Building Permit – Agricultural Building & Housing, 5440 Duffy Hill Rd.:**
 - a. Town Zoning Administrator, Molly Mashtare, affirmed that hearing was properly warned, and all abutting property landowners had been noticed of public hearing.
 - b. Melissa Manson requested that Petitioner or anyone on their behalf and any interested persons that sought to be heard come forward.

***Zoom Users will not be admitted unless each user identifies themselves by full name.**

- c. Melissa Manson then swore in the following persons: Julie Matranga on behalf of Applicant and interested person, abutting landowner, Matt Messinger.
- d. The Board received the following Exhibits:
 - Exhibit 1.1, Application for Agricultural Building at 5440 Duffy Hill Road with attached, recorded waste-water permit, (7-pages).
- e. Julie Matranga testified on behalf of Applicant, that Applicant sought a building permit for an agricultural building for the purposes of providing a location for Applicant's kimchi business and for providing seasonal farmworker housing for (2) workers. Applicant testified that the building is sought to be a 42'x 40' building, constructed at the corner of Duffy Hill and Pumpkin Village Rd. upon their land and adjacent to their present kimchi storage location. Applicant testified that the proposed building was, "crucial to the success of [their] business," and will help create opportunity for others that may farm there in the future.
- f. Applicant testified in accord with application at Exhibit 1.1., that Applicant had obtained a wastewater permit and would be using water from a drilled well. Applicant testified that she anticipated that the housing of farmworkers would be seasonal in support of the agricultural business.
- g. Matt Messinger testified that he had no concerns and had attended hearing in support of Application.
- h. Vanessa Kittell moved to approve, and Dan Pipes seconded. The Board unanimously approved.

6. Public Hearing: Two Lot Subdivision 1065 Shenang Rd.:

- a. Town Zoning Administrator, Molly Mashtare, affirmed that hearing was properly warned, and all abutting property landowners had been noticed of public hearing.
- b. Melissa Manson requested that Petitioner or anyone on their behalf and any interested persons that sought to be heard come forward.
- c. Frankie Rooney came forward on behalf of the Applicant and was sworn.
- d. The Board received the following Exhibits:
 - Exhibit 2.1, Application for small (two-lot) subdivision, (6-pages); and
 - Exhibit 2.2, Survey of Two-Lot Subdivision, Barnard & Gervais.
- e. Frankie Rooney testified in accord with Exhibit 2.1, seeking approval of a proposed subdivision of his land by creating a 1.33-acre lot, (Lot 1), within the perimeter of his

larger 121+/- acre lot (Lot 2). Frankie Rooney testified that he sought to provide Lot 1 to his son, Frances, whom planned to build a two-bedroom home. Frankie Rooney testified that the proposed lot was surrounded by woodlands and located on a ledgy area. The proposed Lot 1 depicted on survey at Exhibit 2.2, set forth more than 200' of road frontage onto Shenang Road. Frankie Rooney testified that Lot 1 sought to locate septic and wastewater in accord with the wastewater permit Applicant had previously obtained (attached to Exhibit 2.1), as set forth on the survey at Exhibit 2.2. Applicant proposed locating driveway accessing Lot 1, off Shenang Road.

- f. Dan Pipes moved to approve and Vanessa Kittell seconded. The Board unanimously approved.
7. **Zoning Administrator's Report:** Town Zoning Administrator Molly Mashtare stated that inquiries and activities had been slower in the last month. She will continue to keep the Board updated.
8. **Confirmation of next meeting:**
 - Regular Monthly Meeting of DRB/PC: Monday, July 6, 2026, at 7:00 PM.
9. **Deliberative Session:** Vanessa Kittell moved to go into deliberative session and Aaron Forbes seconded. The Board unanimously approved and at 7:34 p.m., the Board moved to deliberative session.

Upon exit of the deliberative session, the Board announced its decision with regard to **Sketch Plan Application for Two-Lot Subdivision at 95 Barrywilde Road:**

- Within the course of deliberative session upon the Application for subdivision of 95 Barrywilde Road, the Board received an additional exhibit:
 - Exhibit 2.5, Email of 4/30/26 from Krystal Sewell, Vermont Dept. of Environmental Conservation.
- The Board conditionally approved Applicant's sketch plan application for a two-lot subdivision with the following conditions:
 - 1.) Should Applicant seek Final Approval of the (2)-lot subdivision, Applicant must satisfy the standards set forth under LUR table 7.1, providing lot, identification, property, boundary survey, contour, lines, identification of access features, and, where applicable, any proposed structures, and proposed utilities, wastewater and septic permit(s), all associated rights of way, easements, and connections and supporting information. All review is subject to standards pursuant to LUR 7, 7.1, 7.2 and 7.3.
 - 2.) Should Applicant seek Final Approval of the (2)-lot subdivision, application must include a wetland delineation, wherein such delineation seeks to ensure all activities are at least 50 ft away from Class II wetlands in accord with State and Federal standards, and to determine whether a wetland permit is needed before beginning

work. It is often very useful to have the wetland delineation data prior to finalizing lot lines to ensure developable areas are being utilized. A stream alteration permit may be required for in-stream work related to constructing a crossing. Note that the U.S. Army Corps of Engineers (USACE) regulates the discharge of dredged or fill material into waters of the United States (WOTUS), including wetlands, under Section 404 of the Clean Water Act.

- 3.) Where Applicant seeks to access proposed lots from Barrywilde Road, Applicant must comply with road requirements as set forth under LUR 8.1., 8.3.

10. Adjourn: Vanessa Kittell moved to adjourn and Dan Pipes seconded. Meeting adjourned at 8:00 PM.