

**FINAL 2/3/25 MINUTES**

**APPROVED ON 3/3/25**

**On 3/3/25, Don Wells moved to approve the 2/3/25 minutes as drafted and Julia Callan seconded. The Board unanimously approved and on 3/3/25, Melissa Manson signed the 2/3/25 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, February 3, 2025, 7:00 PM**

**Members Present:** Aaron Forbes, Dan Pipes, Melissa Manson (Chair), Don Wells, Vanessa Kittell, Julia Callan, Demetrius Bolduc

**Minute Taker:** Vanessa Kittell

**Public Present:** Rusty Branon, Brian & Penny Dubie, Albert and Don Menard, Todd Merchant, Chuck Verderber, Lynda Ulrich, Sarah Toof, VIA ZOOM: Cathy Branon, Josh Menard

1. **Meeting, Called to Order**, 7:05 p.m., and the Board determined that a quorum was established.
2. **Adjustments to Agenda**: Vanessa Kittell requested that the Board amend agenda to add:
  - a. Review of 1/6/25 and 1/21/25 minutes;
  - b. Discussion regarding Board’s communication in Town Report;
  - c. Update on 2/17/25 Public Forum; and
  - d. Town Administrator’s Report;

Melissa Manson moved to adjust agenda as amended and Don Wells seconded. The Board unanimously agreed.

3. **Public Comment not related to the agenda**: None.
4. **Approval of minutes from 1/6/2025 and 1/21/25**. Don Wells moved to approve both minutes as drafted and in both instances, Julia Callan seconded. The Board unanimously agreed.
5. **Discussion on Meeting Decorum**: Zoning Administrator, Robert Karim stated that Board rules governing public hearings on petitions for permit include that applicants and interested parties direct testimony to him. Vanessa stated that at the 1/21/25 meeting, a member of the public requested that a Board member use a less combative and adversarial approach following the Board member’s reply to public comment. Vanessa stated that following this

request at the 1/21/25 meeting, Vanessa requested that the Board chair admonish the Board member. Vanessa stated that this 1/21/25 exchange was the second such event within the last 10 months wherein concerns were raised over the Board's failure to engage in civil and respectful discussion with the public. She stated that civility in discussion was critical to building trust and respect for the Board's work. Vanessa stated that the standard for decorum in debate was required by Robert's Rules and the requirements of Vermont's municipal code governing the Board's meetings that requires Board members refrain from personal attacks and disrespectful comments. Melissa Manson stated that members of the public and Board should direct comments to her.

6. **PUBLIC HEARING Application #24-019**, Major Subdivision Sketch Plan Review (Adjusted) for 4-Lot Subdivision at 950 Mackenzie rd. in the Pond/Swamp District, Brian and Penny Dubie
  - a. Melissa Manson swore in petitioners and requested that any interested parties identify themselves. No persons came forward.
  - b. Town Zoning Administrator Robert Karim confirmed that applicants met with him prior to public hearing, hearing was properly noticed and application was complete.
  - c. Brian Dubie testified that the proposal was essentially the same as he had proposed at the Nov. 4, 2024, hearing: to establish a four-lot subdivision by creating one lot of approximately (2.62) acres, a second of 2.0 acres, a third of (1) acre, and the remaining lot being (91.22) acres. He stated that each lot met the 200 ft. road frontage requirement. He affirmed that the property did not contain any slopes greater than 15% and that the proposed lots were presently wooded. He described the project using a 1989 plat and confirmed that the project proposed would be surveyed and the single acre lot met the single acre requirement for lot-size in the Pond District.
  - d. Dan Pipes moved to approve the sketch plan, and Vanessa Kittell seconded. The Board unanimously approved. Should petitioners seek final approval of the proposed subdivision, petitioners must satisfy the standards set forth under LUR Table 7.1, providing lot identification, property boundary survey, contour lines, identification of access features, proposed structures and proposed utilities, wastewater and septic permit, all associated rights of way, easements and connections and supporting information.
  
7. **PUBLIC HEARING Application: #25-002**, Final Minor Subdivision Plan for 2-lot subdivision at 2374 Pumpkin Village Road, Sarah Holm and Erik Spooner.
  - a. Melissa Manson swore in petitioners and requested that any interested parties identify themselves. No persons came forward.
  - b. Town Zoning Administrator, Robert Karim confirmed that applicants met with him prior to public hearing, hearing was properly noticed and application was complete.
  - c. Erik Spooner testified in accord with survey plat submitted to Town Zoning Administrator and stated that the proposed, two-lot subdivision included Lot 1 of (15.94) acres and creating a second lot, Lot 2, of (3.32) acres. The proposal included that Lot 2

would have its own septic system and parties were working on septic design to obtain wastewater/septic permit. Erik testified that each Lot conformed to road frontage requirements of 200+ feet and neither lot contained conservation resources. Sara Holm testified that they were working with an engineer to locate driveway and building in location closest to tree line and to accord with other buildings in the neighborhood.

- d. Don Wells moved to approve and Dan Pipes seconded. The Board unanimously approved. Should petitioners seek final approval of the proposed subdivision, petitioners must satisfy the standards set forth under LUR Table 7.1, providing lot identification, property boundary survey, contour lines, identification of access features, proposed structures and proposed utilities, wastewater and septic permit, all associated rights of way, easements and connections and supporting information.

**8. PUBLIC HEARING Application: #24-426, Major Subdivision Sketch Plan Review for 3-lot subdivision at 1632 Bradley Rd., T. Merchant**

- a. Melissa Manson swore in petitioner Todd Merchant and requested that any interested parties identify themselves. No persons came forward.
- b. Town Zoning Administrator confirmed that applicant met with him prior to public hearing, the hearing was properly noticed and application was complete.
- c. Todd Merchant testified in accord with subdivision Plat provide to Town Administrator, that the proposed subdivision provided for Lot 1, a (106.4 +/-) acre lot, Lot 2, a (6.01) acre lot, and Lot 3, a (2.10) acre lot. He testified that the property had no slopes greater than 15%, that each parcel contained sufficient road frontage in compliance with 200' requirement. He testified that the new building on Lot 3 was being cited at tree line in accord with neighborhood, aesthetic and resource conservation considerations.
- d. Dan Pipes moves to approve and Vanessa Kittell seconded. The Board unanimously approved. Should petitioner seek final approval of the proposed subdivision, petitioner must satisfy the standards set forth under LUR Table 7.1, providing lot identification, property boundary survey, contour lines, identification of access features, proposed structures and proposed utilities, wastewater and septic permit, all associated rights of way, easements and connections and supporting information.

**9. Confirmation of next meeting & Update on Public Forum:**

- a. **Feb 17, 2025, 7:00 p.m. at Fairfield Center School Gymnasium: Public Forum on By-Law Review Project.** Melissa Mason requested that the Board to arrive early to assist with set up. She confirmed that the postcards advertising the event are being published and are anticipated to arrive at Town residents' homes between 2/6/25 and 2/10/25. Board discussed permitting consideration of responses received by March 10, 2025.
- b. **March 3, 2025, 7:00 p.m.: Regular monthly DRB/PC meeting.**

10. **Town Zoning Administrator's Report:** Robert Karim stated that he was succeeding in getting up to speed with his work for the Town and continuing to undertake various trainings. He was meeting applicants both in the office and addressing inquiries via email. At this time, he was engaging in approximately 15 hours of work per week, though additional hours may become necessary.
11. **Executive Session:** Aaron Forbes moved for the Board to enter Executive Session to discuss a legal matter and Don Wells seconded. Board entered Executive Session at 7:49 pm and exited at 8:28 p.m.
12. **Adjourn:** Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting adjourned at 8:29 p.m.