

FINAL \_\_\_\_\_ MINUTES

APPROVED ON \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_ moved to approve the 12/16/24 minutes as drafted (OR AMENDED) and \_\_\_\_\_ seconded. The Board unanimously approved and on \_\_\_\_\_, Melissa Manson signed the 12/16/24 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, December 16, 2024, 7:00 PM**

**Members Present:** Aaron Forbes, Dan Pipes, Melissa Manson (Chair), Don Wells, Vanessa Kittell, Peter Burns

**Not Present:** Demetrius Bolduc

**Minute Taker:** Vanessa Kittell

**Public Present:** Julia Callan, Rusty Branon, Chuck Verderber., Emily Kloft, Robert Karmin, (Town Zoning Administrator), VIA ZOOM: Brian Dubie, Lynda Ulrich,

1. **Meeting, Called to Order**, 7:02 p.m. and the Board determined that a quorum was established.
2. **Adjustments to Agenda**: Vanessa Kittell requested that Board include in agenda review of meeting minutes of 12/2/24 and a brief Executive Session to discuss a contract. Peter burns moved to accept agenda as amended. Dan Burns seconded and the Board unanimously approved.
3. **Approval of minutes from 11/18/24 & 12/2/24**:
  - a. Peter moved to approve the 11/18/24 minutes as drafted and Aaron seconded. The Board unanimously approved.
  - b. Melissa moved to amend a misspelling in the 12/2/24 draft minutes and Vanessa Kittell seconded. The Board unanimously approved.
4. **Public Comment not related to the agenda**: None.
5. **By-Law Review Discussion**:
  - a. Emily Kloft provided a summary of NWRP's proposal for public outreach strategy. Board stated the goal of the public outreach effort was to maximize public input in the by-law review discussion. Emily Kloft presented draft presentation and draft survey questions. Emily Kloft agreed to revise the language of the power point NWRP proposed to present at the public outreach forum to occur in January 2025. Emily Kloft agreed to create a "survey monkey" for Fairfield community members to participate in the survey on-line for those unable to attend public outreach forum in-person.

- b. Board discussed possible survey discussion questions to include public input on lot size density and a possible a dual density standard proposal. Board will review the proposed revised power point presentation provided by NWRP prior to publication.
- c. Board discussed that possible by-law revisions considering more precise language around the timeline for retrospective consideration of proposed subdivisions such that a petitioner could not subvert by-law intent by coming back within a specific period for additional subdivision proposals.
- d. Melissa Manson agreed to post advertisement for public outreach event and access to survey on Front Porch Forum.
- e. Board agreed that all on-line surveys will be due Feb. 4, 2024.

**6. Confirmation of Upcoming Meetings:**

- a) January 6, 2025, at 7:00 P.M Regular monthly meeting.
- b) January 21, 2025, at 7:00 P.M. *AT THE SCHOOL OR TBD. Back up/Snow Date to be January 28, 2025.*

**7. Deliberative Session:** Motion to go into deliberative session made by Melissa Manson and seconded by Vanessa Kittel and unanimously approved by Board at 8:01 P.M. Board exited deliberative session at 8:44 P.M. Board agreed to explore possible moderators to run public forum.

**8. Adjourn:**

- a. Motion to adjourn raised by Peter Burns and seconded by Vanessa Kittell. Meeting adjourned at 8:52 P.M.