

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

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

On \_\_\_\_\_, \_\_\_\_\_ moved to approve the 3/3/25 minutes as drafted (OR AMENDED) and \_\_\_\_\_ seconded. The Board unanimously approved and on \_\_\_\_\_, Melissa Manson signed the 3/3/25 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, March 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:** Brian & Penny Dubie, Todd Merchant, Stephen Tetreault, Issac Jiwatram, Todd Merchant, Rene Jette

1. **Meeting, Called to Order**, 7:02 p.m., and the Board determined that a quorum was established.
2. **Adjustments to Agenda:** Melissa Manson requested that the agenda include time for discussion of the 3/4/25 public forum presentation to review revisions to the presentation provided by NW Regional Planning. Vanessa Kittell requested an update from the Zoning Administrator. Melissa Manson moved to adopt agenda as amended and Don Wells seconded. The Board unanimously approved.
3. **Public Comment not related to the agenda:** None.
4. **Approval of meeting minutes of 2/3/25 & 2/17/25:** Don Wells moved to approve both the 2/3/25 and the 2/17/25 Meeting Minutes as drafted and Dan Pipes seconded. The Board unanimously agreed.
5. **PUBLIC HEARING Application #24-019 Major Subdivision Final Plat Review for 4-Lot Subdivision at 950 Mackenzie Road: 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 Karmin confirmed that applicants' final plat review petition was complete.
  - c. Brian Dubie presented and described a plat map reflective of the proposal for 4-Lot Subdivision proposal as previously described at the sketch plan review public hearing on

2/3/25. Brian Dubie stated and the final plat reflected no changes to the 4-Lot subdivision as proposed at the sketch plan public hearing. Brian Dubie stated that he did not anticipate further subdivision.

- d. Demetrius Bolduc moved to approve and Dan Pipes seconded. The Board unanimously approved. The application satisfied standards under LUR Table 7.1. and the Board approved application.

**6. 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's final plat review petition was complete.
- c. Todd Merchant presented the plat as previously provided at the 2/3/25 public hearing for the sketch plan for a proposed 3-lot subdivision. Todd Merchant stated that he had made no changes to his previously described petition for the 3-lot subdivision.
- e. Dan Pipes moved to approve petition and Vanessa Kittell seconded. The Board unanimously approved. The application satisfied standards under LUR Table 7.1. and the Board approved application.

**7. PUBLIC HEARING Application: #25-004, Major Subdivision Sketch Plan Review for 3-lot subdivision at 193 Wilfred's Way, Rene and LeeAnn Jette:**

- a. Melissa Manson swore in petitioner Rene Jette and his engineer, Stephen Tetreault 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. Stephen Tetreault testified on behalf of the petitioners and described the petition in detail, including that the proposed septic plan wherein new lots and existing property would share septic. Stephen Tetreault stated that septic and wastewater permits had been submitted to the State. Stephen Tetreault stated that an engineering firm had undertaken analysis of the property in consideration of wetland protections, and the basis of these findings led to the proposed building and septic locations.
- d. Rene Jette stated that he did not anticipate further subdivision of the property.
- e. Eric Benoit appeared and identified himself as a person that owns property across the street from the Jette's property. He did not have any concerns about the proposed application.
- f. The Board undertook deliberative session. The Board exited deliberative session and Don Wells moved to approve the petition and Melissa Manson 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. **Zoning Administrator's Report:** Robert Karmin stated that the office was functioning well and he was busy addressing stream of applicant questions.
9. **Update on the 837 Church Road Appeal:** Melissa Manson reported that parties to the Environmental Court appeal in this matter declined to undertake mediation. The matter was continuing to Final Hearing, set to be heard in June, 2025.
10. **Review of Public Forum Presentation on By-Law Review:** Melissa Manson presented an updated power point provided by Emily Kloft of NW Regional Planning. The Board discussed the public forum discussion questions.
11. **Confirmation of next meetings:**
  - a. **March 4, 2025**, after Town Meeting at Fairfield Center School Gymnasium: Public Forum on By-law Review;
  - b. **March 17, 2025, 7:00 p.m. at Town Offices**, By-law Review Planning Meeting;
  - c. **April 7, 2025, 7:00 p.m. at Town Offices**, Regular monthly DRB/PC meeting.
12. **Adjourn:** Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting adjourned at 8:11 p.m.