DRAFT 10/5/26 MINUTES

APPROVED ON _____

On _____, _____ moved to approve the 10/5/26 minutes as drafted (OR AMENDED) and _____seconded. The Board unanimously approved and on _____, Melissa Manson signed the 10/5/26 minutes as drafted and submitted them to the clerk for publication.

TOWN OF FAIRFIELD

PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT

MEETING MINUTES

Monday, October 5th, 2026, 7:00 PM*

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

Not Present: Vanessa Kittell

Public Present: Ryan Wells and Daniel Branon

Via Zoom: Molly Mashtare (Town Zoning Administrator)

Clerk/Minute Taker: Molly Mashtare

1. **Meeting, Called to Order:** 6:59 PM, and the Board determined quorum established.

2. **Adjustments to Agenda:** None. Dan Pipes moved to adopt agenda as noticed and Julia Callan seconded. The Board unanimously approved.

3. **Minutes: Approval of Minutes 9/7/26:** Dan Pipes moved to approve the minutes as posted and Demetrius Bolduc seconded. The Board unanimously approved the 9/7/26 minutes.

4. **Public Comment not Related to Agenda:** Demetrius Bolduc asked if there have been any questions that have come up about Act 181 and Act 250.

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

5. **Public Hearing: Two Lot Subdivision on Pion Rd by Randy & Pamela Bard**
   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/or any interested persons that sought to be heard regarding this petition, come forward.

c. Ryan Wells was present and Melissa Manson swore him in to provide testimony regarding the proposed project.

d. The Board received the following Exhibit:
   - Exhibit 1.1, Application for two lot subdivision located on Pion Rd
   - Exhibit 1.2, Two lot subdivision drafted map

e. Ryan stated that he was just looking for approval from the board that the two lot subdivision can happen prior to his clients (Randy and Pamela Bard) paying for a wastewater permit and a survey.
f. Wastewater system has been designed
g. Wetlands have been studied
h. 200' road frontage will be obtained by the acquired access point/easement.
i. Board moved to discuss permit in deliberative session.

6. **Public Hearing: Two Lot Subdivision located at 1013 West St by Daniel & Helen Branon**
   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/or any interested persons that sought to be heard regarding this petition, come forward.
   c. Daniel Branon was present and Melissa Manson swore him in to provide testimony regarding the proposed project.
   d. The Board received the following Exhibit:
      - Exhibit 1.4, Two lot subdivision application
      - Exhibit 1.5, Two lot subdivision map
   e. Daniel Branon stated this project subdivision was for his daughter Mona Branon. She has an existing house on his farm land and would like to subdivide to create her own parcel.
   f. No studies due to existing house, well, and wastewater.
   g. Board moved to discuss permit in deliberative session.

7. **Zoning Administrator's Report:** Town Zoning Administrator stated that she has had one agricultural shed permits along with one certificate of occupancy.

8. **Confirmation of next meeting:**
   - Regular Monthly Meeting of PC/ZBA: Monday, November 2nd, 2026, at 7:00 PM.

9. **Deliberative Session:** ____ moved to go into deliberative session and _____ seconded. The Board moved to deliberative session at 7:29 PM.

10. **Upon exiting Deliberative Session:** Upon exit of the deliberative session, the Board announced decision with regard to:

- **<u>Two Lot Subdivision on Pion Rd</u>**
- Dan Pipes moved to approve the application and Aaron Forbes seconded. The Board unanimously approved the application with the following conditions:
    - Applicant to submit Final Plat for recording within 180 days with plat showing land contours, wetlands, access point/easement, wastewater location and building footprint.
- **Two Lot Subdivision on West St**
- Don Wells moved to approve the application and Demetrius Bolduc seconded. The Board unanimously approved the application with the following conditions:
    - Applicant to submit Final Plat for recording within 180 days

11. <u>Adjourn</u>: Don Wells moved to adjourn and Julia Callan seconded. Meeting adjourned at 7:35 PM.