

DRAFT 2/2/26 MINUTES

On _____, _____ moved to approve the 2/2/26 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 2/2/26 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 2, 2026, 7:00 PM

Members Present: Julia Callan, Aaron Forbes, Vanessa Kittell, Dan Pipes, Don Wells, Melissa Manson, and Demetrius Bolduc

Clerk: Vanessa Kittell

Public Present: Logan Lanfear, Elise Archambault, and Mike Johnston

1. **Called Meeting to Order at 7:02 p.m.** Board determined quorum established.
2. **Announcements:** Northwest Regional Planning offered to undertake twice annual meetings with our Board at the convenience of our Board to discuss planning issues.
3. **Adjustments to Agenda:** Melissa Manson announced that item No. 6 was removed from agenda due to petitioners' withdrawal of application. Julia Callan moved to adopt agenda as amended and seconded by Dan Pipes. The Board unanimously approved.
4. **Approval of the minutes 1/5/26:** Don Wells moved to accept minutes as drafted and Dan Pipes seconded. Board unanimously approved.
5. **Public Comment Unrelated to Agenda:** None
6. **Public Hearing: Duplex Building Permit located at 671 Swamp Rd:**
 - a. Melissa Manson called petitioners and any interested parties to come forward and swore them in. Logan Lanfear and _____ Archambault came forward and described the proposed project in accord with materials submitted with application, Plat at Exhibit 1. Logan Lanfear testified that the petition sought conditional approval for a single-story duplex, consisting of two, two-bedroom dwellings with a total of 2076 ft. of new construction. Logan Lanfear confirmed that the building proposed was located on the original building envelop specified in the permit issued to previous owner.
 - b. Logan Lanfear testified that the property was to be owner-occupied.
 - c. Logan Lanfear testified that the septic permit had been granted by the State.
 - d. Logan Lanfear testified that the driveway to proposed dwelling was shared with neighboring Lot 2 owner.

- e. Town Zoning Administrator affirmed that hearing was properly warned and all abutting property owners were noticed of public hearing and petitioner had met and conferred with Zoning Administrator in the course of application.
- f. No other persons came forward to be heard on the petition.
- g. Dan Pipes moved to approve the permit as proposed, Don Wells seconded and the Board unanimously approved.

7. **Public Hearing:** Boundary Line Adjustment located at 4299 North Rd:
 - a. Melissa Manson called petitioners and any interested parties to come forward and swore them in. Mike Johnston, of Barnard & Gervais, land surveying consultants appeared on behalf of petitioner, Linda Berry Life Estate.
 - b. Mike Johnston testified in accord with the Plat he provided, Exhibit 1. Mike Johnston testified that the petition proposed a boundary line adjustment to add 0.26 acre to the property of Linda Berry Enhanced Life Estate, Lot 1, as transferred from Lot 2, effectively making Lot 1 0.84 acres and Lot 2, 25.76 acres. The Lot 2 property was conveyed by abutting landowner Dawson to Linda Berry Enhanced Life Estate, adding approximately 20+ additional feet to the southern and eastern boundaries of Lot 1.
 - c. Dan Pipes moved to approve as proposed. Don Wells seconded and Board unanimously approved.
8. **Town Zoning Administrator Report:** Zoning Administrator, Molly Mashtare, shared that she is updating the Planning Board's website by ensuring more timely posting of Zoom meeting recordings and meeting minutes as well as adding forms for public access and notice regarding submission deadlines.

The Zoning Administrator stated that she anticipated that the regular March meeting would include two public hearings on a new sketch plan proposal for subdivision at 837 Church Road and Final Hearing for a proposed petition for 370 Menard Road. Molly Mashtare also discussed inquiries raised regarding permitting for a fence, and a "tiny home," or ADU at a property with a possible proposal for a horse boarding and training center. Mashtare reiterated that she is settling into the job well. The Board expressed their appreciation and gratitude for her initiative and effort.

9. **Confirmation of Next Meeting: Mon. March 2, 2026, at 7:00 p.m.,** regular monthly DRB/PC meeting.
10. **Adjourn:** Melissa Manson moved to approve, Dan Pipes seconded at 7:37 and the Board unanimously approved.