

**DRAFT 11/3/25 MINUTES**

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

**On \_\_\_\_\_, \_\_\_\_\_ moved to approve the 11/3/25 minutes as drafted (OR AMENDED) and \_\_\_\_\_ seconded. The Board unanimously approved and on \_\_\_\_\_, Melissa Manson signed the 11/3/25 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, November 3, 2025, 7:00 PM**

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

**Not Present:** Dan Pipes, Don Wells

**Minute Taker:** Vanessa Kittell

**Public Present:** Emily Biron, Dan Branon, Luke Parent, Faith Reed, Emily Kloft, (Via Zoom);

1. **Meeting, Called to Order**, 7:01 p.m., and the Board determined that a quorum was established.
2. **Adjustments to Agenda**: Julia Callan moved to add Zoning Administrator Report to agenda and Vanessa Kittell seconded. The Board unanimously approved.
3. **Approval of the minutes (9/3/25, 9/15/25, 10/6/25)**: Aaron Forbes moved to approve, Julia Callan seconded and the Board unanimously approved.
4. **Public Comment not related to agenda**: None.
5. **Public Hearing** Plan Review for a Final Major Subdivision Application located at 1518 Sheldon Woods Road, Luke Parent/Faith Reed.
  - a. Melissa Manson requested that all interested parties identify themselves and no person came forward. Melissa Manson swore in petitioners. Melissa Manson confirmed that the hearing was properly warned.
  - b. Petitioner Luke Reed presented a plat, Exhibit 1, and testified in accord as follows:
  - c. Petitioners met the pre-hearing meeting requirement and since the sketch plan hearing on October 6, 2025, provided the Board with an updated plat as drafted by their surveyor. The updated plat included contours of land elevation, road frontage information and all details outlining development proposal.

- d. Luke Parent testified that the proposed subdivision sought approval of a three-lot subdivision consisting of Lot 2 of 2.47 acres located on the northeast part of parcel, Lot 1 of 1.32 acres, presently containing Petitioners' home, and the remainder as Lot 3, 18.69 acres. All lots satisfied road frontage requirements of 200' footage.

Petitioners testified that presently, Lot 2 contains a trailer and it was Petitioners' intent to remove the trailer on this Lot and sell this parcel. Petitioners stated that they hoped to eventually build a home and possibly a "shop," for Luke Parent's equipment at or about the proposed location on the southwest corner of Lot 3.

Luke Parent testified that he anticipated that any driveway to a proposed house would be placed on the logging road as depicted on plat and presently existing on the lot, extending from Sheldon Woods Road generally south and to the southwest corner of property.

Petitioners testified that they continue to work with an engineer, TDH Surveying on a septic system for the benefit of Lot 1 and 2 as set forth in plat prepared by Day Land Surveying, PLLC. Luke Parent testified that the proposed septic system had been submitted to the State for approval.

Luke Parent testified that the proposed development on Lot 3 included a drilled well for the proposed dwelling on Lot 3.

Petitioners described the property's conservation resources including steep slopes and prime agricultural soils. Luke Parent testified in accord with plat presented that the proposed development in Lot 3 contained a proposed building envelope and was not located on prime agricultural soils, demonstrating conformity with conservation resource LURs.

- e. No member of the public or interested person raised questions or comments.

6.) **Public Hearing** for the review of proposed bylaw changes:

- a. Emily Kloft presented package of proposed bylaw revisions and advised Board to enact the proposed bylaws by moving to adopt bylaws and presenting to Select Board for final adoption.
- b. Melissa Manson sought comment. Vanessa Kittell recommended that the bylaw revisions be adopted with the exception of one change to proposed revisions: to maintain the application of farmland and agricultural soils as a consideration to all subdivisions as presently set forth in proposed revision at LUR 8.5.
- c. Vanessa Kittell stated that the perceived burden of considering farmland and agricultural soils in both minor and major subdivisions had been addressed by the recent hiring and training of the new Zoning Administrator, attention to pre-hearing meetings with applicants, and greater awareness by Board members as to the meaning and process of the LURs. No compelling reason existed to take away the Board's authority to consider farmland and agricultural soils for any subdivision. In addition,

striking Board's authority in this regard contradicted the Town Plan directing that all development consider the Town Plan's vision to support agriculture and encourage development that considered the future of farming and the Town's agricultural aesthetic, economy and traditions.

- d. Demetrius Bolduc stated that he supported proposed revision at 8.5 LUR as drafted due to community interest in reducing the burdens of development to balance out a community that had substantially limited development opportunities due both to geography and land conservation through private landowners' election and State standards.
  - e. Dan Branon provided public comment that he felt that the current regulation granting the Board over all subdivisions in connection with prime ag soils should not be revised as proposed and consideration of farmland and ag soils should continue to apply to all subdivisions.
  - f. Emily Biron spoke in favor of maintaining the conservation resource application to all subdivisions, citing the fact that not all subdivisions were 1 or 2 acres lots. She noted that some subdivisions could consist of a parcel of a two-acre lot subdivided from a 40-acre lot. In this scenario, the Board would have no authority to require a building lot to minimize impact on farmland soils. She also stated that the proposed change did not conform with the Town Plan.
  - g. Aaron Forbes moved to close the public hearing and Demetrius Bolduc seconded. By majority vote, the Board approved the motion to close public hearing. Melissa Manson stated that the Board would present the proposed revisions as drafted to the Select Board and recommend adoption.
  - h. For purposes of the record, Vanessa Kittell raised her objection to accepting the proposed bylaw revisions as drafted at LUR 8.5, striking the removal of the Board's authority to apply farmland and ag soils to the consideration of minor subdivisions.
- 7.) **Zoning Administrator's Report:** Zoning Administrator Molly Mashtare reported that she has been settling into new role. She indicated that she anticipates establishing set business hours at the Zoning Office at the Town Office Building to increase access to the office as well as maintaining her availability by email, phone and appointment. Molly Mashtare provided information regarding a recent inquiry about a horse boarding venture. The Board expressed general interest and support of project and discussed possible application of commercial agricultural ventures and accessory dwelling unit LURs.
- 8.) **Confirmation of next meeting: Mon. Dec. 1, 2025, at 7:00 p.m.:** Regular monthly DRB/PC meeting & By-Law Review meeting.

- 9.) **Deliberative Session**: Vanessa Kittell moved for Board to enter executive session to discuss pending petitions. Melissa Manson seconded. Board exited deliberative session at 8:15. Upon exit of deliberative session, Board announced:
- a. Board conditionally approved petition for Final Major Subdivision Application located at 1518 Sheldon Woods Road to Luke Parent/Faith Reed upon satisfaction of production of plat for recording in land records conforming with recording requirements and the following limitations: any future proposed subdivision of Lots created by this petition are subject to a limited restriction for further subdivision in conformity with all applicable LUR.
  - b. Melissa Manson announced that there would be a vote on the proposed bylaw revisions when a full board was present, anticipated to occur at December meeting.
- 10.) **Adjourn**: Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting adjourned at 8:20 p.m.