

**FINAL 1/21/25 MINUTES**

**APPROVED ON 2/3/25**

**On 2/3/25, Don Wells moved to approve the 1/21/25 minutes as drafted and Julia Callan seconded. The Board unanimously approved and on 2/3/25 Melissa Manson signed the 1/21/25 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, January 21, 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:** Rusty Branon, Emily Kloft, (NWRP); VIA ZOOM: Cathy Branon

1. **Meeting, Called to Order**, 7:00 p.m. and the Board determined that a quorum was established.
2. **Adjustments to Agenda**: None.
3. **Public Comment not related to the agenda**: None.
4. **New Business: Finalize plans for the Public Forum on Feb. 17, 2025:**
  - a. Board will undertake Town-wide mailing of postcard to invite participation at the Feb. 17, 2025, Public Forum. The mailing will use the same list Town Clerk uses for dispersal of Town Reports and will be sent on or before Feb. 1, 2025.
  - b. Emily Kloft will include a QR code on the postcard with on-line address for survey.
  - c. Board will advertise Public Forum on Front Porch Forum, Facebook, Town Offices, local businesses, Post Office, Library as well as written notice on the sandwich board at Town's center.
  - d. Board agreed that snow day date for Public Forum would occur after conclusion of Town Meeting, the afternoon of Town Meeting Day, March 4, 2025.
  - e. Board agreed to create a physical drop box in the Town Clerk Office to permit survey participants to drop off hand-written survey responses.
  - f. Board discussed format of Public Forum and revisions to presentation. Emily Kloft stated that she was reaching out to Paul Costello to assist in facilitation of Public Forum.

**5. Confirmation of Upcoming Meetings:**

- a) Regular Hearing Date: Feb. 3, 2025, at 7:00 P.M.
- b) Public Forum: Feb. 17, 2025, at 7:00 P.M. at Fairfield Elementary Gymnasium

**6. Adjourn:**

- a. Motion to adjourn raised by Dan Pipes and seconded by Vanessa Kittell. Meeting adjourned at 8:22 P.M.