

**DRAFT 6/2/25 MINUTES**

**APPROVED ON 7/7/25**

**On 7/7/25, Dan Pipes moved to approve the 6/2/25 minutes as drafted and Don Wells seconded. The Board unanimously approved and on 7/7/25, Melissa Manson signed the 6/2/25 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, June 2, 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:** Timothy & April Geddes, Emily Biron, Jamie Archambault, Emily Kloft, Toby Alexander, Gino Farinaccio, Brad Ripley, (via Zoom).

1. **Meeting, Called to Order**, 7:02 p.m., and the Board determined that a quorum was established.
2. **Adjustments to Agenda**: Julia Callan moved to adopt as proposed. Don Wells seconded and the Board unanimously agreed.
3. **Approval of meeting minutes of 5/5/25**: Don Wells moved to approve as drafted and Julia Callan seconded, and the Board unanimously agreed.
4. **Public Comment not related to the agenda**: Jamie Archambault asked to be heard regarding concerns regarding Application # 25-019, Jacques Leo Berard Revocable Trust at 1733 Reynolds Road. The Board agreed to undertake the warned Public Hearings first and then hear from Jamie Archambault
5. **PUBLIC HEARING**: Application #25-008, Re-Opening of Pub Hearing on Minor Subdivision Plan, with building envelope for 2-lot subdivision at 1445 Egypt Rd.; Timothy and April Geddes:
  - a. Melissa Manson confirmed hearing properly warned, swore in petitioners and requested that any interested parties identify themselves. Vanessa Kittell stated that she was an interested party by means of being abutting landowner. No other person came forward.

- b. Melissa Manson stated that the Board sought to re-open the Final Hearing on Applicants' petition on Applicants' presentation of an updated plat that included a building envelope. (Geddes, Exhibit 1.) Applicants produced this updated plat in response to the Board request that petitioners to resubmit petition with a proposed building envelope in accord with LUR 8.4 C. 1.
- c. Petitioners produced and described their updated plat and revised petition to include a building envelope, located as to minimize undue adverse effect on conservation resources in accord with LUR 8.4 C. 1. a.
- d. Applicants testified that with the exception of adding a proposed building envelope, their proposal remained the same: to create a two-lot subdivision with one lot of 176.58-acres and second lot of 3.52-acres for son to build home. Applicants presented proposal in accord with survey plat produced by Mark Day, satisfying road frontage and set back requirements. Applicants testified at the April 23, 2025, Public Hearing, that they had no anticipation of further subdividing the property.
- e. Dan Pipes moved to approve the application and Don Wells seconded. The Board unanimously agreed.

6. **PUBLIC HEARING** Application for boundary line adjustment at 301 Maple Ridge Road; Brad Ripley:

- a. Melissa Manson confirmed hearing properly warned, swore in petitioners and requested that any interested parties identify themselves. Gino Farinaccio identified himself as abutting landowner and stated he had no concerns and did not wish to testify.
- b. Applicant Brad Ripley testified via Zoom, presenting a plat and describing his proposal to adjust the boundary line to his property. (Ripley, Exhibit 1.) Applicant presented proposal in accord with survey plat presented, satisfying road frontage and set back requirements.
- c. Dan Pipes moved to accept and Vanessa Kittell seconded. The Board unanimously approved.

7. **Public Comment**: Jamie Archambault stated that he came to the Board to express concern regarding a proposed building envelope submitted as part of Application # 25-019, Jacques Leo Berard Revocable Trust at 1733 Reynolds Road. Mr. Archambault stated that he was the potential buyer of the sub-divided lot as proposed in the Berard application. Mr. Archambault stated that the location of the proposed building envelope was problematic as it was proposed in a location on the lot that made building at that location untenable due to the shape and topography of the lot. Mr. Archambault stated that the proposed building lot as submitted would substantially reduce the value of the lot and he sought advice as to how to proceed to be able to maintain the value of the land he anticipated buying. The Board stated that it was sympathetic to the concerns he expressed. The Board stated that the Board was

unable to render legal or engineering advice to any person and could not act on any petition on the request of a person that did not hold interest or was not the movant/Applicant. The Board noted that the Applicant for Application # 25-019, Jacques Leo Berard Revocable Trust at 1733 Reynolds Road, was free to provide a revised petition to the Board where it sought to relocate the building envelope if topographical and/or environmental constraints prevented or made development unfeasible. LUR 8.4 2.b.iii.

8. **Bylaw Review:** Emily Kloft, NRPC provided a presentation of draft revisions of Town's LUR with revisions based upon the Home Act, 24 V.S.A. § 4412 et seq., and Board discussion and public input over the past year. Emily Kloft presented a checklist of all revisions triggered by the passage of the Home Act (effective June 17, 2024), and a draft of NWRP's proposed revisions to Bylaws. (Attached). Emily Kloft provided specific explanation of proposed revisions to Article 3 (waiver for historic buildings), Article 6 (accessory dwelling units), Article 7 (Table, clarifying applicant information regarding conservation resources), and Article 8 (clarifying conservation resource language). Following additional discussion, Emily Kloft stated that she would provide further revisions to the Bylaws at the next scheduled Board meeting for Board review and discussion.

9. **Confirmation of next meeting:**

- a. **July 7, 2025, 7:00 p.m. at Town Offices,** Regular monthly DRB/PC meeting & By-Law Review meeting.

10. **Executive Session:** At 9:10, p.m. Board undertook Executive session at the motion of Julia Callan and seconded by Don Wells.

Board exited deliberative session at 9:32 p.m.

11. **Adjourn:** Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting adjourned at 9:32 p.m.