

DRAFT 9/3/25 MINUTES

APPROVED ON _____

On _____, _____ moved to approve the 9/3/25 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 9/3/25 minutes as drafted and submitted them to the clerk for publication.

**TOWN OF FAIRFIELD
PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES**

Wednesday, September 3, 2025, 6:30 PM

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

Minute Taker: Vanessa Kittell

Public Present: Albert and Dawn Menard, Gene Archambault, Bill Fairchild, David Juare, Jim Francis, Timothy Corey, Lynda Ulrich, Leisel Verderber, Chuck Verderber, (Via Zoom): Sarah Toof, Chloe Longe, Cathy Branon, John Malboeuf. Josh and Lexi Menard, Sara Toof, Andrew Wallace, Mark Day

- 1) **Meeting, Called to Order**, 6:30 p.m., and the Board determined that a quorum was established.
- 2) **Executive Session**: Dan Pipes moved to go into executive session regarding personnel matter, and Don Wells seconded. Board unanimously approved. At 6:55 P.M., Dan Pipes moved to exit executive session and Don Wells seconded. Board unanimously approved.

At 7:04 P.M., Melissa Manson began the regular meeting.

- 3) **Adjustments to and adoption of the agenda**: None. Melissa Manson moved to adopt as drafted. Julia Callan seconded and the Board unanimously approved.
- 4) **Approval of 8/14/25 Meeting Minutes**: Don Wells moved to adopt as drafted and Dan Pipes seconded. The Board unanimously approved.
- 5) **Public Comment Unrelated to Agenda**. None.
- 6) **Public Hearing** 837 Church LLC Major Subdivision Application #25-032, Sketch Plan review for a 3-lot subdivision located at 837 Church Road.

- a. Melissa Manson confirmed that the hearing was properly warned and swore in Emily Biron on behalf of petitioner and all persons identifying as interested parties.
- b. The persons identifying as interested persons were Lynda Ulrich, Liesl Verderber, Albert and Dawn Menard, Andrew Wallace, Josh Menard, Rusty and Cathy Branon, William Roberts, and Sarah Toof.
- c. Emily Biron testified that she presented the petition as the sole owner of 837 Church LLC and that this LLC was active and in good standing with the Vermont Secretary of State.
- d. Petitioner presented a plat, (Exhibit 1), and described a proposed project in accord with the map. Emily Biron testified that the petition proposed to divide the lot into three lots consisting of, Lot 1 of 7.86 acres, Lot 2 with 8 acres, and Lot 3 with the remaining 6.16 acres.
- e. Emily Biron testified that she had no plans to build on any of the proposed lots. She testified that she would like to engage in agriculture on Lot 1 or keep it the lot as it is.
- f. Emily Biron confirmed that the parcel contained conservation resources and that she had sought to divide the parcel into the proposed lots along relative linear and topographical features to reduce fragmentation.
- g. Melissa Manson affirmed that the petitioner met with the Zoning Administrator to discuss the project prior to submitting the subdivision petition and public hearing.
- h. Public comment raised concern over possible use of the existing house and septic system as presently existing on the parcel. Melissa Manson stated that questions regarding the development of septic plans on the site were overseen by State authority and not within the Board's authority. Melissa Manson stated that there were no present public health claims in connection with property.

7) **Public Hearing:** Boundary Line Adjustment 1649 Ridge Rd/0 Ridge Rd. Branon/Archambault;

- a. Melissa Manson confirmed that the hearing was properly warned.
- b. Melissa swore in Gene Archambault, Mark Day and Dan Branon to testify as parties to the petition and swore in interested persons, abutting landowners, Jim Francis, David Juaire and Bill Fairchild.
- c. Mark Day, licensed surveyor, testified on behalf of Grantor and provided a plat, (Exhibit 1), setting forth a proposed boundary line adjustment. In accord with map, Mark Day stated that the adjustment created a 2.25-acre boundary line adjustment as granted by owners Gene and Jenn Archambault to Dan Branon. Mark Day testified that both parcels were vacant with no buildings. Dan Branon testified that as the grantee he intended to continue using the parcel for sugaring, the present use. The Board inquired as to whether any person had questions, comments or concerns and no person came forward.

- d. Dan Pipes moved to approve and Melissa Manson seconded. The Board unanimously approved.

8) Confirmation of next meeting:

- Bylaw Review Session: September 15, 2025, 7:00 p.m. at Town Offices;
- Regular monthly DRB/PC meeting: October 6, 2025, 7:00 p.m. at Town Offices

9) Deliberative Session: Julia Callan moved to enter into deliberative session and Don Wells seconded. The Board exited Deliberative Session at 8:04 p.m.

The Board conditionally approved the 837 Church LLC Application #25-032, Sketch Plan review for a 3-lot subdivision located at 837 Church Road with the condition that any future development on the lots will be required to provide a building envelope that considers conservation resources prior to development.

Should petitioner seek final approval of the proposed subdivision, petitioner must satisfy the standards set forth under LUR Table 7.1, and LUR 8.4 providing lot identification, property boundary survey, contour lines, identification of access features, proposed structures and proposed utilities, wastewater and septic permit, all associated rights of way, easements and connections and supporting information.

10) Adjourn: Aaron Forbes moved to adjourn and Don Wells seconded. Meeting adjourned at 8:06 p.m.