

FINAL 11.18.24_MINUTES

APPROVED ON 12.16.24

On 12.16.24, Peter Burn moved to approve the 11/18/24 minutes as drafted and Aaron Forbes seconded. The Board unanimously approved and on 12.16.24, Melissa Manson signed the 11/18/24 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, November 18, 2024, 7:00 PM**

Members Present: Aaron Forbes, Demetrius Bolduc, Melissa Manson (Chair), Don Wells, Vanessa Kittell, Peter Burns

Not Present: Dan Pipes

Minute Taker: Vanessa Kittell

Town Staff Present: NONE

Public Present: Kristina Bolduc, Emily Kloft (NRPC), Robin Yates, Steve Yates, Linda Hodet, Rusty Branon, Cathy Branon, , Lynda Ulrich, Chuck Verderber, Gavin Ryan, Rob Karmen, Torry Crossman, Julia Callan, Cayden Yates

Zoom: Brian Dubie, Liesl Ulrich- Verderber,

1. **Meeting, Called to Order**, 6:34 p.m. and the Board determined that a quorum was established.
2. **Executive Session to Discuss Personnel Matter**: at 6:34 P.M., Vanessa Kittell motioned to go into executive session, a motion that was seconded by Peter Burns and agreed to unanimously by Board. At 6:59, Vanessa Kittell motioned to exit executive session and Peter Burns seconded. Board agreed.
3. **Regular Meeting: Chair, Melissa Manson called regular meeting to order at 7:02 p.m.**
4. **Adjustments to Agenda**: Motion to adopt as presented by Don Wells and seconded by Vanessa Kittell. The Board unanimously adopted the amended agenda.
5. **Review of Meeting Minutes**: Aaron Forbes moved to approve the 10/7/24 and 11/04/24 minutes as drafted. Don Wells seconded and Board unanimously approved.
6. **Public Comment Unrelated to Agenda**: Public requested whether there was a means of keeping the recordings of the Board's meetings posted for the public longer than 30 days. Vanessa Kittell suggested that the Board explore the expansion of storage capacity from Google or another platform that would provide affordable means of larger digital storage. \
7. **Planning Meeting: By-Law Review Project**:

- a. Emily Kloft of NWRP presented memo on Site Layout, Road Standards & PUDs available at: https://www.nrpcvt.com/wp-content/uploads/2024/11/DiscussionOfSubdivisionRegs_DenistyStandards-1.pdf
 - b. Emily Kloft led discussion regarding subdivision regulations in connection with site layout and road standards. Peter Burns stated that the present bylaws that address subdivision site layout and road standards provide adequate standards and flexibility to permit the Board to apply the Town's regulations in accord with the Town Plan.
 - c. Emily Kloft proposed that the December by-law review session (Dec. 16, 2024) would focus on the planning the community outreach session intended to obtain greater public input regarding the adequacy of the present by-laws regarding protection of conservation resources. The Board suggested that any issues extended to gather preferences be drafted with neutrality and precision to avoid bias and confusion.
- 8. Confirmation of Next Meetings:**
- a. Next regular Board meeting to occur on December 2, 2024 7:00 P.M.
 - b. Next By-Law Review Project meeting to occur December 16, 2024, at 7:00 P.M.
- 9. Board Member Terms:** Melissa Manson asked Board members present whose terms were expiring at the end of 2024, whether they were interested in continuing to serve. Peter Burns stated that he would decline to continue for another term. Don Wells stated that he would be willing to continue to serve.
- 10. Adjourn:**
- a. Motion to adjourn raised by Vanessa Kittell at 8:33 P.M. and seconded by Melissa Manson.