

REVISED DRAFT 5/4/26 MINUTES

APPROVED ON 6/1/26

On 6/1/26, Melissa Manson moved to approve the 5/4/26 minutes as amended and Dan Pipes seconded. The Board unanimously approved and on 6/1/26, Melissa Manson signed the 5/4/26 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, May 4, 2026, 7:00 PM*

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

Not Present: Don Wells

Public Present: Emily Biron, Dawn Hale, Katherine Westcom, Mike Johnston, Nic Boyle, Scott Morton, Doug Innagzewski, Eric Person, Jimmy St. Pierre, Justin Deuso, (Via Zoom): Miles Stafford, Esq.

Clerk/Minute Taker: Vanessa Kittell

1. **Meeting, Called to Order**, 7:01 PM, and the Board determined a quorum was established.
2. **Adjustments to Agenda**: None. Julia Callan moved to adopt agenda as noticed and ____ seconded. The Board unanimously approved.
3. **Minutes: Approval of Minutes of 4/6/26**: Dan Pipes moved to adopt as drafted and seconded by Demetrius Bolduc. The Board unanimously approved.
4. **Public Comment not Related to Agenda**: None.
5. **Public Hearing: Boundary Line Adjustment, 264 & 262 Egypt Road, (Kirt & Harold Westcom) (Dawn Lee Hale)**:
 - a. Town Zoning Administrator, Molly Mashtare, affirmed that hearing was properly warned, and all abutting property landowners had been noticed of public hearing.
 - b. Melissa Manson requested that Petitioner or anyone on their behalf and any interested persons that sought to be heard come forward.

***Zoom Users will not be admitted unless each user identifies themselves by full name.**

- c. Melissa Manson then swore in the following persons, Attorney Miles Stafford, Mike Johnston for surveyors Barnard & Gervais, LLC, and Dawn Hale.
- d. The Board received the following Exhibits:
 - Exhibit 1.1, Letter of April 21, 2026, to Town Zoning Administrator from Attorney Safar (6-pages)
 - Exhibit 1.2, Plat, undated, Barnard & Gervais with proposed boundary lines
 - Exhibit 1.3, Application for Boundary Line Adjustment, Dawn Hale & Kirt & Harold Westcom
- e. Attorney Stafford testified that he was presenting the petition on behalf of Dawn Hale, as part of a judgment arising out of parties' partition action (7.11.25 Franklin Civil Division, and Entry Order arising out of a subsequent enforcement action. 2.19.26 Franklin Civil Division.) Attorney Stafford testified that that the proposal before the Board was the proposed transfer of 1.61 acres from the property owned by Kirt and Harold Westcom to grantee, Dawn Lee Hale, as set forth in Exhibit 1.2, the Plat prepared by Barnard & Gervais.
- f. The Board noted that neither Kirt Westcom nor Harold Westcom was present.
- g. The Board confirmed that the proposed boundary line adjustment was in accord with road frontage requirements for both parcels.
- h. In a subsequent email to the Board, Attorney Stafford stated that he represented Dawn Hale and Harold Westcom, not Kirt Westcom. Attorney Stafford stated that the proposed boundary line adjustment does not propose that Dawn Hale and Kirt Westcom share a driveway. Attorney Stafford stated that, "Kirt Westcom does not have permission to use Dawn's driveway."

6. Public Hearing: Two-Lot Subdivision 95 Barrywilde Road:

- a. Town Zoning Administrator, Molly Mashtare, affirmed that hearing was properly warned, and all abutting property landowners had been noticed of public hearing.
- b. Melissa Manson requested that Petitioner or anyone on their behalf and any interested persons that sought to be heard come forward.
- c. Melissa Manson then swore in the following persons: petitioner, Scott Morton, and interested persons: Doug Innagzewski, Eric Person, Jimmy St. Pierre, and Justin Deuso.
- d. The Board received the following Exhibits:
 - Exhibit 2.1, Sketch Plan Plat
 - Exhibit 2.2, Town Fire Department and Town Requirements for Driveways & Application presented by Eric Persons, (5-pages)

- Exhibit 2.3, Copy of Abott Survey Plat with proposed house-site options
 - Exhibit 2.4, Application for Minor Subdivision, Scott Morton
- e. Scott Morton testified that he holds title to the land, a parcel of approximately 4-acres located in the Uplands district and he seeks to subdivide the lot into two lots, comprised of 1 acre and 3 acres. Scott Morton testified that he intends to “gift,” the single acre lot to a friend. Scott Morton testified that his sketch plan plat was a proposal for two alternative housing sites for locating a home on the single acre lot proposed in the subdivision. Scott Morton testified that he had not submitted any septic or wastewater applications to the State at this time to determine septic feasibility for the parcel. Scott Morton testified that he proposed access to the proposed subdivided lot from Romar Road.
 - f. Interested persons raised questions regarding the feasibility of accessing the from Romar Road on the basis that the access road from Romar would traverse a creek and possible wetlands. Interested persons also raised concerns that the proposed subdivision included several beaver ponds, beaver, geese and waterfowl habitat and was a generally wet area. Interested persons also raised concerns that where access to subdivision was from the Barrywilde Road, an access road would potentially be required to pass through the front lawn of other properties.
 - g. Interested parties also raised concern regarding density, citing concerns about locating additional properties in the Uplands district, an environmentally sensitive area due to steep slopes and possible wetlands.
 - h. Eric Persons asked whether the access road to the proposed subdivision met the road requirements set forth under Town Fire Department and Town Requirements for Driveways. Eric Persons submitted Exhibit 2.2, Town Fire Department and Town Requirements for Driveways & Application presented by Eric Persons, (5-pages).
 - i. The Board encourages any petitioner of minor subdivision to provide information about the location of conservation resources, including agricultural soils, and petitioner’s attempt to avoid undue or adverse impact upon conservation resources, including prime agricultural soils.
 - j. The Board requested more information regarding the location of any conservation resources on the parcel including steep slopes and prime agricultural soils.
 - k. The Board stated that it sought a site visit and would keep the hearing open following a planned site visit proposed to occur on May 18, 2026, at 6:00 p.m.
7. **Zoning Administrator’s Report:** Town Zoning Administrator Molly Mashtare stated that she had been quite busy with potential applicant questions, revising and updating the Certificate of Compliance process and ensuring the website was updated.

8. Confirmation of next meeting:

- Town Planning Meeting with Emily Kloft, Monday, May 18th, at 7:00 PM and election of PC/ZB officers;
- Regular Monthly Meeting of DRB/PC: Monday, June 1, 2026, at 7:00 PM.

9. Deliberative Session: Board moved to deliberative session at 8:18 PM.

Decision on 262 & 264 Egypt Road Boundary Line Adjustment: Dan Pipes moved and Vanessa Kittell seconded the boundary line adjustment proposal for 262 and 264 Egypt Road as presented and the Board unanimously approved. Any proposal for a curb cut will be subject to review by the Town Select Board pursuant to Town Fire Department and Town Requirements for Driveways. Any new driveways will be subject to the requirements set forth at LUR 8.3.

The Board remains in Deliberative session on 1036 Bradley Road and 837 Church Road petitions.

10. Adjourn: Vanessa Kittell moved to adjourn and Julia Callan seconded. Meeting adjourned at 9:27 PM.