

DRAFT 12/1/25 MINUTES

On _____, _____ moved to approve the 12/1/25 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 12/1/25 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, December 1, 2025, 7:00 PM

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

Minute Taker: Vanessa Kittell

Public Present: Emily Biron, (Via Zoom),

1. **Meeting, Called to Order, 7:10 p.m.,** and the Board determined quorum established.
2. **Adjustments to Agenda:** None. Julia Callan moved to adopt agenda, seconded by Don Wells and the Board unanimously approved.
3. **Approval of the minutes (11/3/25):** Don Wells moved to accept minutes as drafted with exception of the revision of spelling error on page 3. Julia Callan seconded and Board unanimously approved.
4. **Public Comment not related to agenda:** Emily Biron raised that Zoom link on meeting Notice was inaccessible. Emily Biron attended by emailing Melissa Manson and subsequent distribution of link.
5. **Approval of Proposed Bylaw Changes:** Vanessa Kittell moved to table vote on proposed Bylaws due to error in Zoom link invitation on meeting notice/agenda, potentially limiting public access. No person seconded and motion failed. Melissa Manson moved to approve the proposed LUR bylaw amendments and forward to Select Board for final approval. Dan Pipes seconded. The Board approved by majority vote with two dissenting votes.
6. **Town Zoning Administrator Report:** Molly Mashtare, Zoning Administrator provided Board with update of activities noting few inquiries and establishment of Zoning Administrator's regular office hours to permit coordination of activities with Town Clerk. Molly Mashtare stated that in addition to office hours she had availability via appointment.
7. **Confirmation of next meeting: Mon. January 6, 2026, at 7:00 p.m.,** Regular monthly DRB/PC meeting.
8. **Adjourn:** Aaron Forbes moved to approve, Julia Callan seconded and the Board unanimously approved.