# Town of Manchester Planning Board Meeting Minutes
# December 16, 2025 – 7:00pm

**Present:** Board Members Lee Sanders, Tammy Worden, Steve Buerman, Jefferey Flower, Christine Ciardi, and Pauline DeCook; Chairman Scott VanAken; Code Enforcement Officer Marty Barnett; and Secretary Laurel Pitcher.
**Absent:** None.
**Also Present:** Janice Shannon, Dave Shannon, Steve Fantuzzo, and Will Grover.

**Application #4662-24:** Consider Site Plan – Special Use #4662-24 submitted by Verizon Wireless who is requesting Site Plan – Special Use approval extension on property located at 4307 Shortsville Rd, tax map no. 44.00-1-23.112 in a RR district pursuant to Chapter 325 Section 40.31-325-64.1.

Chairman Scott VanAken asked the applicants if there are any changes to the approved plans. Steve Fantuzzo said the plans are all the same as last year, no changes. Chairman VanAken asked why the applicants are seeking an extension, and Steve Fantuzzo said the government shutdowns this year were a big contributing factor. He said the delay is mostly environmentally driven, but the process has also been slow moving. Will Grover gave an example of one delay. He said that the DEC had restrictions barring them from cutting down trees on the property for several months, which meant they were unable to proceed with other parts of the project. Will also talked about some jurisdictional debates between the DEC and the Army Corp of Engineers, which have since been resolved. He noted that they did receive a no negative impact letter. Chairman VanAken asked how long the applicants expect this project to take, and Mr. Grover said they're hoping to have permits by March 31st and start construction on November 1st. He said it will most likely be later than that, though. Scott asked more specifically how long of an extension they're looking to get, and Steve Fantuzzo said they want a 1-year extension. Code Enforcement Officer Marty Barnett asked if the project is still through Verizon Wireless, and Mr. Fantuzzo said it is.

A brief discussion was had about code and site plan extensions.

Chairman VanAken said he'd feel comfortable recommending a 1-year extension. Steve Buerman asked if the applicants would need to have the project completed by that deadline, or if they just need to have permits, and Scott said they just need to be permitted. Board Member Pauline DeCook suggested an 18-month extension. Board Members Tammy Worden and Christine Ciardi said they liked that idea. Board Member Lee Sanders noted that extending the project beyond 18 months could see changes to the decommissioning requirements.

A motion was made by Steve Buerman to provide an 18-month extension for Site Plan – Special Use #4662-24 submitted by Verizon Wireless, noting that building permits must be obtained no later than June 17, 2027. This motion includes a note that the Decommissioning Plan must be reviewed by the Town of Manchester Attorney as part of permitting process initiated by CEO, before any permits may be granted. Motion seconded by Tammy Worden. All voted "Aye." Motion carried.

**Previous Minutes:**
A motion was made by Lee Sanders to approve the November 18, 2025 meeting minutes. Motion seconded by Jefferey Flower. All voted "Aye." Motion carried.

Meeting ended at 7:32pm.

Respectfully submitted,

Scott VanAken
Chairman, Planning Board

Laurel Pitcher
Recording Secretary