

## Danbury Planning Board

August 12<sup>th</sup>, 2025

### Un-Adopted

The Danbury Planning Board met on Tuesday August 12<sup>th</sup>, 2025 in accordance with the schedule adopted and posted. John Taylor called the meeting to order at 7:00 p.m. and welcomed everyone present. John asked if anyone had a conflict of interest and hearing none, proceeded with the meeting.

#### **Present:**

John Taylor, Vice Chair

Jim Phelps

Edward Esty

Maggi Winn

Anna Offen, clerk/alternate

**Not Present:** Caelan Taylor -alternate, Mark Zaccaria, Chair, Frances Bliss, Selectmen ex-officio, Kristen McKenna, Gary Donoghue, alternate

**Guests:** Katelyn Komisarek

John Taylor appointed Anna Offen as a voting member of the board.

Anna Offen read into record an email resignation from Mark Zaccaria.

Jim Phelps made a motion to accept the resignation of Mark Zaccaria, with appreciation for his years of service, John Taylor seconded. **Motion passed unanimously.**

Jim Phelps made a motion to appoint Gary Donoghue from alternate to full member, with a term ending March 2026, Maggi Winn seconded. **Motion passed unanimously.**

Jim Phelps made a motion to appoint John Taylor as Chair of the Planning Board, Anna Offen seconded the motion. **Motion passed unanimously.**

Jim Phelps made a motion to appoint Gary Donoghue as Vice Chair, Maggi Winn seconded. **Motion passed unanimously.**

The meeting minutes were reviewed from 7/8/2025. Edward Esty made motion to approve the minutes as amended, Maggi Winn seconded. **Motion passed unanimously.** *\*Amendments to include correcting a line on page 2, paragraph 2 from "Gary made motion" to "Gary made a motion"*

At 7:15pm John Taylor re-opened the public hearing on the 2025 Annual Capital Improvement Plan (CIP). Anna Offen mentioned that the only potential change was to line item #17. Jim Phelps made a motion to change the replacement cost number for the 2009 C-500 Kenworth from \$600,000.00 to \$400,000.00, Maggi Winn seconded. **Motion passed unanimously.** Anna Offen made a motion to accept the CIP as amended, Jim Phelps seconded. **Motion passed unanimously.**

The board spoke with Katelyn Komisarek regarding the open planning board clerk position and reviewed her resume. Anna Offen made a motion to hire Katelyn as the new clerk for the planning board effective immediately, Maggi Winn seconded. **Motion passed unanimously.**

John read the following permits into record:

Jeffrey M. Deuink Revocable Trust, 130 Moose Meadow Lane, **Tax Map 410, Lot 100**, Construction of off-grid 24' x 32' cabin

Jeffrey Wetton, Eastern District Rd, **Tax Map 410, Lot 090-010**, Solar panel system mounted to the garage roof.

A discussion was held regarding the future process of the CIP. Gary Donoghue had emailed a proposed form that would be sent out to the Department Heads requesting more information on what they would be looking to replace and the cost, usage, etc. prior to the CIP meeting. Jim Phelps suggested that we also think ahead to the needs of the town and the current staffing of departments to determine if a vehicle would actually need to be replaced when that time comes.

At 7:49pm Jim Phelps made a motion to adjourn, Maggi Winn seconded. **Motion passed unanimously.**