

LITCHFIELD PLANNING AND ZONING COMMISSION
MEETING MINUTES
Monday November 17, 2025, 7:00 p.m.
Town Hall Annex, 80 Doyle Rd. Bantam
In Person Meeting

1. Call to Order - Appointment of Alternates

C. Bramley called the meeting to order at 7 p.m., took attendance, and welcomed the newly elected and returning commissioners.

Members Present: C. Bramley, P. Losee, C. Bunnell, R. Lupo, G. Fuessenich, M. Eucalitto, S. Simonin, R. Greenwood, D. Corriea, S. Healy, LUA S. Musselman.

Members Absent: None.

Appointment of Alternates: None.

2. Commissioner's Requests

C. Bramley requested that two items be added to the agenda: Item 4c. Peloquin – Text amendment to Section 1.7 RHOW & Item 4d. Appointment of PZC Representative to the Capital Improvements Committee.

M. Eucalitto moved to add an Item 4c. Peloquin – Text amendment to Section 1.7 RHOW to the agenda. P. Losee seconded and the motion to add carried unanimously.

M. Eucalitto moved to add an item 4d. Appointment of PZC Representative to the Capital Improvements Committee. C. Bunnell seconded and the motion to add carried unanimously.

3. Public Hearing

- a. 16 South Street – Litchfield Preservation Limited Partnership** – Special exception for residential use within a business building in the HTC district. MBL# 206-047-014. Received 11/3/25.

Cleve Fuessenich was present for the application on behalf of the Litchfield Preservation limited Partnership and submitted the abutter notices which were confirmed by P. Losee. C. Bramley then read the legal notice published on 11/7 & 11/10 in the Republican-American.

C. Fuessenich explained that an existing office space on the south side of the second floor is proposed to be converted into a 1-2 bedroom apartment with a full kitchen and bathrooms. The space was historically an apartment and was converted to office space about 40 years ago. There will be no dedicated parking for this apartment, and tenants will have to use the Municipal Lot. The apartments on the 3rd floor have dedicated parking spaces and C. Fuessenich indicated that the LPLP is working on acquiring more parking spaces.

With no further discussion or public in attendance S. Simonin moved to close the public hearing. R. Lupo seconded and the motion to close the hearing carried unanimously.

S. Simonin moved to approve the special exception application for residential use within a business building at 16 South Street. M. Eucalitto seconded and the motion to approve carried unanimously.

4. Other Business

- a. New Commissioner Onboarding:** Welcome, discussion of regulations, POCD, by-laws, and code of ethics.

C. Bramley welcomed the newly elected Commissioners and highlighted the information provided to them in their binders prepared by the Land Use Office including the regulations, bylaws, and code of ethics. The POCD was briefly discussed as well and C. Bramley noted that the Commission will begin working on this in the new year.

C. Bramley then gave an overview of the pending legislation HB-8002 and shared a summary that will be emailed out to the Commission.

- b. Approval of 2026 Meeting Calendar**

P. Losee moved to adopt the 2026 Meeting Calendar as presented. C. Bunnell seconded and the motion carried unanimously.

- c. Peloquin – Text amendment to Section 1.7 RHOW**

C. Bramley noted that the application was incomplete as the fee wasn't submitted and no materials supporting the proposal were received. S. Musselman recommended the Commission deny the application without prejudice for being incomplete.

S. Simonin moved to deny the text amendment application to Section 1.7 RHOW without prejudice for being incomplete. P. Losee seconded and the motion to deny without prejudice carried unanimously.

- d. Appointment of PZC Representative to the Capital Improvements Committee**

S. Simonin inquired when the meetings were held. C. Bramley responded that they are scheduled for every 1st and 3rd Tuesdays of the month, although the group meets very infrequently. S. Simonin stated that he'd be interested in joining the group. With no other Commissioner interested, C. Bramley appointed S. Simonin to be the PZC Representative to the Capital Improvements Committee.

5. Approval of Minutes – November 3, 2025.

S. Simonin moved to approve the 11/3/25 PZC minutes. M. Eucalitto seconded and the motion to approve carried unanimously with the exception of G. Fuessenich who abstained.

- 6. Correspondence:** None.

- 7. Executive Session – Pending Litigation.**

M. Eucalitto moved that all members present and S. Musselman go into Executive Session on the subject of pending litigation at 7:26 p.m. R. Lupo seconded and the motion carried unanimously.

C. Bunnell moved to leave Executive Session at 7:39 p.m. with no action taken. P. Losee seconded and the motion carried unanimously.

8. Adjournment

S. Simonin moved to adjourn at 7:40 p.m. C. Bunnell seconded and the motion to adjourn carried unanimously.

Respectfully submitted,

April Blasavage
Land Use Administrative Assistant