

**Westmoreland Planning Board**  
Minutes of October 19, 2020

Present: Lauren Bressett, Bruce Smith, Tim Thompson, Alison Fissette, Jim Starkey, Elaine Moore.

Excused: Larry Siegel, Russ Austin – Selectman. Public attending: Alan Bell, John Fontaine.

Chair Lauren Bressett called the meeting to order at 6:30pm.

Bruce Smith moved to approve the minutes of September 21, 2020 as written, seconded by Tim Thompson.

All in favor. Minutes will be placed on file.

Mr. Bell was in for an informational session on his property on London Rd regarding possible subdivision. The board answered questions and gave him some additional resources to check out.

John Fontaine spoke to the Board regarding a lot line adjustment on his properties on Butterfield Hill Road. The board answered his questions and gave him information on what needs to be included with an application.

The Board reviewed the draft NOTICE OF CHANGE IN NON-RESIDENTIAL USE form. Questions regarding confidentiality were discussed. Bruce stated he feels this form would meet the requirements of the ordinance as well as the need for notification for town records when properties are changed to a different owner or use. The form would be signed by the Zoning Administrator with a copy given to the Town Office and a copy to the Fire Chief. Some questions about confidentiality will be researched.

Small Structures were discussed. Alison Fissette made a motion Under Section 104 Terms to add to the definitions of Structures: Portable, Small and Temporary the following sentence. Cannot be used as a dwelling. Seconded by Bruce Smith, all in favor, so passed. Motion made by Jim Starkey for Section 2:03 to read as follows: No permit will be required for portable or temporary structures. (as defined under 104 Terms) or for maintenance of an existing building or structure. Seconded by Bruce Smith. **The vote was 4 approved with 2 not in favor.**

Section 104 Terms – Building definition was discussed. Bruce made a motion to table until the Board verifies changes will not run into conflict with other definitions/ordinances. Seconded by Jim Starkey, all in favor.

Jim Starkey moved to adjourn the meeting, seconded by Bruce Smith. Chair closed the meeting at 8:15 pm.

Respectfully submitted,

Elaine Moore, Clerk