

Westmoreland Planning Board Approved Minutes
February 19, 2024

Attending: Lauren Bressett, Bruce Smith, Liana Capra, Alison Fissette, Tim Thompson, Kristen Riley (clerk), John Snowdon (selectman), John Stronk (alt.), **Excused:** Larry Siegel (alt.)
Lauren Bressett called the meeting to order at 6:30 pm

Review of Work Session Minutes 1/11/24 + Minutes 1/15/24

1/15/24: Tim Thompson moved to accept minutes as written. Bruce Smith Seconded that motion. All voted in favor.

1/11/24: Alison made a motion to accept minutes as written. Liana Capra seconded that motion. All voted in favor.

Hearing: Subdivision + Site Plan Changes

Lauren Bressett opened the hearing at 6:31 pm. There was no one present that wished to speak about these changes. Lauren Bressett stated the hearing would remain open until after the next item of business in case anyone arrives to speak. Hearing continued at 6:48. No one was present asking to address the board so hearing was closed. Lauren Bressett noted that on the abutters list “owner” and “professional” should be added to the page to ensure that those required notices are included on the list . Alison suggested that the order of the applications and checklists should be rearranged. The new order shall be:

Lot Merger

Lot Line Adjustment Application

Lot Line Adjustment Checklist

Conceptual or Design Review

Subdivision Application

Minor Subdivision Checklist

Major Subdivision Checklist

Alison noted that January 2024 needs to be changed to February 2024 on page 1. None of these changes make any changes to the regulation procedures. Alison made a motion to approve the changes to the regulations and send them to the selectmen for final approval. Bruce Smith seconded that motion. 7 voted in favor. John Snowdon abstained.

Boundary Line Adjustment: Ingram

Alison made a motion to accept the application as complete enough to move forward, reserving the right to ask further questions. John Snowdon seconded that motion. All voted in favor.

Lauren asked the zoning administrator, Laurie Burt, if the applicants are compliant with zoning regulations. Laurie said yes.

Lauren Bressett opened the hearing at 6:40 pm. Ian Ingram is looking to do a lot line adjustment of 3 acres from the abutting property. Lauren asked if there was anyone that wished to speak on the proposal, No one responded. The hearing was closed.

Lauren Bressett noted the lot line adjustment doesn't make either lot nonconforming. Others agreed. John Snowdon makes a motion to accept the lot line adjustment as presented. Bruce Smith seconds that motion. All voted in favor.

Old Business: R2-11

Kristen Riley sent a letter to the property owner and there has been no response. John Snowdon requested that a copy be sent to the administrator and this will be discussed at the next selectmen meeting.

Flow Chart

To the subtitle, add "lot change" and change "reconstruction" to "restoration".

Future Applicant Procedures

Lauren Bressett discussed the application process. Currently, the applicant will contact the clerk 20 days prior to the deadline to submit an application, which is 21 days before the next planning board meeting. She suggested that if the clerk sees there are clear errors in the application that would deem it not complete for the hearing at the 21 day mark, the board should designate someone to join the clerk and hold a meeting with the applicant. The perceived deficiencies could be noted. The applicant would have the choice to send the application forward as is or to postpone the submission of the application to the board to the following month. After discussion the board agreed this should be done and that either the chair or co chair should be present with the clerk at this meeting, as a witness.

Alison moves to adjourn the meeting. Liana Seconds that motion. All voted in favor. The meeting adjourned at 7:42 pm.

Recorded by Kristen Riley, clerk.