

Westmoreland Planning Board Minutes  
1/16/23

**Attending:** Lauren Bressett, Tim Thompson, Bruce Smith, Larry Siegel, Liana Capra, Alison Fiset, Kristen Riley (Alt., clerk) **Excused:** John Snowdon (selectman).

Lauren Bressett called the meeting to order at 6:34 pm

**Review of 12/19/22 Minutes**

Bruce Smith moved to accept minutes as written. Larry Siegel seconded that motion. All voted in favor.

**Amend Rules of Procedure**

The board reviewed the rules document. Larry Siegel said we should address modern technological advances, such as Zoom. This is a tool other towns are adopting and the state has issued guidelines for its legal use. Lauren said as of now, the town hall does not have the proper equipment to make this feasible. She will bring this up with the selectmen.

2.4 Delete last sentence.

2.5 Change "secretary" to "town administrator"

3.2.3

- Secretary will have agenda out no later than Thursday morning.
- There is no public access book.
- At conclusion of site plan review, file plat in Planning Board file, notify applicant of decision.
- file bonds/letters of credit with the town administrator.
- Maintain a separate pending application file.
- Work with town administrator to keep track of tickler file.

4.1.2 Change "~~make every effort~~" to "are encouraged" .

4.2.1 Add state procedure to town procedure.

Add 4.2.2 recommended alternates paragraph

4.4 Eliminate title, "Board Service of Limitations"

Change "chairman" to "chair" throughout the document and selectmen to selectboard.

5.1 Correct regular meeting day/time

6.3 A.change to: Call to order by chairman and appointment of alternates; eliminate item b.

6.5 Eliminate "roll call." Add "A tie vote is considered a denial. If there is a tie vote, then another motion should be discussed."

7.1 Add after Secretary of the Board "or the boards agent"

8.1. Add after All forms" including but not necessarily limited to application, checklist, and waiver requests" prescribed herein and revisions thereof shall be adopted by resolution of the Board and shall become part of these rules of procedure.

9.1 Change notification to posting at the Westmoreland Post Office, the Town Hall and on the town website.

10.1.1 Eliminate "and ask for the Secretary's report on the proposal."

10.1.2 Change to Secretary shall confirm required procedures have been completed.

10.1.3 Add "Within 30 days of receipt, The board considers application completeness, waivers (if any) and acceptance. If the application is complete the chair opens the public hearing for the applicant to make their presentation."

10.6 Change "adjourn" and "adjournment" to "continue" and "continuation".

11.1 Change 90 days to 65 days. If the board decides there is regional impact, the board will render notice of decision in 90 days.

11.3 Change timing to within 5 business days and add: The notice shall include specific findings of act supporting that decision Add state reconsideration procedure

12 Eliminate "These record shall include" and add: Shall be given to the town administrator for posting ont he town website.

13.1 Site Visit. A "site visit"; is defined as a visit by a quorum of the board to a location which is the subject of an application before the Board, and involves going onto the property or visiting areas, in the company of the owner applicant or their agent, which are not customarily available for public inspection.

13.3 Eliminate "At the same time the Chair shall ask if unaccompanied board visits will be permitted."

### **Additional Comments**

Alison recounted the recent select board meeting. She has concerns that residents have brought up ordinance violations and these are not being followed up on. Alison thinks it would be helpful to notify residents in violation before there is a formal complaint. Many residents are not aware of the zoning regulations in place and it could be helpful to inform them prior to a formal notice. Larry Siegel suggested that the town website could include a page where the board would highlight specific ordinances and provide residents with relevant, factual information.

Alison moved to adjourn the meeting at 8:37. Liana seconded that motion. All voted in favor.  
Kristen Riley, clerk.