

Westmoreland Planning Board Unapproved Minutes
2/20/23

Attending: Lauren Bressett, Tim Thompson, Bruce Smith, Liana Capra, Alison Fisetto, Kristen Riley (Alt., clerk), John Snowdon (selectman)

Excused: Larry Siegel

Lauren Bressett called the meeting to order at 6:32 pm

Review of Minutes 1/16/23

Bruce Smith made a motion to accept minutes as written. Alison Fisetto seconded that motion.

Approved unanimously with John Snowdon abstaining.

Second Review of Planning Board Procedures

2.4- Add “the town administrator is authorized to administer the oath.”

Bruce Smith suggested putting the revision history under the title.

Discussion of names for the master plan committee and the process

Currently there are 9 names on the master plan committee list. The board has decided to set a deadline to join by the next meeting, March 20, 2023 at which point the board will forward suggested names to the select board for appointments..

Adjustment of site plan and subdivision regulations regarding waivers

Currently applicants must fill out the entire checklist. The planning board can issue waivers.

On Section XII, of site plan regulations add:

3. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

If an applicant does not provide an item on the checklist, they need to specifically request a waiver.

The board decided to include a form for waiver requests to make it a more deliberative process and clearly stating why they are requesting the waiver.

Findings of Fact

A legislative change is that whenever the board makes a decision, they need to list the reasons why they approved or denied the applicant. During the hearing, the members of the board should formally discuss the findings of fact. While the state planning board handbook suggests that the board consults with a lawyer on the findings of fact as well, this could be a significant expense to the town. For normal approvals, minutes and board discussion will be used to lay out the facts. Whenever something is controversial or approval is denied, town counsel will be contacted..

Other Business

Section 7:02 in ordinances- change “this,” to “any.”

Alison Fisetto moved to adjourn the meeting. Bruce Smith seconded that motion. All in favor. The meeting adjourned at 8:12 pm.

Recorded by Kristen Riley, clerk. Draft.