

Westmoreland Planning Board  
Joint Meeting with Master Plan Committee  
September 8, 2025  
Unapproved Minutes

Attending: Lauren Bressett (chair) Bruce Smith, Alison Fissette, Liana Capra, Larry Siegel (alt.), Mark Terry (selectman rep.), Lisa Prince (alt.), John Stronk (alt.)  
Excused: Tim Thompson.  
Lauren Bressett called the meeting to order at 6:00pm. John Stronk was seated for Tim Thompson.

**Review of Minutes-8/4/25**

Liana made a motion to approve minutes, John Stronk seconded that motion. All voted in favor.

**Informational Session- Jim Larkin, R14-34**

Jim Larkin asked clarifying questions before resubmitting his site plan for the Planning Board to review.

**Planning Board Hearing Deadline**

There is general feedback that the meeting with a clerk 20 days prior to the 21 day state deadline making it 41 days prior to the hearing is too long. The town is mulling over having the town administrator be the zoning and planning board clerk. With the clerks now being in the office four days a week, the hearing process could be faster. Alison Fissette suggested that we reword the ordinance to say "it is highly recommended that the applicant meets with the clerk at least a week prior to the application deadline."

**Site Plan Regulations Changes**

Additional changes besides those submitted in the draft are as follows:

Cover: change email to new town and board emails.

V. B. change required to highly recommended

V.B.1. Reword: Prior to submission of any application, it is highly recommended that the applicant meet with the Planning Board Clerk at least one week prior to the application submission deadline.....

Home Business checklist:

A.2 decided not to require a scale to the plan

G. Items 2 and 3 should be separated out.

C.1- Remove "approximate".

VI- B. Renumber

Site Plan Review Checklist:

H. Utilities and Drainage- add is the location of septic shown.

I. LANDSCAPING, SIGNS, LIGHTING

3. Is the location, size, type and lighting of all existing and proposed signage

indicated on the plat? Add a new number: Does it comply with the Westmoreland Sign Ordinance? Combine 4 and 5.

**Land Use Maps**

Lauren Bressett reminded the board that the master plan has requested to meet the following day at 7pm to discuss potential land use maps that would be created by the SWRPC.

**Land Use Changes Webinar**

Lauren Bressett reminded the board that the webinar on Land Use law changes is September 18, 12 to 1:30. The selectmen have invited folks to view it as a group at the town hall.

Larry Siegel made a motion to adjourn the meeting. Liana Capra seconded that motion. All voted in favor. The meeting adjourned at 8:04 pm. Recorded by Kristen Riley. Draft.