

**Westmoreland Planning Board**  
**February 17, 2025**  
**Unapproved Minutes**

Attending: Lauren Bressett, Bruce Smith, Liana Capra, Alison Fissette, Bill McGahie, Tim Thompson, John Stronk (alt.)  
Excused: Larry Siegal (alt.)

**Review of Minutes: 1/20/25**

Correction: Lauren “will” make a cheat sheet, instead of “with”  
Liana made a motion to accept the minutes as amended. Alison Fissette seconded that motion. All voted in favor.

**R14-34**

The Larkins plan to go forward with a zoning hearing. Their lawyer will be reaching out on their behalf. Bruce reminded the board that they are 5,300 square feet over into the wetlands. Also, they have 10 parking spaces when they were approved for 6 parking spaces.

**Old Business**

Lauren Bressett brought up topics from the land use board meeting that took place earlier in the month.

Land Use Board Hearing- amnesty period: Residents will be notified of their violation and be given a year to comply. If they do not take action within that time, they will be fined until they do. Liana Capra thinks it is important that the selectboard make their suggested change of the word amnesty to “grace period”.

Preconditions of Approval: Lauren Bressett noted that there was discussion but no solution on a way to track any actions that have happened, so others can be aware of that when making decisions. This will likely need to be a selectmen established procedure.

Class VI Roads: Lauren Bressett says that the board should watch the webinar on class VI roads. While the selectmen regulate roads, the planning board does review road plans and can make suggestions. The state is considering a lot of new regulations. These don’t translate well to rural towns, since they don’t have the infrastructure to support this. Lauren also mentioned that the state is considering making septic approvals less restrictive.

Planning Board Meeting Schedule: First Monday of the month at 6 pm. March will remain on Monday, 3/17 at 6:30. We will then switch to First Monday of the month, April 7 at the new time of 6 pm.

**Planning Board Hearing Process**

Lauren Bressett distributed Planning Board cheat sheets to all of the members and went through it with everyone. This will be a helpful tool for planning board hearings and making sure everyone is following the proper procedure. Folks felt that with the requirements for more specifics noted during discussions and reflected in the notice of decision that a reminder form be used where each board member could track important points. Lauren will create a draft.

Professional Seal: Lauren Bressett explained that the Planning Board requires a seal for a subdivision, but not for the site plan. In the Site Plan Regulations, before "A. Plat submission Items, Lauren proposes that it now says, "all commercial businesses must have their site plan prepared by a licensed professional." Home businesses will be determined by the planning board. This will be taken out of the "other" section where it is found now, as well. Lauren said the board should look at the site plan regulations to see if anything else needs to be changed especially any other suggestions the board has made for home business.

### **New Business**

Alison and AI- Alison Fissette put the zoning ordinances through Chat GPT to see how it it would organize them. The preliminary results look promising. She is still working with it, but is going to continue to explore them. It may mean that there would be less work that SWRPC would do for reorganizing, possibly reducing the price.

Alison Moved to adjourn the meeting. Liana Seconded that motion. All voted in favor. The meeting adjourned at 8:05 pm. Recorded by Kristen Riley. Draft.