

Westmoreland Planning Board  
May 5, 2025  
Approved Minutes

Attending: Lauren Bressett, Alison Fissette, Bruce Smith, Bill McGahie, Liana Capra, Tim Thompson, Kristen Riley (clerk), Alternates John Stronk & Lisa Prince.  
Excused: Mark Terry, Larry Siegal

**Review of Minutes: 4/1/25**

Bruce Smith made a motion to approve minutes as presented. Tim Thompson seconded. All voted in favor.

**Updates on R14-57-Mark Florenz**

Mr. Florenz reported that tenants are being evicted for next month. The plan is to combine the two units to be a single family apartment. He is working with the health officer and the building inspector to bring the unit into compliance.

**Informational Hearing**

Matt Lily came in for an informational hearing. The procedures that must be followed were reviewed. The board agreed that if they can get the complete application to the clerk by May 8, they can get their hearing onto the June agenda, however if anything is missing and the board votes it incomplete, a new application will need to be started.

**Todd Horner and Sarah Balinger, Southwest Regional Planning Commission**

They understand the task is to reorganize ordinances in a user friendly way. Todd Horner passed out a draft scope of work that they are offering. He asked if the plan is to bring the reorganized ordinances to the town vote. He recommended this. If this were to happen, the board would need to hold hearings no later than January, earlier would be better. It was noted that the general regulation section is very large and needs more structure. Lauren mentioned that definitions might need to be where it applies, as opposed to in an index. Todd explained that hot links for those viewing online might be the way to go. However, that would not work for hard copies. Todd noted that after hearing about more specific concerns and general goals, they would go through current ordinances marking up with observations that they make and identifying provisions that they would suggest. They would check in with the planning board and discuss their marked up copy. They would then talk about how they would move forward, either grouping things or shifting things around. After getting feedback, they would then restructure the ordinances. Next, the Planning Board would provide more of their feedback, and then they would finalize. Starting this process by August at the latest would allow everything to stay on schedule. Lauren said that currently the tables are in the back of the ordinances, and she thinks moving those to the front would mean more folks would refer to them. She also noted that while the contract doesn't include new ordinances, if any gaps or concerns are noted during SWRPC review, to please note those as well..

Alison Fissette made a motion to accept the proposal from SWRPC. Liana Capra seconded that motion. All voted in favor. Lauren will forward the contract to the selectmen for signing.

**Snow Removal Proposed Ordinance**

No person is allowed to shovel, plow, blow, or place snow or ice onto any part of a sidewalk, street, or highway that people travel on—unless they have permission from the road agent and the property owner whose land the snow or ice should be placed upon, under specific conditions. Snow and ice can be placed along the edges of roads or sidewalks as a normal part of clearing them.

### **Debris Removal Proposed Ordinance**

No person is allowed to rake, blow, or place brush, leaves, grass, other debris onto any part of a sidewalk, street or highway, including the right of way of such streets—unless they have permission from the road agent and the property owner whose land the debris would be placed upon, under specific conditions.

### **Clerk Position Discussion**

Lisa Prince asked questions about the clerk position. She asked how many hours per week it takes. Kristen Riley said it is typically 5 to 7 hours a month. Lisa also asked if the clerk meets alone with applicants. Kristen Riley said that it depends on who the client is, but they can always ask someone to join. Kristen Riley mentioned how she thinks that if a meeting with an applicant requires someone else to attend, it should be the Planning Board Chair or Co-Chair. Applicants will get the most accurate answers, and it would keep it limited to matters relevant to the application, as well as in compliance with current ordinances. The board agreed that this was the best procedure.

### **Special Exception V. Permits**

Lauren Bressett told the board to think about things that might be best addressed by a permit, including items that are currently under special exception and might be able to be a permit instead. This would mean the selectmen would need to determine who manages the permitting process.

Liana Capra moved to adjourn the meeting. Lisa Prince seconded that motion. All voted in favor. The meeting adjourned at 8:00 pm. Recorded by Kristen Riley, Clerk. Approved.