

Westmoreland Planning Board  
April 7, 2025  
Approved Minutes

Attending: Liana Capra, Tim Thompson, Bruce Smith, Lauren Bressett, Bruce Smith, Alison Fissette, Mark Terry (selectman rep), John Stronk (Lisa Prince (alt.), Larry Siegal (alt.), Kristen Riley (Clerk)

Lauren Called the meeting to order at 6:00 pm.

**Review of Minutes, 3/17/25**

Alison made a motion to accept minutes as written. Larry Siegal seconded that motion. All voted in favor.

**Running List of Pending Applications**

Laurie Burt and Bill McGahie attended the meeting to weigh in on updates from various properties that are either in violation, or have pending site plan applications.

R14-34: They need a zoning variance for exceeding the 20% coverage with structures.

U2-7: The business owners will be home in a week and will reach out to Kristen. They will meet with the planning board clerk by April 21.

R14-57: Mark Terry said he met with selectmen and Scott Talbot to go over everything. He can't get into the larger apartment of the duplex because the tenant will not let them enter. Florenz will start fixing things in the smaller apartment.

Lauren mentioned a property that is advertising their farm stand. They are selling baked goods and eggs, but it appears unlikely that 35% is coming from agricultural products from the property. Laurie Burt will contact the property owner to inform them of the state RSA on farm stands and Westmoreland's regulations on home business..

**Discussion of Snow Ordinance**

Lauren sent Nashua and Keene's snow ordinances. Bruce Smith referenced the Nashua snow ordinance, and agreed that the ordinance should allow for residents to get authorization to put the snow across the road, from the road agent and with owner permission if it is someone else's property. Kristen Riley entered the snow ordinance into ChatGPT to make it more reader friendly. Here is the result:

"No one is allowed to shovel, plow, blow, or place snow or ice onto any part of a sidewalk, street, lane, or highway that people travel on—unless they have permission from the road agent under specific conditions."

Alison will work with ChatGPT to look into a littering ordinance and brush ordinance.

**Site Plan Regulations (especially home business)**

Site Plan Review application:

Larry Siegal suggested we write, " add additional pages for responses if needed." Alison Fissette was apprehensive, because she thinks having more pages could make it easier to lose a piece of information.

\_\_\_ Copies of the plan of the property—**verify with the Planning Board Clerk for number of copies.**  
This wording should be on all applications, as opposed to listing an amount.

Put a deadline for application submission at noon in the regulations.

On the Home Business Site Plan Review checklist:

A. 2. **Is the plan to scale and** does the size of the plan make it easy to read and understand?

A. 3. Are names of all abutters and all holders of conservation or preservation easements shown on the plat? Are names and mailing addresses shown on the plat or a separate sheet?

Take B. 2. out, it is already listed.

C. 1. Are boundary lines, **setbacks**, and dimensions shown?

C. 4. Is road frontage shown?

F. 1. Is the approval by NH Water Supply and Pollution Control Included? Or, has the existing system been certified by a licensed septic designer as to sufficiency of system?

F. 2. Is the location of existing and/or proposed on-site septic system shown?

F. 3. Is the location of existing and/or proposed on-site well(s) shown (indicating a 75-foot radius on the property)?

G. 1. Are abutting residential structures adequately screened or buffered from any external impact?

Site Plan Review Application:

On page one of the site plan review application, write “ add additional pages for responses if needed.”, as suggested by Larry Siegal.

Kristen Riley suggested adding a signature spot to the application that states: I understand that the site plan is not approved until I have a copy of the final site plan signed by the planning board.

Site Plan Review Checklist:

C. 1. Are boundary lines, setbacks, dimensions and bearings shown?

~~F. 2. Is sight distance at access point(s) shown and is it adequate all season safe sight distance?~~

Add H 3. Is location of the septic shown?

I. 4. Are the locations, type and nature of all existing and proposed exterior lighting shown? Is all exterior lighting facing downward so that it does not glare on abutting properties or out toward traffic?

Other areas of the site plan:

Alison Fisette noted that Alteration of Terrain is called something different in the ordinance book.

Section VI B. Other- 3.d Any cumulative disturbed area of 100,000 square feet or 50,000 square feet within the protected shore land (per RSA 483-B) also requires an Alteration of Terrain permit from the NH Department of Environmental Services (**NH DES**).

100,000 square feet of contiguous terrain (50,000 square feet, if any portion of the project is within the protected shoreland), **or disturbs an area having a grade of 25 percent or greater within 50 feet of any surface water.**] **Smaller disturbances may also require an AOT, verify with NH DES.**

**House of Representatives: Bills up for Vote**

Mark Terry suggested that the town should write a letter to the governor. Larry Siegal said he would take this on. Lauren asked if drafting the letter meets RTK rules if done via email. Mark felt it was ok.

Larry Siegal asked what points are important for him to touch upon in his letter to Governor Ayotte. The following was listed:

These bills would be taking authority from the towns

Rural vs. urban

They would not be protecting town conditions, including geography and natural resources

SB 281 SB 84 SB170

Alison Moved to adjourn the meeting. Bruce Seconded that. All voted in favor. The meeting adjourned at 8:00 pm. Recorded by Kristen Riley, Clerk. Approved.