



## MINUTES OF PLANNING BOARD MEETING

Monday, May 4, 2015

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Scott Farwell, Carolyn Perry, Bill Appel and Jerry Nault

Members absent: Carol Chavarie and Tom Squiers

*Others present:* Tom Reed, Town Manager Theresa Haskell

### **Call to Order**

The meeting was called to order at 7:01 p.m., by Substitute Chairperson Jerry Nault.

### **Previous Meeting Minutes, Consideration & Action**

**Carolyn Perry moved that the minutes from the April 6, 2015 Planning Board meeting be accepted as written. Bill Appel seconded, approved, 4-0.**

**Public Comment**—Tom Reed handed out a document with questions that he hoped would be addressed in any gravel pit/mineral extraction ordinance considered by the Planning Board. The questions involved definitions of working and closed pit and reclamation and setback standards. The Planning Board members agreed to review sample mineral extraction ordinances and discuss at the next regular Planning Board meeting.

### **Unfinished/Old Business**—

**Windsor Subdivision Ordinance and Related Forms** Jerry Nault presented a draft of Parts A and B of the Subdivision application/checklist to the Planning Board. The Planning Board and Town Manager Theresa Haskell reviewed the draft and suggested changes. Jerry will work on a draft of Part C, which he will present to the Planning Board during a Special Planning Board Meeting on June 8, 2015.

**Planning Board Secretary** Theresa Haskell reported that the Board of Selectmen have added a part-time Planning Board Secretary position to the proposed budget, to be voted on by the town at the next Town Meeting.

**New Business**—Town Manager Theresa Haskell said she would like to have a Planning Board report in next year's Windsor Town Report to cover Planning Board activities during the calendar year 2015.

### **Adjournment**

The meeting was adjourned at 8:00 p.m.

**There will be a Special Planning Board meeting held on Monday June 8, 2015 at 7:00 pm to discuss the draft Subdivision Ordinance.**

**The next regular Planning Board meeting is scheduled for Monday, August 8, 2015, at 7:00 pm.**

Respectfully Submitted,  
Scott Farwell, Secretary