



## MINUTES OF PLANNING BOARD MEETING

Monday, December 5, 2016

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: Carol Chavarie, Carolyn Perry, Scott Farwell, Bill Appel, Tom Squiers, and Jerry Nault

Members absent: none

Others present: Tom Reed and Town Manager Theresa Haskell

### Call to Order

The meeting was called to order at 7:03 p.m., by Chairperson Carol Chavarie.

### Previous Meeting Minutes, Consideration & Action

**Jerry Nault moved that the minutes from the November 7, 2016 Planning Board meeting be accepted as written. Tom Squiers seconded, all approved, 6-0.**

**Public Comment**—No public comment.

**Unfinished/Old Business**—Changeable Sign Ordinance: The Planning Board reviewed a draft Windsor Changeable Sign Ordinance. After discussion, **Carolyn Perry moved that the draft ordinance be accepted with two modifications: a sentence regarding monetary penalties and numbering of the paragraphs. Jerry Nault seconded, all approved 6-0.** The draft will be presented to the Board of Selectmen. Theresa reported that in regards to the planned changeable sign for the Town Office, the DOT inspected the proposed location and said that the request is approvable and will be reviewed at the next opportunity at the DOT.

Planning Board Materials: Carol, Jerry and Tom plan to meet after the first of the year to get the project started using the card file and envelope labeling methodology discussed and agreed upon at previous Planning Board meetings.

**New Business**—Jerry Nault reported that he had been approached by a Windsor resident who requested that an ordinance be created requiring trash thrown into dumpsters to be in trash bags. This request will be passed along to the Board of Selectmen as the Planning Board does not initiate ordinances.

### Adjournment

The meeting was adjourned at 7:50 p.m.

**The next regular Planning Board meeting is scheduled for Monday, February 6, 2017, at 7:00 pm, and will occur on a quarterly basis until further notice.**

Respectfully Submitted,  
Scott Farwell, Secretary