



MINUTES OF PLANNING BOARD MEETING

Monday, February 5, 2024

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: Jerry Nault, Scott Farwell, Jeffrey Murch, Dan West and Tom Squiers.

Members absent: Chair Carol Chavarie, David Landmann

Others present: Windsor Selectperson Ray Bates, Bonnie Squiers and Tom Reed.

Call to Order

The meeting was called to order at 7:00 p.m., by Vice-Chair Jerry Nault.

Previous Meeting Minutes, Consideration & Action

Tom Squires moved that the minutes from the January 22, 2024 special Planning Board meeting be accepted as written. Jeffrey Murch seconded, all approved, 5-0.

Public Comment—No public comment.

Work Session—**Site Plan Ordinance Application.** The Planning Board discussed the draft Windsor Site Plan Application. Jerry Nault reported that he had presented the draft Site Plan Application to the Selectboard and had received their approval.

A fee schedule for Site Plan projects was discussed. It was determined that a \$50 application fee would be charged, with the option of additional fees being imposed depending on the nature of the project and amount of technical review required.

Scott Farwell moved that the Planning Board accept the draft Site Plan Ordinance Application version 4023, Jeffery Murch seconded, All approved 5-0. Jerry Nault will present the completed approved draft to the Selectboard.

New Business—Selectperson Ray Bates reported that the Selectboard is interested in having a dedicated person to conduct an initial review and provide assistance to an applicant for certain types of applications, including the Site Plan application. He also reported that the Town Manager has added money to the budget for a paid assistant to the Planning Board to act as Planning Board Secretary and assist with applicants.

Adjournment— The meeting was adjourned at 7:40 p.m.

The next regular Planning Board meeting is scheduled for Monday, May 6, 2024, at 7:00 pm.

Respectfully Submitted,
Scott Farwell, Secretary