



MINUTES OF PLANNING BOARD MEETING

Monday, January 6, 2025

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: Chair Carol Chavarie, Jerry Nault, Tom Squiers, David Landmann and Dan West.

Others present: Town Manager Theresa Haskell, Windsor Select board members Bill Appel and Allison Whynot; Matthew and Patricia Taylor, Tom Reed, Nancy Fish, Bonnie Squiers, Paulette Thibodeau, and Nathan Northrup.

Call to Order - The meeting was called to order at 7:00 PM by Carol Chavarie.

Previous Meeting Minutes, Consideration & Action

Jerry Nault moved that the minutes from the December 2, 2024 Planning Board meeting be accepted as written, Tom Squiers seconded, all in favor, 5-0.

Public Comment: Paula Thibodeau asked why a letter was only mailed to her and Nathan Northrup from the Windsor Planning Board, regarding the Long Pond Acres subdivision? Jerry Nault, along with Carol Chavarie provided an explanation, with an outline that led up to this action. The request for this letter was initiated by Mathew and Patricia Taylor, residents of the subdivision, during the December 2, 2024 Planning Board meeting. They shared an information packet of historical documents pertaining to the Long Pond Acres Subdivision, and more specifically, a fire road, which was identified on the original platt as “Not for public or recreational use.” Not all residents were mailed this letter because not all of the addresses were provided until after the letter was mailed on December 4th. During much discussion with all parties attending the January 6, 2025 Planning Board meeting, the consensus was that we, the Planning Board, erred in publishing this document and it should be recalled, and that all parties involved

be advised that resolution to any disagreement between the residents of the Long Pond Acres Subdivision (Smith Road) with regards to use of a fire road needs to be sought elsewhere. **David Landmann motioned to have this letter rescinded, Jerry Nault seconded, all in favor, 5-0.**

New Business:

Coyote Lane - Carol Chavarie shared with David Landmann, owner of properties on Coyote Lane, that the Town of Windsor Code Enforcement Officer, Greg Feltis, had issues trying to number the different structures on Coyote Lane in accordance with E911 requirements. After much discussion and with additional information on the history of Coyote Lane by David Landmann, the Planning Board's consensus was to have David speak directly with Greg on how to best resolve this matter on numbering the structures in order to best serve the town's accounting E911 requirements. No motion necessary.

Administrative Support for the Planning Board – The need for admin support for the Planning Board was discussed at length, along with many possible duties and responsibilities, for a potential candidate to consider doing. Theresa Haskell, Town Manager, mentioned many of these, such as: preparing the meeting minutes, files maintenance, preparing the agenda, emailing documents, mailing out letters, setting up the room for each meeting, processing Site Plan Review applications (scanning and sending to each Planning Board member), along with other duties as assigned. This person could be an independent contractor, or if necessary, an existing town employee. David Landmann expressed concerns for Theresa, and feels that she shouldn't have to do all of these identified tasks, and more, along with Kelly McGlothlin and others in the town office. This topic was tabled for further discussion for future meetings.

Adjournment – The meeting was adjourned by Carol Chavarie at 9:50 PM.

Respectfully submitted,
Dan West, Secretary