



MINUTES OF PLANNING BOARD MEETING

Monday, November 4, 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: Chair Carol Chavarie, Jerry Nault, David Landmann, Tom Squiers, Dan West, and Dan Finley.

Others present: Town Manager Theresa Haskell, Windsor Select board member Bill Appel; Windsor Code Enforcement Officer Arthur Strout, Tom Reed, Bonnie Squiers, Pete Kelley, Nancy Fish, and Grainne Shaw from KVCOG.

Call to Order

The meeting was called to order at 7:00 PM by Chair Carol Chavarie.

Previous Meeting Minutes, Consideration & Action

Jerry Nault moved that the minutes from the September 16, and October 7, 2024 Special Planning Board Meetings be accepted as written, Tom Squiers seconded, all in favor, 5-0.

Public Comment: Nancy Fish asked about a MOU (Memorandum of Understanding) prepared between her and Ben Brann (Pike Industries) which was supposed to be sent to Theresa Haskell for this meeting regarding an agreement between the abutting property owners. This document was presented to the Planning Board after this public comment. After this MOU was presented and reviewed by the Planning Board, David Landmann suggested to have all interested parties meet with pit owners for consensus on disputes.

Jerry Nault motioned to have this meeting between pit owners and abutting land owners in addition to other “interested parties” formalized, Tom Squiers seconded, all in favor, 5-0.

New Business: 53 Barton Road Solar Facility Application. There was some discussion on this application. It is a residential application that has 800 square feet of solar panels (39 panels total) to be installed. Jerry Nault offered to review the application in depth and contact all parties involved for any clarification and concerns. **David Landmann motioned to allow a thorough review of the application by Jerry Nault, Tom Squiers seconded, 4-0 in favor with 1 abstaining (Jerry).** David Landmann suggested to have the applicant provide hard copies of the application to the Planning Board, and also to have the application modified to require this for future use.

Old Business:

Board of Appeals Ordinance – The current “draft” was reviewed. Some edits were adopted and/or revised. The Code Enforcement Officer for the Town of Windsor, Arthur Strout, to decide if abutters need to be notified by certified mail at the expense of the applicant. David Landmann would like to see a “limit” on how many times an applicant may appeal to the County Court. Discussion took place on how often the BOA should meet. The consensus was “annually at a minimum in June.”

Mineral Extraction Ordinance - Nancy Fish elaborated on her MOU with Pike Industries (Ben Brann). An agreement to have a berm installed directly across from her residence appears to resolve these matters. It was noted that the “lines of communication” are now “open” between her and Pike Industries. The Planning Board reserves the right to enact further measures via the “checklist tool” at its disposal for the “final say” if neighbors cannot agree. Further comments – Tom Reed: “bring us an ordinance.” David Landmann commented, “Site Plan Review Ordinance with checklist is sufficient for a mineral rights ordinance. Pete Kelley commented that he likes the checklist. Nancy Fish: “Unlicensed Pits? Owners can walk away.” Arthur Strout added that the use of a “Declaration of Existence” ought to be established under an “honor system” or to have the Select Board enforce. Grainne Shaw from KVCOG presented a copy of what Winthrop, Maine has for a Mineral Extraction Ordinance with comments pertaining to Winthrop having zoning where we do not. Further review is required to come up with a better working draft for the Town of Windsor.

Site Plan Review Application discussion – LD 2003, July 1, 2024, regarding affordable housing, specifically ADUs (Additional Dwelling Units) was discussed. A Q&A led by Grainne Shaw took place. An overview of the State Ordinance was provided to the

audience with much discussion back and forth. Any and all decisions about imposing an application process by the town would need to be handled at the Select Board level.

Other: Theresa Haskell suggested having monthly Planning Board meetings on the first Monday of each month. **Motion was made by Dan West to have monthly meetings, Dan Finley seconded, all in favor, 5-0.**

Planning Board Budget: Dan West asked the Planning Board for compensation for acting as Secretary for the board with a proposed monthly stipend of \$75 monthly for time spent capturing, preparing, and disseminating the minutes. Theresa Haskell commented that the current annual budget was \$500. Jerry Nault suggested paying that, providing an invoice was submitted to the town. **David Landmann motioned to pay \$75 a month to Dan West for his secretary duties, Jerry seconded, vote was taken, 4-0-1.**

Adjournment – The meeting was adjourned by Carol Chavarie at 9:45 PM.

Respectfully submitted,
Dan West, Secretary